

# **MONTGOMERY ELEMENTARY SCHOOL**

**2018-2019**

## **STUDENT/PARENT HANDBOOK**



**OFFICE OF THE ELEMENTARY PRINCIPAL  
MONTGOMERY AREA SCHOOL DISTRICT  
120 PENN STREET  
MONTGOMERY, PA 17752  
(570) 547-1608, EXT. 1127**

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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

Michael A. Wright .....President  
Paul Stryker..... Vice President  
Dana Pick ..... Treasurer  
Grant Evangelisti .....Secretary

Donna Deitrick  
Christopher Johnson  
Paula Yeckley  
Jon DeSantis  
Robyn Schreiber  
Gary Yocum

### ADMINISTRATIVE PERSONNEL

Daphne Bowers ..... Superintendent of Schools  
Tara Bozella ..... Director of Student Services  
Joseph Stoudt ..... Middle/High School Principal  
Karen Snyder.....Elementary Principal  
Grant Evangelisti ..... Business Manager

### ELEMENTARY SCHOOL PERSONNEL

Tara Condit .....Elementary Counselor  
Heather Walton ..... School Nurse  
Kyle Brown ..... School Psychologist  
James Brecht .....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. Bowers, Superintendent, 120 Penn Street, Montgomery PA 17752, 570-547-1608.

## SPECIAL AND SCHOOL CLOSING DATES

August 20-23	Teacher In-Service*
September 3	Labor Day*
September 4	First Student Day
October 8	Teacher In-Service*
November 22, 23 & 26	Thanksgiving Vacation*
December 24-January 1	Holiday Break*
January 14	Teacher In-Service*
February 15	Teacher In-Service*
February 18	Presidents Day/Possible Make-Up Day#
April 18-23	Spring Break*
(April 18#, April 22#, April 23#)	Possible Make-Up Days#
May 17	^Act 80 Day
May 27	No School (Memorial Day)*
May 31	Last Student Day/^Half Act 80 Day
June 3-5	Teacher In-Service*

**#Possible Make-Up Day**

**\*Students Not in Attendance**

**^Pre-K Students Only in Attendance/Act 80 Day**

**MONTGOMERY ELEMENTARY SCHOOL  
STAFF**

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. Pamela Martzall  
 First Grade .....Mrs. Heidi Luxenberger  
 First Grade .....Mrs. Cassandra Martin  
 First Grade ..... Ms. Samantha Mix  
 First Grade ..... Ms. Rae Temple  
 Second Grade..... Mrs. Sheri Gudonis  
 Second Grade..... Mrs. Jennifer Johnson  
 Second Grade..... Mrs. Douglass Knapsack  
 Third Grade ..... Mrs. Allison Beck  
 Third Grade .....Mrs. Alyssa Gochnauer  
 Third Grade .....Miss Katie Scarborough  
 Fourth Grade..... Mrs. Julien Deljanovan  
 Fourth Grade.....Mrs. Kimberly Lorson  
 Fourth Grade.....Mrs. Elizabeth Zettlemoyer  
 Fifth Grade..... Mrs. Kaelie Good  
 Fifth Grade.....Mrs. Andrea Hetner  
 Fifth Grade.....Mr. Peter Ruhl  
 Sixth Grade .....Mr. R. John Cloud  
 Sixth Grade ..... Mrs. Heather Kresock  
 Sixth Grade ..... Mrs. Amy Tagge  
 Art ..... Mrs. Bessie Lowry  
 Librarian ..... Mrs. Dianne McCormick  
 Music/Gifted..... Mrs. Susan Palazzo  
 Physical Education ..... Mrs. Tara Bartlett  
 Reading Specialist ..... Ms. Cheyenne Coladonato  
 Reading Specialist ..... Mrs. Amanda Stoudt  
 Reading Specialist ..... Mrs. Joi Sullivan  
 Sign Language Interpreter.....Mrs. Michele Zaludek  
 Speech..... Mrs. Melinda Lovell

