D.J. Montague Elementary School

FAMILY HANDBOOK
2019 - 2020
# TABLE OF CONTENTS

DJMES Mission and Vision Statements; History of DJMES ................................................................. 4

General School Contact Information .......................................................... 5
  Administrative and Main Office Staff
  Elementary School Hours
  Telephone Numbers

School Attendance ......................................................................................................................... 6
  Absences
  Tardiness
  Emergency Closings
  Scheduled Early Dismissals
  Students Leaving School Prior to Dismissal

School Procedures and Practices ............................................................................................... 8
  Arrival at School
  Birthday Celebrations/Class Treats
  Daily Student-Led News Program
  Dismissal
  Guidelines for Student Dress
  Field Trips
  Safety Drills
  Fund Raising
  Items Not Permitted at School
  Lost and Found
  Lunch
  Moment of Silence
  School Pictures
  Student Recognition
  Textbooks, Library Books and Supplies
  Visitors

Health and Safety ........................................................................................................................ 13

Communication ............................................................................................................................ 14
  Communication with the Teacher
  Conferences and Meetings
  Progress Reporting
  Homework

Student Conduct and School Expectations .................................................................................. 15
  WJCC Discipline Code of Conduct
  Expectations of Students in the Classroom
Expectations for Students in the Hallway
Expectations of Students on the Playground
Expectations of Students in the Cafeteria
Expectations of Students at Walk and Talk
Magnificent Mustangs
Positive Behavior System

School Bus Safety

Bus Stop
Arrival at Bus Stop
Expectations for Students on the Bus
What Parents Can Do to Support School Bus Safety
Walkers

Overview of Curriculum Areas

Resource Personnel and Services

Parental Involvement Opportunities
D.J. MONTAGUE ELEMENTARY MISSION STATEMENT

The mission of D.J. Montague Elementary School is to prepare every student to be a lifelong learner, independent thinker, and responsible citizen. Through the collaboration of educators, families and community, our school will remain a safe, caring and learning place committed to academic excellence and dedicated to nurturing the potential and talents of all children.

D.J. MONTAGUE ELEMENTARY VISION STATEMENT

To be a premier school committed to excellence, dedicated to children and providing for them, the foundation for lifelong success.

History of D.J. Montague

D.J. Montague opened its doors in 1989 as the fourth elementary school in WJCC. The school colors are green and purple, and the mascot is the mustang. It is a large building with ample space and facilities which enable us to maintain a flexible organization. The faculty consists of classroom teachers, resource teachers, special education teachers, and administrative staff. Teacher aides, secretaries, custodians, and cafeteria workers provide supportive services to the school program. Our school provides an excellent educational opportunity for approximately 500 students in preschool through through fifth grade.

The school was named in honor of the contributions of Mr. D.J. Montague to the Williamsburg community. Mr. Montague was born in New Jersey in 1913. He moved to Williamsburg in 1949 to assume the role of Principal at Bruton Heights, which served students in grades one through twelve. He served in that position for sixteen years and then became principal of Berkeley High School. Mr. Montague left the Williamsburg-James City County Public School system in 1966, only to return in 1973 as Director of Placement and Employee and Community Relations. He retired in 1975.
**GENERAL INFORMATION**

**Main Office Staff**

Mrs. Cathy Vazquez .......................................................... Principal
Mr. Scott Holland.............................................................. Assistant Principal
Mrs. Melanie Buffkin ........................................................ Sr. Administrative Assistant
Mrs. Christie Turner .......................................................... Registrar
Mrs. Tiffiny Brown ......................................................... Receptionist
Nurse Tracey Taylor ......................................................... School Nurse

**Elementary School Hours**

Students: 8:30 a.m. - 3:16 p.m.
Teachers: 8:00 a.m. - 3:30 p.m.
School Office: 8:00 a.m. - 4:30 p.m.

Parents are requested to be certain that your children do not arrive at school before 8:20 a.m. Teachers and other school staff are involved in meetings and planning and are not available to supervise children in the office, main hallway or other areas of the building prior to 8:20 a.m. To ensure the safety of our students, all parents are requested to observe the 8:20 a.m. arrival time for your child/children.

**Telephone Numbers**

D.J. Montague School ......................................................... 258-3022
FAX .................................................................................. 208-0380
W-JCC Public Schools Central Office ........................................ 603-6400
Transportation ..................................................................... 565-0808; Hotline: 259-4154
WJCC School Hotline ......................................................... 259-4154

*Note: Cox Cablevision, Channel 47, carries updated information on the W-JCC Public Schools.
*Channel 3(WTKR), 10(WAVY), 12(WWBT), and 13(WVEC) carry weather updates.
*Radio stations WCV3 (88.9FM), WHRO (90.3FM), The Tide (92.3FM), The Planet (96.5FM), W404 (100.9FM) and WBG (740AM) carry weather updates.
SCHOOL ATTENDANCE
(School Board Policy, Section JEA)

Tardiness

Attendance
Attendance on a daily basis is a mandatory requirement for all students. Virginia Code §22.1-254 requires that all children who have reached their fifth birthday on or before September 30th and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

School attendance is critical to academic achievement and preparing students for the world of work and personal success. Each parent or guardian having charge of a child within the compulsory attendance age shall be responsible for the child’s regular and punctual attendance at school as required under provisions of state law. For students age 18 or over, the requirements of this policy will apply to the student rather than the parent or guardian. Every teacher in every Williamsburg-James City County Schools shall keep an accurate daily or class record of attendance of all children assigned.

