

EASTERN MONTGOMERY ELEMENTARY SCHOOL

EMES

WHERE **E**VERYONE **M**atters,

EVERYONE **S**UCCEEDS

STUDENT HANDBOOK 2015-2016

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 Elementary Education and Director of Secondary Education
750 Imperial Street, SE, Christiansburg, VA 24073 (540) 382-5100

Eastern Montgomery Elementary School is nestled in the quiet picturesque hills in the eastern portion of Montgomery County. As you approach the school, the magnificent setting and beautifully designed school will make you wish that you, too, were a student again. The school will open its doors for the first time on August 30, 2010 to 450 students and 85 staff members. The highly qualified staff, spacious classrooms, state of the art technology, and stunning campus will provide students with opportunities to achieve in a learning community designed specifically for today's learners for tomorrow's future. Our school motto," Everyone Matters Everyone Succeeds," was written and selected by the students and staff. EMES motto truly reflects the commitment and respect we have for each other. We are all so very excited and thrilled to begin our school year in our new home, Eastern Montgomery Elementary School! We invite you to come and visit us.

**Principal: Denise Elisa Boyle
Email: dboyle@mcps.org
Assistant Principal: Mark Baetz
Email: markbaetz@mcps.org**

**Phone: (540) 268-1147
Fax: (540) 268-1244**

MASCOT : Mustangs

MOTTO : *Everyone Matters, Everyone Succeeds*

MISSION STATEMENT

The mission of the staff of Eastern Montgomery Elementary School is to prepare all its children with the knowledge and skills necessary to succeed as students and as citizens.

WHAT WE BELIEVE

1. The elementary grades should provide a firm foundation for future academic success.
2. The school should provide a safe, nurturing environment where mutual respect and self-discipline are fostered.
3. Communication between home, school, and community is imperative to student success.
4. The positive self-esteem of each child should always be held in the highest regard.
5. The faculty should emphasize active student involvement, critical thinking, and student success.

EMES SCHOOL GOALS

1. By Spring **2016**, **75%** of students will pass SOL English tests and **70%** of students will pass SOL math tests. **75%** of students will meet or exceed benchmarks on PALS tests. The learning gap of EMES students in the low socioeconomic and disability sub groups will decrease by 10%.
2. By Spring of **2016** the number of disruptions in the areas identified on the EMES Positive Behavior Support Initiative Matrix will decrease by **10%** through the use of a school-wide discipline plan. Scores on annual EME climate surveys given to all stakeholders will indicate an improvement in the perceived positive climate and culture.
3. To increase parent and community communication so as to expand awareness and enable greater stakeholder participation in school activities by 50 percent.

No Child Left Behind

The federal “No Child Left Behind” legislation provides that parents may request information about the professional qualifications (certification) of their child’s teacher. Eastern Montgomery Elementary School parents may request this information from the school principal by sending in a written request to the school principal or by sending an e-mail to (dboyle@mcps.org). Following your request, a listing of the grades/subjects the teacher is certified to teach will be mailed within approximately 10 business days.

NO-BULLY ZONE



We say a student is being bullied when another student, or several students:

- Say mean and hurtful things (including name calling) or make fun of him or her;
- completely ignore or exclude him or her from their group of friends or leave him or her out of things on purpose;
- hit, kick, push, shove around, or lock him or her inside a room;
- tell lies or spread false rumors about him or her or send mean notes and try to make other students dislike him or her;
- tease repeatedly in a mean and hurtful way;
- and other hurtful things like that.

NO BULLY RULES

We will not bully others.

We will try to help students who are bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

School Arrival

The school doors open for students at **8:15 a.m.** every day unless schools are operating on a delayed schedule. Students will report directly to breakfast or the multi-purpose room upon entering building. If you must have your child arrive at school before 8:15 a.m. please enroll your child in the Adventure Club. All students who are not bus riders need to arrive at school by 8:40 a.m. **PARENTS ARE ASKED NOT TO WALK THEIR CHILD TO THE CLASSROOM.** If a parent needs to speak with a teacher, please do so before 8:40 a.m. **All students need to be in the classroom no later than 8:50 a.m. School instructional time begins promptly at 9:00 a.m.**

SCHOOL HOURS

Earliest time students may arrive	8:15 AM
Breakfast is served	8:15–8:50 AM
Morning Announcements	8:50-8:55 AM
Tardy Bell – instructional day begins	9:00 AM
Early dismissal time	1:00 PM
Afternoon Dismissal Times	
Adventure Club, Car Riders & Pk-K Bus Riders	3:30 PM
Gr. 2-5 Bus Riders Dismissal	3:33 PM
Office Pick-Up Dismissal	3:45 PM
SEE SCHOOL CALENDAR FOR DATES/TIMES	



ABSENCES

We utilize an automated calling system to report student absences and to notify our families of certain upcoming events. We work diligently to ensure the attendance reporting is accurate. In the event you receive a call about your child not being at school, and you believe this call has been made in error, please contact our office and we will assist you. When your student is absent you will need to send a note when he/she returns to school, or call our office to inform us of the reason. The computerized phone system is automated, and will call each day the child is absent from school. The phone system begins calling at 10:00 a.m. on days when schools are on regular schedule, at 11:00 a.m. on days when school opens 1 hour late, and at 12:00 p.m. when school opens 2 hours late. If students arrive after these times, the phone system will call to report an absence, but we will correct our records based upon the student sign-in information.

We hope you will do all that is possible to ensure that your child attends school regularly. Good attendance is essential to a child's educational success. Our school accreditation is effected by poor attendance as well.