Special Education .....	Mrs. Tammy LaCerra
Special Education .....	Mrs. Randi Jo Preston
Special Education .....	Mrs. Tara Rippey
Special Education .....	Mrs. Paula Taylor
Special Education .....	Mrs. Melinda Tripoli
Paraprofessional .....	Mrs. Nancy Bashista
Paraprofessional .....	Mrs. Dawn Bausinger
Paraprofessional .....	Mrs. Cassandra Bennett
Paraprofessional .....	Mrs. Pamela Bennett
Paraprofessional .....	Mrs. Sharon Bennett
Paraprofessional .....	Mrs. Kimberly Denton
Paraprofessional .....	Mrs. Brenda Grab
Paraprofessional .....	Mrs. Jennifer Metzger
Paraprofessional .....	Mrs. Debbie Salvatori
Paraprofessional .....	Mrs. Robbie Showers
Paraprofessional .....	Miss Marissa Taylor

**EMERGENCY CLOSING**

In the event of snow or an other emergencyer condition, school closing will be announced through the school district’s Parent Link and website ([www.montasd.org](http://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	
WKSB (KISS-FM) 102.7	WLYC-AM ..... 1050	
WWPA-AM..... 1340	WRAK-AM..... 1400	

**GRADES K-6 TIME SCHEDULE**

7:45*.....	Building Open to Students
8:00.....	Late Bell
3:00.....	Dismissal

**\*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-6 at 9:45 AM.**

**PRE-K TIME SCHEDULE**

8:50 a.m. Students are to enter the building  
9:00 a.m. Late Bell  
2:00 p.m. Dismissal

**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 10:50 AM.**

**MAKE-UP DAYS**

First..... February 18, 2019  
Second..... April 18, 2019  
Third..... April 23, 2019  
Fourth..... April 22, 2019

**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 assessed an illegal attendance day.

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 attendance day. Upon the fourth illegal day, the school district personnel will notify the Lycoming-Clinton Joinder's Outreach staff person. The Outreach worker will contact family and schedule a Student Attendance Improvement Plan conference in accordance with P.S.13-1333 guidelines.

**Pre-K Counts Students:** If a student's absences exceed 15% of the total school days, the student may be unenrolled from the program depending upon the circumstances per state grant requirements.

### **LATE ARRIVAL/TARDY**

Students not in their classroom when the tardy bell rings (7:45 for grades K-6, 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 counted as an illegal attendance day.** Upon the fourth illegal day, the school district personnel will notify the Lycoming-Clinton Joinder's Outreach staff person. The Outreach worker will contact family and schedule a Student Attendance Improvement Plan conference in accordance with P.S.13-1333 guidelines.

### **REPORTING ABSENCE**

Parents are to call the elementary attendance reporting system **prior** to 8:30 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; otherwise, the day will be marked as unexcused and assessed as an illegal attendance day.**

A **Parent Link** call will go out to those parents who do not report their child's absence or tardiness on the attendance reporting system **prior to 8:30 A.M.** **PLEASE REMEMBER TO SEND A WRITTEN EXCUSE 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. The note should include the reason for the early dismissal. If you forget to send a note with your child in the morning, please **do not** call the elementary office. Please write a note and bring it with you when picking up your child.

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-6..... Arrive in the classroom after 7:45 a.m. but before 11:45 a.m.  
Pre-K..... Arrive in the classroom after 9:00 a.m.

**HALF DAY ABSENCES**

K-6 Students: Arrive after 11:45 a.m. or depart prior to 1:30 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 grades five and six have the opportunity to participate in a choral program.

