

Christiansburg Strand Schools Student-Parent Handbook 2013-2014

Belview Elementary



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Christiansburg Primary Christiansburg Elementary

Oliver Lewis, Principal

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Falling Branch Elementary

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Belview School Philosophy:

In the Belview Elementary School Community

we expect to learn
and learn to expect
the best from ourselves and others.



CPS/CES School Pledge:

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

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



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

FBE School Pledge:

As an FBE student:

I am responsible for my words and actions.

I am respectful of others and their things.

I am honest and fair to everyone.

I treat others the way I wish to be treated.

I follow the rules and do what is asked of me.

I will do my best to keep our school a safe and fun place to be.



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ARRIVAL TO SCHOOL

STUDENTS MAY NOT ENTER SCHOOL BUILDINGS BEFORE 8:30 A.M.

8:30 a.m. – Schools are open to students.*

BES – Students arriving by car are dropped off at the back of the building. Students will go directly to their classroom. *Students may go to breakfast after checking in with their teacher.* If there is not a staff member present at the back door, do not drop your child off. Enter the school through the front door. Check your child in at the office.

CES – Students arriving at school by car are dropped off at the back of the building until 8:50. After 8:50, students enter through the main entrance. Students may go directly to their classroom or directly to breakfast.

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

FBE – Parents who bring their children to school are asked to follow the blue line leading through the parking lot at the right front of the school and drop their children off (three cars at a time) at the front doors. School personnel are ready to greet your children beginning at 8:30 and assist them in getting to class. Please do not enter the faculty side of the parking lot (left side) to drop off your child. **Students are to check in at their classroom before going to breakfast.**

If it is necessary for you to walk your child to the classroom, please understand that 8:30-9:00 is a critical time for teachers to set the tone for the day in their classroom. We respectfully request that you make an appointment with your child's teacher to conference and do not attempt to conference during this morning arrival time.

BUS LANES AT ALL SCHOOLS ARE CLOSED TO CARS.

STUDENTS ARRIVING TO SCHOOLS AFTER 9:00 A.M. MUST BE ACCOMPANIED TO THE MAIN OFFICE BY AN ADULT.

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



ART

Art classes are scheduled once a week for 50 minutes.



ASSEMBLIES

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

ATTENDANCE

Student absenteeism can significantly affect a child's learning and achievement. Regular school attendance is highly correlated with student success and achievement. Therefore, we strongly encourage students to attend school on time each day and remain in school for the entire day.

Students are marked tardy after 9:00 A.M. Students that arrive tardy to school **must be accompanied into the front office by a parent/guardian** to sign the student in and provide a reason for being tardy.

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

Students will not be dismissed from class after 3:00 P.M. (12:30 P.M. on early dismissal days) unless they have a doctor's appointment.

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

- notify the school between 8:15-9:15 the morning of the absence.
- provide a written excuse to the teacher on the day your child returns from an absence.

Please make every effort to schedule doctor, dentist and other appointments before or after school hours to ensure your child's regular attendance.



Schools are required to phone parents when children are absent and no indication of the reason for the absence has been

received. Parents will be notified in writing when a student's absences reach **5 absences**. A second notification will be made when a student's absences reach **10 absences**. A greater number of absences may require a parent meeting with the principal and Student Intervention Coordinator to develop a plan for regular attendance.

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.

BUS RULES

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

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



CAFETERIA

	Breakfast	Lunch	<i>(Prices subject to change.)</i>
Full Price	\$1.25	\$2.25	
Reduced	.30	.40	
Milk Only	.45	.45	second milk is .35
Adult Lunch		3.50	

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

Breakfast is served from 8:30-8:55 AM. Breakfast is not served on days when school opens late.

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

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

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

Expectation for Behavior in the Cafeteria

- ✓ Enter the cafeteria in an orderly and quiet manner.
- ✓ Talk quietly in your classroom line while waiting to enter the serving line.
- ✓ Wait without talking in the serving line – the dishwashers and other machinery make it very difficult to hear your choices for lunch.
- ✓ Use good table manners.
- ✓ Sit at the table with your feet under the table. Do not straddle the bench or turn with your back to the table.
- ✓ Visit quietly with the students at your table. Good manners do not include yelling to people across or down the table from you.
- ✓ Stay seated during lunch. Raise your hand if you need help.
- ✓ Keep your food on your own tray – do not play with your food.
- ✓ All food must be taken the first time through the line. Students may not return to the line to purchase more food items.
- ✓ Keep hands and feet off other people and their food.
- ✓ Candy should be left at home and is not permitted in the cafeteria
- ✓ With teacher permission students may bring quiet games or books may be used at the lunch table when their meal is finished.
- ✓ All other school rules concerning behavior apply during lunch.



