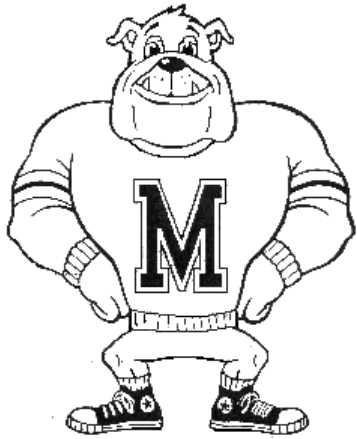


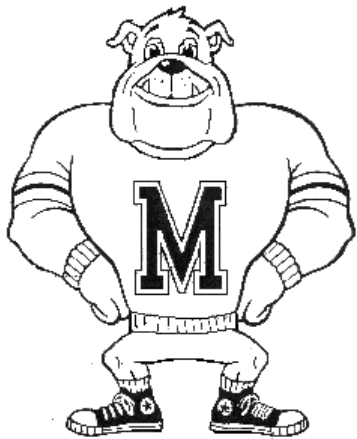
Montpelier Elementary



Parent
Student

Handbook

2024-2025



Productive, Positive, Peaceful

PARENT/STUDENT HANDBOOK

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Board of Education Policy 0125 states:

The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.

Montpelier Elementary School
9200 Muirkirk Road, Laurel, Maryland 20708
Telephone: 301-497-3670
Fax Number: 301-497-5431
School Web Site: <https://schools.pgcps.org/montpelier/>
Proud Principal: Jennifer Gerwig (jennifer.gerwig@pgcps.org)
Awesome Assistant Principal: Denise Bush (denise.bush@pgcps.org)
Follow us Twitter @MontpelierES

Principal's Message

Welcome to another productive, positive and peaceful school year at Montpelier Elementary School. This handbook provides you with valuable information regarding the school's policies and procedures. Please read it and retain it for future reference. If you have any questions, feel free to contact me directly. I know that by working together we can ensure a successful school year.

School Mission Statement

The mission of Montpelier Elementary School is to ensure that all knowledge and develop the skills and work habits to enable them to become society. This mission is accomplished by a school staff which maintains high students, creates a positive and inviting school climate, ensures a safe and environment, monitors the progress of students on a frequent and continuous effective home-school communications.



students acquire the productive members of expectations for all orderly school basis, and promotes

School Motto

Productive, Positive, Peaceful

School Hours

Student Hours:	9:30 A.M. - 3:40 P.M.
Instructional Staff:	8:30 A.M. - 4:00 P.M.
School Office:	8:00 A.M. - 4:00 P.M.

Walking students and students driven to school should not arrive before 9:15 A.M. and must vacate the school grounds immediately upon dismissal. Students may not remain on the school premises unless registered in the Before and After School Early Learning Program or accompanied by a parent. The school is legally bound to contact the Department of Social Services if a child is dropped off prior to 9:15 A.M. or not picked-up at dismissal.

School Rules

- Students will arrive at school on time and prepared for learning.
- Students will follow directions at all times.
- Students will treat others with respect.
- Students will respect school and personal property.
- Students will bring only school-related items to school.

The discipline plan at Montpelier is modeled after the Assertive Discipline Program. This program is founded on the belief that students make decisions about their behavior, and that those decisions can produce rewards or

consequences. With clear expectations, students make better decisions about their school behavior. Consequences for inappropriate behavior are imposed in a progressive manner. Each teacher will send home the grade level discipline plan during the first week of school. During the first month of school, all students will review the "Student Rights and Responsibilities Handbook" under the direction of an official of Prince George's County Public Schools. Families may view this document here: "[Student Rights and Responsibilities Handbook](#)"

School Uniforms

Montpelier is a mandatory uniform school. According to Board of Education policy, a complete uniform is required every day unless you receive a written communication home stating otherwise (i.e. picture day).



When ordering uniforms online, please allow ample time for shipping, as uniforms are required to be worn on the first day of school. Most items can be found at major retailers (i.e. Old Navy, Kohl's, Wal-Mart, Burlington Coat Factory, J.C. Penny's, Target, etc.). Just be sure to ask for their school uniform selection to prevent purchase of non-uniform garments that may be the same color but may not meet Montpelier's uniform code. When purchasing uniforms at the beginning of the year, please consider buying a dark blue cardigan sweater for your child. You may have trouble finding them later on in the year.

