



## Montgomery School Family Handbook 2022-23

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### Mission

*Montgomery School ignites each child's love of learning and fosters their individual talents during the most formative years in order to prepare them for future success.*

We promise to...

- know and challenge each child, and inspire them to reach their potential.
- cultivate an environment of mutual respect.
- promote the academic, social, and emotional development of each child.
- provide a challenging curriculum, designed to teach students how to become critical thinkers, active problem solvers, and confident leaders.

We believe in...

- the power of community.
- a healthy collaboration between parents and educators to support the growth and development of each student.
- creating an enriching cultural environment.
- character development and teaching students the importance of personal integrity, respect, responsibility and service to others.
- preserving childhood for Prekindergarten through 8th Grade students.

# Montgomery School Vision for Cultural Enrichment

## Cultural Enrichment Statement

Montgomery School is committed to providing a culturally enriching environment that nurtures and celebrates the unique qualities and talents of each student while emphasizing respect, integrity, and inclusivity. The School believes that its community and curriculum should reflect our multicultural and diverse world, providing us the opportunity to teach awareness, sensitivity, and the skill of appreciating differences. The School is dedicated to an open community where differences are welcome.

## **STRATEGIC GUIDELINES**

### Personal and Professional Development

In recognition of the importance of character education in the lives of our children and in our community, Montgomery School is committed to encouraging open expression of thoughts, ideas, and experiences that provide the children and all community members with authentic opportunities to understand the broader world outside of our own community. We are equally committed to providing personal and professional development programs for all community members, encouraging open dialogue about the opportunities and challenges of understanding the world.

### Building a Multicultural Population

As we work to build a multicultural community, we will focus on creating a student body, faculty, staff, and Board of Trustees that reflect our commitment to a diverse racial, religious, and socio-economic population. We are committed to marketing and outreach into the communities of Chester County and to providing financial aid to meet agreed upon goals. We recognize that a diverse, multicultural community needs adult mentors; we will build a diverse and multicultural faculty and staff through recruitment and retention.

### Understanding the World through a Multicultural Curriculum

Montgomery School is committed to embracing the understanding that the world of the twenty-first century will be truly global. The development of a global and multicultural curriculum is critical to preparing the children of Montgomery School for the world that they will participate in as active citizens. Our curriculum should include appropriate foreign language offerings, and provide an understanding of the diverse history, traditions, and cultures of the world.

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This Family Handbook is intended for informational purposes and to assist in describing various programs, customs, and regulations of Montgomery School. It is not to be used for marketing or solicitations unrelated to the School. Please read it carefully and, where appropriate, see that your children are familiar with it. In order to best meet the needs of the community, it is subject to change throughout the year.

## LETTER FROM THE HEAD OF SCHOOL:

Welcome Montgomery Families:

It's my sincere pleasure to share this handbook with you and to invite you to keep it as a reference for the coming year. A family handbook is a set of information, guidelines and expectations which helps to shape our community life. Our families are made up of children, parents, guardians, grandparents, and often other trusted adults who are involved in the lives of our students. Whoever you are and whatever shape your family takes, we welcome you.

In this handbook, we speak to some of the school's core beliefs, information about its daily workings, expectations for community members, and reference information to keep us all safe and connected. No set of shared expectations can encompass the full richness of our community and the commitments we make to one another, and we update this book annually to reflect new learning and approaches. Thanks for taking the time to read and reference this information as needed.

On behalf of the faculty and staff of Montgomery School, welcome once again to the 2022-23 school year!

Sincerely,

Tom McManus  
Head of School



## **Section I: FAMILY INVOLVEMENT**

Montgomery works best when our families are engaged and part of the experience. Positive ways to support your children's education include: getting to know classmates, teachers, and other parents; engaging in volunteer activities; attending Lower and Middle School parents' nights and parent conferences; as well as being involved in Montgomery School Community Association (MSCA) events throughout the year. We also encourage families to get involved, as they are able, in our advancement programs, annual fund, and special events.

There are various ways in which parents can get involved at School through the **Montgomery School Community Association (MSCA)**. This Association includes all parents, faculty, administration, and staff.

As a member of the Montgomery School community, you are already a member of the MS Community Association. Parent officers are appointed each year (President Emeritus, President, Vice President, Treasurer, Secretary, and Communication Coordinators.) The Family and Community Engagement Coordinator is the administrative liaison for the community organization. The MSCA supports the School by helping to organize events and volunteer activities and works to involve all members of the community in a beneficial way. The level of your involvement is up to you. Please know that you are welcome to participate as much, or as little, as your schedule allows. You will find information about our activities and meetings in several places, including the *Schoolhouse News* that is sent to you each week. We hope that you will be as active as possible in the MSCA, and we look forward to your input!

Meetings will be held throughout the school year, and all community members are encouraged to attend. These meetings are open to everyone, and younger children are welcome to attend. The MSCA meetings are published in *Schoolhouse News* and in Homeroom / Grade Parent emails.

**All parents are encouraged to volunteer in some capacity during the School year. Some committees include:**

- Annual Benefit
- Annual Fund
- Gresh Memorial Golf Classic
- Grounds Beautification
- Montgomery Rack

## THE MONTGOMERY FUND

*Montgomery School ignites each child's love of learning and fosters their individual talents during the most formative years to prepare them for future success.* The Montgomery Fund operates at the heart of the school and its impact is felt in the lives of our students every day. To provide a high-quality education at a competitive cost, we must raise additional funds outside of tuition. Like all independent schools, tuition only covers a certain percentage of the daily operational cost of running the school. Philanthropic dollars raised help make a high-quality education *extraordinary*.

The philanthropic support from our community including current and past parents, alumni, grandparents, friends, faculty and staff, and others support quality programs at the School. Investing in the Montgomery Fund helps ensure that all aspects of the Montgomery experience are financially secure. These charitable gifts are essential to ensuring each child's high-quality education.

**Support of the Montgomery Fund is the most direct way to support Montgomery School through unrestricted dollars. Your donation is 100% tax deductible as allowable by law, and every penny helps create new opportunities and new experiences for our students. Your donations support:**

- A supportive faculty who are committed to preparing students for an ever-changing future
- New and better technologies in the classroom
- Enhancements to fine and performing arts programs
- World-view-changing field trips and special projects that enrich a student's life
- A competitive athletic program that involves all Middle School students
- Day-to-day expenses without which the School could not run

The Montgomery Fund closes on June 30th each year. Gifts may be given in the form of a personal check, stock certificates, or credit card. Names of all donors will be acknowledged in the Annual Report, unless designated as anonymous. Montgomery School is grateful for every gift, no matter the size. Perhaps even more important than the amount per gift is the participation level. **We strive to achieve 100% participation from our parents, faculty, Board of Trustees, and alumni. Every gift counts!** For more information on the Montgomery Fund, please visit [www.montgomeryschool.org/support/annual-giving](http://www.montgomeryschool.org/support/annual-giving).

### When family members visit campus:

- **CHECK-IN PROCEDURE**

Please check in with the School Receptionist in the Farmhouse upon arriving at School during

school hours. Parents do not need to sign in with the receptionist when attending chapels. At all other times on campus, parents must sign in and out with the School receptionist.

- **CLASSROOM VISITATION**

Parent classroom visitations must be arranged with the Division Heads in advance, however, they are generally not allowed for Middle School students. Parents may leave items for their children with the School receptionist. Parents are *not* permitted to deliver items directly to their children in the classroom.

- **FACULTY ROOM**

Parents and students are reminded that for reasons of confidentiality and privacy, the Faculty Room is for faculty and staff only. Messages for teachers should be given to the School receptionist or emailed to the teacher directly. In the Farmhouse, messages may be given to the Receptionist. Parent volunteers may use the copier located in the Farmhouse, if it is not in use by the administrative offices. Priority is given to administrative use.

