

Christiansburg Strand Schools
Student-Parent Handbook
2019-2020

Belview Elementary

Christiansburg Primary
Christiansburg Elementary

382-5175

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Belview School

Mission:

Our mission is to expect to learn
and learn to expect the best from
ourselves and others.

CPS/CES School Pledge:

As an CPS/CES student, I will strive
to:

- be compassionate and giving to my classmates,
- practice self-discipline
- be responsible and
- persevere by never giving up.

I promise to be honest in all I say and do, and show
respect to everyone every day.

FBE School Pledge:

As an FBE student: I am responsible for my words and

actions. I am respectful of others and their things. I am honest and fair to everyone. I treat others the way I wish to be treated. I follow the rules and do what is asked of me. I will do my best to keep our school a safe and fun place to be.

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ACCIDENTS AND SAFETY Our offices are equipped to handle only routine treatment of minor injuries (i.e. Band-Aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this and pertinent medical information as needed.

ARRIVAL TO SCHOOL

STUDENTS MAY NOT ENTER SCHOOL BUILDINGS BEFORE 8:45 A.M.

BES – Students arriving by car are dropped off at the back of the building between 8:45 AM – 9:15 AM with staff supervision. *There is no drop off at the front of the building.* Students will go directly to their classroom. Students may go to breakfast after checking in with their teacher. After 9:15 AM, an adult must escort your child into the building with a Photo ID to check them in as tardy.

CES – Students arriving at school by car are dropped off at the back of the building until 9:05. After 9:05, students enter through the main entrance. Students may go directly to their classroom or directly to breakfast.

CPS – Students are to be dropped off only in the designated area in front of the building. If parents choose to do so, they may park in a designated spot on the north side of the building and walk their child to the lobby. Students may go directly to their classroom or directly to breakfast.

FBE – Students arriving to school by car are dropped off curbside at the far cafeteria door by following the blue line through the parking lot to this entrance. School personnel are ready to greet your children beginning at 8:45 and assist them in getting to class.

Please understand that 8:45-9:15 is a critical time for teachers to set the tone for the day in their classroom. We respectfully request that you make an appointment with your child's teacher to conference and do not attempt to conference during this morning arrival time.

BUS LANES AT ALL SCHOOLS ARE CLOSED TO CARS.

Students arriving to schools after 9:15 a.m. must be accompanied to the main office by an adult.

**Please also see Delayed Openings and Early Dismissals.*

ASSEMBLIES

Special assemblies and programs are held throughout the year. There may be a small cost to students for some assemblies.

ATTENDANCE Public education is a right available to all young people of school age in Montgomery County. It is provided at considerable expense to parents and other citizens of the county.

Student attendance is a cooperative effort among schools, parents, and students. To achieve optimum learning, good attendance by students K-12 is crucial. Tardies (check-ins) and early dismissals (checkouts) are disruptive to the instructional time of the entire class. Each parent or guardian is responsible for the student's regular and punctual attendance.

Regular class attendance is considered by the Montgomery County School Board to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal.

School personnel shall recognize their responsibilities to motivate students to attend school and to conduct the curriculum in such a manner as to provide for the individual needs of students.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law.

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Compulsory Attendance Procedures A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

The following procedures apply when a student fails to report to school for scheduled school days:

Upon Fifth Absence Without Parental Awareness and Support: After a total of five (5) scheduled school days missed, where there is no indication that the student's parent is aware of and supports the absences, the principal or the principal's designee or the attendance officer will make a reasonable effort to ensure that direct contact is made with the parent, either in person or through a telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent consequences of continued non-attendance. The principal or the principal's designee or the attendance officer, the pupil, and the pupil's parent will develop a plan to resolve the pupil's non-attendance. The plan must include documentation of the reasons for the pupil's non-attendance.

Upon Sixth Absence Without Parental Awareness and Support: If the pupil is absent a sixth (6th) day, after direct contact with the pupil's parent, if the principal or the principal's designee or the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall schedule a conference within ten (10) school days with the pupil, his/her parent, and school personnel. The conference shall be held no later than fifteen (15) school days after the sixth absence. At the conference, the pupil, his/her parent, and school personnel, shall meet to resolve issues relating to the pupil's non-attendance. Other community service providers may also be included in the conference.

Upon Additional Absence Without Parental Awareness and Support: Upon the next absence after the conference, without indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall notify the division superintendent or his/her designee, who shall enforce the compulsory attendance rolls by either or both of the following:

a. filing a complaint with the Juvenile and Domestic Relations Court alleging that the pupil is a child in need of supervision as defined in Virginia Code § 16.1-228; and/or b. instituting proceedings against the parents pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the parents, the division superintendent's designee shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student attendance will be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal will report to the division superintendent the number of pupils by grade level for whom a conference was scheduled as set forth above. The division superintendent will compile this information and will submit a report annually to the Virginia Superintendent of Public Instruction.

