Montlieu Academy of Technology

Student Handbook

2025 -2026

Principal – Ms. Oneeka Lockhart
lockhao@gcsnc.com

Asst Principal – Ms. Tanisha Richards
richart@gcsnc.com

School Support Staff:

Front Office – Kai Robinson
robinsk7@gcsnc.com

Treasurer – Ginger Bellanca
bellang@gcsnc.com

Data Manager/Registrar – Heaven Peace
pearceh@gcsnc.com

School Counselor – Tobin Keeth
Keetht2@gcsnc.com

School Social Worker – Patrice Mack-Johnson
mackjop@gcsnc.com

Youth Development Coordinator- Candy Bush
bushc@gcsnc.com

Montlieu Academy PTA
montlieupta@mail.com

Transportation
Frances Willingham (Magnet)
336-316-5865
Tammy Whitaker (Traditional)
1-888-511-4427

School Phone Number – 336.819.2910
School Fax Number – 336.819.2915

A is for…

Accidents

Parents will be notified of accidents needing medical or immediate attention. *In the event of an emergency, school personnel need to have your current phone number and a current emergency phone number where you may be reached.* ***Therefore, the school should be notified of any changes in address, telephone numbers and place of employment.***

Attendance & Tardy Policy

GCS Attendance Policy

When students accumulate unlawful absences, parents of students under the age of 16 will receive a notification under the North Carolina Compulsory Attendance Law, which states that they are in violation of the law. The law states that:

"Unlawful absences will result in conferences with parent/guardians. Unlawful absences and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if a student is under 16 years of age. North Carolina General Statute (G.S. 115C-378) requires attendance until age 16."

Prompt and regular attendance is important if the educational process is to be effective. We do, of course, understand that absences are sometimes necessary. An absence may be excused for the following reasons:

1) Illness or injury
2) Quarantine
3) Death in the immediate family
4) Medical or dental
5) Court or administrative proceedings
6) Religious observance

We are mandated state reporters and **5 <u>unexcused</u> absences and tardies** will be reported to the proper authorities. **After three tardies/absences the social worker** will contact you by phone or home visit. **All students must bring a written note signed by the parent or guardian on the first day back at school after being absent.** If no written explanation is received after three days then the absence will be considered unexcused. All notes should contain the reason for absence, date, and signature of the parent or guardian.

We will provide make-up work to all students who have excused absences. Work should be completed within five days after returning to school. If a child is to be absent for an extended period of time, we will send work home at your request.

Arrival & Dismissal



Arrival Time……7:25 -7:50 am
Tardy Bell Rings ……7:50 a.m.
Instructional Day…….7:50 a.m.–2:20 p.m.
Dismissal Time……2:20 p.m.

Punctuality is important. Students should arrive at school no later than 7:45 am in order to start the instructional day on time. Any student arriving after 7:50 am will need to come to the front office for admittance. Excessive tardies and absences are reported to our school social worker, school administration, and appropriate personnel.

Assembly Expectations

Students are expected to:

1. Enter quietly with class.
2. Respect performers or speakers by not talking, unless directed.
3. Sit still in seats.
4. Keep feet on the floor.
5. At conclusion of the program, line up with class.

Awards

Awards are done quarterly, by grade level for various academic achievements including honor roll, most improved, Principal's award, and Student of Excellence award.

B is for…

Birthdays



Children like to share this special day with their classmates and in order not to take away from instructional time, **all individual celebrations will take place at the student's lunch time.** All parents will receive a lunch schedule at the beginning of the school year. Please note that all items must be store bought (no home baked items) as per the district's Students Wellness Policy. Please do not bring cakes, cupcakes are preferred or some other small treat.

Book Bags

Children may carry a book bag that is large enough to hold a notebook-sized binder. No book bags with wheels please.

Book Fair

Twice a year, we have Book Fairs in which children will be able to purchase books. Children and parents will be invited to visit the book fair during school and at a scheduled PTA meeting. Contact our media specialist or PTA if you are interested in helping make this event a success!



Breakfast

Breakfast is indeed the most important meal of the day. Therefore, at Montlieu, we are proud to offer free breakfast to every child. During arrival, students will report directly to their classrooms where breakfast will be waiting for them.

Bullying

Bullying: when a person or group REPEATEDLY uses power - such as physical, verbal or social - to hurt or intimidate someone or a group who has less power.

1. **Listen & be empathetic -** Be an active listener and let your child lead the conversation. Occasionally, rephrase the information your child gives you and repeat the information back to your child in your own words.
2. **Listen for the '5 Ws'** - Listen for the who, what, when, where, and why - but be aware, your child may be sensitive to being asked a lot of questions at one time. Plan on multiple conversations to get the information you need to help your child.
3. **Make changes / Build skills -** Based on the '5 W's", discuss ideas on how to safely and effectively stop the bullying. Role-play different approaches and responses with your child so that he or she will be prepared to stop the bullying but not get into a physical or verbal fight. Also, brainstorm ways to increase friendships by developing physical and social skills that are appreciated by other children.
4. **Discuss emotional expression** - Being bullied can create feelings of anger, frustration, sadness, depression or vengeance. Teach your child how to relieve these feelings without being violent to themselves or others. Ideas may include talking with other adults and trusted friends, writing in a journal, creating art, doing physical activities and deep-breathing.
5. **Work with the school** - If the bullying is happening at school, speak to your child's classroom teacher so they can help.

