

2017-2018

Montclair Elementary School Parent Handbook

Montclair's Vision: "We All Teach and Learn the M.I. (Multiple Intelligences) Way and Use Our Quality Lifeskills Everyday."

Attendance line: 703-730-1072

School Office: 703-730-1072

School Hours:

9:00 a.m. – 3:40 p.m.

Bell Schedule:

8:50 a.m. First Bell

9:00 a.m. Tardy Bell

3:20 p.m. Last time that students are able to be dismissed from office

3:38 p.m. Announcements via intercom

3:40 p.m. Dismissal begins

Front Office Hours

8:00 a.m. – 4:30 p.m.

Principal

Amanda Parks, parksas@pwcs.edu

Assistant Principal

Danny Miller, millerdr@pwcs.edu

Montclair Elementary

4920 Tallowood Drive

Dumfries, Va. 22025

montclaires.schools.pwcs.edu or pwcs.edu

Twitter @Montclair_elem

Montclair Parent Handbook

This handbook has been prepared to familiarize you with some of the policies and procedures that are unique to Montclair Elementary School. Please carefully review this handbook and keep it for future reference. If you have any questions, please do not hesitate to contact the school staff.

A

ACCESS Testing: English as a Second Language (ESL) Standards, Assessment & Resources WIDA and ACCESS for ELLs®

This is a state mandated test for all students identified as ESOL (English Speakers of Other Languages). The testing window is typically mid-January to mid-March of each school year. The World-Class Instructional Design and Assessment (WIDA) Consortium is a non-profit cooperative of states working together to meet the federal requirements for English-language learners (ELLs) with innovative standards and assessments, including WIDA and ACCESS for ELLs. ACCESS for ELLs® stands for Assessing Comprehension and Communication in English State-to-State for English Language Learners. This large-scale test addresses the academic English language proficiency (ELP) standards at the core of the WIDA Consortium's approach to instructing and evaluating the progress of English language learners. For additional ESL Standards and Assessment information and resources, please visit http://www.doe.virginia.gov/instruction/esl/standards_resources/index.shtml

Accreditation

Virginia state accreditation is determined yearly by the % of students achieving proficient status on the *Standards of Learning* (SOL) assessments in Reading, Mathematics, Science and Social Studies. Students in grades 3,4 and 5 take these tests in late April/May. Virginia sets the % targets each year. The targets this year are: Reading – 75%; Math, Science, Social Studies – 70%.

Advisory Council

This is a council of parents, teachers and administrators who meet monthly to discuss the instructional focus and needs of the school. Budget, enrollment, state and local assessments and open chair are consistent agenda items. Open chair is a time set aside in the meeting for any parent to ask questions or offer comments. All parents are welcomed to attend. Advisory Council members help create and monitor our Strategic Plan which details student achievement and satisfaction data.

Allergies

Some members of our school community suffer from severe, life threatening allergies. In our efforts to keep everyone safe, we are vigilant in screening all food items brought into our building. Please follow posted procedures in your children's classrooms and throughout the school, so everyone can remain healthy and safe at Montclair. We tell students never to share food. We ask parents to always inform our staff of your child's allergies.

Animals:

We ask that parents refrain from bringing animals onto school property. Service animals are permitted on campus. Parents can refer to Service Animals Regulation 271-2 on the PWCS website.

Arrival

Students who are brought to school should arrive no earlier than 5 minutes before the bell (8:45). Students who come earlier than this create an unsafe situation because staff supervision begins at 8:45 a.m. All students should line up at the doors and wait for the duty staff member to greet them to enter the building at 8:50 a.m. In the case of extreme inclement weather, students will wait as a group inside the school. Students who arrive after 9:00 a.m. must be signed in by their parent or guardian in the front office.

Attendance and Tardies (Refer to the PWCS Code of Behavior)

Regular attendance is essential for success in school. Encourage your child to come to school daily and on time. Tardiness is disruptive to both the child and the class. **If your child is late for school, you must sign them in at the office; so, please escort him/her into the school.** To be considered as a **day of attendance**, students must be present for **at least 2 hours that day.**

If your child is ill and will be absent, please call the school office at 703-730-1072. An answering machine receives calls after 4:30 p.m. until 8:00 a.m. When your child returns to school, a written excuse is necessary **within 2 days**, if the absence was not called in to the office. This note assures that your child's absence is excused. Make-up work is assigned by the classroom teacher.

Beginning with the 2017-2018 school year, PWCS has implemented new attendance reporting practices to meet compliance with Virginia Compulsory Attendance Law 22.1-254. The Virginia Department of Education has provided new directives for the reporting of student absences from school as follows:

These requirements apply only to unexcused absences:

- At five unexcused absences, the school is required to have an attendance conference and initiate an attendance improvement plan;
- At six unexcused absences, the school is required to hold a second attendance conference; and
- At seven unexcused absences, PWCS is required to report whether legal charges were initiated against the student, against the parent, or if legal charges were not initiated because an improvement plan is in place and working.

For more information on unexcused absences, please see the Attendance Regulation 724-1 that was updated on June 28, 2017.

Auto-dialer: School Messenger

This is our auto-telecommunications system. On occasion, we may send school- wide telephone and email messages to inform you of important events, dates, and interests. The phone number and email address that are used are the number and email address in our electronic data system. Your information can be kept current by updating the Student Information system through www.pwcs.edu and the school website.

