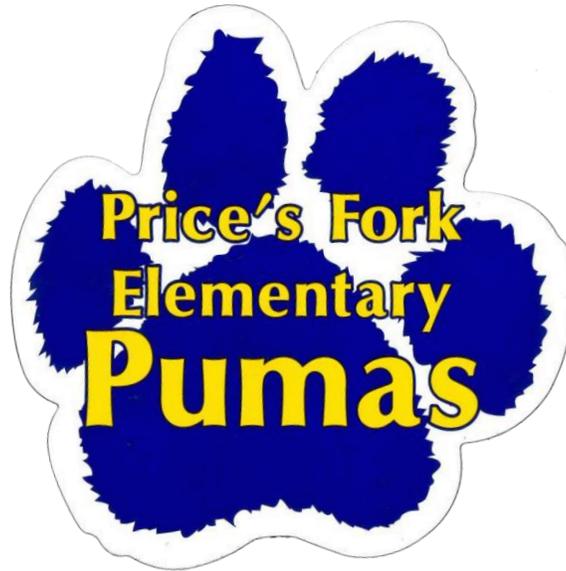


Price's Fork Elementary School

4021 Price's Fork Road Blacksburg, VA 24060

Telephone: 540.951.5834

Fax: 540.951.5840



2016 - 2017

Student/Family Handbook Price's Fork Elementary School

"We Are A Growing Community of Learners!"

**4021 Price's Fork Road
Blacksburg, Virginia 24060**

Telephone: 540-951-5834

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pfes.mcps.org/

Dr. Mark Mear
Superintendent

Domenic M. Saia
Principal

Jennifer Grant
PTA President

Montgomery County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:
Assistant Superintendent for Curriculum and Instruction 750 Imperial Street SE Christiansburg, VA 2407 540-382-5100 X1040

Price's Fork Elementary School

4021 Price's Fork Road Blacksburg, VA 24060

Telephone: 540.951.5834 Fax: 540.951.5840

"We are a growing community of learners."



August 2016

Dear Price's Fork Families:

It is my pleasure to welcome you to the 2016-2017 school year. As we move together into this school year, the faculty and staff at Price's Fork Elementary School join me in saying we're happy to have each of you as part of the Price's Fork learning community. We look forward to the many engaging learning opportunities that your child will experience both inside and outside of the classroom this year. Our faculty and staff is dedicated to providing students a nurturing school environment, building positive relationships, and establishing high expectations for learning.

We strongly encourage the involvement of parents and community members in the education of the children of this community. Parents and community members are so very important to the success of the children of this school. Community involvement in almost any form improves student achievement. I would like to encourage families to become members of the Price's Fork Parent Teacher Association. In fact, parent involvement is one of the best predictors of success in school and throughout life.

We take our responsibility to help your child grow very seriously. We will do everything we can to make this a great year. Please know that I am always available to discuss your child's education. Best wishes to each of you for a wonderful school year. I look forward to working together to continue the vision of "growing a community of learners."

Sincerely,

Domenic M. Saia, Principal

Phone: (540)951-5834

domenicsaia@mcps.org

Price's Fork Elementary School

Our Vision for Our Children

We, the students, teachers, families, and community members, continue to be
"A Growing Community of Learners."

Our Mission for Our Children

Within the walls of Price's Fork Elementary and throughout our school community, we will seek to educate the whole child, giving them wings while appreciating their roots. We will create such strong connections and relationships that children will always belong to our school and will return to reconnect as they grow. We empower each child to become a productive citizen who is able to meet the unlimited potential that we see in them.

We Believe, Teach, And Nurture the 7 Cs.

- **Connections** With our children, we will build connections between curriculum and real life, using problem solving, hands-on learning, and flexible and logical thinking to relate our instruction to the bigger world. Children will be nurtured to gain strong literacy skills in reading, writing, and numeracy.
- **Character** In our children, we develop successful, caring, compassionate hearts. These hearts take responsibility for themselves, others, and the world around them through self-discipline, and self-motivation, and cooperating, and collaborating with others. These hearts will help children appreciate and accept differences in others while celebrating likenesses.
- **Community** For our children, we will seek to create a meaningful, home-like, consistent environment that fosters safety and security while promoting healthy and meaningful learning. In our school, students, families, and teachers will be able to take risks, ask questions, and grow as life-long, active, healthy learners.
- **Cooperation** For our children, we will model positive relationships so that when children watch the teachers in their lives, they learn how to treat others respectfully and with kindness.
- **Critical-Thinking** For our children, we will start our instruction, learning, and teaching where students are and will build upon their strengths so that children will continue to love learning that will spark a lifetime of curiosity and that will develop truly independent critical thinkers.
- **Conservation** In our children, we will teach a caring attitude and approach that will encourage children to be good stewards of the world.
- **Creativity** In our children, teachers will foster the creativity and creative nature of each child so that aesthetic connections can be made, appreciated, and fostered.

At Price's Fork Elementary School, our school and our community continue to be

"A Growing Community of Learners."

Price's Fork Elementary School Student Handbook

Arrival/Dismissal Procedures and School Hours

School Hours

School hours are from 9:15 a.m. to 3:45 p.m. each day.

