

MONTGOMERY ELEMENTARY SCHOOLS

2011-2012 – Revised 10/2011

STUDENT/PARENT HANDBOOK



**OFFICE OF THE ELEMENTARY PRINCIPAL
MONTGOMERY AREA SCHOOL DISTRICT
120 PENN STREET
MONTGOMERY, PA 17752
(570) 547-1608, EXT. 127**

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MONTGOMERY AREA SCHOOL DISTRICT

The purpose of the *Student Handbook* is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

BOARD OF SCHOOL DIRECTORS

Bonnie R. Taylor.....President
Adam R. Diggan Vice President
Gary L. Yocum..... Treasurer
Steven W. Rupert.....Secretary

D. Todd Baker	Gabriel P. Blasi
Jody L. Budman	Christopher J. Johnson
Augustine F. Spizzirri	Paul E. Stryker

ADMINISTRATIVE PERSONNEL

Daphne L. Ross Superintendent of Schools
Michael A. Prowant Middle/High School Principal
Linda L. Gutkowski Director of Curriculum and Instruction
Karen S. Snyder Elementary Principal
Steven W. Rupert..... Business Manager

ELEMENTARY SCHOOL PERSONNEL

Connie Wells.....Elementary Guidance Counselor
Heather Walton School Nurse
Jessica Durn School Psychologist
Todd Wright.....Maintenance Supervisor
Judy Kulka Elementary Secretary

MONTGOMERY AREA SCHOOL DISTRICT

District Philosophy

We believe that:

The purpose of the school is to help children develop intellectually, socially and morally, so they can become productive, willing members of the school and community.

However, learning requires cooperation between the home, school and student. This means each of them must understand and respect each other. We recognize that each child is unique and may need to be taught in a different manner. When students like to learn they will continue to learn, even when they are not at school. To help each student the school must treat them as individuals and discover the best way for each of them to learn.

All children should view themselves in a positive manner. This will help them understand themselves and in turn understand others. They then can appreciate the contribution of others to their life. The school must give students the skills and information to help them in making changes, making decisions, and being responsible, productive adults.

As students grow intellectually, socially and morally, the school program will also help them grow physically and emotionally. This development will give them confidence and independence of thought, as well as help fill their leisure time. Seeing each student as an individual and giving appropriate instruction should help develop individuals who view school as an important part of their community and who are willing to show pride and responsibility for both their school and their community.

Mission Statement

The mission of the Montgomery Area School District, as the leader of an educational partnership with the community, is to ensure that all students will become independent learners, will acquire respect for self and others, and will attain the knowledge and skills needed to become successful, productive members in the ever-changing global community.

Equal Opportunity Statement

The Montgomery Area School District declares itself to be an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate in employment, programs, services, or activities based on race, color, national origin, sex, religion, age, or handicap, in accordance with State and Federal laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the American Disability Act of 1990. Inquiries should be directed to: Montgomery Area School District, Mrs. Daphne L. Ross, Superintendent, 120 Penn Street, Montgomery PA 17752, (570) 547-1608.

MAPP DATES, SPECIAL AND SCHOOL CLOSING DATES

August 23-25	Teacher In-Service*
August 29	First Student Day
September 5	Labor Day*
September 6	MAPP Begins
October 10	Teacher In-Service*
November 10	^Act 80 Day/Parent Conferences*
November 11	Teacher In-Service/Parent Conferences*
November 24-28	Thanksgiving Vacation*
November 29	^Act 80 Day*
December 20-23	No MAPP
December 26–January 1	Holiday Break*
January 2#	Holiday Break*
January 16	Teacher In-Service*
February 17	Teacher In-Service/Parent Conferences*
February 20#	Presidents Day*
April 4-11	Spring Break*
(April 4, 5, 9, 10 and 11#)	
May 10	MAPP Ends
May 11	Teacher In-Service*
May 28	Memorial Day*
June 8	Early Dismissal (Gr K-12)/Last Student Day**
June 11-12	Teacher In-Service*

- possible make-up day

***Students Not in Attendance**

****Student Dismissal at 12:15 P.M. for Grades K-5**

^Pre-K Students in Attendance

**MONTGOMERY ELEMENTARY SCHOOLS
STAFF 2011 – 2012**

Pre-Kindergarten	Mrs. Jodi Furman
Pre-Kindergarten	Mrs. Tanya Strausser
Pre-Kindergarten	Mrs. Jill Ulrich
Kindergarten	Mrs. Kim DeLullo
Kindergarten	Mrs. Vanessa Follmer
Kindergarten	Mrs. Renee Kennedy
Kindergarten	Mrs. Darlene Waldron
First Grade	Ms. Samantha Kahler
First Grade	Mrs. Cassandra Martin
First Grade	Mrs. Loretta Shimko
First Grade	Ms. Rae Temple
Second Grade.....	Mrs. Debbie Kennedy
Second Grade.....	Mrs. Douglass Knapsack
Second Grade.....	Mrs. Joi Sullivan
Third Grade	Ms. Patricia Damaska
Third Grade	Mrs. Jennifer Johnson
Third Grade	Mrs. Pamela Martzall
Fourth Grade.....	Mrs. Kimberly Lorson
Fourth Grade.....	Mrs. Marianne Mulfinger
Fourth Grade.....	Mrs. Elizabeth Zettlemyer
Fifth Grade.....	Mrs. Kaelie Good
Fifth Grade.....	Mrs. Heidi Luxenberger
Fifth Grade.....	Mrs. Sheri Swanger
Art	Mrs. Mary McGarvey
Librarian	Mrs. Dianne McCormick
Music/Gifted.....	Mrs. Susan Palazzo
Physical Education	Mrs. Tara Bartlett
Reading Specialist.....	Mrs. Carol Chaapel
Reading Specialist.....	Mr. Jeffrey Deisher
Reading Specialist.....	Mrs. Susan Peters
Speech.....	Mrs. Melinda Lovell
Learning Support.....	Mrs. Paula Taylor
Learning Support.....	Mrs. Melinda Tripoli