Parents: Be sure to label your child's clothing with first and last names (especially sweaters) to avoid confusion.

Uniform Requirements for Grades Pre-K - 5

- Powder blue Long/Short Sleeve Peter Pan Blouse
- Powder blue polo-type shirt (Long/Short Sleeve)
- Montpelier School Spirit T shirt (May be worn on Fridays, only)
- Navy or Khaki Jumper (Pleated or Straight)
- Navy or Khaki Pleated Skirt
- Navy or Khaki Pleated Pants
- Navy or Khaki Pleated Shorts
- Navy Crewneck Cardigan Sweater
- Navy Peter Pan Bow Tie (Optional)
- White or Navy Socks or Tights-No patterns
- Closed toe shoes

The following are non-negotiable specifics of our uniform code.

SHIRTS and SWEATERS

- There are no pockets permitted on polo shirts.
- Uniform Navy cardigan sweaters or uniform crewneck sweatshirts are the only permissible outerwear over school uniforms **while indoors.**

HOODIES are NOT acceptable

- Our school policy states that all students must have their shirts tucked in at all times. Some students have shirts that are too long or short and this makes tucking them in difficult. Please check to make sure this is not a problem for your child.
- If your child is cold during the winter months they may layer their clothing provided the under- layers are the same solid, light blue color as their uniform shirts. Solid colored, light blue long sleeve shirts may be worn under short-sleeved shirts and light blue turtlenecks are permitted. Long underwear may NOT be visible under any circumstances.

PANTS, SHORTS, SKIRTS AND BELTS

- No cargo pants or cargo shorts (no outside pockets on the legs)
- If a belt is worn it must be black. Blue, colored or decorative plastic belts are not permitted.
- Jumpers and skirts must be long enough to come to your child's fingertips when their arms are at their sides.

UNIFORM CHECKS:

Uniform checks are performed daily. If your child is out of uniform, it will be necessary for you to come to school with the proper uniform items. To avoid this inconvenience, we strongly suggest parents assist students in the evenings by laying out a complete uniform.

Pupil Attendance and Absences

All pupils are required by the Public School Laws of the State of Maryland to attend school on a regular and daily basis. Lawful excuses for absences from school are as follows:

- Death in the immediate family. Immediate family means a parent or guardian, brother, sister, grandparent, or anyone who has lived regularly in the household of the student.
- Illness of the child. The principal shall require a physician's certificate from the parent or guardian of a child reported continuously absent for illness. A continuous absence is an absence of three or more continuous days.
- Court summons.
- Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger the health or safety of the student when in transit to and from school.
- Work approved or sponsored by the school, the Prince George's County school system, or the State Department of Education, accepted by the Superintendent of Schools or the school principal, any persons duly authorized by the superintendent or principal, as reasons for excusing the student.
- Observance of religious holidays.
- State emergency.
- Suspension.
- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Parents are encouraged to telephone the Health Room (301-497-3670) each morning between 9:00 and 9:15 to inform the school of a student's absence. Be aware that, regardless of whether or not you call, an automated phone system may call you if your student missed any portion of a school day (including late arrivals and early departures). This procedure helps to protect students and verify legal absences.

Upon returning from an absence, a student **must** bring a written excuse from his/her parent(s) or guardian(s). For absences of three or more days, a physician's note needs to be presented upon the student's return. We are required to enter an absence as "unexcused" if a note is **not** received **within 3 days**. Board of Education policy only allows students with "excused" absences to make up missed work for credit. Upon returning to school, students or their parents should request the assignments that were missed. **For every one day that the student was absent, one day is allowed for the completion of make-up work.**

Make-up work will not be provided until student returns with proper documentation.

For extended illnesses/hospitalizations, you must conference with our school nurse prior to your child's return. Our nurse will review your discharge paperwork and discuss possible accommodations.

A student will be charged a half day's absence if the student arrives after 12:00 (noon) or leaves school prior to 12:00 (noon) on a regular schedule school day.

Student attendance is a factor used by the Maryland State Department of Education in assessing each school's adequate yearly progress; this year's goal is an attendance rate of 96%.

TARDIES: It is very disruptive to the entire school community when a child arrives late. All students must be in their classrooms no later than 9:30. If your child is late, **you must accompany him/her to the office** to receive a tardy slip and provide a reason for the tardiness. We encourage you to schedule appointments for after school hours or during vacation. If it is necessary to schedule an appointment during the school day, please provide a doctor's note upon return.