Early Release Days The Montgomery County School System publishes a school calendar each year. We send each parent a copy during the first week of school. Please note on this calendar that the system marks certain days for early dismissal. Generally, early dismissal means the release of the children at 1:15 p.m. Many of the early dismissal days affect ONLY elementary schools.

Arrival

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 by the fifth graders. 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.

Checking Students In School

If a child comes to school late, after 9:15 a.m., they come directly to the office so we can remove him or her from the absentee listing. Please send a signed note of explanation or bring your child to check in at the office.

Checking Students Out of School

- If you need to check your child out before the school day is complete, you may wish to send a note with the child that morning.
- **We release children only to the custody of their parents or guardian or anyone the parent has designated as an emergency pick-up person through the office.** Please also understand that we must have a note or telephone call from a parent or guardian before we will ever release a child to anyone we do not recognize. Adults who check children out of school will be required to show a picture identification unless they are recognized by school staff to ensure the safety of our students. A copy of the note will be kept on file in the office.
- **Please call the office before 2:00 p.m. to allow us ample time to deliver the note to the classroom.** We release children only to the custody of their parents or guardian or anyone the parent has designated as an emergency pick-up person through the office. Adults who check children out of school will be required to show a picture identification.

Dismissal

Car riders are released from class at 3:35. If you plan to pick your child up in the afternoon, please use the front car-rider entrance. Remaining in your car assists our efforts. Adults on duty will bring your child to the car. This procedure creates less confusion and provides a more orderly, safe afternoon dismissal. Your patience, support, and understanding are appreciated. The few extra moments that are required in the traffic line may save us the tragedy of an accident. We understand that the pick-up line is long in the afternoon since roughly one fourth of our student population is a car rider. Please know that we will get your child to you as soon as is safely possible. Patience does help!

Bus riders are released to their buses by 3:45 following a schedule that allows younger students to board the buses first.

Tardiness

Like you, we believe that the time a student spends in instruction is important. Please see that your son or daughter arrives at school on time each day. Students are tardy if they arrive after 9:15 a.m. When students are late, they come directly to the office. Please send a signed note of explanation or bring your child to check in at the office. At the end of the academic year, we determine the names of any students who are absent or tardy more than 15 days. We then send those names to the Montgomery County Pupil Personnel Office. The school administration may also talk with you personally and send you a letter notifying you of excessive absences or tardies.

Attendance

Regular school attendance is important. Good attendance encourages the orderly and progressive learning development in a child. If your child is well, he/she should be in school. When a child is absent, our School Messenger computer generated calling system will contact you if the school does not already know the reason for the absence. Parents can help by telephoning the administrative assistant, preferably by 8:50 a.m. each morning their child will be absent from school. If you know that your son or daughter will be out for several days, you may make a single call that will cover a number of days. Should your child become ill with a contagious disease, please notify the office at once. If a family trip is planned, please notify the office and the teacher of the number of days that the child will be absent.

Birthday Parties/Invitations

Parents are welcome to bring in a snack that can be shared with all children to celebrate birthdays (please check with teacher first). However, birthday parties should not be held during the school day. Also, birthday party invitations may not be passed out at school, unless EVERY child in the classroom receives one. If you choose to only invite particular students, these invitations must be distributed outside of school. This policy is to protect children from hurt feelings due to exclusion.

Bus Transportation

Ensuring that students arrive at and leave school safely is the joint responsibility of parents, school staff, and School Board Office. Rules and procedures for safe bus riding are reviewed at the beginning of each year. Please review bus safety with your child, including safety at the bus stop.

Price's Fork Elementary School is served by seven buses. If you do not know the number of the bus that picks up students in your home, you may call the school office for information.

BUS EXPECTATIONS

Students who ride the bus are expected to follow school rules at the bus stop, as well as on the bus. Parents are encouraged to make sure that there is at least one adult supervising the students at the bus stop every day and that children understand the following rules:

- Stand out of the roadway while waiting for the bus.
- Enter the bus in single file.
- Cross in front of the school bus caution bar.
- Sit while the bus is in motion.
- Keep hands, heads and other body parts within the bus at all times.
- Use "indoor" voices.
- Never take glass containers on the bus.
- Do not eat or chew gum on the bus.
- Keep the aisle clear.
- Never throw anything out of the bus windows.
- Obey the bus driver at all times.

Students will not be permitted to get off at a different bus stop or to ride a different bus unless approval is obtained by presenting a note written by the parent/guardian.

Children who receive a Bus Misconduct Report face the possibility of not being allowed to ride the bus temporarily. If bus safety continues to be a concern, bus privileges will be revoked.

Please discuss bus safety and its importance with your children. Students may be given an assigned seat without reason by the bus driver. Some drivers choose to assign seats and others assign seats when behavior or safety becomes an issue.