Bus Behavior



Bus riding is a privilege and not a right. The principal can remove the privilege to ride the bus for unsafe riding conduct. In order to guarantee the safety of your child and other children who ride the bus, we ask your help in maintaining good bus behavior. **Please note that parents of students in grades Kindergarten-2nd grade MUST be present at the bus stop**. In the afternoon, if a parent is not present, the bus driver will return the student to the school.

Listed below are rules and policies, which will be guidelines for expected behavior on our school buses. Please discuss bus behavior and rules with your child and make clear your expectations for good bus behavior.

1. Arrive at the bus stop at least 10 minutes before the scheduled arrival time for the bus.
2. Remain well out of the roadway while waiting for the bus.
3. Get on and off the bus in an orderly manner only at your designated stop. (No pushing or shoving).
4. Stay seated in assigned seat unless getting on or off the bus.
5. Keep hands, feet, and objects to one's self.
6. No shouting, teasing, or inappropriate language.
7. No fighting or threat of physical harm.
8. Keep the aisle clear of objects.
9. Keep the bus clean and do not mark or damage the bus in anyway.
10. Use appropriate language. (No profanity or obscene language)
11. Observe safety rules while crossing the street &boarding the bus.

Please encourage your child to report any problems to the bus driver. Parents who have concerns should contact the assistant principal or the appropriate bus transportation supervisor.

C is for…

Cafeteria Expectations

1. Students are expected to walk to and from the cafeteria in a quiet and orderly manner.
2. Students are expected to buy everything that they need for lunch their first time through the line.
3. Students are expected to use appropriate manners and speak quietly with other people at their table.
4. Teachers should go through the line with their class.
5. Each grade level is expected to eat in their designated area.
6. Teachers will assign monitors to make sure that each table is clean, and that all trash is picked up.

Car Riders



If your child is a car rider at dismissal, they should be **picked up in the car rider line** daily. Faculty members will be there supervising. However, at 2:45 pm you will have to come into the office to pick them up. For safety purposes, we do not want children walking in front of or behind cars in the parking lot. **Please remain in your car**. If you must come in, please sign your child out on the computer. Do not use this time of the day to address concerns or ask lengthy questions. Instead, contact the teacher by phone, note or email if you have concerns about your child's day.

Change in Address

Please notify the office and your child's teacher **immediately** if you move or change your phone number during the year. We want to make sure we can reach you in case of an emergency and make sure that mail reaches you.

Check-in/Check-out

Students arriving after 7:50 a.m. are tardy and must be checked in by a parent in the main office. All children who require an early dismissal must be signed out at the office by a parent no later than 2 pm and will be called to the office upon the parent's arrival. Parents and emergency contacts will be required to have picture ID when picking up their student.

If your child is to ride a different bus or be picked up by someone other than you or their normal driver, the school must have this information from you **in writing**.

Clothing



Bottoms

Girls: Capri's/Skirts/Pants/Shorts (TAN & Navy Khaki only)

Boys: Pants/Shorts (TAN & NAVY Khaki only)

Tops

Shirts Polo Style or Oxford Button Down
Must be collared - (**White or Navy ONLY**)

Concerns/Changes at Home

If a significant change occurs in your home, please inform your child's teacher as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes that may affect your child's behavior, security, and general well-being. Common causes of distress include: either one or both parents being away from home for an extended period of time, new person living in the home, illness of either parent, illness or hospitalization of a sibling, accident or death in the family, a new caretaker, moving, a new baby, etc. The teacher will keep you informed of any significant changes in the school environment, which may affect your child as well.

Character Education

Character education will play an important part of your child's school experience this year at Montlieu. Monthly character education traits are stressed through Guidance lessons and modeled by staff and students throughout the year. Accomplishment, Integrity, Patience, Honesty, Respect, Compassion, Responsibility, Cooperation, Kindness and Peacefulness are some of the traits that we foster in our school setting. We welcome the attention that families give to building positive character traits both at home and in our school setting.

Cookies, cake, candy

We recommend that you refrain from sending sweet treats in your child's lunch box. We know the value of good eating habits and proper nutrition for our growing boys and girls. Fruits and veggies are better choices for building healthy bodies.

Conferences

Formal conferences are schedule for each child in the fall during the 1st quarter and in the spring. Informal conferences are held as needed and may be requested by either the parent or the teacher. Teachers can schedule additional conferences when the need arrives. **You are welcome to contact your child's teacher by email, a note, or call the school office (336-819-2910)** to schedule a school conference when needed. Please check with the teacher in advance to see if it is necessary to bring your child to the conference with you.