CELL PHONES AND OTHER ELECTRONIC DEVICES

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

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

CHECKS-MONEY

Please make checks for meals, books, pictures, etc. payable to your child’s school. When sending money with children, please put money in an envelope and write your child’s name and purpose for which the money is sent. Schools reserve the right to not accept checks from those who have had a returned check.

CLINIC

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



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

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

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

Please read the MCPS policies regarding medication:

Prescription Medication: MCPS personnel may give oral prescription medication to student only with a physician/dentist/licensed nurse practitioner’s written order AND written permission from a student’s parent. Such medicine must be in the original container. Parents are requested to deliver the medication to the school office. (*School Board Policy JHCD*).

Non-Prescription Medication (these include cough drops and Chap Stick with SPF): MCPS personnel may give oral non-prescription medication to students only with the written permission of the parent. Such permission shall include the name of the medication, the required dosage and the time the medication should be given. Such medication must be in the **original container** labeled with the student’s name and **delivered by a parent/guardian to the school office** where you will need to complete an *Over the Counter Medicine Request Form*. Oral non-prescription medications will be administered 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 grade K-8 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 when a physician/dentist/licensed nurse practitioner written order and written permission from the student's parent is on file in the office. (*School Board Policy JHCD*).



CLOTHES – DRESS CODE

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

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



Shoes

- The type of shoe worn is very important to the safety of our children's feet – both inside the building and on the playground. It is recommended that students wear shoes that enclose and protect the entire foot while at school each day.
- The best choice for shoes is always athletic shoes! All students must wear athletic shoes for PE and recess. Children will not participate in PE without athletic shoes. Students who wear flip-flops to school will have a restricted recess area. Shoes with large heels are not permitted since students often twist their ankles in these while playing or walking. Shoes with wheels are not permitted.

Shirts and Tops

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

Shorts and Skirts

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

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

Graphics

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

Hats, Gloves and Sunglasses

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

COMPUTER AND INTERNET ACCEPTABLE USAGE

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

- I will only use computers and equipment in the manner for which they are made. I will always follow teacher or parent instructions for how to use computers and equipment in the classroom. I know that my parents and I may be help responsible for damage done to equipment that results from my misbehavior.
- I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.
- I will never give my name, my home address, my telephone number or any personal information about me or my family to anyone I write or talk with on the internet. I know that almost anyone I contact is a stranger to me and I don't share personal information with strangers no matter how nice they seem to be.
- I know that my teacher and my principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for something in science.
- Because the people I write or talk with on the Internet cannot see me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never to tell people that I am someone else. I will never send them personal information, such as a picture or my name by using an envelope and stamp.
- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and if I come across one of them by accident, I will leave it as soon as I can. For example, suppose I am searching for a type of animal and I find a picture that only adults should see. I quickly use my forward or backward keys to take me to another site. I will not continue to look at the site with the bad picture and will not show it to others around me. I also will not print it out or save the picture.
- I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.
- I may be given a password – a special word that only I know. I may have to use this password to sign on to a computer or to send mail over the Internet. I know that I must never tell a friend what that password is. My password should be known only by me. I know that I should never use a password for myself if that password belongs to someone else. For example, John asks me to loan him my password so he can send someone an email message. John cannot remember what password he was given. I would not loan my password to him and would never ask to use his.



CONDUCT AND CITIZENSHIP

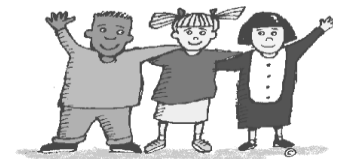
Expected behavior in all school situations is encompassed in each of our school pledges which can be found on page 1 of this handbook.

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

We work hard to have bully-free schools. Our schools are trained in and use the Olweus Bully Prevention Program. Bullying is when "one child repeatedly picks on another child who is weaker, smaller and/or more vulnerable." Bullying activities include: picking on other children by teasing, threatening or attacking them, excluding them from activities and/or starting rumors. The staff at each school will work diligently with students and their parents to eliminate bullying behaviors.

Four anti-bullying rules guide our work to prevent bullying behaviors in our schools:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. If we know that somebody is being bullied, we will tell an adult at school and at home.



Please read and discuss our schools' virtues on the following page.

The faculty, staff and students at BES, CPS, CES and FBE will strive to exhibit the following virtues in our daily routines – in the classroom, throughout the building, and in our communities.

Citizenship – means doing your best to help your family, school and community.

Compassion – means caring. We show compassion by treating everyone with consideration and care and by being kind, helpful and generous to everyone – just as we wish to be treated.

Cooperation – means you are able to work together to get the job done.

Giving – means giving to others through service. We will look for opportunities to respond to the needs of others, without expectation of reward.

Honesty – means we carry out our responsibilities carefully, never claiming credit for someone else’s work, and are willing to acknowledge wrongdoing.