Absences
Students are expected to be in school every day; however, when a student must be absent from school, parents are expected to contact their child’s school on the day of the child's absence to inform the school of that absence. A form of written communication (note or email) providing the dates of and reasons for the child's absence is required from the parent the day of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused.

Excused Absences
WJCC defines the following conditions as the only acceptable reasons for a student's absence from school.

- Illness - When a student is unable to attend school due to an illness.
- Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control.
- Religious Observances - Absences as a result of observances of religious holidays should be prearranged by the parent, who is responsible for notifying the child's school of the religious holiday(s) to be observed.
- Exclusions/Suspensions - For absences because of an exclusion or suspension, the parent will be notified of the suspension/exclusion and the date when the student will be expected to return to school. The student must return on the indicated date.
- Prearranged Absences - The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family. The parent will document on this request the rationale for the absence and dates of absence. No more than five (5) days may be approved by the principal during a school year.

Parent Notification Procedures Excused and Unexcused Absences
For all absences, the school will contact the home on each day of the child's absence from school using the automated dialing system.

Unexcused Absences
In compliance with Virginia Code §22.1-258, WJCC has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the pupil's parent is aware of and supports the student's absence.
The following procedure will be implemented when notifying the parent of an unexcused absence:

The law mandates that whenever any student fails to report to school and no indication has been received by school personnel, a reasonable effort to notify the parent by telephone to obtain an explanation for the student's absences shall be made. This will be via the automated telephone system.

Whenever a student reaches a total of five (5) unexcused absences in the school year, the school principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, whether in person or through telephone conversation to develop a Student Success Plan to resolve the nonattendance and to warn of the consequences of continued nonattendance.

If additional unexcused absences occur after the plan, the principal or designee(s) shall conference with the parent within ten (10) school days of the 10th absence to resolve the issues related to the student's nonattendance.

If the student continues to be absent as defined above, the school principal or his/her designee shall enforce the provisions of the law by either or both of the following:

- filing a complaint alleging the student is a child in need of supervision (CHINS Petition) or
- instituting court proceedings against the parent

**Excessive Excused Absences**

The principal/designee will also notify the parent of excessive absences, which is defined as 10% of total school days to date (i.e. 5 days absent out of 50 total days) or a pattern of absences that appear to be having an effect on the academic performance of a child. Efforts will be made to identify reasons for excess absences and a success plan will be developed with the parent to eliminate further absences.

If further excessive excused absences accrue, a referral to court may be pursued.

---

Tardiness is disruptive to the routine of the school. Acceptable reasons for excused tardiness are illness of student, medical and dental appointments that cannot be arranged for out of school hours or bus problems. **All children arriving at school after 8:35 a.m. must be accompanied by their parents and report to the office before going to the classroom.** Names are then removed from the absentee list by the attendance secretary in the office. Students in kindergarten, and others as necessary, will be escorted to class by a member of the office staff.

---

**Emergency Closings**

Due to weather conditions or other unforeseen emergencies, it is sometimes necessary to close school during the school day. In the event of severe weather conditions, listen to radio stations WDCK 96.5 FM and WMBG 740 AM for information regarding early dismissal of schools. The information hotline (259-4154) also provides emergency closing information as does Cable Channel 47 and the WJCC website at [www.wjccschools.org](http://www.wjccschools.org)

Be sure your child knows where to go in the event of an emergency closing, and make sure your child’s teacher has on file any special instructions requested by you. **Please go over this information with your child.** If this information changes at any time during the school year, remember to notify your child’s teacher and the school office.
Scheduled Early Dismissals

A number of days are identified in the school calendar as early dismissal for students in grades K-5. Lunch will be provided for our students on those days. Dismissal on early release days is 12:46 PM.

Students Leaving School Prior to Dismissal

Parents are requested not to take children out of school before the school day has ended at 3:16 PM. Learning continues until the end of the day and much is lost both for the individual student and the classroom through early dismissal. When a student will be picked up early, parents must send a note with the child notifying the teachers. This note will be forwarded to the office by the teacher with the attendance lists.

If circumstances arise during the school day that necessitate a change in plans for either picking up your child early or requesting a change in dismissal procedures, please call the school office to inform us of changes prior to 2:30 p.m. Due to the increased volume of calls at the end of the day, this will provide the staff with adequate time to ensure that all communications or new information regarding changes in student transportation or departure from school is accomplished without disruption of the dismissal time. Calls made after 2:30 p.m. cannot be accommodated except in the case of an emergency.