## **CHAPEL**

Chapel occurs twice weekly. It is a time for the School community to gather, to think about matters of moral and spiritual value. Students are expected to enter by class in silence, allowing for quiet time to reflect. Participation in Chapel, such as singing and other activities, is expected of all students. Parents, families and friends are always welcome to attend Chapel. **Parents and visitors are asked to sit in the seats at the rear of Bell Hall and remain silent while children are entering. Please turn off cell phones and other devices when entering Bell Hall.**

Chapel days (8:30 – 9:00 AM)

- **Tuesday – Middle School Chapel**
- **Wednesday – Lower School Chapel**
- **Friday – All School Chapel**

## **LUNCH AND SNACKS**

### ***Lunch***

Family Style Lunch is an important component of the well-rounded Montgomery experience. It offers opportunities for children to help serve a meal and learn the clean-up process. It also affords the opportunity to practice good manners and good eating habits, and provides a worthwhile social experience. We believe that part of our responsibility to children involves helping them to build good dietary habits and a preference for foods that are high in nutritional value. Students are excused from eating school lunch only when there are strict dietary concerns which the dining service cannot meet and must be documented by the family physician stating a specific medical condition. The School and the food service are quite flexible regarding satisfying dietary needs. Full day PreK students bring their own lunch and drink to school daily.

## **Snacks**

Snacks are provided by the School daily. Please do not bring in food or drink of any kind unless it is at the request of a faculty member or homeroom parent.

**If parents would like to prepare a treat for their child's class, please be sure that there is a serving for each child and that the teacher is notified three days prior to the event.** If you wish to celebrate a birthday in your child's classroom, please notify the teacher ahead of time to plan a time and a day. It is also requested that you check with your child's teacher regarding any food allergies in the classroom. Snacks should be nut free. Please carefully read all labels of any store bought products.

Thanks for becoming involved as a family member! A couple other items worth noting:

## **STUDENT WORK**

Being a supportive family for a Montgomery student also shows in important daily ways. We demonstrate interest in our children's education by encouraging their regular and prompt attendance, by asking about what they are learning, and by providing structure and quiet, appropriate places to study. Families can be an important resource for students by answering questions, directing them to appropriate learning materials, and then supporting student independence to complete assignments on their own. When learners do their best independent work, teachers are able to help them identify areas for growth and improvement.

## **BIRTHDAY PARTIES**

We love to celebrate birthdays and mention every student's birthday in a chapel presentation. Please keep in mind the developmental needs of students when arranging for birthday celebrations. For instance, invitations to events outside of School must be mailed to the homes of the children and not delivered during school unless every student in the grade is invited. Likewise, party gifts should not be sent to school with children. These considerations will help maintain relationships among students and keep the learning environment a positive one.

## **Section II:**

### **DAILY SCHEDULE AND GETTING TO SCHOOL**

#### **LOWER AND MIDDLE SCHOOL DAILY SCHEDULE**

Morning Prekindergarten	8:30 AM – 12:30 AM	Monday – Friday
Full Day Prekindergarten	8:30 AM – 3:15 PM	Monday – Friday
Lower School Kindergarten – 5th Grade	8:30 AM – 3:15 PM	Monday – Friday
Middle School 6th – 8th Grades	8:20 AM – 4:15 PM	Monday – Thursday
Middle School 6th – 8th Grades	8:20 AM – 3:15 PM	Friday



## TRANSPORTATION

### CAR

**Please do not talk on your cell phone while driving anywhere on campus.**

#### *Morning Arrival*

For the safety of all the children, please follow these basic rules for car arrival in the morning:

- Obey traffic signs.
- Every morning there is a staff greeter to help your child(ren) from the car from 8:10-8:30 AM during car line, next to the gym.
- If your Lower School student arrives before 8:10 AM, please walk your child to the Gym for the Early Morning program. Students must go to Early Mornings if they arrive before 8:10 AM. Early Mornings begins at 7:30 AM and is discussed further on page 11.
- Should you need to walk your child(ren) into school, use the parent parking lots behind the Gym or at the Farmhouse. Please do not park in the lane beyond the drop off point or on the grass.
- **During the car line, please form a single line and allow your child(ren) to exit from the passenger side of the car.** Please refrain from passing other cars as this is extremely dangerous. Students should only be dropped off in the designated area. PreK parents should drop off at the third sidewalk, immediately outside the Prekindergarten classroom.
- Please be patient. Our goal is your child(ren)'s safety and the safety of all our children.
- Parents should not drop off their child(ren) at the Farmhouse lot or the bus line, unless they plan on parking and escorting their child(ren) into the Schoolhouse.
- For the safety of all our students, if you are dropping your child off late (after 8:30 am), you must park in the farmhouse lot and walk your child into the farmhouse to the receptionist to check in. The receptionist will then walk your Lower School child to the Schoolhouse. Middle School students may walk to their classroom, but must check in at the farmhouse first. **The doors are locked after 8:30 am,** and our morning greeters are no longer there to assist students after this time. Please do not drop your children off at this location after 8:30 am, as it may create an unsafe situation.

#### *Dismissal*

- A car line will form at the end of the day and it is important that parents wait patiently in the car line. **Please refrain from passing other cars, as this is extremely dangerous for the children.**
- In the Lower School, children will gather in the upper parking lot. Please pull around campus to the gym on the inner loop and wait for a teacher to load your child into the car. **Please display your dashboard name card that you are given at the start of the school year in your windshield on the passenger side.**
- In the Middle School, children will gather in the grassy area outside of the gym. Please pull around campus to the gym on the inner loop and a teacher will dismiss your child into the car.
- Parents parking and walking up to the Schoolhouse to pick up their child(ren) **should not go to the classroom,** but must check their child(ren) out with the teacher on dismissal duty at the car line.

- Please be prompt. Students who are not picked up 15 minutes after dismissal time will join the Afternoons Program and parents will be charged accordingly.
- Any changes to dismissal arrangements must be communicated to the school **by 1:30 PM** for that day.
- **Parents should not pick up their child(ren) from the Farmhouse lot or the bus line**, and should never take their child from the campus without informing the school.

### *Dismissal Changes*

- PickUp Patrol (PUP for short) is the system we use to manage dismissal time and for parents to communicate changes to their student's regular dismissal plans. Parents receive an email with instructions for how to register. Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until 2pm Mon-Fri on the day of the change.
- **Parents are solely responsible for entering all the dates their child(ren) will be enrolled in an Enrichment class, OT Sports Fridays, 5th gr Sports, Middle School Sports Game days late pick ups, etc. If you do not make these changes your child will be sent home based on their Default Dismissal Plan (The plan you enter as their regular Mon-Fri dismissal).** This means they may miss a Middle School Sports Game or be sent home on the bus and miss an Enrichment class or OT sports. etc. Please make sure to enter *all the dates* your child(ren) will be staying for Middle School Sports Games (Not Practices) and for any Lower School programs after school. **EX: Put in all the Late Game Day pick ups for Middle School Basketball season, or all the dates of Claytime Enrichment classes, or all the OT Sports Friday dates for each session.** You will be sent a confirmation of these daily changes after you make them. PLEASE check the confirmation! *These are NOT permanent changes to their Default Dismissal Plan but changes that are made for those dates entered only.*
- After 2pm, changes will not be accepted except in the case of an emergency by calling the school Dismissal Office 610-827-7222 ex #216. The end of the school day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies ONLY.