Excerpts from - POLICY 7-2.3 STUDENT ATTENDANCE AND ABSENCES/TRUANCY

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

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

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

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

Truancy

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

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

Upon Fifth Absence Without Parental Awareness and Support:

After a total of five (5) scheduled school days missed, where there is no indication that the student's parent is aware of and supports the absences, the principal or the principal's designee will make a reasonable effort to ensure that direct contact is made with the parent to obtain an explanation for the pupil's absence and to explain to the parent consequences of continued non-attendance. The principal or the principal's designee, the pupil, and the pupil's parent will develop a plan to resolve the pupil's non-attendance. The plan must include documentation of the reasons for the pupil's non-attendance.

Upon Sixth Absence Without Parental Awareness and Support:

If the pupil is absent a sixth (6th) day, after direct contact with the pupil's parent, if the principal or the principal's designee has received no indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall schedule a conference within ten (10) school days with the pupil, his/her parent, and school personnel. At the conference, the pupil, his/her parent, and school personnel, shall meet to resolve issues relating to the pupil's non-attendance. Other community service providers may also be included in the conference.

Upon Additional Absence Without Parental Awareness and Support:

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

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

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

requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

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

Student Absences/Tardies/Early Dismissals

Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner:

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

Teachers are responsible for initiating the necessary communications with parents any time absences, check-ins or checkouts are jeopardizing the student's progress in class. Absences, check-ins and checkouts for each grading period will be reported to the parent(s)/guardian(s) on the report card. Any pattern of excessive absences, check-ins, check-outs, may result in a written plan to improve attendance.

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

Documenting Absences

School officials shall not consider absences as excused or unexcused. All absences shall be identified as documented (note received) or not documented (no note received). Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent's/guardian's signature for daily absences, early dismissal or late arrival of the student. Parental permission for early dismissal must be presented to school officials on or before the day

requested. Notes of explanation for student absences or check-ins should be received the day following the absence or check-in.

Absences, check-ins, or checkouts for any of the reasons listed below shall not contribute to the maximum number of absences allowed by this policy.

- a. state mandated testing or other school/division testing programs;
- b. school-sponsored field trips or activities;
- c. all VHSL activities;
- d. late bus or buses which fail to run;
- e. conference with guidance counselor, administrator, or other related staff members;
- f. in-school suspension (I.S.S.);
- g. involuntary court appearance (copy of court order or subpoena required);
- h. death in the family or household (verification may be required);
- i. religious holidays (verification may be required);

Absences, check-ins, and checkouts for reasons other than those listed above shall contribute to the total absences allowed by this policy. For the purpose of record keeping in attendance, three (3) check-ins and/or checkouts shall be equal to one (1) absence towards the maximum number allowed. Any excessive check-ins, checkouts, or patterns of absences may result in a review of the attendance plan.

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

Make-Up Work

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

AFTERNOON DISMISSAL PROCEDURES

Adventure Club students and Preschool-Grade 5 students who ride home in cars will be dismissed at 3:30 PM. Parents' automobiles need to be lined up single file, and children will be allowed to get into their car as it becomes one of the first three in line. To keep the line moving, it is important for parents to stay in their car. ****For safety reasons parents will not be allowed to stand at the doors and wait for their child.**** **If you do not have your car rider hang tag, your child will be sent to the front office for pick up at 3:45 PM. Due to our large student population, office pick up for students is only for occasional instances not for every day or weekly use. Students who are office pick-ups will be dismissed at 3:45 PM.** Car Rider Tags are available in the office for students. Two car tags can be designated for a student. Students who are picked up on a weekly or daily basis need to be picked up in the car rider line and NOT in the main office.

To protect instructional time, please do not check students out between 3:00 and 3:30 PM unless it is for a doctor's appointment. **Office pick-ups are not permitted from 3:15-3:45. Dismissal time for students who are after school office pick-ups will be at 3:45 PM**

ASSEMBLIES

Special assemblies and programs are held throughout the year, always at no cost to the student

BEFORE / AFTER-SCHOOL DAYCARE - *ADVENTURE CLUB*

Eastern Montgomery Elementary School students ages 5 and older may be enrolled in before- and/or after-school daycare called *Adventure Club*. This service begins at 6:00 AM until school begins. Students may return to *Adventure Club* after school is dismissed until 6:00 PM. The *Adventure Club* will be open on days that school is closed. There is an enrollment fee and an hourly fee for this program. For more information call (540) 382-3783.

CHECKING STUDENTS OUT EARLY

Parents who wish to check their child out before 3:00 PM must report to the office. Parents will be required to sign the student out at the check-out station located in the office. Instances of checking students out early should be held to an absolute minimum to avoid disruption to the instructional day. Any excessive check-ins, checkouts, or patterns of absences may result in a review of the attendance plan with the family by the Principal and Student Intervention Coordinator. To protect instructional time, please **do not** check out students between 3:00 and 3:20 unless it is for a doctor's appointment. **All transportation changes need to be made by 2:45 if you are calling the office. Office pick-ups are not permitted from 3:15-3:45. Dismissal time for students who are after school office pick-ups will be at 3:45 PM**

CHECKS - MONEY

Unless otherwise indicated on an order form, please make checks for meals, books, field trips, etc., payable to *Eastern Montgomery Elementary School*. For younger children who bring money, please put it in an envelope and write the child's name, teacher's name, and purpose for which the money is sent.

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.