Cafeteria Program

Breakfast and Lunch

We encourage our students to eat meals prepared in our cafeteria. Our kitchen staff serves nutritious, well-balanced breakfasts and lunches. Of course, if your child prefers to bring a bag lunch from home, he or she should feel free to do so. Please try to pack nutritious items. A good lunch provides protein, fresh fruit or vegetables, bread, and a beverage (preferably milk)

for school-age children. You may substitute a fruit beverage for milk if the child is not a milk drinker. A doctor's note stating the allergy to milk needs to be on file. **Students should not bring soft drinks or glass containers to school.** Bringing lunches to your child prepared by outside vendors is discouraged because we participate in the federal school breakfast and lunch program. The program requires that we not compete with this food service.

Bringing lunch from outside sources is considered competition with the breakfast and lunch program that is offered by the school. The office will provide a monthly menu of food items available from the cafeteria. We serve both breakfast and lunch each day that school is in session.

In addition, items for purchase may be limited for students who have dietary restrictions, allergies, or limitations that are identified by the parent/guardian. If you would like to limit the choices of items that your student can select, please send a note with your name, your student's name, and teacher's name to the cafeteria listing these restrictions (for example: no chocolate milk, no peanut butter, no cookies, no juices, etc.).

Advanced Payment

A point-of-sale system allows parents to pay in advance for meals and/or a la carte foods if they choose to do so. Students are still able to pay cash on a daily basis as they have in the past. If your child brings a check for either breakfast or lunch, please write your check to Price's Fork Elementary School. The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). It allows your son or daughter to enter their 2-5 digit personal identification number (PIN) to access their account. The PIN number will stay the same throughout the remaining years your child is enrolled at *Price's Fork Elementary School* and any other school in the Montgomery County Public Schools division. **Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method (regular priced, free or reduced lunches), thus ensuring your child's privacy.**

OPTION #1: Breakfast Only: Students may purchase *breakfast only* with the funds. This is identified in the computer system itself. Please send a note with cash or write on the check in the "Memo:" area "Breakfast only".

OPTION #2: Lunch Only: Students may purchase *only lunch* with these monies. Please send a note with cash or write on the check in the "Memo:" area "Lunch only".

OPTION #3: Breakfast and Lunch: Students may purchase *both breakfast and lunch* with funds in their account. Please send a note with cash or write on the check in the "Memo:" area "Breakfast and lunch".

OPTION #4: Other Items: Students may purchase bottled juice or water Monday-Thursday and/or extra servings of lunch food items every day. Please send us a note or write in the "Memo:" area of your check to let us know how much is to be spent for any of these items with this money.

If a student does not have a note or a check with information written on it, the money in your child's account can be used to purchase any food or drink items in the cafeteria.

Assistance

Families who need assistance with the cost of breakfast and lunch may apply for free or reduced-price meals through the school office. The administration will send information about such programs at the beginning of the year. Completing these forms is important. **The number of families that we have who qualify for free and reduced lunch could also qualify our school for additional services in the area of reading instruction.**

It is important that all families who can qualify for this service complete the paperwork. This may help our school provide more reading teachers to our children. If you need assistance with the forms, please contact the school. We allow students to charge their lunches only if they lose their lunch money or forget to bring it to school. Please send money the following day to pay off the loan. Unfortunately, School Board policy does not allow us to lend money for breakfast.

Eating Lunch With Your Child

We welcome parents who wish to eat lunch with their children. Please call the school administrative assistant before 9:15 a.m. so that a meal can be prepared for you.

Citizenship, Conduct, and Its Importance to Learning

Positive Behavior Interventions and Supports (PBIS)

PFES uses the PBIS framework, which is a research-based approach for effective discipline in all school settings, including within the classroom, on the playground, and on the bus. School staff clearly define and teach expectations for acceptable behavior by supporting positive and addressing negative behavior.

Accepting Responsibility For Behavior

Discipline is an integral part of a child's education and is associated with living, working, and learning with others. It fosters both respect and independence. At Price's Fork, we feel that children should understand that one must accept responsibility for behavior. Our staff is responsible for maintaining a classroom environment that gives all students the opportunity to learn. We try to be firm, fair, and consistent in handling discipline problems. If your child behaves inappropriately and we cannot correct the problem, we will contact you to ask for reinforcement from the home. We may schedule parent/teacher/principal conferences for children whose behaviors do not improve after we take these steps.

Please discuss the following responsibilities with your child:

1. Every student in your class has a right to the best education possible. Don't keep others from learning. If you bother other students, you have taken something from them that is important.
2. Come to school. In Virginia, we have a law that says children must go to school unless there is a very good reason. We have that law to make sure that all children have a chance to get an education. If you miss school, you will not be learning the things you need to know.

