

FACULTY / STAFF HANDBOOK

2018 - 2019



**OFFICE OF THE ELEMENTARY PRINCIPAL
MONTGOMERY AREA SCHOOL DISTRICT
120 PENN STREET
MONTGOMERY, PA 17752
(570) 547-1608, EXT. 1127 (phone)
(570) 547-6055 (fax)**

THIS HANDBOOK CONTAINS INSTRUCTIONAL INFORMATION FOR STAFF AND IS SUPPLEMENTAL TO THE "STUDENT/PARENT HANDBOOK." ALL STAFF SHOULD BE FAMILIARIZED WITH THE STUDENT/PARENT HANDBOOK.

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BOARD OF SCHOOL DIRECTORS

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

Donna Deitrick	Jon DeSantis
Christopher Johnson	Robin Schreiber
Paula Yeckley	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
 James Brecht Supervisor of Buildings and Grounds
 Jeremy Rhoades..... Technology

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.

Introduction

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

Faculty 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. 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 staff.

GRADE	ROOM	NAME
Pre-K	301	Jodi Furman
Pre-K	212	Tanya Strausser
Pre-K	216	Jill Ulrich
Kdgn	214	Kim DeLullo
Kdgn	217	Vanessa Follmer
Kdgn	213	Renee Kennedy
Kdgn	211	Pamela Martzall
1 st	215	Heidi Luxenberger
1st	218	Cassandra Martin
1st	208	Samantha Mix
1st	221	Rae Temple
2nd	305	Sheri Gudonis
2nd	303	Jennifer Johnson
2nd	308	Douglass Knapsack
3rd	304	Allison Beck
3rd	302	Alyssa Gochnauer
3rd	306	Katie Scarborough
4th	310	Julie Deljanovan
4th	309	Kimberly Lorson
4th	307	Elizabeth Zettlemyer
5th	104	Kaelie Good
5th	106	Andrea Hetner
5th	108	Peter Ruhl
6th	S14	John Cloud
6th	S12	Heather Kresock
6 th	S13	Amy Tagge
Music	S03	Susan Palazzo
Art	S15	Bessie Lowry
Librarian	Library	Dianne McCormick
Phys. Ed.	MPR	Tara Bartlett
Reading Resource	S11	Cheyenne Coladonato
Reading Resource	S11	Amanda Stoudt
Reading Resource	S11	Joi Sullivan
Sign Language Interpreter		Michele Zaludek
Special Education	112	Tammy LaCerra
Special Education	110	Randi Jo Preston
Special Education	219	Tara Rippey
Special Education	112	Paula Taylor
Special Education	112	Melinda Tripoli
Speech	209	Melinda Lovell
Nurse	Nursing Suite	Heather Walton
School Counselor	Office	Tara Condit
School Psychologist	District Office	Kyle Brown

Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Principal
Secretary

Office
Office

Nancy Bashista
Dawn Bausinger
Cassandra Bennett
Pamela Bennett
Sharon Bennett
Kimberly Denton
Brenda Grab
Jennifer Metzger
Debbie Salvatori
Robbie Showers
Marissa Taylor
Karen Snyder
Judy Kulka

451. DRUG AND SUBSTANCE ABUSE

1.Purpose

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by drug use by professional employes, especially as the use relates to the safety, efficiency and productivity of professional employes.

The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.

2.Definitions

P.S. 35
Sec. 780101 et seq
P.L. 100690
SC 527

For the purposes of this policy, drugs shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.

"Conviction" shall be defined as finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Any professional employe convicted of delivery of controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.

"Criminal drug statute" shall be defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

"Drug-free workplace" shall be defined as the site for the performance of work done in connection with a specific grant at which professional employes are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

3.Delegation of Responsibility

A statement notifying professional employes that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the professional employe's workplace shall be provided by the Superintendent

by the Personnel Director

(Other)_____

The Board requires that each professional engaged in the performance of the grant be given a copy of the statement and notification to the employe that, as a condition of employment under the grant, the employe will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The grantor of such funds shall be notified within ten (10) days after receiving notice from an employe or otherwise receiving actual notice of such conviction.

