



Gilbert Linkous Elementary School

Parent/Student Handbook

2017-2018

**813 Tom's Creek Road
Blacksburg, VA 24060**

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Carol Slonka, Principal

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Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations

*750 Imperial Street SE
Christiansburg, VA 24073
(540) 382-5100*

GLES Mission Statement

“Building a learning community that inspires individual growth.”

GLES Vision Statement

To be an exemplary school, GLE seeks contributions from various stakeholders to transform ideals into reality. This involves:

Students who are ready to learn, be respectful, and responsible;

Parents who are involved, supportive, respectful, and encouraging;

School Personnel who are enthusiastic, respectful, and provide and/or support curriculum through best practices;

A Community who is aware and involved; and

An Environment that is welcoming, safe, clean, has adequate resources, and is a well-maintained physical facility.

HISTORY OF GILBERT LINKOUS ELEMENTARY SCHOOL

Gilbert Linkous Elementary School was named for Mr. Gilbert Linkous, a former chairman and longtime member of the Montgomery County School Board. Mr. Linkous received two awards for his work in education. In 1962, the Virginia Education Association named him the Outstanding School Board Member in Virginia. Earlier he had received a similar award on the district level from the District M Association, which was comprised of cities and towns in this area. The awards were made on the basis of Mr. Linkous' interest in the building program and his strong support of improvements in teachers' salaries and better education for all students.

Because the new building was still under construction, Gilbert Linkous Elementary opened in the fall of 1963 on the site of the old Blacksburg Elementary School. It moved to its present location on February 17, 1964. The enrollment of the school was over 700 students, according to R. Steve Wheeler, the first principal. There were 22 teachers and one librarian. School colors of red and blue were selected by a popular vote of the students during the spring of 1964.

The Gilbert Linkous Elementary PTA was organized in October of 1964 with Dr. T. J. Marlowe elected as its first president. The current PTO continues to provide a high level of support to Gilbert Linkous students and staff.

The school grew quickly from 1963 to 1972 with many changes and improvements. By the fall of 1967, there were over 850 pupils with 25 teachers. When it opened for the 1968-69 session, over 900 students were enrolled. The faculty had increased to 30. Six mobile units had been added for more classroom space.

In 1969 Gilbert Linkous had 32 classrooms. Four classes were being taught away from the school; two at the old Christian Church on Roanoke Street and two at an old school building on Harding Avenue. These children were transported to and from the school plant for lunches, library periods, assembly programs, and other activities. That same year, because of the crowded conditions, a portable cafeteria serving unit was installed in the hallway near the primary wing. A Resource Materials Center was opened adjacent to the library in which all audio-visual equipment and materials were stored. The coal heating system was converted to gas.

Mr. M.C. Wiley became Gilbert Linkous' first assistant principal in the summer of 1970. When school started that year, seven classrooms were being rented from Blacksburg Christian Church, which had just been built across the street from the school. In 1971, a resource teacher, Mrs. Doris McElfresh, was hired to assist with direction of the instructional program.

By the fall of 1972, the faculty numbered 45, with over 1,100 students in grades one through seven. The school was fully accredited. Mr. Wheeler left in March of 1973 to take an administrative position in the school system's central office. Mr. Wiley became principal, and Mr. Donald Kelsey was named the assistant principal.

In the fall of 1973, Harding Avenue Elementary School opened and relieved Gilbert Linkous of approximately 450 students. In addition, a new kindergarten building was constructed and opened in the 1973-74 school year.

In 1974-75 countywide school reorganization was implemented. Gilbert Linkous and other elementary schools in the county began housing grades K-5, middle schools were made up of grades 6-8, and high schools had grades 9-12. After this reorganization, the enrollment remained at around 500 pupils for the next several years.

Mr. Wheeler, the first principal of the school, returned to serve as principal once again in July of 1984 after serving since 1973 in central office administration positions. He remained at Linkous until his retirement in 1986. Upon his retirement, Mrs. Doris McElfresh, a former resource teacher for the school, returned to become the school's principal. She left the school in the fall of 1988 to assume the position of Director of Elementary Education for the county school system.

Mr. Ray E. Van Dyke moved to Linkous in the fall of 1988. In that same year, Mrs. Janice Roback, became Assistant Principal for the school. Mrs. Roback moved to the central office in the fall of 1990, and Mr. Rob Duckworth became the school's Assistant Principal.

In 1993, Mr. Van Dyke was appointed as the Principal of the new Kipps Elementary School scheduled to open fall 1994. Prior to completion of Kipps Elementary Mr. Van Dyke and Mr. Duckworth served as Co-Principals of Gilbert Linkous for the 1993-94 school year. When Kipps Elementary opened, Mr. Van Dyke assumed the principalship there full-time and Mr. Duckworth remained at GLE and served as Principal until 2001.

Mr. Steve Randolph joined the faculty from 2001 to 2003, followed by Mrs. Carol Kahler from 2003 – 2015. The current principal, Ms. Carol Slonka, was appointed to begin the 2015-16 school year.

Currently, the school's enrollment is approximately 370 students with 18 regular classrooms, plus a pre-kindergarten program. The school houses a fulltime guidance counselor, music teacher, physical education teacher, art teacher, library-media specialist, reading specialist, and three special education teachers. GLE also has a part-time English as a Second Language teacher, speech therapist, and gifted resource teacher.

With excellent facilities and a strong instructional staff, Gilbert Linkous Elementary continues to provide a high quality education to Blacksburg students.

DAILY SCHEDULE

8:45 a.m.	Building opens for students – students walk quietly to breakfast or classrooms
8:45–9:05 a.m.	Grab-and-Go Breakfast served (optional)
9:05 a.m.	Classes tune in to GLE Today
9:15 a.m.	Instruction begins
3:45 p.m.	School day ends – students dismissed
4:30 p.m.	End of business day/Building closes

To ensure school safety:

Parents and visitors are required to use the electronic buzz-in system to enter the school.

Upon entering the school building, visitors report to the front office to sign in using the computerized check-in system. You must have a driver's license or state identification card to use the system, and a visitor sticker will be printed for you to wear throughout your time in the school.

When your visit is complete, please return to the office and sign out.

Any student arriving after 9:15 a.m. ***must*** be escorted by a parent/guardian into the building.

Students may not be on school grounds prior to 8:45 am, as supervision is not available until 8:45 a.m.

*****Your help with these requests is greatly appreciated***

ACCIDENTS and SAFETY

The office is equipped to handle only routine treatment of minor injuries (i.e. Band-Aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this and pertinent medical information as needed.

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 9:15 A.M. Students who 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 3:15 P.M. (12:45 P.M. on early dismissal days) to avoid unsafe congestion in the front office and lobby during school dismissal.