All authorized persons other than the parent must have a note from the parent/guardian in order to pick up your child. Identification of parents and other authorized persons will be verified by the staff prior to release of your child until the staff is familiar with the family members or designated individuals. We appreciate your support of this procedure to ensure the safety of your child at all times.

SCHOOL PRACTICES AND PROCEDURES

Arrival at School
The earliest time students may be dropped off at school is 8:20 a.m. Staff members will be outside to assist with drop offs. Parents may drop their children off at the loop at the main entrance. For the safety of our students, they should only get out of the car when you are directed to release them. We prefer that students get out from the passenger side of the car so they do not need to cross in front of cars to get to the sidewalk. Please refrain from parking in the loop. This area is for drop off only.

If it is necessary for you to bring your child into school, please park in a designated parking space and cross the parking lot at one of the crosswalks.

Birthday Celebrations/Class Treats
Birthdays are special days for students, and we like to recognize and celebrate this special event. Student birthdays are announced on the morning news show and teachers acknowledge students in various ways in the classroom. Due to the increasing number of students with food allergies, we encourage you to celebrate your child’s birthday at school without food items. Joining your child for lunch or bringing in bookmarks or pencils are a couple of options. If you would like to bring in a baked treat, all items must be store
bought with the ingredients label still on the item. Items should be taken to the school nurse so she can check the labels to make sure that the treats are safe for students with food allergies to eat and meet the new School Board Student Wellness policy and regulation. If your child has a food allergy, feel free to give alternate treats to your child’s teacher so that he/she can participate in all celebrations.

The WJCC School Board adopted changes to its Student Wellness policy and regulation that have an impact on the foods and beverages that can be served during the school day including snacks, birthday treats and classroom celebrations. While these changes do not affect what students can bring to school in their own individually packed lunches, snacks and treats served at school must meet the following criteria.

Snacks and treats must first meet the general nutrition standards:

<table>
<thead>
<tr>
<th>General Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or</td>
</tr>
<tr>
<td>• Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or</td>
</tr>
<tr>
<td>• Be a combination food that contains at least ¼ cup of fruit and/or vegetable</td>
</tr>
</tbody>
</table>

The food must also meet the nutrient standards for calories, sodium, sugar, and fats:

<table>
<thead>
<tr>
<th>Nutrient Standards</th>
<th>Snack</th>
<th>Entree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>200 calories or less</td>
<td>350 calories or less</td>
</tr>
<tr>
<td>Sodium</td>
<td>200 mg or less</td>
<td>480 mg or less</td>
</tr>
<tr>
<td>Total Fat</td>
<td>35% of calories or less</td>
<td>35% of calories or less</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>Less than 10% of calories</td>
<td>Less than 10% of calories</td>
</tr>
<tr>
<td>Trans Fat</td>
<td>0 g</td>
<td>0 g</td>
</tr>
<tr>
<td>Sugar</td>
<td>35% by weight or less</td>
<td>35% by weight or less</td>
</tr>
</tbody>
</table>

More detailed information can be found on the division website.

**Daily Student-Led News Program**

Students in fifth grade apply to serve on the DJM News Crew to lead a morning news program to include the pledge of allegiance, moment of silence, weather, lunch menu, school news and special announcements, promoting respect and responsible citizenship at school. Students learn to use the video and audio equipment as well as the technology that permits news to be broadcast into all classrooms.

**Dismissal**

We begin dismissing students at 3:13 p.m. Students are escorted by teachers to the bus loop and should walk directly to their buses. Walkers, bicycle riders and students being picked up by parents are dismissed prior to the release of students to the buses. If a note has not been sent in indicating a change in dismissal procedures for a student, the student will ride the bus home.

**Parent Pick - up**
Parents who pick up their child daily may request a car tag. This will allow you to remain in your car and drive to the cafeteria door at the front loop. Your child will be released from the cafeteria and brought to your car. Paperwork for obtaining a car tag is available in the office.

Parents who do not have a car tag must sign out their children at the table inside the foyer, get a pick-up slip and present the slip to the staff member in the cafeteria before taking your child. Please be prepared to show a picture ID when signing out your child. Parents with a car tag who choose to come in to school to pick-up their child will also follow this procedure.

**Guidelines for Student Dress:**
Help your child “dress for success” and dress to be a student learner every day at DJM. It has been our experience that the way students dress for school has a direct impact upon their behavior as well as the behavior of their classmates. Students should wear clothing that is comfortable but modest. We believe that the type of clothing students wear to school should not distract from the learning environment or their responsibility for their learning each day.

Parents please help your students to comply with the following:
- Shoes are to be worn at all times. Shoes with wheels and high heels are not permitted.
- Sandals should have a strap on the back. Flip flops should not be worn.
- Proper athletic shoes are required for physical education classes.
- Parents are responsible for keeping their children’s hair, body and their clothing clean.
- Clothing/accessories bearing obscene/offensive statements and/or pictures or statements that promotes or advertises the illicit use of drugs or alcohol will not be permitted.
- Students are not permitted to wear hats once they enter the school building.
- Shorts and skirts should be no higher than three inches above the top of the knee. When in doubt, students and parents should follow the guideline of “the longer the better.”
- Shirts and tops must be long enough to cover the midriff and high enough to cover cleavage. Muscle shirts and net shirts are not permitted.
- Students may not wear heavy coats in their classrooms. Heavy coats must be kept in cubbies.
- Students must wear their pants at waist level and should be provided with a belt if their pants are too large.