3. Be on time. When you are late for school in the morning, you may miss something that is very important. In addition, your teacher has to stop what he or she is doing to pay attention to you.
4. Always finish your school work. Learning to read or do mathematics is like learning to ride a bicycle. If you don't practice you will never be very good at it. Some things need to be done again and again before we learn how to do them. Most of the work teachers give you can be done in class. Sometimes, of course, you will have homework. We expect you to finish all of this work on time.
5. Take care of school property. Parents have helped to pay for everything in our school. If you ruin materials or equipment, students must do without them. Parents must then spend more money to replace them. Our school belongs to everyone and we must all help to take care of it.
6. Help make your school the best it can be. At Price's Fork Elementary School, good things can happen. You can make new friends and learn about people, places, and things that will help you the rest of your life. We want you and every student at our school to do well. You can help by trying hard yourself and by encouraging the students around you. Make school fun for everyone.
7. Be sure to take home the notes and other papers we give you. Your school works as a partner with your parents. We all want you to be the best you can be. For a partnership to work, however, everyone must know what is happening (whether good or not so good). Be honest. Take all letters, report cards and all other information from the school home to your parents.
8. Please leave your toys at home. We all go to school to learn. We want you to focus your attention on what is happening in your class. If you bring toys, they might be distracting and create problems for students who sometime play during work time. Of course, if your teacher asks you to bring toys – such as for "Show and Tell" events—you may do so.
9. Your good behavior in school is important. If you arrive at school before 8:45 a.m., always enter the building quietly and orderly. If you are eating breakfast, you may go directly to the breakfast tables near the serving line. For the remainder of the day, be on your best behavior. Don't keep other students from learning.

Clinic

If Your Child Becomes Sick At School

In spite of your best efforts to carefully monitor your child, he/she may show symptoms of illness after arriving at school. If this happens, we call you to pick your child up early to assure he/she receives appropriate care and attention. **The accurate listing of emergency numbers where parents may be reached is essential.** If changes occur in your emergency contact telephone numbers during the year, please send a note with the necessary changes to your child's teacher or call the school administrative assistant. Students are then responsible for making up work missed during their absences. They should complete this work as quickly as possible after returning to school.

Guidelines for Returning to School After A Child Is Sick

- If a child is on antibiotics for a contagious disease such as strep throat or pink eye, the recommended guideline is that the child be on the antibiotics for 24 hours before returning to school.
- If a child had a fever, the recommended guideline is that a child be fever-free for 24 hours before returning to school.
- Keeping children home when they have bacterial or viral infections helps control the spread of illness.

Health Information and Immunizations

In order to ensure the continued health and safety of all students, the school nurse will complete a check for head lice on the first day of school following any extended vacation lasting two weeks or more. **Virginia State law requires** that your child is completely immunized and receives a comprehensive physical examination before entering public kindergarten. The parent or guardian must have a medical provider complete the Physical Examination Report and Certification of Immunization within one year before enrollment in kindergarten or elementary school.

Medication

Montgomery County Public Schools personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner's written order and written permission from the student's parent or guardian. Such medicine must be in the original container, and parents are requested to deliver the medication to the principal, school nurse, or principal's designee. If you have any questions about this policy, please contact the school nurse.

Communication with Parents

Our staff works with about 430 students each day. These employees are dedicated professionals who want nothing but the best for your child. Occasionally, however, you may not be pleased with what we are doing. If so, please remember we can best resolve conflicts in face-to-face meetings. If your problem is with a specific teacher, please try to contact that teacher directly. Our school administrative assistant will help you in setting up a meeting, and the teacher will call you back when possible. Each classroom has access to a telephone that allows messages for the teacher to be left if the teacher cannot take a phone call. Teachers will return phone calls in a prompt manner. If you and the teacher cannot agree, you may notify the principal. For a bus problem, please try to speak to the bus driver first. If the problem persists, feel free to call the principal. **We are here to talk with you when you need us.** It is our desire that we work together to reach a solution that will help your child. Together, through open and honest communication, we can work as partners to make your child's year a success.

Dress Code

Students in all grades are encouraged to dress appropriately and in a manner which reflects good taste. Clothing should not detract from the instructional program.

The expectations for appropriate dress for students in grades three through five are more specific. While we respect the individuality of each student, there are certain clothing items that are considered distracting or inappropriate attire for school. Specific clothing items prohibited at PFES include (but are not limited to) the following:

- Hats, headbands, bandanas, or other head coverings inside any of the buildings without the permission of the teacher. Students may wear hats only at the discretion of the classroom teacher. Hats should not be worn in the hallways, cafeteria, assemblies, and other areas of the building that serve as common use areas.
- Sunglasses.
- Any attire that inappropriately exposes undergarments, excessive skin, or areas of the anatomy (i.e. torn clothing, “sagging” pants, tank tops, spaghetti straps, sun dresses, midriff tops, halters, short skirts/shorts, etc.).
- Excessively tight-fitting clothing.
- T-shirts, or other clothing, that display messages or symbols that are considered to be inappropriate, offensive, distracting, or in any way disruptive of the educational process.
- Pajamas, lounge wear, and house slippers (except on Pajama Day).
- Tennis shoes with embedded wheels.

Additionally, shoes must be worn at all times in and around the building. Skirts and shorts should be at all times at least mid-thigh in length.

Having been in a classroom without being addressed for inappropriate attire does not preclude a student from being referred later in the day. A busy teacher may not notice something until later in the day. **Students who dress inappropriately will be given the opportunity to change or cover their clothing.** Refusal to cooperate and/or repeated offenses may result in being sent home and/or disciplinary action. Any confiscated clothing items (i.e. hats, sunglasses, bandanas) may be held by the school and will be returned only to the parent. These requirements are reflective of rules which are enforced at Blacksburg Middle School and Blacksburg High School.