Ten or More Unexcused Absences Without Parental Awareness and Support:

If the pupil has ten or more consecutive unexcused absences, the principal, or his or her designee, in addition to any other actions required by applicable law or this Policy, may petition the juvenile and domestic relations court to suspend the pupil's driver's license.

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Student Absences/Tardies/Early Dismissals Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner: a. A student is counted present only when he/she is present in the classroom or other approved designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event. b. A student reporting after the tardy bell or after the designated starting time for the class period will be recorded as present and tardy. c. If a student is being transported by a County bus or vehicle that arrives late, the student will not be counted as tardy. d. A student shall be considered absent when he/she does not report to class during the class period. e. A student who reports to the school attendance office late, with or without documentation will be marked as a check-in. f. A student who requests an early dismissal with documentation shall be marked as a checkout at the school attendance office. g. At the beginning of the school year, teachers should inform students of how the tardy policy is implemented in their classrooms for middle and high school students.

Teachers are responsible for initiating the necessary communications with parents any time absences, check-ins or

checkouts are jeopardizing the student's progress in class. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

For elementary school students, if a student misses five (5) days within any grading period, a letter may be sent to the parent to encourage improved attendance. Retention may be considered for any student missing twenty (20) days of school.

Documenting Absences All absences shall be identified as excused or unexcused. Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent's/guardian's signature for daily absences, early dismissal or late arrival of the student. Parental permission for early dismissal must be presented to school officials on or before the day requested. Notes of explanation for student absences or check-ins should be received the day following the absence or check-in.

Absences for any of the reasons listed below shall be excused.

- a) state mandated testing or other school/division testing programs;
- b) school-sponsored field trips or activities;
- c) all VHSL activities;
- d) late bus or buses which fail to run;
- e) conference with guidance counselor, administrator, or other related staff members;
- f) in-school suspension (I.S.S.);
- g) involuntary court appearance (copy of court order or subpoena required);
- h) death in the family or household (verification may be required);
- i) religious holidays (verification may be required);
- j) college visit or work based learning opportunity (verification required) up to 3 school days
- k) illness (if over 3 days, the school may require verification)
- l) doctor/dental appointments (verification required)
- m) extenuating circumstances which are determined by the school administration

Any excessive check-ins, checkouts, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action.

All notes of excuse, requests, or any other correspondence concerning student absences, check-ins, and check-outs shall be preserved for a minimum of sixty (60) calendar days after the close of the school year.

Make-Up Work It shall be the responsibility of the student and/or parent to request make-up work for absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: miss 3 days, 3 school days to make up the work) unless the teacher extends his/her time. Teachers shall have the discretion to extend the time limit because of extenuating circumstances. Make-up work shall be provided for all absences, including absences caused by out-of-school suspensions.

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Absences for Observance of a Religious Holiday A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student's school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed.

A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason

of such absence. Make-up work shall be completed as described in "Make-Up Work," above.

Students are marked tardy after 9:15 A.M. Students that arrive tardy to school **must be accompanied into the front office by a parent/guardian** to sign the student in and provide a reason for being tardy.

Early checkouts are also part of a student's attendance record.

Students will not be dismissed from class after 3:15 P.M. (12:45 P.M. on early dismissal days) unless they have a doctor's appointment.

If your child must be absent from school, parents are asked to:

- notify the school between 8:30-9:30 the morning of the absence.
- provide a written excuse to the teacher on the day your child returns from an absence.

BULLYING

The definition of bullying developed for the Virginia Department of Education, is as follows: "Repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm." Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. Parents will receive notification within 5 days if their child is involved in a bullying incident.

BUS RULES

Although all students do not ride a bus to and from school, there may be times during the year, such as field trips, when it is necessary to ride a bus. Therefore, we ask that all families review these important rules for bus conduct and safety.

1. Students must follow the directions of their driver at all times.
2. Bus drivers have the authority to assign specific seats.
3. Students will keep their hands and feet off others while riding the bus.
4. Eating, drinking, and chewing gum are prohibited on the bus.
5. There are to be no glass containers of any type on the bus.
6. Alcohol, tobacco, or drugs are not allowed on the bus.
7. Students should be seated immediately upon entering the bus and should remain seated until the bus comes to a complete stop at their point of departure.
8. There are to be no obscenities spoken on the bus.
9. Fighting is prohibited.
10. No large objects which could block the aisle are permitted.
11. No weapons of any kind are allowed on the bus – this includes toy "look alike" weapons.
12. No ammunition, firecrackers, explosives, or laser pointers are allowed.
13. Animals (living or non-living) are not allowed on the bus.
14. Students/parents are responsible for any damage done to the bus.
15. Parents must send a signed note to request that their child/children ride a different bus or be allowed to depart the bus at a stop different from their normal stop.
16. For the safety of all students, discipline must be maintained on the bus. Students who habitually violate bus rules are subject to suspension from the bus.
17. Students must be supervised to and from the bus stop before and after school.