Tardies and early departures count against perfect attendance. Any unexcused "tardy" will result in a zero on missed assignments. An automated phone system may call you if your student is tardy or has an early departure. Tardy students **are not eligible for breakfast.**

Late Opening or Early Closing Of School



If it is necessary to delay the opening of school because of inclement weather, dangerous road conditions, or any other emergency that might arise, announcements on local radio and television stations will refer to a two-hour delay. If schools open two hours late, then all buses will run two hours later than normal, and Montpelier will open at 11:30 A.M.

Additionally, if schools are delayed two hours, there will be no breakfast program and no field trips. A delayed opening will have no effect on the regular closing time for the school.

If schools close early due to inclement weather, dismissal times will be modified as shown below. All buses will operate on an advanced schedule and students will arrive home as many hours early as school was dismissed.

Delayed opening and early closing information may be accessed on the school system's web page at www.pgcps.org or you may sign-up for the PGCPS E-Alert Notification System and receive updates via email or text message. Or, after 7 A.M., access the school system's Voice Mail Bulletin Board by calling 301-952-6000. Wait for the opening message and then press number 1. A recorded message will indicate any delayed openings or school closings. In addition, the school system's cable station 96 will broadcast a "crawl" message as soon as the decision is made.

Please do not call the school office, as we are not equipped to handle large numbers of phone calls.

<u>Early Dismissal</u>	<u>Montpelier Closes at</u>
3 hours early	12:40 P.M.
2 hours early	1:40 P.M.
1 hour early	2:40 P.M.

Emergency Relocation

If Montpelier closes because of loss of heat, electricity, or any situation that causes the building to become uninhabitable, students will be transported by school buses to Laurel High School, which is located at 8000 Cherry Lane in Laurel. The telephone number at Laurel High is 301-497-2050. The students will remain at Laurel High for the duration of the day and/or the emergency situation and will return to Montpelier for dismissal at the normal dismissal time. Montpelier will activate the automated telephone call-out system which will contact the primary telephone number you have provided.

Breakfast and Lunch

***NOTE: No sodas or glass bottles permitted in the lunchroom.
NO FAST FOOD/COMMERCIALY PREPARED FOOD IS PERMITTED.
Students should only pack food containers they are capable of opening independently.***

Breakfast in the classroom is free for all students.

Lunch is free this year.. Parents are encouraged to apply for the free lunch program at www.myschoolapps.com. Free lunch is only available once our cafeteria staff has received notice of your acceptance. Until that point students must have lunch money or money on their account. You can create an account at www.myschoolbucks.com.

If your child does not have money for lunch they can borrow from the Principal's lunch loan account, however, it must be paid back the next day. If a student has borrowed 3 times without reimbursing the Principal's account, they will not be allowed to borrow until it's paid.

Medication



If a student needs to take either **prescription or over-the-counter medications** during the school day, a "Physician's Medication Authorization for Prescription and Non Prescription Medication" form is required. No other forms, letters from doctors or notes from parents will be accepted. Students who require the use of an **Epi-pen** need to complete a Parent's/Guardian's and Physician's Medication – EPI-PEN – for Management of Acute Allergic Reaction.

Students who require the use of an **Inhaler/Mechanical Device** must complete a Physician's Authorization for Medication by Inhaler/Mechanical Device.

These forms are available on-line at <http://www.pgcps.org/health-forms/> and in the school nurse's office. They are valid for the current school year expiring in June. All medications must be presented **by the parent** to the school nurse in their original packaging with the directions for administration (along with the appropriate form). All medications are kept under lock & key in the health room. All medications must be picked-up **by the parent** at the end of each school year. If not picked-up, the medications will be discarded.

If your child has health concerns, we strongly recommend that you introduce yourself to our school nurse at the beginning of the school year so that your child's condition(s) may be addressed to your satisfaction.

Illness

A child becoming ill at school does happen and, as parents, we must develop a plan for a timely response. The school cannot allow an ill child to remain in an environment where other children may become infected. This includes the classroom and public school bus. If the nurse contacts you because your child is ill, please make arrangements to pick up your child as soon as possible but no longer than one hour. The sick student should not return to school until he/she has been symptom-free (without fever, nausea, diarrhea, excessive coughing, etc.) for 24-hours or provides a readmit notice from the pediatrician.