Electronic Devices

CELL PHONES

Students are not freely permitted to use or display such devices during regular school hours. 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. However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events. Students may utilize such devices during the school day only for academic purposes and under the direction and supervision of the classroom teacher. The school will not be responsible for electronic items that are lost or stolen.

Children are allowed to bring electronic devices to school if prior arrangements have been made with school staff. These items should not interfere with the instructional program. If they are brought, it should be to enhance the learning opportunities of the student.

Emergency Procedures

Emergency Changes in Schedule

During inclement weather, administrators in Central Office may decide that buses will pick up students early. On those days, please listen to any of the local radio and television stations. All will broadcast information about closing times. The system needs to notify bus drivers well in advance of closing times. You will note, therefore, that most announcements of unexpected school closings occur at least an hour before the actual dismissal time. At times, of course, the weather changes so drastically and so suddenly that we decide that bus transportation home is unsafe. If that situation occurs, the school will provide shelter, food, and supervised activities for students who cannot be transported home until the following day.

Twenty-four hours a day, you may call one of two telephone numbers to obtain formation about school closings: 382-5102 or 382-5103. ***Please, please do not call the school. Our telephone lines need to be free for calls from the School Board Office.***

If you have access to a computer, you will find information posted on the Montgomery County Public Schools website at www.mcps.org.

A delayed schedule means that school will open later than normal and will close at the regular time. **Breakfast will not be served on late opening days.**

Emergency Drills

Eventually, emergencies occur at every school. They could be as simple as an electricity, water, or heat change. But these emergencies can also involve a fire, an explosion, a chemical leakage, or even a hostile intruder. Our first thoughts will be directed toward the safety of our students. We have developed a plan for evacuating the building. Whenever a true emergency arises at our school, we notify the school system's central administrative office immediately. They will notify radio and television stations. If necessary, we will clear the school building and take all of our students to a safer location. In some cases, we shelter in place in the classroom. We will notify the school system's transportation department if necessary, to request early bus service for our students. We will allow parents to pick up students at the alternative site when it is safe to do so. Parents may feel an urgent need to telephone the school to check on the safety of their children; however, we remind you that in an emergency, we will need our telephone lines left open as much as possible.

If we ever experience a community-wide emergency (such as an unexpected heavy snow or ice storm) while students are in school, we may use the school itself as a shelter for families who are forced to leave their homes. In this case, the school system will provide both food and sleeping accommodations for those families.

The school holds emergency exit drills weekly during the first month of school and once a month after that time. Teachers discuss drill procedures with all students.

Equal Rights

Notice of Compliance with Equal Rights Regulations in Educational Programs and Activities

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, the Montgomery County Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates.

It is the intent of Montgomery County Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

Superintendent

Montgomery County Public Schools

750 Imperial St. SE

Christiansburg, VA 24073

(540) 382-5100

All students attending Montgomery County Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, disability, or sex.

Field Trips

Field trips related to the instructional program are taken throughout the school year. Written permission from parents is required before the child may go on field trips. All school rules apply during a field trip.

Gardening

Price's Fork is creating a "growing" community of learners. Our Gardening Project is also growing. Parents and other community members are invited to come and assist with the effort. During the summer months, volunteers work in the evening to maintain the gardens. Please call the school if you or your family would enjoy this opportunity to help keep our school grounds attractive and a source of community pride.

Gifted Education

When seeking to identify gifted students, the school system is searching for children who by virtue of outstanding academic abilities are capable of high performance. Students who are identified require curriculum adaptations and/or additional services beyond those usually provided by the regular school program. For identified students, a differentiated program will be provided throughout the child's school career. Price's Fork is committed to providing differentiated individualized services for those identified students in order to better meet their academic, social, and emotional needs. Students may be recommended by parents, teachers, or administrators for inclusion in the gifted education program. Assessment is completed by the gifted teacher and School Board Office personnel before the child becomes part of the program. If you have specific questions about the identification and screening process, please consult your child's teacher, the school's guidance counselor or the principal.

Grievance Procedures and Contacts

All students attending Montgomery County Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, disability, or sex. Grievance procedures and contacts have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Title IX (gender equity)

Dr. Patricia Gaudreau
Supervisor of Science, Health, and Physical Education
Montgomery County Public Schools
750 Imperial St. SE
Christiansburg, VA 24073
(540) 382-5100 X1053

Section 504 (disability)

Mary Jane King
Coordinator for Section 504 and Board Discipline
Montgomery County Public Schools
750 Imperial St. SE
Christiansburg, VA 24073
(540) 382-5100 X1021

Equal Opportunity Employment and/or sexual harassment

Assistant Superintendent of Curriculum and Instruction
Montgomery County Public Schools
750 Imperial St. SE
Christiansburg, VA 24073
(540) 382-5100

Guidance

Heather Reynolds is our guidance counselor this year. She will work with our children on a daily basis to help each student reach his or her potential. She provides classroom guidance, counsels with students as individuals and in small groups, advises parents, works with community agencies, and coordinates our crisis intervention program. You may have concerns about your child's personal life that you would like to discuss with Mrs. Reynolds. If you would like to ask for counseling services, please call the school office at 951-5837.