**Guidelines for Girls**

**Refrain from Wearing:**
1. Tank tops
2. Short shorts (should be no shorter than fingertip length)
3. See through tops
4. Halter tops
5. Profane/vulgar T-shirts
6. Tube tops
7. Head gear such as hats or bandanas
Guidelines for Boys

Refrain from Wearing:
1. See through tops
2. Short shorts (should be no shorter than finger tip length)
3. Tank tops
4. Profane/vulgar T-shirts
5. Head gear such as hats or bandanas

Field Trips
Filed trips are taken in order to extend and enhance regular classroom activities. In each instance, parents will be provided details beforehand. A one-time permission slip to attend field trips is submitted at the beginning of the school year.

Safety Drills (Fire and Lockdown)
In accordance with the Code of Virginia, every public school is required to hold weekly fire drills during September and at least one each month during the remainder of the school year. Exit routes are posted in each teaching area. Students are to exit the building promptly, quietly, and orderly.

Virginia Code and Standards of Accreditation have been amended to require every school to hold at least two lockdown drills during September and two additional drills during the remainder of the school year, one of which must take place in January. The Williamsburg-James City County Police will conduct some of the drills.

Fund-Raising
Fund-raising activities which involve students in door-to-door solicitation are prohibited. Fund raising for PTA events should be limited to relatives and family friends.

Items Not Permitted at School
Students are not permitted to bring or use fidget spinners and electronic devices such as beepers, radios, tape recorders, laser lights, electronic games, MP3 players or other similar devices at school. Cellular phones must be turned off and stowed away in backpacks unless there is a need for them to be used that has been approved by school personnel.

Lost and Found
Children frequently lose their personal belongings and articles of clothing. Please label your child’s personal belongings so that lost items may be returned. Our lost and found is located outside the cafeteria. Please remind your child to check the area or feel free to come by yourself and look for any items your child may have misplaced at school. At the end of each quarter, items not claimed will be donated.

Lunch
Menus are available on the WJCC website at the beginning of each month and provide three or four healthy choices for students. Additionally, two nutritious snacks are also available to students each day as part of the Division’s Healthy Food Initiative.
Your child may either bring lunch from home or purchase a lunch from the school cafeteria. He or she will be assigned an account made available with a personal identification number (PIN). You may make a deposit into your child’s lunch account at any time by check or cash. You can keep track of the balance on your child’s account and add money to the account online. For more information visit myschoolbucks.com.

Students should not bring canned soft drinks to school. We welcome parents to join their children for lunch.

**Meal Costs**
- Breakfast …………………………. $1.40
- Complete lunch for students…….. $2.75
- Carton of milk…………………….. $0.55

**Moment of Silence**
The 2000 General Assembly Session of Virginia passed legislation that requires local school boards to establish a daily observation of one minute of silence in each classroom in the division effective July 1, 2000. During the moment of silence, all students should stand and be respectful.

**School Pictures**
Student photographs are taken twice during the school year and are available for purchase. Individual student photographs are taken during the fall. Individual and make up pictures will be taken in the late winter. In the spring, individual photographs as well as a group class photograph are taken.

**Student Recognition**
Students in grades 3 – 5 will be recognized for making the **honor roll**. Students who receive all A’s, any combination of A’s and B’s and all B’s for a marking period qualify for the honor roll.

**Visitors**
Parents are always welcome to visit and volunteer in our classrooms during school hours of 8:30 a.m. to 3:10 p.m. Parents should not go to classrooms before or after these times without an appointment. Teachers are frequently engaged in meetings, planning with their teams, or preparing for the instructional day.

Please consult your child’s teacher to schedule an appropriate time for a classroom visit or conference. This is necessary to allow teachers to plan accordingly and to not interrupt instructional time. If the teacher has not notified the office of a scheduled meeting or visit, the office will contact the teacher to confirm his or her availability for the visit.

For the safety of every child, all visitors must first report to the office and check in using the Identa-Kid system. All visitors are required to have a valid driver’s license to check in.
HEALTH AND SAFETY

Emergencies
Should your child become ill during the school day or if he/she needs to be excused early, it will be necessary for you to come for him/her or send an authorized adult. An adult must sign out each child in the school office.

Health Care
Children with complaints or symptoms of illness such as severe headaches, rash, nausea, or fever should remain at home until well. Children with a temperature of 100 degrees or higher should remain home until the temperature is normal for 24 hours without medication. This is important for the child’s health and for the health of others.

Immunizations and Physical Examinations
Virginia law requires that each student entering kindergarten or any public elementary school for the first time must have a comprehensive physical examination by a qualified licensed physician. The child must have received the examination within twelve months prior to the date school begins.