Counselor

The purpose of the guidance and counseling program is to serve the academic, social, and emotional needs of students through classroom guidance activities, individual and small group counseling, consultations with teachers, parents, and school psychologist, and coordination of services to other professional and community agencies. Our school counselor is available to assist students and families with school related concerns.

Criminal Background Check

All parents/volunteers who work with children outside of the presence of a teacher are required by Guilford County Schools to have a criminal background check. This includes escorting a child to the media center, restroom, field trips, etc. The form can be completed at https://www.gcsvolunteers.com/ .

D is for…

Dentist/Doctors

Whenever possible, please schedule your child's doctor and dentist appointments after 2:20 p.m. or on teacher workdays. In an effort to improve attendance, we want children to be in school as much as possible.



Discrimination Policy

The following policy must be written on all school and PTO information that is distributed.

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriated and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement, Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336 370-2323.

Dismissal Routine



No announcements will be made to the classroom during the instructional day; therefore, a note signed by the parent or guardian must be sent to the teacher if there are any changes in the usual routine of a student. **Please understand, because of safety issues you must send a note informing the teacher of the change. We will not accept phone calls.** If a parent or guardian needs a student excused before dismissal time, then a note stating the time student should be sent to the office. The parent/guardian must come to the office to sign the student out.

Upon entering the building, please sign in at the office. **A child cannot be released into the custody of anyone other than parent or parent designee without approval by the principal.** Identification will be required from the individual picking up the child. We strongly discourage attempting to pick up children between 2:00 – 2:40 pm unless an emergency situation exists.

Dojo

Class Dojo is the PRIMARY communication tool for Montlieu Academy. Please download the APP and ask your child's teacher for assistance if needed.

Doors

For safety reasons, all outside doors remain locked throughout the school day. When entering the school, enter through the main entrance. Do not signal any Montlieu students or staff to open locked doors for you – this is a practice we do not want to promote.

E is for…



Educational Trips

Educational trips may be considered as excused absences providing the following criteria are met. 1) The parents make the request in writing. 2)

The child completes assignments given by the teacher. 3) The child keeps a daily journal with pictures. 4) The child shares this journal with classmates.

Exercise

We encourage all families to find time to exercise together. Students receive physical education classes on a weekly basis as well as some type of recess daily.

Expectations

The classroom is the center of learning within the school setting and teachers will each have a set of expectations to govern orderly conduct. Students are to abide by these expectations and those contained in Board of Education Policy JD-P.

The Guilford County School System has an approved "Student Code of Conduct" that applies to all students throughout the system. Parents and students should read and discuss the policy. Students are also required to follow all school and classroom expectations. Montlieu uses a positive approach to school discipline. Close contact is maintained with the parent to ensure appropriate behavior.

F is for…

Family Educational Rights & Privacy Act (FERPA)

Family FERPA is a federal law that governs the maintenance of school records. Under the law, parents and/or guardians of students (students who are 18 years of age or older) have the right to inspect all records kept by the school about the student and the right to correct any inaccuracies in those records.

Requests to review student records and requests to correct inaccurate records may be made to the principal. Decisions by the principal with respect to the request may be appealed to the Assistant Superintendent for Student Support Programs, Federal Programs and Testing. Complaints about Guilford County Schools compliance with FERPA may be made in writing to the FERPA Office, Department of Educations, 333-C Street, S.W., Washington, DC 20202.

Family Partnerships

Family partnerships are an essential part of student success at Montlieu Academy. When parents are actively involved in the life of the school, students are more engaged and motivated. We view our families as valued stakeholders in all aspects of the school. Talk to your child's teacher and the principal about how you can become involved in classroom activities and school activities.

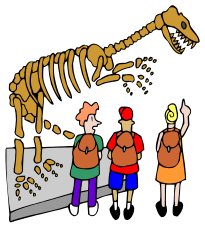
Family Nights

Each quarter we will host Family Education nights! You and your children can participate in a variety of activities designed to promote student achievement and family involvement.

Field/Fun Day

In the spring, the Physical Education Instructor coordinates special outdoor activities for the entire school. It is our way of welcoming in the warm weather with some healthful fun.

Field Trips



Field trips are used to extend and enrich the educational program. Trips are carefully planned and characterized by pre-trip discussions and post-trip follow-up. Great care is taken to provide safe transportation and adequate supervision. **The school must have a permission slip signed by the parent in order for the student to go on any field trip.**

Fighting Among Students

Fighting or hitting other students is totally unacceptable behavior. If a student attempts to involve another student in a fight, the other student should immediately report it to the teacher or principal. If a student is a victim of a sudden unprovoked attack or fight, he should defend himself only long enough to disengage from fighting to report to an appropriate school official. Students who instigate fights will be

subject to the same consequences as those who are involved in fighting. We discourage children from horse playing and pretend fighting because this can get out of hand and lead to something serious.