The district shall

take appropriate personnel action against such an employe, up to and including termination.

require the employe to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

In establishing a drug-free awareness program, the

Superintendent

Personnel Director

(Other) _____

shall inform professional employees about:

- the dangers of drug abuse in the workplace;
- the district's policy of maintaining a drug-free workplace;
- the availability of drug counseling, drug rehabilitation, and employee assistance programs available; and
- the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.

448. UNLAWFUL HARASSMENT

<p>1. Purpose</p> <p>2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681</p> <p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p> <p>29 CFR Sec. 1604.11 (a)</p> <p>4. Delegation of Responsibility</p>	<p>The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance. 3. Otherwise adversely affects an individual's employment opportunities. <p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.</p> <p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance</p>
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<p>Pol. 103</p>	<p>Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the complaint procedure. 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
<p>5. Guidelines</p>	<p><u>Complaint Procedure – Employee/Third Party</u></p> <p style="text-align: center;">Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p style="text-align: center;">Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">Step 3 – Investigative Report</p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall</p>

<p>Pol. 317, 417, 517</p>	<p>include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p style="text-align: center;">Step 4 – District Action</p> <p>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 recur. Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p> <p>Appeal Procedure</p> <ol style="list-style-type: none">1. 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, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
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REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
 Home Address: _____
 Home Phone: _____
 School Building: _____
 Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|----------|--------------------|-----------------|
| Race | Color | National Origin |
| Gender | Age | Disability |
| Religion | Sexual Orientation | |

Name of person you believe violated the district's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

TIME SCHEDULE

Grades K-6:

7:35 Faculty Reports
 7:40 Teachers Report to Homerooms or Stations
 7:45 School Doors Open
 7:47 Students Enter H.S. Cafeteria for Breakfast
 8:00 School Begins (Tardy Bell) – Attendance is Taken
 2:55 Bus Students (Grades K,1,5 & 6)
 2:57 Bus Students (Grades 2,3,4)
 3:00 All Walkers (Grades 3,4,5,6)

Pre-K:

7:05 Faculty Reports
 9:00 Pre-K Students Enter Building
 2:00 Pre-K Dismissal
 3:05 Faculty Dismissal

2018-2019 LUNCH & RECESS SCHEDULE
 MONTGOMERY ELEMENTARY

<u>Grade</u>	<u>Lunch</u>	<u>Location</u>	<u>Recess</u>
Pre-K		Outside/Classroom	11:00
<i>K</i>	<i>11:00-11:30</i>	<i>MPR</i>	1:50
<i>1</i>	<i>11:20-11:50</i>	<i>MPR</i>	1:10
2	11:35-12:05	MPR	12:20
3	11:50-12:20	MPR	12:50
4	12:10-12:40	MPR	11:35
5	12:15-12:45	MPR	2:25
6	12:50-1:20	H. S. Cafeteria	-

To eliminate the loss of instructional time, teachers will arrive promptly for lunch and recess. Do not leave your classroom more than a few minutes prior to the time your students will enter the multipurpose room/cafeteria.

Breakfast will be served in the cafeteria beginning at 7:45 a.m. Walkers having breakfast will enter the building and report directly to their homeroom. Teachers will record their presence and send them to the H.S. cafeteria. After finishing breakfast, students will report to their homeroom.

Twenty-five minutes of the school day is allocated for recess activities. (Grades K-5 this can be organized activities or regular free recess time.) **The 25 minutes is to include travel time and should not be excluded from your daily schedule.**