In addition, please update your contact information as it becomes necessary. **The school should never be without a way to contact a parent.**

Friday Folders

In an effort to improve home-school communication, each child should bring a folder on the first day of school which will be used as a Friday Folder. Please review and complete all documents and return the appropriate forms to school in the folder on the following school day. After the first week of school, graded papers and all school communications will be sent home via the folder on Fridays. If school is closed on Friday, folders will go home on Thursday or the last school day of the week. **If your child does not bring home his/her folder each week, contact the classroom teacher immediately!** In the event that your child loses the folder, you will be required to purchase another folder from the school.

Grading Policy

Effective September 1, 2018, PGCPs Board of Education adopted a new Grading Procedure including prescribed grading factors. A copy of these grading factors will be sent home the first week of school and reviewed in detail during Back to School Night. Please familiarize yourself with these important policies.

Classroom teachers schedule their own conferences based on availability. Please contact them directly if you desire a conference.

Progress Reports:

Interim progress reports will be released online through the Parent Portal for all students in grades K through 5 at the middle of each quarter

Honor Roll Policy

We believe in celebrating both the academic and social achievements of Montpelier's students. At the end of each marking period, we will recognize our students' achievements as follows:

Kindergarten

Most Improved -Selected by each classroom teacher starting 2nd marking period

First Grade

Most Improved -Selected by each classroom teacher starting 2nd marking period

Citizenship – Teacher recommendation

All Pre-K, Kindergarten and First Grade awards are presented in the individual classrooms.

Grades 2 – 5

Principal's Honor Roll - 4.0 GPA with no grade on the report card below an "A"

Honor Roll – 3.0 GPA or higher with no grade on the report card below a "C"

Citizenship – A or B in social skills and work habits

Most Improved - Selected by each classroom teacher starting 2nd marking period

All second through fifth grade honor roll winners will receive invitations to the quarterly recognition assembly. (Quarters 1-3) Citizenship and Perfect attendance will be presented in the classrooms.

Monitoring Student Progress

Parents are encouraged to visit our website <https://schools.pgcps.org/montpelier/> weekly to keep abreast of school news and activities. Every teacher has an email account which is posted on our school's website. While this does not replace face-to-face communication, it is a very effective way to keep the lines of communication open and strongly encouraged.

The Parent View is a feature of Synergy that allows designated family members to view information such as attendance records, grade books, and discipline incidents for their children (<https://>). We suggest you check the Parent View weekly.

Transcript Requests

Please allow 72 hours for any transcript request.

Teacher Recommendations

If you require a teacher recommendation, please allow five (5) business days to complete.

Homework



Homework assignments can be an important component of the learning process. During the first week of school, each teacher will send home a letter outlining the homework policy for the students in his or her class. Please review this information carefully. Take an interest in homework assignments if assigned, help your child with them when necessary, and encourage your child to return completed work to the

teacher in a timely manner.

In addition to regular homework, all students have quarterly reading and/or math projects as assigned. It is most important that you are aware of project deadlines and help your child stay on track.

Care of School Materials

Students are responsible for the reasonable care of all instructional textbooks, musical instruments, sports equipment and media materials issued to them during the school year. All hardback textbooks are to be properly covered to protect them. Fees will be assessed for damaged or lost materials and must be paid in order to avoid penalties. Students with outstanding debts are excluded from field trips per Prince George's County Public Schools Board of Education policy.

Crossing Guards

A crossing guard, trained and employed by the Prince George's County Police Department, is assigned during the morning and afternoon hours to assist students crossing Muirkirk Road. From 9:20 – 9:30 in the morning and in the afternoon from 3:20 – 3:40, the crossing guard is on duty at the Muirkirk Road crosswalk. **Students should not cross this busy street without assistance.** Students should be reminded to use the sidewalks and painted crosswalk walking to and from school each day.



street
when

School Buses and Car Riders

The Transportation Office has assigned each student who receives bus transportation to a particular bus and bus stop. **Occasional** exceptions may be requested by sending a signed note to the office ***in the morning*** stating the reason for the exception and the parent's/guardian's telephone number so that we may verify the request. Approval will be given by signature of the principal or assistant principal. The original of the approved request will be retained in the main office and copies given to the classroom teacher and our bus coordinator. **(Teachers are not authorized to approve transportation changes.) We cannot honor any request (including a voice mail message) other than a written one to ensure the safety of all students. Emailed requests to the teachers are not reliable because they may or may not be viewed prior to dismissal. If an emergency arises please contact the main office for assistance. We cannot honor last minute requests for the safety of students.**

All Pre K and Kindergarten bus riding students are required to wear a safety vest to and from school EVERY DAY. Vests will be distributed, at no charge, on the 1st day of school. **A responsible adult MUST be at the bus stop to receive Pre K and Kindergarten students.** If there is no adult present the bus driver will transport the student back to school and the parent will be notified to come pick up their child. Should your child lose their vest, the replacement cost is \$5.