CLOSING OF SCHOOL-DELAYED OPENING

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

Radio: *WJJJ, WRAD, WFNR, WNEX, WPVR, WXLK, WVVV, WVTF, WXLQ*

T.V.: *CHANNEL 10-WLSL; CHANNEL 7-WDBJ*

Parents may call 382-5102 and 382-5103 or go on-line at www.mcps.org for information concerning school closings, delayed openings, and early dismissals



CLOTHING/DRESS CODE

Please mark your child's clothing and other school possessions with his/her name. Please instruct your child to check the *Lost and Found Table* (near the front office) for any lost items of clothing. **We discourage students from wearing make-up to school. We have the most beautiful students.**

Here are some important things to remember about the spring/summer dress code:

1. Shorts/skirts should come to your finger tips



2. NO spaghetti straps. Straps should be at least 2 fingers wide. NO BELLY Shirts .



3. No FLIP FLOPS or sandals. Sneakers are the required shoe for gym and PE. Students have gym or PE every day. If you permit your child to wear sandals to school, please ensure that the sandal has a back strap on it for your child's safety. Your child is still required to change to sneakers for gym, PE, and recess.



CODE OF CONDUCT – STUDENTS K-5

Excerpts from: POLICY 7-3.1 CODE OF STUDENT CONDUCT (K-12)

Excerpts from: STUDENT CODE OF CONDUCT K-5

Safe Schools

It is the belief of the Montgomery County School Board and staff that schools should be safe havens for students within the community. Montgomery County has always had, and fully intends to maintain, schools in which children and personnel are safe. To that end, the School Board supports strong, consistent disciplinary expectations of students. The School Board and administrative staff will implement the Student Code of Conduct with this purpose in mind.

Philosophy

The Montgomery County School Board intends for its schools to promote good citizenship and to provide an atmosphere, which is safe and conducive to learning. Both good citizenship and a safe environment require that students demonstrate personal responsibility, self-discipline, and respect for themselves, for others, and for property. To reach this goal, teachers and principals will work cooperatively with children and their families.

Student Responsibilities

These guidelines have been developed for elementary students in keeping with their level of understanding. The guidelines promote personal responsibility and self-discipline on the part of students. Students will follow these guidelines when going to and from school, waiting at school bus stops, riding school buses, attending school, and participating in school-sponsored activities, including field trips.

Students will:

1. recognize that everyone has a right and a responsibility to learn;
2. treat everyone with respect, both physically and verbally;
3. follow the instructions of teachers and other adult staff;
4. come to school, unless ill, on time and prepared to work;
5. obey bus rules and directions given by bus drivers;
6. complete schoolwork on time;
7. take care of personal property, property of others, and school property;
8. help keep parents informed by taking information home;
9. bring school supplies to class but leave toys at home; and
10. obey the law. (Items such as alcohol, drugs, tobacco, and weapons are not allowed on school property. Violations of the laws concerning alcohol, drugs, tobacco, and weapons will be reported to law enforcement officials. Students who possess firearms or knives to school or who use knives to threaten or hurt others will be expelled and not allowed to attend school.)

Students will assume these responsibilities and will help make school a safe and positive place for everyone.

Students Must Not:

Use profanity, obscene words or gestures, bullying or other vulgar or abusive words that interfere with teaching and learning or that intentionally offend or threaten another. Abusive language includes, but is not limited to, words that demean other students because of their race, religion, gender, national origin, disability, intellectual ability, or other personal characteristics.

Multiple Incidents of Disruptive Behavior, Fighting, and/or Other Repeated Violations of the Student Code of Conduct

Students involved in multiple incidents of disruption, fighting, and/or repeated violations of the Student Code of Conduct will be considered for recommendation to the School Board for long-term suspension or **expulsion**. This does not preclude a recommendation by the school administration for long-term suspension or **expulsion** in the case of a single serious incident.

Parent or Guardian Responsibilities:

1. to cooperate with school authorities;
2. to be familiar with this listing of responsibilities and discuss them with their child;
3. to notify the school of any unusual behavior pattern or medical problem;
4. to maintain regular communication with the school and provide a current daytime phone number;
5. to assume responsibility for their child's behavior and teach compliance with school rules; and
6. to monitor and require daily attendance.

By working with families to promote good citizenship, self-discipline, and personal responsibility in children, Montgomery County Public Schools will establish a supportive environment for learning.

Student Code of Conduct

This policy applies to any student, K-12, who is in or on school property, in a private vehicle on school property, in attendance at school or at a school-sponsored activity including field trips. This policy also covers students going to and from school and waiting at bus stops.

It is the expectation of the School Board that all students have the right to an environment that is safe, drug free, and conducive to learning. To that end, the following outline provides a description of classifications of behaviors that are unacceptable in Montgomery County Public Schools.



1. **Absenteeism:** Tardiness, cutting/skipping class, truancy, or leaving school without the permission of the principal or his/her designee.
2. **Acting as an Accessory:** Acting as an accessory or accomplice to another person who violates any provision of the Student Code of Conduct.
3. **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. 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.
4. **Bus Misbehavior:** Any behavior that interferes with the orderly transportation of pupils on a school bus. A student is expected to cooperate with the driver and follow the posted rules on the bus. Bus drivers are authorized to assign seats. Failure to comply with bus rules and directions of drivers will result in a loss of bus privileges.
5. **Cell Phones, Beepers, & Other Portable Communication Devices:** Students are not 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. EMES will not be responsible for lost or damaged devices.