If you need to change your child's usual dismissal plan, please send a note with your child in the morning. You may also call the school office **before 2:45 p.m. Please do not email teachers or administrators with these changes. We cannot guarantee that email will be read before dismissal time.**

7 CAFETERIA

Breakfast Lunch (*Prices subject to change.*)

Full Price \$1.75 \$2.75 Reduced .30 .40 Milk Only .50 .50 Adult Lunch 3.75

Prepayment of meals helps prevent money from being lost and helps speed up our lunch lines. We encourage children to pay for meals in advance by the week or month by using mySchoolBucks at www.myschoolbucks.com. Students will use a Personal Identification Number (PIN) to access their lunch accounts each day. However, students may pay for lunch each day in the line. **Parents may be called and asked to bring lunch money if a student has forgotten it that day.**

Breakfast is served from 8:45-9:10 AM.

Free and reduced lunch applications are available in the office. A new form must be completed each year.

The MCPS Food Service Department posts each month's menu on their website. If you prefer a paper copy, please call your school's office.

Microwave ovens and refrigerators are not for student use. Please do not send food items with your child that need to be microwaved or refrigerated.

Expectations for Behavior in the Cafeteria ✓ Enter

the cafeteria in an orderly and quiet manner. ✓ Talk quietly in your classroom line while waiting to enter the serving line. ✓ Wait without talking in the serving line – the dishwashers and other machinery make it very difficult to

hear your choices for lunch. ✓ Use good table manners. ✓ Sit at the table with your feet under the table. Do not straddle the bench or turn with your back to the

table. ✓ Visit quietly with the students at your table. Good manners do not include yelling to people across or

down the table from you. ✓ Stay seated during lunch. Raise your hand if you need help. ✓ Keep your food on your own tray – do not play with your food. ✓ All food must be taken the first time through the line. Students may not return to the line to purchase more food items. ✓ Keep hands and feet off other people and their food. ✓ Candy should be left at home and is not permitted in the cafeteria ✓ With teacher permission students may bring quiet games or books may be used at the lunch table when their meal is

finished. All other school rules concerning behavior apply during lunch.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to use or display such devices during regular school hours. ***This includes during lunch, in the bathrooms and during recess.***

Such devices will be considered to be "in use" if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc.

CHECKS-MONEY

Please make checks for meals, books, pictures, etc. payable to your child's school. When sending money with children, please put money in an envelope and write your child's name and purpose for which the money is sent.

Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments.

In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

8 CLINIC

When a child becomes ill at school, parents will be notified. First aid will be administered to minor cuts and abrasions. Ill children may wait in the clinic until parents arrive.

Please do not send your child to school if his/her temperature is over 99.6 degrees or if you needed to give your child medication in the last 24 hours to control his/her temperature. Children need to be fever-free for 24 hours before returning to school.

Head Lice – We screen children for head lice during the first weeks of school and regularly thereafter. **Children with active cases and children with visible nits/eggs will be sent home for treatment and nit removal. Students will not be readmitted to school while the condition persists.** We also take other steps to help prevent the transmission of lice from student to student.

Younger students should have a change of clothes at school. This eliminates phone calls to parents to bring clothes to school should a spill or accident occur.

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. We attempt to discourage the administration of medication during school hours and whenever possible, request doses of medication be scheduled other than school hours. The first dose of any newly prescribed medication should always be given at home. For the safety of the students, the following procedures must be followed:

- If prescription medications are to be given at school, the Montgomery County Medication Permission form must be provided and signed by the doctor/licensed prescriber, and the parent/guardian. It must specify the name of the medication, dosage and time to be given. A separate medication permission form must be completed for each medication. Please note: Prescription bottles do not take the place of a medication form signed by a physician.
- If non-prescription medications are to be given at school, the medication permission form must be completed and signed by the parent or guardian, indicating the name, dosage and time to be given. Non-prescription medications can be administered for no longer than three consecutive days, after which time a written order from a physician/other licensed prescriber is required.
- All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the medication permission form. If the parent is unable to deliver the medication to the school, he or she must call the school to report that the medication is being delivered by the student. All medication must be accompanied by a medication permission form.

- Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight with one exception. Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and self-administered only with a written statement from a physician/licensed prescriber.
- Sharing, borrowing or distributing any medication is prohibited and may result in a recommendation of expulsion.

Medication permission forms are available in the school office and most local doctors' offices. They can also be downloaded from the MCPS website.

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COMPUTER AND INTERNET ACCEPTABLE USAGE

I will read the rules for using the internet that are given in my handbook and will ask an adult at my school if I do not understand what any of them mean. I also know that if I do not use computers and equipment in the right way, I will have consequences for my choices. I may not be allowed to use computer and equipment again at school.

- I will only use computers and equipment in the manner for which they are made. I will always follow teacher or parent instructions for how to use computers and equipment in the classroom. I know that my parents and I may be help responsible for damage done to equipment that results from my misbehavior.
- I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.
- I will never give my name, my home address, my telephone number or any personal information about me or my family to anyone I write or talk with on the internet. I know that almost anyone I contact is a stranger to me and I don't share personal information with strangers no matter how nice they seem to be.
- I know that my teacher and my principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for something in science.
- Because the people I write or talk with on the Internet cannot see me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never to tell

people that I am someone else. I will never send them personal information, such as a picture or my name by using an envelope and stamp.

- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and if I come across one of them by accident, I will leave it as soon as I can. For example, suppose I am searching for a type of animal and I find a picture that only adults should see. I quickly use my forward or backward keys to take me to another site. I will not continue to look at the site with the bad picture and will not show it to others around me. I also will not print it out or save the picture.
- I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.
- I may be given a password – a special word that only I know. I may have to use this password to sign on to a computer or to send mail over the Internet. I know that I must never tell a friend what that password is. My password should be known only by me. I know that I should never use a password for myself if that password belongs to someone else. For example, John asks me to loan him my password so he can send someone an email message. John cannot remember what password he was given. I would not loan my password to him and would never ask to use his.

CONDUCT AND CITIZENSHIP

Expected behavior in all school situations is encompassed in each of our school pledges which can be found on page 1 of this handbook.

The MCPS Code of Conduct addresses responsibilities for appropriate behaviors in our schools. Students and parents are required to read and discuss the MCPS Code of Conduct. Students have the responsibility to know and conform to the rules and regulations of the school and the Code of Conduct and to accept consequences for their behavior. The *Statement of Receipt* in the Code of Conduct must be **signed and returned** to your child's school.

MCPS elementary schools encourage student freedom of expression and creativity. Elementary schools strive to promote good citizenship and provide an atmosphere which is safe, conducive to learning, and encourages personal responsibility, self-discipline, and respect for self, others, and property. Elementary students will be encouraged to express themselves in a fashion consistent with the school's educational mission. Should student expression reflect violence not directly associated with the curriculum, the student will be redirected to a non-violent expression. Disciplinary action may be taken if appropriate.

CONFERENCES

Parents should arrange for scheduled conferences with teachers. Teachers are unable to interrupt instruction or supervision of students without prior notice. All parents are strongly encouraged to meet with teachers during fall and spring conference times.

The education of children is a most important and challenging activity. We know that children learn best when parents and teachers work together. We urge parents to keep in touch with their child's teacher concerning academic progress and emotional growth. When differences of opinions or concerns arise, ***please remember...*** we are on the same side! We will make every effort to address your concerns. We strive to behave in a respectful, courteous manner and request the same courtesy from you. We all want your child to be successful in school. Parents are strongly encouraged to meet with their child's teacher to resolve conflicts. The principal will attempt to mediate conflicts that cannot be resolved otherwise.

DELAYED OPENING AND EARLY CLOSINGS

Announcements to close schools, delay the opening of school or to dismiss students early because of extreme weather conditions or other emergencies will be made on local radio and TV stations.

Parents are also encouraged to call

382-5102 or visit

www.mcps.org for information concerning school closings, delayed openings and early dismissals. We respectfully ask that you do one of the above rather than the school number for this information.

1 HOUR DELAY = building opens for students at 9:45 (tardy 10:15 a.m.)

2 HOUR DELAY = building open for students at 10:45 (tardy 11:15 a.m.)

Students are **NOT** to be dropped off before the building is open for students. No supervision is provided for students arriving before the designated times.

During the winter, school may start late or close early because of the weather, especially in cases of snow and sleet.

Families should have a plan so students know where to go if school is delayed or closed early. Please discuss your plan prior to students coming to school on bad weather days. This will help eliminate anxiety for your child. Students who must wait in line to use the phone often miss their bus.

DISMISSAL PROCEDURES

If you need to change your child's usual dismissal plan, please send a note with your child in the morning. You may also call your school's office **before 2:45**. Please do not email teachers or administrators with these changes. We cannot guarantee that email will be read before dismissal time.

Students will not be dismissed from class after 3:15 P.M. (12:45 P.M. on early dismissal days) unless they have a doctor's appointment.

2019-2020 Conference Weeks
Schools are in session.

October 21-24 *October 24 is a full day set aside
for conferences. Students are not in school on
this day.*

March 23-27

BES CAR RIDER DISMISSAL PROCEDURE

3:40 Car Dismissal No student checkout after 3:15 p.m. *Please do not enter the school during dismissal times (3:30-3:55 PM).

- Come to the back of the school, creating a loop through the back parking lot, to pick up children. Remain in your car. Double-park while waiting in designated area. Take turns merging back into single lane.
- Display the Name Card in your vehicle's passenger side window.
(We will provide a name card for your use.)
- Your child will be accompanied to your car by a staff member.
- The person transporting your child is responsible for properly securing the child into safety seat and/or seat belt.

