

MONTROSE AREA SCHOOL DISTRICT

Choconut Valley Elementary School

4458 Stanley Lake Road
Friendsville, PA 18818-9610

Lathrop Street Elementary School

130 Lathrop Street
Montrose, PA 18801-1197

Administrative Offices

273 Meteor Way
Montrose, PA 18801-9507

Board of Directors

Mr. Chris Caterson, 4110 Turnpike Road, Montrose, PA 18801
Mrs. Kristen Follert, 372 Chenango Street, Montrose, PA 18801
Mr. George Gow, 274 Bullock Lane, Montrose, PA 18801
Mrs. Mary Homan, 6434 North Road, Friendsville, PA 18818
Mrs. Kathy Mordovancey, 1000 Binghamton Road, Friendsville, PA 18818
Mrs. Gloria Smith, 1 Cemetery St., Montrose, PA 18801
Mrs. Pamela Staats, 53 South Main Street, Montrose, PA 18801
Mr. Douglas Wilcox, PO Box 232, South Montrose, PA 18843
Mr. Karl Wimmer, 21361 State Route 167, Brackney, PA 18812

This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____ Grade _____

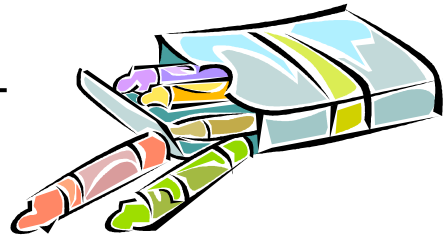
Homeroom Teacher _____

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Dear Parent:

The Montrose Area School District Elementary Handbook has been developed in order to assist students and parents in their understanding of the rules, policies and procedures by which the schools operate. Parents are asked to review this handbook with their child and discuss the importance of following the rules as established by the school.

Our staff is eager to assist you. Our schools welcome parents! We believe that through a solid school/parent relationship the students of the Montrose Area School District will continue along the path of educational excellence.

Chris McComb
Principal, Choconut Valley Elementary School

Greg Adams
Principal, Lathrop Street Elementary School

Montrose Area School District

MONTROSE AREA SCHOOL DISTRICT TELEPHONE DIRECTORY

| | |
|---|-----------------|
| Choconut Valley Elementary School | 278-7300 |
| Chris McComb, Principal | 278-7301 |
| Rita Gahring, Secretary | 278-7300 |
| Laurie Papi, Guidance Counselor | 278-7309 |
| Judith Ochse, School Nurse | 278-7302 |
| Ellen DiPhillips, Instructional Support Teacher | 278-7307 |

| | |
|---|-----------------|
| Lathrop Street Elementary School | 278-0310 |
| Greg Adams, Principal | 278-0314 |
| Connie Birchard, Secretary | 278-0311 |
| Susan Lee, Guidance Counselor | 278-0313 |
| Emily Perkins, School Nurse | 278-0312 |
| Karen Griffith, Instructional Support Teacher | 278-0317 |

| | |
|---|----------|
| District Office Numbers | |
| Mike Ognosky, Superintendent | 278-6221 |
| Elizabeth O'Malley, Food Service Director | 278-6240 |
| Rickie Clapper, Transportation Director | 278-6241 |
| Don Golden, Special Education Director | 278-6219 |
| Craig Owens, Technology Coordinator | 278-6239 |

| | |
|-------------------------|----------|
| Hotline Numbers | |
| Sports/Activity Hotline | 934-9506 |
| | 879-8050 |

EQUAL OPPORTUNITY

Montrose Area School District operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

For information regarding your rights or grievance procedures, contact Dr. Donald Golden, Section 504 Coordinator, 80 High School Road, Montrose PA 18801.

A copy of the ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY is located in each principal's office. Please contact your building principal or the superintendent of schools if you have any questions.

ATTENDANCE GUIDELINES

I. Absences:

- Any student who is absent from school must, upon their return to school, present to the attendance office or the homeroom teacher (within 3 days) a written excuse for such absence.
- Excuses must be written and signed by the pupil's parent or guardian and must contain the following information: 1. full name of student, 2. student's grade level, 3. date(s) of absence, 4. reason for absence, 5. signature of parent or guardian. Students are not to write their own excuses.
- Failure to submit an excuse will result in an illegal absence if the student is 16 years of age or younger.
- Excused absences are limited to illness, quarantine, death in the immediate family, impassable roads, and inclement weather. Impassable roads and inclement weather are determined by the school buses' inability to operate.
- Examples of ILLEGAL absences include (but are not limited to) missing the bus, shopping, baby-sitting, visiting relatives, hunting, fishing, personal business, working at home, and remaining home to do school work.
- After 10 days of absence from school in any given school year, a student may be required to present an excuse from a medical professional for future absences from school. (Exhibit JH-E1) Parents will receive notification by mail that such a medical excuse is necessary. If a medical excuse is not provided, the absence will be considered illegal (16 or younger).
- The parent/guardian may be contacted to verify a student's absence from school.
- The parent/guardian will be contacted for any student who misses 3 consecutive days of school.
- After three (3) illegal absences from school, the student and the parent or guardian will receive through certified mail a first offense notice for truancy.
- At the next illegal absence, the student and parent or guardian will be reported to the magistrate for being in violation of the truancy laws.