Our elementary band, grades five and six, 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-6 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, the staff of the Montgomery Elementary School, encourages 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 in September.
- 3.) Student performances and demonstrations in the areas of art and music.
- 4.) Classroom and grade level activities to which parents are invited.
- 5.) Regular contact with your child's teachers regarding his or her educational progress.
- 6.) MASD website ([www.montasd.org](http://www.montasd.org)) which allows parents to access teacher web pages and shows dates of school functions (i.e., picture day, PTO meetings, etc.)

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.

## **COUNSELING SERVICES**

The elementary school counseling program plays an important role in the school community and educational process. The counselor assists the academic, career, social and emotional development of all students through leadership, advocacy and collaboration. Comprehensive school counseling services include:

- Classroom Counseling Curriculum - whole group lessons are implemented in classrooms each month to increase knowledge in three content areas: academic achievement, career exploration and personal/social growth.
- Individual Student Planning - academic/achievement screenings, educational support team meetings, development of individual behavioral or academic interventions for student success, grade level placements.
- Individual and Small Group Counseling - school counselors work with students in both individual and small group settings. The purpose of student counseling is to help students make personal growth, resolve conflicts and eliminate barriers to academic success.
- Responsive/Crisis Services - a school counselor is trained to respond to a variety of crisis situations that may arise in a school setting.
- Event/Peer Programming - develop school-wide programs offered to students, such as positive behavior support programs, rewards based programs, preventative programs, mentoring programs, etc.

Students wishing to see the school counselor may stop at the counselor's office or by leaving a message on the counselor's door. Parents wishing to schedule an appointment with the school counselor may do so by calling 570-547-1608, ext. 1128.

## **TITLE I**

Title I remedial reading/early literacy services are available to students in grades K-6. Participation in these programs are based on meeting program guidelines. Further information may be obtained by contacting the Elementary Principal.

## **INTERVENTION SERVICES**

Montgomery Elementary School follows the Response To Intervention and Instruction (RTII) and the Multi-Tiered System of Supports (MTSS) frameworks for student intervention. These are

comprehensive, standards aligned strategies to identify and provide interventions for students at academic or behavioral risk.

These frameworks are relatively synonymous in that they improve student achievement through use of evidence-based interventions. The goal of this tiered level of intervention is to help ALL students meet continuous academic and behavioral success.

### **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 medication 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. The student's hair should be dry and free from styling products when checked by the nurse.

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 carbohydrates 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 (570-515-0093) 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 MUST be brought into the building by a parent/guardian or adult designee and should be taken to the nurse's office immediately upon arrival 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 and require a doctor's order as above.
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 cannot exceed a 30 day supply.
7. Medication brought in will be logged with signatures of the parent/guardian or designated adult delivering the medication along with the school personnel receiving the medication on the medication log with date, time, medication names and number of pills received.
8. Parents are responsible for tracking when additional information will need to be brought in. The school will not call to notify you.
- 9. 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.**
10. 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.
11. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
12. The first dose of any prescription medication must be administered at home.
13. 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.

### **Concussion Management**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs or programs associated with the school. This policy has been developed to provide guidance in prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Appropriate medical professional shall mean all of the following: a licensed physician who is trained in the evaluation and management of concussions; a licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions; a licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following: interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations; noncompetitive cheerleading that is sponsored by or associated with the school; practices, interschool practices and scrimmages for all athletic activities.

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

The superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

The school shall hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings, may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

### Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

### Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

### Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

- First Violation: suspension from coaching any athletic activity for the remainder of the season.
- Second Violation: suspension from coaching any athletic activity for the remainder of the season and for the next season.

- Third Violation: permanent suspension from coaching any athletic activity.