Instructional Aide..... Mrs. Nancy Bashista
 Instructional Aide..... Mrs. Dawn Bausinger
 Instructional Aide.....Mrs. Brenda Grab
 Instructional Aide.....Mrs. Lucinda Hecknauer
 Instructional Aide.....Mrs. M. Joyce Heiges
 Library Aide Mrs. Jennifer Metzger
 Instructional Aide..... Mrs. Michelle Rupert
 Instructional Aide..... Mrs. Debbie Salvatori
 Instructional Aide.....Mrs. Robbie Showers
 Instructional Aide..... Mrs. LouAnn Taylor

EMERGENCY CLOSING

In the event of snow or other emergency weather condition, school closing will be announced through the school district’s Parent Link and website (www.montasd.org) and on the following radio and television stations:

WNEP-16	WBRE-28	WYOU-22
WILQ-FM..... 105.1		WZXR-FM 99.3
WRVX-FM..... 107.9		WVLY-FM..... 100.9
WKSJ (KISS-FM) 102.7		WLYC-AM 1050
WWPA-AM..... 1340		WRAK-AM 1400

MAPP (MONTGOMERY AREA PLUS PROGRAM)

Prepare & Learn for Ultimate Success

The Montgomery Area School District is committed to fostering high academic achievement, closing the achievement gap, and promoting personal growth as a productive citizen of the community in all of its students.

We believe that all students are capable of meeting high standards of success given enough time and support. In an effort to help ALL of our students meet high levels of success in school, a *differentiated time schedule* will be used district-wide to provide students with the individualized attention needed for their ultimate success.

GRADES K-5 DIFFERENTIATED TIME SCHEDULE

8:10*Building Open to Students
8:30..... Late Bell

Dismissal:

Monday:

3:00 – All students

Tuesday-Friday:

3:00 – Students not needing extra support

3:30 – Students needing extra support (MAPP)

***Please Note: Supervision is not available for students arriving at the school prior to the time designated for doors to open. Please adjust your child's departure from home so students do not arrive at school prior to this time.**

When weather conditions or other situations make it necessary for the school to delay its start by two hours. The building will be open to students in grades K-5 at 10:10 AM.

PRE-K TIME SCHEDULE

8:45 a.m.* Students are to enter the building
9:00 a.m. Late Bell
2:00 p.m. Dismissal

***Students arriving after 8:45 a.m. will need to be accompanied to the classroom by the adult dropping them off.**

When weather conditions or other situations make it necessary for the school to delay its start by two hours. The building will be open to Pre-K students at 10:45 AM.

MAKE-UP DAYS

First..... December 22, 2011
Second December 23, 2011
Third January 2, 2012
Fourth February 20, 2012
Fifth April 4, 2012
Sixth April 11, 2012
Seventh..... April 10, 2012
Eighth April 5, 2012
Ninth..... April 9, 2012

ATTENDANCE

Because daily classroom work and participation is a critical part of your child's education, regular attendance is mandated for all students enrolled in the Montgomery Area School District. Legal absences may be granted for personal illness, impassable roads, family quarantine and death in the immediate family. Likewise, pre-approved absences for educational reasons may be granted by the elementary principal.

Those students not in attendance on a particular school day may not participate in extra curricular activities before or after school that day nor may they enter school property for any other purpose.

Medical/Dental appointments of a non-emergency nature should be made outside of regular school hours when possible. If this cannot be done, a note should be presented to the office prior to the appointment. This note should contain the nature of the appointment and the date and time of the appointment. Students are to return to school following the appointment with an excuse from the doctor/dentist, etc.

Failure to submit this excuse within three days of the student's return to school will result in the absence being declared unexcused.

Students are expected to attend school every day with the exceptions of illness and other excused absences. If a student has a total of 10 absences, a doctor's excuse may be required for each subsequent absence or the day will be classified as illegal. If a doctor's excuse is not provided, a written warning will be sent to the parents upon the third illegal day. Upon the fourth illegal absence, parents will be charged before a magistrate for all illegal attendance days (**including illegal days for every 3 tardies that may have been accumulated**).

Pre-K Counts Students: If a student's absences exceed 15 excused or 10 unexcused, the student may be unenrolled from the program depending upon the circumstances per state grant requirement.

LATE ARRIVAL/TARDY

Students not in their classroom when the tardy bell rings (8:30 for grades K-5, 9:00 for Pre-K) will be counted tardy. Upon arriving to school late, students are to report to the office with a signed note stating the reason for tardiness before going to class.

All students are expected to be on time for school. **Three days tardy without a doctor/dental excuse will be marked and counted as an illegal school day.**

REPORTING ABSENCE

Parents are to call the elementary attendance reporting system **prior** to 9:00 A.M. on each day that their child is not in attendance to confirm their knowledge of their child's absence. When leaving this message, please state your child's name, grade, teacher and reason for absence. Please **do not** request homework on this attendance reporting system. Requests for homework should be made by calling the office directly. **Please remember to turn in a written excuse for your child's absence within three days upon your child's return to school.**

EARLY DISMISSAL

A written request, dated and signed by a parent or guardian, is necessary in all cases of early dismissal, including doctor or dental appointments. The written request for early dismissal should be brought to the office the morning the pupil is to be excused.

Parents must report to the elementary office to pick up children who are being dismissed early. **Children will not be permitted to leave school unaccompanied. Please do not call the office to request that your child be waiting for you to pick them up.** Allow 10-15 minutes when picking your child up early for an appointment.

TARDY

K-5 Arrive in the classroom after 8:30 a.m. but before 11:10 a.m.

Pre-K..... Arrive in the classroom after 9:00 a.m.

HALF DAY ABSENCES

K-5 Students:

1/2 day a.m.....Arrive after 11:10 a.m.

1/2 day p.m.....Depart prior to 1:40 p.m.

EDUCATIONAL TRIP

The Board of School Directors recognizes that educational travel experiences for students enhance and enrich the learning opportunities. A maximum of five days per year are granted on an individual basis for *approved* educational trips, provided that all missed assignments are gathered before the planned trip and returned completed within five days

after returning from the approved trip. If missed assignments are not completed within one week of school, the days will become illegal days.

An "Application for Excused Absence for an Educational Trip, Not School Sponsored" form may be obtained at the school office.

EXTRA-CURRICULAR ACTIVITIES

The Montgomery Elementary Schools offer several programs of an extra-curricular nature. Students in grade five have the opportunity to participate in a choral program.

Our elementary band, grade five, conducts annual concerts featuring skills developed through individual and group lessons. Students in all grades may participate in our various art displays and demonstrations.

