

# **JOHN ARCHER SCHOOL**



**2009 – 2010**  
**PARENT HANDBOOK**



John Archer School  
100 Thomas Run Road  
Bel Air, Maryland 21015  
410-638-3810/3815  
Fax No.: 410-638-3840

**“Where All Students Experience Success”**

Dr. Deborea Montgomery, Principal

Dr. Gerald L. Horn, Assistant Principal  
Patrice A. Kaczmarek, Teacher-In-Charge

Dear Parents/Guardians,

On behalf of the entire John Archer School Family, I welcome you to the 2009-2010 school year! We are excited about all of the possibilities that this school year will bring for our children. Our staff members are prepared and fully committed to meeting the unique needs of each child. In addition to working with children, we are dedicated to supporting families to nurture and develop the whole child. We invite you to start or continue your partnership with the John Archer School this school year for the success of our children.

Our parent handbook has been designed as a resource for you to utilize throughout the school year. It provides important policies, procedures, dates and other resources that will help you stay involved in our school community. We hope you find it helpful. I wish you and your family a great school year. As the year progresses, please do not hesitate to call upon us if you have questions, concerns or suggestions.

Collaboratively yours,

Dr. Deborea D. Montgomery, Principal

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**Dr. John Archer**  
**(1741-1810)**

The John Archer School was named for Dr. John Archer - one of Harford County's most prominent citizens. Dr. Archer was born near Churchville on May 5, 1741. He attended the West Nottingham Academy in Cecil County and graduated from Princeton College in 1760 where he studied theology.

In 1765 Dr. Archer became a Presbyterian minister. However, due to a throat ailment, he retired from the ministry to study medicine at the College of Philadelphia (now named the University of Pennsylvania). On June 21, 1768, he graduated becoming the first graduate of medicine in the United States of America.

In 1769, Dr. Archer commenced his medical practice at his home in Harford County where he established the "Medical Hall". Working and teaching at the "Medical Hall," he trained 50 students in medicine between 1786 and 1810. Today, the "Medical Hall" still stands on his family property.

In addition to his theology and medical practice, Dr. Archer was also an active politician and military person. Between 1774 and 1776, he was a member of the Revolutionary Committee. He was a member of the first State constitutional convention in 1776. Dr. Archer served in the State House of Delegates between 1777 and 1779. During the Revolutionary War he was aide-de-camp to General Anthony Wayne at Stony Point. In June 1779, he was made a captain and subsequently a major in the Continental Army. Dr. Archer was elected as a republican to the seventh, eighth and ninth congresses between 1801 and 1807.

In 1799, Dr. Archer and his son, Dr. Thomas Archer founded the medical and surgical faculty of Maryland. Harford County lost the famous Dr. John Archer on September 28, 1810 which he died at his home— "Medical Hall." He is buried in the Presbyterian Cemetery in Churchville. His hard work lives on through our service to the students of John Archer.



### **Vision Statement**

The John Archer School's mission is to provide a constantly developing professional community of learners who nurture each student's potential. Through the educational process, we help students meet individual, post secondary and life goals. Our staff members actively engage parents and community stakeholders in the educational process to ensure the success of each child. Together, our school, parents and community members help develop students who contribute to society to the fullest extent possible.

### **Mission Statement**

The mission of John Archer School is to provide students with effective educational services in a safe and supportive learning environment. We establish high expectations for all students, build positive self-esteem, and maximize levels of independence through high quality instruction.

### **Goals**

The goals of The John Archer School are to:

- (1) Ensure a safe learning environment for students and staff;
- (2) Ensure quality implementation of Individual Education Plan (IEP) goals to facilitate individual growth;
- (3) Ensure the effective use of technology to support students and staff; and to
- (4) Maintain quality staff by nurturing a professional community of learning and maximizing individual teacher strengths.

## **Instructional Departments**

Classes at John Archer are organized by departments: pre-primary; primary; intermediate; middle school; and high school. Instruction is scheduled within the framework of the department as well as school-wide time blocks, including special areas. There is flexibility for students to participate in community work experience programs. A post-secondary class is located at Harford Community College for selected students in their last 2 years of school. Instruction is IEP centered and allows for access to the general education curriculum.