II. Tardiness

- A student who arrives at school after 8:10 a.m. and prior to 10:20 is considered tardy to school unless that student arrived via a school bus.
- A student who is late to school must report to the main office for a late slip.
- A written excuse for tardiness must be provided to the attendance office/principal. This excuse must contain the following: (1) student's full name, (2) student's grade level, (3) date of tardiness, (4) reason for tardiness, (5) signature of parent or guardian.
- A student who is late to school three (3) times without a written legal excuse will receive an official warning for tardiness.
- On the next tardy to school (after 3) and every tardy thereafter, the student will receive disciplinary action. (detention, in school suspension, loss of recess, etc.)
- Any student reporting to school between 10:20 a.m. and 1:00 p.m. will be considered absent for one half day. Any student reporting to school after 1:00 p.m. will be considered absent for the entire day.

III. Early Dismissals

- Students who become ill at school must report to the school nurse. If the nurse deems it necessary for the student to leave school, she will make the necessary phone calls to the parent/guardian and arrange for transportation.
- Students may not decide to leave school because of illness without seeing the nurse. In such instances, disciplinary action will be taken.
- A student may obtain permission to leave school early for a medical appointment by bringing in a note from the parent/guardian.
- This request to leave school early will be processed and approved or disapproved by the administration.
- Students will NOT be excused from school during the school day for casual reasons such as attending to business, running errands, repairing cars, etc.
- Students who leave school prior to 1:00 p.m. and do not return will be charged with a one half day absence.
- Any student who leaves school before the time of dismissal without properly signing out subjects himself to suspension in or out of school.

IV. Educational Travel

- The Montrose Area School District provides exceptions to the normal attendance regulations for educational trips, tours, or family vacations.
- Pre-approval forms for educational travel are available from the attendance secretary or building principal.
- Prior attendance records, previous requests, frequency of such requests, and the weighted value of the requested experience will be taken into consideration by the administration when approving or disapproving travel requests.
- Montrose Area allows only 10 days of absence during the school year for educational or family trip travel. All work missed must be completed by the student within three (3) days upon returning to school. Any days missed beyond the 10 days will be illegal days if the student is 16 or younger.

V. Excused Time for Religious Instruction

Excused time from regular school attendance for a maximum of one hour weekly for all pupils in the elementary schools is offered. The program is voluntary for pupils to attend religious instruction of their choice, with transportation to be provided by the parents or the church, under regulations developed by the school administration in cooperation with participating churches.

Transportation, instructional staff, location and materials shall be furnished by the church. No part of the cost and expense of such instruction shall be paid out of public school funds.

BULLY BUSTERS PROGRAM

In an ongoing commitment to provide a safe learning and working environment for our students and staff, the Montrose Area School District has developed a series of intervention and prevention programs.

It is the goal of everyone involved in the Montrose Area School District to demonstrate our intolerance for any activity or offense that endangers the safety of the students and/or staff. It is our intention to make every reasonable effort within the capability of the district to provide an environment that is safe and secure for the students, staff, and public.

We want to provide an environment that is safe for **all** students. When a bullying incident is reported, services will be provided to the victim and the bully. It is our every intention to create an atmosphere where you will not fear being bullied again. In order to accomplish this we want to work with everyone involved in the program.

We want to provide a process that is safe and confidential so that you feel free to approach a teacher, guidance counselor and/or administrator about a bully. A Bully Busters packet is available in any of the school offices.

BUS REGULATIONS

- Students are to follow directions by the bus driver the first time they are given. If a request seems unreasonable or unfair, the pupil is instructed to obey it, and then report it to the building principal
- The bus driver is authorized to assign seats when needed.
- Pupils are to stay in their seat and keep all parts of their body in the bus and to themselves.
- Students have a responsibility to maintain the interior condition of the bus in a neat, clean manner. Any intentional act committed that results in damage to the interior or exterior of the bus will not be tolerated.
- No pushing, fighting, use of profane, obscene or vulgar language, or loud talk.
- No eating, drinking, gum chewing, or use of any tobacco products is allowed.
- Students may never light matches or lighters while on the bus or in school.
- A student must have a note signed by a parent/guardian to ride a different school bus or go home with another student. Bus drivers may not allow any pupil to ride a bus other than his or her own unless the student has the note authorized. This note must be approved by the building principal before being given to the bus driver.
- Video cameras may be utilized on the school buses. Disciplinary measures may be taken on incidents which are viewed on the video tapes.
- No student shall possess toy guns, or throw any paper, metal, or other substance in or around the school bus.
- Pupils must be at the bus stop no less than five (5) minutes, nor more than ten (10) minutes before the scheduled bus arrival time. If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait a reasonable length of time (at least ½ hour in inclement weather) then return to his home and notify the school. Whether the school bus is on time or late, the bus will not stop if there is no indication of pupils coming.

CAFETERIA BREAKFAST PROGRAM

- The breakfast program will begin the first day of school in the elementary schools.
- There will be breakfast served when school is on a two hour delay.
- Breakfast and lunch will **not** be served on a regularly scheduled early dismissal.

CAFETERIA FREE/REDUCED PRICE LUNCHES

If your family qualifies for income eligibility, your children can get free meals or reduced price meals. A foster child may get free or reduced price meals regardless of your income. The reduced price is 40 cents for lunch. To get free or reduced price meals for your child, you must complete an application and return it to the school. Applications may be obtained at the cafeteria director's office or the main office.

