

**Gilbert Linkous Elementary's  
Mission Statement  
Gilbert Linkous Elementary –  
Building a learning community that inspires individual growth.**

**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 provides and/or supports curriculum through best practices;

**A Community** who is aware and involved; and

**An Environment** that is welcoming, safe and 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 long time 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 PTA has continued to be a highly supportive organization over the years.

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 1973-74.

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. He is now a personnel director in Colorado.

Mrs. Carol Kahler came on board in the fall of 2003. We are looking forward to many good years with her.

Currently, the school's enrollment is approximately 370 students with 19 regular classrooms, plus a pre-kindergarten program. The school houses a speech therapist, one full-time music teacher, one full-time physical education teacher, a full-time art teacher, a librarian, one full-time Reading Teacher, part-time English as a Second Language teacher, and three special education teachers. In addition, Gilbert Linkous has five Special Education Assistants.

With excellent facilities and a strong instructional staff, Gilbert Linkous Elementary continues to provide the best educational and instructional program possible.

#### **ABSENCES**

1. Parents/guardians are requested to call the office between 8:00 a.m. and 9:30 a.m. if their child is absent on a given day. If the school receives no call, an attempt will be made to contact the parent of the absent child.
2. Students who are tardy (arrive at school later than 8:55 a.m.) must report to the office before going to their classroom. An adult **must** accompany the tardy student(s) to the office. Coming to school late creates problems for the teacher and the child. The child starts the day with the disadvantage of being behind, and the teacher often has to take time from the class to cover instructions again for one child.
3. A child absent for any reason will be given make-up work **upon returning** to school. Make-up work is to be completed within the following five school days.
4. Upon a child's return to school after an absence, a note should be brought from the parent stating the reason for the absence. The note should be dated and signed.
5. **Excessive absences and tardies can jeopardize your child's progress in school.** Doctor and dental appointments and vacation trips should be scheduled outside of school time if at all possible. Children need to know that regular attendance at school is important. You will be notified in writing if excessive tardies and absences occur.
6. Students must report to the classroom before they can be counted present.

#### **ATTENDANCE POLICY**

The state policy for attendance is as follows:

22.1-254. Ages of children required to attend.

A. Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.

A. As prescribed in the regulations of the Board of Education, the requirements of this section may also

be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree - granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection; the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational or parochial educational pre-kindergarten program.

B. Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such private, denominational or parochial school.

C. The requirements of this section shall not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion, or has otherwise complied with compulsory school attendance requirements as set forth in this article.

D. The requirements of this section shall apply to any child in the custody of the Department of Youth and Family Services, or any child who may have been adjudicated as an adult, and who has not passed his eighteenth birthday.

### **BIRTH CERTIFICATES**

A birth certificate or its legal equivalent must be presented to the principal at the time of a student's application for enrollment in school. Student records from a child's previous public school that indicate birth certificate verification may be accepted.

### **BULLYING**

GLE students have received and will continue to receive instruction in dealing with bullying. GLE was awarded an Olweus Bullying Prevention Grant. The money from the grant was used for guest speakers, assemblies, and educational supplies. An "Anti-bullying" pledge is signed by each student and parent at the beginning of the school year. Students who are caught bullying are seen by the school Guidance Counselor and the Principal. A record is kept in the office of each bullying offense.

#### **School Rules Against Bullying**

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

### **CELL PHONES**

Students are not allowed to bring cell phones or pagers to school. These devices are a disruption to the learning environment. If a cell phone is used during the school day, it will be confiscated and the school holds no responsibility for stolen or lost cell phones. Parents will be responsible for picking up the cell phone from the office. *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 name 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.

### **CONTACTING TEACHERS**

If you need to contact a teacher, please do so in one of the following methods.

- Notes – You may write a note to the teachers. He/She will contact you within twenty-four hours.
- Phone Calls – Teachers are able to accept phone calls before 8:30 and after 3:40. 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 via email, call you, or answer your question with a note.
- 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 a written a note to the teacher in the planner.

Teachers are not able to meet with parents once students arrive at school. They will schedule a meeting with you at that time.

### **CRISIS PLAN**

Gilbert Linkous has an extensive crisis plan that is reviewed annually. GLE students participate in fire drills, tornado drills, and emergency evacuation drills. "Go-Kits" are located in each classroom. The kits contain supplies that will

helpful if an emergency occurs. “Go-Boxes” have been placed in each of our off-site meeting locations. Parents may preview the crisis plan. Please contact the office.