## **Attendance**

The John Archer School follows the Harford County Public School System's Attendance policy. It is our firm belief that students cannot achieve curriculum and individual goals without regular school attendance. However, when students must be absent for legally defined absences, the school must receive a written note from the parent or guardian explaining the absence. This note should be sent upon the students return to school from the absence. To review Harford County Public School's completed attendance policy and for a list of lawful and unlawful absences, please see page one of your Parent-Student Handbook.

### **Food and Nutrition Program**

The John Archer School's Food and Nutrition staff enhance our educational program by providing convenient, economical and healthy meals.

Meals Cost:

Breakfast	\$1.05	(10 day purchase \$10.50)
Lunch	\$1.70	(10 day purchase \$17.00)
Milk	\$ .40	
Cookie	\$ .25	



If your child(ren) has a special diet or food allergies, please notify the school in writing. For additional information about the Food and Nutrition Program (including our reduced meal benefit program) visit <http://www.hcps.org/departments/businessservices/foodandnutrition.aspx>.

### **INCLEMENT WEATHER POLICY**

The John Archer School follows HCPS inclement weather closing and delay schedule. For school closing and delays the following information sources are available:

WAMD (970), Aberdeen  
WBAL (1090), Baltimore  
WCBM (680), Baltimore  
WSBA (910), York, PA  
WARM-FM (103), York, PA  
WDAC-FM (94.5), Lancaster, PA  
WERQ-FM (92.3), Baltimore



WLIF-FM (101.9), Baltimore  
WPOC-FM (93.1), Baltimore  
WQSR-FM (105.7), Baltimore  
WWMX-FM (106.5), Baltimore  
WXCY-FM (103.7), HavredeGrace  
WXYV-FM (102.7), Baltimore



Television Stations:


2 (ABC)      11 (WBAL)      13 (WJZ)      45 (WBFF)

To view the full HCPS Inclement Weather Policy visit <http://www.hcps.org/aboutus/InclementWeather/Policy.aspx>.

Alert Now Telephone Notification System  
is also available for registered parents.

## 2009-2010 School Year

### SEPTEMBER 2009

15 Tuesday  Back to School Night  
6:30 p.m. PTA Meeting and Pizza Party  
7:00 Classroom Visits

### OCTOBER 2009

21 Wednesday 6:30 p.m. PTA Executive Board Meeting

### NOVEMBER 2009

16 Monday 10:00 a.m. Grandparents Tour of School  
16-20 American Education Week  
17 Tuesday 6:30 p.m. PTA Executive Board Meeting  
20 Friday 1:30 – 2:30 p.m. Fall Dance

### DECEMBER 2009


07-11 Monday Scholastic Book Fair  
**HAPPY HOLIDAYS!**



### JANUARY 2010

21 Thursday 6:30 p.m. PTA Executive Board Mtg.

### FEBRUARY 2010

9 Tuesday Music Concert  
23 Tuesday  6:30 p.m. Family Fun Night and Pizza Party



### MARCH 2010

19 Friday 7:00 – 9:00 p.m. Alumni Dance  
23 Tuesday 6:30 p.m. PTA Executive Board Meeting  
7:15 p.m. May Day Planning

### APRIL 2010

15 Thursday 7:00 p.m. Spring Chorus Concert  
21 Wednesday 6:30 p.m. PTA Executive Board Meeting  
7:15 p.m. May Day Meeting  
23 Friday 1:30 – 2:30 p.m. Spring Dance

### MAY 2010

1 Saturday 9:00 a.m. – 2:00 p.m. May Day  
10-14  Teacher Appreciation Week  
18 Tuesday 6:30 p.m. Pizza Party and Student Recognition  
7:00 p.m. Final PTA General Membership Mtg.  
26 Wednesday 6:30 p.m. Executive Board Meeting  
7:00 p.m. May Day Evaluation Meeting  
28 Friday 1:15 p.m. Graduation  
**HAVE A NICE SUMMER!** 

## **EARLY DISMISSAL DAYS**

Preprimary Schedule on Early Dismissal Days:

Morning Pre-primary will attend 9:00 – 10:15 a.m.