Homework

Homework has an important role in the school life of the student. We ask our staff to assign homework that is relevant, meaningful, and designed to reinforce concepts and skills previously taught. This work should not require special teaching skills by the parent. A guide for the amount of time that should be required is about ten minutes multiplied by the grade level. For example, a fourth grader should have about forty minutes of homework each night. This does not include the twenty minutes of nightly reading that is a standard expectation. As a parent, you can help by checking with your child daily about required homework. Homework is assigned to provide students an opportunity to learn good work habits, to provide an opportunity for growth in responsibility, to provide extra practice in learned skills, and to provide further learning in areas covered in class. We believe learning is important and should continue after school hours. Daily homework should not be viewed as a punishment, but rather as a way to encourage and extend learning. If your child is absent, it is his/her responsibility to get the make-up work from the teacher. If it is taking longer than the recommended time to complete the homework each night, please be in touch with your child's teacher.

Library Media Center

The media center is well known for its importance to the students of Price's Fork. All students have access to the library media center each week. It is a warm and vibrant place to visit and to learn. Encourage your child to bring home his/her borrowed books and to read often. Please see that your child takes good care of the books and that they are returned promptly. Parents are invited to also utilize the library resources. The library and the Price's Fork PTA sponsor book fairs during the school year. These offer an opportunity to purchase books and to support the library program. Proceeds from the book fair are used to buy books and materials for the library.

Minute of Silence

During the 2001-2002 school year, the Montgomery County School Board adopted a policy which established the daily observance of one minute of silence in each classroom. At Price's Fork, this minute of silence is usually a part of our morning announcements.

Parent Involvement

Parent Involvement Equals Successful Students

Research shows that children whose families take an active interest in their education perform better in school. There are many ways families may be involved here at Price's Fork. Volunteering in the classroom or office, becoming a PTA member, participating in parent conferences, participating in the Breakfast Book Swap, attending the Fine Arts Night, coming to and helping with Book Fairs, eating lunch during National School Lunch Week, and bringing your family to the Back to School Celebration are but a few examples of ways that parents and family members can be involved in the education of children. Our motto is "When parents are involved in their children's education, children go to better schools and children do better in school." We invite you to help us live up to our motto. If you work with a child on a regular basis, you may be asked to complete the Criminal Background Check which is handled through our School Board Office. There is \$7 fee. This step is being put into place to protect the student and the volunteer.

Parent Teacher Association

The involvement of parents within the school is vitally important. It not only gives a parent an opportunity to see the school in operation, but greatly assists and enhances the educational program. The Price's Fork PTA is an active group that seeks the best possible education for all children. Recent PTA projects include the purchase of science materials and equipment, stipends for teachers to purchase books for the classroom, hosting a science fair, the purchase of playground equipment, and support of the art, music, drama, and cultural programs for the children at Price's Fork. PTA membership is \$10.00 per family per year. Checks should be made payable to Price's Fork PTA.

Title I

Title I School: Parent's Right to Know

The federal government's No Child Left Behind Act (NCLB) requires that all public schools closely monitor the credentials of their teaching staff. The goal of this provision is to help ensure that teachers have the necessary training to meet the needs of children at specific developmental levels across specific subject areas. At this time, all teachers at PFES meet the NCLB standard of "highly qualified." Should these circumstances change at your child's school, for any long-term situation, parents would be notified in writing.

Montgomery County District-Wide Title I Parent Involvement Procedure available at http://www.mcps.org/departments/curriculum_pages/reading_title_i/parent_resources/ or upon request.

Title I School: PFES Parent Involvement Policy/School-Parent Compact

Our PFES community includes teachers, principal, parents, students, and community partners, who share in the responsibility of educating and supporting each student at PFES to succeed in school and become a productive, responsible citizen.

PFES is “a growing community of learners” who focus on connections, character, community, cooperation, critical-thinking, conservation, and creativity. *Together, we can build a strong school and strengthen our community.*

Family/Parent Responsibilities and Goals:

I will support my child’s learning and

- Send my child to school regularly, well-rested, and prepared to learn.
- Read with my child *daily* 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 TV, Internet, and computer games.
- Encourage my child to be an active learner, good listener, and to do his/her best.

Student Responsibilities and Goals:

I will do my best and

- Read 15 minutes every day outside of the school day and talk about what I read.
- Do my homework every day and ask for help if needed.
- Be an active learner by asking questions, participating & turning in homework on time.
- Be a good listener and follow school/class rules.
- Be respectful of classmates and teachers.
- Be responsible with school and personal materials.

School Responsibilities and Goals:

Price’s Fork Elementary School will support each student’s learning and

- Provide information on curriculum, academic assessments and expectations, and the Title I program in the fall.
- Communicate regularly on student progress.
- Support each student’s learning by providing additional instruction/materials as needed.
- Provide information and/or workshops to parents as needed or requested, regarding homework and tips on how to help their child be successful in school.
- Schedule parent-teacher conferences every fall/spring and as needed.
- Provide families opportunities to participate in his/her child’s education and events and send 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 spring opportunity to participate in District Parent Advisory Council (DPAC) meetings to plan, review, and improve Title I programs.