B

Baldrige in Education

Baldrige is a systematic approach to continuous improvement and emphasizes a positive school environment. We desire to continuously increase performance excellence, assess student and stakeholder satisfaction, and study our effectiveness. We will utilize tools, techniques, and strategies throughout the year to meet this goal.

The students and teachers in the classrooms will be using this approach to sustain enthusiasm for learning, behave responsibly, feel proud of their achievements, strive to meet high standards, solve problems, improve test scores, maximize learning time, and become involved in the overall quality of the school.

We have Quality Students who are responsible and response-able to the success of the class!

Birthday Celebrations

We love to help you and your child(ren) celebrate their birthday! It is important to us that they are recognized on such a special day. We announce birthdays via our morning announcements. In following Virginia's Healthy Initiatives and our school's winning the Gold Nutrition award, sweet treats during the day are discouraged.

You can help your child come up with fun, creative, and imaginative ideas to make their day special. Children love to get pencils, erasers, and stickers which are much healthier than frosting- laden cupcakes. Parents could take advantage of donating a book to our library honoring your child (SOAR with Monty Program) or perhaps parents would like to read a favorite story to the class (pre-arranged with the teacher) or have lunch with your child. If you choose to send in treats, students eat them during the class's lunchtime in the cafeteria. We can't accommodate our hostesses passing out food, so be sure your child can distribute to the class if the parent can't come for lunch. Please inform the teacher about your plans.

There also are a growing number of serious food allergies in the classrooms and we are always concerned about the safety and well-being of every child. That is why we encourage tokens or books to celebrate birthdays.

Book Clubs (See Reg. 423-1)

Parents, students, and staff will write book club checks payable to the book club itself (Scholastic). Please encourage parents to use checks or use the online ordering. NO CASH will be accepted. Teachers will collect checks and take care of ordering – NO parents should be dealing with the moneys collected.

Breakfast In a Bag

Montclair has a breakfast program open to all students and staff. Breakfast begins at 8:45 a.m. If your family is eligible for free or reduced lunch, then you are also eligible for free or reduced breakfast. Students receive their breakfast in a bag and take it to the classroom to eat. They must be finished eating by 9:15 a.m. to start the instructional day.

Bringing Items to School

Students are not permitted to bring toys, games, video game books, trading cards, toy weapons, or any kind of electronic device to school (unless used for instruction with BYOD permission). If these items are found, they will be given to the principal and the parent will be called to pick-up the items. If it is

necessary for your student to bring a cell phone to school, please note that they must be turned off and left in the backpack while they are on the bus and in school.

Buses

Buses will be arriving at Montclair between 8:40 a.m. - 9:30 a.m. and between 3:00 p.m. - 3:45 p.m. During that time, the circle in front of the school will be closed to automobile traffic. The bus circle is open to cars from 9:30 a.m. – 3:00 p.m.

When the buses are in front of the school, please drop your child(ren) off in the DROP OFF AREA IN THE PARKING LOT(staff on duty). For the **SAFETY** of all children, we ask that you follow these guidelines when driving children to and from the school:

- Drop your child(ren) off in the upper parking lot by the stairs.
- **DO NOT** turn around in private property driveways.
- Please, **DO NOT** make U turns on Tallowood Drive.
- Please do not park along Tallowood Drive. If you are parking and walking your child to the front door, park in the upper parking lot and walk down the steps.
- Between 9:00 a.m. - 3:20 p.m., parents must come into the office to sign their child in or out of school.

BYOD (Bring Your Own Device)

This PWCS initiative is designed to promote electronic learning. Each school's principal collaborates with classroom teachers to determine if E-readers or tablets can be brought to school for lesson enhancement. Your child's teacher will communicate this request, as appropriate. All students are expected to follow PWCS Code of Behavior expectations and staff is not responsible for the charging, printing or safety of personal equipment. Refer to Regulation 295-1, Acceptable Use Policy.

Bus Rules

Students should arrive at the bus stop 5 minutes before the time noted. Riding the bus is a privilege for students. Students are required to follow the rules at the bus stop and while on the bus. Discipline could result in suspension from riding the bus. Please refer to the **PWCS Code of Behavior** for specific rules.

C

Cell Phones (student use), as per PWCS Code of Behavior (Regulation 295-1)

Students in PWCS are permitted to have their cell phone on while riding the bus. However, it is a privilege and not a right. At Montclair, we encourage students to keep their cell phones off and in their backpacks while waiting at the bus stop and while riding bus. Cell phones are to be used for emergencies. Cell phones are to be turned off and kept in backpacks during the school day.

Child Abuse/Neglect

By law, we are required as mandatory reporters to report every incident of suspected abuse or neglect. Child Protective Services (CPS) will conduct the investigation to determine the details and the facts of each case that is reported. Please refer to PWCS regulation 771-1 for further information.

Chorus

Students in third, fourth, and fifth grade participate under the direction of our Music teacher. Special programs are presented throughout the year. Once a student signs up for Chorus they are committed for the “entire” year and must not have any other “club” conflicts on Chorus mornings.

Code of Behavior and Elementary Handbook

Please read the Code of Behavior and the Elementary Handbook (calendar) which are available on the pwcs.edu Homepage and a link from Montclair’s website. The Code of Behavior rules are reviewed with all students in September by the classroom teacher and administrators. It is the family’s responsibility to follow all county policies that are outlined in these documents. Students may NOT bring toys, games, electronic equipment, cameras, sports equipment, etc. to school unless they have permission from the teacher. The students will assume responsibility for any item brought to school. Any look-alike toy weapons (as described in the CODE of BEHAVIOR) brought to school will result in disciplinary action following the PWCS Zero Tolerance Policy. Acts of violence, including bullying and threats, are dealt with seriously at Montclair. Parents are responsible for knowledge of these documents and reviewing their contents. Students are responsible for following all PWCS rules and regulations. Both students and parents must sign the emergency card as verification.