If your child must be absent from school, please:

- 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.



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

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

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

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

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law.

Compulsory Attendance Procedures

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

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

Upon Fifth Absence Without Parental Awareness and Support:

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

Upon Sixth Absence Without Parental Awareness and Support:

If the pupil is absent a sixth (6th) day, after direct contact with the pupil's parent, if the principal or the principal's designee or the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall schedule a conference within ten (10) school days with the pupil, his/her parent, and school personnel. The conference shall be held no later than fifteen (15) school days after the sixth absence. At the conference, the pupil, his/her parent, and school personnel, shall meet to resolve issues relating to the pupil's non-attendance. Other community service providers may also be included in the conference.

Upon Additional Absence Without Parental Awareness and Support:

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

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

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

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

Ten or More Unexcused Absences Without Parental Awareness and Support:

If the pupil has ten or more consecutive unexcused absences, the principal, or his or her designee, in addition to any other actions required by applicable law or this Policy, may petition the juvenile and domestic relations court to suspend the pupil's driver's license.

Student Absences/Tardies/Early Dismissals

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

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

Teachers are responsible for initiating the necessary communications with parents any time absences, check-ins or checkouts are jeopardizing the student's progress in class. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

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

Documenting Absences

All absences shall be identified as excused or unexcused. Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent's/guardian's signature for daily absences, early dismissal or late arrival of the student. Parental permission for early dismissal must be presented to school officials on or before the day requested. Notes of explanation for student absences or check-ins should be received the day following the absence or check-in.

Absences for any of the reasons listed below shall be excused.

- a. state mandated testing or other school/division testing programs;
- b. school-sponsored field trips or activities;
- c. all VHSL activities;
- d. late bus or buses which fail to run;
- e. conference with guidance counselor, administrator, or other related staff members;
- f. in-school suspension (I.S.S.);
- g. involuntary court appearance (copy of court order or subpoena required);
- h. death in the family or household (verification may be required);
- i. religious holidays (verification may be required);
- j. college visit or work based learning opportunity (verification required) up to 3 school days
- k. illness (if over 3 days, the school may require verification)
- l. doctor/dental appointments (verification required)
- m. extenuating circumstances which are determined by the school administration

Any excessive check-ins, checkouts, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action.

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

Absences for Observance of a Religious Holiday

A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student's school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed.

A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence.

MCPS POLICY 7-2.3 which addresses student attendance, absences and truancy can be found on the parent link on the MCPS webpage.

AUTOMATED MESSAGE SYSTEM/SCHOOL MESSENGER

Montgomery County Public Schools and Gilbert Linkous Elementary School will utilize School Messenger, an automated phone/email system, to assist in mass communication about school related events. It is important for the main office to have accurate phone numbers and email addresses to effectively use this system. If you are not receiving information, please contact the main office.

BULLYING

GLE students receive instruction in dealing with bullying using the Olweus Bullying Prevention Program. Students who are reported for bullying will conference with the school Guidance Counselor and the Principal. Bullying offences become a part of the student's discipline record.

The definition of bullying developed for the Virginia Department of Education, is as follows: "Repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm." Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. **Parents will receive notification within 5 days if their child is involved in a bullying incident.**

BUS RULES

Although all students do not ride a bus to and from school, there may be times during the year, such as field trips, when it is necessary to ride a bus. Therefore, we ask that all families review these important rules for bus conduct and safety. Students must be supervised to and from the bus stop before and after school, and parents should remind students to stand a minimum of 10 feet from the road edge while waiting for the bus.

1. Students must follow the directions of their driver at all times, including the assignment of specific seats.
2. Heads, hands, and all other parts of the body must stay within the bus and off of others at all times.
3. Voices shall remain at a conversational level - no yelling.
4. Eating, drinking, and chewing gum are prohibited on the bus.
5. Alcohol, tobacco, or drugs are not allowed on the bus.
6. Students should be seated immediately upon entering the bus and remain seated until the bus comes to a complete stop at their point of departure.
7. No obscene or foul language is to be used on the bus.
8. Fighting is prohibited.



9. The following are prohibited on the bus: large objects which could block the aisle, glass containers, weapons of any kind (including toy “look alike” weapons), ammunition, firecrackers, explosives, laser pointers, animals (living or non-living).
10. Students/parents are responsible for any damage done to the bus.
11. 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.
12. 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.

CAFETERIA

Our cafeteria serves nutritious well-balanced breakfasts and lunches. A menu will be posted in the school, appears in local newspapers, and will be on the school’s website. Parents who prefer to pack lunches are encouraged to provide nutritional items in the lunch. A good lunch provides protein, fresh fruit or vegetables, bread and a beverage (preferably milk) for school-age children. A fruit beverage or water can be substituted for milk if a child is not a milk drinker.

	Breakfast	Lunch	<i>(Prices subject to change)</i>
Full Price	\$1.75	\$2.65	
Reduced	.30	.40	
Milk Only	.50	.50	
Adult Lunch	al a carte	3.75	

Prepayment of meals helps prevent money from being lost and helps speed up our lunch lines. We encourage families to pay for meals in advance by the week or month using <https://www.myschoolbucks.com>. Students may pay for meals with cash or checks daily, weekly, or monthly. Checks are to be made out to Gilbert Linkous Elementary School. Free and reduced lunch applications are available in the office. A new form must be completed each year. **Parents may be called and asked to bring lunch money if a student has forgotten it that day.**

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.

Students will be allowed to charge two times during the school year if they lose their lunch money or forget to bring it to school. Please send money the following day to pay off the loan. Breakfast may not be charged.

Due to possible allergic reactions, students are not allowed to exchange food with other students. Parents are requested **not** to bring fast food lunches in for their children. This habit is contrary to the good eating habits that the school meal program advocates. Parents are welcome to eat lunch with their child any day. **Please call the school prior to 9:15 a.m. so that a meal can be prepared for you.**

Cafeteria Behavior Expectations:

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 and treat others with respect.

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.

Remain seated during lunch. Raise your hand if you need help.

All food must be taken the first time through the line. Students may not return to the line to purchase more food items.

Keep your food on your own tray – **sharing food** with others is not allowed for health reasons.

Keep your hands, feet, food, and objects in your own space.

With teacher permission students may bring quiet games or books may be used at the lunch table when their meal is finished.

All school rules concerning behavior apply during lunch.