Pictures

We take school pictures early in the school year. In late winter or early spring, the photographer takes a group picture of each class. Recently, we have arranged for personality portraits to be taken of your child. All photographs are color pictures that you can purchase. The office will notify you of specific dates and picture prices. The proceeds from picture sales are used to purchase materials and supplies for the classrooms, pay fieldtrip costs, buy professional books for teachers, purchase rewards for students, and provide educational events throughout the year. This fundraising opportunity is the only source of income that goes directly into the school's activity fund. Participation is always optional.

Physical Education

Personal physical fitness should become a lifelong goal. At Price's Fork, each child is expected to dress appropriately and participate in physical education program unless a request to be excused is written by a physician and given to the teacher.

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.

Student Progress

Achievement and Grading Policies

We want our children to do their very best; however, the Price's Fork staff does not overemphasize competition between students. Instead, we encourage them to compete with themselves to improve upon their own achievements and success. At each grade level, of course, students should master certain skills. We will notify you of your child's achievements in several ways. Parent-teacher conferences, for example, provide an excellent way for you to discuss a student's progress. We also send papers home weekly, some requiring parental signatures. Also, watch for your child (except kindergarten students) to bring home a report card at the end of each nine-week grading period. Please remember that we must work together if your child is to get the most benefit from his or her school experience. If you have questions, please contact a teacher or the principal.

Progress Reports

The school issues progress reports to students in grades one through five each nine weeks. The first nine weeks report takes the form of a parent/teacher conference. These reports provide

parents with grades, attendance, and teacher comments. All reports are generated and stored electronically. Please check your school calendar for the date on which students are to bring home their progress reports. As a parent, you should sign the reports, record any comments or requests for conferences, and immediately return them to your child's teacher. Regularly scheduled conference dates are also listed on the school calendar. Parent input into the instructional process is appreciated throughout the school year. Classroom teachers will make a strong effort to keep parents and children informed about academic progress. Parents are encouraged to ask for conferences and information whenever a need arises. Contact the teacher directly through a note or email or call the office at 951-5834 to arrange a conference. Remind your child to take care of this report. Student progress reported on the report card and permanent record shall be based on the following:

Kindergarten

- N – Needs additional experiences/support
- P – Progress made/Developing
 - Successful with independence and consistency
- blank – Not evaluated at this time

Grades 1 – 2

- 3 – Meets/Exceeds the standard
- 2 – Partially meets the standard/expectation in this area
- 1 – Inadequate progress or understanding of the standard

Grades 3 – 5

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- U 59 and below (unsatisfactory)

Parents can also sign up for access to Parent Portal. This allows parents to better monitor their child's grades and progress.

SOL Information and Student Impact

Elementary School

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 take the Virginia Studies History 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 and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention.

*Subject to change by the Virginia State Board of Education

Middle School

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in middle school. In Montgomery County the SOL assessments are given in the spring of each year in grades 6, 7, and 8. Students in grade 6 take English Reading, Mathematics, and US History I. Students in grade 7 take English Reading, Mathematics, and US History II. Students in grade 8 take SOL assessments in English Reading, English Writing, Mathematics, Civics and Economics, and Science. 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 may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention. Students who fail the English Reading and/or Mathematics SOL assessments in grade 8 will have an opportunity to retake the test the following year.

Additionally, students who enroll in a high school credit-bearing course with an accompanying SOL assessment, such as Algebra I and Geometry, must take the SOL assessment upon conclusion of the course. Students who do not pass one of the SOL assessments at the high school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

*Subject to change by the Virginia State Board of Education

High School

Virginia Department of Education regulations require students to take and pass Standards of Learning (SOL) assessments in order to graduate from high school with a Standard Diploma or an Advanced Studies Diploma. When students pass a high school course **and** pass the SOL assessment associated with that course, the student earns a *verified credit*. Verified credits can be earned in the following courses:

English: Reading/Literature/Research
English: Writing
Algebra I
Geometry
Algebra II
US & Virginia History

World History/Geography to 1500 AD
World History/Geography from 1500 AD
Earth Science
Biology
Chemistry

To earn a Standard Diploma, students must earn six verified credits. These verified credits are as follows:

2 in English: Reading Writing	1 in History/Social Science 1 in Science
1 in Mathematics	1 other of the student's choosing

To earn an Advanced Studies Diploma, students must earn nine verified credits. These verified credits are as follows:

2 in English: Reading Writing	2 in History/Social Science 2 in Science
2 in Mathematics	1 other of the student's choosing

Students with an Individualized Educational Plan (IEP) pursuing the Modified Standard Diploma must meet Literacy and Numeracy requirements. To meet the Literacy requirements students must meet the cut score on the grade 8 English Reading SOL assessment. To meet the Numeracy requirements, students must meet the cut score on either the grade 8 Mathematics, Algebra I, Geometry, or Algebra II SOL assessment.

