

Menallen School Policies and Procedures

Child Contact List

1. Get everyone you want on your emergency contact list for your child. In the same sense, get anyone taken off your child's emergency contact list you do not want on there. We cannot take your child's word that someone else is picking them up after or during school. It would be best if you could email/text **AND** call us the name of the person not on the list who will be picking up your child **AND HAVE THEM HAVE THEIR ID READY TO SHOW US.**
2. Also, we cannot remove a biological parent from the contact list unless there is a mandate from the courts ordering us to do so.

Custody Issues

1. Parents of students with custody issues: it would behoove all of us if you could keep your custody agreement as simple as possible for us here at school. Some agreements are very confusing which causes all parties undo stress and most importantly, puts your child at risk. We cannot stop a parent from picking up his/her child unless we have a court order. Please do not put the school in the middle of any unpleasant circumstance you may have.

Bus

1. If your child is in kindergarten or 1st grade, YOU MUST have an adult present at the bus stop to pick them up; preferably someone who is on your emergency contact list. If there is nobody there to pick up your child, the bus driver will take the student back to the school and will have to be picked up here at Menallen.
2. **Students are not permitted to deviate from their regular assigned bus to and from school. Any parent/guardian, with custody issues which require students to ride a different bus must contact our central school office for approval.**
3. There is to be no eating or drinking on the buses unless it is medically necessary. We have to have documentation.

Agenda Book

1. **Our Agenda Book is now on our website at: uasdraiders.org-PARENTS & STUDENTS-K8 STUDENT HANDBOOK.**
2. The policies that all schools in our district follow are in there such as: attendance, rules, transportation, Dress Code, Medicine Policy, etc.
3. Please make sure your child follows the dress code policy. We have air conditioning in the building now so we should all be comfortable.

Absences/Excuses

1. Make sure you turn in excuses to us. You may start to receive citations for unexcused absences. After **12** absences you must have a doctor's excuse, or it will be marked unexcused/illegal. **You can email your excuse to us also. Go to our website at uasdraiders.org – SCHOOLS – MENALLEN– UNDER THE “School Resources” tab on the right, click “Email for Excuses”**

2. The district will call you when your child is absent to verify the student's absence.

Vacation

1. Make sure you obtain a vacation form from your child's teacher if you are going on vacation. By law, we cannot approve vacation days as excused absences once the child has reached **12** days of absence. The absence (s) must be accompanied with a doctor's excuse or it will be counted as an illegal absence.

Academic

1. **Make sure you obtain your child's CSIU code. If you have it already, this is good. You will never need another one for the rest of their academic career in the Uniontown Area School District. For kindergarten students, you will look at "Standards Based Report Card" when report cards are distributed. If you lose the code, forget it or do not have the code call the office and we will have it ready for you to pick up at the school. You will need to show proof that you are the child's parent/guardian.**

Website

1. Follow all district policies which are listed on our website at uasdraiders.org under **DISTRICT INFO – then click on DISTRICT POLICIES**. These Menallen School Policies are found under our webpage at **SCHOOLS-MENALLEN-Announcements**
2. There are many educational websites on there under the tabs PARENTS & STUDENTS and RESOURCES that may be of benefit to you and your child.
3. You can manage your child's lunch bill online also. PARENTS & STUDENTS-CAFETERIA-Parent Online-www.schoolcafe.com
4. **Check our website under HOME-PDF CALENDARS. Our school calendar for the entire district is there; which tells you of the holidays, in-service & Act 80 days, end of the nine weeks, etc.**
5. The district bullying policy is located under DISTRICT INFO-DISTRICT POLICIES-PUPILS-Scroll down to 249 Bullying/Cyberbullying
6. The school calendar for Menallen's monthly activities is posted under: SCHOOLS-MENALLEN-CALENDAR