Students in grades K-5 have the opportunity to participate in Odyssey of the Mind. This program encourages problem solving and creativity.

PARENTAL INVOLVEMENT

Parent involvement is a critical part of your child's educational progress. Recognizing this fact, we the staff of the Montgomery Elementary Schools, encourage you to take an active role in your child's educational experience.

Opportunities for your involvement include:

- 1.) PTO meetings, committees and activities.
- 2.) Annual "Open House."
- 3.) Performances and demonstrations in the areas of Art, Music and Physical Education.
- 4.) Classroom and grade level activities to which parents are invited.
- 5.) Regular contact with your child's classroom teachers regarding his or her educational progress.

If you have a particular talent you would like to share on a volunteer basis with our students, please call the elementary school.

We want and need your support and involvement in providing your child with the best education possible.

PARENT CONFERENCES

Communication between home and school is a critical component of your child's educational progress. You are encouraged to participate in the fall and spring conferences held each year.

We suggest strongly that additional conferences be scheduled with your child's teachers during the school year. Periodic contact with your child's instructors will keep you informed and demonstrate your interest to your child about his or her accomplishments. To schedule these additional conferences please call the office of your child's school.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are an integral part of the total education process. The Guidance Counselor assists students in developing the knowledge, skills, and self-reliance needed to make wise decisions in regard to their personal and social situations, as well as to improve their planning. The services offered by the counselor include the following:

- 1.) The *counseling service* provides an opportunity for individual students or groups of students, in a personal and confidential relationship with a counselor, to understand themselves better, make choices and decisions, and to resolve personal and social concerns.
- 2.) The *screening for academic achievement* helps students and parents understand each person's abilities, interests, and possible limitations.
- 3.) The *orientation service* seeks to aid incoming students, either to the district or new school, by helping them understand, accept and feel at home in a new school.

Students wishing to see the school counselor may stop at her office to arrange a time or leave a message in her "mailbox" located in the office. Parents wishing to schedule an appointment with the school counselor may do so by calling 570-547-1608, ext. 128.

TITLE I

Title I remedial reading/early literacy services are available. Reading Recovery is also available to appropriate students in grade 1. Participation in these programs is voluntary for those students meeting program guidelines. Further information may be obtained by contacting the Elementary Principal.

RESPONSE TO INTERVENTION TEAM

Montgomery Elementary Schools implements a Response To Intervention (RTI) model. This is a comprehensive, multi-tiered standards-aligned strategy to enable early identification and interventions for students at academic or behavioral risk.

The goal of this RTI model is to improve student achievement using research-based interventions matched to the instructional need and level of the student. Key components of the RTI model are:

- Multiple tiers of increasingly intense interventions
- Use of scientifically research-based interventions
- Continuous monitoring of student performance through benchmark assessments

Our goal is to match instruction to each individual student in order to help each child succeed.

NURSE AND HEALTH FACILITIES

The Montgomery Area School District Health Services strengthens the educational process through attention to the health status of children and adolescents. Good health is basic to sound education and productive living. Programs are integrated with community and health agencies to strengthen and reinforce the family and supplement rather than replace the function of the home.

SCHOOL HEALTH IS NOT A MEDICAL SERVICE. IT IS A PREVENTATIVE SERVICE INTENDED TO ENCOURAGE AND SUPPORT PARENTS' DECISION-MAKING RESPONSIBILITIES FOR THE HEALTH CARE OF THEIR CHILD.

State mandated health services are provided by the Montgomery Area School District nursing staff to public schools. A certified school nurse (CSN) is currently employed.

A school board approved doctor serves as a consultant for the health program and participates in mandated services and sports physicals.

A school board approved dentist serves as a consultant for the dental health program and participates in state mandated services.

Minor Illness and Dismissal from School

1. An emergency card should be on file for every student in a building. It is the parent's responsibility to update the information on the card as necessary.

2. Students are not to call their parents/designee to come for them. School personnel will evaluate the student's condition. If the student is too ill to remain in school, parent/guardian or designee will be called and arrangements made.
3. Only parent/guardian or designee may give permission for child to be sent home. Pupil emergency cards are kept in designated areas in each school.
4. If a parent/guardian or designee cannot be reached, the child will be kept in school.
5. Transportation is a parental responsibility. The school will not provide transportation for students.
6. Exceptions to the above procedure can be made at the discretion of the school nurse, after consultation with the building administrator. Elementary students must be picked up in the nurse's office or in the school office.

Policy for Exclusion and Re-Entry for Communicable Conditions

For the welfare of all students and staff, certain regulations must be enforced when a communicable condition is suspected. The rules established by the Pennsylvania State Department of Health are intended to provide a safe and healthy environment.

1. A student suspected of having a contagious health condition will be sent home with an exclusion notice. Parents/guardians are required to take the student to their family doctor for diagnosis and treatment. Expenses of the examination and treatment are paid for by the family.
2. Students so excluded must be reexamined by the school nurse upon return to school. A note from the physician allowing the return must be brought to the nurse.

Exclusion from School for Pediculosis (Head Lice and/or Nits)

1. Head checks of all elementary students will be made periodically throughout the year by the school nurse. Also, any student suspected of head lice or nits will have his/her head inspected by the school nurse. If lice or nits are found, the student will be sent home.

2. The parent/guardian or authorized party will be contacted so the student will be able to be taken home. Instructions for the treatment will be given to the parents.
3. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will return to the school with the student along with the bottle of shampoo which was used to treat the student's hair. The nurse will inspect the hair in the presence of the parent/guardian or designee and if the student is NIT FREE, he/she will be permitted to resume school activity. If nits are still present, the student is returned home for additional treatment. Procedure for re-entry will be repeated. The nurse will inspect the student's head once per day.
4. Parents are responsible to provide transportation to and from school until the condition is cleared.
5. All days resulting from this exclusion in excess of three calendar days will be declared illegal.
6. A form will be sent home with each student notifying parents that a case or cases of head lice have been found in their child's classroom.

REGISTRATION REQUIREMENTS

Transfer - Immunization records are required for a student to start school in the Montgomery Area School District. If you have these with you, please be sure to give them to the secretary when registering your child for school. If you do not, please draw this to the attention of the secretary who will immediately fax a signed request to your child's previous school. Your child may not start school until we receive the immunizations from their previous school.