If you should require a **permanent** bus change, contact the main office for the appropriate form. Please note that the request can take up to 10 days to be processed by the transportation department.



Bus riders are expected to conduct themselves in an orderly, courteous and responsible manner both at the bus stops and on the buses. Inappropriate behavior may result in a student losing the privilege to ride the bus.

Bus stop locations, late bus information, and bus lot phone numbers may be found on the Prince George's County Public Schools website at www.pgcps.org on the School Bus Information link.

At times, a bus may arrive early, late, or not at all. We suggest that students be at their assigned bus stop fifteen minutes prior to the scheduled arrival and remain at the assigned bus stop fifteen minutes after the scheduled time. Parents should have a plan in place if the bus does not come. The main number for transportation is

301-952-6572. If you know the route number, please contact the Laurel bus lot by calling 301-497-3665.

Arrival

Parents are encouraged to allow students to come to school on the bus rather than transporting them themselves. Because of the design of the school driveway and the need for school bus access to the front of the school, we are unable to accommodate large numbers of vehicles dropping off students in the morning. Citizens of neighborhoods adjacent to Montpelier have expressed concerns about safety issues. We fully support the Prince George's County Police and their efforts to enforce traffic regulations by issuing traffic tickets. Please be aware of the posted speed limits, parking regulations and laws established to protect each and every one of us...especially our children.

Parents who feel they must transport their students are asked to drop them off at the “**Kiss and Ride**” and allow them to walk from there. You may not park and leave your car in the “**Kiss and Ride**”. It is for drop off only. All permanent car riders will be assigned a car rider number to display in their dash. Help your students memorize their number for a smooth pick up. Cars will be guided to pick up their students in the lower driveway. Please review the [Car Rider Policy](#).

Dismissal

Dismissal begins at 3:40.

Car Rider Tag Holders will be guided down to the lower driveway when we start dismissal. No other cars will be permitted in the driveway at that time. Parking on Muirkirk Road is prohibited. A new sidewalk has been placed along the school and Muirkirk Road which further prevents parking on the road. Parking in the nearby neighborhood is discouraged. If you plan to pick up your student in a car you must use our Car Rider Tag system or risk being ticketed by the police.

Car riders will be brought to the cafeteria to wait for their car rider number to be called as they arrive.

Walkers will be dismissed to start walking home. Students who are waiting for an adult will be at the flagpole in front of the school building.

Buses will use the kiss and ride (upper driveway) for boarding students. Buses will be called in the order of arrival.

Aftercare vans will pick up their students in the lower driveway and students will be called as they arrive.

Private Before & After Care Providers

If your child attends one of the many before and after care businesses that transport students to and from Montpelier Elementary, please notify the provider that students **must** arrive at school between 9:15 A.M. and 9:30 A.M. Students **must** depart the school between 3:40 P.M. and 3:55 P.M. Be aware of your provider's policies when there are delayed school openings and early school closings. In addition, notify your daycare provider if your child is not attending their program on a given day. This helps the provider stay on schedule rather than delay locating an allegedly missing child. If your provider displays a pattern of late pick-ups, permission to pick-up will be revoked!

The Main Office maintains a listing of our students who attend private before and after care programs. Complete a **BEFORE & AFTER CARE** informational form to help us identify these students and notify the Main Office in writing of any changes.

Early Departure



Parents are strongly encouraged to schedule medical and other appointments after school hours to maximize teaching and learning. The Maryland State Department of Education requires that a student be charged a half day's absence if that student arrives at school 61 minutes (or more) late or leaves school 61 minutes (or more) prior to dismissal. If the occasion arises for an early dismissal, please come to the main office and sign your child out in the Early Dismissal Log. Children will **only** be released to an adult listed on the emergency form signed by the parent and a picture ID will be required. Once your child is properly signed out, the secretary will call the classroom and have the student released. A student will not be released from the classroom until the parent or authorized adult arrives at the school; therefore, please allow extra time. Early departures may generate a telephone call from the automated phone system.

In order to have a safe and orderly dismissal, we will not be able to honor early dismissals after 2:30 each day. Please be reminded that dismissal is a part of your child's regular school day and that information is missed when children leave early.