Please be sure to read Montclair’s Effective Schoolwide Discipline brochure distributed during Back- to-School nights and available on our website and in the school office. This brochure explains our school’s expectations and procedures for student discipline. Montclair is an Olweus-trained bully-free school, which is explained in our school-wide program.

Communication

Every effort is made to keep you informed. All of our upcoming events and important information can be found on our website: <http://montclaires.schools.pwcs.edu/> and on each teacher’s web page.

Please remember to check your child’s book bag each Wednesday for the “Monty Folder” which has important school-wide information.

Verbal communication is also important to us. Phone calls, automated phone calls, emails, conferences, parent surveys, Montclair Advisory Council meetings, and Back-to-School Nights (held in September) are just a few ways we try to share information with our parents about our educational programs and our students’ progress and accomplishments.

Parents may contact teachers by phone or email. Please keep in mind that teachers cannot accept phone calls during instructional hours. If you leave a message for the teacher they will return your call, usually within 24 hours.

Staff email addresses are available on the Montclair webpage if you prefer to email your child’s teacher. Teachers spend most of their day teaching and working with students. Checking email and returning calls during the day are sometimes difficult for the teachers. Teachers are asked to respond to parent communication within 24 hours, if possible. An acceptable response could include a request to set a time to talk by phone or in person.

While email is an easy way to communicate, teachers are asked to limit the amount of time they spend on the computer during the instructional day. We want our teachers to be able to focus on the students. Our teachers are informed that information shared by email is factual information (time of events, dates of tests or assignments, etc.). If you need an immediate response or feel your needs are not being met, please contact Mrs.Parks, Principal or Mr. Miller Asst. Principal.

Conferences

We encourage parent/teacher conferences at any time and feel that it is important to keep in close contact. Should you desire a conference with your child's teacher to discuss his/her progress, please either email the teacher or call the office to schedule an appointment. **DO NOT attempt to "drop in" on the teacher.** Teachers have responsibilities and their professionalism should be respected. The principal, assistant principal, and counselors also welcome conferences with parents. **It is recommended, however, that parents communicate with the classroom teacher first before making an appointment with the principal.** Any concerns brought to the principal or assistant principal will be shared with the teacher in order to facilitate necessary changes and proper communication.

Co-Teaching

Students may receive instruction from two or more teachers. The classroom teacher coupled with the ESOL, Special Education, specialist, or another general education teacher, co-plan, co-teach, and co-assess, so that they can differentiate instruction. Together, they share a common responsibility for all learners. The entire class benefits from this team teaching approach.

D

Dismissal

Please make sure that a note is sent in with your child if there is to be any change in his/her arrangements after school, without a note child will be sent home the regular way. It is very important to have these new arrangements in writing in the event that the student has any questions. For the safety and security of your child, please call before 2:45 p.m. to change the arrangement for after school unless it is an emergency.

If your child has a change from their regular arrangement after school, they must have a note from their parent or guardian stating these changes. This includes riding a different school bus or walking home with another student. Children should give this note stating the new arrangement to his/her teacher in the morning. It is sent to the office during announcements so the office staff initial and return the note to the teacher for the student to give to the bus driver. A copy is kept in the front office and office staff notates on alternate dismissal log. This procedure is for your child's safety and will prevent any questions. We must have parent or guardian permission in writing to communicate the change to your child and teacher. We try to prevent interruptions to the classrooms for last minute after-school changes. We will not dismiss students from the office between 3:20 p.m.– 3:40 p.m. since we dismiss approximately 600 students each day. Thank you for your cooperation.

Dismissal Order of Students

1st

- Announcements begin at 3:35 pm.
- Walker patrols, SAC students (before/after school care in the gym) and car riders dismissed to the cafeteria.

2nd

- Bus Patrols and bus riders are dismissed by bus number in order of buses parked in the bus circle.

3rd

- Daycare van riders dismissed to the cafeteria and duty staff walk them to the parking lot or bus circle.

- Teachers escort walkers in order: Door #20: 3rd, 1st, 2nd, Door #21: Kdgn, 5th, 4th
- Parents cannot pick up students from the classroom. Parents must check the student out through the office by 3:20 or they meet students outside in the waiting area by door #21 (beginning of bus circle). They may also wait in their car in the parking lot for parent pickup/car rider (this is our preference for dismissal).
- Teachers walk students who live across from school (Silver Leaf, Camilla, etc.) or in Lake Terrapin around bus circle on sidewalk to the flagpole/front entrance. Students are to continue walking on the sidewalk around bus circle to the crossing guard by parking lot.
- These students or adults should not walk on Tallowood Drive sidewalk at ends of bus circle.

Dress

Students shall be appropriately dressed at school. Clothing that displays inappropriate language, materials offensive to others or which promote violence, alcohol consumption or drug usage, are not allowed to be worn in school. Also, the following will not be permitted.