CAFETERIA POINT OF SALE

The cafeteria uses a computer based meal line system called "Point of Sale". This eliminates meal tickets and money being collected at the register. Parents prepay by check or money order and the money is deposited into their child's account. As the student makes meal or beverage purchases, the purchases are deducted from their account.

When a student's account has \$1.00 or less in it, they are told that their account is low and needs money deposited in it. If their account goes to a negative \$4.00, students will not be allowed to purchase meals or beverages until money is deposited. The deposit of money will need to bring the account to a positive balance, which will allow the student to make purchases without going negative.

CAFETERIA RULES AND REGULATIONS

- Walk to and from the cafeteria
- Obey lunchroom supervisors at all times
- Always be courteous and helpful
- Always keep your table and floor area clean
- Never throw food or any other objects
- Never touch someone else's food
- Talk, do not shout
- Clean table and area around you before leaving
- Remain seated until excused
- Students will be dismissed by table
- Do not take food from the cafeteria

CHANGE OF ADDRESS

Parents are required to notify the elementary office when there is any change of address or telephone number.

CHILD ABUSE

Each school district in the Commonwealth is required to adopt a set of procedures for reporting suspected child abuse. A reporter must be appointed in each school building. The law provides for confidentiality in reporting. Suspected cases must be reported to the local child welfare office within forty-eight (48) hours of suspicion. Child Welfare decides whether a report is founded or unfounded. "Abused Child" means a child under eighteen (18) years of age who exhibits evidence of serious physical or mental injury not explained by available medical history.

A copy of the Child/Student Abuse Policy is on file and available in the health office.

In the Montrose Area School District, the School Nurse Practitioner has been appointed the district reporter. All school district employees who come in contact with children and who have reason to believe that child is abused or neglected are required by Act 124 to report their suspicions to the School Nurse Practitioner.

The above-explained process does not prevent any person from directly reporting their suspicions to the Child Welfare Agency. Remember that by identifying an abused or neglected child, you may be able to save that child's life.

COMPLAINT PROCEDURE

It is the desire of this school district to keep teachers involved in the decision making process as much as possible. Therefore, any complaint/concern regarding a teacher should be brought first to the attention of the teacher by the party issuing the complaint/concern. If a satisfactory solution of the problem cannot be reached with the teacher, parents and students, you may contact the building principal for a solution. If the building principal is unsuccessful in proposing a satisfactory solution to the student or parent problem, the concern may be taken to the superintendent. (In all instances arrangements for an appointment must be made.)

Whenever the superintendent cannot resolve the matter to the satisfaction of the student or parent, policy matters may be taken to the Board of Education providing that the request to be heard by the Board has been made to the superintendent five days before the next regularly scheduled board meeting. All appeals of administrative procedures and non-policy matters stop at the superintendent level and may not be appealed to the Board of Education.

DETENTION

- Students may not talk, communicate with each other or make disruptive noises of any kind.
- Students must bring sufficient school work to keep busy for the full detention. They may only have textbooks from school classes.
- Students are not permitted to bring gum, food, beverages, or snacks of any kind to the detention.
- Radios, tape, players, video games, magazines, etc. are not permitted in detention.

- Students must sit quietly and attentively at their desk and may not lay their head on the desk or sleep.
- There will be no interruption of detention without written permission from an administrator.
- Detention will begin at 3:00 pm and students will be excused at 5:00 pm Parents are asked to be at the school at 5:00 pm to pick up their child. There will be no breaks.
- Breaking any of the above rules may result in further disciplinary action.

DISCIPLINE RULES AND REGULATIONS

The following are examples of behaviors, which may result in detention, suspension, or expulsion from school. The list is by no means all-inclusive. It is virtually impossible to anticipate rules for all circumstances and rules will be made and employed for unforeseeable actions if the procedure for carrying the rules out does not violate the concept of reasonableness and the procedure is non-arbitrary.

- Sale, possession or use of controlled substances, such as cigarettes, drugs, alcohol, etc.
- Cutting classes and deviating from scheduled assignments.
- Leaving school before dismissal or leaving instructional areas before the period of instruction ends.
- Theft of any property belonging to the school, faculty, or other students.
- Willfully damaging or defacing school district property, equipment, facilities, textbooks or any property belonging to the school, faculty, or other students.
- Stealing property from students, members of the staff or the school.
- Setting fires in or around school buildings or on buses. This includes possession of, or striking and lighting, matches/lighters.
- Littering, smoking, and any vandalism on buses.
- Setting off any explosive or incendiary device, on school property or in buses, such as fireworks, smoke bombs, etc. or possession or sale of such articles on school property, or on a bus.
- Assaulting other students or any employee of the school district.
- Harassment of other students or school personnel. Following a person, abusive language, pushing or shoving, or conduct to frighten or intimidate another is harassment. This can result in legal prosecution.
- Harassment by address: Calling school employees or other students by telephone anonymously for the purpose of intimidation or abuse can result in legal prosecution.
- Forging parents' or teachers' names on school related documents and misrepresentation by telephone.
- Extortion: Attempting personal gain through intimidation of others.
- Possessing any type of dangerous weapon or an object used as a weapon. (Prosecution)
- Reporting by telephone, in writing, or in person, a threat known to be false.
- Profanity, obscene conduct, or offensive language.
- Fighting.
- Flagrant disobedience to a teacher.
- Yelling, running, horseplay, and/or pushing and tripping, throwing objects, or other forms of rowdy behavior.
- Incurribility as evidenced by the inability to abide by specified school rules, in spite of previous disciplinary or rehabilitative efforts.
- Disrespect; lack of consideration.
- No glass bottles or cans.
- Beepers, pagers, cellular phones, etc. are prohibited in the building during the school day.