Forgotten Items

Encourage your child to be responsible for his/her possessions by routinely organizing school materials and packing-up the night before school. This will help reduce the delivery of forgotten items to the front office, which, in turn, creates a classroom disruption when the items are delivered to the classes. Once the teachers leave (3:45), students are not permitted to re-enter the classrooms to retrieve forgotten items. This applies to Before and After Care students as well.

Security/Visitors/Observations

All visitors must **make an appointment and present** a valid driver's license. All staff, students and parents are to **enter and exit the school using the front door**. All other outside doors are to remain locked from the outside during the school day. **No door may be propped open.**

Parents who wish to conference with a particular teacher or staff member, including the principal, must contact that individual in advance so that a mutually convenient conference time may be scheduled. In addition, staff members are assigned duty posts as students enter and leave the building each day and are not usually available for conferences at these times. **Conferences of any type cannot be held during instructional time.**

Parent Observations

Guidelines for Observing a Student During Instruction

- Do not speak with the classroom teacher during the observation time
- Position yourself (with the help of the teacher) so that you are able to clearly observe your child but do not sit next to, or in close proximity to your child.
- Observe silently. Do not engage with your child or others (including the teacher) in conversation
- Refrain from correcting or interacting with any other student especially in matters concerning behavior or management.

While visiting, if a question or concern arises concerning your child's organization, attentiveness, self control, respect, following directions, completing assignments, class participation, having appropriate materials, etc. classroom visitors are expected to jot them down and discuss them with the teacher at a later time (via email, on the phone, etc.). Please allow a 48 hour turn-around time.

Visitors who are, or become hostile, belligerent, loud, lewd, use foul or inappropriate language (profanity), or who behave threateningly or in any way inappropriately will not be allowed to remain in the building and will be asked to leave.

Children learn from what we do more than what we say. All visitors, while welcomed, are asked to conduct themselves appropriately at all times as though children are watching and modeling their behavior.

Healthy School Alliance

Montpelier is a member of the Healthy School Alliance initiative which promotes a healthy lifestyle. We begin each day with a morning exercise program under the direction of our P.E. staff. In addition to exercise, the Alliance promotes healthy eating. Therefore, we do **not** permit any soda, fast-food or commercial food in our cafeteria.

Family Contact Information

Parents will receive an Emergency Student Information form at the beginning of the year to complete and return to the school. Your child's teacher, our school nurse and the Main Office each maintain a file of emergency contact information. It is imperative that we have accurate phone numbers so that we can reach you along with two (2) emergency contacts. If your telephone number or address changes during the school year, it is your responsibility to provide written notification to the school. Prince George's County Public Schools relies upon an automated phone system to notify families of system-wide emergencies, as well as emergencies at your local school. Your primary telephone number must be up-to-date to receive these most important calls. **The school should never be without a way to contact a parent.**

Celebrations

To maximize teaching and learning, classroom parties may be scheduled by the classroom teachers on these 3 occasions: Fall Festival, Winter Holiday, and Valentine's Day. If you prefer that your child not participate due to either personal or religious reasons, simply inform the classroom teacher so that an alternative activity may be provided.

Birthday Recognition

Students will receive a birthday pencil on their respective birthday and receive recognition on the morning television program, *Wake-up Montpelier*. Due to excessive allergies and our participation in the Healthy Schools Alliance, birthday celebrations will not be permitted at any grade level.



Field Trips

Field trips are designed to enrich, supplement, and extend the classroom-based instructional program. Parents will receive information on the destination, the departure and return times, the cost of the trip, how the students will be transported, and a request for parent chaperones. Written permission is required for students to participate. Field trip refunds are issued in the event of an administrative cancellation, **only**.

Due to a recent change in policy (Administrative Procedure 4215), commercial background checks can no longer be utilized for field trips.



Volunteers

VOLUNTEERS MUST:

Step 1: [Apply Online](#) - Annual Requirement

Volunteers must complete an [online volunteer application](#). All school volunteers must renew their volunteer application every school year. Once approved, your eligibility as an approved volunteer will expire on June 30th of each academic year.