Every student shall furnish a certificate from a licensed physician certifying that such student has been successfully immunized against Diphtheria, Tetanus, Whooping Cough, Poliomyelitis, Measles (Rubeola), Rubella (3-day Measles), Varicella, Mumps and Hepatitis B. Students moving from a foreign country are required to have a TB test prior to starting school.

Since minimal immunization levels needed for provisional enrollment vary with age and grade level, the school nurse will advise parents on the child’s needs. The parent must sign an agreement to complete student immunization along with a plan and timeline for such completion. Failure to obtain or complete all immunizations will result in exclusion from school.

The Code of Virginia allows a child an exemption from receiving immunizations required for school attendance if the administration of immunizing agents conflicts with the student’s religious tenets or practices. The parent or guardian must submit a notarized Certificate of Religious Exemption.

Medications
If possible, parents are advised to give medication at home and on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:

- Medication must be ordered by physician/dentist and permission granted to RN at school to contact physician/dentist if necessary.
- Medication must be brought to school by parent/guardian in original container with appropriate label intact.
- Parent/guardian must sign the Medication Administration Consent form granting the school nurse permission to administer medication.

Playgrounds
Playgrounds are always supervised. We encourage your child to observe rules of safety and respect for the rights of others. All injuries or complaints are reported to the school nurse or school office.
Good home/school communication is critical to the success of your child and to our mission as a school. The D.J. Montague staff will make every effort to communicate appropriately and in a timely manner with you. We urge you to contact us by phone, email or in writing at any time.

**Communication with the Teacher**
In the interest of your child, good communication between parents and teachers is essential. If you need to telephone your child’s teacher, please do so before 8:20 a.m. or after 3:30 p.m. *Teachers will not be called away from their classroom in order to take a call.*

Upon request, the school office will be happy to relay a message to the teacher so that your call can be returned at a time when the teacher is not responsible for instruction. Written communication from parents sent by the child will also receive prompt attention.

Each grade level has an established method of sharing information and student work with parents through daily or weekly folders. The specific process will be shared with you and your student by the teacher. Please establish a routine with your student to look together at the material sent home by the teacher or the school. It is important that any material requiring signatures be promptly returned to the teacher.

One component of the Williamsburg-James City County school information system is **ParentVUE**. This web based program will allow families access to information regarding a student’s attendance, academic performance and learning activities occurring in the classroom. This is a great communication tool and another way for families to remain active in their child’s learning. **If you need access to your parent code login information, please let your child’s teacher know and they can send you this information.**

**Conferences and Meetings**
In addition to regularly scheduled conferences, parent/teacher meetings are always welcome. Appointments for conferences should be scheduled in advance so that adequate time and attention can be devoted to the issues and concerns of all participants without negatively affecting instructional time. Parent/teacher meetings are almost always scheduled before 8:20 a.m. or after 3:30 p.m. Meetings with the principal, assistant principal or other resource personnel may also be scheduled upon request.

**Progress Reporting**
The school year is divided into four marking periods. Students will receive report cards at the end of each quarter reflecting their performance during the quarter. Parent/teacher conferences are held at the completion of the first reporting period.
Homework
In an effort to protect family time and encourage student participation in extracurricular activities, homework will not include worksheets. This does not imply that there is no homework, only that it will look different. We encourage you to read daily with your child, review information in learning journals/notebooks, practice sight word vocabulary and basic math facts, study for tests and go over graded work that has been returned. Even though there will be no written homework in the form of worksheets, it is important that you set expectations and establish routines for completing this homework. Taking responsibility for learning, time management, practicing skills learned and deepening understanding of content still occur in the absence of worksheets.

On our school website (https://wjccschools.org/djm) you will find a calendar of activities that can be adapted for all grade levels to extend and enrich your child’s learning. You will also find links to academic websites that provide opportunities for your child to practice basic skills. Additionally, there are question stems that can be used to generate conversations about your child’s reading.

Newsletters from your child’s teacher and information on ParentVue will keep you informed about the content being taught. Establish the expectation that your child (grades 2 – 5) bring home their learning journal daily. The journals are a great learning tool and source of information for you.

STUDENT CONDUCT EXPECTATIONS

WJCC Discipline Code of Conduct

The Williamsburg-James City County School Discipline Rules and Related Policies are not included in this booklet, but will be sent home separately. We ask that you review it carefully with your child and sign and return the statement of behavior that acknowledges its receipt.

Student Code of Conduct

- The Code of Conduct serves to ensure that students learn best when school and classrooms are orderly, safe and caring.
- Faculty, staff and administration articulate and enforce a comprehensive set of rules and procedures for all areas of the school campus.
- Each grade level classroom establishes expectations for procedures and transitions within the instructional day that is shared with parents and reviewed with students.
- Staff members use specific strategies that recognize and reinforce appropriate behavior and provide consequences for inappropriate behavior.
- Discipline reinforcement is focused on development of the character traits of the Mustang Scholar.
- Teachers provide substitutes with the D.J. Montague Code of Conduct and the individual classroom teachers’ rules and procedures.
- The D.J. Montague faculty adheres to the WJCC Discipline Policy.
All students are expected to do their best to keep D.J. Montague a safe place, a caring place, and a learning place.