CELL PHONES / ELECTRONIC DEVICES

Students are not permitted to use or display electronic devices during regular school hours unless there is a specified electronic day for their class. ***This includes lunch, recess, and in the bathroom.***

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. Cell phones “in use” during the school day will be confiscated. Parents will be responsible for picking up the confiscated phone from the office. The school holds no responsibility for stolen or lost cell phones. *Please refer to the MCPS Student Code of Conduct for further specifics.*

CHECKS

When writing checks for meals, books, or any other school-related expenses, please make checks payable to GILBERT LINKOUS ELEMENTARY SCHOOL. Student insurance and school pictures are the only exception to this request. All insurance payment checks should be written directly to the insurance company. Please write your child’s first and last name, teacher, and purpose for the check on the memo line. Often times it is difficult to match the child to the check when parents have a last name that is different than the child’s last name.

RETURNED CHECKS

Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments.

In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

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The responsible use of computers and computer networks is a powerful tool in support of the instructional program. The Montgomery County Public Schools’ computer network is a wide-area network linking the schools and the administrative offices to the Internet. Policy number 6-3.13

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division shall not be responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of this policy. MCPS technology staff will not repair, configure, or be responsible for personal equipment of staff members.

Internet Privacy Statement – Montgomery County Public Schools

The Montgomery County School Board maintains and operates a Web site for the dissemination of information about the school division. The School Board does not collect any information from persons who access its Web site, including personally identifiable information. The School Board Web site does not automatically place a computer file - commonly known as a “cookie” - on any person’s computer who accesses the Web site.

Acceptable Internet Use and Internet Safety Policy

Generally

The Montgomery County School Board adopts this Acceptable Use Policy, which outlines appropriate uses, ethics and protocol for the School Board’s electronic communications network. Every two years, the School Board shall review, and amend if necessary, and approve the school division’s Acceptable Use Policy. The division superintendent or designee shall post the Acceptable Use Policy on the division website. The school division shall certify compliance with the requirements of Virginia Code Section 22.1-70.2 annually to the Virginia Department of Education.

1. The division superintendent or his/her designee shall select and operate technology protection measures that filter or

block access through school division computers to visual depictions that are –

- a. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that Montgomery County Public Schools deems to be harmful to juveniles, as defined in Virginia Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors.
2. To the extent practical, technology protection measures shall be utilized and enforced during any use of the division’s electronic devices by minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 3. The school administration shall monitor online activities of minors.
 4. The division superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of minors when using Montgomery County Public Schools' network.
 5. The division superintendent or his/her designee shall ensure that the Montgomery County Public Schools include a component on Internet safety for students that is integrated in the division’s instructional program and that is consistent with the guidelines for instructional programs related to Internet Safety issued by the Superintendent of Public Instruction.
- The failure of any student, teacher or administrator to follow the terms of this Policy may result in the loss of Montgomery Public Schools’ network privileges, disciplinary action and/or appropriate legal action.

Chromebooks

Fifth grade students will be issued Chromebooks this year. It is the students responsibility:

1. To carefully read and follow all county acceptable use policies for technology.
2. Keep Chromebooks charged and ready to use at all times.
3. To respect the Chromebook as school property.
4. To report any issues regarding Chromebooks that are damaged, lost, or inoperable.



CONDUCT AND CITIZENSHIP

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. The *Statement of Receipt* in the MCPS Code of Conduct must be signed and returned to your child’s teacher.

At GLE, students are responsible for knowing and following the rules and regulations of the school, the classroom, and the MCPS Code of Conduct along with GLE’s PBIS expectations. We adhere to promoting positive behavior using the 3 R’s (Ready, Responsible, and Respectful). They are also expected to accept responsibility for their own words and actions. Parents are informed of behavior infractions through phone calls, conferences, notes, and report card comments. Teachers will be firm, fair, and consistent in their expectations and consequences.

GLE works hard to maintain a positive school climate which is free of bullying behaviors. Both students and staff at GLE are trained to use the Olweus Bully Prevention Program. Bullying is defined as “aggressive behavior that involves unwanted, negative actions, and/or a pattern of behavior repeated over time with an imbalance of power or strength.” Bullying behaviors include such actions as: picking on, teasing, threatening, or attacking others, excluding others, starting and/or spreading rumors about another. The GLE staff works diligently with students and their families to prevent and eliminate bullying behaviors.

Gilbert Linkous has a proud history of guiding students to become model citizens. Please review with your child the following personal attributes that all students are expected to demonstrate during school activities:

1. Citizenship –doing your best to help your family, school and community.
2. Compassion – caring. We show compassion by treating everyone with consideration, care, and kindness, and by being helpful and generous to everyone – just as we wish to be treated.
3. Cooperation – able to work together to complete tasks.
4. Giving – service to others. We will look for opportunities to respond to the needs of others, without expectation of reward.
5. Honesty – carrying out our responsibilities carefully, never claiming credit for someone else’s work, and are willing to acknowledge wrongdoing.
6. Perseverance – 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.

7. Respect – showing others, with our words and actions, that 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.

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

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

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

CONFERENCES

Teachers are not able to meet with parents 8:45 a.m. – 3:45 p.m. without an appointment, as they cannot interrupt instruction or supervision of students without prior notice. Teachers are always willing to schedule a conference for you at a later time. All parents are strongly encouraged to meet with teachers during fall and spring conference times:

Fall - October 23-27, 2017

Spring - March 19-23, 2018 (early dismissal on
March 22)



Educating children is an important, challenging adventure, and learning is enhanced when parents and school staff work together to meet student needs. The GLE staff urges all parents to keep in touch with their child’s teacher concerning academic progress and overall growth. If concerns or differences of opinion arise, please remember... ***we all want your child to be successful in school!*** GLE staff will make every effort to address concerns that are brought to our attention.

If you need to contact a teacher, please use one of the following methods:

Note – You may write a note to the teachers. He/She will contact you within twenty-four hours.

Phone Call – Teachers are able to accept phone calls before 8:45 a.m. and after 3:55 p.m. The office will ensure messages are delivered to the teacher.

Email – Teachers are not always able to check their email throughout the day. They will respond to the email with a call, note, or response within 24 hours.

Planner – Many parents communicate with the teacher through the planner. This is a convenient method for both parties. Students should show their planners to the teacher in the morning when there is a note from the parent. Please tell your child when you have written a note to the teacher in the planner.

CRISIS PLAN

Gilbert Linkous has a comprehensive crisis plan that is reviewed annually. GLE students participate in fire drills, tornado drills, lock-down drills, earthquake drills, and emergency evacuation drills. “Go-Kits” which store emergency supplies and student activities are located in each classroom. The kits contain supplies that will be helpful if an emergency occurs. “Go-Boxes” hold emergency supplies and have been placed in several areas of our school. Parents who wish to preview the crisis plan should contact the office.