### **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, 6<sup>th</sup> grade and 11<sup>th</sup> 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

Pre-Kindergarten, Kindergarten, 1st, 3<sup>rd</sup> & 7<sup>th</sup> 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. 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 cannot be reached. If your phone number and/or address has changed from the last school year, please notify the office. Please be sure to keep the information updated with the office throughout the school year should you have a change of address, phone number, or change in the 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 may either contact their child's teacher by email or by contacting the elementary office by note or phone **between** 8:40 a.m. (Please do not leave a message on the attendance reporting system as these messages are taken off after 8:40 a.m.) Homework may be picked up in the elementary office between 3:00 and 3:30 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/VOLUNTEERS**

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 first time visitors and volunteers must provide a driver's license to register and obtain a visitor's badge. The visitor will then be escorted by a school employee and may not have direct access to students without the presence of a professional employee. An exception to this is when picking up your child from the nurse's office. Before leaving the building, all visitors and volunteers are to sign out in the office using the kiosk.

Pennsylvania legislation now requires all **volunteers** in schools having direct contact with children to obtain clearances every 60 months. A volunteer is defined as "an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have direct contact with children." Example of volunteers include, but are not limited to the following: volunteers for in the classroom, book fair, walk-a-thon, field



day, Santa Secret Shop, Fine Arts Night and those individuals helping with a musical/play, etc.

Parent volunteers need to obtain Act 34 and Act 151 clearances. If you have not lived in Pennsylvania for the past 10 years, the federal fingerprint clearance is also required. These clearances will be kept on file in the district office. More information and a link for these clearances can be found on the district website under district information, clearances.

## **STUDENT TRANSPORTATION**

Bus transportation is provided to and from school for all Kindergarten through 6<sup>th</sup> 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. 1122.

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.

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

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.

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.

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.

### TRANSPORTATION CHANGES

For accountability and safety of all students, any changes to assigned transportation must be made 48 hours (2 school days) in advance to the business office using a **Transportation Change Form**. Forms for transportation changes can be found on the district website under parent information or by contacting the elementary office or business office. The business office will approve or disapprove requests based on bus availability and route information. **Daily changes in transportation will not be approved and may not be requested through the building office or through your child's teacher. *Most importantly, requests may not be made of our bus drivers for changes to routes or locations of stops.***

If your child rides a bus and you wish them to be a walker, please send a written note on the day that you want him/her to go out with the walkers. Bus students will not be dismissed as walkers without a prior

written note. If you do not send a note with your child in the morning, come to the office no later than 2:45 p.m. to pick up your child.

## **BULLYING POLICY AND INFORMATION**

The Board is committed to providing a safe, civil, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, presents an obstacle to social/emotional development of students, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: substantial interference with a student's education; creation of a threatening environment; substantial disruption of the orderly operation of the school. Bullying, as defined in the Board policy, includes cyberbullying.

Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified 4 forms of bullying: **physical** (the most commonly known form) which includes hitting, kicking, spitting, pushing and taking personal belongings; **verbal** which includes taunting, malicious teasing, name-calling, and making threats; **psychological or relational** which involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation; **cyberbullying** is forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile websites such as MySpace. **Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

physically, emotionally or mentally harming a student; damaging, extorting or taking a student's personal property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

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 and on the way to and from school.

The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. If the behavior is found to meet the definition of bullying, written documentation shall be submitted to the building principal. The building principal or designee will inform parents/guardians of the victim and person accused. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

The superintendent or designee shall develop administrative regulations to implement this policy.

The superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every 3 years and recommend necessary revisions to the Board.

District administrators shall annually provide the following information with the Safe School Report: Board Bullying Policy; Report of Bullying Incidents; and information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

## Education

The district shall develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

## Complaint Procedure

### ***Step 1 - Reporting***

A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

The complainant or reporting employee is encouraged to use the report form available from the building principal.

### ***Step 2 – Investigation***

Upon receiving a complaint of bullying, the building principal shall immediately investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation. In such a case, the complaint will be filed directly with the superintendent.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The findings of the investigation shall be provided to the parents of the accused student and the complainant.

### ***Step 3 – Investigative Report***

The building principal shall prepare a written report within 15 days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual or whether it is a violation of this policy, and a recommended disposition of the complaint.