6. **Cheating:** Giving or receiving unauthorized assistance with schoolwork.
7. **Disturbance in Class/School:** Any behavior that disrupts the learning environment. The following are examples, not an all-inclusive list: continual talking after being asked to cease, throwing objects not part of supervised school activities, use of CD/tape players or radios, cameras, recording devices, electronic games or other non-instructional articles during regular school hours, gambling, display of pornographic material, etc.
8. **Dressing Inappropriately:** Wearing of clothes, jewelry, or other apparel that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that are considered to be distracting or inappropriate attire.
9. **False Alarms:** Setting off false fire alarms and making false bomb threats.
10. **Gang Activity:** Any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment.
11. **Hazing:** Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any Montgomery County Public School at which hazing causes bodily injury occurs shall report the hazing to the local Commonwealth's Attorney. Hazing, as defined herein, is a Class I misdemeanor, which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500.00, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Virginia Code § 18.2-56.
12. **Noncompliance:** Failure to comply with the reasonable directions of a teacher or other school employee. Interference with or intimidation of school authorities is unacceptable also.
13. **Physical Assault:** Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting. Self-defense or action undertaken on the reasonable belief that it was necessary to protect oneself or some other person will be taken into consideration.
14. **Sex Offenses:** Inappropriate activities including, but not limited to, indecent exposure, sexual assault, fondling, and obscene phone calls.
15. **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
16. **Substance Abuse-Use and/or Possession of Alcohol, Tobacco, and Other Drugs:** The possession, use, and/or distribution of alcohol, tobacco and/or tobacco products and other drugs on school grounds, on school buses, or during school activities, on or off school property. (See the Complete Drug and Alcohol Policy).
17. **Theft:** Unlawful seizure or possession of property (includes school, personal, or other property).
18. **Threats:** Communicating a threat verbally or in writing, including by electronic means.
19. **Trespassing:** Being present on school property or using school facilities without proper authority and/or permission (includes students who have been suspended or expelled.)
20. **Vandalism:** Willful or malicious defacing of school property, including graffiti, and defacing of private property.
21. **Improper or Unsafe Operation of a Vehicle:** Driving on school property without a valid driver's license or reckless driving on school property. Student parking on school property is a privilege that comes under the jurisdiction of the school administration.
22. **Verbal Abuse:** Any use of profanity, obscene gesture, bullying, or other vulgar or abusive language that interferes with teaching and learning or that intentionally offends or threatens another. Abusive language includes, but is not limited to, language that demeans another's race, religion, gender, national origin, disability, intellectual ability, or other personal characteristics.

23. **Weapons-Possession and/or Use:** Possession and use of weapons is a violation of the law as well as the Student Code of Conduct. (See the Weapons Policy below).

Corrective Actions

Except as provided under the following drug and alcohol policy and certain firearms/weapons violations, the principal or his/her designee will have the authority to determine appropriate corrective actions for the above offenses based on the individual circumstances involved in each case. Available corrective measures are listed below and are not in any particular order:

1. counseling;
2. involvement of other human service agencies, as appropriate;
3. reprimand;
4. loss of school privileges;
5. loss of bus privileges;
6. parental conferences;
7. community service;
8. tasks or restrictions assigned by the principal or his/her designee;
9. detention hall after school or before school;
10. suspension from school-sponsored activities or events prior to, during, or after the regular school day;
11. in-school supervision/suspension;
12. out-of-school suspension;
13. recommendation of placement in a specialized educational program at another site;
14. notification of legal authority when a violation of the law is suspected;
15. recommendation of long-term suspension (more than 10 days); and
16. recommendation of expulsion (indefinite period of time, in some instances a minimum of 365 days).

Multiple Incidents of Disruptive Behavior, Fighting, and/or Other Repeated Violations of the Student Code of Conduct

Students involved in multiple incidents of disruption, fighting, and/or repeated violations of the Student Code of Conduct will be considered for recommendation to the School Board for long-term suspension or **expulsion**. This does not preclude a recommendation by the school administration for long-term suspension or **expulsion** in the case of a single serious incident.

Search and Seizure

To maintain order and protect students and school personnel, school authorities (minimum of two persons) may, with reasonable suspicion, search a student or student automobiles on school premises. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

Notification of Law Enforcement

Local law enforcement will be contacted in the event of, but not limited to, the following violations:

Weapons Violations	Possession, use, and/or distribution of illegal substances
Assault and Battery	Property crimes
Sex Offenses	Robbery
Bomb Threats	Threats against school personnel

Appeal Process

Before appealing a disciplinary action, parents and students are encouraged to discuss the matter with the principal. Appeals must be filed in accordance with School Board policies. Different processes may apply to different types of discipline. Corrective action will not be delayed while an appeal is pending.

Weapons Policy

Students shall not possess, handle, transport or use weapons. The School Board shall expel students for violations of this policy unless the School Board determines, based upon the facts of the particular situation that special circumstances exist and another disciplinary action is appropriate. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth.

The following items, in accordance with Virginia Law, are considered weapons:

1. any stun weapon;
2. any pistol, revolver, shotgun or other weapon designed or intended to propel a missile of any kind;
3. any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knucks, or blackjack;
4. any flailing instrument consisting of two (2) or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain;
5. any disc, or whatever configuration, having at least two (2) points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental weapon;
6. any weapon of like kind as those enumerated in items 1 through 5;
7. any weapon, including a starter gun, which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
8. the frame or receiver of any weapon referenced in item 7;
9. any firearm muffler or firearm silencer;
10. any destructive device. "Destructive device" is defined as (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device, and (2) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" does not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device; or
11. any knife having a metal blade of three (3) inches or longer.

In addition, using a knife to threaten or to cause bodily harm will result in an automatic recommendation for expulsion.

The division superintendent or his/her designee is authorized to conduct a preliminary review of any violations of this policy to determine whether long-term suspension or other discipline, rather than expulsion, is appropriate to recommend to the School Board.

Alcohol and Other Drugs

Students shall not possess a controlled substance, imitation controlled substance, marijuana, any substance used as an intoxicant (including alcohol), drug paraphernalia, or any substance which is represented by or to the student, or which the student believes to be a controlled substance, marijuana, illegal drug or substance used as an intoxicant. In addition, students shall not attend school while under the influence of any of these listed substances. Possession or being under the influence of any of these substances may result in a recommendation for long-term suspension or expulsion. However, the division superintendent is authorized to determine that special circumstances exist and to impose a ten (10)-day suspension (five days for schools on block schedule) for the first offense for possession or being under the influence of any of these substances.