### CURRICULUM

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

Gilbert Linkous Elementary has a full-time reading teacher who works with students in grades K-2 who need assistance with their reading skills, as well as a program for students with learning and/or physical disabilities. Students who participate in these programs may leave the classroom for a period of time, but generally remain in their classrooms and receive assistance there. Some international 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. As part of the Kindergarten curriculum Break Through to Literacy, a computer-based reading program for kindergarten children, helps students with beginning reading skills. The Kindergarten teachers place emphasis on socialization, number recognition and counting, alphabet recognition, phonics, reading, and beginning skills in handwriting.

### DAILY SCHEDULE

**STUDENTS ARE NOT TO BE DROPPED OFF BEFORE THE BUILDING IS OPEN FOR STUDENTS.**

**No supervision is provided for students arriving before the building is open at 8:30.**

8:30 a.m.	Building opens for students – students walk quietly to classrooms
8:30–8:50 a.m.	*Breakfast served
8:55 a.m.	Bell – GLE Today <i>*All students must be in classroom by this time or be marked tardy. Attendance and lunch count sent by 9:00. Instruction begins immediately.</i>
3:30 p.m.	(Bell) School day ends
3:40 p.m.	Building closes for students
4:30 p.m.	End of business day/Building closed

### DELAYED OPENING AND EARLY DISMISSAL - (Bad Weather)

#### MCPS Weather Hotline – 382-5102

During the winter, school may start late or close early because of the weather, especially in cases of snow and sleet. **FAMILIES MUST HAVE A PLAN SO STUDENTS KNOW WHERE TO GO IF SCHOOL IS DELAYED OR CLOSED EARLY. Please discuss your plan prior to students coming to school on bad weather days.** This will help eliminate anxiety for your child, and students who must wait in line to use the phone often miss their bus.

**1 hour delay = BUILDING OPENS AT 9:30 A.M.**

**2 hour delay = BUILDING OPENS AT 10:30 A.M.**

**\*Breakfast is not served on days that have a delayed opening.**

Parents may call 382-5102, and listen to local radio and TV stations for cancellations, delayed openings, and early releases.

### DRESS CODE

Each student is expected to wear age appropriate clothing to school. All students must wear shoes at all times. Appropriate non-marking, non-skid shoes must be worn for physical education activities in the multi-purpose room; also, students should wear appropriate shoes for physical education activities outside. Any attire that inappropriately exposes undergarments, excessive skin, or areas of the anatomy (i.e. torn clothing, “sagging” pants, tank tops, spaghetti straps, sun dresses, midriff tops, halters, short skirts/shorts etc.) is not to be worn. Students are not to wear T-shirts, or other clothing, that display messages or symbols that are considered to be inappropriate, offensive, distracting, or in any way disruptive of the educational process. Students who dress inappropriately will be given the opportunity to change or cover their clothing. Shoes with wheels are not permitted at GLE.

### EMERGENCY CLOSING OF SCHOOLS

During the school year, it is necessary to close school occasionally because of snow, ice, flooding, or other emergency situations. Such closings are for the safety of children, many of whom are transported by school bus. In addition to closing school for a complete day, students may be dismissed early or schools may have a delayed morning opening because of weather conditions or other emergencies. Schools may have delayed openings of either

one or two hours. This means that buses will run routes one or two hours later than their regular schedules.

When the decision is made to close schools, dismiss students early, or have a delayed opening of schools, a designated member of the superintendent's staff will notify the following radio and TV stations and request them to make the 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 standby arrangements so that on days of delayed openings or early dismissal their children may be properly informed and protected. Students, parents, and other citizens are requested not to call schools, school officials, or radio stations to find out if schools are being closed. It is essential that these telephone lines be kept open to enable schools, radio stations, and TV stations to receive notification of school closings. **Please call 382-5102 to listen to a pre-recorded recorded announcement of any closings. This number is open 24 hours a day.**

### **EMERGENCY EVACUATION OF SCHOOL**

If an emergency situation arises at Gilbert Linkous, which requires the evacuation of the building, the Montgomery County School Board Central Office will be notified. That office will notify the following radio and television stations: Radio Stations WRAD, WJJJ, WNRB, WKEX, WVVV, and WXLK; and Television Stations WDBJ and WSLs. Conditions that would justify such an evacuation include fire, bomb threat, acute contagious disease, and an intruder within the building, or other similar emergencies.