If an emergency requiring the evacuation of the building should occur, the Montgomery County School Board Central Office will notify the following radio and television stations: Radio Stations WRAD, WJJJ, WNRB, WKEX, WVVV, and WXLK; and Television Stations WDBJ and WSLs. Gilbert Linkous students would be evacuated to:

Northside Presbyterian Church, corner of Watson Avenue and Progress Street.

EMERGENCY DRILLS & EVACUATIONS

Emergency fire drills will be conducted once a week for the first month of school and at least once each month for the remainder of the school year. Two lock-down drills will be conducted during the first month of school, and two additional drills will be conducted during the remainder of the school year. One of the drills will occur in January. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Students should walk rapidly in single file without running or talking, and remain with their class as they leave the building and report to the designated safe area where the teacher will take roll. Students will

remain a minimum of 100 feet from the building until told to return to the building.



CURRICULUM

Students at Gilbert Linkous Elementary receive instruction in many subject areas. Mathematics and language arts (includes reading, spelling, handwriting, language, and listening) account for up to three and one-half hours of each teacher's daily instructional time. Other subjects include science, social studies, health, computer, physical education, music, guidance, library, and art.

Gilbert Linkous Elementary has a full-time reading specialist who works with students who need assistance with their reading skills. Some students may also receive help from our English as a Second Language (ESL) teacher.

The kindergarten curriculum is designed to help a child learn to work and play with other children and to prepare him/her for the academic needs of first grade and beyond. The Kindergarten teachers place emphasis on socialization, number recognition and counting, alphabet recognition, phonics, reading, and beginning skills in handwriting.

DELAYED OPENING AND EARLY DISMISSAL - (Bad Weather)

MCPS Weather Hotline – (540) 382-5102

During the winter, school may start late or close early because of the weather, especially in cases of snow and sleet. **PLEASE HAVE A PLAN SO THAT YOUR STUDENT(S) 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, and reduce office congestion during inclement weather. When school opening is delayed, buses will run routes one or two hours later than their regular schedules.

1 hour delay = BUILDING OPENS AT 9:45 A.M.

2 hour delay = BUILDING OPENS AT 10:45 A.M.



Parents may call **(540) 382-5102**, or listen to local radio and TV stations for cancellations, delayed openings, and early releases. Families can also check the MCPS website at www.mcps.org for weather/school information, or follow MCPS and/or GLES on Twitter (@mcps_va; @GLELizards). Parents may also sign up to receive notifications via www.mcps.org/cms/one.aspx?pageID=233701.

When the decision is made to close schools, dismiss students early, or have a delayed opening of schools, the following radio and TV stations will broadcast an announcement: Radio Stations WRAD, WJJJ, WNRB, WKEX, WVVV, WXLK; Television Stations WDBJ (Channel 7) and WSLS (Channel 10). Notification to radio and TV stations of closing of schools for a complete day or of a delayed opening of schools will be made as soon as possible. Schools will be in operation unless an announcement is made to the contrary.

Parents **must** have a standing arrangement for delayed openings and early dismissals so that their children will be informed and protected. Please do not call schools, school officials, or radio stations to find out if schools are being closed. Please call 382-5102 to hear a pre-recorded announcement regarding closings, or check the Montgomery County Public Schools website (www.mcps.org).

DISCIPLINE

In creating the PBIS plan at GLE the faculty and staff have created a list of major and minor offenses. All teachers will use the Office Discipline Referral Form when sending students to the office regarding discipline issues. Teachers will handle the minor offenses in the classroom and major offenses will be referred to the principal.

DISMISSAL IT



Our goal during afternoon dismissal is to dismiss all students as quickly and safely as possible. Student dismissal options at GLE are: walker, bike rider, daycare van rider, bus rider, and kiss and ride. **Students are dismissed each afternoon in the following order:**

Walkers, bicycle riders, daycare van riders, Kiss and Ride, bus riders. All students being picked up in a vehicle are expected to use Kiss and Ride. Kiss and Ride parents remain in their car and staff and/or safety patrol students assist students in and out of the vehicle.

Walkers

Students who walk to school will enter the building through the front doors. Students who walk home from school will be escorted from the building through the fifth grade doors by the School Safety Patrols. Walkers will cross the street under the supervision of the Crossing Guard. Parents who walk home with their children can meet them outside the 5th grade door. **Students who are driven to or home from school in a vehicle are not walkers and should be picked up in the Kiss and Ride line.**

Bicycle Riders

Students riding bicycles park them in the bike rack located on Watson Avenue at the north end of the elementary wing of the main building. Students may not ride bikes during the school day. The parent or guardian must send a written note to the principal authorizing the child to ride a bicycle to and from school. Bicycle safety helmets are required by state law.

Daycare Van Riders

Students dismissed to daycare vans exit through the front doors of the building and follow the sidewalk along the bus loop to where the vans are parked in front of the buses. GLE staff members are on duty to supervise students. Students are to walk directly to their van and board immediately after dismissal.

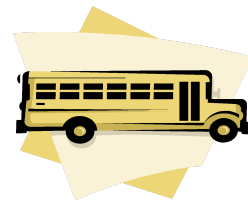
Kiss and Ride

1. Students who arrive and/or dismiss from school in vehicles use the school **Kiss and Ride** system.
2. A hang-tag is provided for each family using Kiss and Ride. If you need more than one hang-tag, additional tags can be ordered in the front office for \$2.00.
3. Kiss and Ride parents follow the flow of traffic through the staff parking lot and stop near the side cafeteria door, where an adult and/or Safety Patrol will help students in or out of the car.
4. **For safety purposes, students will be loaded and unloaded from the right hand side of the car only.**
5. Do not park in the drop off area to bring students into the school, as this impedes traffic flow in the line. If you need to come into the building, please park in a marked space in the parking lot.
6. During afternoon dismissal, Kiss and Ride students wait in the cafeteria until called to load into the correct vehicle. The Kiss and Ride staff will load at least 2 cars at a time. Staff will direct cars where to stop to load students.

We appreciate the patience and understanding of parents who transport children in cars during arrival and dismissal. Our primary focus during these busy times is student safety. Please inform all persons who may be transporting your child (i.e. grandparents, child care providers, etc.) of our dismissal procedures so safety can be maintained.