### *Absence Reporting/Late Arrival*

- If your student will be **Absent from school**, report the absence using PickUp Patrol by **8:45 am** on the day of the absence. Absences known in advance can be recorded on the app at any time.
- For **Late Arrivals** known in advance these can be made in the PUP app. If this is the morning of late arrival, please call the school to report it or email [dismissal@montgomeryschool.org](mailto:dismissal@montgomeryschool.org)

If you have any questions regarding your child(rens) dismissal needs please contact Wendy Walton at [wwalton@montgomeryschool.org](mailto:wwalton@montgomeryschool.org)

## SCHOOL DISTRICT BUSING

During the summer, school districts are provided with the names of all students enrolled at Montgomery School. Your school district will contact you near the end of August with details regarding your child(ren)'s bus stop and times. Questions regarding bus transportation should be directed to your school district transportation department as listed below. **All Montgomery families requiring busing must fill out an ACT 372 busing request form for their district. Please visit the [Transportation Page](#) on Montgomery's website for these form links and fill them out no later than mid July to ensure busing on the first day of school.**

Coatesville – 610-466-2421	Phoenixville – 484-927-5026
Downingtown – 610-269-8460	Spring-Ford – 610-705-6000
Great Valley – 610-889-2125	Tredyffrin-Easttown – 610-240-1680
Owen J. Roberts – 610-469-5187	West Chester – 484-266-1040
Methacton – 610-489-5078	

The school districts do not allow children from another school district or children who are not regular passengers to ride on their buses. Students must ride the bus to which they are assigned. Lower School students are not permitted to ride Middle School buses home in the afternoon; Middle School students are not permitted to ride Lower School buses home in the afternoon.

## EARLY MORNING CARE/AFTERNOONS PROGRAM

Montgomery School provides before and after school programs for Montgomery School students in Prekindergarten through 8th Grade. The following is a description of these programs and cost.

The School cannot accept responsibility for students who arrive before 8:10 AM or who are picked up after dismissal times unless there are special considerations such as enrollment in Early Morning Care, participating in athletic games, drama rehearsals, or other official School functions for which the parents have given permission. The School will be locked after 5:00 PM each day except for access to the Afternoons Program.

All children in PreK through 8th Grade who are attending Montgomery School activities outside of the regularly scheduled school hours, (i.e. athletic events, Family Picnic, or other special events) must be supervised by a parent or adult guardian, unless the child is a participant in the scheduled after School activity. After dismissal, unsupervised children will be sent to the Afternoons Program to wait for a parent or adult caregiver. Contracts are required to ensure appropriate supervision for children. Parents must sign a contract for Before and After School Care.

### **Early morning care is available for PreK-8th grade students from 7:30 - 8:10 am.**

Early Morning Care is available in the gymnasium when you drop your child off prior to 8:10 AM. Parents may park in the side lot and escort their children into the gym. There is no charge if a child is dropped off early by a bus.

**Afternoon care is available at the end of the regular school day until 6:00 pm Monday-Thursday and until 5:30 pm on Fridays.**

Afternoon care is available either on a full time or drop in/occasional basis. The program is managed in an atmosphere that fosters involvement and creative expression. The afternoon begins with a snack and a supervised homework session, followed by a variety of activities from games to crafts to technology and active play depending on the day of the week. A small flag will be posted each day outside of the pick up location.

**Rates for Early Morning Care for children arriving before 8:10 AM.**

- Prekindergarten and Kindergarten – no charge, included in tuition
- Grades 1-8 - a fee schedule will be provided
- Parents will be billed at the end of each month based on their use of the care.

**Full Time Afternoon Care is for children who will attend afternoons an average of at least one and one quarter hours per day. If they need less full time care, please select Drop In/Occasional Care.**

- PreK and Kindergarten – no charge, included in tuition
- Grades 1-5 - a fee schedule will be provided
- Grades 6-8 – a fee schedule will be provided
- Parents will be billed at the beginning of each month and will be charged for each school day whether the child is in care or not.
- Monthly invoices will be calculated based on the number of school days per month for which care is offered including appropriate fees

**Drop-In/Occasional Afternoon Care is for those children who only use the care on an as-needed basis.**

- Prekindergarten and Kindergarten – no charge, included in tuition
- Grades 1-5 - a fee schedule will be provided
- Grades 6-8 - a fee schedule will be provided
- There will be no partial hour billing.
- Parents will be billed monthly at the end of each month based on the number of hours or days used during the month

**Late Charges**

Afternoon Care ends promptly at 6:00 PM on Monday through Thursday and 5:30 PM on Fridays. There will be a late charge of \$10.00 for every 15 minutes after the ending time for parents who pick up their children late. Late charges will apply to all children including PreK and Kindergarten.

**Terms and Special Circumstances**

Payment is expected in full within ten working days of the invoice date and is the responsibility of the custodial parent. Unpaid bills over 30 days may result in suspension of the extended day privileges. Parents attending teacher conferences or meetings involving school activities will not be charged if their children are sent to the Afternoons Program. Please notify the Afternoons staff on the day of your meeting/activity, as well as Carolyn Blair (cblair@montgomeryschool.org) with the details.

## ATTENDANCE

The School expects regular attendance and prompt daily arrival by all students. **If your child is going to be absent, please email the school at [dismissal@montgomeryschool.org](mailto:dismissal@montgomeryschool.org) including your child's name, grade, homeroom, and reason for their absence by 8:30 AM. If the School does not receive a call by 9 AM, the School will call the parent to confirm the absence.**

In accordance with the Commonwealth of Pennsylvania, as monitored through the local school district and the School's accrediting agency, PAIS (Pennsylvania Association of Independent Schools) all students must attend school daily unless properly excused by a written note from the student's parent or family physician. Students who do not complete a minimum of four hours each day will be marked as absent.

## ABSENCES

Regular attendance is a School requirement. Students are expected to fulfill all their school obligations including attending classes, assemblies, trips, rehearsals, practices, games, and performances.

Families are asked to support Montgomery's position that presence and participation are central to the learning experience. We discourage families from excusing any tardiness or absence, including those for out-of-school appointments, not related to illness or emergency. Excuses for lateness, absence due to illness, non-participation in sports, medical appointments, and early dismissals must be given *in writing* to your child's teacher or advisor.

The academic calendar is available on the school's website well in advance to allow families to plan activities within the parameters of school vacation periods. **The School will not support absences due to extensions of holidays, vacations, or family trips when school is in session.** Such time away from school creates undue pressure for students and places an unmanageable burden on teachers and coaches. Consequently, the School reserves the right to designate such absences as **unauthorized**, and will be noted as such on the student's transcript. Generally, "elective" absences are not condoned by the School. There are, however, situations where the educational or other benefit of the absence justifies the absence being excused. In **these** cases, contact the appropriate division head well in advance of the absence for approval so arrangements can be made. If extra tutoring is required to bring the student to current status with the class, it will be the responsibility of the family to arrange it and provide the service. Attendance is part of a students' record.

Entering school after 11:00 AM without prior approval may prevent the student's participation in school functions and activities later in the day, including but not limited to, athletic events, choral performances, etc.

**Students with 20 or more absences may be in jeopardy of not being promoted to the next grade. Please remember that student absences and tardies are noted on school reports. Excessive amounts of tardies will also be addressed by the Division Head.**

Teachers are under no obligation to extend deadlines, reschedule tests or other assessments. **Teachers cannot be expected to assign work in advance for vacations taken during school days. Essential assignments will be given upon the student's return to school. Students in grades three through eight are encouraged while away to follow homework assignments assigned by the teacher through the Canvas daily homework postings.**

Questions relating to the School's policy on absence and make-up work should be referred to the Lower School Head or Middle School Head.

### **Section III:**

## **STUDENT SUPPORT SERVICES AND ACCOMMODATION POLICIES**

### ***School Nurse***

The School Nurse promotes the health and wellness of the student body by providing information on preventive care and responding to the needs of students as they arise. Based on the Pennsylvania state schedule, the School Nurse conducts vision, hearing, scoliosis, and growth screenings for students. The School Nurse collaborates with teachers to offer lessons for students on staying healthy and good hygiene. The School Nurse often provides families with information on relevant and seasonal health topics via Schoolhouse News.