Pre-Kindergarten/Kindergarten Registration - Proof of immunizations are required for students to attend pre-k/kindergarten.

Diabetic Policy

Students should have an:

- Individual Health Plan, including:

- data/information sheet
- diabetes information and treatment goals
- emergency goals

- Blood Glucose Testing - Recommendations

- students should be permitted to test their blood glucose in school:
 1. Nurse's Office
 2. Classroom – if a student prefers to check their blood glucose in the classroom, the following criteria is required:
 - a. Physician sign-off on the student's competency to accomplish this skill in the classroom.
 - b. Parents must provide a blood glucose meter, test strips, a lancing device, supply of lancets (a non-reusable lancet is recommended), emergency glucose source for treatment of hypoglycemia.
 - c. Proper disposal of blood contaminated articles must be done by putting them in a plastic bag before disposal.

- Goals of Treatment (Insulin) - Recommendations

- Written orders from the student's physician outlining dose and indications for insulin administration
- Insulin stored appropriately
- Students with insulin pumps should keep extra batteries in the nurse's office.
- A physician's order for insulin injections should be included in the IHP in case of pump malfunction (insulin doses should be indicated)
- Student's parents should provide insulin in case insulin pump malfunctions (should include appropriate insulin and vehicle to administer it)

- Meals/Snacks - Recommendations

- Each IHP should include:
 1. Provision of snacks when indicated by parents

- Physical Activity/Exercise/Sports - Recommendations

- Students with diabetes should participate fully in school physical activity
- The IHP should specify any contradictions to exercise
- The need for a snack prior to activity should be detailed

- Student should be allowed to carry emergency glucose
- Parents of students with diabetes should make sure that coaches are aware of the diabetes
- School Trips - Recommendations
 - The student should be allowed to attend all school trips
 - Consideration should be given to having a nurse, parent or a parent's designee accompany the student with diabetes on a school trip
 - Parents of a student with diabetes should provide extra snacks in case of emergency
- School Bus - Recommendations
 - All bus drivers of children with diabetes should be made aware of the symptoms associated with hypoglycemia and hyperglycemia
 - Bus drivers should know which children have diabetes
 - Consideration may be given to seating a student with diabetes in the front of the bus or in an area that can be easily seen by the bus driver
 - Students with diabetes need to be allowed to eat/drink during the bus ride should it be medically necessary
- Emergency Situations (Hypoglycemia) - Recommendations
 - IHP should include indications of hypoglycemia for each individual student and recommended treatment
 - IHP should include specific accommodations and modifications needed for test and exam taking
 - Allow all students with diabetes to have readily available CHO on their person
 - School personnel should be informed of the student's diabetes and of the need to seek assistance from the school nurse when necessary
 - If students with diabetes need treatment for hypoglycemia, they should always be accompanied by a responsible other
 - Glucagon administration must be ordered by attending physician
 - The school should have a list of designated trained individuals who can administer Glucagon in the absence of a health care professional

- Emergency Situations (Hyperglycemia) - Recommendations
 - IHP should include indications of hyperglycemia for each individual and recommended treatment
 - Students with diabetes should be allowed BRP and access to water or sugar-free drink as necessary

General Medication and Treatment Policy

Ideally, all medications and treatments should be given at home. However, the Montgomery Area School District personnel will cooperate with parents and physicians if a student must receive a medication or treatment during school hours. The following regulations will apply to the administration/supervision of medications/treatments in school. Failure to follow the guidelines will result in your child not receiving prescribed medication. (Should your child take a medication during the school day, the required paperwork must be submitted/resubmitted each school year whether or not there has been a change in the medication.)

Prescription Medication/Non-Prescription Medication

1. Upon written or faxed (570-547-6055) request from the physician to school personnel, individually prescribed medication or treatments will be administered/ supervised. Included in the request must be the date, name of student, name of medication/treatment, dosage, time to be administered, and diagnosis of condition being treated. (The label on the outside of the bottle is NOT a physician order.)
2. The request form must be signed by the parent/guardian indicating that the medication/treatment be administered as prescribed by the physician.
3. All medication must be in a pharmaceutical container or original packaging and labeled with the student's name, physician's name, date of prescription, name of medication, dosage and frequency and name and phone number of the pharmacy.
4. In the absence of the RN or LPN, the principal/designee will supervise the self-administration of medication.

Miscellaneous Medication Regulations

1. Any medication to be administered during the school day should be taken to the nurse's office immediately upon arrive at school. If the nurse is not in the building, the medication should be taken

directly to the school secretary for storage in the nurse's office.
STUDENTS ARE NOT PERMITTED TO CARRY (OR STORE IN THEIR LOCKER) ANY MEDICATION.

2. The nurse will not take verbal orders for any medications to be given during the school day. Also, any change to an existing order must be in writing.
3. Cough drops are not available in the nurse's office. If you wish to have your child take cough drops, please send them to school with your child. Please label the cough drops with your directions for dispensing (i.e., as needed, one every four hours). Elementary students should give the cough drops to his/her teacher upon arrival at school. The teacher will keep these at his/her desk.
4. If a student is instructed by their doctor to keep medication with them, the nurse must have a written order from the doctor stating this requirement.
5. If the unused/expired prescription is not picked up by the last day of school, the school nurse will destroy/discard any unused/expired medication. This act will be witnessed by a district employee if the medication to be discarded is a controlled substance.
6. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.
7. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REPORT TO THE NURSE'S OFFICE OR THE MAIN OFFICE FOR HIS/HER MEDICATION AT THE PROPER TIME.**
8. Medication that is ordered three times a day may be given before school, after school and at bedtime unless the physician indicates on the prescription order form that it must be given at lunchtime.
9. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
10. The first dose of any prescription medication must be administered at home.
11. If tablets must be cut, the parent is responsible for cutting them and sending in the correct dosage to school.

Medication for Field Trips

If your child needs to take medication while on a field trip, please send it with the child in a container labeled with your child's name, the name of the medicine, when it should be given and the dosage. This medicine should be given to your child's teacher the morning of the trip.

Pain Medication

Tylenol will not be given until 2 hours after the start of school or 2 hours before dismissal.