A second offense will result in an automatic recommendation to the School Board for expulsion by the school administration.

Distribution, attempted distribution, or the purchase of any of the substances listed above requires the school administration to make a recommendation for long-term suspension or expulsion.

Medication prescribed for an individual student must be in compliance with the medication policy.

The principal will refer all students who violate this policy to a substance abuse intervention program prior to readmission.

COMMUNICATION

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. If a problem arises, it is usually resolved easily if a strong parent-teacher relationship exists. We want every child to have a wonderful school year. Please consider *Eastern Montgomery Elementary* to be a school where communication with parents is highly valued.

CONDUCT AND CITIZENSHIP

The following school rules have been developed as school-level extensions of the *K-5 Student Code of Conduct* as described in *School Board Policy JFC*:

1. Students are not allowed to bring gum or carbonated drinks to school. On occasion, teachers may choose to use gum or soda for student rewards. Candy is allowed only in packed lunches to be consumed at lunchtime.
2. Cell phones, MP3 players, personal gaming-systems, radios, stereos, compact disks, audiotapes, video tapes (and their storage cases) may be brought to school for students to use on the ride to and from school. All devices must be turned off and placed in the student's backpack before exiting the bus. They may not be used during the school day.
EMES is not responsible for any lost, stolen or damaged devices.
3. Students are to bring nothing to school that may be harmful to others. This includes weapons of any kind, knives, laser pointers, ammunition, and firecrackers or explosives of any kind. See the *Montgomery County Public Schools Code of Conduct* for detailed descriptions and definitions of weapons.
4. Students are to walk in the building at all times.
5. Students must not: use profanity, obscene words or gestures, bullying, or other vulgar or abusive words that interfere with teaching and learning or that intentionally offend or threaten another. Abusive language includes, but is not limited to, words that demean other students because of their race, religion, gender, national origin, disability, intellectual ability, or other personal characteristics (*School Board Policy JFC*).
6. Students may not wear clothing, jewelry, or other apparel that advocates violence, alcohol, tobacco, or drug use, or which advertises obscenities or which reflects adversely on others due to race, religion, nationality, beliefs, or gender. Specific guidelines: 1) Hats or other headgear are not to be worn inside the building. 2) Clothing that is distracting to the educational environment is prohibited (i.e. shorts of inappropriate length, shirts with spaghetti straps or that reveal the mid-drift, etc.)
7. Fighting, hitting, kicking, biting, shoving, tripping, or any other forms of physical assault are expressly prohibited.

8. Sexual harassment is behavior (actions or words) that offends, stigmatizes, or demeans a student based on his/her gender. Such behavior is expressly prohibited.
9. Use and/or possession of any tobacco products, alcohol, or drugs by students during regular school hours or at school-sponsored events are prohibited by state law. This policy also covers the misuse of prescription and “look-alike” drugs.
10. Disobedience or defiance of any adult staff member in not complying with a reasonable request is considered to be inappropriate behavior and is expressly prohibited.
11. Every inappropriate or unacceptable behavior cannot be listed. However, the guidelines above will serve as the basis for insuring that the school environment is safe and free from distractions to the teaching-learning process. Any other behaviors or actions that compromise student and/or staff safety, or which disrupt the learning environment are subject to sanctions as well.
12. The behavioral expectations above apply to the regular school day, to the school bus, and to all school-sponsored events.

CORRECTIVE ACTIONS

Students who violate school rules are subject to a range of consequences including the following:

1. “Time-out” in the classroom
2. Loss of privilege to participate with other students in lunch or play time.
3. Conference with student, teacher and parent.
4. Referral to Guidance Office
5. Conference with student, teacher, parent, and principal.
6. In-school supervision (ISS).
7. Out-of-school suspension.

DOOR-TO-DOOR SOLICITATION

By state regulation, students are prohibited from participating in door-to-door fund- raising or solicitation on behalf of the school.

EMERGENCIES – CRISIS PLAN

- Significant student illness or injury is reported to parents or emergency contact person as soon as is practical.
- Medical assistance may be sought when/if a child is ill or injured and the parent cannot be reached.
- In the event of a bus accident school personnel will proceed to the scene, arrange for any needed emergency services, and contact parents as required.
- Weather related emergencies are normally responded to on a division-wide basis. This usually results in an early dismissal of students.
- School personnel will respond to any other unforeseen emergencies as set forth in the school Emergency/Crisis Plan. The appropriate school division personnel and/or county emergency services personnel will be contacted as required.

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:

Mark Pasier, Director of Human Resources
Montgomery County Public Schools
200 Junkin Street
Christiansburg, VA 24073
(540) 381-6542

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 some phase of the class's instructional program are taken during the school year. The parents' written permission is required before a child may go on a field trip. Students may be asked to help pay part of the cost of field trips.

HEALTH ISSUES

We ask that parents notify us in writing of significant health issues concerning their children. This helps us make decisions as to whether a child should go home due to illness.

* **HEAD LICE** - We screen children for head lice during the first week of school and regularly thereafter. **Children with active cases and children with visible lice will be sent home for treatment and nit removal and will not be readmitted to school while the condition persists.** We also take other steps to help prevent the transmission of this condition from student-to-student.



HOMEWORK

Homework is designed to allow students to practice what has been learned in school. As such, it is a very important part of the educational process. Parents who support good study habits and the completion of homework activities do much to insure their child's success in school. Teachers will keep parents informed about homework policies and assignments for their particular classroom/grade.

. HONOR ROLL AND ELEMENTARY GRADING

The purpose of this policy is to establish uniform grading system for report cards and permanent records and to communicate academic achievement.

Grading practices at the elementary school level are child centered with consideration of the developmental nature of the children while guiding students toward desirable levels of progress and responsibility. Physical, emotional and intellectual development will be considered in the evaluation process.