- In cases of such need, Gilbert Linkous students will be evacuated to the following locations:
1. Blacksburg Christian Church, corner of Watson Avenue and Tom's Creek Road.
  2. Northside Presbyterian Church, corner of Watson Avenue and Progress Street.
  3. Luther Memorial Lutheran Church, corner of Tom's Creek and Price's Fork Roads.

The school system's transportation department will be notified to request early bus service for our students if needed. Parents will also be allowed to pick up students from the school or church in case of an emergency situation. Since we will need telephone lines to be left open as much as possible, parents should refrain from calling the school to check on their children.

In case of a community-wide emergency while students are in school and if the school is deemed to be a safe and secure setting, Gilbert Linkous Elementary will become a shelter for families who have to leave their homes and have no other places to go. In this situation, food and shelter will be provided for those families.

### **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 teacher and principal will determine how many chaperones will be needed to adequately supervise students, and parents may be asked to help chaperone field trips if needed. The number of chaperones may vary for each field trip. Factors that affect the number of chaperones needed include: the number of students attending, the number of school staff and student teachers accompanying students and requirements and space available on transportation and at the facility being visited. Other special circumstances may occur for the teacher and/or students that also affect the number of chaperones needed.

Parents may be asked to pay field trip fees when chaperoning and will not be able to bring other children or siblings on the trip. If adequate supervision/chaperones have been arranged, parents are asked not to meet their child's class at the field trip destination. This complicates the arrangements and may interfere with students proceeding through the facility with their own classroom group.

### **GIFTED EDUCATION**

A gifted education program is in place in Montgomery County Schools to serve our 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 particular area(s) in which they have been identified as gifted. The complete plan and answers to specific questions concerning the program can be obtained by calling the Gifted Resource Teacher.

### **HOMEBOUND INSTRUCTION**

Any student who will be out of school for a prolonged period of time because of an injury, illness, or other handicapping condition may be eligible for homebound instruction. The parent/guardian should notify the principal to discuss the required procedures.

### **HOMEWORK POLICY**

Homework will be designed to assist students in learning concepts and skills, which have been previously taught. It shall be 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. Parents of students in grades 3-5 must review and sign the planner daily with their child. Students must complete 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. Basically, homework shall be an expansion of skills taught in the classroom

#### **Concerning homework, the parents have the responsibility:**

1. to show an interest in their child's work.
2. to provide a suitable time and place for study.
3. to allow enough time to complete the work.
4. to avoid nagging the child to do the work and taking away the child's responsibility.
5. to give encouragement to the child.
6. to reinforce and review a skill needed in the assignments the child may have forgotten.
7. to provide positive motivation.
8. to praise a job well done.

#### **The students have the responsibility:**

1. to listen in class and learn how to do the skills in the assignments.
2. to write down an assignment and ask questions if not clear.
3. to take needed books and supplies home.
4. to do neat and accurate work to the best of his/her ability.
5. to complete assignments without constant reminders from teacher or parents.
6. to complete assignments on time.
7. to take completed assignments to school and turn in to the teacher.

**GLE's PTO has generously provided Take-Home folders for all students! Thank you, PTO!**

### **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:

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

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**

1. Classrooms are not to be interrupted by visitors between the hours of 8:30 a.m. and 3:40 p.m.
2. Parents/Guardians must come to the office to check students in or out.
3. Parents of students who walk or are car riders should wait at the designated areas until dismissal.
4. Announcements by intercom will be made only in case of emergency during the school day.
5. Assembly programs 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.

### **LOST AND FOUND**

Lost and Found is maintained in the multi-purpose room. 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.

### **MEAL PROGRAMS**

Our cafeteria serves nutritious well-balanced breakfasts and lunches. We encourage our students to eat meals prepared in our cafeteria. If your child prefers to bring bag lunches from home, he/she should feel free to do so. A menu will be posted in the school, will appear in local newspapers, and will be sent home each month. Breakfast is not served on days when school opening is delayed because of weather conditions.

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 or reduced lunch information is sent home at the beginning of the year.

Due to excessive numbers of charges last year, students will only 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.

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. Soft drinks are not permitted in the school cafeteria. A fruit beverage can be substituted for milk if a child is not a milk drinker.