Safety

1. We do fire drills every month. We also do lockdown and possibly A.L.I.C.E. drills (Alert, Lockdown, Inform, Counter and Evacuate) and bus evacuation drills.
2. Also, part of our safety measures is a metal detector which the students will pass through. We will try to get every student through the metal detector if possible. Otherwise, a random selection of students will be assigned to pass through the detector and have their belongings searched.
3. **Our updated Health and Safety Plan is also on our website under DISTRICT INFO**
4. **Our building is thoroughly cleaned every day and during the night.**

Celebrations

1. Due to the unusually high number of students with allergies in our building, it would be best if you did not send in snacks for your child's birthday. **We prefer snacks to be purchased from our cafeteria personnel since they are aware of any and all allergies that afflict some of our children.** Other tangible gifts to share with your child's classmates for their birthday could be school supplies such as pencils, tablets, pens, etc.
2. **If food is sent into the school, the parent will have to pick the snack up in the office.**
3. Birthday celebrations will be once a month again this year with summer birthdays being celebrated the last month of the school year.

Bullying

1. We here at Menallen follow our bullying policy on the district website.
2. Please contact the school when your child reports he or she is being bullied. Many times we are not aware of any instances between students until your child goes home and tells you.
3. **BULLYING WILL NOT BE TOLERATED BY THIS PRINCIPAL, OR ANY PRINCIPAL IN THIS SCHOOL OR ANY SCHOOL IN THE UNIONTOWN AREA SCHOOL DISTRICT.**

Miscellaneous

1. When you send money in with your child, make sure it is labeled with your name, child's name and what it's for.
2. We will be sending home a "Permission to be Photographed" form. Please read and sign with your desires for us regarding photographing your child. If you sign this form, your child's picture will not be in the yearbook either.
3. **Students can bring a plastic water bottle as they did last school year so they can drink water when they are thirsty.**
4. Please do not call the school during dismissal time which is from 3:00-3:30 pm.
5. Leave all toys/cell phones at home. The school will not assume responsibility if the device gets stolen, broken or lost. If students bring phones to school, they must be turned into the office as in the past.
6. **Parent volunteers are not permitted at this time. All parents wishing to attend a meeting with any school personnel must make an appointment with the office. You will complete a health and safety screening upon entrance into the building and if permitted to volunteer will review the confidentiality policy adopted by our district.**
7. We recycle plastic bottles, tin cans, paper, cardboard and some plastics.
8. Any problems or issues that arise with the school, we ask you to notify us first prior to calling our central school office. We have an outstanding element of trust in our community between parent and school and we aim to keep it that way with your help and support.
9. Facebook and other social media outlets – please be kind and only post positive comments about our school. Remember what you put in public is also a reflection on you as well as our school and students.
10. The Uniontown Area School District uses the School Messenger notification service to send important information to families through phone calls, emails, and now text messages. Please make sure you opt into the text messaging service when prompted by the district.

11. Flyers from outside agencies such as baseball sign ups, basketball sign ups, boy/girl scouts etc, will no longer be distributed to students in school. These types of announcements will be on our school's web page under Announcements.
12. Please support our "Live Nice, Stay Strong 10 Day Challenge". Your child's teacher will explain how this works to the classroom. Students who make mistakes have the opportunity to participate in the incentive if they change their ways.

Student Arrival and Dismissal

1. Parents/guardians dropping their children off at school are to park by the flagpole entrance and walk their child down to the main entrance (A1) after 8:30 am, but no later than 8:55 am.
2. When you make the turn into the school off Route 40, PLEASE do not make the first left turn. **THIS LANE IS FOR OUR BUS STUDENTS. PARENTS WHO MAKE THAT FIRST LEFT WHERE THE BUSES TURN CREATE A SAFETY HAZARD FOR THE BUS DRIVER AND THEMSELVES.** Instead drive past the Nick Galie Memorial Marquee and park in the parking lot.
3. Students will be marked late after 9:00 am.
4. Everyday regular car pickup students will be dismissed at the flagpole entrance (A14) at 3:00 pm. Parents/guardians must sign their child out on the ledger at the flagpole foyer with school personnel.
5. One-time occasional parent car pickups will be conducted at the main entrance (A1) at 3:00 pm so staff can determine the credentials of the person picking up the student being dismissed.