

Monterey Elementary School Student Handbook 2026-2027



Home of the Monterey Mountain Lions

“Learn with Purpose. Lead with Courage. Make an Impact!”

Monterey Elementary School

“Learn with Purpose. Lead with Courage. Make an Impact!”

Dear Monterey Parents, Guardians, and Students,

Welcome to the new school year! We are excited to partner with you in providing a safe, respectful, and engaging learning environment for all students. The purpose of this **Student Handbook** is to clearly outline the expectations, responsibilities, and standards that will help guide your students’ behavior and promote a positive school culture for the 2026-2027 academic school year.

We believe that strong communication and collaboration between home and school are essential for student success. This handbook is designed to ensure that every student knows what is expected and that every family understands both the support and consequences, in place, to help all students make responsible choices.

Please take some time to review this document with your child. Familiarizing yourselves with the contents in this handbook, will help reinforce the values we uphold—**respect, responsibility, safety, and a commitment to learning**.

If you have any questions or need further clarification, please don’t hesitate to reach out to your child’s teacher, the school counselors, or school administrators. Together, we can ensure that every student has the opportunity to thrive both academically and socially.

Thank you for your ongoing support and partnership.

Sincerely,

Lezlie Yaeger

Lezlie Yaeger
Principal
Monterey Elementary School

Monterey Elementary School

School Hours:

All parents and visitors are expected to come by the office for a visitor's pass upon entering the building.

Office Hours: 7:35 – 3:40 p.m.

School Hours: 8:00 a.m. -2:45 p.m.

Car Rider Dismissal: Starts at 2:40 p.m.

Walker Dismissal: Starts at 2:40 p.m.

Our Mission:

The Monterey Elementary School Community supports the mission for Roanoke City Public Schools. It is our mission to provide an inclusive and equitable, student-centered culture that empowers lifelong learning. Through meaningful, relevant, and engaging learning opportunities, we will empower all students to dream, excel, and meet their full potential to benefit our city and its citizens.

Our Vision:

The Monterey Elementary School Community supports the vision for Roanoke City Public Schools. It is our vision to provide all students with a strong educational foundation that enables them to become lifelong learners and contributing members and leaders of the global community.

Our Core Beliefs:

- We put students first.
- We embrace equity and celebrate diversity.
- We value effective, high-quality instruction.
- We value our community.
- We value YOU!

Overview of Goals:

- We will ensure students are reading at or above grade level by the end of 3rd grade.
- We will eliminate achievement and opportunity gaps, while simultaneously accelerating academic growth for every student in reading and math.
- We will foster an inclusive, safe, and welcoming learning community for students, staff, and families.
- We will invest in the whole child.
- We will openly communicate with all students, families, and the community to foster a sense of belonging and involvement in the education and well-being of our students.
- We will facilitate outreach and engagement opportunities that foster an inclusive culture for students, families, and our community.

Student Expectations:

Students are held accountable for the rules described in *Roanoke City's Standards and Expectations for Student Behavior*. A copy of this guide will be provided early in the school year.

Any behavior that is unsafe or disrupts the instructional program will not be tolerated.

Students are here to learn. As the year begins, we would like all of you to know exactly what is expected from the students in our school:

- Represent our school with pride and integrity in all that you do.
- Always put forth your best effort in academics and activities.
- Show dignity, kindness, and respect to everyone you encounter.
- Help keep our campus clean, safe, and welcoming for all.
- Follow the rules and expectations set by your teachers, school, and school division.
- Build and maintain positive, respectful relationships with your parents, teachers, and peers.
- Embrace challenges, think creatively, and stay open to learning and growth.
- Strive to make yourself—and your school community—proud every day.

At Monterey, we are committed to cultivating an environment where all students feel safe, accepted, and benefit from rigorous, high-quality instruction. The safety of our students and staff is our number one priority.

At Roanoke City Public Schools, we believe:

- All students deserve the opportunity to learn and develop in a positive learning environment.
- Parents have the right to expect a quality education for their students in a safe and orderly learning environment.
- Adults in the schools and community have the responsibility to help guide students in developing good citizenship and a keen sense of ethics.
- Parents, guardians, teachers, principals, and school staff must model the behaviors expected of our young people and be vigilant in their efforts to assist students with positive character development.