Fire Drills

A fire drill will be held during the first week of school and once each month thereafter. All students, staff, and parents must evacuate the building upon hearing the alarm. Check the posted instructions in each classroom indicating how to leave the building in case of fire. **There is to be no talking or disorderly conduct during the fire drills and students are to move quickly and quietly to the designated areas.** Since it is not possible to have all drills under ideal weather conditions, and we want students to be prepared in the event of a real emergency, children will be asked to exit the building without coats. Children will stay outside no longer than five minutes. **Students who pull the fire alarm under false pretenses are subject to disciplinary action.**

First Aid

Non-emergency first aid will be limited to soap and water with an appropriate bandage. Emergency first aid will be administered according to approved procedures. Notification of parents and medical personnel, if necessary, will take place (**please keep phone numbers current)**. If a student is suspected of running a fever the temperature will be checked. Any temperature over 99.6 will result in parent notification and arrangements must be made to pick up the student as soon as possible.

Fluency

At Montlieu, we want children to read and site math facts fluently. Please spend at least 20 minutes a day reading to child and/or letting your child read to you – and – have your child site math facts to you daily.

Food Allergies

If your child has a food allergy, please notify your child's teacher, the principal, and the cafeteria manager. Special diet forms must be completed if a modification in your child's diet is required. Forms are available on www.gcsnc.com under the lunch menu link.

Food Policy

Food and drinks are to be eaten in the cafeteria during the assigned period. Students should not bring glass containers for safety reasons. Students are not authorized to purchase snacks or soft drinks from vending machines during the school day. This is a violation of federal regulations that govern child nutrition programs. **Lunches brought from home should be ready to eat and require neither heating nor refrigeration.** Please refer to the Guilford County Policies and Procedure's **Student Wellness Policy – IHB-P**

Forms to Be Signed

Your child's daily instruction and safety are very important to us. By reading, signing, and returning the following forms when you receive them, we can share important information between school and home that will help us provide a safe and appropriate instructional environment for your child. Awareness/permission forms that all parents should receive, and return are:

*Pupil Data form *Field Trip Permission form
*Transportation form *Parent Contact Form
*Parent Compact *Photo Consent
*Video Permission/Acceptable Use Policy (AUP)

G is for…

Goals

One major goal at Montlieu Academy of Technology is for **ALL** children to learn and grow daily. Another important goal is for each of us to be positive and contribute to making Montlieu a pleasant environment for children, parents, and staff members. We encourage you to help your child SET GOALS for a successful school year!



Grades

In grades ***Kinder-2nd***, the grading scale is as follows:

4 = Consistently exceeds grade level expectations
3 = Consistently meets grade level expectations independently
2 = Needs support to meet grade level expectations
1 = Below grade level expectations with support

O-Outstanding, **S**-Satisfactory, **N**-Needs more practice,
U-Unsatisfactory – not yet meeting expectations/exhibits below grade level performance.

Grading Scale for students in 3rd-5th grade

90 – 100	A
80-89	B
70-79	C
60-69	D
59 & below	F

Grocery Stores



Food Lion- Register your MVP card at www.foodlion.com. Montlieu will receive a percentage of all purchases.
Harris Teeter- Please register your Harris Teeter VIC card and Montlieu will receive a percentage of your purchases.

H is for…

Hall Expectations

Students are expected to:

1. Walk quietly in single file in the hallways.
2. Always walk on the right side of the hallway – Stay on blue line.
3. Remember to keep hands and feet to self.
4. Stay with class and listen to adults.

Harassment

Students shall respect other students, visitors, school employees, and other persons by always utilizing appropriate language and behaviors. Any action which is insulting, abusive, harassing, profane, obscene, bullying, intimidating, or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person based on his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristic, marital status, parental status, or disability is specifically prohibited. Students who believe they have been subjected to any of these violations should report the harassment to a teacher, counselor, or school administrator.

Health Assessment



North Carolina state law requires that all kindergarten students and first time first graders in North Carolina are required to have a health assessment examination with the results recorded on the health assessment form. This form must be completed by a private physician or Health Department and returned to school by **October 30th** Health assessment forms are available in the front office from the Data Manager.

Health Information

Report all absences due to contagious diseases to the school office. **Keep your child at home if he/she is feverish or has an upset stomach. If they vomit at school, you must come and pick them up.** Also, if they have a temperature of 99.6 or higher they must be picked up as well. This is a matter of health/safety towards the other children, parents, and teachers. **Children must be fever free and vomit free for 24 hours before returning to school.** If your child is sick at school, someone will call the parents to take the child home. Please be certain that the office has an up-to-date list of business telephone numbers and emergency numbers including friends and relatives. Please ensure that your child receives an adequate amount of sleep. It is very difficult for a tired child to concentrate and focus on work. Please give medication at home whenever possible. If a child must receive medication at school, the school provides a state-required form for this purpose. This form is in the back of the GCS Student Handbook. No medication will be allowed on campus or given except upon written permission from your physician.