- Radios, walkmans, tape recorders, etc. are prohibited in the school building during the school day.
- **No gum chewing** in the building or on school buses.

All rules and regulations apply from the time the student either arrives at school or appears at a bus stop preparing to board a school bus and applies throughout the school day until the student leaves the school grounds or alights from his bus at home. They also apply during all school sponsored activities and athletic events, parties, field trips, and activity trips.

In addition, behavior such as threats, harassment, damage to property, defamation, or insubordination to any teacher, administrator, or school personnel will result in further disciplinary action or in legal prosecution. This will extend to all time outside the normal school day.

EXAMPLES OF DISCIPLINARY ACTION THAT MAY BE TAKEN:

- Verbal reprimand
- Detention during recess
- Loss of recess
- Written and/or verbal apology
- Writing assignment dealing with appropriate behavior
- Exclusion from assemblies, special activities, movies, or class trip
- Written or telephoned report to parents from principal, teacher or student
- Detention before or after school
- Clean or repair any damage that may have been caused
- In-School suspension
- Expulsion

DRESS CODE POLICY GUIDELINES

- Shirts, 'T' Shirts, or patches with written and/or pictured references to drugs, alcohol. Sex, tobacco products, or suicide are unacceptable. This shall include clothing with vulgar language, double meanings, or disrespectful references to religion, race, ethnic origin, or gender.
- Half or cut-off shirts, halter tops, mesh or see through clothing, or any clothing which exposes bare midriff on any student are unacceptable. Additionally, cut off shorts, cut off jean shorts, cut off sweatpants, cutup clothing, or clothing with holes are not suitable for school wear.
- Tank tops are unacceptable unless worn under an acceptable style of dress. Blouses or shirts are also prohibited from being low cut in such a manner as to inappropriately expose a student's chest.
- Dresses, skirts, or shorts, or any attire that is shorter than finger tip length when a student rests his/her arms at his side in a normal position are unacceptable.
- Dress shorts, gym shorts, soccer shorts and athletic shorts are allowed. Sweatpants are also allowed.
- Spandex, tights, tube tops, or other skin tight clothing of any type unless worn under acceptable styles of dress are prohibited.
- Flip flop shoes, beach shoes, bedroom slippers or cleats are not allowed as footwear. Students may wear "heellies" provided the wheels are removed and not used.
- Pants that are worn in such a manner as to expose underwear are unacceptable. Students are also prohibited from wearing spiked jewelry as well as chains attached to clothing or worn as jewelry.
- Students are allowed facial piercing (eye, nose, etc.) as long as it is tastefully done and does not cause a disruption to the management of the educational process or jeopardize the safety of an individual.

- Any other clothing, make up, or paint that detracts from the educational environment and/or jeopardizes the health and safety of themselves or others is prohibited. This decision will be at the discretion of the administration.
- The wearing of hats and bandanas are prohibited inside the school building unless approved by the administration.

ELECTRONIC DEVICES

Any electronic media devices (walkmans, MP3s, IPODs, personal DVD players, lap top computers, etc.) if brought to school are to remain in that student’s locker/bookbag in a turned off state and are not allowed to be used during the school day. Students choosing to carry these items to school do so at their own risk. MASD will not be held responsible if these items are lost, stolen, or damaged.

EMERGENCY PROCEDURE FOR DEALING WITH SERIOUS ACCIDENTS AND ILLNESS

On file in the nurse’s office are emergency care procedures for dealing with serious accidents or illness, which should be referred to when necessary. When a serious injury or illness occurs, please adhere to the following procedure:

- If a child seems to be seriously injured, do not attempt to move him or her. Phone or contact the nurse, the secretary and principal in that sequence.
- If it is necessary to send for help, be certain that an adult remains with the victim.

FIRE DRILLS

Fire drills are very important and necessary for the safety of the students and faculty and may save your life. Fire drill information is posted by the door in each room. Please follow these procedures in the event of a fire drill:

- Close the windows.
- Students will follow designated exit instructions: Walk (do not run), refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
- The teacher should be the last one out of the room, should take the grade book and keys, should close the door, and remain with his/her group.
- The teacher will take attendance once the group has reached its proper distance from the building.
- When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

HEAD LICE GUIDELINES

If a student is found to have head lice, either in a school screening or parent report, the following procedure will be followed. The parent will remove the child from school. Information on treatment will be provided by the school nurse. The parent must then treat the student with an appropriate treatment, prior to returning to school. The school will screen all known contacts. Upon return to school, the following day, it is recommended that a parent accompany the child for examination by the school nurse for readmission to school. Nits must be removed from the child’s head. Parents are to notify the school nurse if they have found lice on their child.

HOMEBOUND INSTRUCTION

Homebound instruction is provided for any student who has a temporary disability which prohibits his/her attendance at school. A pupil may qualify for this type of instruction by providing the school with written verification from a physician. This statement must provide an acceptable reason why the student cannot attend regular classes. The written statement of the medical reason for the request must also contain a starting date for the service as well as an estimate of the length of time the student will be absent.