2018-2019 SPECIALS SCHEDULE

TEACHER	DAY 1	DAY 2	DAY 3	DAY 4
CLOUD	LIB/AR 8:05-8:45	PHYS ED 8:05-8:45	MUSIC 8:05-8:45	ART 8:05-8:45
KRESOCK	PHYS ED 8:05-8:45	MUSIC 8:05-8:45	ART 8:05-8:45	LIB/AR 8:05-8:45
TAGGE	MUSIC 8:05-8:45	ART 8:05-8:45	LIB/AR 8:05-8:45	PHYS ED 8:05-8:45
GOOD	LIB/AR 8:50-9:30	PHYS ED 8:50-9:30	MUSIC 8:50-9:30	ART 8:50-9:30
RUHL	PHYS ED 8:50-9:30	MUSIC 8:50-9:30	ART 8:50-9:30	LIB/AR 8:50-9:30
HETNER	MUSIC 8:50-9:30	ART 8:50-9:30	LIB/AR 8:50-9:30	PHYS ED 8:50-9:30
LORSON	LIB/AR 9:35-10:15	PHYS ED 9:35-10:15	MUSIC 9:35-10:15	ART 9:35-10:15
DELJANOVAN	PHYS ED 9:35-10:15	MUSIC 9:35-10:15	ART 9:35-10:15	LIB/AR 9:35-10:15
ZETTLEMOYER	MUSIC 9:35-10:15	ART 9:35-10:15	LIB/AR 9:35-10:15	PHYS ED 9:35-10:15
SCARBOROUGH	LIB/AR 10:20-11:00	PHYS ED 10:20-11:00	MUSIC 10:20-11:00	ART 10:20-11:00
BECK	PHYS ED 10:20-11:00	MUSIC 10:20-11:00	ART 10:20-11:00	LIB/AR 10:20-11:00
GOCHNAUER	MUSIC 10:20-11:00	ART 10:20-11:00	LIB/AR 10:20-11:00	PHYS ED 10:20-11:00
GUDONIS	LIB/AR 1:40-2:20	PHYS ED 1:50-2:40	MUSIC 1:40-2:20	ART 1:40-2:20
KNAPSACK	PHYS ED 1:50-2:40	MUSIC 1:40-2:20	ART 1:40-2:20	LIB/AR 1:40-2:20
JOHNSON	MUSIC 1:40-2:20	ART 1:40-2:20	LIB/AR 1:40-2:20	PHYS ED 1:50-2:40
MIX	LIB/AR 12:15-12:55	PHYS ED 12:25-1:05	MUSIC 12:15-12:55	ART 12:15-12:55
MARTIN	PHYS ED 12:25-1:05	MUSIC 12:15-12:55	ART 12:15-12:55	LIB/AR 12:15-12:55
LUXENBERGER	MUSIC 12:15-12:55	ART 12:15-12:55	LIB/AR 12:15-12:55	PHYS ED 12:25-1:05
TEMPLE	ART 12:15-12:55	LIB/AR 12:15-12:55	PHYS ED 12:25-1:05	MUSIC 12:15-12:55
MARTZALL	LIB/AR 1:00-1:40	PHYS ED 1:10-1:50	MUSIC 1:00-1:40	ART 1:00-1:40
FOLLMER	PHYS ED 1:10-1:50	MUSIC 1:00-1:40	ART 1:00-1:40	LIB/AR 1:00-1:40
R. KENNEDY	MUSIC 1:00-1:40	ART 1:00-1:40	LIB/AR 1:00-1:40	PHYS ED 1:10-1:50
DELULLO	ART 1:00-1:40	LIB/AR 1:00-1:40	PHYS ED 1:10-1:50	MUSIC 1:00-1:40
LUNCH:				
6TH GRADE - 10:35-11:05 (H.S. CAFÉ.)				
5TH GRADE - 12:00-12:30 (MPR)				
4TH GRADE - 11:55-12:25 (MPR)				
3RD GRADE - 11:45-12:15 (MPR)				
2ND GRADE - 11:35-12:05 (MPR)				
1ST GRADE - 11:25-11:55 (MPR)				
KINDERGARTEN - 11:10-11:40 (MPR)				
RECESS:				
5TH GRADE - 2:25				
4TH GRADE - 11:35				
3RD GRADE - 12:50				
2ND GRADE - 12:20				
1ST GRADE - 1:10				
KINDERGARTEN - 1:50				
PRE-K - 11:00			CHORUS/BAND - 2:25-3:00	

MONTGOMERY ELEMENTARY SCHOOL

Make-Up Days

FirstFebruary 18, 2019
 Second.....April 18, 2019
 Third.....April 23, 2019
 Fourth.....April 22, 2019

Dates On Which Staff In-Service Meetings/Act 80 Days Will Be Held

August 20-23, 2018..... Teacher In-Service Days
 October 8, 2018..... Teacher In-Service Day
 January 14, 2019 Teacher In-Service Day
 February 15, 2019..... Teacher In-Service
 May 17, 2019 Act Day
 June 3-5, 2019..... Teacher In-Service Days