The investigative report shall be retained by the principal/designee and forwarded to the superintendent as appropriate.

#### ***Step 4 – District Action***

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not occur.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling services and/or educational activities; parental conference; loss of school privileges; transfer to an out of district placement; transfer to another classroom; exclusion from school-sponsored activities; detention; suspension; expulsion; recommendation for counseling/therapy outside of school; referral to Student Assistance program; referral to law enforcement officials; restorative conferences.

If it is concluded that the student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

#### **Appeal Procedure**

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the assistant superintendent within 15 days.

#### **SEARCHES**

Board policy acknowledges the need for storage of books, clothing, school materials and personal property and may provide space for storage purposes. Such space is and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in such areas. No student may use such areas as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's storage area at any time, based on reasonable suspicion, for the purpose of determining whether the area is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

The Board authorizes the administration to conduct random general searches of storage areas when the district has a compelling interest in

protecting and preserving the health, safety or welfare of the school population.

The superintendent or designee shall be present whenever a student's storage area is inspected based on reasonable suspicion.

The principal or designee shall be present whenever a student's storage area is inspected based on reasonable suspicion.

The principal shall open a student's storage area for inspection on the request of law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

The principal shall be responsible for promptly recording in writing each inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in violation of law, Board policy or school rules.

School officials are authorized to search a student's personal possessions on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Prior to a search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that materials which pose a threat to the health, welfare or safety of the school population, the search may be made without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units or any device used to protect the health, safety and welfare of the school population.

### **DRESS CODE**

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:

- \* Footwear must be worn at all times. 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.
- \* Clothing is to be worn so no undergarments are seen.
- \* “Unnatural” hair colors and piercings causing a substantial disruption to the academic environment are not permitted.

### **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.

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-6. Breakfast will begin at 7:45 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 for all elementary students will be \$1.00. 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 K-5<sup>th</sup> grade students at a price of \$2.00. The cost for sixth grade students is \$2.10. A reduced lunch for all students will cost 40 cents.

### Free/Reduced Meals

A National School Lunch Program (NSLP) meal application will be sent home with each student at the start of the school year and given to new registrants when they register. Only one application needs to be filled out per family. Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-priced meals. Should you have any questions regarding the NSLP, please direct your inquires to the district office at extension 1124.

The parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduce-priced food services to the business office.

### Cafeteria

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 sent home with all students at the beginning of the year and upon enrollment. Additional applications are available in the elementary office. **Even if your child qualified the previous year for free or reduced meals, you need to fill a new application out at the beginning of each school year.** If your financial circumstances change throughout the year, you may fill out an application at any time.

### Lunch Charges

The district utilizes a computerized point-of-sale system. Each student in the school district is given an individual account with a unique number that remains with a student throughout his/her career at Montgomery. 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. Students are expected to learn and use this number for all purchases in the cafeteria. Parents/Guardians are responsible for all charges on their child's account.

The student cafeteria account is a debit account. Students deposit money in their account in advance of purchasing meals. Parents will be notified when their child has a negative balance.

### Deposits

Online lunch payments can be made through [myschoolbucks.com](http://myschoolbucks.com) or a check/cash can be sent to school in an envelope for the cafeteria with the student's name, ID number and the amount written on the envelope.

### Elementary School Students (Grades K-6) Borrowing Guidelines

After the first negative charge, parents will be notified of the account balance through the parentlink system. After three consecutive charges the cafeteria manager will make a courtesy call to inform parents/guardians of the student's negative meal account balance and to request immediate remittance of the amount in arrears.

Charging will not be permitted for any a la carte items.

### Collection of Outstanding Balances (Grades K-6)

The cafeteria manager will provide negative balance notifications to the building principal that exceed \$25. The principal will evaluate the circumstances and discuss collection of negative balances with the parents.

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 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.

### Refunds (Grades K-6)

Refunds from student accounts are permitted only in the event that a student leaves the school district, or the refund is requested by a parent/guardian under special circumstances.