Pennsylvania State Mandated Screening Process

- Height and Weight (grades Pre-K-12)
- Vision (grades PreK-12)
- Hearing (grades Pre-K-3, 7 and 11)
- Scoliosis (grades 6 and 7)
- BMI (grades Pre-K-12)

Pennsylvania State Mandated Examinations

Physicals

Pre-Kindergarten, Kindergarten, 6th grade and 11th grade students: The School Health Law requires medical examinations for these students. We recommend that your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than one year prior to the first day of the school year for that grade. Sports physicals done during the school year will also be accepted.

Dentals

1st, 3rd & 7th grade students: The School Health Law requires dental examinations for these students. We recommend that your family dentist do this examination since he/she can best evaluate your child's dental care and assist you in obtaining necessary treatments and/or corrections. Private dentals done by your family health care provider cannot be administered any earlier than one year prior to the first day of the school year for that grade.

School Exams

The school offers physical and dental examinations. Physical exams and dental exams performed at the school require a written parental consent form that will be sent home prior to these exams being administered. If the form is not signed for a school examination and returned to the school, no exam will be administered. This form will be mailed to you at the end of the preceding school year. Please specify whether you want a private or school exam and return it to the school by the end of September either way.

911 Procedures

The 911 county communications services will be utilized when a student is in need of emergency treatment. Parental consent is preferred for this procedure. In the event that a parent/guardian or family member cannot be reached, a medically compromised student shall be sent without immediate parental consent. A copy of the student's emergency card will be sent for emergency purposes as this card has written parental consent for transport.

Emergency Cards

An emergency card is sent home with each child at the start of each school year. Please fill it out completely and return promptly. The school nurse must have the name and number of a person to contact if your child becomes ill in school and you are not at home. Please inform the nurse's office and the elementary office if you have a change of address, phone number, or person to be contacted in case of emergency if you are not available.

EMERGENCY TRANSPORTATION

Due to the wide range of potential situations for injury and illness, the wide range of parental attitudes regarding these situations, and financial liability concerns, the nurse's office will make every attempt to contact parents prior to requesting emergency transportation for a student.

Parents will be asked to make a determination as to how they wish their child to be transported. The nursing staff may make recommendations but the final decision will be made by the parent.

If circumstances do not permit time or the ability to establish parental contact, the nursing staff will make the final decision as to when and how a student will be transported for emergency care. **(Expenses for emergency transportation are paid for by the family.)**

HOMEWORK REQUESTS

Parents requesting homework for students who are absent for more than one day should contact the elementary office by note or phone before 9:00 a.m. (Do not leave a message on the attendance reporting system.) Homework will be sent to the office where it may be picked up after 2:30 p.m.

Students gathering homework for others should present a note making the request from the parent to the homeroom teacher in the morning. The students should return at the end of the school day to pick-up the requested assignments.

Upon return to school it is the student's responsibility to check with the classroom instructors to verify that all assignments have been completed satisfactorily.

HOMEWORK

Homework assignments are designed to be a form of educational review and may include written and non-written assignments. The purpose of these assignments is to provide the student the opportunity to practice skills and extend learning. Additionally, this provides the parent the opportunity to observe the types and quality of the work being accomplished by their child.

SCHOOL VISITORS

All visitors to the Montgomery Area Elementary School including parents, are to come to the entrance and ring the buzzer to gain entrance. Upon entering the building, all visitors must report to the office to register and obtain a visitor's badge. Before leaving the building, all visitors are to sign out at the office. This procedure will reduce the number of classroom interruptions and provide a safe and efficient educational program for your child.

Any student wishing to re-enter the building once dismissed, must report to the office before further entering the building.

STUDENT TRANSPORTATION

Bus transportation is provided to and from school for all Kindergarten through 5th grade students residing along or near existing township bus routes. Information about the routes, bus stop locations, and departure and arrival times may be obtained by contacting the business office at 547-1608, ext. 124.

Students are expected to wait for, board, and ride the bus in a safe and appropriate manner. While waiting for the bus, children should stand quietly, well away from the traveled portion of the highway. They should remain well back from the road until the bus has come to a complete stop and then board the bus without pushing or crowding. After they are on the bus, they will quickly go to their seat where they will remain until the bus arrives at its destination. Conversations may be carried on in a quiet tone of voice with no yelling, teasing or fighting. Students may not eat or play with toys on the bus. They are to conduct themselves in an orderly manner to avoid distracting the driver's attention from the safe operation of the bus.

Safety and the proper social attitude in bus transportation as well as in all phases of the school program are of prime concern to the administration and the Board of Education. Students need to familiarize themselves with the obligations and courtesies of public transportation. A pupil who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation.

The school bus driver is authorized to enforce safety and social standards on his/her bus and in accordance with the Pennsylvania School Code, he/she has the same authority as a teacher. The relationship of the operator and student must be one of cooperation.

Bus students may ride only the bus to which they are assigned and must be picked up and discharged at their assigned bus stop.

Any requests for change in the above must be submitted in writing and approved by the building principal.

Important school bus passenger regulations affecting safety which all pupils, parents, bus operators, and school officials must be aware of are:

Minor Violations

1. First Offense: warning by bus driver.
2. Second Offense: warning and report by bus driver to the school office--this may result in school disciplinary action.
3. Third Offense: to be the same as that for a major violation of conduct.

Major Violations

1. First Offense: offender may be suspended from the bus from 1-5 days or until such time that a parent conference is held with school officials.
2. Second Offense and Subsequent Offenses: same procedure as for first offense, except that suspension shall be up to 5 days or the remainder of the school year.

The following are examples of major offenses:

Smoking or using tobacco in any form; destroying bus property; swearing; throwing any object in the bus; striking matches or lighting firecrackers; fighting; anything which impairs or endangers the lives of the student or bus driver; any other violation as judged.

Students who constantly repeat violations will be subject, by School Board Action, to permanent suspension from the bus for the remainder of the school year.

SCHOOL ATTIRE

It is the responsibility of every student to keep him/herself neat in appearance and well groomed. Certain provisions governing dress have been established to prevent hazard to health and safety, interference with school work, disruption of the educational process, or damage to school property.