It is also our expectation that everyone will:

- Respect yourself and others.
- Respect property both at home and at school.
- Respect differing opinions.
- Make wise choices and consider the consequences for your choices.

School Slogan: "Learners Today, Leaders Tomorrow."

School Colors: Blue and Gold

Mascot: Mountain Lion

Arrival and Dismissal:

All students who live in the Monterey attendance zone should ride the bus to and from school each day if able. Not only does the bus ride allow for increased safety and security of students, but it also reduces student tardies and loss of instructional time in the classroom. This transitional time to and from school each day allows friends to talk with each other while providing safe transportation without inconveniencing parents in the morning and in the afternoon. We strongly encourage all students to utilize our bus transportation services to and from school.

Students may not arrive at school before 7:35 AM. Supervision of students is not available before 7:35 AM. If the student is eating breakfast, he/she may go directly to a breakfast kiosk at 7:35 AM. If your child is not eating breakfast at school, he/she should report directly to the classroom. Students who are not in their classrooms by 8:00 a.m. will be marked tardy and must be signed in at the office by an adult.

For those students who are car riders, please contact the office for information on car rider arrival and dismissal. Car riders will arrive and dismiss from a designated area where adult supervision will be provided. Students may exit your vehicle only under supervision by school personnel. ***Please do not drive around cars that are picking up or dropping off students. Also, please be mindful of our neighbors' driveways and the congestion on Oliver Road. Parking your vehicle in the area immediately in front of the school on Oliver during arrival and dismissal times is strongly discouraged.*** This creates a safety hazard for our students, our buses, and our parents.

If there is any change in how your child is getting home, the school must be notified in advance. If students must leave early due to family emergencies or medical appointments, a parent or designated adult must sign the student out in the front office. We value our instructional time and your students' performance in school. ***For this reason, please do not sign students out between 2:10 – 2:35 PM.*** This not only interrupts last-minute instruction and information being presented by the teachers, but it also disrupts the dismissal procedure, often confusing our students as they prepare to leave for the day.

**** NOTE:** Any student who plans to go home with a friend should bring written permission signed by a parent or guardian. The receiving parent(s) should also write a note. ***If we do not receive notes from both parents, the students will be sent home their usual manner.*** When both notes are received in the office, a transportation change form will be issued to the student. The school telephone will **NOT** be available to make/confirm such arrangements.

****Car Riders** will be picked up with parents remaining in their cars while waiting in the car rider loop. ***Each car rider will be assigned a car rider number. Each parent will need to have their students' number tag visible in their car. A tag will be issued by the school.***

Walkers will be picked up from door #2 in front of the building. Each walker will be assigned a walker ID. Each walker will be provided with a walker ID tag. The person picking up the student must have a matching ID card with the student's number. These cards will be made available by the school. Please refrain from coming inside to pick up your child right at dismissal unless plans are prearranged. Please do not send children under the age of 15 to pick up their siblings from school.

Assemblies:

Assemblies are planned periodically as special events on the school calendar. There is often significant investment time in preparation for an assembly program. **Special attention to etiquette and good citizenship is expected of all students and visitors.**

Attendance and Tardies:

New regulations from the Virginia Department of Education define chronic absenteeism as missing 10 percent or more of the school year, regardless of the reason, whether the absences are excused or unexcused. Chronic absenteeism is now an indicator for school accreditation. Therefore, we are asking that you be conscientious about sending your child to school each day.

Being prompt is essential to a student's academic success. It is disruptive to classroom procedures when a student arrives late. A student who arrives at school after 8:00 a.m. must report to the office where a tardy slip will be issued and attendance information can be corrected. Even though assignments can be made up after the absence, the student misses the classroom activities, the explanation of assignments from the teacher, and the interaction with other students in the classroom. Please refrain from arriving at school late, to prevent interruption to your students' classroom instruction. Excessive tardies could result in a meeting with our school attendance specialist(s).

Please call the school on (540) 853-2933 if your child must be absent. Leave a voice message on the answering machine if the office is closed. Upon returning to school, your child will need to bring a note. If your child is absent due to medical reasons, please send a note or medical excuse from the doctor.