Step 2: [Complete Background Screening Process](#) (One-Time Requirement)

To ensure safe schools for our students, PGCPS requires a [fingerprint background check](#) and Child Protective Services (CPS) clearance for each person who will provide volunteer services more than once each school year. These fingerprint background checks and CPS clearances help identify individuals with criminal offenses which may disqualify them from serving as a volunteer. The total fee for these clearances is \$61.00 per applicant. If you are the parent/guardian of a student who qualifies for free or reduced meals, this fee is waived. Applicants must bring a copy of their eligibility letter to request a fee waiver. Please note that this is a one-time requirement for all volunteers. **If you are a returning volunteer** who has completed both the fingerprint background check and CPS clearance, you are not required to complete this step again.

All new volunteer applicants must complete and print this CPS Background Clearance form. The form is a fillable PDF and should be typed. Handwritten forms are not acceptable. *Do not sign this form in advance.* Please bring the completed form with you to initiate your fingerprint background check and CPS clearance. There are multiple locations at which you can complete your fingerprint background check and CPS clearance.

Step 3 - [Complete Mandatory Safety Training Modules](#) (Annual Requirement)

Once you have completed your online volunteer application, you will receive an email with your unique Volunteer Identification Number (VIN). You will receive an email with a link to log in and complete the required training modules via the *SafeSchools* platform. Your VIN will now be used to track and monitor your completion of all volunteer requirements.

Special Incentives

Special incentives (For example: behavior incentives & classroom picnics) are rewards for students who have consistently followed school and classroom rules and/or other criteria as determined by the classroom teacher. If it is determined that your child will **not** be invited to participate, you will be informed by the classroom teacher.



Recess

Recess is held outdoors for students in Pre K - 5 whenever the weather permits. If it is raining or the temperature with the wind-chill factor is 32 degrees Fahrenheit or lower, recess is held indoors. During the winter months, students should dress warmly and bring hats, coats, and gloves to school.

Our philosophy is, if a child is healthy enough to attend school, then the child should be well enough to go outside for recess. For a student to be excused from recess participation and be allowed to stay indoors for more than one school day, he/she must have a doctor's note that clearly indicates the illness and the duration of the recovery period. Parents may request, in writing, a temporary exclusion from recess participation for a one-day period.

Lost and Found



The “Lost and Found” collection bin is located in the school’s multi-purpose room. Any found articles (coats, hats, gloves, backpacks, lunch boxes, etc.) are placed in the bin. Found small items (keys, glasses, jewelry) are stored in the Main Office. Students may check the “Lost and Found” for lost items before or after school, or during lunch. All items left unclaimed at the end of each academic quarter are donated to charities or are discarded.

Parents are strongly encouraged to label all belongings with first and last names.



Telephone Messages

The office telephones are for the purpose of conducting official school business. We cannot permit students to use them except in **emergency** situations. Emergency telephone messages from parents will be given to students when deemed necessary by the administration. Also, if you need to speak with your child’s teacher, contact your child’s teacher by voice mail, emails, in writing, or call the main office and a message will be taken. In order to maximize teaching and learning, telephone calls will not interrupt instruction. Once the teacher receives your message, he/she will return your call during non-teaching time. Please allow 24-48 hours for a return call. Thank you for your cooperation.

Cell Phones/Cameras

Students may carry cell-phones on public school property. However, all cell phones must be turned **off** (not vibrate) while the student is riding the school bus and throughout the entire school day, whether the student is in class or not.

- | | |
|-------------------------|---|
| First Offense – | The phone will be confiscated for the day |
| Second Offense – | The phone will be confiscated and the parent must pick-up the phone |
| Third Offense – | Student will be forbidden to bring a phone to school for the remainder of the school year |

A student who sends or receives a page, call, text message, picture or other communication during the school day will be treated as any other student who disrupts class.

Please note that Montpelier Elementary is NOT responsible for lost, damaged or stolen cell phones.

Use of cameras of any kind is strictly prohibited. Photos and videos taken on school property, whether with a cell phone or a camera, may not be shared electronically on the Web.

Bullying/Harassment/Intimidation Policy

The Student Code of Conduct prohibits bullying, harassment or intimidation in Prince George’s County Public Schools. Any student who feels bullied, harassed or intimidated should contact the Professional School Counselor.

Resolving Problems

If you have a concern or a problem that needs to be addressed during the school year, the following steps are recommended:

1. Contact your child's teacher or the staff people in charge at the time the problem occurred and allow them an opportunity to resolve the matter (within 24 - 48 hours).
2. If you are unable to resolve the matter to your satisfaction, call or make an appointment with an administrator.

