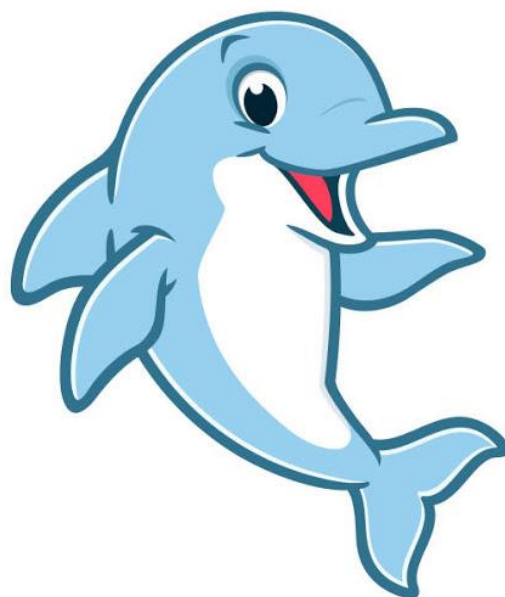


Phalen Leadership Academies @ Edward T. Davis Elementary School
3605 Rosa L. Parks Ave. Montgomery, AL 36105
Home of the Mighty Dolphins!



2022-2023
Parent-Scholar Handbook
Ericka Anderson, Principal
Tyler Merrell, Assistant Principal

Montgomery Public Schools
307 South Decatur Street Montgomery, Alabama 36104
(334) 223-6700

Superintendent: Dr. Melvin Brown

Purpose and Direction

The mission of MPS is to engage, educate, and inspire our Scholars to succeed in college, career, and beyond.

Vision

MPS... where every Scholar develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

Core Values Commitment to Achievement Passion for Learning Integrity & Accountability Respect for Self and Others Educational Equity Community Partnerships

Phalen Leadership Academies @ E. T. Davis Elementary School
3605 Rosa L. Parks Avenue Montgomery, AL 36105
Office: 334-269-3662
Fax: 334-241-5392

Principal: Ms. Ericka Anderson
Assistant Principal: Tyler Merrell

Mission

Our mission is to ensure scholars achieve their highest potential by providing a high-quality education in a nurturing environment.

Vision

Our school will equip scholars to think independently, become life-long learners, and college/career ready.

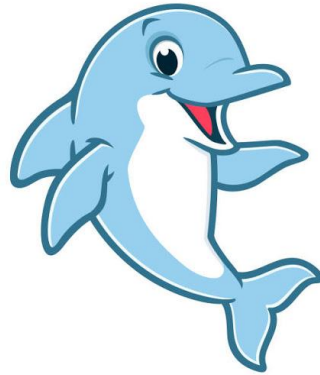
Title I School

PLA @ E. T. Davis Elementary School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of Scholars who qualify for the free or reduced lunch program. The funds are used to provide additional support to all Scholars based on their needs.

Our goals...

- △ Provide opportunities for scholars to exhibit self-control, decision making, and problem-solving skills are necessary for scholar success.
- △ Create a learning environment that promotes active involvement and communication among parents, administrators
- △ Provide a learning environment in which scholar accountability occurs.
- △ Provide a learning environment that respects and accepts diversity among faculty, staff, scholars, parents, and community in order to enhance the learning environment.
- △ Provide a learning environment that holds high expectations for scholar achievement.
- △ Provide learning opportunities in which all scholars acquire the essential knowledge and skills needed to be successful at the next level of learning.

PLA @ Edward T. Davis Elementary School
Home of the Mighty Dolphins!



I have a Scholar enrolled at PLA @ Davis Elementary School, hereby acknowledge by our signatures that we have received and read the Davis Elementary School Parent-Scholar Handbook. We understand that the procedures apply to all Scholars and parents at PLA @ Davis Elementary School.

Scholar Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Detach and return to homeroom teacher

Phalen Leadership Academies @ E. T. Davis Elementary School

3605 Rosa L. Parks Ave.
Montgomery, AL 36105
(334) 269-3662

Ericka Anderson, Principal
Tyler Merrell, Assistant Principal

August 9, 2022

Welcome to the 2022-2023 School Year Dolphins!