Afternoon Pre-primary will attend 11:15 – 12:30 p.m.

No lunch will be served for half-day pre-primary students.

**John Archer's Early Dismissal time is 12:30 p.m.**

Friday, September 25th

Thursday, October 15th

Wednesday, November 4th

Wednesday, November 25th **1:00pm**

Wednesday, December 23rd

Friday, January 15th

Friday, February 12th

Friday, March 19th

Friday, April 16th

Friday, May 14th

Tuesday, June 1

John Archer Childcare is NOT available  
on early dismissal days.

**ADMINISTRATORS**

Principal	Deborea Montgomery
Assistant Principal	Gerald L. Horn
Teacher-In-Charge	Patrice Kaczmarek
Pupil Personnel Worker	Gregory Smith

**SERVICE PROVIDERS AND EDUCATION EVALUATORS**

Guidance Counselor	Sandra Kerrigan
Educational Evaluator	Vacancy
School Psychologist	Colette Horn

**OFFICE**

Secretaries	Pam Boschert, Wanda Sampson
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**TEACHERS**

Lori Abeyta	(10)	Michelle Hosier	(23)
Carolee Baker	(20)	Marcie Johnson	(06)
Randy Bies	(40)	Patrice Kaczmarek	(21)
Jessica Boros	(12)	Kristina Linville	(02)
Donna Borth	(08)	Amy Mangold	(50)
Karen Brackett	(37)	Bill Miles	(39)
Kathy Brooks	(48)	Robin Nemser	(32)
Rebecca Brown-Donohue	(03)	Rachel Otremba	(04)
Debra Comstock	(42)	Amy Porter	(41)
Suzanne Domanico	(11)	David Ray	(07)
Amanda Evans	(MP)	Shannah Respass	(22)
Jennifer Fertitta	(09)	Amy Spaulding	(32)
Mary Gunning	(05)	Jeff Walen	(MP)
Jennifer Homiak	(38)	Mary Jane Willard	(33)

**RELATED SERVICE PROVIDERS AND ITINERANT STAFF**

Adaptive Physical Education Teacher	Deborah Clark	(P)
Adaptive Physical Education Teacher	Jeff Walen	(MP)
Adaptive Physical Education Teacher	Gayle Zorbach	(P)
Adaptive Physical Education Teacher Specialist	Kay Lambert	(P)
Assistive Technology Specialist	Vince Evans, Ann Apitz	(49)
Audiologist	Linda Milway	(16)
Augmentative Communication Specialist	Deborah Brown	(49)
Teacher of the Hearing Impaired	Laura McCoy	(45)
Teacher of the Hearing Impaired	Alisa Kazmierczak	(45)
Occupational Therapist	Pam Barile	(P)
Occupational Therapist	Kim Driver	(P)
Occupational Therapist	Kelly Fischer	(P)
Occupational Therapist	Laura Harper	(P)
Occupational Therapist	Betty Jones	(P)
Occupational Therapist	Rob Lewandowski	(15)

### **John Archer Therapists/Itinerants (continued)**

Occupational Therapist	Jamee Lloyd	(P)
Occupational Therapist	Patti Ritter	(P)
Occupational Therapist	Rachel Sedlak	(P)
Occupational Therapist	Marjorie Webb	(15)
Occupational Therapist	Kim White	(P)
Physical Therapist	Ruth Burd	(47)
Physical Therapist	Maryann Crawford	(47)
Physical Therapist	Jill May	(47)
Speech Therapist	Jennifer Cashour	(13)
Speech Therapist	Sandy Fohl	(01)
Teacher of the Visually Impaired	Barbara Brown-Cavallaro	(45)
Teacher of the Visually Impaired	Karen Karnes	(49)
Teacher of the Visually Impaired	Dena Zorbach	(45)