These provisions specify that:

- * Unsafe footwear is discouraged for safety reasons. Footwear such as beach thongs (flip flops) and sandals without backs are not recommended.
- * Clothing, including tee shirts, buttons or other insignia, if they are intended to mock, ridicule, otherwise demean or provoke others because of race, religion, national origin, or individual views, or which condone or promote the use of alcohol, tobacco, or drugs are prohibited.
- * Any clothing which can cause a disruption to the education process, i.e., spaghetti straps, form fitting, revealing or suggestive, or offensive will not be permitted.
- * Accessories that are distracting or may cause damage to school property, i.e., chains, etc., are not permitted. No body piercing except for ears will be allowed.
- * Excessively baggy pants will not be allowed due to safety concerns. Clothing is to be worn so no undergarments are seen.
- * No “unnatural” (pink, blue, green, etc.) hair colors will be allowed.
- * All shorts and skirts must extend below the fingertips.

BREAKFAST/LUNCH

Every student has an account in the cafeteria for lunch that can be accessed by their student identification number. At meal time, the student is required to enter their number on the computer which accesses the student's account. If there is money in the account, the purchases are deducted, eliminating the need for students to carry money to school with them every day. Students can purchase any food item in the cafeteria, full meals or ala-carte items. Money in the account can only be used for cafeteria purchases.

Students can bring a check made out to Montgomery Food Service and give it to the Food Service Director, who will enter the amount into the student's account. Money can be deposited at any time for any amount. Cashiers will let the student know when his/her account is getting low. Any leftover money in a student's account will be refunded at the conclusion of the school year.

If your child is eligible for free or reduced meals, this information will be entered on the computer. The cashier will not know that the student is eligible for free or reduced lunch.

Breakfast will be available daily to all elementary students in grades K-5. Breakfast will begin at 8:10 a.m. All students should report to their homerooms immediately. Those students wishing to go to breakfast should inform their teacher who will in turn note their presence and direct them to the cafeteria.

The Breakfast Program will follow the guidelines for the free and/or reduced lunch program. The price for breakfast will be 90 cents. A reduced breakfast will cost 30 cents. (Students receiving free lunch are also eligible to receive a free breakfast. Those students receiving reduced lunch are also eligible to receive reduced breakfast.)

Student lunches are available daily to all students at a price of \$1.55. A reduced lunch will cost 40 cents.

Cafeteria Charges

All students that attend the Montgomery Area School District are provided the opportunity to purchase breakfast and lunch at the school cafeteria in accordance with the National School Lunch Program (NSLP). The following guidelines shall be followed in instances where the student finds it necessary to charge their meal due to lack of funds in their account.

Parents/Guardians are solely responsible for providing their children with money for lunch, or packing a lunch from home. If for any reason a

parent/guardian cannot afford to provide a lunch for their child, free and reduced lunch applications are available in the school offices.

A NSLP free/reduced meal application is sent home at the start of the school year with all students and given to parents when enrolling new students.

Parents/Guardians and students are encouraged to deposit money in their account so that adequate money is readily available to purchase school lunches and breakfasts. This will eliminate the need for the parent/guardian to send money with the student each day. This also helps increase the speed of the serving line. Parents/Guardians can deposit money by sending a check or cash with their student to school.

The cafeteria manager will send a Parentlink notification the same day that a charge is made or an account reaches a negative balance.

After three (3) charges to the student's account, K-5 students will receive an alternate lunch at his/her current meal price. Parents/Guardians will be notified through Parentlink and a charge notice will be sent home with the student and the parents/guardians will be responsible for all meal charges.

Other Considerations/Collections

If a student has a negative account balance at the end of any grading period, the school district will not release a report card, grade reports or high school transcripts until the negative balance is paid.

The school district may pursue collection of negative account balances through appropriate legal measures. The parent/guardian will receive a certified letter stating the amount of the negative account balance and will be given ten (10) days to remit payment. After that time, the student's account will be turned over to the magistrate for collection. All fees assigned by the magistrate in addition to the negative account balance will be the responsibility of the parent/guardian.

SCHOOL TEXTBOOKS AND MATERIALS

Textbooks are school property and should be treated accordingly. If they are lost or damaged, they must be paid for at the current replacement cost. Failure to return a book or make restitution will result in the student's report card will be retained.

OVERDUE LIBRARY BOOK POLICY

Report cards will be held for any library books that are more than four weeks past due at the end of the marking period unless the book(s) are

returned or payment is made to the library. All library books must be returned before the end of the school year. If a student has a library book checked out at the end of the school year and it has not been returned, that student's report card will be held.

RECESS

All elementary students are expected to participate in recess activities. Therefore, all children should arrive at school dressed appropriately for outdoor activities.

Circumstances justified by **a medical doctor's excuse**, may permit indoor recess supervision in the office.

TELEPHONE

A telephone is available in the office for student use for emergency communication. Students may **not** receive phone calls during school hours. Emergency messages will be delivered.

CELL PHONE

Cell phone use is not permitted during school hours. All cell phones need to be turned off and kept in a backpack. Violation of this policy will result in the cell phone being confiscated and brought to the office. The cell phone will be returned to the child at the end of the school day and the child will be issued a disciplinary referral. Should any future offenses occur, the phone will be kept in the office until a parent can come to the school to pick up the cell phone.

DELIVERIES

Deliveries are **not** permitted to be made at the elementary school. Arrangements to receive flowers, etc., should be made so that deliveries are made outside of the school day at the child's home.

TRANSPORTATION CHANGES

If for any reason you desire to have your child travel to or from the school in other than the usual manner, it will be necessary to contact the school. A note, signed by the parent, must be presented at the school by the student or parent requesting the specific change and the date or dates these changes are to be in effect. Please do not call the office requesting a change in your child's schedule.

UNLESS NOTIFICATION FROM THE PARENT IS RECEIVED PRIOR TO DISMISSAL, THE CHILD WILL BE SENT HOME VIA THEIR REGULAR TRANSPORTATION TO THEIR USUAL DESTINATION. A STUDENT'S REQUEST FOR A CHANGE WILL NOT BE HONORED UNLESS PARENT CONFIRMATION IS MADE.

REPORT CARDS

The Report Card is the school's way of communicating your child's progress. The reporting system of the Montgomery Elementary Schools will take the following form:

Report cards will be sent home with students every nine weeks on the following dates:

November 8, 2011

January 24, 2012

March 29, 2012

Last Day of School

Pre-K students will receive standards-based progress reports three times a year.