### ***School Counselor***

The School Counselor promotes student success, providing preventive services and responding to identified student needs by implementing a comprehensive school counseling program. The program addresses academic and personal/social development for all students. The School Counselor also assists students individually or in a group setting to meet the developmental, preventive, and remedial needs of students. The School Counselor is a resource to teachers and parents alike all the while adhering to Montgomery's mission and the ethical standards of the counseling profession. Students cannot opt out of the school counseling curriculum.

### ***Learning Integration Specialist***

The Learning Integration Specialist collaborates with faculty and staff to support students in the areas of enrichment, learning support, and differentiation in the classroom. This includes identifying students' learning needs and optimal strategies for growth. The Learning Integration Specialist offers support by pushing into the classroom, meeting with students individually, or in small groups. The Learning Integration Specialist is available to create education plans for students based on the findings of outside educational testing and evaluations.

### ***Middle School Advisor***

Individual faculty advisors meet formally and daily with advisee groups to conduct advisor business and to provide progress updates. Beyond the academic aspects of the advisor/advisee relationship, the advisor serves as an advocate for the student and as a liaison between the parents and the School. The advisor's role may encompass some of the following: monitoring academic and extra-curricular involvement and progress,

responding to student or parent requests for meetings, and where appropriate, offering personal counsel. Although conversations are private and confidential, students should realize that the sense of confidentiality, whether it is with advisors or with teachers, should not be seen as an oath of silence but as the granting of trust. Confidentiality must be waived in instances when an individual's well being or the well being of others is at stake.

### ***Referrals to Outside Support Services***

In the event that a student requires support beyond the scope of what is available in the school setting, a referral will be made to an outside provider. If a student expresses thoughts of or intent to cause serious harm to themselves or others, the School will require the student to be assessed by an outside physician or mental health professional. Prior to the student's return to school, documentation from the health provider will be required, indicating the assessment date and any information the school may need to further assist the student and family.

### **Support for Identity Development**

Montgomery School is committed to providing an educational environment that is safe, supportive, and nondiscriminatory for all students. In the formative years of childhood and early adolescence, it is normal and common for students to consider, explore and communicate about their identity development. While this normal developmental period can sometimes create stress and confusion for students and their families, Montgomery will continue to thoughtfully treat each student and individual situation on a case-by-case basis, always with the student's emotional, mental and physical health as the utmost priority.

### **Accommodations for Student Disabilities**

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation, the parent or caregiver must contact the division head or the school nurse in the case of administration of medication at school. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician or other Outside of School Provider:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

**Assessment of Request:** Once the parent's request and/or medical documentation (including psycho-educational evaluations) has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, support from out of school tutors or counselors, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

**Responsibilities for Implementing Accommodations:** Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

**Release and Waiver:** Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

### **Medical Leave Policy**

Occasionally, students in need of medical attention will require an extended leave of absence from school. The school's priority is always for the student to receive the necessary treatment so that the student can return to school ready to learn. To excuse school attendance for medical reasons (that extend beyond three class days) the following policies and procedures are in place:

- Families are to make a formal request for a medical leave of absence for their child. Requests should be directed to the Division Head.
- The school is to be provided with a note from the treating/recommending physician to include a diagnosis of the medical condition and/or a specific recommendation that the student be granted a leave for medical reasons.
- Any recommendation that the student precludes a student from attending class will also, unless



otherwise recommended, apply to all school functions.

- Families are to permit the school to be in direct contact with the recommending physician. Some cases may require the treating physician to have a waiver signed by the student granting such approval.
- At the appropriate time, the school is provided with a note from the treating or recommending physician indicating that the student is prepared to return to school. The school may also require that the doctor include a treatment plan at this time.
- The family, the Division Head, and either the school nurse or the school counselor will meet prior to the student's return to plan for reentry.

The school may also recommend a medical leave for a student if a concern warrants an evaluation by a medical professional. In such a case, parents will be contacted and given resources for follow-up. A student may return to school after clearance in writing from a medical professional.

### **Student Illness and Communicable Diseases**

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is generally available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at

school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the School nurse. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for a period of time as determined by the school nurse (not less than 24 hours) prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

### **MEDICATION/CRUTCHES POLICY**

Students are not permitted to carry medications at School. Students may carry emergency medication (inhalers and Epi-pens) on their person if a written physician's order is on file in the nurse's office. The medication must be labeled with the student's name. Requests for medication administration by parents and physicians must be renewed each School year. A written physician's order must be provided before a long-term (over 10 days) prescription medication can be given. The physician must verify any change in dose or time in writing. Prescription medication must be provided to the nurse in the original container from the pharmacy. It must include the student's name, date, physician's name, and instructions for administration. Nonprescription medication must be in the original container and labeled with the student's name. A note from the parent with instructions for administration is required for nonprescription medication. Medication that is more than one year old or that has expired will not be administered. The initial dose of a medication may not be given at School. All medication must be picked up from the Nurse's Office during the last week of School by the parent. Medications remaining after the last day of School will be destroyed.

Only a student with a documented injury and who has been trained in the use of crutches will be permitted on campus with crutches. Before a student may come to school on crutches, the family of an injured student must provide to the school nurse documentation from a physician or other appropriate medical personnel.

## **Section IV: EXPECTATIONS OF THE STUDENTS**

### **STUDENT DRESS CODE**

Students in Kindergarten through 8th Grade dress in the uniform appropriate for their grade level. The uniform is part of School policy. Occasional exceptions occur, such as certain field trips and “Drop the Dress Code” days. Students will be notified in advance when these exceptions apply. In all cases of student dress, the principle of neat and clean will apply; clothes must fit properly and not have holes, frayed edges, or obvious safety pins. Parents will be called and asked to bring a change of clothes if a student is not dressed appropriately. Students will be held accountable to be in uniform by faculty and administrators.

### **UNIFORM**

The School’s *Uniform Policy* can be found on the School website. Please read this policy carefully. Some elements of the policy are highlighted below.

- Skort and jumper hemlines may be no shorter than 3” above the knee.
- Middle School Students may wear the uniform-approved Montgomery School sweatshirt during the school day. These items can be ordered from the online spiritwear store. Middle School Students may wear other Montgomery spirit sweatshirts on Thursdays during the winter months.
- During colder months, students may wear jackets/coats between buildings, but must remove them when entering the classroom. **Non-Montgomery sweaters and sweatshirts are not permitted during the school day.**
- On Mondays, the eighth grade class may earn the privilege of dressing up in their own personal attire. Students have the option of wearing a polo or oxford shirt and dress slacks (or shorts during warmer months), a blouse or sweater and skirt, or a dress, following the same hemline guidelines as the uniform kilt. Students are expected to maintain a high standard of dress and decorum, fitting for scholarly pursuits. The Middle School Head will inform eighth grade students when this privilege begins. As always, the School seeks to partner with parents if any questions or concerns arise.
- Eighth Grade Students are expected to follow the [8th Grade Special Events Dress Code](#) for special occasions as assigned by the Head of Middle School.

### **LABELED CLOTHING**

**All clothes should be clearly marked with the student's name.** Unmarked clothing that is not immediately claimed will be placed in Lost and Found. Please check the Lost and Found bins located near the nurse’s office for lost clothing before making inquiries to the appropriate teacher or coach. If not claimed, articles will be periodically donated to the Montgomery Rack or Goodwill.

## **PERSONAL ITEMS**

Students should refrain from bringing personal items such as stuffed animals, toys, Pokémon cards, and fidget toys to school. Students need clearance from the teacher and school counselor or learning integration specialist in order to use a fidget at school.

## **MOBILE DEVICE POLICY**

Personal, internet-accessible, mobile devices brought to School for use during school hours are the sole responsibility of the student. The School will not be responsible for loss or damage. When used at School at the direction of a teacher, access to the Internet must be acquired through Montgomery's wi-fi network. All other conditions found in the responsible use policy also apply to the use of personal devices. Please see the complete ***Bring Your Own Device Policies***, for either Lower or Middle School, which are available on the SchoolAdmin website. Student cell phones should never be out and in use while on campus unless given specific permission by a faculty member.