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 occasionally. **Please call the school prior to 9:00 a.m. so that a meal can be prepared for you.**

**Meal prices for the 2009-2010 school year are:**

	Daily	Weekly	Reduced Daily	Reduced Weekly
Breakfast	\$1.00	\$5.00	.30	\$1.50
Lunch	\$1.95	\$9.75	.40	\$2.00
Milk	.45	\$2.25		

#### **EXPECTATIONS FOR CAFETERIA BEHAVIOR**

- **Enter the cafeteria in an orderly and quiet manner.**
- **Talk quietly** in your classroom line while waiting to enter the serving line in the kitchen.
- **Wait without talking in the serving line.** (The dishwasher and other machinery make it very difficult to hear your choices for lunch.)
- **Use good table manners.**
- **Sit at the table with 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** unless given permission to get up.
- **Raise your hand** if you need something. Students are not allowed to return to the serving line.
- **Exchanging food** with others is not allowed for health reasons.
- **Finish your meal** before you line up to return to your classroom. (Food and drink should not be taken to the classroom to be eaten or drunk in the afternoons.)
- **Always treat others with respect.**

**FAST FOOD, DELIVERED BY PARENTS, AND SOFT DRINKS PACKED IN LUNCHES ARE DISCOURAGED. *Candy should also be left at home.***

#### **MEDICAL INFORMATION**

**When a child becomes ill or injured at school every practical effort will be made to notify the parent/guardian. It is imperative that parents leave a current telephone number that we can call in case of an emergency involving your child. We should always be able to reach you or someone who can give us advice for treating your child.**

#### **MEDICAL INFORMATION cont'd.**

In December of 1987, the School Board adopted a new policy regarding administering medication to students. This new policy reads as follows: Montgomery County Public School Personnel may give medication to children only with a physician's written order and signed request from parent or guardian. School personnel must follow the Montgomery County Public School procedural guidelines for administration of medicines. Therefore, before any medication, prescription or non-prescription, can be administered to your child at school, you must file two documents with the school nurse. First, you must request in writing that medication be administered at school. Secondly, you also must give the school nurse a physician's written order for the medication to be administered. The physician's order must specify the duration of the order and the name and dosage of the drug. Forms are available in the school office for your convenience.

Additionally, not more than one month's supply of a prescribed medication will be stored at school. In the event a child has a chronic illness, the physician's orders need to be renewed annually. Both your written request and the physician's written order will be required for each subsequent illness that requires administration of medication.

School employees or volunteers will provide only essential first-aid to any student for an illness or injury. In cases of emergency when time will not permit notifying the parent/guardian, the use of the local first aid crew, hospital, doctor or combination of these may be warranted. In such cases, parents will be notified immediately. Any parent objecting to this procedure should notify the school in writing. Children should not be sent to school if their temperature is above normal. The school clinic is for emergencies only.

### **PARENT-TEACHER CONFERENCES**

Conferences may be initiated by the teacher, parent, and/or principal as needed. Parents and teachers must work closely together to ensure adequate and appropriate two-way communication. Parents who desire a conference with a teacher are requested to write a note to the teacher or leave a message with the Administrative Assistant. The teacher will then get in touch with the parent to set up a conference.

### **PARTIES**

Each classroom teacher, in cooperation with students and parents, may hold two social parties during the school year. All parties will be held to a maximum of one hour and should normally be scheduled at the end of the school day.

***Invitations – Out of consideration for all students in a classroom and at a grade level, students are to not distribute 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.***

### **PHYSICAL EXAMINATIONS - IMMUNIZATIONS**

Any child entering a Virginia public school for the first time must have had a physical examination within 12 months prior to enrollment. Forms for use by the physician or health department are available in the office of the principal. The form must be completed, including signature by a physician, and given to the school before a child can attend school. Exceptions to the above policy are provided by state law and will be discussed with parents who so request.

Any child entering a Virginia school for the first time must be immunized for measles (Rubeola), German Measles (Rubella), mumps, diphtheria, tetanus, whooping cough, and poliomyelitis. (Exceptions are provided in state law and will be discussed by the principal with parents who so request). These immunizations must be certified by a physician or health department official and given to the school principal before a child can attend school. A 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.

### **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. You will be notified of specific dates and prices. Checks for all pictures will be made payable to the photography company.

### **PTO – PARENT TEACHER ORGANIZATION**

The Gilbert Linkous PTO has played an important role over the years in promoting the welfare of the students and 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.