- pants that reveal underwear or loose, low-hanging pants
- pants that are excessively tight and form fitting
- open toed/backless shoes or flip flops
- bare midriff tops, bare shoulders tops, or spaghetti straps (Straps should be at least 3 child fingers width)
- leotard type tops, revealing/see-through tops
- hats, bandannas, or other type of head coverings, unless related to one's religious practice
- shorts, skirts, and dresses which are not at least the length of a child's open hand when arms are hanging at sides (fingertip rule)
- leggings, except with a skirt or dress (length as above)
- make-up
- hair color and/or styles that cause disruption to the learning environment

If a situation occurs that a student comes to school with clothing which is determined to be unsafe or inappropriate, he/she will be required to change clothing or will be sent home. Please refer to the dress code in PWCPS Code of Behavior.

E

Emergency Cards

All students must return a completed emergency card. Please be sure to sign the front and back of the card. Student signatures are also required. If your information should change during the school year, please send us updates. Current emergency cards are extremely important for the safety of our children. Parents must have emergency contacts listed on the emergency card. Parents are obligated to submit custody papers if warranted and to indicate on the emergency card. Students will not be released to individuals who are not listed on the emergency card.

Encore Specialists

Our block schedule follows a rotation allowing for a daily ENCORE of either Art, Music, or P.E. (twice per week). Computer Lab, Guidance, and Library staff provide instruction on Smarts Day with flexible sessions for students.

English Speakers of Other Languages (ESOL) or English Learners (EL)

Students who speak a language other than English are assessed and identified following PWCS criteria for this instructional program. The ESOL teachers provide specialized instruction focused on acquiring language skills. We embrace diversity at Montclair Elementary School!

Entrance to Our School

Every door at Montclair is locked at all times. Staff have keys to enter the school. Visitors ring the doorbell, show identification in the camera, and are buzzed in by front office staff to enter.

F

Family Nights

Montclair is a family friendly school. We invite parents to join us for various events that foster community, sharing, fun, and partnerships. Our Red and White Times monthly newsletter is posted on our website and sent via email each month to keep you informed of news and upcoming social events. Also, our calendar of events is updated weekly on our school's website.

Field Trips

Each grade level plans to enjoy two field trips that support the curriculum. We recognize the value of learning in various forums. Our children are motivated by the experiences that they have in local museums and theatres. We welcome support with chaperones and with field trip fees. Field trips that exceed our immediate community may warrant charter buses that impacts the cost of field trips. Our goal is to give parents proper notification of scheduled field trips, so that all students can participate. Chaperones are based on each trip's needs. If more parents than are needed volunteer, lotteries are held with parents being selected for only 1 trip per year.

Free and Reduced Lunch Paperwork

Families who qualify for assistance are reminded that paperwork must be completed every school year and anytime throughout the school year. Forms are available in our office or on the PWCS website. This information is kept confidential. Please contact our Cafeteria Manager Sandy Goodman @ 703-878-2930 with questions.

G

Gifted Education

- START (Strategies for Teaching And Reaching Talents) is a pre-gifted education program for students in grades K, 1, 2, and 3. Teachers or parents recommend students who have consistently demonstrated higher level thinking skills, and these students receive an enriched and accelerated curriculum under the instruction of a gifted education resource teacher.
- SIGNET (Students Involved in Gifted Needs in Education Today) is a gifted education program for students in grades 4 and 5. In November, The Cognitive Abilities Test (CogAT) and the Naglieri Nonverbal Ability Test are given to 3rd graders to identify students who score in the 96th percentile/9th Stanine. The CogAT is also administered in second grade this year. Teacher and parent recommendations are critical components of the identification and screening process. All gifted students are served at Montclair.
- Contact Mrs. Doyle (teacher) or Mrs. Parks, if you have questions.

Grading Periods

The schedule for interims, grading periods and report cards can be found at PWCS web site under the Parents tab. (School Calendar)

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS INTERIM AND REPORT CARD SCHEDULE

2017 – 2018 SCHOOL YEAR	Interim	Report Cards
FIRST SEMESTER (94 DAYS) First 9 Weeks (48 DAYS) August 28 –November 3	October 11	November 16
Second 9 Weeks (46 DAYS) November 8 –January 26	December 20	February 6
SECOND SEMESTER (86 DAYS) Third 9 Weeks (48 DAYS) January 30 – April 13	March 13	April 25
Fourth 9 Weeks (38 DAYS) April 17 –June 8	May 26	June 8

H Holidays

As a school division, the following holidays are observed and students do not attend school.

Holidays include:

- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Break
- Winter Break
- Martin Luther King, Jr.
- Presidents' Day (unless snow make-up day)
- Spring Break
- Memorial Day

Homework (Regulation 663.1)

The purpose of homework is to provide the practice of a concept already taught by a teacher. Homework will be incorporated as an integral part of the instructional program. All students should read or be read to at least 20 minutes each night. Each teacher develops homework expectations following PWCS regulation # 663-1. The weekly/nightly homework is communicated either by newsletter or on the

teacher's messenger page. The teacher will explain his/her communication during Back-to-School night. Completing homework develops study skills and organization for all K-5 students.

Homework Best Practices:

- Identify a place for your student to work that is well lit and clear of distractions
- Identify a time for your student to work. Work in 10-20 minute intervals for maximum concentration.
- After completing homework have your student place the work in a designated folder/binder and put into the student's backpack.

Kindergarten

Weekly homework activities will be differentiated for below/ on level and above level students.

1st 10-20 minutes per night, includes reading

2nd 10-20 minutes per night, includes reading

3rd 30-50 minutes per night, includes reading

4th 30-50 minutes per night, includes reading

5th 30-50 minutes per night, includes reading

Honor Roll (Grades 3,4,and 5)

Principal's Honor Roll is awarded to students who earn all A's in all content subjects and either S or S+ in other subjects. (no S- or N's)

Monty's Honor Roll is awarded to students who earned all A's or B's in all content subjects and either S or S+ in other subjects (no S- or N's)

I

Illness

If your child has a fever of 100 degrees or higher, parents will be contacted to pick up your child. Parents must pick up their child within **1 hour** of office staff contact. Parents need to have emergency contacts to come to school within this timeframe.