## **CODE OF CONDUCT**

Students at Montgomery are expected to conduct themselves properly at all times. The School's jurisdiction applies to whenever the student is identified as a Montgomery School student. This includes, but is not limited to, while on campus at the School, in transit to and from School, at athletic events, and during any School sponsored trips or activities, and online.

Montgomery School students have these responsibilities:

- To follow instructions and class rules
- To respect everyone's right to learn and value the differences that exist among members of the community
- To represent Montgomery School in a positive way while involved in any on campus or off campus activity or event
- To respect the community by bringing appropriate items to School (possession of drugs or weapons is cause for immediate dismissal)
- To show proper respect for:
  - Themselves
  - Other students
  - Adults
  - Montgomery School property
  - Personal property
  - The Montgomery School uniform
- To be truthful, as Montgomery values honesty at all times

**Harassment, in any form, including that based on ethnicity, race, religion, gender, or sexual orientation will not be tolerated. Students must learn to be aware of the effects of their language and conduct. For example, harassment may include: slurs, epithets or jokes at the expense of others, threats or intimidation. Sexual harassment, or harassment of any kind, will be investigated and addressed swiftly.**

## **CONSEQUENCES**

The consequences for behavior that does not demonstrate responsibility and respect will be logical and realistic.

Each case will be dealt with individually. Minor infractions will be handled on the spot in the classrooms, halls, playgrounds, athletic fields, or other school areas.

The School will contact parents when a student's behavior becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem.

If students fail to live up to the community expectations, the following courses of action may be taken:

- Reporting and/or sending the student to the Division Head
- Parent/ Division Head/ Teacher/ Student conference
- Losing appropriately related privileges
- After school reflection/service period for students in grades 3-5 from 3:15 to 4:15 PM on a scheduled day of the week, in grades 6-8 on Fridays from 3:15 to 4:15 PM
- Assigning an on or off campus suspension
- Non-renewal of enrollment contract
- Expulsion of the student

Discipline matters will be treated with sensitivity and confidentiality, keeping the needs of the students and the safety of the community at the heart of the School's response.

### **ANTI-BULLYING POLICY FOR MIDDLE AND LOWER SCHOOL**

At Montgomery School we recognize the negative effects that bullying can have on today's adolescents. Students who are bullied can become withdrawn, depressed, angry and often do not want to attend school. At stake is nothing less than one's emotional well being, to say nothing of the academic repercussions. As such, we take a very strong stand against bullying of all types: physical, verbal, cyber, or situational.

#### **Types of bullying: (from [bullyingstatistics.org](http://bullyingstatistics.org))**

- **Verbal.** This type of bullying usually involves name-calling and or teasing.
- **Social.** Spreading rumors, intentionally leaving others out of activities on purpose, and breaking up friendships are all examples of social bullying.
- **Physical.** This traditional form of bullying involves hitting, punching, shoving and other acts of intentional physical harm
- **Cyber.** This method of bullying involves using the Internet, texting, email and other digital technologies to harm others.

**Bullying is defined as unwanted aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to occur over time.**

#### **What is Cyber Bullying?**

Cyber bullying "is when a child or teenager is harassed, humiliated, embarrassed, threatened or tormented using digital technology." This is not limited to the Internet; cyber bullying also encompasses bullying done through such things as text messages using cell phones.

Cyber bullying is often a systematic attempt to get another child or teen to feel bad about him or herself through electronic communication. It can happen more than once, and can include leaving demeaning messages on someone's social network page (Montgomery does not condone the use of Facebook or Snapchat by students under the acceptable age to do so, but recognizes that this is not under our control and that it does happen), uploading embarrassing photos, or spreading gossip or rumors through instant messaging and text messaging. There are a number of ways to humiliate and threaten children online. And because the damage is often psychological, and carries over into the real world, the threats posed by cyber bullying can be very real.

Bullying will be acted upon swiftly and appropriately through a thoughtful investigation and follow-up by teachers and the administration according to the School's Policy prohibiting Cyber bullying, Bullying, and Harassment found [here](#).

### ***Dishonesty***

Students who lie or misrepresent the circumstances of their actions may face suspension or expulsion from the School.

### ***Behavioral Probation***

A major behavioral offense or a repeated pattern of minor offenses may warrant a student being placed on Behavioral Probation. The terms of the probation will be clearly defined in a conference with the parents and/or through written correspondence. If inappropriate behavior continues during the probationary period, the student will be subject to expulsion.

### ***Middle School Academic Probation/Promotion***

Academic Probation signals that serious under-achievement and/or unsatisfactory results must be promptly corrected. As a result, faculty/parent conferences usually occur to address the circumstances and to coordinate faculty/parent support. If the deficiencies continue without improvement, or if the student's work does not meet the general standards of the School or the specific standards set out in the probation period, the School may deny re-enrollment. On occasion, students in serious academic difficulty may be "counseled out" during the year to go to another school, which is better suited to their needs.

### ***Academic Honesty***

For the School community, intellectual honesty within the learning process is essential. Cheating, plagiarism, and misrepresenting academic work cannot be allowed. Plagiarism refers to taking someone else's ideas and passing them off as your own. If students receive help from parents, tutors, or peers, the essential work and final product submitted must be recognizably their own and the assistance appropriately acknowledged. Discussions of plagiarism and the means of avoiding the error will be conducted by the faculty throughout the year. Teachers will report all incidents of cheating and plagiarism to the Division Head, which will be addressed according to the School's plagiarism policy [here](#).

## **Acceptable Use Policy and Staying Safe Online**

Managing the internet and social media in the lives of children is a challenge for schools and parents. Montgomery is dedicated to providing a safe environment on campus for technology use and offers direct instruction on tools geared toward education. The school endorses following advertised age limits for applications and media. For a good set of guidelines at home, we highly recommend Common Sense Media.

Devices connected to Montgomery's network are filtered and monitored. Montgomery highly recommends installing a home filtering and monitoring system as well. If you would like advice on this, please contact our technology department.

All students and families will be asked to sign an acceptable use agreement at the beginning of the year.

## **Section V:**

### **ACADEMIC PROGRAM**

The goal of Montgomery School's academic program is to provide a strong focus on academics within a supportive and nurturing environment. We provide the students with intellectual stimulation, challenge, and opportunities for collaboration and creative expression. With these objectives in mind, the curriculum is designed to meet the developmental needs of our students to prepare them for high school and beyond. The program includes courses in language arts, mathematics, science, social studies, modern languages, arts (music and visual art), physical education, and middle school athletics. Technology is used within the context of the course work. Curriculum is developed by the individual teacher and Department Chairs, along with the Division Heads. In both the Middle and Lower Schools, the faculty meet regularly to discuss all components of the academic program: intellectual, physical, emotional, and moral. In the Middle School, the individual subject faculties work as a team to foster student growth in these areas.

The academic program centers on the concept of independent and clear thought. Students learn not only facts but also how to integrate their own ideas and related concepts with those facts. Teachers communicate student success through academic reports and direct communication with students and their families. It is a goal of the Montgomery School program to help develop our students' independence toward their learning and to assist them in taking on the responsibilities of a student and a citizen of the community.

### **ASSESSMENT POLICY**

Montgomery's goal is to help each student reach his or her academic potential. To achieve this goal, teachers design class work, homework, projects, and tests keeping in mind students' needs and skill levels. The School sets high standards for students by assessing them both according to how well they have mastered a course's content and how seriously they have committed to reaching their potential.

For Lower School students in grades 3 through 5, and all Middle School students, homework assignments are

available via the teacher pages in Canvas.

Parents are urged to read reports carefully and, if there are any questions or concerns, contact the appropriate teacher to arrange a conference. As students grow older, the faculty suggests that reports be reviewed with students as well. Teachers may also send home supplementary reports.