Dates On Which Report Periods Terminate

First Marking Period EndsOctober 30, 2018
 Report Cards IssuedNovember 7, 2018

Second Marking Period Ends January 16, 2019
 Report Cards Issued January 24, 20189

Third Marking Period Ends March 22, 2019
 Report Cards Issued April 1, 2019

Report Cards IssuedLast Day of School

GRADING SCHEDULE

October 3, 2018 - Progress Reports Due in Office

October 5, 2018 - Progress Reports Issued/Viewed OnLine

October 30, 2018 - End of 1st Marking Period

November 7, 2018 - Report Cards Issued/Viewed OnLine

December 11, 2018 - Progress Reports Due in Office

December 13, 2018 - Progress Reports Issued

January 16, 2019 - End of 2nd Marking Period

January 24, 2019 - Report Cards Issued/Viewed OnLine

February 26, 2019 - Progress Reports Due in Office

February 28, 2019 - Progress Reports Issued/Viewed OnLine

March 22, 2019 - End of 3rd Marking Period

April 1, 2019 - Report Cards Issued/Viewed OnLine

May 6, 2019 - Progress Reports Due in Office

May 8, 2019 - Progress Reports Issued

Last Day of School - Report Cards Issued/Viewed OnLine

Attendance

All K-6 homeroom teachers will be responsible for reporting attendance on SIS (Student Information System) by 8:15 A.M. each day school is in session for students. **Pre-K teachers are to have online attendance done prior to 9:15 A.M.** Please keep a homeroom list readily available for a guest teacher. The guest teacher will report attendance to the office by using this homeroom list.

Daily Procedure:

1. When the tardy bell rings (7:45 AM), the homeroom teacher is to check the roll and report attendance online.
2. All students who arrive late **MUST REPORT TO THE OFFICE. LATE ARRIVING STUDENTS MAY NOT ENTER THE ROOM WITHOUT A PASS FROM THE OFFICE.**
3. Tardy and half day absences are determined as follows for students:

Grades K-6

Tardy: Arrived in the classroom after 7:45 a.m., but before 11:55 a.m.

Half Day: Arrive in classroom after 11:55 a.m. or depart prior to 1:30 p.m.

Pre-K:

Tardy: Arrive in the classroom after 9:00 a.m.

Half Day: Arrive after 11:55 a.m. or depart prior to 1:00 p.m.

4. Absences for Doctor or Dental visits will be excused but will be counted as absences.

Budget Request

There are three general categories for which teachers submit requisitions: general classroom supplies (paper, pens, tape, markers, etc.), curriculum-related materials and tools (texts, calculators teacher resources, etc.) and conference and field trip requests. Budget request forms are submitted electronically to the building principal by the designated due date. Any forms not completed correctly will be returned. Building administrators are unable to satisfy requests if the necessary funds have not been allocated. Please double check your budget requisitions to ensure that nothing has been missed in the process.

Building Maintenance

Please be proactive in maintaining building condition care by holding students to a high standard in terms of their use of the facilities and all furniture and equipment. All work requests must be submitted using the work request form that is available in the office. Submit maintenance needs in a timely manner to supervisor of buildings and grounds.

Child Abuse/Neglect

By law, all school employees are mandated reporters in terms of child abuse or neglect. Any employee who has reason to believe that a child is abused or neglected is now required to immediately report such a case directly to the relevant agency. Follow-up must occur with the school administration, school counselor, nurse or other relevant school personnel. In addition, a school employee receiving information concerning abuse from a third party is obligated to report the case.

<https://www.compass.state.pa.us/CWIS/Public/ReferralsLearnMore>

Computer Network Usage and Internet Access

The purpose of computer and computer network use, including internet access, shall be to support education and academic research. The Board reserves the right to log network use, monitor file server space utilization and monitor Internet use and universal resource locator (URL) visitation by District users while respecting the privacy of both District users and our guests.

Access to the network and network resources is protected through the use of passwords. Failure to adequately protect or utilize secure passwords could result in unauthorized use of an individual's account. Staff will be prompted to change their password on a routine basis established by the district. Further, unauthorized access may lead to impermissible access to personal or District files. To protect the integrity of the system you are responsible to become thoroughly familiar with recommended practices and acceptable use guidelines for yourself as well as student use.

