

# **Price's Fork Elementary School**

## **Student-Parent Handbook 2019-2020**



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**Blacksburg, VA 24060**

**(540) 951-5834 Phone**  
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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.**

The building opens its doors each day at 8:45. If you need to drop your child off earlier in the morning, you will need to join Connections, a before and after school enrichment program, that provides services at Price's Fork for an hourly, weekly or monthly fee. The program is operated by the school. Students are released to the classroom and the cafeteria staff begins serving breakfast at 8:45. Most teachers provide welcome work for students prior to the beginning of the school day. At 9:10 announcements are made. Class instruction begins at 9:15. It is helpful for children to arrive by 9:00 to ensure that they have time to visit and get settled prior to the beginning of instruction. If your child is arriving as a drop-off and is planning to eat breakfast at school, please arrive earlier so that they have time to go through the serving line.

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 SCHOOL AFTER 9:15 A.M. MUST BE ACCOMPANIED TO THE MAIN OFFICE BY AN ADULT.**

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

## **ATTENDANCE**

Student attendance is a cooperative effort among schools, parents, and students. To achieve optimum learning, good attendance by students K-12 is crucial. 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 average daily attendance rate is state mandated.

Parents and guardians should make every effort to contact the school when your child is going to be absent. If your child must be absent from school, parents are asked to:

- notify the school between 8:30-9:15 the morning of the absence
- provide a written excuse to the teacher on the day your child returns from an absence
- PFES administration will monitor attendance and will communicate with families regarding attendance concerns

### **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

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 suspension.

## 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.**

## CAFETERIA

	Breakfast	Lunch (Prices subject to change.)
Full Price	\$1.75	\$2.75
Reduced	.40	.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](http://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 8:45-9:15 AM. Breakfast is not served on days when school opens late.

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.

## 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 100.4 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 - 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.**

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, epipens, 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.



# Guidelines for Keeping a Sick Child at Home

## Should I keep my child home or send him or her to school?

Please keep your child home if he or she has had any of the following in the past 24 hours:

- fever of 100.4 degrees or higher
- vomiting
- diarrhea more than one time
- Has symptoms that prevent him or her from participating in school, such as:
  - Excessive tiredness or lack of appetite
  - Productive coughing, sneezing
  - Headache, body aches, earache
  - Sore throat

*A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat include headache and stomach upset. Contact your pediatrician for a test to determine if it is strep throat.*

**Keep your child home until his or her fever has been gone for 24 hours without medication.** Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and expose others unnecessarily.

## Does my child have the flu?

The flu is serious! Call your pediatrician at the first sign of flu symptoms, which typically come on suddenly, including:

- High fever
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough

If you're unsure about the best way to treat your child's cold or flu, ask your school nurse, doctor, or pharmacist.

## How do I make my child feel better?

- Make sure your child gets plenty of rest and put limits on TV watching
- Encourage fluids like water, soup, juice and ice
- Help your child relax by reading him a story and giving him plenty of TLC
- Used as directed, children's cough and cold medicines help relieve cough and cold symptoms while your child is getting better. Read the directions carefully and give the exact recommended dose for the child's age. Do not use over the counter cough and cold medications for children under age four.

## How can I prevent my child from getting a cold?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice
- Teach your child to cover coughs and sneezes with their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep your child's immunizations up-to-date (CDC guidelines recommend a flu vaccine for most children)
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like doorknobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

## 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.

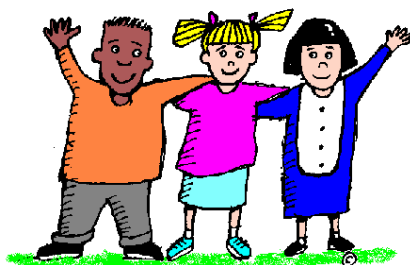
- I will only use the technology and equipment in the manner for educational purposes. I understand that I may be held responsible for any or all damage incurred as a result of my negligent behavior.
- While online, I will not use language, which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
- I will not cyberbully. "Cyberbully" means using the computer to threaten, harass, or intimidate another person. I will tell an adult if I see any cyberbullying, cyberthreats, or inappropriate activity.
- I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
- I will not use the Internet for non-school related activities.
- I will not engage in Internet activities that cause congestion on the MCPS network.
- I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
- I will not change any computer file that does not belong to me.
- I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.
- I will never knowingly give my password to others, nor will I use another person's password.
- I will never use the Internet to send or obtain pornographic or inappropriate material or files.
- Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
- I will never knowingly circumvent, or try to circumvent, security measures on either Montgomery County Public Schools' computer system or on computers at any remote site.
- I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
- I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.
- I understand that the school division is not responsible or liable for any harm, damages or charges that result from my use of the school division's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Technology Use and Internet Safety Policy.
- I will report any violations of this Acceptable Technology Use and Internet Safety Policy to my teacher or principal.