PROGRESS REPORTS

Progress reports are issued halfway between each marking period. These reports are to inform parents of their child's progress. (They are not a report card.) This report will let you know how your child is progressing in the marking period. Should you feel the need to talk to your child's teacher concerning his/her progress, please call the elementary office to arrange a time.

Progress reports will be issued on September 30, 2011, December 9, 2011, February 23, 2012 and May 2, 2012.

FORMAL PARENT CONFERENCES

Formal parent conferences are scheduled twice each school year. Fall conferences are scheduled for November 10 and 11, 2011. Spring conferences are scheduled for February 17, 2012. Spring conferences are scheduled at teacher or parent request. This schedule was developed to provide parents with the opportunity to discuss specific concerns related to student progress in a timely manner.

Please remember conferences will be made available at any time during the school term. You need not wait until the next formal

conference to meet with your child's teacher. Conferences may be scheduled by contacting your child's teacher at 547-1608, extension 127.

PROMOTION AND RETENTION POLICY

If one were only to apply a set of rigid academic standards when considering promotion or retention, the child's social development, physiological growth, and psychological and emotional maturity would no longer be the important consideration they must be when looking at the total child. Thus, the knowledge, experience, and understanding of the teacher would be applied in all cases so that the mastery of academic standards will not be the sole criterion for deciding whether a student is to be promoted from one grade to another.

Promotion of the pupil from grade to grade will depend upon the teacher's evaluation of the student's progress and achievement and his or her potential for success during the next school term.

The RTI Team and the classroom teacher will make the final recommendation concerning whether or not a retention is in the best interest of the child. Parental input will be solicited and considered by the team during the process in making its final recommendation.

TESTING

A wide range of individualized and group testing is used by the Montgomery Elementary Schools to assess the academic growth of students. Individualized testing may occur at any time during the course of the school term. Such tests are used to evaluate the current level of academic skills possessed by any one student against a given norm.

The Pennsylvania System of School Assessment Test (PSSA) will be administered to third, fourth and fifth grade students. This state-mandated test measures performance on reading and math standards. The PSSA testing dates for students in grades 3, 4 and 5 for reading and math will be March 12-23, 2012. Fifth grade students will also be administered a PSSA writing portion April 16-20, 2012. During this test students will need to respond to narrative, informational or persuasive writing prompts. Fourth grade students will be administered the science portion of the PSSA April 23-27, 2012. Please avoid scheduling trips and appointments during these dates.

Progress of Pre-K students is reported through the Work Sampling System as part of the state grant requirement.

STUDENT RECORDS

Student records are maintained at the school which your child is attending. These records will be made available for your inspection by contacting the Office of the Elementary Principal, located at the Montgomery Elementary School. An appointment may be made to review your child's records at his or her school.

STUDENT WITHDRAWAL PROCEDURE

Parents or guardians of students being withdrawn from the Montgomery Elementary Schools should contact the office of the principal at least ONE week prior to the withdrawal (547-1608, ext. 127). This enables us to gather information which may be taken with the student to their next school assignment, providing a smooth transition between schools. All classroom materials and library books are to be returned prior to the student's last day. Any monies due to the cafeteria are to be paid upon withdrawal.

WELLNESS POLICY

Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, requires all school districts participating in the National School Lunch Program to develop local wellness policies. In an effort to promote healthy eating habits, the following guidelines are to be followed:

Birthday Treats – **should be healthy snacks only!** No treats should be brought in to the school which contain added sugar as the first ingredient. Below is a list of some healthy snack ideas.

Healthy Snacks: Raw vegetables served with low fat dip; fresh fruit; non-sugared cereals, snack mixes made with popcorn and whole grain cereal; granola mixes; dried fruit; bagels; crackers and cheese; popcorn; pretzels; rice cakes; yogurt; goldfish; water, milk, or 100% fruit juices.

Examples of added sugar ingredients which are not considered components of a healthy snack are: sugar, brown sugar, corn sweetener, corn syrup, dextrose, fruit juice concentrate, high fructose corn syrup, honey, invert sugar, malt syrup, molasses, raw sugar, sucrose, sugar, syrup.

Food items with these ingredients listed as the first ingredient should not be brought to school.

Classroom Parties for holidays will offer minimal amounts of food. Food served should be mostly healthy snacks. (There will be a limit of 2-3 items that contain added sugar as the first ingredient.) Below is an example of a classroom party food menu:

- Fresh fruit, vegetables
- Crackers with cheese
- Popcorn
- 1 cookie or cupcake
- Milk or water

CONDUCT

The Montgomery Elementary School anticipates that all students will demonstrate conduct appropriate to the school setting. This expectation is based on the generally recognized values held by the parents and community.

However, at times, children demonstrate improper and unacceptable conduct. These are usually brought under control by the student through discussions with the classroom instructor.

If these discussions fail to improve behavior, intervention by either the Elementary Principal or Guidance Counselor may become necessary. Discussion of the incident or pattern of behavior may provide the student with the necessary insight to alter his or her behavior.

Should misconduct continue or specific incidents of a more severe nature occur, a higher level of disciplinary action may become necessary. Such actions may include parental contact, detention, or exclusion from school.

Parents will be provided a one day notice of children being assigned detention, or will be contacted by telephone the day of detention. Parents are responsible for providing transportation for students serving detention.

TOBACCO POLICY

The Board recognizes that use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and nonusers.

For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar or pipe; other lighted smoking product; or smokeless tobacco in any form.

The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, and on school property.

- First Offense - Suspension
- Additional Offenses - The School District shall initiate prosecution of the student.

A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.

WEAPONS POLICY

Weapons and replicas of weapons are forbidden on school property. Weapons will include, but not be limited to firearms; knives; metal knuckles; straight razors, explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents/guardians or patrons.

Violation of this policy shall require that the incident be reported to the student's parent/guardian, and the police shall be notified.

This policy shall also require that proceedings for the expulsion of the student involved, or with students who assist possession in any way, shall be initiated immediately by the building principal.

BULLYING/CYBERBULLYING POLICY

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in the school district's policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

All forms of bullying are prohibited by district students. The school board encourages students who have been bullied to promptly report such incidents to the building principal or designee. Complaints of bullying shall

be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reports or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Consequences of Violating the School's Bullying/Cyberbullying Policy

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another school building, classroom or school bus.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Counseling/Therapy outside of school.
- Referral to law enforcement officials.