Homework

Philosophy – Two of our primary purposes of assigning homework are to reinforce what has already been taught and to practice new skills.
Policies – Homework will be evaluated by the teacher to provide feedback regarding students' progress *(credit will be given for homework).*
Projects --Student created projects that reflect a synthesis of information and skills.
Homework can be and should be assigned daily. Please check with your child's teacher.

Honor Roll

Montlieu Academy has several programs that recognize and reward academic achievement and citizenship. At the conclusion of each quarter an Awards Ceremony will be held to recognize the following:

- Perfect Attendance (no tardies)
- Honor Roll Students: A, A/B, and B

Honor Roll Requirements

- **Honor Roll**- Students in grades 3-5 must earn As or Bs .

I is for…

Immunization

North Carolina law requires proof of immunization be provided to the school upon enrollment. Consult your physician or County Health Agency.

Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to the local TV and radio stations for public information announcements (Educational Access Channels carry school information). Should there be a delayed opening; **students should not arrive earlier than 20 minutes prior to the announced opening time**.

If early dismissal is deemed necessary, closing times will be announced on local TV and radio stations. **Parents should develop a plan with their children to cover these circumstances**. It is important that school telephone lines be open in such a situation, so that the superintendent's office may contact us on closing plans and times. The school will contact parents with the most recent information available.

Injury and Illness

Montlieu does not have a full-time nurse and is therefore not equipped to maintain sick students at school. If it is determined that a child has a fever, diarrhea, or vomiting, ***you will be notified to pick them up immediately.*** They are not expected to return to school prior to 24 hours after symptoms have ended.

The school should be notified of any changes in address, telephone numbers and places of employment, in the event of an emergency. Parents are requested NOT to send a sick child to school on the assumption they will feel better later in the day.

Insurance

Neither the school nor the Board of Education provides insurance coverage for accidents at school except for the policy offered at the beginning of the school year. Information will be sent home the first week of school. Please read carefully and call the office with any questions.

Ipad

All students at Montlieu Academy receive an Ipad at the beginning of the school year. Your iPad is to be used an educational tool to help you research, record and manipulate what you have learned. Students are responsible for their Ipad and all parents are required to sign a contract starting that they are aware that they are financially responsible for any loss or damage. Students will participate in proper usage and carrying lessons throughout out the year. Any student using the iPad inappropriately will lose the privilege of technology usage for a period of time depending on the misuse and previous infractions.

J is for…

Joy
We want your child to experience joy being in school each day.

K is for…

Knowledge


Students work hard to acquire new knowledge daily. Please remember to take the time out each day to ask your student not about what they DID but rather about what they LEARNED! The difference between success and failure is related more to hard work than natural ability or intellect.

L is for…

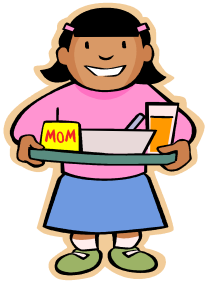
Leadership Team
The Leadership Team is the decision-making body of the school. **The major goal we have is to create a positive school environment and work cooperatively to resolve problems.** We encourage staff and parents to come to leadership meetings, although only members have voting rights. All Leadership Team meetings take place on the first Tuesday of the month. Many decisions will be made by the leadership team; however, it is the principal's responsibility to make certain decisions.

Lock Down Drill
In order to always provide a safe environment and in all situations, a "Lock Down" procedure is in place and will be practiced during the school year. Lock Down is used when students need to stay inside of their classroom due to unsafe circumstances around the building. All doors, inside and out windows, and fence gates are locked, and students are held in their present site until the emergency is resolved.

Lost And Found
If a student finds something not belonging to him/her, it should be turned into the classroom teacher. If it does not belong to anyone in that class, the item will be sent to the office. Students should check the lost and found if something has been lost. Items not claimed will be donated to the Good Will after a month.

Lunch
At Montlieu Academy, all scholars are afforded with the opportunity to receive free breakfast and lunch. Please ensure, however, that all families complete a Breakfast/Lunch form so that we can continue to offer this great service to our scholars.

If students opt to bring their lunch from home, we recommend a cloth-insulated bag labeled with your child's name on the outside. Lunch should be limited to a sandwich, drink, fruit, vegetable, etc. Teachers CAN NOT HEAT student meals, due to safety/health concerns. Please try to keep chips, candy, cake, and pies at home. Sodas are not allowed. Your child will be learning about proper nutrition and the basic food groups. We would like this knowledge enhanced by providing healthy lunches.



M is for..

Mission/Vision Statement

Montlieu Academy of Technology will develop a culture of collaboration in a student-driven and project-based learning environment that utilizes emerging technology and 21st century skills to address the full range of knowledge and competencies students need to excel in a global world.



Montlieu School Pledge

Each morning, along with the Pledge of Allegiance, we will state our Montlieu School Pledge.