Students who do not pass one of the SOL assessments at the high-school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

Student Records

Individual scholastic records are maintained in the school office. One portion of the file is of a cumulative nature and is kept on each student. Some students have a confidential file which is developed for those students who require differentiated programs and/or special services. Parents and third parties to whom parental permission has been granted may review these records and request reproductions of any of the data therein by contacting the principal or administrative assistant and signing the appropriate request form. Parents are allowed by law to question the contents of the record.

Other individuals and agencies to whom disclosure of scholastic records is allowed without parental permission include: Accrediting organizations; adult clerical personnel; financial aid personnel; governmental and educational auditors, evaluators and researchers; federal, state, and local officials; organizations or agencies conducting studies, school to which child is transferring; professional personnel in school division; and office of the State Superintendent of Public Instruction.

Student Records – FERPA Laws

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are 18 years of age or older (“eligible students”), have the following rights:

The right to inspect and review the student's education records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the relevant school principal or other appropriate school official 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.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, 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.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Several exceptions exist to the rule requiring consent before release of personally identifiable information. One exception permits disclosure to school officials with legitimate educational interests in the information. For the purposes of this exception, 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 unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A second notable exception to the consent rule relates to the disclosure of education records to officials of another school district in which a student seeks or intends to enroll. The Montgomery County Public Schools disclose such records without prior consent. A third exception to the consent rule relates to the disclosure of "directory information." Please see the discussion below regarding Montgomery County Public Schools' policy regarding directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA is Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605.

Directory Information

As is discussed above, FERPA requires the Montgomery County Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with district procedures. The primary

purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g., for wrestling events, and which show weight and height of team members).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts that receive federal money under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with information from three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. The Montgomery County Public Schools receive assistance under ESEA.

The School Board has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational and occupational information.

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. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the 2017-2018 school year.

The Montgomery County School Board has adopted a written policy regarding rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's Office, in the principal's office at each school, and in your local public library.

For additional information regarding the student records policy, contact either the principal of the school your child attends or Barbara Wickham, Director of Elementary Education, at 382-5100 X1041.

Telephones

The office telephone is a busy and vital link to the community. Therefore, we try to use it only for school business. We allow students to make emergency calls only if those calls are cleared by a teacher, the administrative assistant, or the principal. We ask also that you hold parent/teacher conferences either before or after school. During this school year, you may reach us by calling one of the following numbers:

Main Office – 951-5834; Guidance – 951-5837; or Fax – 951-5840.

Toys

Children should not bring toys to school unless approved by the classroom teacher in advance. Due to safety concerns, students may not wear shoes with embedded wheels, or others with concealed roller skates to school.

Valuables

Keeping Track of Student's Clothing and Other Possessions

Please mark your child's clothing, lunch box, bag lunches, and other possessions with his or her name. We maintain a lost-and-found collection that you or students can check at any time.

The school cannot be responsible for articles that are lost or stolen.

Children should not bring excessive amounts of money to school. Money should be kept in clothing pockets. In addition, students should not bring expensive items such as cell phones, radios, cameras, tape players or recorders, etc., unless requested to do so by teachers or if it has been approved for instruction. If it is necessary for a student to bring a cellphone to school, please leave the cell phone with the classroom teacher and pick it up at the end of the day.

Visitors

Only with the entire community can we properly educate our children. We hope that you plan to "visit" often. We especially encourage you to come by for conferences with teachers, for special school programs, for P.T.A. meetings, and for our "back to school" nights. If you would like to arrange to have lunch with your child, please call the school office and we will notify the cafeteria staff.

Because we need to ensure the safety of students and protect your child's instructional time, we ask that you report to the office when you visit the school. All visitors are required to show a picture ID upon entering the school. All visitors sign-in and sign-out using the electronic sign-in system located in the office. Using the computer provided, visitors will enter their name, location, and purpose of their visit, and the system will print a single-use label. Visitors must wear the label so it is easily seen. When leaving the building, visitors must sign-out electronically and remove the label from their clothing.

Volunteers from Our Community

We welcome the many services that volunteers provide each year to Price's Fork Elementary School. If you would like to help, we provide many opportunities for you to donate your time and talents. You may want to tutor students, read to classes, help in the office, or participate in

another of the many opportunities that are available. Simply contact the school office or a P.T.A. officer. You may be asked to complete a Criminal Background Check. There is a \$7 fee for this check. It can be completed at the School Board Office.

All volunteers are required to show a picture ID upon entering the school. All volunteers sign-in and sign-out using the electronic sign-in system located in the office. Using the computer provided, volunteers will enter their name, location, and purpose of their visit, and the system will print a single-use label. Volunteers must wear the label so it is easily seen. When leaving the building, volunteers must sign-out electronically and remove the label from their clothing.

Weapons

Weapons (and lookalikes) such as guns, ALL knives, including pocket knives, or any other objects which can be used to cause harm to others are illegal. Penalties for weapon possession may include suspension or expulsion. Under school policy, students are not to bring or wear chains of any type since these can be used as a weapon. We need to continue to make certain that we have a safe school environment that is free from any weapons.

Yearbooks

Each year, Price's Fork publishes a school yearbook that includes photographs of each student and staff member in the school. Yearbooks may be purchased by interested families. An order form will be sent home with your child. The yearbooks usually arrive near the end of the school year.