Acceptable absences include those for personal illness, a death in the family, medical or dental appointments (try to schedule early or late in the day), court appearances, religious holidays, and/or medical emergencies. Other absences are unexcused.

The Code of Virginia requires schools to make a reasonable effort to notify the parents or guardian if a student fails to report to school. If a student is absent and the school is not notified, a call will be made to the home or place of employment to verify the student's absence. Excessive absences could result in a meeting with our school attendance specialist(s).

Parents requesting assignments for students who are absent should do so early in the school day. Teachers do not always have a break between the time requests are made for assignments and the time of day they are to be picked up. When possible, these assignments will be ready at the end of the day. Otherwise, they may be picked up the next day.

Awards:

Students receive recognition at school through a variety of award programs. These awards are intended to promote and recognize academic skills, athletic achievement, attendance, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students.

Bicycles, Skates, Etc.,

Bicycles, tricycles, skateboards, inline skates, skate shoes, ATV's, etc. are not to be used by students arriving or leaving school because of safety concerns. **They are not allowed on school property.**

Birthdays:

The school acknowledges students' birthdays and encourages parents to serve refreshments at the end of the child's lunch period back in the classroom. Arrangements should be made with the teacher in advance. An alternative to food celebrations is available to parents and students. If desired, the parent can donate a book to the school library in honor of his/her child's birthday.

Bus Information:

Bus routes and stops are planned and established by the transportation department. Safety, economy, efficiency, and allocation of resources are considered. Kindergarten parents are expected to put students on the bus in the morning. **They are also expected to get their students off the bus in the afternoon.** Should no one meet the bus in the afternoon for kindergarten students, the students will be returned to school. It is the parent's responsibility to pick his/her student up once the child has returned to school. If this is a repeated issue, further actions will be taken to ensure the safety and well-being of the child.

Bus Behavior:

Students are to be held to the same Standards and Expectations for Student Behavior as in the classroom. Riding the bus to school is a privilege. Students must obey the bus rules, respect the driver, and **behave at the bus stop**. If the driver reports that a student has misbehaved on the bus or at the bus stop, the administration will investigate the report. The student may be suspended from riding the bus for improper behavior. The school will inform parents if such action must be taken. ***There is a bus contract at the back of the student handbook. Please review, sign, and return to school.***

Cancellation, Delay, or Possible Early Dismissal of School:

The safety of our students is a prime concern for parents and school personnel. In the event of an approaching weather system, one that could possibly result in the cancellation/delay/early dismissal of school, we are asking that concerned parents/guardians tune in to their favorite local radio/tv station regarding the status of our school system. You can also check the school division's website for updates on school information (www.rcps.info). Please refrain from calling the school as it ties up phone communications. The inclement weather hotline is (540) 853-2006.

Change of Address or Telephone Number:

For emergency and administrative reasons, it is very important that an up-to-date student record is kept on file in the office. Notify the school immediately if you have a change of address, telephone number, or daycare during the school year.

Class Parties:

The delivery of instruction is our priority. Classroom teachers and parents will plan the party.

Clinic:

Monterey Elementary School has a full-time nurse who will check temperatures, render limited first aid, contact parents as necessary regarding medical issues, document daily clinical visits and care provided, administer and document the distribution of medication per the school district's medication policy, and maintain a file of accident reports. No medication is given unless complete directions and forms are on file (see medication). In the event of a medical emergency, the parents and rescue personnel will be called.

Illness:

Many parents are often concerned about when to keep children home for illness. The following information is intended to help you with your decision:

Your child should stay home from school if he/she:

- **has had a fever of 100 or more**
- **has vomited or had diarrhea**

Your child should remain home until he/she is symptom free and fever free for at least 24 hours WITHOUT medication.

Injury and Illness:

If a student is ill or injured, the school staff will follow established first aid procedures. If the situation is a medical emergency, the parents and emergency personnel will be called. For this reason, it is important that each student has an up-to-date emergency card on file in the office.