Auxiliary Aide/Service

Anyone who requires an auxiliary aide/service for effective communication, or the modification of a procedure/policy in order to participate in a school system-sponsored program/service/activity should contact the school principal, individual or organization hosting the event, or the PGCPS ADA Compliance Officer. Requests should be made as soon as possible, but no later than 48 hours before the scheduled event

Prince George's County Public Schools 2024-2025 School Calendar

APPROVED FEBRUARY 2024

2024	
July 4	Independence Day – Schools and Offices Closed
August 14-16	Professional Duty Days for New Teachers
August 19-23	Professional Duty Days for All Teachers
August 20 & 21	Professional Development
August 23	Student Orientation Day
August 26	First Day of School for All Students
September 2	Labor Day – Schools and Offices Closed
September 16	Professional Development – Schools Closed for Students
September 27	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
October 3	Rosh Hashanah* (starts at sunset 10/2)
October 7	Parent-Teacher Conferences – Schools Closed for Students
October 12	Yom Kippur* (starts at sunset 10/11)
October 18	Professional Development – Schools Closed for Students
October 31	End of First Quarter (45 days)
October 31- November 4	Diwali*
November 1	Grading & Reporting Day for Teachers – 3-Hr. Early Dismissal for Students
November 5	General Election Day – Schools and Offices Closed
November 27-29	Thanksgiving Break – Schools and Offices Closed
December 20	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
December 23-31	Winter Break & Christmas – Schools and Offices Closed
2025	
January 1	New Year's Day – Schools and Offices Closed
January 2-3	Winter Break – Schools and Offices Closed
January 20	Martin Luther King Jr. Day – Schools and Offices Closed
January 24	End of Second Quarter (46 days)
January 27	Grading & Reporting Day for Teachers – 3-Hr. Early Dismissal for Students
February 14	Professional Development – Schools Closed for Students (Potential inclement weather make-up day)
February 17	Presidents' Day – Schools and Offices Closed
February 28	First Day of Ramadan (starts sunset of 2/27)
February 28	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
March 5	Parent-Teacher Conferences – 2-Hr. Delayed Opening for Students
March 17	Professional Development – Schools Closed for Students (Potential inclement weather make-up day)
March 30	Last Day of Ramadan
March 31	Eid al-Fitr* (starts at sunset 3/30) – Schools and Offices Closed
April 3	End of Third Quarter (45 days)
April 4	Grading & Reporting Day for Teachers – 3-Hr. Early Dismissal for Students
April 13-20	Passover* (starts sunset of 4/12)
April 14-17	Spring Break – Schools Closed
April 18 & 21	Spring Break/Easter Holidays – Schools and Offices Closed
May 16	Teacher Planning Half-Day – 3-Hr. Early Dismissal for Students
May 26	Memorial Day – Schools and Offices Closed
June 18	Last Day for Students ¹ and End of Fourth Quarter (44 days) – 3-Hr. Early Dismissal for Students
June 19	Juneteenth – Schools and Offices Closed
June 23	Last Day for Teachers ¹

IMPORTANT CALENDAR NOTES – There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change. 10- and 11-month employees can refer to Bulletin M-1-23 for clarification on workdays.

¹INCLEMENT WEATHER MAKE-UP DAYS – Three inclement weather make-up days are built into the school calendar in June. The last day for students is June 18 if all three of these inclement weather days are used; June 17 if two of these three days are used; June 16 if one of these three days is used; and June 13 if none of these built-in inclement weather days are used. The last day for teachers is June 23 if all three of these inclement weather days are used; June 20 if two of these three days are used; June 18 if one of these three days is used; and June 17 if none of these built-in inclement weather days are used. Lastly, there are two additional days on February 14 and March 17 that may be converted to inclement weather make-up days.

RELIGIOUS HOLIDAYS – Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPs prohibits scheduling these events on major holidays noted with an asterisk (*) on this calendar. This restriction does not apply to state or regional events.

2024 - 2025 Montpelier Elementary Staff Contacts

First Name	Last Name	Position	Grade/Subject Area	Email
Jennifer	Gerwig	Principal	Administration	jennifer.gerwig@pgcps.org
Denise	Bush	Assistant Principal	Administration	denise.bush@pgcps.org
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Evalyne	Muhoho	School Nurse	Main Office/Health Room	evalyne.muhoho@pgcps.org
Victor	Arotimi	Pupil Personnel Worker	Main Office	victor.arotimi@pgcps.org
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Mayra	Butiu	ESOL Teacher	Specialist/Support Staff	Mayracristina.Butiu@pgcps.org
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