Bus Transportation

1. The following persons are authorized to ride a school bus:
 - a. Students residing within the GLE attendance area.
 - b. Official bus driver or substitute.
 - c. Adult chaperones approved by the principal.
 - d. School employees specifically authorized by the Superintendent.
2. A parent/guardian may designate (with approval of the Supervisor of Transportation and principal) any regular bus route stop as the child's location to be picked up in the morning and dropped off in the afternoon. The morning bus stop and afternoon bus stop can be different. These bus stops must be permanent and will be considered as the child's "home" bus stop(s).
3. Parents must send a signed note to request that students ride a different bus or be allowed to get on or off the bus at a stop other than their designated "home" bus stop.
4. Bus drivers may not discharge students from the bus anywhere other than the school or designated home stop.
5. See "Bus Rules".



3:15 – 3:45 p.m. is a very busy time each day as GLE staff members strive to dismiss students as quickly and efficiently as possible, while also keeping every student safe. If you need to change your child’s usual dismissal plan, please use one of the following methods to convey the change to school staff:

- Send a note with your child in the morning.
- Email or fax the change to the school front office before 3:15 p.m. Please follow-up with a call to ensure that staff received your message. (Telephone 540-951-5726; fax 540-951-5725, email rcromer@mcps.org or cgibbs@mcps.org)

Please do not email teachers or the principal with these changes. We cannot guarantee that email will be read before dismissal. **To ensure complete safety and protection for all students, changes to a child’s normal dismissal plan cannot be conveyed over the telephone. Please use one of the above methods and follow up with a phone call.**

DOORS

All doors at GLE are locked during the school day for student safety. Visitors enter the school through the front door only. If you are visiting or volunteering in the building, please do not open doors to let anyone in.



DRESS CODE

Students are expected to wear appropriate clothing to school. Clothing with inappropriate, offensive, or distracting messages or symbols are not permitted. Appropriate school attire shows respect for self and others. Students who dress inappropriately will be given the opportunity to change or cover their clothing.

Clothing items 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 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. Please have your student wear shoes that enclose and protect the entire foot while at school each day. The best shoe choice is always athletic shoes! Students must wear athletic shoes for PE and recess. Students without athletic shoes cannot safely participate in PE. Students who wear flip-flops to school will have a restricted recess area. Shoes with wheels or high heels are not permitted due to safety concerns.

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 must 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.

Graphics

Students may not wear clothing, jewelry or other apparel that depicts or advocates violence, alcohol, tobacco or drug use. Apparel that reflects adversely on others due to race, religion, nationality, disability, beliefs or gender is prohibited. Clothing which depicts obscene/inappropriate language or scenes is prohibited.

Hats, Gloves, 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 inside the school building during the school day.

EARLY CHECK-OUT PROCEDURES

To pick up a child before 3:15 p.m., parents report to the office to sign the child out. A driver's license or state ID card is required. Students will be called to the office for dismissal. Please limit instances of checking students out early to avoid disruption to the educational program. Parents should park in the school parking lot (not in front of the school). GLE students cannot be checked out after 3:15 p.m. as office staff must assist with dismissal to ensure student safety.

EARLY RELEASE DAYS

On the following dates, students will be dismissed at 1:15 p.m. to provide planning time or Professional Development for teachers. Please mark your calendar with these dates:

2017-2018 Elementary Early Dismissal Dates			
Aug. 30	Sept. 19	Oct. 11	Dec. 11
Dec. 20	Jan. 30	Feb. 7	March 6
March 22	March 29	May 9	May 25
May 26			

Families will need to have a plan so that students know where to go on early release days. Please discuss your plan prior to students coming to school on these days. This will help eliminate anxiety for your child.

EQUAL RIGHTS: NOTICE OF COMPLIANCE WITH EQUAL RIGHTS REGULATIONS IN EDUCATIONAL PROGRAMS AND ACTIVITIES

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, 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.

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

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

EEO/Civil Rights Statement

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations 750 Imperial Street SE, Christiansburg, VA 24073 (540) 382-5100.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Montgomery County Public Schools (MCPS) – Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible

students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day MCPS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the MCPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.



FIELD TRIPS AND PROGRAMS

Field trips and programs are planned to enrich student learning and enhance the curriculum. All field trips will be approved by the Principal. 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.

GIFTED EDUCATION

A gifted education program is in place in Montgomery County Schools to serve identified gifted students. A selection process with specific criteria is used to identify gifted students. Those students will be given instruction appropriate to their needs in the identified area. The complete plan and answers to specific questions concerning the program can be obtained by calling GLE’s Gifted Resource Teacher at 951-5799.

HOMework

Homework is designed to allow students to practice what has been learned in school in order to strengthen their skills and understanding. Homework will not be graded, however, completion of homework can be used for accountability and for student responsibility under the work habit domain. Homework should not require excessive amounts of time to complete. A very limited amount of daily homework to address long-term learning may be assigned to kindergarten through grade 2 students. These include tasks such as



learning basic sight words, daily reading and memorizing addition/subtraction facts. Homework may be required of students in grades 3-5, when appropriate. Homework is not graded. Homework will be designed to assist students in learning concepts and skills, which have been previously taught. It is the policy of GLE to assign homework that is relevant and meaningful. Homework should not require any special teaching skills on the part of the parent. Homework assignments should normally be gauged so that any individual student can complete a nightly assignment in a period of thirty minutes to one-hour study time. Students in Third, Fourth and Fifth Grades will be responsible for maintaining an up-to-date planner to record homework assignments and/or incomplete classroom work. Parents of students in grades 3-5 must review and sign the planner daily with their child. Students should complete and return the required homework daily. Homework is assigned at the discretion of the teacher in accordance with the needs of the class and the individual student.

GLE has generously provided Take-Home folders for all students!

HONOR ROLL

An honor roll will be published in local newspapers each nine weeks. Students in grades four and five are eligible to be named to the list, which is differentiated into two categories. To have his/her name placed on the honor roll, a student must meet the following criteria:

Principal's Honor Roll (All A's): Student must make all A's in language arts (reading, writing, and spelling), mathematics, science/health, and social studies.

Lizard Honor Roll (All A's and/or B's): Student must achieve A's and/or B's in the subjects listed above. Effort grades are not considered.

INSTRUCTIONAL TIME

Classrooms will not be interrupted by visitors between the hours of 8:45 a.m. and 3:45 p.m. Parents/Guardians must come to the office to check students in or out. Announcements by intercom will be made only in case of emergency during the school day. Assemblies will relate directly to curriculum objectives.



INSURANCE

School accident insurance and school dental insurance is made available by the Montgomery County School Board for purchase by parents or guardians of students. This insurance is optional but is recommended. Informational brochures will be sent home with students during the first week of school.

INVOLVEMENT OF NON-CUSTODIAL PARENTS

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, "unless otherwise ordered by the court for good cause shown." It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent.