### **Transition Resource Itinerants**

Transition Resource Teacher	Nancy Brugh	(P)
Transition Resource Teacher	Kathy Connolly	(P)
Transition Resource Teacher	Alice Hoopes	(P)
Transition Resource Teacher	Sarah Kilian	(P)
Transition Resource Teacher	Mary Kuhlmann	(P)
Transition Resource Teacher	Mary Logan	(P)
Transition Resource Teacher	Cindy Lotz	(P)
Transition Resource Teacher	Maxine Printz-Groller	(P)
Transition Resource Teacher	Nancy Shuman	(P)
Transition Resource Teacher	Abbe Washkevich	(P)

### **PARAEDUCATORS**

Claire Abeyta	(50)	Linda McIntyre	(03)
Betty Allison	(10,9)	Victoria Peters	(48)
Nora Bellinger	(05)	Vanessa Pounds	(09)
Samantha Bushong	(P)	Stephanie Powell	(42)
Ken Chrest	(32)	Barbara Pridgeon	(39)
Zakkiya Corey	(22)	James Pruitt	(P)
Don Endlich	(01)	Lydia Raab	(41)
Roy England	(P)	Martha Ray	(02)
Alice Hackford	(37)	Susan Rinehart	(32)
Keelin Harrison	(39)	Cheryl Rode	(37)
Shirley Himes	(21)	Jackie Rosenkrans	(20)
Dawn Hough	(22)	Ursula Schötz	(38)
Patti Humphreys	(12)	Sharon Schrufer	(10)
Carolyn Laird	(P)	Karen Svezese	(P)
Cheryl Lambros	(38)	Linda Werring	(11)
Jennifer Langrehr	(04)	Mary Wheeler	(40)
Marnee Manzari	(02)	Shanita Williams	(03)

**INTERPRETER**

Scott Holly (13)

**TECHNICIAN**

Geralyn McComas (14) Cathi Pellegrini (49)

**INCLUSION HELPERS**

Lisa Cornett	Nancy Sandmeier
Mark Erlichman	Gabriel Scruggs
Christine Hopkins	Carmen Silveroli
Victor Leitzke	Jacqueline Sullivan-Tipton
Vada Pennington	Theresa Whitlock

**NURSES**

<b>Nurse</b>	Judith Pratt
<b>Team Nurses</b>	Sara Cushen, Joyce DiGiacinto

**OTHER STAFF MEMBERS**

<b>Custodians</b>	Edward Coscia, Don Appold, Linda Kollar, Myrtle Wymer
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**INFANTS & TODDLERS STAFF**

Patricia Jones	Program Coordinator	Room 19
Denise Morgan	Program Secretary	Room 19
Vacancy	Program Receptionist	Room 19
Linda Cassell	Instructional Assistant	Room 17
Tammy Cillo	Speech Therapist	(P)
Rachel Colbourn	Speech Therapist	(P)
Sue Duley	Special Educator	Room 17
Margaret Elliott	Special Educator	Room 17
Cheryl Fishman	Physical Therapist	Room 47
Bonnie Gease	Special Educator	Room 18
Lorrie Hendricks	Occupational Therapist	Room 18
Mariastel King	Speech Therapist	Room 18
Stacey Koehler	Special Educator	(P)
Ray Leonard	Service Coordinator	Room 17
Stacey Litz	Special Educator	(P)
Linda Mawhinney	Speech Therapist	Room 18
Kim Mayforth	Special Educator	(P)
Mary Scott McTeague	Speech Therapist	Room 17
Betty-Jayne Rafferty	Special Educator	Room 17
Andrea Romberger	Special Educator	Room 17
Jeannette Slesicki	Speech Therapist	(P)
Tammy Warner	Special Educator	(P)
Miriam Wieners	Speech/Language Service Coord.	Room 19
Nelson, Kelly	Family Support Network-Coord.	Room 18

**Executive Board 2009-2010**

President	Wendy Leonard
Vice-President	Kim Holcomb
Secretary	Debbie Chapman
Treasurer	Beth Bayer
Hospitality Chairperson	Arlene Klapproth/Ruth Good
Newsletter Coordinator	Lisa Dee
Membership Coordinator	Arlene Klapproth
Faculty Representative	Kathryn Brooks
Principal	Deborea Montgomery
Assistant Principal	Gerald L. Horn