Teachers are responsible for maintaining proper documentation regarding the assignment of grades. Grades will be based on various assessments such as oral and written evaluation, daily work and class participation, teacher observation, portfolios, exhibitions, and other appropriate criteria.

Grades K-2 will use a letter based scale to show academic and social progression.
 Grades three through five will assign grades according to the following numerical scale:
 Letter/Numerical Scale

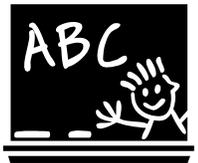
- A 90-100
- B 80 but less than 90
- C 70 but less than 80
- D 60 but less than 70
- U Below 60

Plus and minus designations after the letter grade shall not be used on report cards or permanent records.

Promotion, placement or retention is the decision of the principal with staff and parental input. The final decision is that of the principal.

Students in 3rd, 4th, and 5th grades are eligible to receive Honor Roll recognition.
 Students will qualify for three types of recognition:

- 1) "A" Honor Roll – grades are all A's
- 2) "A/B" Honor Roll – grades are all A's and B's.
- 3) "Improvement" Honor Roll – one grade goes up and none go down.



INSURANCE

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

KINDERGARTEN

Kindergarten is an all-day program that follows the same arrival and dismissal times as 1st-5th grades. Specific information concerning the program of instruction will be discussed in Parent-Teacher meetings.

Any child who has reached his/her fifth birthday on or before September 30 must attend school unless parents request a waiver in writing.

LUNCH / BREAKFAST INFORMATION

Prices:	Breakfast	Lunch
Full Price - Student	\$1.50	\$2.50
Full Price – Adult		3.75
Reduced30	.40
Milk Only45	.45

*Prices subject to change.

Eastern Montgomery Elementary School utilizes a point-of-sale system that allows students to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc) if their family chooses to do so. Students are still able to pay cash on a daily basis as they have in the past. The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). It will allow a child 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 the child is enrolled at *Eastern*

Montgomery Elementary School. 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 insuring the student's privacy.

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.).

For your convenience, you may wish to choose one of the following options for making advanced payments:

Advanced Payment Options

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.

OPTION #5: Café Prepay: Montgomery County Public Schools now offers parents the opportunity to use their Visa, MasterCard, American Express or Discover Card to pay for school meals through an online service called Café Prepay. Café Prepay enables parents to keep track of their child's account balance. In addition, the website offers Automatic Replenish. This is optimal for the student whose lunch spending varies greatly from day to day. With automatic replenish, when the student's account balance goes below a specified amount, another specified amount is then deposited into the student's account via credit card. Using "automatic replenish on low balance", the student will never run out of money. Conversely, the parent's credit card will not be charged until the student's balance goes below the specified dollar amount. To learn more about this service, please visit www.cafeprepay.com.

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

Please feel free to call if you have any questions.

- Make checks payable to *Eastern Montgomery Elementary School*.
- ***Children are not permitted to charge more than the equivalent of two days lunch.***
- Students may not charge breakfast.
- Breakfast is served from 8:30-8:50. Breakfast is not served on days when school opens 2 hours late.
- ***Carbonated beverages or glass-bottled drinks are not permitted at school.***

Menus are sent home with students each month, and are also available on our website at:

www.mcps.org/ses - ****Menus are subject to change.****

LUNCHROOM RULES

1. Students are to talk to children beside them or directly across from them only.
2. Students are to talk in their inside voice. Yelling is not allowed.
3. Students are to keep their food on their own tray... and not to play with food.
4. All food must be taken the first time through the line. This means that students may not return to purchase more food items.
5. Students should stay seated during lunch. They are not to move to a new place. Students are to raise a hand if they need the assistance of a lunch aide.
6. Students are to listen to and follow the directions of lunch aides.
7. All other school rules concerning behavior still apply during lunch. Students who continually violate lunch rules will be subject to consequences. See *Conduct and Citizenship*.
8. ***Parents/Guardians are always welcome to join their child for lunch. Please remember you may not bring in food for your child from fast food restaurants. Visitors are encouraged to purchase a school meal while dining with their child.***

MEDICATION

PRESCRIPTION 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 a student's parent or guardian. Such medicine must be in the original container, and parents are requested to deliver the medication to the school office. (*School Board Policy JHCD*)

NON-PRESCRIPTION MEDICATION: Montgomery County Public Schools personnel may give oral non-prescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. **SUCH MEDICATION MUST BE IN THE ORIGINAL CONTAINER LABELED WITH THE STUDENT'S NAME AND DELIVERED TO THE SCHOOL OFFICE.**

Oral non-prescription medications will be administered for no longer than **THREE CONSECUTIVE DAYS** after which time a written order from a physician/dentist/licensed nurse practitioner must be presented. (*School Board Policy JHCD*)

SELF-ADMINISTRATION OF MEDICATION: Self-administration of any medication, prescription, or non-prescription, is prohibited for students in grades kindergarten through eight with one exception. Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and may be administered only with a physician/licensed nurse practitioner's written order and written parental permission that is on file with the school. (*School Board Policy JHCD*)

PARENT-TEACHER CONFERENCES

Scheduled conferences will be held in the fall and spring for all parents needing to discuss their child's progress. Teachers may be reached by phone according to schedules sent home with students. You may also email your child's teacher at www.mcps.org/ses

We respectfully request that conferences be set up at least 24 hours in advance of your appointment.



PARTIES

Children celebrating birthdays may provide other classmates with refreshments. Arrangements need to be made with the student's teacher. Refreshments will need to be left in the office, and the student's teacher will be notified so she can pick them up at the appropriate time.

Invitations to parties outside of school must be given to all girls or all boys or all students in class. Invitations will not be distributed during class-time.