- **Respect** themselves, the school staff, other students, parents and community members.
- **Display good conduct** at school and on the bus.
- **Be honest** in their statements and actions.
- **Respect** the rights and property of others.
- **Promote** school cleanliness and the upkeep of school property.
- **Make** substitute teachers and all visitors feel **welcome**.
- **Follow** all school and classroom rules.

**Expectations of Students in the Classroom**
Each grade level classroom will also have established expectations for established procedures and transitions within the instructional day. Teachers will review with students and share with parents the expectations of students for maintaining the maximum time for students to be engaged in instructional activities.

**Expectations for Students in the Hallway**
Students should walk silently, in a straight single file line as they are changing classes or moving from place to place throughout the building. Students should remain on the right side of the hallway.

**Expectations of Students on the Playground**
On the playground, students should:

- Climb only on the monkey bars and climbing apparatus provided in each playground area. Students may not climb on fences, basketball posts, soccer goals, or swing set poles.
- Swing by sitting in the swings, going from front to back, not side to side; children are not to jump out of swings, nor should they rest across the swing on their stomachs.
- Slide down the slide in a seated position, one person at a time. Children are not to jump off of the slide or other pieces of equipment.
- Keep hands and feet to themselves and avoid inappropriate physical contact.
- Ask the teacher or monitor for permission to leave the playground to go to the bathroom during recess only if it is an emergency. **At no other times may they leave the playground unescorted or without permission from a supervising adult.**

**Expectations of Students in the Cafeteria**
In the cafeteria, all students are expected to:

- Use proper table manners. Throwing food is not allowed.
- Clean up individual areas, including anything dropped on the floor.
- Use soft voices.
- Stay in seats unless assigned cafeteria responsibilities.
- Raise hands if assistance is needed or if he/she wishes to throw out trash.
- Walk when entering the cafeteria, while in the cafeteria, and upon leaving the cafeteria to go to Walk and Talk.
- Ask to use the bathroom only if it is an emergency.
- Stop all talking if the lights are out or another signal for silence is given.
Expectations for Students at Walk and Talk (Grades 2 – 5)
This is a time after lunch when the whole class has the opportunity to exercise and socialize with peers. Students are expected to:
- Walk directly out to Walk and Talk with no loitering in the cafeteria.
- Walk at all times during Walk and Talk.
- Avoid any physical contact or rough housing.
- Talk quietly with peers.
- Remain at Walk and Talk until the teacher arrives.

Magnificent Mustangs
D.J. Montague Elementary integrates development of character education into the daily activities at school. Displays throughout the building and in the classroom focus on the behavior and attitudes we expect students to demonstrate every day.

DJMES will award “Magnificent Mustang” recognitions each month to students who go above and beyond to be safe, caring and ready to learn.

All of D.J. Montague’s teachers and staff promote and foster the development of the WJCC character traits in our students.

Positive Behavior System
D.J. Montague Elementary offers a school-wide positive behavior system that is adhered to by all staff in our building. Our behavior matrix is displayed in all classrooms and throughout the building. The system is set up to reward students for showing appropriate positive behavior in their school. Tickets are handed out daily to students who demonstrate behaviors associated with our school guidelines, classroom expectations, and characteristics related to good citizenship. Students can earn multiple tickets throughout the day. These are placed in our grade level buckets and prizes are awarded throughout the week. This is an exciting demonstration of all of the wonderful choices students are making regularly.

Classes modeling appropriate behavior in the hallway, cafeteria and other areas around the school may receive a D.J. Dollar. Once a class has received 100 D.J. Dollars, the teacher and class determine how this accomplishment will be celebrated.

Students who have had no conduct referrals or two or less minor infractions for a quarter are invited to attend a quarterly celebration.
SCHOOL BUS SAFETY

“School bus safety starts at home---every day!”

Bus Stops
Bus transportation is provided for all students. The supervisor of transportation makes bus assignments. Bus stop information will be available on the WJCC website at http://wjccschools.org.

No student will be allowed to ride any bus other than his assigned bus without written permission from a parent. If a parent wants a student to ride a different bus occasionally, a note must be sent to the school, teacher and bus driver to confirm this change for every occasion.

Arrival at Bus Stop
All bus riders should be at their assigned bus stop at least 10 minutes prior to the pick-up time. Be on time for the bus. You can wait for the bus, but the bus cannot wait for you.

Students should not play in or near the street when waiting for the bus. Students should not play tag or run around, but should wait quietly at the stop for the bus to arrive.

School bus safety starts at home. Parents or guardians are responsible for supervising their children to and from the school bus. Please accompany your child to and from their neighborhood bus stop.