I am a Mighty Mustang.
I am self-disciplined, its really cool,
To care for myself and my school.
I show respect, each and every day.
Respect means good manners on display.
I show integrity the whole year through.
I follow the rules, and get my work done too.
Montlieu students show:
Self-discipline, respect, and integrity
Every day in every way
I AM A MIGHTY MUSTANG!

Media Center



Our Media Specialist is dedicated to building a passion for reading for all students. The Media Center has an instructional program that integrates the Media Curriculum with the classroom curriculum.

Check Out Policy

There is time weekly for students to check out books from the library Books are overdue after 2 weeks. Books may be renewed but must be brought back first. Charges will apply only if a book is lost.

Medicine



If a student must take any form of medication at school, the following procedures must be followed:

1. Students on long term, everyday medication must have a completed Medical Authorization Form with the doctor and parent's signature on file in the school office.
2. School personnel cannot administer nonprescription or over the counter medicines to students.
3. Prescription medicine will be administered under the following conditions:
    a. Medicine is in the container labeled by a drugstore.
    b. The Medical Authorization has been completed and signed by the doctor and parent.

It is the parent's responsibility to remove the medications when they have expired and at the end of the school year. Students may not self-medicate. The school will assume **NO RESPONSIBILITY** of any students who self-medicate.

It is the parent or guardian's responsibility to inform the school if he/she wishes to withdraw authorization for medication given at school. The withdrawal of authorization is documented on the "Authorization of Medication for Student at School" form.

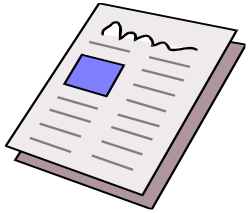
Messages

If you need to leave a message for your child, please call 336-819-2910 before 2:00 p.m. to ensure that your child will receive the message. **Children will not be called out of the classroom** unless it is an emergency.

Message from the Principal

You will receive weekly messages throughout the year from the principal informing you of important events and exciting happenings at Montlieu through the county's ConnectEd program. Please make certain that your phone numbers are up to date so that you can stay aware of all school happenings, closings, delays, etc.

N is for…



News

you will receive the latest Montlieu news in a variety of ways including but not limited to ConnectEds, Weekly folders, grade level newsletters, our school website, and DoJo!

Classroom newsletters are sent home weekly and/or monthly to keep you updated about academic areas of focus and announcements of upcoming events. Please check your child's book-bag/ folder daily for important information.

O is for…

Outstanding Opportunities

We believe that all of our scholars are **OUTSTANDING** and capable of achieving OUTSTANDING results. At Montlieu we will provide students with **OPPORTUNITIES OF A LIFETIME**!

P is for….

PBIS (Positive Behavior Interventions and Support)

Our three school-wide expectations are **self-discipline, respect yourself and others and demonstrate integrity**. Students are expected to demonstrate these expectations in all common areas as well as their classrooms. The purpose is to reward positive behavior.
Students earn "Montlieu Dollars" for demonstrating these behaviors and they are used each month for monthly celebrations and/or spending in the school store.

Parent/School Communication

Announcements, messages, and progress reports from the office and classroom teacher will be sent home for parents with the students. Montlieu sends information home every Monday in "Monday's Folder." It is important, that as parents, you emphasize that you expect your child to behave responsibly by bringing home all information.

Parents are asked to be involved with their child's daily learning by committing to grade level expectations. All grade level expectations contain the following:

- Support the efforts of the teacher and the school

- Check student's homework each evening
- Read all notices and work sent home in the 'Monday Folder" and student planner
- Encourage children to follow school rules
- Have children at school on time (7:40 am for breakfast)

Parent Involvement

The best way for parents to be involved at Montlieu is through PTO. The PTO has various volunteer opportunities through several committees. Please contact your child's teacher, or the Community in Schools Coordinator for more information. Volunteers available during the school day may be asked to help in a variety of ways. The school always needs help with making educational material for the children, reading to children, assisting with the teaching and learning process, etc. Parental support is greatly appreciated by the teachers.

Personal Property

Students should bring to school only those materials that are necessary for the instructional program. Cell phones, footballs, handheld video game systems, and other electronic devices are not allowed at school or on the school bus. Toys, games, trading cards (yu-gi-oh, Pokémon, dragon ball z, etc.) and athletic equipment should be left at home. These materials are not a part of school instruction. ***If such items are brought to school, they will be collected by a staff member, turned into the principal and parents must pick them up*. It is the responsibility of your child to tell you that these items have been taken.** If these are lost, damaged, or taken, we are not responsible. Please keep these things at home.

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.) that is brought to school.

Phone Numbers

Our school phone numbers are as follows:

Office Number – 336-819-2910

FAX – 336-819-2915

Remember to inform us if any of your phone numbers change (including any of your emergency contacts).

Pictures

Individual pictures are taken twice a year, fall and spring. Different photo packages are available. Class photos are taken in the fall.