CPS CAR RIDER DISMISSAL PROCEDURE

3:45 Car Dismissal

- Park in the lot to the right of the building when you are facing the school or along Betty Drive if necessary. Do not park in the staff lot in the front.
- Come into the multipurpose room via the door at the end of the building. You must bring your child's name strip that will be provided to you.
- Wait until **all** children are **seated** at their designated tables. Present your child's name strip to the teacher at the table and wait for her to call your child.
- Give the car rider card to the teacher in charge at the end of the table to check out. Please speak to the adult in charge and make sure that the person knows who you are.
- Please be patient and wait your turn. A slow and orderly pace keeps the process safe for all children.
- Please do not allow your children to run around the building or grounds if you need to stand and visit with friends. This is an extremely busy time of day. Calm and order keeps children safe and makes our process run more smoothly for everyone.

CES CAR RIDER DISMISSAL PROCEDURE

3:40 Car Dismissal No student checkout after 3:15 p.m.

- Use Clearview Drive and turn right on Wades Lane and then turn right again into the CES parking lot.
- Move into either the left or right lane as you come into the parking lot.
- **Remain in your car** and wait your turn in the pick-up lane that will form. Coming into the multipurpose room or into the office cause confusion at a very hectic time of day.
- Keep the car lane tight and move into the lanes to allow more cars to enter.
- Display the Name Card in your vehicle's passenger side window. We will provide a name card for your use.
- Students will be dismissed a few at a time and sent to your vehicle.
- The first 5-6 card in the right lane will be loaded first and released.
- Both lanes will be motioned to move forward to the head of the dismissal lane at the same time and loading will begin again. Teachers on duty will give the signal to move ahead.
- If your child is not in the multipurpose room, the duty teacher may ask you to pull into a parking space and come into the office.
- If you feel you must come into the building, **please park in the back , come in the front door and wait** for "Walker Dismissal" to walk your child to your car.

FBE CAR RIDER DISMISSAL PROCEDURE

3:40 Car Dismissal No student checkout after 3:00 p.m.

- Car-riders wait by grade level in the gym for their car to pull up to the loading zone.

- Cars follow the blue line leading through the parking lot at the right front of the school to the pick-up point in front of the gym doors. Students load curbside only.
- ***Please stay in your vehicle.*** If your child requires help with their seatbelt, please pull ahead to do this so we may continue to load other cars.
- Staff members will supervise the loading of students into cars.
- Cars may not be left unattended in the loading zone.
- Car riders are dismissed by the above procedure only. There is no student pick-up by walking up to the gym doors ahead of the car line.
- **ABSOLUTELY NO STUDENT PICK-UP IN THE FRONT LOBBY, OUTSIDE CLASSROOM DOORS OR IN THE HALLWAYS. All car riders will be dismissed through the outside cafeteria doors to cars in the car-rider line ONLY.**

DRESS CODE

Students are expected to wear appropriate clothing to school. Clothing should not be distracting to the educational environment. The purpose of our dress code is to prevent injuries and keep children safe and comfortable. Appropriate school attire shows respect for self and others.

Children should wear clean clothes and sturdy shoes that are suitable for running during gym class and on the playground. Any items of clothing that may be removed during the day such as jackets, sweaters, mittens, etc. should be clearly marked with the student's name. Students and parents are encouraged to check the Lost and Found area of their child's school for items as soon as they are discovered to be missing

Shoes • The type of shoe worn is very important to the safety of our children's feet – both inside the building and on the playground. It is recommended that students wear shoes that enclose and protect the entire foot while at school each day.

- The best choice for shoes is always athletic shoes! All students must wear athletic shoes for PE and recess. Children will not participate in PE without athletic shoes. Students who wear flip-flops to school will have a restricted recess area. Shoes with large heels are not permitted since students often twist their ankles in these while playing or walking. Shoes with wheels are not permitted.

Shirts and Tops

- Shirts and/or blouses must be worn at all times and must be buttoned according to the design of the garment. **Shirts must extend over the belt line.**
- Tops should be about three fingers in width at the shoulder to cover the shoulder adequately. Halter tops, spaghetti straps, tube tops, backless tops, see-through tops and tops that expose the waist or midriff are not allowed. Undergarments must be covered. Mesh shirts and shirts with large armhole openings should be worn over another top.

Shorts and Skirts

- Shorts and skirts that fall at mid-thigh or below are an appropriate length for school.
- Short shorts and miniskirts worn without leggings are not permitted.
- Undergarments must be covered.

Schools may call home or find a suitable clothing alternative for students who are not dressed appropriately for school.

Graphics

- Students may not wear clothing, jewelry or other apparel that advocates violence, alcohol, tobacco or drug use or that advertises obscenities or that reflects adversely on others due to race, religion, nationality, beliefs or gender.
- Clothing depicting drugs or alcohol or tobacco products is prohibited.
- Clothing which depicts inappropriate language or scenes may be prohibited at the discretion of the principal.

Hats, Gloves and Sunglasses

- Hats or caps may not be worn inside the school building except on designated theme days. This includes hoods on jackets or sweatshirts.
- Students may not wear gloves or sunglasses during the school day.