Duplicate copies of report cards and other written communications mailed to a student's home will be made available to non-custodial parents upon their request. If a person not known to school officials' attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

KINDERGARTEN

For safety reasons, all kindergarteners must walk through the main building to go into the annex building. Parents only go to classrooms when they have an appointment with the teacher or are volunteering. Students must not be released from cars in front of the annex building. Parents should pull up to the side cafeteria door and a Safety Patrol or teacher will assist kinder students. GLE Safety Patrols will help students get to their classrooms. Parents must bring kinder students into the front office if they arrive after 9:15 a.m. If you are helping in Kindergarten, please come into the front office to check in. Thank you for helping us make safety a priority for our GLE Lizards!

LOST AND FOUND

Lost and Found is maintained in the multi-purpose room for large items and in the office for small items such as glasses. Students or parents may check this area for lost articles. Parents are requested to mark clothing, lunch boxes, and other belongings with the child's name. Unclaimed clothing is given to charity at the end of year. Please check the office or lost and found bin periodically.

MAKE-UP WORK

It is the responsibility of the student and/or parent to request make-up work for absences. Students are responsible for completing 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.



MEDICAL INFORMATION/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. Children with head lice will be excluded from school until treatment is given and the child is lice/nit free.

Please do not send your child to school if his/her temperature is over 99.6 degrees or if you gave your child medication in the last 24 hours to control his/her temperature. Children need to be fever-free (without medicine) for 24 hours before returning to school.

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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.

Health Screenings

At the elementary level, the following health screenings are performed yearly by MCPS nurses:

- [Kindergarten – height, weight, vision, hearing, fine and gross motor skills
- [Third Grade – height, weight, vision, hearing
- [Fifth Grade – Scoliosis

Parents/Guardians have the opportunity to opt out of screenings each year.

Children should be kept home for the following conditions:

Fever – If your child's temperature is 99.6 degrees or higher, keep him/her home. Your child should be fever free (without medication) for 24 hours before returning to school.

Cough/Cold – Children with bad coughs need to stay home, and see a doctor if cough lasts more than a few days or is accompanied by a fever. Return to school when cough improves and child feels better. Don't wait for cough to disappear entirely; that could take a week or more. ***Parents** may bring cough drops to leave in the school clinic if accompanied by a medication permission form.

Students are not permitted to transport or carry any type of medication to/from school or during the school day.

Diarrhea/Vomiting – Keep your child home for 24 hours since last episode (without medication).

Sore Throat – A severe sore throat, or one accompanied by a fever, headache or stomach upset could be strep throat. Keep your child at home and contact your doctor. If antibiotics are required, your child can return to school 24 hours after treatment begins.

Earache – If severe, your child needs to see a doctor.

Pink Eye - If your child's eyes are red, swollen, or have a discharge, please keep him/her home and contact your doctor. Keep home until 24 hours of treatment with antibiotic ointment (if required) and symptoms have improved.

Rash – Children with a skin rash should see a doctor, as this can be one of several infectious diseases. Return to school when your doctor has given the OK, and provide documentation from the doctor. ****Please make sure that your correct phone number(s) are on file in the school office. Be sure to notify the school of changes in contact information.***

The MCPS policy on medication reads as follows:

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. We attempt to discourage the administration of medication during school hours and whenever possible, request doses of medication be scheduled other than school hours. The first dose of any newly prescribed medication should always be given at home. For the safety of the students, the following procedures must be followed:

If prescription medications are to be given at school, the Montgomery County Medication Permission form must be provided and signed by the doctor/licensed prescriber, and the parent/guardian. It must specify the name of the medication, dosage and time to be given. A separate medication permission form must be completed for each medication. Please note: Prescription bottles do not take the place of a medication form signed by a physician.

If non-prescription medications are to be given at school, the medication permission form must be completed and signed by the parent or guardian, indicating the name, dosage and time to be given. Non-prescription medications can be administered for no longer than three consecutive days, after which time a written order from a physician/other licensed prescriber is required.

All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the medication permission form. If the parent is unable to deliver the medication to the school, he or she must call the school to report that the medication is being delivered by the student. All medication must be accompanied by a medication permission form.

Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight with one exception. Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and self-administered only with a written statement from a physician/licensed prescriber.

Sharing, borrowing or distributing any medication is prohibited and may result in a recommendation of expulsion.

Medication permission forms are available in the school office and most local doctors' offices. They can also be downloaded from the MCPS website.

MOMENT OF SILENCE

The Montgomery County School Board has established a moment of silence each day in the schools, as required by law. During this minute of silence, the teacher in each classroom is asked to make sure that each student remains seated and silent and does not disrupt or distract other students.

PARENT PORTAL

Parent portal is available to all MCPS families. Please check it periodically to monitor your child's progress. For questions about your child's grades or attendance, please contact the teacher directly.



PARTIES

Parties are limited during the school day to protect instructional time. Parents who want to bring treats for special occasions should contact the teacher ahead of time. Montgomery County Public School's wellness policy guides the types of food items that are 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 individual invitations for personal activities at school or on the bus. GLE student directories will be available to make mailing invitations easier for students and parents.
















Positive Behavior Interventions and Supports (PBIS)

GLE's PBIS school expectations are stated and explicitly taught to all students through a variety of methods throughout the building. The matrix shown below is posted throughout the building and classrooms reminding the students daily of the 3 Rs.



The 3 R's of a Linkous Lizard!



	Hallway	Bathroom	Cafeteria	Classroom	Playground
RESPECTFUL	<ul style="list-style-type: none"> - Use quiet voices. - Keep your hands to yourself. 	<ul style="list-style-type: none"> - Use quiet voices. 	<ul style="list-style-type: none"> - Use inside voices. - Use good manners. 	<ul style="list-style-type: none"> - Use appropriate tone, manners and actions. 	<ul style="list-style-type: none"> - Use kind words. - Take turns. 
RESPONSIBLE	<ul style="list-style-type: none"> - Walk on the right. - Stay in line. - Keep it clean! 	<ul style="list-style-type: none"> - Use the toilet. - Wash your hands. - Leave it clean. 	<ul style="list-style-type: none"> - Sit and eat. - Clean-up after yourself. 	<ul style="list-style-type: none"> - Follow directions. - Do your best! - Use self-control. 	<ul style="list-style-type: none"> - Use equipment as taught. - Play by the rules. 
READY	<ul style="list-style-type: none"> - Listen to directions. 	<ul style="list-style-type: none"> - Wait patiently. 	<ul style="list-style-type: none"> - Wait patiently. - Listen to adults. 	<ul style="list-style-type: none"> - Listen to the speaker. - Accept help. 	<ul style="list-style-type: none"> - Play safely. - Be open to including others. 