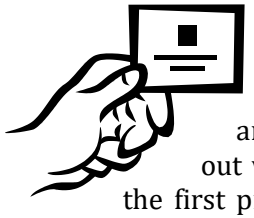
Playground Expectation

Students are expected to:

1. Obey all directions given from any staff member or substitute.
2. Have no physical contact with other students unless in a structured game.
3. Stay in designated area by the teacher.
4. Do not pick up or throw sticks, rocks, glass or any other foreign objects.
5. Get teacher permission before re-entering the building
6. Wait to enter games or other outside activities at appropriate time.
7. Respect school property and do not climb or pull on trees.
8. Be responsible for own clothing/equipment.

Policies

In accordance with Guilford County School policy, parent will be asked to document the reason for their child being tardy in writing. Excessive tardies, early dismissals, or unexcused absences hinder your child's academic program.

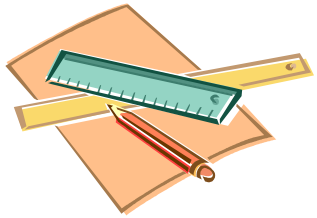


When on campus, please sign in at the front office and obtain a visitor's sticker. Please remember to sign out when you leave Montlieu. Safety for our children is the first priority. This policy discourages visitors from going directly to a classroom.

PTO

Montlieu welcomes parents and extended family participation. We encourage you to become involved and volunteer your time and services.

This year our goal is for 100% of our staff and families to join the PTO. Please help us reach our goal.



Q is for…

Quality

The scholars of Montlieu Academy will receive a High Quality education!

R is for…

Reading

Reading is one of the most important academic skills that your child can master. At Montlieu, we want children to read for various reasons including information, enjoyment, instructions, etc. Please spend at least 20 minutes a day reading to child and/or letting your child read to you.



S is for…

School Nurse



We have a school nurse available to assist with student's health needs on campus three days each week.

There is a Tele-Health Nurse on campus every day! She/He is available for all students IF you have filled out the appropriate documentation.

School Supplies

All teachers will provide parents with a supply list needed for class.

Standard Mode of Dress (SMOD)

The Standard Mode of Dress and Guidelines for Appropriate **Dress** combined with school rules and the academic programs will promote a positive and productive learning environment. The policies and procedures governing the SMOD and Guidelines for Appropriate Dress will help diminish peer pressure, eliminate competitive school dress, and promote school pride. The dress code and appropriate dress guidelines will also promote student safety by eliminating clothing that expresses negative messages and obscenities on parts of the body and by eliminating clothing which exposes the chest, abdomen, private areas, legs or buttocks.

PLEASE NOTE THAT **ALL** STUDENTS ARE REQUIRED TO ADHERE TO THE **STANDARD MODE OF DRESS (SMOD).**

SMOD Guidelines

TOPS: Plain, solid color, collared shirts (polo style or button down) in school colors (white and navy blue only)
BOTTOMS: Pants, shorts, skorts, and skirts in TAN and NAVY khaki only. All pants, shorts, skorts, and skirts must be worn appropriately at the waist, and should be knee length.
SHOES: Shoes should be closed toe and closed heel for safety reasons. No Cros are allowed for safety reason.

SPIRIT DAYS: Students are encouraged to participate in spirit days. These days will have a school-wide theme. It is acceptable for students to dress out of dress code on these days; however, strict adherence to the "Guidelines For All Clothing Worn By Students" is expected.

NO DENIM (JEANS) ARE ALLOWED UNLESS COMMUNICATED BY THE PRINCIPAL

Appropriate Dress Guidelines

1. All pants must remain at the waist; belts preferred to assist a waist fit. Pants should not appear several sizes too large. Sagging pants present a safety hazard.
2. All shirts and blouses must not have exposed midsections, and no exposed under-garments. **Students are not permitted to wear spaghetti straps, halter tops, bare midriff, tube tops, strapless tops or boxer shorts unless the purpose of wearing these items serves as unseen undergarments.**
3. Intentionally altered clothing (i.e. split pant legs, cut up shirts, etc.) is not permitted.
4. No scarves, "do rags", headbands, wristbands, hats or bandanas of any type are allowed on the school grounds, at school functions, or on school buses. Exceptions to this include items required for health, safety, or religious purposes. Documentation is required for proof of this exemption. School staff members are expected to confiscate this attire.
5. No slippers or bare feet are allowed. Students are recommended to wear closed-toe shoes. Students may **not wear flip-flops**, **Crocs,** or wear their **sneakers or boots untied** or any other shoe that presents a safety hazard. For safety purposes, students may be excluded from certain activities if they are not dressed properly.
6. Jewelry and other accessories (such as cell phones) that present a risk to the general welfare of other students or that present distractions in the learning environment are not allowed.