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EARLY RELEASE DAYS FOR ELEMENTARY PLANNING

On the last school day of each month, students are dismissed at 1:15 p.m. to provide planning time for teachers. Please mark your calendars with these dates:

2019-2020 Elementary Early Dismissal Dates

Aug. 30 Sept. 27 Oct. 31 Nov. 26 Dec. 20

Jan. 31 Feb. 28 March 31 April 30

Last day of school

Families should have a plan so students know where to go on early release days. Please discuss your plan prior to student coming to school on these days. This will help eliminate anxiety for your child.

EEO/CIVIL RIGHTS STATEMENT

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations 750 Imperial Street SE, Christiansburg, VA 24073 (540) 382-5100.

EMERGENCY DRILLS AND EVACUATIONS

Emergency fire drills will be conducted once a week for the first month of school and at least once each month for the remainder of the school year. Two lock-down drills will be conducted during the first month of school, and two additional drills will be conducted during the remainder of the school year. One of the drills will occur in January. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Students should walk rapidly in

single file without running or talking, and remain with their class as they leave the building and report to the designated safe area where the teacher will take roll. Students will remain a minimum of 100 feet from the building until told to return to the building.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA

The Family Education Rights and Privacy Act (FERPA) requires that Montgomery County Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. A student's address, phone number, or email address cannot be released in response to a request or under FOIA unless the parent has consented in writing to the disclosure. Appropriately designated directory information will be disclosed if you have given MCPS permission to do so in writing.

MCPS has designated the following categories as directory information: student's name, address, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. Using the Directory Consent form and PowerSchool, the objection must state what information the parent or eligible student does not want released. If a consent form is not received, your child's information will not be shared in any of the publications listed above.

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FIELD TRIPS

Field trips related to some phase of the class' instructional program are taken during the school year. Students are responsible for returning a signed permission slip and any field trip fees to the teacher by the deadline specified on the permission slip.

The teachers and principal will determine how many chaperones will be needed to adequately supervise students and parents may be asked to help supervise if needed. Parents may not bring siblings or other children when chaperoning a field trip.

504 INFORMATION

Information regarding 504 Plans can be found at the MCPS website by going to www.mcps.org. Click on "Departments", then click on "Student Services". The 504 Coordinator for MCPS is Judy Diggs, 750 Imperial Street SE, Christiansburg, VA 24073; (540) 382-5100 x1029.

GUIDANCE

Our schools have guidance counselors available for whole class, small group and individual guidance sessions. A brochure providing additional information is available for families.

Our schools also house counselors from New River Valley Community Services. Parental permission is obtained for services through this community agency.

HOMEWORK

Homework is designed to allow students to practice what has been learned in school in order to strengthen their skills and understanding. Homework should not require excessive amounts of time to complete. A very limited amount of daily homework may be assigned to kindergarten through grade 2 students. However, long-term learning activities such as learning basic sight words, daily reading and addition/subtraction facts may be assigned. Homework may be required of students in grades 3-5 when appropriate. A homework standard for grades 3-5 is ten minutes of homework per grade level. For example, a student in third grade may expect to spend up to 30 minutes on homework each night. Homework is not graded. We will provide homework for students who are absent on the first day they return from the absence. The due date for make-up homework is based on the number of days the student has been absent.

INSURANCE

Accident and dental insurance is available through the school. Information will be distributed when school opens.

INVOLVEMENT OF NON-CUSTODIAL PARENTS

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, "unless otherwise ordered by the court for good cause shown." It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student's home will be made available to non-custodial parents upon their request. If a person not known to school officials' attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

MOMENT OF SILENCE

The Montgomery County School Board has established the daily observance of one (1) minute of silence in each classroom of the school division (Division Policy 6-1.5). During this minute of silence, students must remain seated and silent and make no distracting display.

We want to you to have many ways to stay informed of what is happening in our schools.

PARENT INVOLVEMENT

School-Parent Compact

Our school communities include teachers, principal, parents, students, and community partners, who share in the responsibility of educating and supporting each student to succeed in school and become a productive, responsible citizen. Our schools focus on practicing safely, acting responsively, working together, and showing respect each day at school.

Family/Parent Responsibilities: I will support my child's learning and...

- Send my child to school regularly, well-rested, and prepared to learn.
- Read with my child at least 15 minutes and talk together about books read.
- Establish a homework routine and make sure that homework is completed.
- Monitor and limit the use of any screen time (TV, internet, and computer games).
- Encourage my child to be an active learner, good listener, and to do his/her best.

Student Responsibilities: I will do my best and...

- Read 15 minutes every day outside of the school day and talk about what read.
- Do my homework every day and ask for help if needed.
- Be an active learner and follow school/class/rules.
- Be respectful of classmates and teachers.
- Be responsible with school and personal materials.

School Responsibilities: Our school will support each students' learning and...

- Provide information to families about curriculum, academic assessments and expectations, and the Title I

program at the start of each school year.