Perseverance – means sticking to a job or task until it is completed. We show perseverance by using our inner strength and determination to reach goals. We push hard to complete assignments and support others.

Respect – means showing others they are valued and accepted for who they are. We show respect by responding sensitively to the ideas and needs of others without dismissing and degrading them. Differences among people are celebrated. Respect also applies to animals and the environment.

Responsibility – means doing what is expected of you. We show responsibility by completing tasks we have accepted or been assigned. All work is conscientiously performed.

Self-Discipline – means living within limits. Having self-discipline means you have control over your actions and feelings. It is shown in our relationships and use of time.

Trustworthiness – means that others can count on you to be honest, remain loyal and keep your promises.

CONFERENCES

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

2013-2014 Conference Weeks
Schools are in session.
October 21-25
March 31-April 4

Thursday, October 24, 2013 is a full day dedicated to parent conferences. Students will not be in school on this day.

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

CRISIS PLAN

BES, CPS, CES and FBE maintain and review our Crisis Plans yearly. We practice drills on a regular basis to make sure students know the procedures in case of an emergency.

Significant student illness or injuries are reported to parents or emergency contact person as soon as is practical.

Medical assistance may be sought 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.

Weather-related emergencies are normally responded to on a division-wide basis. This usually results in an early dismissal of schools.

Personnel from the school, school division and/or county emergency services will respond to any other unforeseen emergencies as required.

DELAYED OPENING AND EARLY DISMISSAL

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



Parents are also encouraged to call

382-5102

or visit

www.mcps.org

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

1 HOUR DELAY = building opens for students at 9:30 (tardy 10:00 a.m.)

2 HOUR DELAY = building open for students at 10:30 (tardy 11:00 a.m.)

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

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

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

DISMISSAL PROCEDURES

If you need to change your child's usual dismissal plan, please send a note with your child in the morning. You may also call your school's office **before 3:00**. Please do not email teachers or administrators with these changes. We cannot guarantee that email will be read before dismissal time.

Students will not be dismissed from class after 3:00 P.M. (12:30 P.M. on early dismissal days) unless they have a doctor's appointment.

If you need to change your child's usual dismissal plan, please send a note with your child in the morning. You may also call the school office **before 3:00 p.m.** **Please do not email teachers or administrators with these changes. We cannot guarantee that email will be read before dismissal time.**

BES CAR RIDER DISMISSAL PROCEDURE

3:25 Car Dismissal

*Please do **not** enter the school during dismissal times (3:15-3:40 PM).

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



CPS CAR RIDER DISMISSAL PROCEDURE

3:30 Car Dismissal

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

CES CAR RIDER DISMISSAL PROCEDURE

3:30 Car Dismissal

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

**FBE CAR RIDER DISMISSAL PROCEDURE
3:30 Car Dismissal**

- Car-riders wait by grade level in the gym for their car to pull up to the loading zone.
- Parents are asked to follow the blue line leading through the parking lot at the right front of the school to the pick-up point in front of the gym doors.
- If your child requires help with their seatbelt, please pull ahead to do this so we may continue to load other cars.
- Staff members will supervise the loading of students into cars.
- Cars may not be left unattended in the loading zone.
- Parents who do not wish to wait in the car loading line must come to pick their children **at the outside gym doors ONLY**. Parents who pick their children up in this manner will assume responsibility for their children's safety as they exit to the parking lot.
- **ABSOLUTELY NO STUDENT PICK-UP IN THE FRONT LOBBY, OUTSIDE CLASSROOM DOORS OR IN THE HALLWAYS. All car riders will be dismissed through the outside gym doors ONLY.**

EARLY RELEASE DAYS FOR ELEMENTARY PLANNING

Periodically students are released at 1:00 p.m. to provide planning time for teachers. Please mark your calendars with these dates:

2013-2014 Elementary Early Dismissal Dates			
Sept. 18	Nov. 18	March 19	Last Day of School
Oct. 8	Dec. 12	April 3	
Oct. 24	Feb. 13	April 17	
Nov. 1	March 4	April 30	

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
FERPA**

Notice to all parents of students attending the Montgomery County Public Schools and all students currently attending the Montgomery County Public School show have reached the age of 18.

STUDENT RECORDS and DIRECTORY INFORMATION

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 rights regarding the review of their child's records and disclosure of information. This information is available at

<http://www.mcps.org/notifications/index.html>

You may also contact the principal of the school your child attends if you need further information.

FIELD TRIPS

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

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



504 INFORMATION

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

GUIDANCE

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

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



HOMEWORK

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



INFORMATION ON CIVIL RIGHTS

Montgomery County Public Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator at 750 Imperial Street SE, Christiansburg, VA, 24073, telephone 540-382-5100.

"For information regarding services, activities and facilities that are accessible to and usable by disabled persons, contact the Director of Facilities at 540-382-5141.