**Important Telephone Numbers**

John Archer School .....	410-638-3810
John Archer Fax Machine .....	410-638-3840
Parks and Recreation After School Child Care and Camp Ability at John Archer .....	
	410-638-3877
HCPS Transportation .....	410-638-4092
Partners for Success Parent Resource Center .....	
Lori Ginley	410-273-5579
Transition Coordinator .....	
Nancy Brugh	410-638-3843
Harford County Parks and Recreation Therapeutic Recreation .....	
Mike Watkins	410-638-4899
Harford County Disabilities Coordinator .....	410-638-3389

**The ABCs of Special Education**

ADA	Americans with Disabilities Act
ADL	Activities of Daily Living
Alt-MSA	Alternative Maryland State Assessment
CA	Chronological Age
ESY	Extended School Year Services
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Program
LCC	Local Coordinating Council
LEA	Local Education Agency
LRE	Least Restrictive Environment
MA	Mental Age
MD online	Maryland online IEP
MSDE	Maryland State Department of Education
OT	Occupational Therapy/Therapist
PLOP	Present Levels of Performance
PT	Physical Therapy/Therapist
SLP	Speech Language Pathologist
PPW	Pupil Personnel Worker

**What is an IEP?**

Each child receiving special education services has an Individual Educational Plan. You and the staff working with your child develop this plan at your child's IEP meeting.

**What is an IEP Team Meeting?**

An IEP meeting is a team process to decide whether a child is a student with a disability and determine educational needs. For students already identified as having a disability the team meets to develop, review, and revise the IEP and determine educational placement. As a parent you are an important member of the team.

**When am I informed of my child's progress?**

Student progress is shared with parents on a regular and continuous basis. Each child will receive a report card and IEP progress report four times a year. Additionally, IEP meetings are held at least annually to review student progress and parent conferences are held as needed.

**What are transitioning services?**

Transition services are a coordinated set of activities designed to promote successful movement from school to post school activities. Nancy Brugh, our Transition Resource Teacher, assists parents and students in the last two years prior to graduation. She assists them with linkage to adult agencies that provide services to people with disabilities.

**May I visit the school?**

You are welcome to visit the school. It is advisable to call the school to schedule your visit.

**Where do I park when I come to school?**

During the school day you may park in any designated parking spaces on the school property, or in the adjoining church parking lot. Please do not park in the bus or fire lanes.

**Do I need to inform the school when I have changes in personal information?**

Yes! Whenever you have a change in home, work or daycare phone numbers, a change in address, or an update in emergency contacts, the school should be notified immediately.

**Where can I review the county's discipline policy?**

Harford County Public School's discipline policy can be located in your 2009-2010 Parent-Student Handbook and Calendar.

**What is American Education Week?**

American Education Week was first celebrated in 1921. It began as a part of an effort to raise America's literacy rate after World War I. American Education Week now serves as a special opportunity to shine a light on the great things that schools do. We invite you to visit us during American Education Week to see the wonderfully, great things your children and the staff are doing.

**Are there activities outside the classroom for our students?**

Each department plans appropriate community trips throughout the year. As part of the physical education program (depending on pool availability) students may participate in a swimming experience at Harford Community College. Our older students have an outdoor opportunity at Harford Glen, the county's outdoor classroom. John Archer has an active chorus program.

**Do you have a volunteer program?**

Yes. Volunteers are needed to assist in the classrooms, prepare materials and help with special events. If you or anyone you know would like to volunteer, please contact Gerald L. Horn, Assistant Principal.

**Does your school have a PTA?**

Yes. Our PTA meets regularly and encourages parent participation. Meeting notices will go home with your child. Please refer to the JAS calendar in this handbook.

**Does John Archer have fund raisers?**

The school has fund-raisers each year that are organized and run by the PTA. May Day is held each year, it is a day of games, student performances, crafts, food and lots of fun for everyone. Families are encouraged to help with the planning of the day as well as participate in the day's success.



**STATEMENT OF POLICY**

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, or disability in matters affecting employment or in providing access to programs. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Director of Public Information at 410-588-5203.