Dear Davis Family,

Our children are our most precious resources. We must all make the commitment to ensure that our children receive an education that is of the highest quality. The faculty and staff members of Phalen Leadership Academies @ Davis Elementary School will be dedicated to nurturing educational values that promote high academic standards.

Society is constantly changing and thus the educational and emotional needs of our children are also changing. PLA @ Davis Elementary School should proactively strive to meet these changing needs to set the tone for future success. We will begin the first step in a thousand-mile journey. We want the imprint of this step to last a lifetime!

I encourage you to frequently visit our webpage and follow our social media for up to date and accurate information. Our school website: is davis.mps-al.org. We thank you for all your support in helping keep our school community safe and healthy. If you have any questions or concerns, please do not hesitate to contact the school office at 334-269- 3662.

Sincerely,

Ericka Anderson, Principal

Arrival

We request that Scholars should *NOT* arrive at school *before 7:30 a.m.* *Supervision of Scholars is not available before 7:30 a.m.* Breakfast will be served to Scholars between 7:30 a.m. and 8:00 a.m. Please assist us in making sure all Scholars are safe when on our campus by arriving when supervision begins. Should your child arrive prior to 7:30, an adult is expected to accompany them.

All Scholars are to report to the cafeteria upon arrival. K-2nd Grade Scholars will enter the school through the side doors by the cafeteria. 3rd-5th Grade Scholars will enter the school through the front doors of the school. Scholars should begin an orderly line and remain silent upon entering the building. When entering the cafeteria, Scholars should be silent. Grades K-2 are to sit on the right side of the lunchroom. Scholars in Grades 3-5 are to sit on the left side of the lunchroom. Scholars are expected to eat their breakfast silently, providing a time for thought and reflection for a day of success. After eating, Scholars are responsible for throwing away their tray and trash. Scholars will be dismissed by their teachers beginning at 7:45 a.m. Parents will not be allowed to enter the building with their child. All parents and visitors must sign in the front office and will not be allowed into the building until 8:15 a.m. to maintain appropriate supervision and the safety of Scholars.

Bell System

7:30 a.m. Supervision Begins – Teacher Work Day Begins 7:30 a.m
8:00 a.m. First Bell – School Day and Instruction Begins & AM Announcements
8:00 a.m. Tardy Bell -- Scholars arriving after 8:00 a.m. must be signed in by an adult to obtain a check-in pass from the office before being allowed to enter class.
3:00 p.m. Dismissal Bell

Arrival and Dismissal Safety Guide for Parents-As Recommended by Safety Department of Montgomery Public Schools

Parents, we need your assistance in helping us provide safety and visual contact when Scholars enter and exit our building. We apologize if this is an inconvenience but we are requesting that you work alongside us to be proactive in keeping EVERYONE safe during the arrival and dismissal of Scholars. Our goal during dismissal is to have everyone safely with their loved ones by 3:20. Please help us make this transition smooth for everyone.

Guidelines for Parents

Parents will NOT enter the school building after 2:45 without permission from the front office. Early checkouts end at 2:45. Parents in need of assistance from the front office or classroom teacher will not be addressed until after 3:20.

Scholars are considered late for pickups if not picked up from the school by 3:35.

Types of Transportation and Description

Walkers – Scholars who walk to and from school

Bus Riders – utilize MPS buses to and from school

Van Riders – utilize after-school services through a daycare program

Car Riders – parents or guardians utilize personal vehicle to bring their children, family members, and/or friends of the family to and from school

Parent Notification

ALL parents must identify the type of transportation their child will be for the YEAR. Any changes to transportation *must be written in writing and submitted to the classroom teacher*.

Phone notification to explain change of a Scholar's transportation WILL NOT be accepted.

Parents or guardians are not permitted to park cars in faculty parking lot in order to pick-up Scholars. *Parents or guardians must remain in their vehicles*. Scholar's names will be on the dashboard of cars and parents *are not to leave vehicles unattended* while waiting to pick up their Scholar. Failure to have Scholar's names posted may result in parking and waiting until after 3:20 to pick up the Scholar.