CODE OF CONDUCT

All behavior expectations are based on the following:

1. All students are expected to be kind to others. No one has the right to hurt others. Put-downs are not allowed.
2. All students are expected to respect themselves, others, and property.
3. All students are expected to learn. No one has the right to interfere with anyone else's learning.
4. All students are expected to respect all adults who work in the school buildings. All adults who work in the school buildings are expected to respect all students.

Each classroom teacher and special teacher is responsible for determining specific expectations for student behavior within his/her classroom. Classroom guidelines are based on the above expectations.

GENERAL EXPECTATIONS FOR ALL AREAS

1. Students will use appropriate language (verbal and nonverbal).
2. Students will not wear hats inside the building (except for religious or medical reasons or for special classroom/school activities.)
3. Students will not chew gum.
4. Students will not bring toys or games to school.
5. Students will not bring excessive amounts of money to school.
6. Students will wear clothing appropriate for the school setting (see Parent Handbook, page 23).
7. Students will not bring tobacco products, matches or lighters, drugs, or alcohol to school.
8. Students will not bring weapons (real or pretend) to school. This includes pocket knives.

The following expectations are specified for certain areas or situations within the school buildings outside of the classroom:

HALLWAYS

1. Students will walk appropriately in the hallways and up/down the stairs at all times. Always stay to the right-hand side, except during fire drills.
2. Students will be quiet in the hallways at all times.
3. An adult will accompany entire classes at all times.
4. Play equipment will be held while students are walking in the hallways.
5. Students will get to their destinations as quickly as possible without lingering. No stopping in the hallways for drinks or playing when traveling to other areas unless permission is given by the teacher.
6. Students will keep their hands, feet, and objects to themselves.

RESTROOM

1. Students will use the restroom quickly and return to class.
2. Specials will have a sign-out/pass system for going to the restroom. Students must have the pass with them at all times. Students will make every effort to use the restroom **before** going to specials.
3. Students will respect other's privacy. Only one student is permitted in the restroom at one time.
4. Students will wash hands before leaving the restroom.
5. Students will use the restroom facilities properly: including, flushing, picking up paper, and not writing on the walls.

RECESS

1. Students will follow their classroom rules for using playground equipment.
2. Students will not hit or hurt other students. No rough play.
3. Any student who wants to play should be allowed to join the activity.
4. No toys/play things from home will be allowed on the playground.
5. Students must have teacher permission to go into the building during recess.
6. Students are not allowed to leave assigned playground areas.

MEALTIME (BREAKFAST AND LUNCH)

1. Students will use proper table manners.
2. Students will stay in their seats and keep hands and feet to themselves.
3. Students will talk quietly.
4. Students will not share food, utensils, or money.
5. Students will listen to and respect all adults--cafeteria staff, paraprofessionals, and custodians.
6. Students will raise hands to get permission to leave their seats.
7. Students must arrive at breakfast no later than 8:15 a.m. and must return to homeroom by 8:30 a.m. for the start of class. (Exception: Buses arriving late.)

MEALTIME PROCEDURE FOR INAPPROPRIATE BEHAVIOR

1. The student will be redirected toward appropriate behavior.
2. The student will receive a conduct referral and be sent to conference with the principal.
3. A conference with the principal will be requested for parent and student with detention possibly assigned.

EXPECTATIONS FOR RIDING THE BUS

Arrival and Dismissal

1. Students will walk at all times and follow all hallway rules upon arrival.
2. Students will keep hands, feet, and objects to themselves.
3. Students will move immediately away from the bus and bus area upon arrival and dismissal.
4. Students will exhibit quiet, respectful behavior while waiting for and boarding the bus.

On the Bus

1. Students will listen to the driver at all times.
2. Students will stay seated.
3. Students will keep hands, feet, and objects to themselves on the bus.
4. Students will talk quietly on the bus.
5. Students will not throw things on the bus.
6. Students will keep all items in their backpacks.

BUS PROCEDURE FOR INAPPROPRIATE BEHAVIOR

Minor Violations

1. First Offense: Warning will be given by the bus driver and incident report sent to the school office. Incident report will be mailed home.
2. Second Offense: Incident report by the bus driver will be sent to the school office. Incident report will be mailed home and the principal will call the parents.
3. Third Offense: Incident report will be sent to the school office and the student will be suspended from the bus.

Major Violations

1. Student will be suspended from the bus and a conference held between the parents and the principal.

EXPECTATIONS FOR WALKERS AND BIKERS

1. No early arrivals. Doors open at 8:10 a.m.
2. Walkers needing to eat breakfast should arrive at 8:15 a.m.
3. Students will get to their destinations as quickly as possible.
4. Students will not throw anything such as snowballs, ice balls, rocks or twigs.
5. Students will not cross anyone's property without permission.
6. Students will stay away from strangers.
7. Students will obey the crossing guard.
8. Walkers will walk facing traffic, obeying all traffic laws, stopping at

intersections and looking both ways for oncoming traffic before crossing.

9. Bikers will ride with the flow of traffic.
10. All bikers will wear helmets. It's the law!

ATTENDANCE EXPECTATIONS

1. Students are expected to attend school every day with the exceptions of illness and other excused absences. If a student has a total of ten absences, a doctor's excuse will be required for each subsequent absence or the day will be classified as illegal. If a doctor's excuse is not provided, a warning will be sent to the parents. Upon the fourth illegal absence, parents will be charged before a magistrate.
2. All students are expected to be on time for school. Three days tardy will result in a 1 illegal day. After the accumulation of 3 illegal days a written warning will be sent home. Upon the 4th illegal day, the parent may be charged before a magistrate for all illegal days.
3. A trip request form must be turned in to the office at least one (1) week prior to the trip. All school work missed must be made up within one (1) week of returning to school to the satisfaction of the child's teacher.

STUDENT NAME _____

GRADE _____ HOMEROOM TEACHER _____

2011 - 2012
MONTGOMERY AREA ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK

I acknowledge receipt of this document and agree to cooperate in helping my child to understand the rules and regulations it contains.

PARENT'S SIGNATURE _____

DATE _____

(Please print, complete and return this page to school with your child at your earliest convenience.)