## 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.

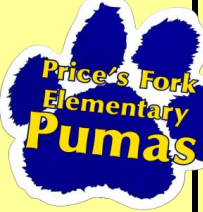



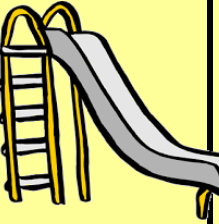

The MCPS Code of Conduct addresses responsibilities for appropriate behaviors in our schools. Students and parents are required to read and discuss the MCPS Code of Conduct. Students have the responsibility to know and conform to the rules and regulations of the school and the Code of Conduct and to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





**PBIS**  
**(Positive Behavior Intervention Systems)**

At Price's Fork Elementary, we have school wide expectations for all PFES students. The expectations are taught by our teachers during the first few weeks of school. Teachers help reinforce the expectations and model what positive behavior looks like in our school. Please review our PFES Expectations Matrix.

	 Cafeteria	 Hallway	 Bus	 Restroom	 Playground	 Classroom
<b>Practice Safety</b>	Stay in your seat until excused	Always walk calmly to the right Face forward, hands to your side	Stay seated at all times Back to back and bottom to bottom	Keep water and soap in the sink	Only go down the slides Swing backwards and forwards only	Demonstrate self control Use self space
<b>Act Responsibly</b>	Listen to choices, get everything you need in the line Clean up after yourself	Face forward Walk directly to your destination	Take care of yourself	Clean up after yourself Flush, wash, trash, and exit	Follow directions Take care of the equipment	Follow directions and class routines Own your choices Make it right
<b>Work Together</b>	Include others at your table	Use a silent hello and let others pass	Treat others the way you want to be treated	Wait your turn	Share the equipment Include all classmates	Participate actively Solve problems peacefully
<b>Show Respect</b>	Use a quiet voice at your table Use good manners (thank you, please, excuse me)	Admire student work only with your eyes Remain quiet through hallways	Listen to the bus driver Use appropriate language and topics	Use a whisper voice Allow privacy	Show good sportsmanship Take turns	Use kind words and actions Listen to classmates and teachers



**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.

**2019-2020 Conference Weeks  
Schools are in session**

October 21-25

*October 25 is a full day set aside for conferences.*

*Students are not in school on this day.*

March 23-27

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 DISMISSAL

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](http://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.

## DIRECTORY INFORMATION

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.

## 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.

## PFES CAR RIDER DISMISSAL PROCEDURE

### 3:35 Car Dismissal

**No student checkout after 3:15 p.m.**

\*Please do **not** enter the school during dismissal times  
(3:30-3:55 PM).

- Please enter the PFES parking lot **no later than 3:50pm.**
- Display the Name Card in your vehicle's passenger side window. (*We will provide a name card for your use.*)
- Please pull up to the directed cone.
- 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.



**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.

**EARLY RELEASE DAYS FOR ELEMENTARY PLANNING**

Periodically students are released at 1:00 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 May22		

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**

Montgomery County Public Schools (MCPS) – Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day MCPS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the MCPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.  
A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## 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](http://www.mcps.org). Click on "Departments", then click on "Student Services". The 504 Coordinator for MCPS is Natalie Mey, 750 Imperial Street SE, Christiansburg, VA 24073; (540) 382-5100 x1021.

## GUIDANCE



Our school has guidance counselors available for whole class, small group, and individual guidance sessions.

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.

## NEWS AND ANNOUNCEMENTS

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

### MCPS EMAIL NOTIFICATION

To receive timely and important announcements from Montgomery County Public Schools including school closing information and breaking news, please subscribe to MCPS email notification system. To subscribe to this service, send an email message to:

<http://forms.mcps.org/delayclosing.asp>

### SCHOOL WEBSITES, CALANDARS AND TWITTER FEEDS

You are also invited to use our On-Line School Calendars which you can access from our schools' home pages. Dates for all special events appear on this calendar as soon as they have been approved. Periodically glancing at this calendar will keep you informed of events for your child.

P f e s . m c p s . o r g

@PFESpumas

## PARENT'S RIGHT TO KNOW

### 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.

### 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>

## 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, students may not distribute party invitations unless all students are in the classroom are invited.



## **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.

### **PFES Picture Dates**

#### **Individual Pictures**

Wednesday, September 18th

#### **Class Pictures and Retakes**

Thursday, October 17th

#### **Individual Spring Pictures**

Wednesday, March 18th

## **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.

## **RECESS**



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](http://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.

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.

## RETURNED CHECKS

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.

## SPECIALITY CLASSES

All students will be assigned to the following specialty classes each week:

**Art** – one time per week for 50 minutes.



**Library** – one scheduled class each week. Additionally, the library



is also open to the students as needed to exchange books and complete classroom projects.

**Music** – 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.**



## SOL INFORMATION AND STUDENT IMPACT

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.



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 ongoing 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.**

### **SUSPECTED CHILD ABUSE**

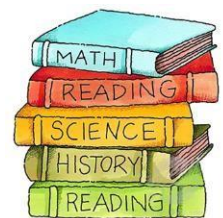
All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. 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.

### **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.



***Updated 7/19***

### **Parent Involvement School-Parent-Student 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.

### **TOYS**

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.

### **WEAPONS**

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