Parents who walk up to the school to pick up their child must wait for their child at the gate to the annex located at the South Entrance of the school building outside. Parents will not wait inside of the building and may not enter the building until the dismissal process is complete. The school's front, side, and back porch will be clear for safety purposes.

Should a parent have a scheduled conference, parking will be available within the front faculty parking lot after 3:30 or on the street curbs of Rosa L. Parks and Cullen St. *Parent conferences or a desire to quickly speak with teachers will not be addressed until after 3:30.*

COMPLETE "HOW I GET HOME" FORM FOR EACH CHILD IF A CAR RIDER, HAVE THE NAMES OF ScholarS IN THE DASHBOARD FOR DISMISSAL

Arrival Procedure

3rd-5th Grade Scholars will enter ~~the side entrance of the school by the~~ cafeteria and proceed to the cafeteria in a single file silent line by grade level. (Cullens Street) All Kindergarten-2nd Grade Scholars will enter the front entrance of the school and proceed to the cafeteria in a single file silent line by grade level. (Rosa L. Parks Ave.)

Bus and Van Riders

Load and unload on the street of South Anton Drive. Car riders will not load and unload from this area in an effort to prevent traffic back-up. Scholars will enter the cafeteria from South Anton Drive entrance, under a covering.

Car Riders

Drop Off Point 1 - Side Entrance (Cullens Street) - All 3rd-5th Grade Scholars will unload on Cullens Street and enter the building through the side entrance of the school.

Drop Off Point 2 - Front Entrance (Rosa Parks Ave.) – All Kindergarten-2nd Grade Scholars will unload onto Rosa Parks Ave. and enter the school using the front entrance. If coming towards the school after passing West Edgemont, Scholars will unload ACROSS the street from the school. A crossing guard will be posted at the corner of Ridgecrest St. and Rosa L. Parks as well as the corners of Doris Circle and Rosa L. Parks. Scholars from both directions will be directed to enter the school at the appropriate entrance of the building.

REMEMBER

COMPLETE "HOW I GET HOME" FORM FOR EACH CHILD. IF A CAR RIDER, HAVE THE CAR RIDER TAG IN THE DASHBOARD FOR DISMISSAL

Dismissal Procedures

3:05 - Walker Scholars will exit out the secondary Rosa L. Parks entrance at the front of the school. Once Scholars exit the building they must exit campus immediately and will not re-enter the building for any reason. This includes siblings from Bellingrath Middle School and Lanier High School coming to pick up younger siblings from Davis. Scholars from Bellingrath and Lanier will need to remain on the sidewalks of the campus at all times.

3:00- Van Riders - Pick up by van duty persons. Scholars will wait in the cafeteria until vans arrive on South Anton Drive.

2:50 – 3rd-5th Grade Car Riders will exit the building through the side door by the cafeteria. (Cullens Street) Parents are not permitted to park in the staff parking lot during the dismissal process. K-2nd Grade siblings will be escorted to the front entrance by a staff member to meet their sibling/family member. Parents are not permitted to park in the staff parking lot during the dismissal.

2:55 –K-2nd Grade Car Riders will exit the building through the front entrance. (Rosa Parks Ave.) Scholars will sit in the lobby and remain silent until their ride is called.

3:00- Remaining Scholars – All Scholars who have not been picked up will report to the front lobby, remain seated and silent, and wait to be picked up. Parents or guardians will enter through the front entrance to pick up their child.

Please note- Changes to the arrival and dismissal process may have to be adjusted based on safety concerns as they may arise.

REMEMBER

COMPLETE "HOW I GET HOME" FORM FOR EACH CHILD
IF A CAR RIDER, HAVE TAG IN THE DASHBOARD FOR DISMISSAL

2022-2023 How I Get Home Form

Parents, changes to how your child will get home must be done in writing and given to the homeroom teacher. Changes WILL not be received by word of mouth or over the phone. This form is for the whole school year. If permanent changes of transportation occur during the school year, you must complete this form again. Notes can be written to the teacher for temporary changes.