PICTURES

Individual student school pictures will be taken in the fall and spring of the school year. A group picture of each class is taken in the spring. Dates are listed below. Checks for all pictures will be made payable to the photography company, or the photos can be ordered online. r

GLE 2017-18 Picture Dates

Fall Individual Pictures

Sept 7 – Grades PK, 1, 4, & 5

Sept 8 – Grades K, 2, & 3

Class Pictures and Spring Individual Pictures

To be announced - Grades 1, 4, & 5

To be announced - Grades PK, K, 2, & 3

Grade 5 Promotion Pictures – To be announced



PRE-K

For safety reasons, all Pre-K students must walk through the main building to go into the annex building. Parents only go to classrooms when they have an appointment with the teacher or are volunteering.

Pre-K students gather in the multi-purpose room each morning and are escorted to class by their teacher and assistants. Parents must bring Pre-K students into the front office if they arrive after 9:15 a.m. Thank you for helping us make safety a priority for our youngest GLE Lizards!

PTO – PARENT TEACHER ORGANIZATION

The Gilbert Linkous PTO plays an important role in enhancing the education of GLE students and appreciating the terrific GLE staff. Parents, teachers, and other community citizens are urged to join and participate in the PTO. Information about PTO meetings and activities will be sent home throughout the school year with your child and also included in the Orange Notes which is sent home each Friday.

The GLE PTO officers for the 2017-18 school year are:

President Marie Castillo **Vice President** Jill Maher
Treasurer Sandra Smith **Secretary** TBD



RECESS

GLE students have outdoor recess daily, weather permitting. 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 and GRADES

Report cards with grades, attendance, and teacher comments are provided each nine weeks for students in grades K-5. Dates designated on the MCPS calendar for report cards to be sent home are given below. Please note that these dates are subject to change if the school calendar changes. Please read the report card, record any comments or request a conference on the envelope, sign and return the report card envelope to the child's teacher the following day.

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Wednesday, October 18
Friday, January 12
Wednesday, March 28
Last Day of School

ELEMENTARY GRADING POLICY

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

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

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

Grades K-2 will use a letter based and numerical system to show academic and social progression.

Grades three through five will assign grades according to the following numerical scale:

Letter /Numerical Scale

A 90-100

B 80 but less than 90

C 70 but less than 80

D 60 but less than 70

U Below 60

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

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

RETENTION

Retention decisions are always made in the best interests of students. The classroom teacher will confer with parents throughout the year if retention is being considered. If a parent strongly disagrees with the school's decision to retain a child, an appeal may be made to the Director of Elementary Education.

SAFETY INITIATIVES

School safety is a priority at Gilbert Linkous. To help keep our school safe, we routinely consult with Montgomery County Public Schools and the Blacksburg Police Department regarding our procedures concerning visitors, volunteers, and student drop-off/pick-up. We thank you for your patience and understanding as we implement the recommended policies and procedures which are designed to maximize student safety in our building. If you have questions, concerns, or recommendations, please do not hesitate to let us know. Thank you for your support!

SAFETY PATROLS

Students in the 5th grade may be selected to serve as a safety patrol to assist with safe and orderly arrival and dismissal of students. Students serving as safety patrols will be required to be model citizens. Safety patrols who demonstrate inappropriate behaviors may lose the privilege of acting as a school safety patrol.

SCHOOL DIRECTORY

The PTO provides an online directory to GLE students and their families to help promote community connections. It is intended ONLY for this use and should NOT to be used for mass distribution and/or business purposes. Please respect this request so the PTO can continue to provide this valuable resource to our families. Look for information about this at the beginning of the school year. If you need a paper copy please notify the office.

SEXUAL HARRASSMENT

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

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located in the AHS library, in county libraries, and at www.mcps.org. Generally, students are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

SOCIAL MEDIA

Information about Gilbert Linkous activities can be found on Facebook, Twitter, Class DOJO, and our GLE website. If you do not wish your child's image or name to be published on any social media website please indicate on our Directory Information Consent Form.



SPECIALTY CLASSES

Art

Each child at GLE participates in art class once a week for 50 minutes. The students have the opportunity to explore different mediums through instructional units which follow the Virginia Art SOL's. Student artwork is displayed in the hallways and display case. GLE gets many compliments on the artwork our students produce!

Guidance

The guidance counselor works with families and school staff to support children in their learning. The counselor specializes in teaching children the social skills and problem-solving abilities needed for healthy development and productive lives. Classroom guidance lessons are conducted weekly at all grade levels. Children may also be involved in informal social lunches with the counselor and other students. Individual and group counseling are available to students who request this service and to those who are referred by their parents or teachers. Parents are encouraged to consult with the counselor regarding issues that may affect their child's education. Please call the guidance office at 951-5726 if you would like to make an appointment.

Library - Media Center

The library media program is an integral part of the instructional program. The media specialist offers regularly planned activities to instruct students and allow practice in the use of learning resources in varying formats. Lessons and activities follow the district's pacing guide and the Standards of Learning. GLE students participate in the Accelerator Reader program with many students beginning in Kindergarten. Students read an AR book and then take a quiz about the book on one of the school's computers. Student earn points for correctly answering comprehension questions about the book. Some fifth grade students earn over 1,000 points! When a library book and/or other material is lost or damaged, the student must pay a replacement fee for the damaged/lost item(s).

Music

Students at GLE get to participate in music class twice each a week. Montgomery County Public Schools has an excellent elementary Music curriculum that is based on the Virginia Music SOL's and the National Standards for Music Education. Classes at all levels include singing, dancing, creating, listening, music reading, and instrument playing. Musical programs are held periodically and are enjoyed by all! Parents will receive notification of musical programs planned for the 2017-2018 year.

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Physical Education

Students at GLE participate in physical education classes twice weekly. Each student is expected to participate in class unless a request to be excused is written by a physician and given to the teacher.

For safety reasons students are **required** to wear athletic shoes or take off hard-soled shoes during physical education in the multi-purpose room. Sandals and flip flops should not be worn.

If girls wear skirts or dresses to school, they are asked to either change into shorts or slacks or to wear shorts under their skirt during physical education.

SOL INFORMATION FOR GRADES 3 - 5

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in grades 3, 4, and 5.

Students in grade 3 take SOL assessments in Reading and Mathematics.

Students in grade 4 take SOL assessments in Reading, Mathematics and Virginia History.

Students in grade 5 take assessments in Reading, Mathematics, and Science.