Expectations for Students on the Bus
Good behavior on the bus is essential for the safety of all students on the bus and others on the highways. All students who ride on the bus are expected to:

• Immediately sit down in their assigned seat.
• Stay seated when the bus is moving.
• Keep their heads, arms and legs inside the bus.
• Keep their feet and personal belongings out of the aisle.
• Respect other people and their property.
• Talk quietly and use socially acceptable language.
• Throw nothing out of the window or on the floor of the bus.
• Refrain from eating or drinking on the bus.
• Cross in front of the school bus if they must cross the street.
• Follow all instructions given by the bus driver the first time.

Any behavior that distracts the driver is a serious hazard to the safe operation of the bus and transportation of our students. The bus driver will report any behavior problems to the administration. Continued refusal to follow bus rules will result in the loss of the privilege of riding the bus for the student.

What Parents Can Do to Support School Bus Safety
A Parent Checklist

☑ Commit to your K-5 child and accompany them every day to and from the school bus.
✓ Talk with your child regularly about school bus safety

✓ Store everything in your child’s backpack and ensure that it is securely closed. Never let your child carry anything such as a ball or toy that can be dropped near or under the bus.

✓ Remind your child regularly to never pick up anything near or under the bus without asking the driver what to do first.

✓ Have your child leave home in plenty of time to eliminate the need to run for the bus. Be especially mindful of time in inclement weather.

✓ Wait for your child on the same side of the street as the bus stop.

✓ Support school bus safety and discipline. Teach your child that their driver is the leader of the school bus safety team.

✓ Work with the school and driver if disciplinary problems are reported.

✓ Remember “School bus safety starts at home—every day!

Walkers

Students who live within walking distance of the school or who are riding their bikes to school should provide a written note to the classroom teacher that communicates your permission for child/children who may walk or ride their bikes home.

OVERVIEW OF THE CURRICULUM CONTENT AREA

Reading/Language Arts

The reading/language arts curriculum consists of a literature-based, integrated program. This program requires students to listen effectively, speak with clarity, construct meaning from text, and communicate through writing. Reading and writing should be viewed together, learned together, and used together.

Reading is a dynamic process that requires readers to combine their existing knowledge with text information as they read. The major goal of a reading program is to develop students who apply a variety of strategies in order to understand and interpret what is being read and to reflect and respond in a thoughtful manner.

Writing is also a dynamic, interactive, and constructive practice. Our instructional focus is to develop writers who can communicate with an intended audience, incorporating appropriate elements of composition and the conventions of language.
Mathematics
The elementary mathematics curriculum stresses students’ ability to apply mathematical skills to school, home, and daily life experiences and stimulates creative interactions among the learners. The content of the curriculum supports four goals for the students: becoming mathematical problem solvers, communicating mathematically, reasoning mathematically, and making mathematical connections. The specific topics that make up the elementary mathematics curriculum are number and number sense; computation and estimation; measurement, geometry, fractions and decimals; probability and statistics, and patterns, functions and equations. Hands-on manipulatives and tools of technology are also important resources used in the classroom to support the Virginia Standards of Learning and the WJCC objectives.

Social Studies
The primary purpose of the social studies program in Williamsburg-James City County Schools is to prepare young people to be responsible citizens. They will be encouraged to actively participate in civic affairs, understand their role in a changing global society, and apply knowledge and skills from history and the social sciences in order to make informed and reasoned decisions for the public good. Goals for the social studies program fall into three major categories: knowledge, skills, and democratic understanding and civic values.

Science
The science curriculum encourages a “hands-on” approach to instruction. Students in kindergarten through third grade will be introduced to the basic scientific process skills of observing, predicting, measuring and classifying. In fourth and fifth grade, students will continue to work on the basic scientific process skills but will be introduced to more advanced skills such as inferring and collecting and organizing data. Students will have many opportunities to work in small groups on activities centered on these skills.

Family Life Education
The WJCC School Division designed the Family Life Education Curriculum to provide a framework of knowledge and understanding of human relationships that will enhance students’ respect for self and others and influence responsible decision-making and personal behavior.

The sequential nature of this curriculum, which begins in kindergarten, gives great care and attention to the development of age-appropriate instructional units.

Physical Education
The Physical Education program is designed to promote social and emotional development as well as instruction in group games, sports, fitness, and basic developmental skills. Group relationships, team play, and a sense of achievement are particularly emphasized for the elementary school students. In addition, Physical Education is a graded academic subject in grades 4 and 5. Students will receive letter grades at the end of the first and second semester.
**Art and Music**

These areas of the curriculum are designed to include exploratory programs and special interest classes. Students in all grade levels attend art and music classes once each week as part of their homeroom class’s centers schedule. In each area emphasis is placed on fundamental concepts and elementary skills. In fourth grade music, students learn to play the recorder. In fifth grade, students have the option to participate in school chorus that performs during the winter holiday season and in the annual division-wide fifth grade chorus festival. Art and music are also graded academic subject for students in grades 4 and 5.