Return this Form to the School

Scholar's Name _____ Grade _____ Teacher's Name _____
Date _____ Signature of Parent or Guardian _____

- Van Rider: Name of Daycare Center _____
- Bus Rider: Bus Number ____
- Walker – My child walks with _____
- Car Rider – My child rides with _____

Signature of Person Receiving Information and Date _____

Rainy Day Dismissal-Scholars who are walkers and do not walk home because of the weather will be directed to the annex to wait for pick-up through the annex. Individuals will need to be in the car pick-up line in the Annex to pick-up Scholars. All Scholars should be picked up *no later than* 3:35 p.m.

We do not have staff to supervise children on campus outside this time. Never leave your child at school without supervision. Failure to comply with this procedure will result in administrators contacting the proper authorities. When there is a change in how your child will be picked-up each day, please notify the teacher and the office *in written form*.

Check-out, Check-in, and Tardy

Check-out Procedures - A picture ID is required when checking out Scholars. The adult's name must be placed on the checkout sheet to be able to pick up the school from school.

Parents/Guardians must sign out Scholars at the front office.

The school day ends at 3:10 p.m. Scholars will not be called out of classrooms after 2:30 p.m. for checkout. To limit classroom disruption, as well as to ensure the safety and security of the Scholars during dismissal, please wait to pick up your child at the designated areas.

Only individuals listed on a Scholar's registration card will be allowed to check-out a Scholar.

If a Scholar returns to school the same day after checkout, he/she must be signed-in at the front office.

Check-in Procedures –All Scholars must be signed in at the front office ONLY by an individual whose name appears on the registration card. The Scholar will be given a pass to class. (See tardy procedures for more information)

Tardy - Any Scholar who arrives to school at or after 8:00 a.m. is tardy.

A parent or guardian is required to sign the Scholar in at the front office. The Scholar will be given a pass to class. In order for a tardy to be excused, the parent must immediately present to the office worker a written excuse explaining the reason for being tardy.

Tardiness is excused for the following reasons. *Traffic problems or car trouble is not a valid excuse.* Illness of self or an immediate family member, death in the family, emergency or exceptional situations as determined by the administration; If a Scholar is tardy to school because of a doctor or dental appointment, he/she must bring a statement from the doctor or dentist before the tardy will be considered excused.

Parents and Other Visitors

Parents/Guardians and community members are invited and encouraged to visit PLA @ Davis Elementary School. For safety and precaution, when entering the building, you MUST sign-in at the front office, present a valid form of a government issued I.D .and receive a visitor's pass before reporting to the classroom, lunchroom, or on the hallway as mandated by Montgomery Public Schools Board of Education Policy found in MPS 2022-2023

Scholar Conduct Manual. *Visitors will only be allowed to visit the specific designation on the visitor badge. Parents/Visitors may not enter the building before 8:15 a.m. to ensure that school day starts smoothly and Scholars remain safe. Parents/Visitors may enter the building from 8:15 a.m. until 2:00 p.m. These times are set to ensure that the arrival and dismissal processes are carried out safely, smoothly, and orderly for our Scholars.* In order to protect the safety of all Scholars, Parents/Guardians or Visitors should refrain from including other Scholars in pictures that are taken at any school sponsored events (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other Scholar on any non-MPS media platform.

All visitors' cell phone calls should be completed prior to entering the building. When visiting your child's classroom, we ask that no more than two visitors for each child report at a time in order to minimize classroom distractions. Additionally, classroom visitations may not last longer than 15 minutes each day. Other children are not permitted to report to the classroom with parents because they may distract Scholars and hinder the learning process. Parent conferences can be scheduled with the teachers or in the office. All conferences require a 24-hour notification prior to scheduling as well as for cancellation when possible. As part of our safety plan, parents should enter and exit through the front of the building and receive a visitor's pass and wear it at all times. Parents'/Visitors' specific location will be written on the pass and are only permitted to visit the designated area on the pass. Again, this is to ensure that Scholars are kept safe.

Parental Concerns

Parents and guardians of our Scholars may have a concern about a program or a teacher decision. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

When reporting a complaint or expressing a concern:

First contact the teacher responsible for the classroom or other setting where the situation took place.