The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced. *Students who do not pass an SOL assessment may be considered for remediation programs and/or retention. **Subject to change by the Virginia State Board of Education*

Student Assistance Programming (SAP)

It is the goal of Montgomery County Public Schools to engage, empower, and encourage every student to success. Each school's Student Assistance Program (SAP) is a team approach to helping students access necessary resources needed to be successful in both the school and community. Each school's Student Assistance Program (SAP) strives to promote academic, social, and emotional well-being. To ensure this success, individualized services are developed through tiered systems of support.

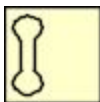
Student Assistance Programs (SAP) are created to identify, refer, and engage students. This team is a broad-based, flexible approach to prevention services and supports. Parent involvement, engagement and participation is crucial in this process. The goal of the Student Assistance Program Team is to build resiliency in youth while empowering them for academic and emotional success. To make a referral or for more information, contact your SAP Coordinator/Consultant.

STUDENT RECORDS

It is very important that all student records have current, correct information. Please notify the school office in writing of any changes in address, telephone number, employer, etc. We **MUST** be able to contact you in case of an emergency. Every child must have a current emergency contact telephone number. At the beginning of the academic year, students will receive a printed form for updating demographic information. Please correct and return them promptly.

SUSPECTED CHILD ABUSE

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see our guidance counselor.



TELEPHONE

The office phone is for school business. Students are permitted to use the telephone only under the supervision of school personnel in emergency situations. Students will not be called to the telephone during the school day; however, in emergency situations the Administrative Assistant or Principal will convey messages to children.

TEXTBOOKS

All textbooks and school books sent home from school are to be treated as school property and returned to school in the same condition as issued. If a textbook or school book is lost or damaged it is the parent's responsibility to pay to have the item replaced.

TRAFFIC CONTROL

To promote safe and prompt movement of students, staff, and visitors, we ask that you please follow these guidelines:

From 8:40 a.m. until 4:15 p.m., **no passenger cars** are to enter the bus loop in front of the school.

- Parents who are dropping students off in the morning or picking them up in the afternoon should follow the flow of traffic through the staff parking lot and stop near the side cafeteria door. An adult and/or Safety Patrol will help your child in/out of the car. **For safety purposes, students will be loaded/unloaded from the right hand side of the car only.** Do not park in this area to bring a child into the school as this will impede the flow of traffic for other parents who are dropping students off. If you need to come into the building, please park in a marked space in the parking lot.
- To prevent accidents and keep all students safe, there will be no pedestrian traffic (parents or children) in the parking lot during

arrival and dismissal, and no students will be dismissed from the school foyer.

Parents who come to the school during the day, for whatever reason, are not to park in the bus loop in front of the school. Instead, please park in the staff lot.

TRANSPORTATION

Bus transportation to and from school is **FREE** for MCPS students. If you need a bus schedule, contact the office or call Transportation at 382-5151.

To ensure complete safety and protection for all students, changes in a child's method of transportation home cannot be conveyed over the telephone. Written notes, emails, or faxes will be accepted in the front office up to 3:15 p.m. each day. If you send a request for a change to your student's dismissal routine by one of these methods, please follow-up with a phone call to the office to ensure that your instructions arrived. Please **DO NOT** email teachers or the principal with dismissal changes as you cannot be sure that the email will be read prior to dismissal. We appreciate your cooperation and assistance to ensure the safety of every GLE student.

VALUABLES

The school is not responsible for lost or stolen articles. Students should bring money to school only when necessary and only the amount needed. Students should not bring any electronic equipment such as iPod, cameras, cell phones or other valuable items to school, unless permission is granted for a special activity or event. The school is **not** responsible for lost or missing items.

VIRGINIA SCHOOL ENTRANCE REQUIREMENTS

Every child entering a Virginia school for the first time (kindergarten, first grade, or transfer) must bring a birth certificate and a social security card for verification within ten days of entrance into school. If a birth certificate cannot be produced, the parent/guardian must file an affidavit with the school system and make arrangements to secure a new one. It is also required that every child entering public school in Virginia have a physical examination within the 12 months preceding school enrollment, and be adequately immunized for measles (Rubella), German Measles (Rubella), mumps, diphtheria, tetanus, whooping cough, and poliomyelitis. These immunizations must be certified by a physician or health department official and given to the school office before a child can attend school. (Exceptions are provided in state law and will be discussed with the principal at parent request). The Commonwealth of Virginia School Entrance Physical Examination and Immunization Certification form for use by the physician or health department is available in the office. The completed immunization form must be returned to the office before the child can attend school.

VISITING SCHOOL

We welcome parents, family members, and community members to visit Gilbert Linkous Elementary School. To ensure the safety of all students and prevent disruptions to the instructional program, please follow these procedures when visiting the school:

Call or email the school office to schedule an appointment to conference with any staff member or visit any classroom.

All visitors must report to the office upon arrival. Please bring your photo ID and use our buzz-in system on the brick wall. You will be asked to show your photo ID and, once approved, you will enter through the main entrance. This is the only door used to enter the building.

Students arriving after 9:15 a.m. **must** be accompanied by an adult to the front office to sign in before he/she goes to class. Please bring your photo ID and use our buzz-in system. You will be asked to show your photo ID before entering the building.

Parents or other persons bringing items or messages to students must report to the office. An office staff member will deliver the item or message to the child. Please bring your photo ID and use our buzz-in system. You will be asked to show your photo ID before entering the building.

Visits to students during the school day are limited to the student's lunch time. Visitors are not permitted to go to the classrooms, playgrounds, etc. during the school day. If you need to speak with a teacher, please leave a message with the office staff. The teacher will call or email you within 24 hours. Thank you in advance for helping to ensure that **EVERY** student at GLE is able to benefit from uninterrupted instructional time.

The sign-in computer will scan your driver's license. All Montgomery County schools have scanners at this time and all visitors/volunteers are expected to scan their license each time they enter the building.

Anyone, including parents, who visit school property for any reason, must register with the school office and provide a valid driver's license or state identification immediately upon entering the building. You will be issued a visitor pass that must be worn at all times. When your visit is complete, please return to the office and sign out.

VOLUNTEERS

Many opportunities are available for parent volunteers to assist at GLE. Some volunteer tasks include helping with student health screenings, serving as a homeroom parent, working in the computer lab, serving as an instructional resource, assisting with greeting visitors, serving as an aide in the library, office, and classroom. Parents will receive more information on volunteer opportunities at the beginning of the school year. Volunteering at school is a rewarding experience. We encourage ALL parents to become involved in our school!

WEAPONS

NO WEAPONS of any kind (toys included) are allowed on school grounds or buses. Please see the MCPS Student Code of Conduct.

WITHDRAWALS AND TRANSFERS

Parents or guardians should notify the office and teacher if their child is to be withdrawn or transferred from school. Students who transfer or withdraw must be checked out through the front office.