When deciding whether or not to send your child to school, please consider the following guidelines:

- **FEVER** - Your child should stay home with a temperature greater than 100 degrees. They should return to school only after their temperature has been below 100, without fever medications, for at least 24 hours. (Reg. 758-1)
- **VOMITING and DIARRHEA** - Even if just once, the student must be vomit and diarrhea free for a minimum of 24 hours before they can return to school (Reg. 758-1 Attachment I)
- **FREQUENT COUGH** - if congested (wet) or croup-sounding cough
- **EXCESSIVE NASAL CONGESTION** - with runny nose or frequent need to blow

Colds are the most contagious during the first 48 hours.

A child who has started antibiotics needs to be on the medication for 24 hours before being considered non –contagious and able to return to school.

Please remember it is an extremely long day for a child who is sent to school ill. Remaining at home will help minimize the spread of the infections and viruses in the classroom. We appreciate your help with keeping all our Montclair students healthy and ready to learn. Parents may request that their child be excused from physical education for a temporary illness or injury for a maximum of 5 consecutive school days. A physician’s statement will be required if the student cannot resume normal activity after the 5 day period.

Please contact our school nurse, Cindi Sutton, R.N., if you have any questions or concerns.
(703.730.1072)

Inclement Weather

Please make sure you have a plan and that your child(ren) and their teacher’s know what your child(ren) are to do if schools are closed, open late, or close early. Advance planning will certainly help ease everyone’s mind. Please listen or watch one of the major radio or television news stations for announcements of changes in school schedule. Information is also updated on the PWCS.edu website and by viewing PWCS-TV on Comcast Cable channel 18 or Verizon channel 36. Also posted to pwcs.edu website you may also download the app, see the PWCS website for directions.

Inclusion

We embrace an inclusive culture at Montclair Elementary, and we support instruction via the *least restrictive environment*. Students will have learning opportunities in the classroom, in small groups or whole group. In addition, their needs may indicate that they would learn best in a “pull-out” session in a different location. Teachers have the responsibility to match student needs to various instructional practices.

Injury Reports

If your student is injured while at school, an injury report will be filed. The nurse determines when parents are contacted. We will make every effort to send the report home with the child that same day.

Interim Reports

Students will receive a mid-quarter/interim progress report to inform them of their progress. Students should use this mid-quarter progress reported by the teacher to make adjustments and improvements for their success. Parents are asked to review, sign, and return the Interim Report.

Intervention Team

We have a committee of staff who meet weekly to discuss students who need additional/more targeted assistance with academic, social, or emotional needs. The committee reviews the student's present level of performance, and then makes recommendations for improvement. Parental attendance and participation is requested and very important to the student's success. Our weekly meeting day is on Wednesday. The A.P. will contact the parent to set a meeting. Parents can also request a meeting. The Asst. Principal/school secretary mail the invitation notice home prior to the meeting.

Invitations

If you are having a party outside of school, your child may only pass out invitations to the entire class before or after school, so there is no disruption to instructional time. Montclair staff will not address or mail any invitations.

L

Library

Students are welcome to come to the library daily to check out books. The library is part of the Encore block. Lessons taught in the library are an extension of the grade level curriculum. Books are checked out for 2 weeks. Students with overdue items are not charged a fine, but they will not be allowed to check out again until the late item is returned to the library. Students are responsible for paying for lost books, magazines, and Playaways. The price varies according to the title. The student will need to pay for the lost item before checking out any more items from the library.

Lifeskills (Quality)

Integral to our School-wide Discipline Program is the reinforcement of our quality lifeskills and lifelong guidelines.

Our Quality Lifeskills

CARING – to feel concern for others

COOPERATION – to work together toward a common goal

COURAGE – to be confident and brave

EFFORT – to try your hardest

FLEXIBILITY – willing to change plans or course of action when necessary

HONESTY – to be truthful and sincere

ORGANIZATION – to plan, arrange, and implement in an orderly way

PATIENCE – to wait calmly for someone or something

PROBLEM-SOLVING – to seek solutions in everyday situations

OUR QUALITY LIFELONG GUIDELINES

Active Listening – High 5: Stop, Look, Listen, Think, Feel

Personal Best – Always give your personal best

Respect – Self, Others and Property

Students earn Lifeskill tickets throughout the day from all staff members as they display these lifeskills. You may want to use these terms with your child at home for consistency and reinforcement. Each month, 1 student who has shown this lifeskill from each class is selected by the class or teacher to eat lunch with the counselor, Asst. Principal, or Principal.

Lockdown

During an emergency, we may have to activate our Lockdown safety procedures following PWCS guidelines. During a Lockdown, we remain inside the building, away from the locked doors and windows, and in a crouched position until directed to resume our normal school day operations. All exterior doors are locked and only “authorities” are allowed inside. Parents may not pick up their children during a Lockdown. We will have scheduled Lockdown drills to practice this safety procedure.

Lunch

Elementary lunch prices for this year can be found @ pwcs.edu under School Food & Nutrition Services. Students have a choice of hot lunch, sunbutter (sunflower seeds) and jelly sandwich, chef salad, or yogurt lunch. There are also la carte items available. Lunch tickets can be purchased for any number of days. Checks should always include the name of your child as well as the teacher’s name on the memo line. Checks should be made payable to Prince William County School Food Services (PWCSFS). Menus are sent home at the end of each month for the next month.