If you inform an administrator first, you may be redirected to the teacher.

If you do not receive a response or the issue remains unresolved, you may contact the principal or assistant principal.

During all conferences, the group norms below will be followed. If a meeting becomes disruptive, the Montgomery Public School's Disruptive Visitors procedure will be enforced.

Be respectful of the views of others. Be willing to share your views. Welcome questions for clarification. Be open to ideas and views presented Honor time limits and stay on task. Refrain from the use of the cell phone

A parental complaint form will be available at the front office for your use when registering a concern. The principal or the principal's designee will contact you regarding your concern.

Telecommunication Devices

The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form. (See MPS Scholar Conduct Manual 2022-23 for policy governing telecommunication devices).

Confiscating, Securing and Returning Electronic Devices

*Scholars are **NOT** permitted to use a cell phone or any electronic device in school unless prior authorization has been given by the building principal for instructional purposes only.*

School officials accept *no responsibility for safeguarding* confiscated items or for loss or damage to confiscated property.

PLA @ Davis Elementary School's procedures for *confiscating*, securing and returning devices are:

First Offense: Teacher will confiscate device (documenting Scholar's name, date and time confiscated, and description of device), store in a locked area of the classroom, and contact parent. The device may be returned to the Scholar the same day if successful contact has been made with the parent. Therefore, the length of time of confiscation will be based upon the teacher's ability to contact the parent.

Second Offense: Teacher will confiscate device and turn-in to principal. The receiving principal will secure the device where the items will be logged in indicating Scholar's name, date and time confiscated, and description of device. The infraction will be upgraded to a Class B and a face-to-face parent conference is required before the device will be returned.

Third Offense: An *Out of School Suspension* will be imposed, and the device will be returned the same day of suspension to the parent.

Dress Code Violations/Consequences

The uniform guidelines of the school coincide with MPS dress code, but in a more detailed and school specific form. (See *MPS Scholar Conduct Manual 2021-22.*) All Scholars will be in proper standard school attire.

<u>Bottom:</u> khaki, black, or navy	Scholars are to wear clothing that fit properly. Pants must be worn at the waist (no sagging). Only one belt may be worn with attire; shorts, skorts, skirts, should not be less than 2 inches above the knee.
<u>Top:</u> white, red or blue	Plain pullover preferred <i>without</i> logos, emblems or markings
<u>Shoes:</u> tennis shoes	Scholars must wear shoes that cover their feet. Athletic shoes are preferred. No bedroom slippers, flip flops, stilettos, slides, thongs, mules, clogs, crocs, etc.

On special occasions, the principal may designate days when dress for Scholars may be adjusted. The principal shall be the final arbitrator of appropriate school dress.

First Violation/Consequences-- Parent will be notified. (Documented on Parent Log)

Second Violation/Consequences-- Parent will be contacted and requested to bring appropriate apparel/shoes.

Third or subsequent offenses will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

General Information

Change of Address or Phone Number - Parents are asked to inform the school office *in writing* of any change in address or phone numbers so that we have accurate, up-to-date information for all Scholars in the event of an emergency.

Child Nutrition Program (CNP)

New standards for school meals were implemented July 1, 2012, which resulted in healthier meals for Scholars across the nation. These new meal requirements are a key component of the Healthy, Hunger-Free Kids Act, which was championed by First Lady Michelle Obama as a part of her Let’s Move! Campaign and signed into law by President Obama. New meal standards include fat-free flavored and 1% unflavored milk choices, increased offerings of fruits and vegetables, more whole grains, “right” size aged appropriate portions, and less sodium in our meals. The legislation requires meal prices to be in line with federal subsidies for Scholars who receive Free and Reduced Price Meals. All school districts are required to gradually increase their meal prices. Our children are worth this financial investment.

Behavior Expectations

School-wide Discipline Plan

The school-wide discipline plan has been developed to promote positive Scholar interactions through Positive Behavior Intervention and Support (PBIS) as directed by Montgomery Public Schools. We are committed to building a learning environment where Scholars are equipped with strategies to help them become respectful, responsible, and reliable citizens.