**RESOURCE PERSONNEL AND SERVICES**

**Orchestra/Band** - Fifth grade students are eligible to participate in the orchestra or the band program. The orchestra/band teacher works with students in groups of like instruments each day during the fifth grade center time. The band gives two concerts each year to give students an opportunity to perform and demonstrate their skills. This option is in place of general music.

**Gifted/Talented “Visions” Teacher** - Our Gifted Resource teachers collaborate with classroom teachers and provide enrichment services to identified students in grades K -5. They also provide direct instructional services to identified students in grade 5.

**School Counselor** - Our school counselor offers guidance lessons to all classes, meets with small groups of children and provides individual counseling as needed. The school counselor is also available to organize parent groups or initiate free family counseling upon request.

**Learning Specialist** - Our learning specialists work with students who have been identified as having a learning disability. Identified students receive instruction in an inclusion setting within the general education classroom as well as in small groups in a resource setting. The learning specialist works closely with the general education teacher to ensure adaptations or modifications to instruction are provided to meet individual student needs.

**Media Specialist** – A full-time media specialist and media assistant help students in the media center. The media center is open to all students for checking out books, learning library skills, developing computer literacy, working at individual stations, and for participation in enrichment activities. In addition to library books and children’s magazines, the media center is well equipped with a large inventory of audiovisual aids, records for overnight lending, and a professional library available to staff and parents. The computer teacher supports the media specialist in efforts to enhance students’ computer literacy.

**Nurse** – Our full-time nurse works cooperatively with teachers and administrators in identifying health problems and handling medical emergencies. The school nurse also teaches lessons at the request of the classroom teacher and instructs students in health and safety practices. A comprehensive health program assists parents and students in a variety of ways:

- Vision and hearing screening and follow-up
- Curvature of the spine screening and follow-up
- Immunization review and assistance
- Dental Health Program
- Home visits
- Instruction of the Family Life Curriculum in collaboration with classroom teachers and the school counselor.

**Reading Recovery Specialist** – Services are provided on a daily basis for eligible students who are below grade level in reading. A special focus is on preventing reading problems through intensive tutoring in first grade.

**Reading Student Support Teachers** – Our Student Support Specialist collaborates with the Reading Specialist to coordinate the total reading/language arts program. They are members of the Literacy Intervention Team at the building level and participate in the identification of students who require supplemental instruction in reading to accelerate their learning. They participate in the testing of students, monitoring reading progress, teaching selected students, coordinating the use of materials, and assisting teachers with classroom instruction and curriculum integration.

**Speech Pathologist** – Our speech/language pathologist provides diagnostic, consultative and direct remediation services for students identified with a Speech/Language impairment. Students who qualify under IDEA to receive services meet with the speech pathologist in small groups, individually, or in a collaborative-integrated model. The speech pathologist also consults with classroom teachers to provide developmental language instruction as needed.

**School Psychologist** – Our school psychologist provides diagnostic services that include the evaluation and interpretation of student’s intellectual, social, and emotional growth and development, as well as being available for consultations with teachers, parents, students and other school staff regarding behavioral, academic and emotional concerns of students. The school psychologist also participates on the school’s Child Study Team, Crisis Intervention Team, and the Special Education Eligibility Committee.

**School Social Worker** – Our school social worker (SSW) provides a link between school, home, service agencies, and the community. The SSW facilitates the learning process by providing specialized support services to maximize educational benefit. Along with appropriate others, the SSW assesses the needs and develops strategies for intervention and/or prevention and participates in the implementation of reasonable solutions. Additionally, the SSW monitors student attendance and works with families and administration to ensure that compulsory attendance requirement are being met.
OPPORTUNITIES FOR PARENTAL INVOLVEMENT

D.J. Montague is fortunate to have a very active and supportive PTA, involved parents, and wonderful community partners who support the work of the school in “reaching every child.” We welcome the participation of parents through regular communication with the teachers, attending conferences, volunteering, or whatever means each family may contribute. We are a true community school and value the contributions, ideas and opinions of all. We encourage all of our families to join us at school in support of the educational advancement of all of our students at D.J. Montague by participation in one or more of the following activities and/or through volunteering to assist with the needs of the classroom in collaboration with your children’s teachers.

Classroom volunteers assist the needs of individual classrooms as identified by the teacher and in support of the instructional program. This includes assisting with special events, such as the Author’s Tea, field trips, class celebrations, etc.

PTA (School-wide) provides an opportunity for parents to get involved in a variety of ways throughout the year by attending monthly meetings, fundraising, etc.

Book Fair Volunteers (School-wide) assist the media specialist in maintaining the media center. They volunteer weekly and help with the Book Fair.

Classroom Mothers/Fathers (K-5) assist the teachers with various events and activities throughout the year, such as parties, materials, supplies, etc.

Field Trip Chaperones (K-5) assist our teachers, staff, and students during off campus trips that are scheduled to enrich the instructional program.

Academic Tutors and/or Mentors (K-5) assist students with various academic needs.
D.J. Montague is a **safe** place, a **caring** place, and a **learning** place.

Have a wonderful and successful 2019 - 2020 school year!