Meal assistance applications for free or reduced lunches may be obtained in the school office anytime throughout the year or on [pwcs website, www.pwcs.edu](http://pwcs.edu).

Mrs. Goodman, our cafeteria Manager, can be reached from 7:00 a.m. – 3:00 p.m. at 703-878-2930, for all questions regarding meal accounts.

For your convenience, you may pre-pay with a credit or debit card at <http://www.myschoolbucks.com>. This site offers valuable information regarding all Food and Nutrition Services. Parents are invited to come and eat lunch with their children at any time after signing in at the office first.

M

Medication

Every effort should be made for students to take their medication at home. If taking medicine at school is necessary, parents must deliver the medicine to school in the original prescription container. All over the counter medications must be in a new un-opened package and must be age and weight appropriate for your child. **PWCS policy does not permit students to transport medication to and from school (See Regulation 757-4).** The following forms are required before school staff are allowed to administer any medication in the school setting.

Authorization for Medication Administration (Attachment I, Regulation 757-4): This form is required for all prescription and over-the-counter medications. A physician must complete and sign the form for all prescription medications. Parents may complete and sign the form for all over-the-counter medications that are age and weight appropriate for their child.

Asthma Action Plan, (Attachment I, Regulation 757-5): This form must be completed and signed by a physician.

Allergy Action Plan, (Attachment I, Regulation 757-2, pages 1-5): This form must be completed and signed by a physician.

Any changes in medication must be submitted on a new authorization form. All medications will be discarded on the last day of school if not picked up by a parent or guardian.

If a child has a medical condition that will require medical treatment while in the school setting (food allergies, seizures, cancer, diabetes, or any other medical condition) a health treatment plan must be completed by a physician. All of the above mentioned forms and plans can be found in the clinic or online on Nurse Sutton's web page.

Any questions, please contact our school nurse, Cindi Sutton @ 703-730-1072 or suttoncr@pwcs.edu

Monty's Cardinal Defender Pledge

Each September, students recite and sign the **Cardinal Defender Pledge** with their parent and are expected to follow this pledge every day. Please refer to definitions and other details in the PWCS Code of Behavior. Bullying is defined as recurring behavior by one person seeking power over another. Every Monday, Monty's Cardinal Defender Pledge is recited during the morning announcements.

Monty Folders

Every Wednesday, we send home a folder with important school-wide forms and other communication fliers. The Monty Folder maintains communication between home and school. Each grade level also sends home a weekly homework folder and posts a monthly newsletter that features the instructional focus, important information, and dates to remember on the teacher's web page.

Monty Mart (School Store)

Students are able to buy items at our school store which is on a mobile cart and led by our Autism classrooms. They will go to each grade level on the following days if students have money for the school store. Our days follow the same rotation as our Encore Days. Day 1 – 1st; Day 2 – 2nd; Day 3 – 3rd; Day 4 – 4th; Day 5 – 5th; Day 6- KG. Items range in cost from \$0.25 to \$1.00. Items include: pencil, pens, erasers, pencil sharpeners and notebooks.

Visit our website for more information.

O

Observations

Montclair's policy to observe your student in a classroom up to 30 minutes must be prearranged with the Assistant Principal or Principal. The Administrator will accompany the parent at a mutually agreed upon time after discussing the purpose of the observation. Per PWCS guidelines, private therapists are not permitted to observe a student during the school day. Teachers' responsibilities to educate all students are valued at Montclair.

P

Parent Portal

Access student information by registering for the Parent Portal - parents and students will be able to view student grades and attendance information, and parents can edit contact information. This user id and password will also sign you into School Messenger.

Only parents need to register online @ pwcs.edu./Parents/Parent Resources

Students will automatically receive a login account to the Parent Portal.

Parents please note, **the parent that registers and receives the email for the account must be the same parent who presents their photo ID** at their school. If more than one parent would like an account each parent or guardian must go through the registration process separately.

If both parents wish to have a user account they each have to register separately.

Mrs. Schwier, our secretary, is the point of contact to ask questions.

Parking

Please use our school's parking lot when you visit. Please do not park on Tallowood Drive to consider our neighbor's parking and our students' safety. If you are not using Drop off/Pick up at arrival and dismissal, please be sure to park your car and walk to the side of building door # 21.

There are designated handicapped parking spots located off the bus loop on the side of the building. Only vehicles with DMV approved stickers should use those parking spaces. Remember: It is illegal to pass a school bus loading or unloading students while the bus is displaying flashing red lights.

PEP: Parents as Education Partners

The PEP Program is a parent outreach program designed to educate and empower ESOL parents to become decision makers and advocates for their children's education. It is coordinated by our ESOL staff. Components of the program include:

- ESOL/Bilingual classes for ESOL parents or guardians
- Parent/Child Activities
- Parenting Workshops
- The PEP Program was developed on the premise that parental involvement is a process, not an event (Davis, 1989). Process refers to the concept of building parental involvement through ongoing adult ESL education and interactive activities.

The PEP curriculum was developed and field-tested during a three-year family English literacy Title VII project funded by the U.S. Department of Education's Office of Bilingual Education and Minority Language Affairs. Expansion curricula was developed by committees of PEP teachers from Prince William County Schools.