- Communicate student progress on a regular basis.
- Support each student's learning by providing additional instruction/materials as needed.
- Provide information and/or workshops to parents as requested.
- Schedule parent-teacher conferences every fall and spring.
- Provide families opportunities to participate in his/her child's education and events.
- Communicate important information in a format and language parents can understand.
- Conduct parent surveys to identify goals and make improvements to Title I program.
- Provide a fall and opportunity to participate in District Parent Advisory Council (DPAC) meetings to plan, review,

and improve parent engagement. **MCPS EMAIL NOTIFICATION**

SCHOOL WEBSITES, CALANDARS AND TWITTER FEEDS To receive timely and important

You are also invited to use our On-Line School Calendars which announcements from Montgomery County

you can access from our schools' home pages. Dates for all Public Schools including school closing special events appear on this calendar as soon as they have information and breaking news, please been approved. Periodically glancing at this calendar will keep subscribe to MCPS email notification you informed of events for your child. system. To subscribe to this service, send an email message to:

BES: www.bes.mcps.org @BelviewBees <http://forms.mcps.org/delayclosing.asp>

CES: www.ces.mcps.org @CburgESCoyotes

CPS: www.cps.mcps.org @CburgPSPups

FBE: www.fbes.mcps.org @FBEPfrogs

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PARENT'S RIGHT TO REQUEST INFORMATION ON TEACHER QUALIFICATIONS

As Required Under the Elementary and Secondary Education Act of 1965, as amended

On December 10, 2015, the *Every Student Succeeds Act* (ESSA) was signed into law. Section 1111(h)(6)(A) states that as a parent of a student in a Title I school, receiving Title I funds, has the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any information, please contact the school principal.

PTA and PTO GENERAL MEETINGS AND PROGRAMS

BES, CPS, CES and FBE all have active Parent Teacher Associations which benefit our schools in many ways. Please join your school's PTA to support your child and your school! Check your school's monthly calendars for events, meetings and programs.

Belview Elementary PTA Meeting Dates

August 27 Parent Information Meeting on House Systems 6 p.m. **November 1** Fall Dance 6 p.m. **November 14** Book Fair and Music Program **December 10** Cookies, Milk and a Book with Santa--Music Program **March 31** Music Performance **April 30** Fine Arts Night/Book Fair

Christiansburg Elementary PTA Program Dates

Christiansburg Primary PTA Meeting Dates

September 28 5K Run With the Pack and Fall Festival **Week of October 21** Book Fair **November 18** Grade 4 Fine Arts Night **December 6** PTA Winter Dance

Falling Branch Elementary PTO Meeting Dates Events Start at 6:00

August 12 Meet Your Teacher Night – 4:00-6:00 **October 10** FBE STEM Night **November 7** FBE Loves America Night **November 21** FBE Drama Club Presentation **March 12** FBE Fitness and Wellness Night **April TBD** FBE In Words and Pictures **May TBD** FBE's Got Talent!

CPS PTA meetings are held at 6:30 on the third Monday of every month except December. **Week of**

March 23 Book Fair **April 7** Grade 3 Fine Arts Night **May 1** Students vs. Teachers Basketball Game

Watch for information on our upcoming events!

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PARTIES

Teachers are requested to protect instructional time by limiting parties. **Parents wanting to bring treats for special occasions should contact the teacher ahead of time.** There is a wellness policy for Montgomery County Public Schools which guides the types of food items that will be allowed at school. Healthy kids who thrive and learn is our goal!

Invitations – Out of consideration of ALL students in a classroom and at a grade level, students may not distribute party invitations at school or on the bus.

PICTURES

Individual pictures will be taken during the fall and spring. Fifth grade promotion pictures are also taken in the spring. Pictures are taken of every child but they need not be purchased unless desired.

PLEDGE OF ALLEGIANCE

Per School Board Policy 6-1.5, "The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student's parent(s), or legal guardian objects on religious, philosophical or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability."

PROMOTION AND RETENTION OF STUDENTS

The Virginia Board of Education charges school principals with the ultimate responsibility of assigning pupils to classes, programs and activities that are designed to promote maximum learning. In accordance with this provision, the school principal is the final authority in all matters of promotion and retention. In making the determination for placement, such factors as reading and math achievement commensurate with ability and social maturation and other requisites necessary to predict success in placement will be considered.

BES Picture Dates

Individual Pictures Friday,
October 4 *Make-up Date:*
November 8

**Spring Individual, Class Pictures and Grade 5
Promotion Pictures** Friday, March 13

Individual Pictures

Thursday, September 26

Class Pictures and

Retakes Thursday,
November 7

Individual Spring Pictures

Thursday, February 27

CES Picture Dates

**FBE Picture
Dates**

Individual Pictures Thursday,
August 29 *Make-up Date: Thursday,
October 17*

Individual and Class Pictures
Thursday, March 19

Grade 5 Promotion Pictures Thursday, April 16

CPS Picture Dates

Fall Pictures Tuesday,
September 17 *Make-up
Date: October 22*

Individual and Class Pictures
Wednesday, March 11

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**RECES
S**

We believe that outdoor recess is best for students. Parents should send their children to school with the expectation that they will be playing outside during the day. Please remember that temperatures can change drastically from morning to afternoon. Rain, sleet, falling snow or saturated ground conditions may make inside recess necessary. We may also decide that indoor recess is necessary when the wind chill dips below 30 degrees according to weather.com.