PICTURES

Individual pictures for purchase and for the yearbook will be taken during the fall. Group and individual pictures are taken in the spring. We also do Cap and Gown Pictures for Kindergarten and Fifth grade students. Class pictures are also taken in the spring. Parents will be notified of the exact date. Pictures are taken of every child, but need not be purchased unless desired.



Progress Reports

Progress reports are sent home for students in pre-school thru fifth grade. Students in preschool thru second grade are given a paper copy of their report. Progress reports for students in grades three thru five are on line. Parents of students in grades three thru five requesting a paper copy of their child's report are asked to send in a written request to their child's teacher. **Progress reports will be sent home: Thursday, September 10, 2015, Friday, November 13, 2015, Friday, February 5, 2016, and Friday, April 15, 2016.**

P.T.O.

Parents are cordially invited to join our PTO, attend meetings, and participate in various projects and events. Children will bring home notices about scheduled events and meetings for you to place on your calendar. We encourage all families to join our PTO team. Follow us on Facebook for supplemental information regarding PTO and school activities.

The PTO officers for the 2015-2016 school year are:

President	- Cathy Underwood	cathyu@branch-associates.com
CO-Vice Presidents	- Staci Boone	Brandy Stiltner
	Stacih19@aol.com	bmills.bm82@gmail.com
CO-Secretaries	- Cindy Akers	Leslie Lawson
	Akers.cindy@yahoo.com	vtlawsons01@yahoo.com
CO-Treasurers	- Tanya Richardson	Debbie Greer
	Tsrichardson1@aol.com	greervt@yahoo.com

Hospitality
Committee

- Chrissy Sisson
Blueydmom2004@aol.com

Lauren Tate
bltate4@gmail.com

DeeAnn Bruce
deeannbruce@ymail.com

Box Top Coord. - DeeAnn Bruce
deeannbruce@ymail.com

PUNCTUALITY

It is very important that children form the positive habit of being on time. When a child is tardy, it requires the teacher's time to change the attendance and lunchroom records. The office must issue a tardy slip and make similar changes to attendance and lunchroom records. Help your child learn this valuable lesson by ensuring that he/she arrives at school promptly. The normal school day begins at 9:00 AM. Any excessive check-ins, checkouts, or patterns of absences may result in a review of the attendance plan with the family by the Principal and Student Intervention Coordinator.

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-weeks grading period for all grades. **Report cards will be sent home on Tuesday, October 20, 2015, Tuesday, January 12, 2016, Friday, March 18, 2016 and the last day of school.** Parent-teacher conferences will be scheduled for fall and spring during the year. Parent-teacher conferences are an excellent way to work with teachers to support your child's academic progress. Conferences are required.

SCHOOL BUS RULES

Children are not permitted to ride buses other than the one designated to carry them to and from school. No exception to this rule will be approved other than by a written request from the parent, signed by the principal or a designee.

In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by all students. We will need your cooperation in maintaining such conduct. Pupils should respect and obey those in authority.

We hope it will never be necessary to deprive a child of bus privileges. The following is a list of major bus conduct rules:

1. There are to be no obscenities spoken on the bus.
2. Fighting is prohibited.
3. There are to be no glass containers of any type on the bus.
4. No large objects that could block the aisle are permitted.
5. No weapons of any kind are allowed on the bus (including toys).



6. No ammunition, firecrackers or laser pointers, alcohol, tobacco, or drugs of any kind are allowed on the bus.
7. Stand back away from the road while waiting on the bus.
8. Students should keep their hands and feet to themselves.
9. Students are responsible for any damage done to the bus.
10. Eating, drinking, and chewing gum are not allowed on the bus.
11. Students should remain seated until the bus comes to a complete stop at their point of departure.
12. Students must follow the directions of their driver.
13. 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.
14. Students who habitually violate bus conduct rules are subject to suspension from the bus.

*****PARENTS, PLEASE REVIEW THESE RULES WITH YOUR CHILD.*****

SEXUAL HARASSMENT

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

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located at File: JFH of the School Board Policy Manual in your school library and in the county libraries. It is also available on-line at www.mcps.org.

The School Board has designated the following employee to be responsible for ensuring compliance with the requirements related to Title IX of the Educational Amendments of 1972:

Director of Human Resources
Montgomery County Public Schools
750 Imperial Street, SE
Christiansburg, VA 24073
(540) 381-6542

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 Reading and Mathematics. Students in grade 5 take an assessment in Science, while students in grade 4 take an assessment in Virginia Studies. 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. The remaining SOLS will be administered in May. Please reserve these times on your calendar.

*Subject to change by the Virginia State Board of Education

STUDENT RECORDS – FERPA LAWS
NOTICE TO ALL PARENTS OF STUDENTS ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS WHO HAVE REACHED THE AGE OF 18

STUDENT RECORDS

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 are 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. 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, 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 2007-2008 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 Dr. Lois Graham, Director of Elementary Education at 381-6541.

TARDY BELL

The EMES tardy bell rings at 9:00 a.m. and instruction begins. Students arriving at or after 9:00 a.m. will need to enter the school through the main door. Students must be signed in by a parent or guardian. Students may not be dropped off.

TRANSPORTATION FROM SCHOOL

If there is an alteration in afternoon transportation, parents will need to send a note to the student's teacher by the morning of the change. If there needs to be a change after the student arrives at school, parents are asked to call the office as soon as possible to inform the administrative assistant of the change. Please call the office by 2:45 PM to alert us to any changes. If the school has not been notified, the student will leave school as previously designated by parents. Your help and cooperation are greatly appreciated with this very important matter.