### ***Lower School***

Students in PreK through 4th grade do not receive grades on their report cards. Beginning in 5th grade, students do receive grades in their academic core subject areas (see area with the \*\* below under Middle School to read about the grading system in 5th grade). Their development is tracked and reported to parents via conferences and comprehensive academic progress reports. In kindergarten through grade 5, parents receive reports four times a year. In the fall (Oct.) and winter (March), parent/teacher conferences occur for grades PreK through fourth. In grades kindergarten through fourth, conference reports are shared with parents in a brief written report outlining academic and social goals. In January and June, comprehensive checklists, complemented by a brief narrative evaluation are mailed to parents. In PreK, a comprehensive checklist is mailed to parents in June.

### ***Middle School***

In the 6th Grade, students receive academic reports and grades. Issuing grades is a concrete way to evaluate student progress and to prepare students for similar evaluations in high school. In addition, teachers and advisors remain in contact with families, as necessary, throughout the year to discuss student progress. Middle School students and parents may also access student performance on an on-going basis through Canvas, our online learning management system. Each Middle School family is given a log in to this system at the beginning of the year.

Middle School academic reports are sent home at the end of each semester. Academic reports include a checklist of skills pertinent to each content area, narrative comments detailing a student's progress and areas for improvement, and grades. Advisors encourage students to keep a record of grades received. In the middle of each semester, the teachers will prepare and post mid-semester comments pertaining to each child's progress. This is an opportunity for the School or the parents to discuss any concerns. It is the School's policy that faculty will contact parents and the student's advisor when a student receives a grade of "D" or lower on a major test or assignment.

**\*\*In the fifth grade and Middle School, grades included with reports range from A to F with delineating marks of plus or minus.** In evaluating success, fifth grade and Middle School teachers take into account:

- a student's participation in the class
- use of extra help and individualized help
- organization and class preparation
- scores from tests, projects, labs, and written work

A: Outstanding achievement in mastering the content and meeting the organizational requirements of the



course.

B: Commended achievement in mastering the content and meeting the organizational demands of the course.

C: Satisfactory achievement in meeting the content and organizational demands of the course.

D: Weak achievement in understanding the content and organizational demands of the course. (Course may need to be repeated.)

F: Unsatisfactory achievement or failure to meet the expectations of the course. (Course may need to be repeated over the summer.)

## ACADEMIC RECOGNITION

### *Lower School*

For Kindergarten through 5th Grade, the school year ends with the *Lower School Moving Up Ceremony*. During this ceremony each student is individually recognized for achieving excellence or showing significant growth in one area. Fifth grade students sit on stage and are celebrated for their time in Lower School. Parents and family members are encouraged to attend. Prekindergarten students also have a special celebration recognizing each student on their last day of school.

### *Middle School*

We calculate honors by using a GPA system where major course grades are given the same weight. Minor courses are not configured into the GPA, however, grades in these classes must be a C or above in order for the student to be considered for honors. The average of all major course grades will be determined, and paired with its corresponding grade point range, which will determine GPA. For example, a major course grade average of a 91 falls into the A- range (90-92), and correlates with a 3.6 GPA (see scale below).

A+	4.3	97-100
A	4.0	93-96.99
A-	3.6	90-92.99
B+	3.3	87-89.99
B	3.0	83-86.99
B-	2.6	80-82.99
C+	2.3	77-79.99
C	2.0	73-76.99
C-	1.6	70-72.99
D+	1.3	67-69.99
D	1.0	63-66.99
D-	0.6	60-62.99
F	0.0	0-59.99

Students earning below a C for any of their courses will not be eligible to receive Honors of any kind. Students with a GPA of 4.0 or higher will earn High Honors; students with a GPA of 3.3 or higher will earn Honors.

## MIDDLE SCHOOL EXAMINATIONS

Students in 6th through 8th Grades will complete year-end examinations or projects in each of the five major academic subjects. Final examinations/projects may constitute up to 10% of the overall grade for each course.

### **STANDARDIZED TESTING**

The School administers the Educational Records Bureau's Comprehensive Testing Program (ERB) to students in third grade through seventh grade once a year in January. Results will be mailed to parents in a timely manner. Individual student results can be discussed with the Division Head. The Independent School Entrance Exam (ISEE) is offered to eighth graders on a Saturday in early November.

### **COMMUNICATION WITH TEACHERS**

All questions concerning your child(ren)'s daily activities should be directed **to your child(ren)'s teacher or advisor first**, unless it is a question on general School policy. We hope to establish a rapport that will facilitate the easy exchange of information and ideas. This will help us in meeting the needs of the children, of the parents, and of the School. Out of respect for our teacher's time we encourage parents to email or call a teacher at school and leave a message. Teachers will make every attempt to return your call or email within 24 hours.

### **PARENT/TEACHER CONFERENCES**

Formal parent conferences are held twice per year. Conference dates are published on the School calendar.

### **TUTORING**

Lower School parents will be notified by the Division Head if their child needs additional instruction. Middle School students are urged to seek extra help from individual faculty members during their study hall period or by making alternate arrangements with the teacher.

### **HOMEWORK**

Homework allows for skill practice, development of creativity, and additional disciplined thinking. Students should do their assigned work daily and to the best of their ability. The student is responsible for raising questions regarding assignments with his or her teacher *before* they are due. We encourage students to discuss homework questions with their teachers as needed. In the Middle School this may be done during study hall. It is the student's responsibility to understand and complete assignments missed due to absence. Reports and grades will also reflect, in part, the quality of all homework assignments. Each classroom teacher will have a classroom policy in place for the consequences with respect to late or missed homework assignments.

The School will supply all second through eighth grade students with an assignment organizer. This organizer should be filled out on a daily basis with both short and long term assignments. In addition to helping students keep track of their assignments, the organizer is intended to keep parents informed about the work the student is doing. Parents are encouraged to check their child's organizer regularly.

### ***Lower School***

Teachers introduce homework in the Lower School in first grade. Although there are no formal study hall times in Lower School, teachers designate time to begin to develop study skills. In the case of absence due to illness, arrangements to pick up homework may be made with your child's teacher. Please remember to give adequate time for the teacher to gather materials needed. In third through fifth grades, homework assignments are posted on the teacher's class page in Canvas.

The amount of time spent on homework will vary depending on the student. In fourth grade, students should spend at the most 45 minutes to one hour a night on homework. In fifth grade, students should expect to spend one hour to one hour and fifteen minutes completing assignments. Homework is not given over the weekends in Lower School until fifth grade, when an assignment may be given over the weekend to prepare students for Middle School.

### ***Middle School***

The amount of time spent on homework will vary from student to student. The following guideline may be useful to gauge how much time a Middle School student should be engaged in homework each night:

6th Grade: 1 ¼ - 1 ½ hours

7th Grade: 1 ½ - 2 hours

8th Grade: 2 hours

The Middle School faculty **STRONGLY** recommend the following guidelines for homework:

- Each student should have a well-illuminated desk area.
- Two hours should be set aside each afternoon/evening for homework.
- Incoming and outgoing phone calls/emails should be discouraged during this time.
- If all assignments are completed, remaining time should be spent on review or reading.
- Due to the heavy academic and athletic demands of the Middle School program, social events should not be scheduled Sunday through Thursday.

If a student is routinely spending more than the recommended hourly guidelines for homework, please contact your child's advisor or the Middle School Head. **In the case of absence, it is the Middle School student's responsibility to obtain his or her homework assignments from a classmate or from the specific teacher's Canvas page.**

### **SPECIAL ACADEMIC STATUS**

#### ***Academic Warning***

Students who earn two Ds are placed on academic warning. As the name implies, this is an indication of the need to improve. Students are removed from academic warning by having no more than one D, and no grade of F. If the grade level faculty and Division Head feels that continued improvement is needed, a student may remain on academic warning even though technically qualifying for removal. Such an exception would be noted in the student's special status letter which is mailed to the parents at the end of the quarter.