- This program is not to be used in lieu of compulsory school attendance.
- Homebound instruction will be furnished only when the absence is of a duration which exceeds ten (10) school days.
- Instruction time shall not exceed five hours per week.
- Instructors used for the program must be certified by the Commonwealth of Pennsylvania.
- The teaching schedule shall be established by agreement between the parents, instructor, and the school district.
- Homebound instruction must have school board approval.
- A student on homebound instruction is not considered to be absent.

It should be understood that homebound instruction is only a stop-gap, temporary program designed to provide educational instruction on a limited basis.

HOMEWORK ASSIGNMENT BOOK/SHEETS (Grades 4, 5 & 6 only)

The homework book/sheets is/are designed to keep an accurate record of homework assignments and to improve the communication relationship between teachers and parents.

- At the beginning of the school year each teacher will devote time in order to explain the routine for using the homework assignment book/sheets with the class as a whole. This will include the following:
 - where assignments are written, both daily and long term
 - when students record them, (as the assignment is given, at the end of the day, etc.)
 - classroom schedule including subject times, recess times, lunch times, and days for specials
- Students take home the assignments each night. Students are responsible for keeping an accurate account of all assignments. In some cases parents may be required to sign the assignment book/sheets on a daily basis if the teacher feels there is a need with certain students.
- The teacher checks each student's assignment book/sheets periodically to see that students are using them appropriately on a daily basis.
- Comments about the student's behavior, messages to the parents, and messages from parents should be written directly to the teacher. Parents should review the assignment book/sheets on a daily basis.

HOMEWORK GUIDELINES

A student should not be required to take more than two major tests per day. Term papers, projects, and reports may be assigned to cover a period of days or weeks. Regular daily assignments will continue during long term assignments.

Some general guidelines for homework include:

- Homework should gradually increase from grades Kindergarten through grade six. In the primary grades Kindergarten through grade 3, home assignments are given and should be completed with assistance as needed. In the intermediate grades four through six, the time required for homework depends on how well a student makes use of his/her study time in school, and how he/she concentrates at home.
- Students in grades four through six are encouraged to use an assignment book daily and may be required to do so in some classes. Students in grades K-3 will receive some type of written notice, (examples: weekly assignment sheet, homework journal, etc.) Some students may be required to have their assignment book initialed and checked by teachers and parents daily.
- Assignments should represent a challenge which can be met with a reasonable amount of effort.
- Homework is to be assigned by teacher to any student going on a family trip. Teachers should be given a weeks notice to help them prepare required assignments.
- Students experiencing difficulty with homework should speak to their teacher daily. Parents should contact their child's teacher immediately if they have concerns or questions out homework. Good communication is essential to make homework a productive and positive experience.

Students should check the web page at www.masd.info for homework information and class assignments.

HOMEWORK REQUESTS DURING ABSENCES

Requests for homework must be presented to the office by note or telephone **before 9 am** to secure homework for that day. Students who are out for only one or two days should obtain their homework on the following day. Arrangements should be made to have books and homework picked up in the school office. Students who request prearranged excuses for *educational trips* or *medical appointments* are responsible for obtaining their assignments from their teachers. All students are responsible for making up class work missed while absent from school. It shall be the student's responsibility to secure the work missed when returning to school.

INSTRUCTIONAL SUPPORT TEAM (IST)

The Instructional Support Team is a program available to students needing assistance. The Instructional Support Team assists students who have demonstrated special needs socially, emotionally or academically.

Parents may get more information about IST by talking to a classroom teacher, guidance counselor, school nurse, IST teacher, school psychologist or the principal.

KINDERGARTEN ENTRANCE REQUIREMENTS

Your child must be five years of age before the first day of the school year in which he is to be enrolled in order to be admitted to kindergarten. State law specifies that no child can be admitted until a birth

certificate and immunization record are present. In addition, the child should have a good physical examination prior to the first day of school.

Children entering school for the first time must be immunized (vaccinated) in the following manner:

- (4) Diphtheria-Tetanus vaccine (4th dose after age 4)
- (3) Polio vaccine
- (2) Measles vaccine
- (2) Mumps vaccine
- (2) Rubella vaccine
- (3) Hepatitis vaccine
- (2) Varicella vaccine

This means that no child will be admitted to school for the first time until the above listed immunizations have been completed and the birth certificate presented. Exceptions will be made only for valid medical or religious reasons.

LOST AND FOUND

A box is located in the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the main office. Lost and found articles not claimed within a reasonable amount of time will be discarded.

MEDICATION GUIDELINES

Administering medications is a serious matter with legal implications, administrative complications and possible adverse effects. In order to make administration of medication safe for staff and students, the following must be followed.

I. General Guidelines

- Administering medications is the responsibility of the parent or guardian. All medications that can be administered outside of school hours without serious effects must be given before or after school. For example, medication that is to be given three times a day can be given at breakfast, after school and at bedtime unless otherwise indicated by a physician.
- If there is a question as to whether a medication must be given during school hours, please consult with the school nurse.
- If a dose of medication must be given during school hours, it can be administered at school.
- A physician's order and parent permission is required for all prescription and non-prescription medications. If a parent does not give permission for the school nurse to give their child medication at school, the parent will be responsible for coming to school to give the medication.
- All prescription and non-prescription medication is to be turned in to the school nurse.
- A roster of all students on medication is to be maintained in the nurse's office.
- The school nurse is not responsible for giving missed or late home doses of medication.
- The first dose of any medication should be given at home in case there is an allergic reaction.
- No child should take medication without the direct supervision of the school nurse.
- Proper hand washing should occur before and after administration of medication.