Users are solely responsible for any misuses of their password or login name. Security of the network and network resources is of the highest priority. Any activities that compromise network security, whether intentional or unintentional, will be dealt with in the appropriate manner. Attempts to intentionally compromise network security will be dealt with through the appropriate disciplinary and/or legal channels.

Conduct/Disciplinary Procedures – Staff

Teachers are expected to be familiar with and abide by The Code of Professional Practice and Conduct for Educators, which can be found posted in the faculty room.

All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of District programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the District's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

Dismissal Procedure

All students will be dismissed by the PA. (We will begin calling bus students in grades K,1, and 5,6 at 2:55 PM and grades 2,3,4 at 2:57 PM. Walkers will be called at 3:00 PM. These times are approximate as the office gets quite busy at the end of the day. Do not dismiss students from your room until the PA announcement is made. If the time has passed for an announcement to be made, please call the office.

Emergency Preparedness Drill (Severe Weather Drill)

A “severe weather drill” will be held once a year. Staff and students are to proceed to the area shown below. Students should be sitting against the wall with their heads down. Be sure to shut your doors when leaving your rooms.

Basement:	Report outside your rooms.
1 st Floor:	Report outside your room in the hallway.
MPR:	First floor hallway.
2 nd Floor:	Rooms 301, 302, 303, 304 and 308 report to office hallway. Rooms 305, 306, 307, 309 and 310 report to basement hallway.
Library:	Report to office hallway.
H.S. Gym:	Report to office hallway.
1 st Floor H. S.:	Report outside your room in the hallway.

Emergency Procedures

1. If a situation arises where health or life is imperiled, you should:
 - A - Immediately use the phone to call the office or page rooms
 - B - Dispatch a student to the office and/or nursing office at the same time
 - C - Be prepared to describe the circumstances regarding the injury/illness, building problem, etc. If ever you see fire or significant smoke, (not just smell smoke) pull the fire alarm system and notify the office.
2. Out-of-doors accident/illness: Same as A, but dispatch two students/adults; one to the office and one to the nursing office.
3. Away from school: If in your judgment immediate medical attention is warranted, you should:
 - A - Call for emergency services.
 - B - Contact the elementary office immediately.
 - C - Be prepared to describe the illness, injury, symptoms.

Faculty Information

1. Arrival time for all teachers is 7:35 a.m. Teachers are not to leave the building prior to 3:05 p.m. without permission of the principal.
2. When necessary to be off work, call Anissa Snyder (570-666-2978) in the evening or in the morning prior to 6:30 a.m., so that a substitute may be contacted. If you are absent and do not plan to return the following day, please notify the office by 1:00 p.m., so your substitute may be retained. **If you know you need a half day sub in the afternoon, please call Anissa Snyder. Do not come to the office in the morning and expect the staff to be able to attain a sub for you for that afternoon. This should only be done in the event of an emergency!**
3. Classroom teachers are to accompany students at all times when traveling to and from special classes, lunch and recess.
4. All activities involving visitors to our school must be discussed and approved through the principal's office. This includes guest speakers for your classroom. For trips away from the school building, a plan must be

- submitted, including: educational involvement, number of students, financing, etc. Forms may be secured from the office for this purpose.
5. All teachers keeping students for detention may keep the student in their own room, working at constructive materials unless assigned by the office. The office and parents of the student must be notified. Notification forms are available in the office for this purpose. Students must be dismissed before the teacher leaves the building.
 6. Labels and names should appear in all books issued to students. Hand stamp all others. Stamp is available in the office. The teacher is to keep a written record of book numbers and condition of books assigned to each student.
 7. All notes sent to parents at a class or grade level are to be reviewed by the office prior to issuance.
 8. Teachers are required to keep a log of parent contacts.
 9. **NO STUDENTS ARE TO BE RELEASED TO A PARENT OR GUARDIAN UNLESS PRIOR COMMUNICATION IS RECEIVED FROM THE OFFICE.**
 10. The office is to be informed of a teacher's plans to alter regular classroom schedules or in the event that you would take your class to another room or outside of the building.
 11. Toys are not a part of the regular school program and, as such, should remain at home.
 12. **Teachers may not prevent students from participating in any aspect of the regular curriculum (art, music, etc.) as a means of discipline.**
 13. Teacher attire reflects on each of us as professionals. It is requested that all staff members dress appropriately. Informal sports attire such as blue jeans, sweatshirts, sweatsuits, shorts, etc., do not appropriately reflect the professional atmosphere which should exist in our schools. Certain specific assignments, duties or activities may justify deviation from this standard and should be discussed in advance with the building principal.