### *Academic Probation*

A student who earns one F is placed on academic probation. This is a serious warning to the student about the level of work needed to be successful at Montgomery. As appropriate, a working plan is created or, if one is already in place, it is modified to assist the student to do his or her best to meet the minimum requirements for removal from academic probation. A student is removed from academic probation by having no more than one D, and no grade of F. The student may be removed from academic probation and placed on academic warning at the recommendation of the grade level faculty and with the approval of the Division Head. This is noted in the student's special status letter which is mailed to the parents. If the student is placed on academic probation for a second time, a conference is held with the student, parents, advisor, teachers, and the Division Head. Continued placement on academic probation can lead to dismissal from the School. The Division Head communicates the student's current status, agreements, and potential consequences to the parents and student in the special status letter which is mailed to the parents.

If a student remains on academic probation a minimum of two quarters, which may extend into a second school year, in spite of specific plans and extra work to help the student, it is likely that this is an indication that the School and the student are not a good match. In this case, the faculty and the Division Head may recommend to the Head of School that the student be asked to withdraw or not be offered a re-enrollment contract. Placement on academic warning or probation may be accompanied by loss of privileges as determined by the Division Head.

### **PHYSICAL EDUCATION**

The Lower and Middle School physical education program is designed to meet the needs of all students. Children develop various skills, both locomotor and social. The program is designed so that it enables each child to be individually challenged and successful. The children in all grades participate in PE classes twice per cycle, in a positive environment.

### **OVERTIME (OT) SPORTS**

This after school option is offered to all Lower and Middle School students throughout the year for an additional fee, and will take place on Fridays from 3:15 - 4:15 pm. Each session will focus on sport specific skills, and the program is directed by the Director of Athletics. During each session the groups will be divided by skill level and they will work on improving each individual athlete's skills through drills and small sided games. Online registration is available prior to each season.

### **FIFTH GRADE INTERSCHOLASTIC ATHLETICS PROGRAM**

In the fall and spring we offer the fifth grade students the opportunity to play on the Middle School Athletic teams. The students will practice with the Middle School teams on Tuesdays and Thursdays, 3:15 - 4:15 PM. They will also play in three or four games during the athletic season. In the fall the students can choose from girls' soccer, boys' soccer, or co-ed cross country. In the spring, the program choices are girls' lacrosse and boys' lacrosse. The cost for the program will be announced each season. Online registration is available prior to each season.

### **MIDDLE SCHOOL AFTERNOON PROGRAM, 3:05-4:15 PM**

The Middle School afternoon program is a required part of the Montgomery School curriculum. All students in the sixth through eighth grades are required to participate.

### ***Athletics***

Students must participate in a minimum of one athletic team out of three seasons (fall, winter, and spring).

The athletic program runs from 3:05 until 4:15 PM. Interscholastic games run longer, and ending times depend on whether the contest is home or away. More detailed information regarding Middle School sports offerings, program guidelines, etc. will be shared with Middle School students at the beginning of the school year.

**Attendance at School by 11:00 AM is required on the day of an athletic contest in order for a student to participate in that day's event.** The Middle School Head must approve any exception to this requirement.

### ***Art***

Students may participate in the afternoon art program in the fall or spring season. While every effort will be made to accommodate students who are interested in this program, enrollment is limited due to space restrictions. The program runs from 3:05 until 4:15 PM. In the fall, the art option will be ceramics. In the spring, it will be a music ensemble.

### ***Drama***

Students may participate in the afternoon drama program during the winter season. Because of space restrictions, enrollment in this program is limited. Every effort will be made to accommodate a student's interest in drama. The program runs from 3:05 until 4:15 PM. Students will be required to participate in some longer and additional rehearsals outside of normal school hours, particularly as the performance dates draw near. The drama director will communicate the rehearsal schedule in advance. The Middle School musical is performed in the late winter.

### ***Sports Alternative Program***

School policy requires all Middle School students to participate in an afternoon activity throughout the school year and for that activity to be a team sport during at least one season out of the school year. On rare occasions, a sports alternative can be granted by the Athletic Director provided that the following conditions are met:

The student will fulfill the team sport requirement during one of the other seasons.

1. The student seeking the alternative will be involved in an established activity off campus that is of a relatively high degree of accomplishment.
2. The level of involvement will require at least four hours of instruction, practice and/or competition each week.
3. The student's parent/guardian has submitted a written request for the sports alternative and has met with the Middle School Head and the Athletic Director prior to the beginning of the season in question.
4. The student's parent/guardian has provided a schedule of weekly activity required of the student and that schedule meets the standard set by this policy.

Only after these requirements have been met and are approved by the Middle School Head and the Athletic Director may a student be granted permission for a sports alternative. The School reserves the right to deny a

request for a sports alternative if the student's academic or disciplinary status is not in good standing.

## **Section VI:**

### **ADDITIONAL OFFERINGS AND SPECIAL EVENTS**

#### **GREEK AND ROMAN GAMES**

The Greek and Roman Games are a long-standing tradition at Montgomery School. The games are held each year on a Friday in May. Students are assigned to either the Greek or Roman team in the spring of their Kindergarten year or when they enter the School, and remain so for their Montgomery School career. Students from the same family are assigned to the same team. Four eighth grade students are selected to serve as team captains. Parents, relatives, and friends are encouraged to attend. The games are followed by a family picnic on the lawn. PreK students do not participate in the games but are invited to attend the picnic with their families.

#### **SPECIAL ASSEMBLIES, SPORTS AND ARTS ASSEMBLIES**

Assemblies will be held periodically during the school year. These are opportunities when classes, small groups, individuals, and visitors may present material of interest to the School community.

#### **STUDENT GOVERNMENT AND ATHLETIC ASSOCIATION**

Each fall the Middle School will conduct a Student Senate election for the following positions:

- President – Only eighth graders are eligible to run for this office
- Vice President – Only eighth graders are eligible to run for this office
- Treasurer – All Middle School students are eligible to run for this office.
- Secretary – All Middle School students are eligible to run for this office.
- Two representatives from each Middle School grade will be elected. All Middle School students are eligible to run for this office according to their grade level.

For the Athletic Association, two sports representatives from every grade will be elected, with the eighth graders being the co-heads. These students are the voice of the Middle School for all things having to do with athletics.

Further details regarding the elections or responsibilities of the Student Government can be obtained from the Director of Academics and Student Life.

#### **TRIPS**

Montgomery makes full use of the many educational and historical resources in the Philadelphia area. Appropriate written authorization must be received from parents prior to day or overnight trips. The cost of day trips is included in the comprehensive tuition plan. Advance notice will be sent to

families in the event of special trips (i.e., overnight, etc.), which may involve additional costs.

## **Section VII:**

### **REQUIRED FORMS AND EMERGENCY PROCEDURES**

#### **MEDICAL EXAMINATIONS**

Pennsylvania law requires a physical examination for all students entering school in Kindergarten, first, and sixth grades. In addition, the state has specific school immunization requirements for all students. **The only exception to the school law for immunizations are medical reasons and religious beliefs.** Statements of objection must be submitted in writing and signed by the parent or guardian.

Immunization records must be received by the first day of School or admission to school may be denied. Physical examination forms are due by the first day of school. PreK students must also provide immunization records and documentation of a physical examination prior to the first day of school.

#### **STUDENT INFORMATION FORMS**

Family Emergency Information must be provided online by August 15, defining each student's general health needs, and other pertinent information. The School expects to be informed of any regularly administered medications that a student is taking. If there is a change in home, cell, work telephone numbers, or e-mail addresses, parents should notify the School immediately by completing our [Change in Contact Information Form](#), available on the parent portal of our website. If parents are away from home for an extended time, the School should be informed and provided with written authorization for the person who will be responsible for the child during the parent's absence.