II. Prescription medication should only be administered by the nurse if:

- A physician's order and parent/guardian written permission slip is received at school including child's name, name of MEDICATION, amount of medication needed and time of administration.
- Medication is in the original pharmacy container.
- The medication dosage is the same on the prescription container and the permission slip.

III. Non-prescription medication should only be administered by the nurse if:

- A physician's order and parent/guardian written permission slip is received by the school nurse including child's name, name of medication, amount of medication needed and time of administration.
- A medication is in the original container and labeled with the child's name.

IV. The nurse will not administer medication:

- Without written parent/guardian permission.
- Without a written physician's order for prescription and non-prescription medication.
- From unlabeled containers. Aspirin, acetaminophen (Tylenol), cortisone cream, insect bite products, antacids, antibiotic creams, alcohol, peroxide and other first-aid or over-the-counter products are considered medications. These products should never be given or used without specific written permission.
- Do not accept or give medications that are submitted in household containers, envelopes, or baggies.
- No more than a 30-day supply of prescription medication should be kept at school. Additional medication should be sent home with the parent/guardian. A dose of injectable medication (Epi-pen, glucagon) should be kept at school at all times.
- All medications, except those requiring refrigeration, must be kept in a locked cabinet or box accessible only to the school nurse. Students must not have direct access to medication. Permission slips and physician's orders must be kept in one labeled notebook near medications to decrease the risk of error.

V. Medication on field trips:

- Medication can be given ½ hour early or ½ hour late to meet the needs of the half-day field trip.
- Parents of students taking medication will be notified two days in advance by the school nurse of an all day or overnight field trip. The child will have to miss that dose of medication unless the parent accompanies the child or a school nurse is available.
- If a school nurse is present on the field trip, he/she will carry the original container and all medication forms in a closed backpack designated for medication.

VI. General Directions

- If a student must carry their medication (Inhaler, Epi-pen), a physician's order must be written stating this need. (Please refer to Board Policy 210.1 – Available in school office or district website)
- Every dose of medication administered to a student must be recorded on the Medication Record Form.
- The school nurse or the Principal's designee must follow-up on all students who do not show-up for their medication.
- Appropriate notes should be made to inform substitutes of a child's medication needs.
- All medication errors must be reported and documented.

- A form letter regarding administration of medication should be sent home with every student at the beginning of the school year. As new students enroll, parents should be given a copy of the letter. Another copy of the letter should be given to parents if compliance is a problem.
- The school nurse must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued or obsolete medication. Medicine, which is not repossessed by the parent/guardian within seven (7) days of notification by the school nurse, is to be destroyed by the nurse in the presence of a witness.

PEER MEDIATION

Peer mediation is a violence prevention program that enhances school climate and can increase academic performance as a result of a more relaxed atmosphere. Peer mediators are a diverse cadre of students selected from the student body to receive specialized training in conflict management.

Using a problem-solving approach intended to clarify the nature of the dispute, peer mediators do not solve problems for other students, but help them to think of ways to solve problems themselves in a peaceful manner. Empowering students to solve their own problems results in the likelihood of the solutions being carried out as both parties walk away from the dispute as "winners." The emphasis is on listening and trying to understand the other person's perspective.

Agreeing to use the peer mediation process is voluntary. Peer mediators are not police officers or judges, but rather facilitators of a unique process that helps students solve their own problems without adult intervention. Also, peer mediators gain personal insight and skills that enhance their own self esteem and academic performance.

Schools across the country with similar programs report significant decreases in suspensions and expulsions, reduced tensions, and an improved school climate overall. In addition to making the school a safer place in which to learn, the skills gained in the training can be applied throughout a student's life contributing to a more peaceful community at large.

PLAYGROUND RULES AND REGULATIONS

The following list of rules is not intended to be inclusive, rather a general list of guidelines for encouraging good student behavior. The supervisor should be prepared to deal with any situation while on duty.

- Remember safety first. Follow the playground rules so that **no one** will get hurt.
- Show respect for others
- Stay away from puddles and mud
- Leave rocks, woodchips, sticks, and other dangerous objects alone
- Stay on the playground unless given permission by the supervisor to leave
- Report all accidents to the playground supervisor.
- When the whistle blows, children must **immediately stop** all games and report to their designated class areas.
- Take turns and play safe on playground structures.
- No entering the roadway for any reason! All activities must be confined within the white-lined area.
(Choconut Valley)

- All balls and other equipment brought to school must have your name on it.

The following are examples of behaviors that are not allowed on the playground. This list is by no means all-inclusive.

- Tackle football, “rumble”, hat snatching, tag, chicken fighting, king of the mountain, dodge ball, or any rough push, shove or tripping activities.
- Stone throwing.
- Hanging onto and physically touching the supervisors.
- Climbing on top of (monkey) ladder bars.
- Snowball throwing.
- Swearing and spitting.
- Standing on swings, twisting around or swinging sideways.
- Riding double on swings.
- Standing when coming down slides.
- Coming down slide head first.
- Grass throwing or mud throwing
- Hardball games.
- Playing on the lawn in the front of the school.
- Walking around the outside or in the building during recess.
- Playing close to windows or under roofed area.
- Ball bouncing against the school.
- Toy trucks and cars on the slides.
- Ball playing on roadway.