Emergency Cards and Health Cards:

Be sure to complete ALL sections on the *emergency card and health card* that your child will bring home the first day of school. Sign the form and return it. **We must always have a working number in case of an emergency.**

Be sure to note any allergies or medical conditions that may affect your child at school. Let us know during the year if any information on the card needs to be changed. Include names on the emergency card of adults who may pick up your child. **Please understand that without court orders on file, the school cannot restrict the rights of natural parents to have access to their child. Anyone not listed on emergency cards will**

not be allowed to check out the student. Anyone picking up a child must have a photo ID.

Communication:

Communications from the school will be sent home with students as needed. Please check your child's book bag and **Communications Folder** each day for time sensitive materials. We encourage parents to contact the school with any questions. An effort will be made to post communications on the school website and associated social media pages in a timely fashion.

Discipline:

Students at Monterey Elementary School are expected to always maintain a high standard of conduct and will be positively acknowledged for doing so. Conduct that disrupts normal classroom and/or school procedures, is disrespectful to school staff or other students, or shows disregard for school property or the property of others, will be dealt with according to the policies, rules, and regulations of the School Board and Roanoke City Public School's Student Code of Conduct. Each student will receive a copy of the Roanoke City School Board's Standards and Expectations for Student Behavior. **The pledge of support must be signed and returned to the school.**

Maintaining a respectful and orderly learning environment is a key responsibility of every teacher. Our goal is to help students take ownership of their behavior and develop self-discipline. We believe that a well-ordered environment is essential for effective learning and that every child can achieve academic success while demonstrating respectful and responsible behavior.

Building and Classroom Rules:

1. Respect others by keeping your hands, feet, objects, and unkind words to yourself.
2. Listen carefully and follow directions the first time they are given. Follow directions given by adults.
3. Proceed through the halls without talking.
4. Complete all assigned work.
5. Use common sense. If there is a chance you might get hurt or hurt someone else, "Don't do it!" Be safe!
6. Respect school property and the property of others.

Core Virtues:

Our Discipline Plan will continue to focus on the following virtues:

1. Ownership. Students will take responsibility for their learning and actions
2. Courage. Students will be willing to try, take risks, and learn from mistakes.
3. Curiosity. Students will seek to understand, explore, and discover. Students will ask meaningful questions.
4. Perseverance. Students will keep going when things are difficult.
5. Empathy. Students will seek to understand and care about others.

6. Integrity. Students will do what is right, even when no one is watching.
7. Collaboration. Students will contribute meaningfully to their classroom community.
8. Reflection. Students will think about their actions, learning, and next steps.

Dress Code:

The primary responsibility for the proper dress and grooming of students, rests with the parents or guardian of each student. The school has the responsibility, however, to see that cleanliness, dress, and grooming of students is acceptable and not disruptive in the school setting.

Appropriate dress guidelines include:

- Outerwear (jackets, coats) should be worn outdoors only.
- Baggy pants or shorts (falling off the hips) are not allowed.
- Bonnets, do-rags, bandanas and ski masks are not allowed.
- Hats must be removed before entering the building. *Exceptions will be made for theme days.
- Hoodies must remain down during the school day and on field trips. Hoodies will not be allowed to remain pulled up during classroom instruction.
- No short shorts or biker-type (spandex) shorts are allowed.
- Skirts and dresses should be approximately knee-length.
- All tops should have solid fronts and backs.
- Clothing that exposes the chest, the belly button, stomach, waist, lower back, or midriff is not allowed.
- Clothing that is imprinted with obscene/inappropriate pictures and/or words is not permitted.
- Tank tops, strapless, or spaghetti strap tops/dresses are not permitted.
- Appropriate footwear should be worn for daily outdoor activities and PE. Flip flops, slides, and house shoes, pose safety concerns and are not allowed to be worn at school. In addition, "Heelies" are not appropriate for school. Students skating at school will be asked to remove the wheels from their shoes for their personal safety.
- If jewelry is worn to school, it must not be dangerous or distracting to the learning environment.
- Students are not to wear head coverings without prior approval. This excludes all headwear worn for religious purposes.
- House shoes or "slippers" are not allowed to be worn at school. *Exceptions for theme days will be made.
- Pajamas are not allowed to be worn to school. *Exceptions for theme days will be made.
- Book bags are appropriate for school; however, students will be asked to store backpacks in their classroom closets. Students cannot wear backpacks throughout the building.
- Small clutch bags are allowed but will be asked to store them in their classroom closets. Access to those items will be made available as needed.