#### **PHOTOGRAPHS, VIDEOS, AND STUDENT WORK**

Photographs of students are routinely used in School publications such as admissions materials, and for purposes of advertising. Photos and audio/video of students and excerpts of student work may be posted on Montgomery's website and on social media platforms administered by Montgomery staff, and their accomplishments may be submitted to newspapers and other media.

Parents agree to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parents agree to allow their student to be interviewed by the media on campus or at School-related events. Parents also consent to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parents release and hold the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

Parents should notify the School if they do not wish their child's photo or work to be used in such publications, and students are expected to be aware if parents have asked that their image not be published.

## **EMERGENCY NOTIFICATION SERVICE**

Keeping you informed is a top priority at Montgomery School. We use an emergency notification system, which allows us to broadcast a text message and/or e-mail message to you providing important information about School closings or emergencies. The successful delivery of this information is dependent upon accurate emergency contact information for each family. It is the parent or guardian's responsibility to make certain that we have your most current emergency contact information (current phone numbers and email addresses.) If this information changes during the School year, please complete the [Change in Contact Information Form](#), or contact [Linda Jones](#) in the Farmhouse.

## **SCHOOL CLOSING OR DELAYED OPENING DUE TO SERIOUS WEATHER**

### ***Mornings***

We understand that on days with serious inclement weather if Montgomery School is open on a regular schedule, students may be late due to traffic conditions, because of public school closings or delays. If your school district is closed, the district buses will not be running and you will be responsible for providing transportation for your child. If your school district bus is delayed, your child's bus will be running late. Conditions around the area can vary greatly. Please use your own best judgment regarding your child's transportation in these cases. These situations will not count as an absence. However, please notify the School at ext. 211, or email [dismissal@montgomeryschool.org](mailto:dismissal@montgomeryschool.org), if your child will not be at school that day. Contact your school district for their school closing number and media list that will provide you with information regarding school delays or closings.

In the event of a delayed opening, a modified PreK schedule will be in effect for those enrolled in half day PreK. The modified AM PreK schedule is from 10:30 AM to 1:30 PM in the case of a school morning delay.

### ***During the School Day***

In the event of potential bad weather during the school day, please pay attention to the weather either through the television, radio, or media websites. If it is clear that we need to call an early dismissal, you will be contacted through our emergency notification system on the information that you provided. Early dismissal will also be listed on the television stations (WPVI-TV Channel 6, FOX News Channel 29 and NBC Channel 10), radio stations (KYW1060 AM, our School identification number is 879) and the following media websites: 6ABC.com, NBC10.com and KYW1060.com. You will be able to view it under Montgomery School's name or in the case of KYW Radio 1060; **code number 879**. In the event of an early dismissal, the Afternoons Program will be canceled. We ask that you promptly pick up your child at the early dismissal time reported that day. We will also post information on the homepage of our website.

In the event that your school district calls an early dismissal and Montgomery School would remain open, we have no control over busing decisions for early dismissals. We have nine school districts that bus children to Montgomery School. Each district makes its own decisions regarding early dismissals and they sometimes make different decisions, often with little notice to us.



In order to safely dismiss the children, we must put them on the school bus if they are assigned to ride the bus for that day. **It is your responsibility to know what your child's school district is doing if they take the bus.** See the list of school codes for KYW Radio below. Please make a plan with your child in the event that you will not be home on such an occasion. (Note: children cannot ride on a school bus other than the one to which they are assigned.) **Bus Codes: 879 Montgomery School, 852 Coatesville, 876 Downingtown, 855 Great Valley, 857 Phoenixville, 308 Spring-Ford, 854 Tredyffrin/Easttown, 851 West Chester.**

**Please do not call the school to find out if children are being sent home early**, as that will only tie up the same phone lines that are needed to inform the radio stations, bus drivers, and other essential personnel. Smoothly-run procedures are essential to the health and welfare of our children, and these depend upon the phone system being available during such emergencies. We also ask that the children not contact you directly in the event of an early dismissal. The information that they give you may be incorrect or incomplete and may cause a potentially unsafe situation.

### **SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT**

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

### **SCHOOL COMMUNICATIONS**

In an effort to keep families informed of all School events, business, and concerns, Montgomery uses a variety of communication vehicles including: Schoolhouse News, letters from the Head of School and Division Heads, emails, Canvas pages, teacher and homeroom parent emails, information in your child's backpack and more. Much of this communication is electronic, and it is therefore extremely important that you notify the Farmhouse of any changes to your email address during the year. Schoolhouse News in particular, is sent via email and published on the website every Sunday morning at 11:00 AM, and should be read each week to look for changes in calendar events, sports schedules, student information, and field trip reminders. Parents can find **Schoolhouse News** on the Montgomery School website on quicklinks and in the parent portal. All classroom teachers will be using Canvas as a platform to keep both students and parents up to date on classroom information and assignments. You will receive your username and password, information you will need to log into Canvas, from your child's homeroom teacher or advisor.

Please log in and set up a Canvas account, and then bookmark the sites for your child's homeroom (Lower School) or specific classes (Middle School).

## **EMERGENCY EVACUATION PLANS**

### ***Evacuation***

Should the School need to evacuate campus due to rising water, a gas main leak, etc., while School is in session, the following procedure will be followed:

- All parents will be notified of an early School closing through the Montgomery School Emergency Notification service. Parents will be given directions as to how to pick up their children.

In the event that floodwaters prohibit vehicles from entering the grounds, drivers will be directed by School personnel to the location of an easement on Pickering Lane where students can be picked up. This area is located at 1255 Pickering Lane. The easement passes through Montgomery School property and the adjacent property of the Toll Brothers development. Please do not attempt to drive through the easement area. School personnel will escort students from the School property to waiting transportation.

### ***In the Event of an Advisory to Shelter***

In the event of an incident resulting in an advisory for the population to **SHELTER** during the school hours:

- Students will remain within the School buildings.
- Student dismissal will be delayed until the order is lifted.
- Dismissal times will be announced.
- **PLEASE DO NOT ATTEMPT TO PICK UP YOUR CHILDREN** at Montgomery School because it is important to remain inside during a **SHELTER ADVISORY**.
- No student will be dismissed into the risk area whose population might have to take protective actions (the emergency planning zone is the entire area of approximately a ten (10) mile radius of the power plant).

### ***Limerick Emergency Plan***

In conjunction with the Limerick Generating Station, Montgomery School has developed an emergency plan to protect the students in the event of an incident at the station. Most probably, School will be closed in the event of an incident; however, plans have been developed to address any situations while School may be in session. To make the plans effective, we need your cooperation and assistance.

### ***In The Event Of An Evacuation***

In the event of an incident at the Limerick Generating Station resulting in an advisory of the population of the Emergency Planning Zone to **EVACUATE** during school hours:

- Students will be safely transported to our "HOST" school.

- Montgomery’s “HOST” school is Downingtown High School East. (Downingtown High School East is located at 50 Devon Drive, Exton, which is located along Route 113.) Parents or legal guardians are requested to pick up their children at the host school. Parents arriving after 8:00 PM must pick up their children at Downingtown High School West located at 445 Manor Avenue, in Downingtown.
- PLEASE DO NOT ATTEMPT TO PICK UP YOUR CHILD(REN) AT MONTGOMERY SCHOOL. It is important that the School driveways and access roads remain open for buses. In addition, while preparing to evacuate, it is difficult to release students and keep a current and accurate school census.
- During the entire process, the students will remain under the supervision of Montgomery School staff. Meals will be provided.
- STUDENTS WILL ONLY BE RELEASED TO PARENTS, LEGAL GUARDIANS, OR INDIVIDUALS HAVING PRIOR APPROVAL ON MONTGOMERY’S EMERGENCY INFORMATION FORM.
- DO NOT RUSH! DRIVE SAFELY. The host school is located near major transportation routes.

Thank you for your cooperation.

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Thank you for reviewing the Montgomery School Handbook. Please remember to check our website for updates to this information.

*Updated August, 2022*