POSITIVE SCHOOL-WIDE BEHAVIOR SUPPORT PLAN

In order to promote a learning environment that allows all students to succeed, Choconut Valley Elementary School implements a School-Wide Positive Behavioral Support System. Through this system the emphasis is on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors that create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as playground, cafeteria, hallways, buses, and restrooms). The following matrixes are a clear display of what behaviors we will be promoting.

Be Safe

| Playground | Hallway | Cafeteria |
|----------------------------------|---------------------|-----------|
| -listen to and follow directions | -walk appropriately | -walk |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> of supervisors -stay in designated areas -dress properly | | <ul style="list-style-type: none"> -sit in assigned seat -raise hand for assistance -keep hands, feet and objects to yourself |
|--|--|--|

| Bus | Classroom | Bathroom |
|--|---|--|
| <ul style="list-style-type: none"> -stay in assigned seat -keep hands and feet to self -keep aisles clear -use inside voice -walk to and from bus -leave dangerous objects at home | <ul style="list-style-type: none"> -follow directions the 1st time -listen to emergency and safety procedures -keep hands, feet and objects to self -walk throughout the room -keep room tidy | <ul style="list-style-type: none"> -clean up after yourself -keep hands, feet and objects to yourself -wash your hands -leave promptly |

Be Respectful

| Playground | Hallway | Cafeteria |
|--|---|--|
| <ul style="list-style-type: none"> -include others -play fair -honor personal space | <ul style="list-style-type: none"> -listen to adults -keep hands, feet and objects to yourself -be quiet | <ul style="list-style-type: none"> -use manners -use appropriate language -listen to supervisors -use inside voice |

| Bus | Classroom | Bathroom |
|--|--|---|
| <ul style="list-style-type: none"> -listen to bus driver -use appropriate language | <ul style="list-style-type: none"> -actively listen to teacher and peers -encourage others -use appropriate language -use manners -raise hand to be called on | <ul style="list-style-type: none"> -respect others privacy -3 at a time |

Be Responsible

| Playground | Hallway | Cafeteria |
|---|--|---|
| <ul style="list-style-type: none"> -take care of equipment -make good choices -inform adults of problems | <ul style="list-style-type: none"> -report directly to destination -identify and report strangers to an adult -pick up litter and dispose of properly | <ul style="list-style-type: none"> -take care of belongings -tell an adult if there is a problem -leave area as good as or better than you found it. |

| Bus | Classroom | Bathroom |
|---|--|---|
| <ul style="list-style-type: none"> -keep track of belongings | <ul style="list-style-type: none"> -choose your attitude -be a good citizen -be prepared -accept responsibility and consequences -use time wisely | <ul style="list-style-type: none"> -promptly report damage or issues -take care of area |

RELEASE OF CUSTODY OF STUDENTS

In all cases of child custody problems the school district will make it a practice to return the student each day to the custody of the person from whom the school received custody. In situations of divorce or separation, the school will release the custody of the child on any given day to the parent or guardian on record at the time of enrollment.

It is not the function of the school district to determine which of the parents who are separated or divorced is entitled to legal custody of the child. Problems of this nature should be determined by the court. Parents who are seeking custody of a child should be advised to consult legal counsel and pursue their custody through proper channels.

REPORT CARDS AND MID MARKING REPORTS

Students in kindergarten through grade three will receive a progress report every sixty (60) days. Mid-marking period notices will be sent every 30 days to inform you if your child's progress is not satisfactory. Students in grades two through six will receive a progress report every forty-five days (45). Mid-marking period notices are sent every twenty-two (22) days to those students experiencing academic difficulty. Mid-marking period notices may also be letters of commendation for students who have done exceptional work.

SAFETY PLAN

In an ongoing commitment to provide a safe learning and working environment for our students and staff, the Montrose Area School District has developed a series of intervention and prevention programs.

A copy of the Safety Plan is located in each principal's office. Please contact your building principal or the superintendent of schools if you have any questions.

SCHOOL CLOSING

In the event of inclement weather or an emergency situation, the school district may be closed, have a delayed start, and/or be forced to dismiss early for safety reasons. If such a situation were to arise the Montrose Area School District utilizes the television and radio stations listed below in order to disperse that information. All extracurricular /after school activities will be cancelled if school is closed or dismissed early for inclement weather or emergency. The District information will also be listed on the District web page www.masd.info.

TELEVISION:

WNEP TV (Channel 16)
WBNG TV (Channel 12)
WYOU TV (Channel 22)
WBRE TV (Channel 28)

RADIO:

WHWK (98.1 FM).
WKRZ (98.5 FM & 1340 AM)
WPEL (96.5 FM & 1250 AM)
WAAL (99.1 FM)
WARM (590 AM)
WNBF (1290 AM)

SEARCHES

Students may be searched for reasonable cause if deemed appropriate by the administration. Back packs and book bags may also be searched with reasonable cause. This is in adherence to the Supreme Court decision of 1985, *New Jersey v. T.L.O.*

If a student is to be searched for reasonable cause and that student flees from the search, he/she will be suspended from school for ten (10) days and placed in an alternative education program for a minimum of 90 days.