Upon withdrawing from the district, students must bring their account to a zero balance. Please contact the business office to request a refund should your child have money in his/her lunch account.

Students receiving reduced-price meals shall be treated under this policy in the same fashion as those students who receive full price meals.

The superintendent is authorized to create regulations for implementation of this policy.

### **SCHOOL TEXTBOOKS AND MATERIALS**

Textbooks, calculators and any other materials provided by the school district 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 for lost or damaged items will result in the student's report card being retained.

Please refer to the district's iPad policy handbook for use and responsibility of school provided iPads.

### **OVERDUE LIBRARY BOOK POLICY**

The librarian will send notices home for any overdue library books. Phone calls will also be made for library books not returned once notices have been sent. All library books are to be returned before the end of the school year or reimbursement for the cost of the book is to be made to the school.

### **TELEPHONE**

Students may **not** receive phone calls during school hours. An emergency message will be delivered to your child should the need arise.

### **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.

## **ELECTRONIC DEVICES**

Please refer to the district's iPad policy handbook for use and responsibility of school provided iPads.

## **REPORT CARDS**

The Report Card is the school's way of communicating your child's progress. The reporting system of the Montgomery Elementary School grades K-6 will take the following form:

Elementary report cards will be published to the parent portal every nine weeks on the following dates:

November 7, 2018

January 24, 2019

April 1, 2019

Last Day of School

Standards-based progress reports for Pre-K students will be published to the parent portal three times a year.

**If your child is absent on the last day of school, his/her belongings will held in the classroom. Please call the elementary office at 570-547-1608, ext. 1127, to make arrangements to pick up your child's belongings.**

## **PROGRESS REPORTS**

Progress reports are issued halfway between each marking period for students in grades 2-6. 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 contact your child's teacher to make arrangements.

Progress reports will be issued on October 5, 2018, December 13, 2018, February 28, 2019, and May 8, 2019.

## **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 RTII Team 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, fifth and sixth grade students. This state-mandated test measures performance on reading and math standards. The PSSA testing dates for students in grades 3, 4, 5 and 6 for English Language Arts will be April 1-5, 2019. The PSSA testing dates for students in grades, 3, 4, 5 and 6 for math will be April 8-12, 2019. Fourth grade students will be administered the science portion of the PSSA April 29-May 3, 2019.

**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 in the school office. These records will be made available for your inspection by contacting the elementary office.

### **STUDENT WITHDRAWAL PROCEDURE**

Parents or guardians of students being withdrawn from the Montgomery Elementary School should contact the office at least one week prior to the withdrawal. This enables us to gather information which may be taken with the student to your child's next school, providing a smooth transition between schools. Your child's cumulative school records will be sent to their new school once a request is received from that school. All

classroom materials, library books, iPads, cords and chargers 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. For more information, go to Board Policy 246 (Wellness Policy).

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.) What follows 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 School 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 any knife, cutting instruments, cutting tool, nunchaku, firearm, shotgun, rifle, and any tool, instrument or implement capable of inflicting serious bodily injury 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. Please refer to Board Policy 218.1.



# **CODE OF CONDUCT (Grades K-6)**

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.
5. Bullying of any kind will not be tolerated (see Bullying Policy, beginning on page 26).

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 Dress Code, beginning on page 30).
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 7:50 a.m. and must return to homeroom by 8:00 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 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.

### **EXPECTATIONS FOR WALKERS AND BIKERS**

1. No early arrivals. Doors open at 7:45 a.m.
2. Walkers needing to eat breakfast should arrive at 7:45 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 under the age of 12 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.
1. All students are expected to be on time for school. Three days tardy without a doctor/dentist excuse will result in a 1 illegal day. After the accumulation of 3 illegal days a written warning will be sent home. Upon the 4<sup>th</sup> 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 \_\_\_\_\_

**2018 – 2019**  
**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.)**