Expectations	Classroom	Hallway	Restroom	Lunchroom	Grounds
Be Safe	Enter & exit quietly Raise hand to speak or leave seat Use inside voice Be Kind	Remain in line Keep hands & feet to self	Keep your eyes in your stall Wait your turn Use quiet voices	Wait your turn Use quiet voice last 10 minutes Chew with mouth closed	Walk quietly when entering or exiting building Use quiet voice Comply with all directives given by adults
Be Responsible	Bring pencil, paper, and homework daily Keep up with textbooks & personal belongings	Follow directives Report inappropriate activities	Keep restroom clean Report maintenance issues	Dispose of all trash after eating Bring lunch money or personal lunch	Pick up litter Report inappropriate activities Leave promptly when exiting the campus
Be Respectful	Arrive on time Complete all assignments Help others when appropriate	Exhibit positive behavior Only go where you are instructed to go	Enter and exit in a timely manner Flush toilet after each use Wash hands	Use lunch time for eating only Stay inside the lunchroom unless given permission to leave	Exhibit appropriate behavior Report problems to the nearest adult

Class "A" Behavioral Infractions

Classroom Management Plan

Every teacher has a classroom management plan in accordance with the school-wide discipline plan to assist in managing his/her classroom. Teachers will make every effort to correct inappropriate behavior in positive ways. Teachers will implement the following consequences for correcting classroom violations or Class A offenses through the use of Class Dojo. Class Dojo is an App that is used school-wide to promote positive and unwanted behaviors as well as provide immediate communication through a technological device. Your child's teacher will reach out to you to get you started and set-up.

Class A Offense	Procedures for Consequences
1 st Offense	Verbal Warning
2 nd Offense	Teacher-Scholar Conference (Sign Discipline Log)
3 rd Offense	Deduct Class Kickboard points (Sign Discipline Log) Work with Behavior Interventionist
4 th Offense	Contact Parent (telephone or written notice, Class Dojo) with corrective strategy (Sign Discipline Log) Work with Behavior Interventionist
5 th Offense	Parent Conference Required (School-Wide Conference Form) Work with Behavior Interventionist Work with Culture & Climate Specialist
6 th Offense	Refer to Counselor and/or Rtl Tier 2 Referral Office Referral--Class A Offenses upgraded to Class B or C Offense Work with Behavior Interventionist Work with Culture & Climate Specialist

*Please refer to *Montgomery Public Schools 2021-2022 Scholar Conduct Manual* for examples of Class A offenses. *Consequences for all Scholar misbehaviors will be implemented in accordance with the Scholar Conduct Manual.*

Bullying - Davis Elementary School strives to provide a positive educational environment that prohibits any type of intimidation or bullying of Scholars. *Intimidation or bullying should be reported to any staff member*, who must report the incident to the principal. The principal will take prompt action to prevent future harm. Guidelines for conducting investigations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. Montgomery Public Schools has a Bullying /Harassment policy that addresses this behavior (*See Scholar Anti-Bullying and Harassment Policy of the MPS Scholar Conduct Manual*).

Guidelines for Conducting Investigations

Principal or designee will hold a conference with the reporting Scholar to collect all information including names of other Scholars. The reporting Scholar will be asked to complete a Bullying and/or Harassment Complaint Form (see Montgomery Public School Scholar Conduct Manual 2022-2023).

Principal or designee will conference with each Scholar individually and have each to give a verbal and written description of the behavior.

Principal or designee will hold a group conference with all Scholars ONLY if the reporting Scholar feels comfortable to meet with the other Scholars.

All parents will be notified of the allegation and a required group parent conference may be held with all the parents and Scholars depending on the severity of the situation as part of the resolution.

At no time, will any parent be permitted to speak with another Scholar without that Scholar's parent being present.

MPS Scholar Conduct Manual will be enforced when implementing disciplinary actions.

Delayed Openings/ Inclement Weather - Remember to always check the radio or television to find out about school closings during inclement weather. Please do not drop off your child early on a delayed school opening day. Staff members will not be required to report to work until 30 minutes prior to the delayed opening time. The decision to delay school because of weather conditions also includes the safety and well-being of staff members so no one will be available to supervise Scholars.