SEXUAL HARASSMENT POLICY

The Montrose Area School District strives to maintain a working and learning environment free from sexual harassment. A copy of the District **SEXUAL HARASSMENT POLICY** is on file in the principal's office. If you feel your child has been a victim of sexual harassment please contact the building principal or the superintendent of schools.

SMOKE FREE SCHOOL POLICY

The Board recognizes that smoking and the use of tobacco products presents a significant health and safety hazard which can have serious consequences for the smoker and non-smoker and the safety of the district and is, therefore, prohibited on school grounds. It is the intent of the Board to provide a healthful environment for all students, staff, and visitors by having the district be smoke and tobacco free.

SPECIAL EDUCATION PROGRAM

The Montrose Area School District uses the following procedures for locating, identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The District, as prescribed by Section 1402 of the School Code routinely conducts screenings of a child's hearing acuity (grade levels or approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills and social emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parents and only to school officials who have a legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization which involves written, signed permission by parents. Parents with concerns regarding their student may contact the building principal at any time to request a screening or evaluation of their child. Screening and or evaluations for elementary students will be processed through the District's Instructional Support Team. Communication with parents and exceptional students shall be in English or the native language of the parents.

The Montrose Area School District has direct responsibility for all the special education programs offered in district buildings. These classes include Learning Support, Gifted, Speech/Language, and Adaptive Physical Education.

The District contracts with the NEIU #19 for physical therapy, occupational therapy, hearing therapy, and vision therapy. These programs are also offered in district buildings. Students with more extensive

handicaps are provided an educational program in "off campus" schools or agencies. These include mental retardation, serious emotional disturbance, neurological impairment, autism, deafness-hearing impairment, blindness-visual impairment, and multi-handicapped conditions. Even though these programs are not located in district buildings, the district recognizes its responsibility to assume direct involvement with the program, the children, and their parents.

The Montrose Area School District also contracts with the Intermediate Unit for an Early Intervention Program. This program provides to qualified children a placement which meets their needs in the areas of developmental delays. The program designed for children with develop-mental delays extends to those who are between the ages of two years and nine months as of September 1 and have not reached five years of age before September 1. Information about Early Intervention, parent rights, mediation or Due Process Procedures, specific special education services and programs offered by the District and the District's Educational Records Policy are available upon request from the building principal in a child's school. A parent may request that the District initiate a screening or evaluation of their student's specified needs at any time by contacting the building principal in writing. Further information about these procedures may be obtained by calling:

| | |
|--|----------|
| Mrs. Laurie Papi, School Counselor – Choconut Valley | 278-7309 |
| Mrs. Susan Lee, School Counselor – Lathrop Street | 278-0313 |
| Dr. Don Golden, Coordinator of Special Education | 278-6219 |

STANDARDIZED TESTING PROGRAM

The testing program in the elementary grades provides for mandated statewide tests (P.S.S.A. – PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT) in reading and mathematics at grade three through six which will be taken in the spring. Fifth grade students will also take the PSSA writing, while fourth grade students will take the science assessment.

Second grade students will take the OTIS-LENNON SCHOOL ABILITY TEST (OLSAT), which measures their school ability, in October.

Parents will receive individual test reports for both the Pennsylvania State Assessment and the ability tests. Questions about testing should be directed to the Elementary Guidance Counselor or the Building Principal.

STUDENT ACCIDENT INSURANCE

The Montrose Area School District makes student accident and dental insurance available for parents to purchase for their children. The School District will assume no liability for students who do not have accident insurance.

STUDENT DEBT

The Montrose Area School District will assess a \$20.00 fee on any check which is made payable to the District, or any of its accounts, that is returned by the writer's bank for non-payment. This fee will be added to the face value of the check. (Board approved 8/11/97)

TECHNOLOGY ACCEPTABLE USE POLICY for STUDENTS

A copy of the TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS is located in the principal's office. Please contact your building principal or superintendent of schools if you have any questions.

VISITORS

Upon entering the school all visitors must report to the main office in order to sign in. A sign in book is provided for visitor use. Violation of this procedure will be subject to the state law regarding trespassing in school. All visitors must have a visitor pass while in the building. Passes are available in the main office.

Students are not to bring either visitors or guests to school without prior administrative approval. If you bring someone unannounced, it may embarrass you or your guests. Visitors who arrive without approval will be sent home at the expense of the student who brought them.

WEAPONS IN THE SCHOOLS

Weapons and replicas of weapons are forbidden at school or any school sponsored activity or on any public conveyance providing transportation to a school or school sponsored activity.

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, Nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A copy of the DANGEROUS WEAPONS POLICY is on file in the principal's office. If you have any questions, please contact the building principal or superintendent of schools.

WITHDRAWAL FROM SCHOOL

Any student moving to another school and/or quitting school must complete a "student withdrawal form" which is available in the attendance or guidance office. This form will allow for books and equipment to be returned, payment for lost or damaged items, and for classroom and school clearance by teachers, the school nurse, the librarian, the vocational technical school, and the main office. The guidance office will make arrangements for the transfer of all student records and/or transcripts.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Montrose Area School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and
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8 law enforcement unit personnel); a person serving on the school board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 9 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education,
10 5. 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Directory Information Notice

The School District may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the School District release any or all of this information. If you do not want this information released, you must send written notice annually to the school's main office before September 15th. The following information regarding students is considered directory information: (1) name, (2) photograph, (3) address, (4) telephone number, (5) date and place of birth, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.