Fire Drill Procedures

Fire drills are held to insure the safety of all persons, while leaving the building rapidly and with a minimum amount of confusion. Time is of the essence, but avoid panic at all costs. Fire drills will continue to be carried out as in past years. Please follow this procedure:

1. Close windows and doors and take your class list(s) with you.
2. If during cold weather, take a coat (any coat).
3. Follow the exit procedure as shown on the FIRE EXIT that is posted on your door.
4. With a minimum of noise, quickly but without panic, leave the building. Use exit designated.
5. The classroom group should stay together. Check attendance after you have cleared the building.
6. In a drill, you will be instructed to return to the building.
7. In case of emergency, Montgomery Elementary students will go to the

Clinton Baptist Church and dismiss from there.

Health Room Policies

Please refer to the Student/Parent Handbook.

Homeroom Procedures

1. Homeroom teachers should be in their classroom by 7:40 a.m. Conduct an educationally sound homeroom program, keep students in your room unless they are traveling to another location with your knowledge and permission.
2. All students arriving at school planning to eat breakfast should report to their homeroom before going to the H.S. cafeteria. (Please use a sign out sheet so if your students are not back from breakfast when the late bell rings you do not mark them absent.)
3. When the tardy bell rings at 7:45 a.m., K-6 homeroom teachers should check the roll and mark attendance on SIS prior to **8:15 a.m.** Pre-K teachers are to do attendance **prior to 9:15 a.m.**

Instructional Technology

The Instructional Technology Department (Jeremey Rhoades) is responsible for support, training and maintenance of the computer hardware and software in the District. Work requests for technology related issues/items are sent electronically to Jeremey. With the large amount of technology in the district, the volume of IT requests is quite large. Requests are addressed on a priority basis. Instruction Coach (Kelly Concini) is available for the purpose of providing professional development in the area of technology and to assist teachers in finding instructional and assessment resources that integrate technology into the classroom.

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.

Lesson Plans

Currently, there is not a prescribed format for lesson plans. However, administration reserves the right to implement a prescribed format at any time. The lack of a prescribed format in no way should be perceived that administration places minimal importance on planning, but instead recognizes that teachers have individual preferences for formatting information in the same way that students do. It is well-known that the more time spent in planning, the more effective the implementation of the lesson. No matter which format a teacher prefers, an acceptable lesson plan must include: stated objectives, designated assessments, description of instruction strategies (to include an introduction and closure), associated assignments, and tools and materials to be used.

Plans must be easily located and should be clear enough that a substitute can follow them without confusion.

Lounge

1. The lounge contains a refrigerator and microwave oven. We must all cooperate in the maintenance of these items. If you spill food in the microwave, the refrigerator, or on the table, PLEASE CLEAN IT! The microwave oven is to remain in the lounge and is not to be taken for classroom use.
2. Students are not to be sent to the faculty room for any reason. This includes after school. The workroom is a place for staff. The presence of students in the room obviously prohibits privacy. *Teachers will be held responsible for sending students to this area for any reason.*
3. Smoking is not permitted in the buildings or on the grounds of the MASD.

Parking

Parking will be assigned at the rear of the school complex, to the east of the elementary office and on Schoolhouse Road. Access to the building will be available by using your key swipe card at the elementary office entrance, the 5th grade hallway and the 1st grade hallway by room 217.

Planning Periods

Planning periods are for the teacher's professional and personal use. Teachers are not permitted to leave the building unless permission is granted by the principal. Administration may need to use this time for teaming purposes.