Please understand that these rules exist to promote safety and to reduce distractions in the classroom. If your child wears inappropriate clothing to school, we may call you and ask for replacement clothing. We want your child to be safe and focused on learning. **Thank you for helping your child dress for success by supporting the dress code.**

Field Trips:

Field trips to nearby points of interest to enrich and expand learning experiences are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be required to sign a Roanoke City Public School "Permission Form for Field Trips."

Please note the deadline for submission of field trip forms as students may not be able to participate in the field trip if the deadline is not met. Money may be requested for certain trips. If you cannot pay the field trip fee, please contact the school principal or teacher. A limited number of parents may be asked to chaperone the trips. Preschool children or other siblings may not accompany chaperones on these trips. All chaperones must have a volunteer form filled out prior to the day of the field trip.

If a student has demonstrated a lack of self-control at school or on previous field trips, the school will be in contact with the home to discuss whether the student will participate.

Homework:

Homework for elementary students includes any activities that are a natural extension of the school day. It is a vital part of the learning process. The activities will be used as a tool for student assessment but not necessarily graded. Grades are based on class work and tests completed at school. However, projects and long-term homework may be graded. If your child struggles with homework, please contact the teacher.

Parents can do their part to improve homework when they:

1. Provide their children with suitable study conditions (desk or table, lights, books, and supplies).
2. Reserve time for homework and turn off the television.
3. Show interest in what their children are doing and help. DO NOT do the work for your child.
4. Understand that the school expects homework to be completed and returned to the teacher each day.

Students will improve their study habits when they:

1. Write down, before leaving school, the assignments for each subject and understand what work is to be done.
2. Form the habit of using a certain time and place for study.
3. Try to develop the skill of working independently.
4. Spend enough, but not too much time on each subject.

Interim Reports:

Parents can expect continuous communication from teachers concerning student progress. Interim reports for grades K-5 will be sent home in the middle of each grading period. Interim reports will be sent to parents of all students. Parents will be required to sign and return these reports as acknowledgement of their receipt. It is important to develop strategies to improve performance. Contact your child's teacher for suggestions and/or to schedule a conference.

Items Not Allowed At School:

Students' personal items such as **toys** (NeeDohs, Slime, Fidget Spinners, Pokémon, Squishies) and **electronic devices** (handheld games, lasers, flashlights, tablets, etc.) are not permitted at school. These items cause distraction to the instructional day and should be kept at home. Should any of these items be brought to school, they will be collected and saved for parent pick-up. **It will be the student's responsibility to inform the parent of the confiscation of any such item.** Please do remind your child(ren) that these items are not permitted at school.

Meals at School:

Office of Food and Nutrition: 540-853-2863

Students attending Monterey Elementary will receive FREE breakfast and lunch daily during the school year.

Students may also bring a packed lunch. Please note that packed lunches should include healthy items. **Carbonated beverages are not permitted. No food or drink items should be in a glass container.** Students are expected to use good manners and follow cafeteria rules. Classes showing exceptionally good behavior will be recognized. Students who choose not to follow guidelines may be required to participate in a reflective lunch period.

Due to allergy concerns, students are **not permitted** to share food items with classmates without prior approval from the classroom teacher. Students are strongly discouraged from asking their friends to share food items in the cafeteria.

Media Release:

During the school year, students may have the opportunity to be photographed or video-taped for classroom use, school use, and news releases about activities taking place at our school. We respectfully request permission to use your child's name, picture, voice, opinion, and/or school-related work during the school year. Parents/guardians wishing to give consent for media release should sign the media release card indicating permission has been provided. If you do not wish to give permission, please indicate this on your child's card. *If you do not give permission for media release, your child's photo will not appear in the school yearbook or in group pictures.

MEDICATION

If a student must take prescription medication at school, the nurse or principal's designee in accordance with the provisions below, may administer the medication:

1. The parent or guardian must provide the nurse/principal with the medication in the original prescription bottle. The Roanoke City Public Schools medication form must be included by the physician and include:
 - a. Student's name
 - b. Name and purpose of the medication
 - c. Dosage and time of administration
 - d. Possible side effects and measures to be taken if side effects occur
 - e. Termination date for administering the medication
2. The parent is responsible for informing the nurse/principal of any change in the student's condition or any change in medication.