**The GLE PTO officers for the 2009-2010 school year include:**

**President** Judy Hurst 552-0194

**Vice President** Lisa Keiling, 961-8265

**Treasurer** Amy Lawrence 552-1913

**Secretary** Debbie Zier, 951-0998

### **REPORT CARDS**

Report cards containing grades, attendance, and teacher comments are provided for students in grades Pre-kindergarten through five each nine weeks. Report cards will be sent home on days designated in the school calendar. Parents are to sign report card envelopes, record any comments or requests for a conference and immediately return the report card envelope to the child's teacher. Please return the signed envelopes in a timely manner.

### **RETENTIONS**

Retentions are made in the best interest of the student. The classroom teacher will confer with parents throughout the year if retention in that grade is being considered. If a parent strongly disagrees with the school's decision to retain a child, an appeal may be made to the school board.

## **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 at File:JFH of the School Board Policy Manual located in your school library and in the county libraries. The School Board has designated the following employee to be responsible for ensuring compliance with the requirements relating to Title IX of the Educational Amendments of 1972. Please direct any concerns to:

Dr. Lois Graham  
Director of Elementary Education  
Montgomery County Public Schools  
200 Junkin Street  
Christiansburg, VA 24073  
(540) 382-5100

## **SOL Information and Student Impact Elementary School**

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in grades 3, 4, and 5. Students in grades 3, 4, and 5 take SOL assessments in English Reading and Mathematics. Students in grades 3 and 5 also take assessments in History and Science, while grade 5 students also take English Writing. The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced.\* Students who do not pass an SOL assessment may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention.

*\*Subject to change by the Virginia State Board of Education*

## **Middle School**

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in middle school. In Montgomery County the SOL assessments are given in the spring of each year in grades 6, 7, and 8. Students in grade 6 take English Reading, Mathematics, and US History I. Students in grade 7 take English Reading, Mathematics, and US History II. Students in grade 8 take SOL assessments in English Reading, English Writing, Mathematics, Civics and Economics, 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 may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention. Students who fail the English Reading and/or Mathematics SOL assessments in grade 8 will have an opportunity to retake the test the following year.

Additionally, students who enroll in a high school credit-bearing course with an accompanying SOL assessment, such as Algebra I and Geometry, must take the SOL assessment upon conclusion of the course. Students who do not pass one of the SOL assessments at the high school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

*\*Subject to change by the Virginia State Board of Education*

## **High School**

Virginia Department of Education regulations require students to take and pass Standards of Learning (SOL) assessments in order to graduate from high school with a Standard Diploma or an Advanced Studies Diploma. When students pass a high school course **and** pass the SOL assessment associated with that course, the student earns a *verified credit*. Verified credits can be earned in the following courses:

- English: Reading/Literature/Research
- English: Writing
- Algebra I
- Geometry
- Algebra II
- World History/Geography to 1500 AD
- World History/Geography from 1500 AD
- Earth Science
- Biology
- Chemistry

- US & Virginia History

To earn a Standard Diploma, students must earn six verified credits. These verified credits are as follows:

- 2 in English:
  - Reading
  - Writing
- 1 in Mathematics
- 1 in History/Social Science
- 1 in Science
- 1 other of the student's choosing

To earn an Advanced Studies Diploma, students must earn nine verified credits. These verified credits are as follows:

- 2 in English:
  - Reading
  - Writing
- 2 in Mathematics
- 2 in History/Social Science
- 2 in Science
- 1 other of the student's choosing

Students with an Individualized Educational Plan (IEP) pursuing the Modified Standard Diploma must meet Literacy and Numeracy requirements. To meet the Literacy requirements students must meet the cut score on the grade 8 English Reading SOL assessment. To meet the Numeracy requirements, students must meet the cut score on either the grade 8 Mathematics, Algebra I, Geometry, or Algebra II SOL assessment.

Students who do not pass one of the SOL assessments at the high-school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

### **STUDENTS LEAVING SCHOOL DURING SCHOOL DAY**

1. Students are not permitted to leave the school grounds after arriving at school unless specific written permission is received by the principal from the child's parent and/or guardian.
2. No student will be permitted to leave the school with a person other than his/her parent or guardian unless the parent or guardian gives specific written permission to the principal. Phone calls will not be accepted for giving permission for the child to go home with someone other than the parent or guardian. Emails or faxed messages will be accepted. GLE's fax# is 951-5725. Please follow-up with a phone call to the office to ensure that your email or fax arrived.
3. Any student leaving school during the school day must be signed out in the office by a parent or guardian. Office personnel will call the child to come to the office. Children are not to be picked up at their classrooms except Pre-K students and kindergarteners who may be picked up after being signed out at the office.