Playground Responsibilities

1. All teachers will share the responsibility daily for supervision of all students on the playground.
2. Playground supervision implies your responsibility for students. Each teacher should place themselves strategically so that they can observe students in the best possible manner.
3. Children needing to stay inside from recess due to discipline reasons or to finish assignments must be monitored by a teacher and are not to be sent to the office.
4. A portable phone is to be taken out to recess at all times. This allows good communication in the case of an emergency or the office needing to find a student. It is the teacher's responsibility to make sure they get the phone from the grade level that is currently on the playground. The first class out is responsible to pick it up in the office before going out. If for some reason you go out and it is not there, you will need to send a student in to the office to get it.

Progress Reports

Progress Reports are issued halfway between each marking period. These reports are to inform parents of their child's progress. (See page 15 for dates when Progress Reports are due in the office and sent home with students.)

Report Cards

To assign appropriate marks to each pupil, the teacher must continually evaluate the ability and progress of class members. Growth in several subjects can be objectively measured through the appraisal of written and oral work, projects, and activities. In evaluating pupil progress, the teacher uses a variety of formative and summative techniques. The teacher, for example:

1. Analyzes pupil performance during daily classroom activities.
2. Observes daily and weekly progress of each child.
3. Assesses growth through standardized and teacher-made tests, uses checklists, and anecdotal records.
4. Conducts conferences with pupils, parents, and other members of the school staff.
5. Keeps a working portfolio of samples of each child's work.
6. Establishes and maintains a cumulative portfolio of the student's work to be transmitted directly to the child's next homeroom teacher.

Room Telephones

1. Please only use the phone to call the office in the event of an emergency, i.e., fire, smoke, student illness (incapacitation), accidents, or discipline issues that require the principal's assistance. **Otherwise, please send a note down to the office for other communication.**
2. Phone calls may be made from your room to a parent. All incoming calls are to go through the office.

School Visitors/Volunteers

All visitors and volunteers to the Montgomery Elementary School, including parents, must report to the office upon their arrival at the building. All visitors and volunteers are required to register at the office and wear a visitor's badge while in the building. A visitor must be escorted by a staff member at all times. Be sure to check with the superintendent's secretary to ensure that anyone volunteering in your classroom has the proper clearances on file before they come to your room. Please notify the office of any volunteers that you have coming in. Everyone's cooperation in this effort will make our schools a safer place to be!

Student 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 with no backs are not recommended for student attire.
- * 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., 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.
- * Pants should fit appropriately. NO undergarments of any kind may show.

Should you have a student who does not conform to the dress code, please send him/her to the office **first thing in the morning** with a note stating such.

Student Permanent Records

Student academic records are on file in the office. Teachers may review them there. Files may not be removed from the office. Psychological information, referral reports and other information is also on file with the school counselor and/or school psychologist. Special education records are kept in the district office.

Student Discipline

1. One of the most important responsibilities of a teacher is that of classroom discipline. The teacher able to control his classroom is able to teach effectively. Be fair in treatment of all students within the classroom. Play no favorites. Praise, even for a little accomplishment, gives everyone a lift and is an excellent motivational device.
2. Maintain a friendly attitude with your students, but exercise caution in becoming a "friend" of the students. Your personal daily conduct will earn you the respect of your class.
3. Please refrain from ridicule, sarcasm and name calling, even in jest. Common courtesy and friendliness without familiarity help to prevent a problem. Do not wait until the situation is out of hand before asking for assistance.
4. Let pupils know the first day what you expect from them as acceptable class conduct. Stress personal responsibility and cooperation. Be firm and fair.
5. Teachers are responsible at all times for discipline in homerooms, classrooms, assemblies, and hall areas near your classroom. Your responsibility is to all students, not just those in your class.

Substitutes

Please prepare a substitute folder including backup lesson plans, updated seating chart, homeroom roster and procedures, teaching schedule and all duty assignments for emergency purposes to be kept on or near your desk, in a place that is highly visible to the substitute.

Xerox Machine

There is a Xerox machine located in the faculty room. This machine will be available for use during and after school hours. **If you have a jam in the machine, clear the jam. The machine gives specific directions which are to be followed. DO NOT CALL THE OFFICE. If you experience major problems with a machine, please try to get the "codes" off of it and report them to the office. THE OFFICE COPIER IS NOT AVAILABLE FOR STAFF USE.**