Noncompliance With SMOD and Student Appearance Guidelines

If there is evidence that a student's attire, appearance, or property violates these guidelines and dress code, the principal or "building designee" shall take corrective actions. Enforcing the dress code and guidelines will be the responsibility of faculty and staff members and principal. Students who attend school or school functions dressed inappropriately may be subjected to the following:

- Require that the student remove or change the article of clothing item. Non-compliance may result in non-participation in the school activity or function.
- Contact the parent. **Parent will be required to bring a change** of clothing for the student.

For repeated violations, further discipline action may be the result.

T is for…

Tardy

All students arriving after 7:25a.m. must be checked in at the office and accompanied by a parent. Remember when your child is tardy; valuable instruction time is lost. Excessive tardies will require written documentation and may be reported to the proper authorities.

Teachers

We consider all our staff members to be teachers who serve as positive role models for your children. This includes bus drivers, custodians, food service workers, teacher assistants, administrators, secretaries, front office staff, and teachers. Remember that **YOU are your child's 1st teacher**! If we can do anything to help you reinforce your child's daily learning, please feel free to let us know by contacting your child's teacher.



Technology

Students will use all technology appropriately (iPads, laptops, phones, etc) to ensure that they are being good cyber friends.

Telephone



Students may use school phones, if needed. It is highly recommended that students do not bring cell phones to school. The school is not responsible if a personal cell phone is lost/stolen. **Please keep all phone numbers current.**

Testing

Our students will participate in all state and county assessments/testing. Information will be sent home concerning what tests your child will take and the exam.

Time Schedule:



7:05 - 7:25	Breakfast & Morning Work
7:25	Tardy Bell Rings
7:25 - 2:10	Instructional Time
2:10 p.m.	Dismissal

Tornado Drills

All emergency evacuation diagrams are displayed in each classroom. When the tornado alarm is sounded, students are to move quietly to the designated area in the hallway outside the classroom. Students are to kneel on the floor with heads down and hands clasped over the back of the head. A bell will sound to indicate when classes should return to the classroom. There will be no talking or disorderly conduct during tornado drills. Tornado drills will be held in March and when recommended.

U is for…

Unique

Every child at Montlieu is a unique individual with something very special to offer! Thank you for entrusting your child to us.

V is for…

Visitation Guidelines

Visitors are always welcome at Montlieu. All persons coming to the school must go first to the office and sign in. Please help us protect your child by following this procedure.

If you desire to speak with your child's teacher **without an appointment**, you must do it ***before 7:25 am or after 3 pm.***

Unscheduled visits to the classroom during the school day are not permitted. This interrupts instructional time for the classes involved. If you desire to meet with the teacher, please send a note to that effect to the classroom teacher. **Call the office at 336-819-2910 to schedule a conference.**

When visiting the classroom, please refrain from bringing other children with you and be conscientious of distractions to the learning environment. **Always put your cell phone on vibrate.**

Voice Levels



All staff members will strive to ALWAYS talk in a calming, low voice level. We recognize how important it is to set a positive example and model what we expect from the students.

Volunteers

Volunteers play an important role at Montlieu. So that accurate records may be kept of volunteers must register at www.gcsvolunteers. Once registered with GCS, volunteers will sign in and out on the Volunteer section on the computer located in the office. Volunteers will be given a nametag, so that faculty, staff, and students can welcome them.

W is for…

Welcome

We are excited to have you as a part of the Montlieu family, and we know that you this will be a fantastic year. Student achievement is our focus and source of pride for the teachers, parents, and students at Montlieu Academy of Technology. Together we will ensure that our students RISE!!

We will work to provide opportunities that allow you to grow, learn and be fully prepared for the 21st Century Global Community. We are here to help you reach your full potential and we will accept **NOTHING BUT YOUR VERY BEST!** We will encourage you, correct you, assist you, counsel you, coach you, and cheer for you as you SOAR to GREATNESS.

Writing



Encourage your child to be creative in his/her writings by making writing fun and meaningful! Help them to write special notes or letters to their grandparents, friends, and family members. Write fun stories together as a family. Each year create a written overview of your family's year together and send it out as an annual memento. Collaborate and prepare grocery and chore lists. Provide support and model using a dictionary to check for the spelling and meaning of a word. Ask your child's teacher for ideas on making writing interesting at home.

Weapons/Dangerous Instruments

Guilford County Policy states that any student who brings a weapon to school may be long-term suspended. Please make certain that your child does not bring any weapons or dangerous instruments to school.

X is for…

X-tra Special time to observe and to listen is given to all children at Montlieu Academy of Technology. We believe in a prepared learning environment where we follow the child and support everyone's ownership of learning. We also support individualized instruction which enable us to provide extra time with your child.

Y is for…

YOU You make the difference in your child's education! We encourage you to get involved and show your child how much you care.

Z is for…



Z Z Z Z !

It is vital that your child receives between 8-10 hours of sleep each night if they are to be happy and successful at school. Please ensure

that a set bedtime is established for your child so they can get a good night's sleep and be rested and ready to learn the next day!