### **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.

### **STUDENT RESPONSIBILITIES**

Discipline fosters both respect and independence. We feel children should understand why rules have been made and why these rules need to be respected. Parents will be informed about the behavior of their child through phone calls, conferences, notes, and report card comments. Teachers will be firm, fair, and consistent in their handling of discipline problems. The teacher has a responsibility of maintaining a classroom environment that gives all students the opportunity to learn. She/He sets the tone by refusing to allow one student to disrupt the learning process. If this problem occurs, the teachers will:

1. Help the student to understand the problem and the reason why the undesirable behavior must stop.
2. Contact the parent to bring about reinforcement from the home.
3. Discuss the problem with the principal if the behavior continues.
4. Parent/principal/teacher conferences will be scheduled for children whose behaviors do not improve after

the steps above are taken.

*Listed below are a number of responsibilities we feel students should accept. Please discuss these with your child.*

**1. Do Not Keep Others From Learning**

Parents send children to school to learn. If you keep others from learning by bothering them, you have taken something from them that is important.

**2. Come To School Unless You Are Sick**

In Virginia there is a law that says you must go to school. The reason for that law is to be sure that all children have a chance to get an education. If you miss school, you will not be able to learn the things you need to know.

**3. Be On Time For School And Classes**

If you are late for school in the morning, you miss many things you need to know. The teacher has to stop what he/she is doing. This keeps him/her from helping all the students.

**4. Finish Your School Work**

Learning to read and do arithmetic is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over and over before they are learned. Most of the work you are given at school can be done in class. You will have some work to do at home and you should do all the work you are given.

**5. Take Care Of School Property**

The parents of every child in school have helped to pay for everything in this school through taxes. If materials or equipment are torn up, it means that students must go without them or the parents must spend more money to replace them. Our school belongs to everyone and everyone must help take care of it.

**6. Help Make School A Good Place To Be**

A school is a place where good things happen to people. They make new friends, they are treated with respect, and they learn information that will help them the rest of their lives. If someone doesn't like school it may be because these things are not happening to them. One of your responsibilities is to help make school a good place for everyone. This means that no students will be verbally or physically mistreated.

**7. See That All School Correspondence Reaches Home**

Education requires a partnership between the parents and school. For a good partnership to work, everyone must know what is happening - good or "not so good." Students must be honest and take all letters, report cards, notes or any school communication sent from school to their parents.

**8. Leave All Toys At Home**

Learning requires that a student's attention be focused on the school task. Toys can be distracting and create problems for students who tend to play during work time. Except on special days such as "Show & Tell" for younger children, all toys should be kept at home. Also, no weapons or glass containers should be brought to school. No electronic devices may be brought to school at any time.

**9. Appropriate Behavior Is Expected Of All Students**

Students should enter the building in a quiet and orderly manner and go directly to their classroom. Students eating breakfast will go directly to the breakfast tables. Belongings are to be placed neatly on the mats in the multipurpose room. When moving in our hallways, students are expected to walk quietly so as not to disturb the learning of others.

**TELEPHONE**

Students will not be called to the telephone during the school day except in cases of emergency; however, the secretary or principal will convey messages to children. Students are not permitted to make calls except in cases of emergency.

**\*\*\* TRANSPORTATION \*\*\***

**\*\*\* BUS - WALKERS - BICYCLES - CAR TRANSPORTATION\*\*\***

***Parents – GLE will no longer take changes in a child's method of transportation home over the telephone. Written notes, emails, or faxes will be accepted.***