Phone Numbers

Office: 703.730.1072

FAX: 703.878.0356

Cafeteria: 703.878.2930

Photos

Individual Student pictures will be taken in the fall and spring. Information will be sent home regarding photo purchases. Pre-school aged children may also have their picture taken if the photographers permit. The date will be announced in advance.

Student Photos –The Big Picture

Pictures are a vital part of telling the PWCS story. As set forth in current policies and regulations, photographs and video images of any student engaged in school activities may be produced and used in any school or School Division program, publication, or exhibit, if deemed appropriate by the principal or other official designee. Photos and images may also be authorized for external use, such as by the news media and scholarship providers, as long as this is in the best interest of students, the school, and/or School Division, and complies with other regulation guidelines.

Any parent not wishing to grant permission for use of their child's photos and images may fill out and submit an opt-out form. The form, along with the complete text of the associated **Regulation, 790-3**, may be found online at pwcs.edu. Copies of both the form and regulation may also be obtained through the school office.

Placement

Class lists are carefully studied by the staff in order to assure the best learning environment and community for each individual student. As parents, you are an important part of that community. In the spring of each year, we encourage your input as to the type of learning environment in which you feel your child learns best via a letter to Mrs. Parks. We also want to know of any special circumstances that might affect your child's placement. We also certainly understand if you decide not to provide any additional information.

Due to the importance of creating a balance in each classroom, Mrs.Parks will not take any requests for specific teachers. If you have had personal experiences with a teacher and wish your child NOT to be placed in their room, you may indicate the name and specific reasons in this letter. This information may be shared with the teacher.

Property Damage: Damage to School Equipment and Property

The Prince William County School Board shall hold any person, parent, or student responsible for damage to or destruction of property of any kind, including but not limited to books, supplies, equipment, buildings, and grounds as follows:

1. Students: For breakage or damage to property as the result of negligence, willful, or malicious destruction.
2. Parents: For the willful or malicious destruction or damage to public property by any minor as provided for by Section 8.01-43, Code of Virginia.

Q

Questions

Please visit our school web site (<http://montclaires.schools.pwcs.edu>) or www.pwcs.edu and click on select a school at top bar, then link to Montclair to read the Parent Handbook, calendar, and staff web pages for possible answers to your questions. Our office staff is always willing to assist you!

R

Recess

Due to safety concerns, students may be restricted from activities due to inappropriate footwear (no backless shoes or flip flops). **If your child is not able to participate in physical activities, please send in a note.** Recess is a 15-20 minute allotted time with students being supervised by the classroom teacher. Expectations for safety are a priority!

Red and White Times School Newsletter

The Red and White Times is sent monthly via email. It is also posted on our school's website. Please refer to this important communication to learn of current information from our staff, student recognition and school events.

Regulations and Policies

The Policies and Regulations governing Prince William County Public Schools may be accessed online at pwcs.edu.

Report Cards

Students receive quarterly progress reports to include academic, conduct, and work habits grades. Please review the report card, praise your child, and provide the necessary routines and expectations for excellence. Parents need to sign and return the report card cover.

Retention

Our staff monitors student achievement very closely. Students who are not mastering the grade level curriculum may be considered for retention as per the PWCPSS **Regulation, 665-1**. Based on student performance, parents are notified of possible retention at the end of the first semester (18 weeks) by a letter and conference with the teacher. If student achievement continues to lag, parents receive a 2nd letter at the end of the third grading period (27 weeks). Retention is a lifelong decision, so we depend on detailed data and information when making a decision to retain a student. A retention meeting is held in early May for each student who remains on the possible retention list. Current student performance is reviewed and the school staff make a final recommendation regarding retention. Parents are invited to this conference and can follow the PWCPSS regulation if they disagree with the schools' decision.

S

Safety Patrols

Selected students in fifth grade may serve as safety patrols. Safety Patrols are student leaders who help with safety at their bus stops, on the bus, and at school during arrival and dismissal. We also select Safety Patrols for our walking students. Students interested in becoming patrols apply at the end of 4th grade. Selection is based upon recommendations from their teachers and completion of an essay to state why they would like to become a Safety Patrol. Once selected, Safety Patrols must maintain at least a "C" average and at least an "S" in conduct. Safety Patrols are supervised by Mr. Miller and our staff sponsors, 5th grade teachers. They meet monthly with a Prince William County Crossing Guard Officer. The monthly meetings focus on safety and a Patrol of the Month is selected and recognized for their safety skills.

School Age Child Care Program (Alpha Best)

Before and after school care is available through the School Age Child Care Program coordinated by PWCS. If you are interested in this program, contact the Alpha Best Main Office at 703.791.8844. The Montclair Alpha Best number is 703.730.8039.

School Counseling Program

The School Counseling program provides individual, small group, classroom, and consultative services to foster student success in academics, personal/social skills, and career development. The counselors work with staff, students and parents to assist students in achieving at high levels. Counselors follow PWCS curriculum while instructing in small groups and classroom guidance.

School Web Page

Once you have registered for the Parent Portal, that login in and password will allow you to view the classroom pages the teachers have set up. Those pages have class homework and other exciting information.

School Wide Expectations of Quality Student Behavior

At Montclair Elementary School we believe all students, staff, and parents should feel safe, comfortable, and respected while at school. We are committed to ensuring that students are not being distracted from learning. We realize that we need to work together to create an environment where teachers can teach and students can learn. We follow an Effective School-Wide Discipline Program. Our Discipline Program brochure is provided at Back to School Nights, and can be obtained in the front office or on our school's web page. We work with our students to create and communicate school wide expectations that show good character and quality student behavior. Proper behavior is expected at the bus stop, on the bus, on the way to and from school, throughout the school environment, and on the playground.