In cases of advance warnings, parents will receive a call from MPS Messenger System notifying you of the current situation relative to closings and delays. However, your information must be accurate in the school's database in order to receive the call.

Emergency Drills - Fire and inclement weather drills are conducted monthly during the school year. Escape plans are taught and reviewed by teachers and Scholars. A detailed emergency plan exists in each classroom and the school is prepared for a variety of emergency situations. In case of an actual emergency, Scholars will not be released from school until parents have been contacted.

Field Trips - Field trips are planned in conjunction with learning objectives. All Scholars are expected to attend each field trip. It is hoped that all Scholars will participate unless stated otherwise by parents or the administration. Some field trips will be at cost to parents. The teacher, school, or sponsor in charge of arranging the activity cannot assume the cost of the trip. Parents are asked to understand that payments submitted for field trips are non-refundable. The school's overall objective is to facilitate optimum learning experiences through educational field trips.

Hall Passes-Scholars are not permitted to leave the classroom unless they are accompanied by a teacher or have a HALL PASS from a teacher or administrator. No Scholars are allowed in the building before or after school unless they are under the direct and personal supervision of an employee of the school. Scholars found in the hall will be returned to the teacher for a pass. A Scholar is considered in violation of the school's procedures if he/she is found in any area without a pass. Disciplinary action will follow.

Homework Procedures-Teachers will assign homework daily to reinforce the skills taught in class. Please work with your child nightly to ensure he/she completes all assignments given. Please see your child's teacher to discuss homework procedures.

Make-up Work-Make-up work shall be provided for any excused absence from a class or school. On the day of the Scholar's return to school, the Scholar/guardian will arrange with the teacher a timeline for the make-up work to be completed. If the Scholar fails to turn in the missed work by the deadline, the Scholar will receive a zero for the missed work. If the absences are for more than five (5) consecutive days, a reasonable timeline will be established for submission of make-up work.

Parties and Birthday Celebrations Two parties will be held during the school year for the following holidays: Winter Celebration and Valentine's Day. A Scholar will not be required to participate if it conflicts with moral or religious convictions. Please let the teacher know so that alternative options can be arranged. *All treats brought in to classes must be in a sealed container with a nutrition label. Homemade food items will not be permitted.*

Classroom Birthday Parties are **NOT** permitted. Any food or beverage that has sugar or high fructose corn syrup listed as the first ingredient **CAN NOT** be served on the school premises until after 2:30 p.m. Birthday treats are usually served at the end of the day or during snack time. Parents must receive approval from the principal *at least two days before activity.* *All treats brought into classes must be in a sealed container with a nutrition label. Homemade food items will not be permitted.*

Promotion/Retention--A copy of Curriculum Guide can be obtained from Instructional Support Services.

Instructional Technology/ Textbooks-are resources that are available for Scholars' use. Our teachers use a variety of resources to prepare your child for mastery of College and Career Ready Standards. Therefore, some classes may not use the adopted textbooks as part of your child's learning experience. However, state owned textbooks are furnished by Montgomery Public Schools. "...*The parent, guardian, or other person having custody of a child to whom...textbooks and instructional technology are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks*" (Excerpt from STATE TEXTBOOK LAW). Books that are issued must be cared for properly and covered with book covers furnished by the school. Scholars will be charged for books that are lost or damaged. It is very important for Scholars to write their names on the book cover in the proper place so that books can be returned if found.

Books & Instructional Technology will not be issued unless Scholar returns the Textbook Forms & Technology Acceptable Use Form.

Textbooks & Instructional Technology will be checked at the end of each nine (9) weeks.

Scholars with missing books will be charged a lost textbook fee.

A fee sheet will be sent home with report cards.

Transfer and Withdrawal Procedures--Parents MUST complete a written withdrawal request form and give the school at least 24 hours to process the request. The Scholar's official records will be forwarded to the new school upon that school's request.

Withdrawal for Non-Attendance: Scholars under age six (6), who accumulate more than 10 consecutive or 15 days total unexcused absences during a single semester, may be withdrawn from school. (See MPS 2022-2023 Scholar Conduct Manual)