***This is done for your child's safety.***

***Please follow-up with a phone call to the office to ensure that your email or fax arrived.***

***We appreciate your cooperation with this matter.***

**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 off-loaded 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. No student may get on or get off his/her assigned bus at other than the designated home bus stop and the school unless a written request is made by the parent/guardian to the principal and the principal gives specific written approval. Bus drivers will be given appropriate notice when any request is approved.
4. No student may ride a bus other than the regularly assigned bus to accommodate transportation to recreation activities, churches, dance studios, piano lessons, scout or 4-H meetings, or other similar non-school sponsored activities.
5. Principals may authorize a student to ride a bus other than their assigned bus for an infrequent overnight visit with a fellow student. A written request from the parent/guardian to the principal is required and must be approved by the principal. The decision of the principal to approve or disapprove such request will be based on space available on the bus. The student must obtain a permission slip from the principal to give to the bus driver.
6. Bus drivers are not permitted to put a child off a bus except at the school or designated home stop.
7. **Following are a list of major bus rules (not inclusive list):**
- a. No standing unless approved by the bus driver.
  - b. Heads, hands, and other parts of the body must stay within the bus at all times.
  - c. Voices shall remain at a conversational level - no yelling.
  - d. No obscenities spoken on bus.
  - e. No glass containers or weapons on the bus.
  - f. No large objects that could block the aisle or take up extra seat space are permitted.
  - g. Stand a minimum of 10 feet from the road edge while waiting for the bus.
  - h. Switching seats is permitted only with approval of the bus driver.
  - i. Eating, use of tobacco, or gum chewing is prohibited on the bus.
  - j. Keep seated until bus comes to a complete stop.
  - k. Verbal or physical abuse of others is prohibited.
  - l. If a student damages the seats or any part of the bus, the student must pay for the necessary repairs.
  - m. The bus driver must be obeyed and respected at all times.

### **Walkers**

Students who do not live within the designated walking area but wish to walk to school must bring a written note to the teacher/principal from their parent or guardian authorizing their child to walk to and from school.

### **Bicycle Riders**

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

### TRAFFIC CONTROL AROUND SCHOOL

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

1. From 8:25 a.m. until 3:50 p.m., **no passenger cars** are to enter the lane in front of the school at any time.
2. Parents who are dropping a student off in the morning must follow the flow of traffic through the staff parking lot and stop near the side cafeteria door. 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. An adult and/or Safety Patrol will help your child out of the car. For safety purposes, students will be unloaded from the right hand side of the car only. If you want to come into the building, please park in a designated parking place, even if it's only for a few minutes.
3. Parents who are picking students up in the afternoon may park in any of the parking places in the staff parking lot and come into the foyer to wait for the student(s). Parents may also follow the afternoon pick-up procedure, which is to follow the flow of traffic through the staff parking lot and stop at the side cafeteria door. An adult and/or Safety Patrol will help your child into the car. For safety purposes, students will be loaded into the right hand side of the car only.
4. Parents who come to the school during the day, for whatever reason, are to park in the bus lane in front of the school. Instead, please park in the staff lot.

### VALUABLES

The school is not responsible for articles lost or stolen. Students should bring money only when necessary. Students should not bring any electronic equipment such as Ipods, cameras, cell phones or other similar valuable items to school. The school is **not** responsible for lost or missing items.

### VISITING YOUR SCHOOL

All parents and other citizens are most welcome to visit Gilbert Linkous Elementary School. In order to ensure the safety of students and to prevent disruptions to the instructional program, visitors are required to follow the procedures listed below:

- (1) Call the school office to arrange for an appointment with the principal or other staff members if a conference is desired.
- (2) **All visitors must report to the office** to inform the Administrative Assistant or the Principal of the nature of any visit. Visitors will be notified at this time if the visit will cause an undue disruption. Please enter through the main entrance.
- (3) Parents or other persons bringing students to school after the school day begins, 8:55, **must** report to the office to sign the student in before going to class.
- (4) Parents or other persons bringing items or messages to students must first report to the office. An office staff member will deliver the item or message to the child.

### VOLUNTEERS

Many opportunities are available for parent volunteers to assist their school; such tasks include helping with student health screenings, serving as a homeroom parent, working in the computer lab, being an instructional resource, and serving as an aide in the library, office, and classroom. Parents will be given the notification and opportunity to volunteer to provide a service at the beginning of the school year. Becoming a volunteer is a rewarding experience. We encourage parents to become involved in our school.

### WEAPONS

**NO KNIVES, GUNS, or ANY TYPES OF WEAPONS (toys included)** are allowed on school property including buses. Refer to Student Code of Conduct policy handout.

### WITHDRAWALS AND TRANSFERS

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

### **Required Civil Rights/Non-Discrimination Notice**

- “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.”
- “Montgomery County Public Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.”
- “For information regarding civil rights or grievance procedures, contact the Title IX Coordinator , the Section 504 Coordinator , or the Director of Human Resources at 200 Junkin Street, Christiansburg, VA, 24073, telephone 540-382-5100.”