Secure The Building

During an emergency, we may need to "Shelter in Place" in our school. This means that we remain inside the building until it is safe to resume our outside activities. Instruction continues, and school entry is limited, as per PWCS regulations.

SOAR with Monty (Book Donation to our Library)

The Montclair library offers the opportunity to contribute to the Smarts of all students by donating a book in honor of a birthday or special event, or in memory of someone special. When you make a \$15 donation for a book, you or your child may choose a book from our library wish list. A personalized nameplate will be placed in the book and the book will be presented to the student on the Monty News Show. Your student may also be the first person to check out the new book! Forms can be downloaded from the library page on our website or requested from our librarian. Please contact our librarian to participate in this special program.

Specialized Instruction in Special Education

Our student population has diverse instructional needs. We have programs to serve our students with disabilities: Developmental Delay (DD), Specific Learning Disabled (SLD), Other Health Impaired (OHI), Speech and Language Impaired (SLI), and Autism Spectrum Disorder (ASD). These students receive individualized instruction based upon their Individualized Education Plans (IEP's) and their identified

academic, behavioral, or emotional needs. If you have questions, our Assistant Principal is the primary contact person coordinating Special Education Programs. A Pre-Kindergarten special education program is based here and coordinated by the Supervisor of Child Find.

Spirit Wear

Friday is school spirit day, and we proudly wear Monty Spirit wear or clothing that is red and white. Be sure to join in our school spirit by purchasing spirit wear from our PTCO!

Standards of Learning (SOL)

Prince William County's curriculum includes the Virginia SOL grade 3rd, 4th and 5th. Students are expected to demonstrate mastery in all core subjects. They are assessed in English to include Reading and Mathematics, in grades 3, 4, and 5. Virginia Social Studies is given in grade 4 and Science (4th and 5th grade curriculum) is given in grade 5. All tests are administered in April/May, based on Virginia's Dept. of Education and PWCS calendars. Teachers prepare students for these high stakes tests all year long. Our accreditation and adequate yearly progress will be based upon student performance on the SOL tests. Parental support for all instructional programs and assignments is paramount. The specific SOL's for each grade level are available at www.pwcs.edu and the Va. Dept. of Education (VDOE) website.

Strings/Orchestra

String instrument instruction is offered to 5th graders at Montclair. The students will be responsible for securing their own instrument and consistently meeting participation requirements. Students are able to participate in both music and strings. We have an itinerant strings teacher who can answer questions for parents.

Summer School

Students who qualify for remediation in reading, writing, and/or mathematics are recommended for summer school. Transportation is provided. Summer school is a half-day program that lasts three weeks in July.

T

Telephone calls

In the event of an emergency (as determined by staff or administration), students will be allowed to make a phone call from the office. The office phone lines are extremely busy and must be kept open for incoming calls and county business. Students will not be called from class to receive telephone calls.

Tutoring

We have many requests for Montclair teachers to tutor children and we wish to help out our students and parents as much as possible. To avoid a Conflict of Interest (Regulation 503.02-1), teachers may not tutor children assigned in their homeroom. To secure a list of tutors, call the front office staff.

V

Visitor Identification System

For the safety and security of our children, **all** visitors and volunteers in the building during school hours must report to the front office to sign in and must sign out and exit through the front office. Prince William

County Schools require that photo identification is kept in the front office while visitors are in the school. Visitors are given a visitor's badge that must be visibly worn at all times on school property, as per (Regulation 926-1). Siblings of students should not attend during parent volunteer time or school-sponsored events during the instructional day, e.g., field trips, class picnics, class parties, etc. These guidelines are designed for the safety of all children.

Volunteers

Classroom volunteers schedule their times with the teacher prior to coming in to help. All volunteers must participate in volunteer training with the Assistant Principal and sign a confidentiality agreement prior to volunteering (as per County Regulation Notice # 950-0-44). Group training occurs each September. When volunteering, it is not an appropriate time to conference with your child's teacher. If you wish to talk with a teacher, please leave a message with the office staff for the teacher to contact you as soon as possible.

W

Walkers

Students who walk to and from school are expected to make safe decisions. All walking students are expected to walk straight to school or home without any detours, keeping hands and feet to self, refrain from picking up objects that do not belong to them, and walk safely on the sidewalk. All rules within the PWCS Code of Behavior apply walking to and from school, as well. Walking routes that have been established for Montclair students are:

- Students who live along Holleyside Drive should be the only students walking on Holleyside Drive. A crossing guard is stationed at the intersection of Holleyside Dr. and Tallowood Dr.
- Students who live on streets off of Spring Branch Blvd. should follow Spring Branch Blvd. and walk on Tallowood Dr. A crossing guard is stationed at this intersection for student safety.
- Students who live across from the school or in Lake Terrapin, should walk along our sidewalk in the bus circle (by the flagpole) NOT on sidewalk on Tallowood Drive. They should walk along the bus circle to the intersection of Silverleaf and Tallowood Drive, where a crossing guard is stationed, to cross the street.
- Parents should follow these same routines for everyone's safety.

Websites

The school web address is <http://montclaires.schools.pwcs.edu>. You can also access the Prince William County site at <http://www.pwcs.edu>, click on the Select A School tab on the top bar and then click on Montclair Elementary.

Yearbooks

Montclair pre-sells yearbooks starting in February. We only sell by pre-ordering and Yearbooks are distributed during the final week of school in June.