No over the counter medicine will be administered unless it is received in the original, unopened container, and the parent or guardian signs a permission slip. No medication may be kept or administered in the classroom. This includes cough drops, cough syrup, eye drops, aspirin, aspirin gums, medicated lotions, medicated lip balm, etc. Medicines must be brought directly to the office and should be in the original container. Medicines can only be transported to and from school by an adult. DO NOT SEND MEDICATION ON THE BUS WITH YOUR CHILD.

Parent Conferences:

Children respond more readily to school expectations when parents and teachers work together. There are two scheduled parent-teacher conference days (November 2, 2026, and February 15, 2027). If the teacher has concerns or feels that a conference is necessary, you will be contacted. However, if you would like a conference with your child's teacher, for any reason, please call the school or send a note to arrange a mutually agreeable time. Classroom instruction will not be interrupted except in an emergency. Please note that in some instances, the school may reach out to you to schedule a student support meeting. It is highly encouraged that in these instances, you participate to your full availability.

Parent/Teacher Association (PTA):

Please look for information to be brought home by your child so you can join and support our PTA. Membership in the PTA is another way you can support your child in school. Our goal is to have 100% participation in the PTA. The PTA is involved in improving our school and sponsors fundraisers to support activities or purchase items which help to enhance our instructional program. The PTA Executive Board meets each month, and the full membership is invited to meet periodically throughout the year. Dates of meetings will be announced in advance and notice of special programs or activities will be printed in the school's monthly newsletter. We hope you will consider joining the PTA in partnership for success for all our students.

Report Cards:

The report card summarizes the child's performance over the nine-week reporting period. This provides parents with concise information concerning the instructional process of their child. Refer to the school calendar for specific dates on which report cards will arrive. Teachers will provide instruction based on the Virginia Standards of Learning (SOLs). We believe that all students can achieve high standards with effective instruction and support at home and in school. Letter grades are used to show progress.

A	100-90	Excellent
B	89-80	Above Average
C	79-70	Satisfactory
D	69-60	Poor Progress
F	59-0	Unsatisfactory

If students are reading ***below grade level***, the teacher will note this on the report card.

Search and Seizure:

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker, or student desk at any time. A student's person and/or personal effects (purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated the law or a school rule.

School Pictures and Yearbook:

Parents will have the opportunity to purchase school pictures and a yearbook. The students will bring notices home to let you know when pictures are scheduled.

Student Records:

Regulations for the maintenance of and procedures for the granting of access to student records are specified by federal and state laws. Parents may inspect the contents of their child's records by requesting access and identifying themselves with the school's administration. Please put your request in writing, and we will honor your request within 45 days.

Visitors:

All visitors are asked to begin their visit at the front office. All visitors are required to have a photo ID. Visitors are required to sign in and receive a pass which will be always worn while in the building. Prior to departure, visitors will return to the office to sign out. Our goal is to keep the school secure for students and staff members.

To protect instructional time and for safety reasons, parents are asked to please make an appointment in advance if you wish to visit a classroom or have lunch with your child at school. Appointments are also requested if you need to talk with an administrator or teacher.

Tobacco Products and Nicotine Vapor Products:

Students are prohibited from possessing any tobacco products or nicotine vapor products on a school bus, on school property, or at an on-site school-sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity is prohibited.

Monterey Elementary School Acknowledgement of Student Handbook

I acknowledge that I have read Monterey Elementary School's Student Handbook. I have discussed it with my child, and I recognize my responsibility to assist my child and my child's school in all aspects of his/her education to maintain a safe and orderly academic environment. I further understand my responsibility to honor the rules as set forth in this handbook, as well as to assist my child in honoring the rules in this handbook. I realize that my child's regular daily attendance is important to his/her educational success.

In signing this acknowledgement, I am recognizing the importance of rules and regulations, and therefore, pledge my support to my child and Monterey Elementary School.

Parent/Guardian

Date

Parent/Guardian

Date

Student

Date

Teacher's Name/Grade Level