INSURANCE

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

LIBRARY

Students have one schedule class in the library each week. The library is also open to the students as needed to exchange books and complete classroom projects.



MUSIC

Students have two schedules music classes per week for 30 minutes each.



NEWS AND ANNOUNCEMENTS

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

MCPS EMAIL NOTIFICATION

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

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

CES and FBE ON-LINE CALENDARS

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

To access either calendar, go to our school home pages at:

CES: <http://www.mcps.org/ces>

FBE: <http://www.mcps.org/FBES/>

PARENT'S RIGHT TO KNOW

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



PARTIES

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

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

PICTURES

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

BES Picture Dates

Individual Pictures

Friday, October 4

Make-up Date: November 8
Individual and Class Pictures

Friday, March 28

Grade 5 Promotion Pictures

Friday, March 28

CPS Picture Dates

Fall Pictures

Wednesday, September 25, 2013

Make-up Date: October 16

Spring Pictures

Wednesday, March 12, 2013



CES Picture Dates

Individual Pictures

Tuesday, October 8

Class Pictures and Makeups

Monday, November 18

Individual and 5th Grade Promotion Pictures

Thursday, February 20

FBE Picture Dates

Individual Pictures

Thursday, October 3

Make-up Date: November 7

Individual and Class Pictures

Thursday, March 20

Grade 5 Promotion Pictures

Thursday, April 17

PHYSICAL EDUCATION - PE

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



PTA GENERAL MEETINGS AND PROGRAMS

BES, CPS, CES and FBE all have active Parent Teacher Associations which benefit our schools in many ways.

Please join your school's PTA to support your child and your school!

Check your school's monthly calendars for events, meetings and programs.



Belview Elementary PTA Meeting Dates

August 29, 2013	Meet the Teacher & Pizza on the Playground
October 23, 2013	Barynya Troupe (Bureau of Lectures)
November 14, 2013	Music and Art - 1st & 2nd Grades
December 14, 2013	Santa Breakfast & Music - Kindergarten
March 6, 2014	CMS Band & Chorus visits 5th Grade
April 10, 2014	Music and Art - 3rd & 4th Grades
May 16, 2014	Spring Fling

Christiansburg Primary PTA Meeting Dates

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

Watch for information on our upcoming events!

Christiansburg Elementary PTA Program Dates Start time: 6:30 p.m.

Mon., Sept. 9	Coyote Cavern Hunt
Fri., Oct. 4	Movie on the Lawn (CES)
Mon., Oct. 14	Reflections Program (CPS)
Mon., Nov. 11	Third Grade Program
Mon., Dec. 9	Holiday Celebration
Fri., Jan. 24	Talent Showcase
Mon., Feb. 24	Pep Rally for Reading
Fri., Mar. 14	Shamrock Dance
Mon., Apr. 14	Fifth Grade Program
Mon., May 14	Fourth Grade Program & Officer Elections

Falling Branch Elementary PTA Meeting Dates

August 29, 2013	Meet Your Teacher Night
October 24, 2013	FBE Chili Cook-Off
November 14, 2013	FBE Loves America Night
December 12, 2013	Wii Dance Party
February 13, 2013	FBE Science Fair
March 20, 2014	FBE Art Night
April 17, 2014	Book Fair

PROMOTION AND RETENTION OF STUDENTS

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

RECESS

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



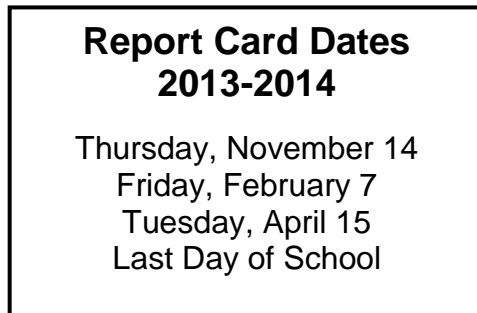
indoor recess is necessary when the wind chill dips below 30 degrees according to weather.com.

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

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

REPORT CARDS

Students are expected to master certain academic skills at each grade level. Parents will be informed concerning the child's achievement and weaknesses through notes, phone conversations and report card grades and comments. Report cards are provided for parental review at the end of each nine-week grading period for grades K-5.



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

SEXUAL HARASSMENT

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances, requests for sexual favors or to engage 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 had adopted a grievance procedure for the 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 at www.mcps.org.

SOL INFORMATION AND STUDENT IMPACT

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in grades 3, 4, and 5. Students in grades 3, 4, and 5 take SOL assessments in English Reading and Mathematics. Students in grades 3 and 5 also take assessments in History and Science, while grade 5 students also take English Writing. 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.



TELEPHONE

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

TEXTBOOKS



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

TOYS

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

VISITORS

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



VOLUNTEERS

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

WEAPONS

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