VISITORS

Parents and interested citizens are welcome to visit the school to observe the instructional program. Such visitations are arranged through the school principal in advance of the visit. Parents and citizens are also encouraged to become part of the school's program in various other ways including:

1. participating as a volunteer at special events or helping in classrooms.
2. joining their children for lunch.
3. participating in parent-teacher conferences.
4. participating in P.T.A. sponsored events.
5. attending school sponsored programs.

To protect instructional time and to ensure the safety of our students, we ask that all visitors to the school register with the school office immediately upon arrival. ***State law requires all visitors to schools to wear visitors' badges and to have their driver's license scanned before entering the areas in the building.***

VOLUNTEERS

Our students benefit from our strong volunteer program at *Eastern Montgomery Elementary School*. Parents are invited to complete our Volunteer Survey that will be sent home at the beginning of the year. This assists us to



match volunteers with programs according to interests. The programs include chaperoning field trips, working with students in class, assisting with reading groups, and helping with Field Day activities. We appreciate and welcome volunteers at SES!

****All procedures and guidelines are at the discretion of the school administration and may be subject to change.**

2015-2016 Eastern Montgomery Elementary School

PRESCHOOL	THIRD GRADE
Book bag large enough to hold large folder (no wheels please)	No trapper keepers
1 bath/beach towel labeled with child's name (no mats please)	2 pair of Fiskar scissors
1 box of tissues (girls only)	10 glue sticks
1 roll of paper towels or package of napkins (boys only)	2 boxes of crayons 16 count crayons
6 glue sticks	4 folders with pockets and prongs (any color) (no plastic folders)
1 bottle liquid glue	2 boxes of tissues
1 box/bag of baby wipes	5 packs of pencils (plain yellow fancy designs)
Ziploc bags (girls: snack or sandwich, boys: quart or gallon)	4 pink erasers
1 package washable markers	2 packs of 200 sheets, wide ruled paper
1 8 oz bottle of hand sanitizer	1 pencil pouch or box
Change of clothes in large resealable bag labeled with child's name	4 one inch binders
KINDERGARTEN	NO PENCIL SHARPENERS
Paper bags (brown or white)	Zip-lock bags (girls-gallon, boys-quart)
Change of clothes in large resealable bag (labeled)	3 yellow highlighters
Book bag – large enough to hold a large folder (please no wheels)	1 1.5" binder
3 24-Count Crayons	2 composition notebooks
10 Glue Sticks and 1 bottle of liquid glue (4 oz)	2 pack of 4 Expo dry-erase markers
1 Package of Washable Markers	1 box washable markers (8 count)
1 Box of tissues	1 pack of disinfectant wipes (boys)
2 Packs #2 Pencils 12 count	1 pack of file folders (smallest quantity- girls)
1 Bath or Beach Towel – no mats	FOURTH GRADE
1 Package of White Paper Plates	5 packs of yellow pencils
Boys – hand SOAP (not hand sanitizer)	4 – 1" colored binders
Girls -- 9 oz cups foam or clear plastic	8 Dry Erase Markers
Ziplocs (boys - sandwich or quart size) (girls – gallon size)	2 Large Pink Erasers
4 pack of low odor Expo Markers	1 pencil zipper pouch (no pencil boxes please)
1 Fiskar scissors	1 pair Fiskar pointed scissors
	Backpack
FIRST GRADE	4 highlighters
Book Bag	2 packs of notebook paper
2 pencil pouches with zipper, not a pencil box	1 box of 24 crayons
1 large box tissues	1 red and 1 yellow 3 pronged plastic folders with 2 pockets
12 glue sticks	Girls only: Hand Sanitizer Boys only: Quart sized Baggies
1 Fiskar scissors	2 large boxes of tissues
3 boxes 16 count crayola crayons (no smelly, jumbo, glitter or fluorescent, no colored pencils)	6 glue sticks
3 packs #2 yellow pencils (12 count) No fancy designs	1 pack 8 tab dividers
Easy zip bags, quart size	***Please bring all materials to class on the first day.
1 composition notebook (No spiral or easy tear pages)	Some Items will be kept in classroom as a class supply.
3 folders (red, yellow, green) with pockets and three prongs	FIFTH GRADE
1 8 oz. or larger bottle of unscented hand sanitizer	2 pencil top erasers
(Optional) 1 pack of white copy paper	4 packs of pencils
2 packs of low-odor dry erase markers (at least 4 to a pack, not the washable kind and no highlighters, please	4 Folders with pockets and prongs (1-yellow 1-green 1-blue 1 red)
1 pack of Crayola markers	4 hard-back composition books (reading, writing, math, vocab)
NO BINDERS	1-1 subject spiral notebook)
***All materials need to be labeled with child's first and last name	1 pack red pens (10 count)
SECOND GRADE	16 glue sticks
2 packs 24 count crayons (NO colored pencils or markers)	1 box of crayons 48 1 box of colored pencils
2 boxes of BLACK dry erase markers	1 Fiskar scissors
1-1" 3 ring binder	1 box of tissues
1 pack of loose leaf paper (wide rule)	1 pack 3x5 index cards
12 glue sticks	1 pencil zipper pouch or box
2 packs of generic #2 pencils-used by all	3 – 1 inch binder
1 pair of rounded end scissors	2 packs notebook paper wide rule
1 pocket folder	1 pack of highlighters
2 boxes of tissues	Zip-loc bags (girls – gallon boys- quart)
1 pencil pouch	1 handheld pencil sharpener with container to catch shavings
1 box quart sized ziplock bags	1 pack of dry erase markers (for student dry erase boards) low odor
NO TRAPPER KEEPERS OR PENCIL BOXES	1 wash cloth (for individual dry erase board)
Donation of 1 pack of computer/printer paper	Personal Headsets/ear buds (available at Dollar Tree)
	***Please bring all materials to class the first day. Several items will be kept in the classroom as class supply