Flip-flops and sandals pose an increased accident risk on the playground and are not appropriate for recess. Students who do not wear appropriate shoes for recess will have restricted play areas.

Teachers and administrators will evaluate students' clothing for appropriateness to conditions. If we believe a student's clothing is not suitable for outside play, we will keep them inside for recess.

REPORT CARDS

Students are expected to master certain academic skills at each grade level. Parents will be informed concerning the child's achievement and weaknesses through notes, phone conversations and report card grades and comments. Report

cards are provided for parental review at the end of each nine-week grading period for grades K-5.

**Report Card Dates
2018-2019**

Friday, October 18
Friday, January 10
Thursday, March 19
Last Day of School

Parent should review, discuss it with their child, sign and return the report card envelope to school. Please call your child's teacher when you have questions or concerns and arrange for a conference if necessary.

SEXUAL HARASSMENT

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs.

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located in the AHS library, in county libraries, and at www.mcps.org. Generally, students are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

SPECIALITY

CLASSES Art – Students have one art lesson per week for 50 minutes.

Guidance – Students have one 30 minutes guidance lessons on alternate weeks.

Library – Students have one scheduled class each week. Additionally, the library is open to the students as needed to exchange books and complete classroom projects.

Music – Students have two 30 minute classes per week.

PE - Students have two scheduled physical education classes per week for 30 minutes each. Students may be excused from class for one day by a note from a parent, but any time longer requires an excuse from a physician. **Tennis shoes must be worn during PE classes.**

STEM – Students will have one 30 minute STEM class on alternating weeks.

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in grades 3, 4, and 5. Students in grades 3, 4, and 5 take SOL assessments in English Reading and Mathematics. Students in grade 4 also take the Virginia Studies assessment and students in grade 5 take the Science assessment. The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced. Students who do not pass an SOL assessment may be considered for remediation programs. Failing an SOL assessment may also be used as one of many criteria for retention.

Parent Notification of Assessment Opt Out Policies

Under Section 1112(e)(2) of The Every Student Succeeds Act of 2015 (ESSA)

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. You may contact your principal or Montgomery County Schools or find more information on the Virginia Department of Education's website: <http://www.doe.virginia.gov/testing/index.shtml>

STUDENT ASSISTANCE PROGRAMMING (SAP) PARENT NOTIFICATION

Our school has a Student Assistance Programming (SAP) Team that helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working together with YOU.

You are the expert on the needs of your child and your voice matters. If your child is referred, you will be notified and invited to participate in this on-going process.

The SAP Team will gather, review, and document information important to your child's learning and monitor his/her progress. The following activities may be completed as part of the SAP Team process:

Vision Screening Classroom Observations Academic Assessments

Hearing Screening Develop/Review Intervention Plan Work with School Counselor

Record(s) Review Anecdotal/Written Notes Other necessary information

If you have any questions regarding the Student Assistance Programming Team process, please contact your school's administrator.

STUDENT IDENTIFICATION

Each student must, upon request, properly identify himself/herself to school personnel. Failure to identify oneself to a staff member is a serious offense which may result in disciplinary action.

SUSPECTED CHILD ABUSE

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such

cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see our guidance counselor.

TELEPHONE

The office phone is for school business. Students are permitted to use the phone in case of emergency only and under the supervision of school personnel.

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TEXTBOOKS

Montgomery County Public Schools buys textbooks for pupils to use at school. No rental fee is charged. However, students are responsible for taking good care of all books and school materials. Students must pay for books and school materials that are lost or damaged. Most textbooks cost \$30 to \$40.

TOY S

Personal items from home such as sports balls, bats, gloves, trading cards and electronic games are to remain at home unless a teacher asks to have them in the classroom.

VISITORS

All visitors and volunteers to our schools must have a valid government-issued ID available to scan for entry into our buildings.

All visitors, including parents, to our schools are required to enter the building through the front doors and sign in at the office where you will be given a nametag. Visitors coming to lunch should remain in the lobby for the class' lunchtime and not go to the classroom. Instructional time is protected and conferences with teachers should be **prearranged**. The office staff at your school will call for students from the classroom should an early pickup be necessary.

VOLUNTEERS

Our schools encourage parents to volunteer to support the school and its programs. We need and welcome volunteers in our school. Some ways you can help include volunteering at special events, helping in classrooms, participating in PTA sponsored events, attending school sponsored programs, accompanying children on field trips, assisting in the school office, tutoring children and reading to classes.

WEAPON S

NO KNIVES, GUNS or ANY TYPES OF WEAPONS (including toys and look-alikes) are allowed on school property including buses.