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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.*
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 should have any questions, feel free to contact me directly. I know that by working together we can ensure a successful school year.

- Carla Furlow –

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

The Arts Integration mission is to ensure that all students are provided with creative teaching and learning experiences across the curriculum. Dance/movement, theater/drama, music, and visual arts are integrated in the curriculum in order to develop students’ critical thinking, inquiry, and creativity. Through a collaborative school culture, students will connect art forms by engaging in a creative process.

It is our goal to provide a challenging and intellectually appropriate learning environment through use of varying instructional strategies to all gifted learners so that they will reach their fullest academic potential as we prepare them to be future leaders.

Productive, Positive, Peaceful

Student Hours: 9:15 A.M. - 3:25 P.M.  
Instructional Staff: 8:15 A.M. - 3:45 P.M.  
School Office: 8:00 A.M. - 4:00 P.M.

Walking students and students driven to school should not arrive before 9:00 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 9:00 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 Code of Conduct" under the direction of an official of Prince George's County Public Schools. Families may view this document by visiting [www.pgcps.org](http://www.pgcps.org) and following the links on the "Students' Page."

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).

Kids For Less (City Place Mall in Silver Spring) is aware of the uniform policy at Montpelier and will be happy to help you. Uniforms from the company French Toast can be ordered online at [http://frenchtoast.com](http://frenchtoast.com). When ordering uniforms on line, please allow ample time for shipping, as uniforms are required to be worn on the first day of school. In addition, most items can be found at major retailers (i.e. Sears, Kohl's, Wal-Mart, Burlington Coat Factory, J.C. Penny's, K Mart, 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 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 Girls 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 Jumper (Pleated or Straight)
- Navy Pleated Skirt
- Navy Pleated Pants
- Navy Pleated Shorts (1st and 4th quarters only)
- Navy Crewneck Cardigan Sweater
- Navy Peter Pan Bow Tie (Optional)
- White or Navy Socks or Tights-No patterns
- Black Closed-Toe Shoes (Plain black athletic shoes recommended). If they have laces, the laces must be black. Visible soles of shoes must be black.
Uniform Requirements for Boys Grades Pre-K - 5

- Powder blue Long/Short Sleeve Oxford Shirt
- Powder blue polo-type shirt (Long/Short Sleeve)
- Montpelier School Spirit T Shirt (May be worn on Fridays, only)
- Navy Pleated Pants
- Navy Pleated Shorts (1st and 4th quarters only)
- Navy V-neck Cardigan Sweater
- Navy Plain Tie (optional)
- Navy or White socks
- Black Closed-Toe Shoes (Plain black athletic shoes recommended). If they have laces, the laces must be black. Visible soles of shoes must be black.

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

SHIRTS and SWEATERS
- There are no pockets permitted on polo shirts.
- Uniform Cardigan sweaters are the only permissible outerwear over school uniforms while indoors. Sweatshirts, sweaters made from sweatshirt material, windbreakers, hoods, ribbons, large buttons, or laces are unacceptable.
- 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.
- Shorts are only permitted in the first and fourth quarter of school. Your child should wear long pants when the weather is cooler.
- Jumpers and skirts must be long enough to come to your child’s fingertips when their arms are at their sides.

SHOES, SOCKS and TIGHTS
- Black Closed-Toe Shoes or Boots (Plain black athletic shoes recommended). If they have laces, the laces must be black. Visible soles of shoes must be black. It is highly recommended that your child wear tennis shoes for physical education class. You may want to purchase black athletic shoes as your child’s everyday uniform shoe for this reason.
- In the event of snowy or icy weather your child may choose to wear boots to school. If the boots are black, they may be worn during the school day. If they are another color, students are expected to change into their regular uniform shoes upon arrival at school.
- Socks are to be plain white or navy blue for girls and plain white or navy blue for boys. No colored stripes, prints, or athletic symbols are acceptable.
- Tights are to be plain white or navy blue. Patterned or lace tights, leggings, or fishnet stockings are not permitted.

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. If parents are unable to bring a uniform to school, we have a uniform closet and if their size is available we will allow the student to borrow from the closet. If your child borrows a uniform from the uniform closet please wash and return items within 3 days.
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. ALL absences count against perfect attendance. 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 9:15. 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.

An incentive is awarded for being on time. In addition, every month we will post the names of all students who have earned perfect attendance (no absences, no tardies, no early departures) in the lobby. In addition, students will receive a reward such as a bracelet.
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 11:15 A.M. There will be no morning nor afternoon Pre-Kindergarten classes.

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.

<table>
<thead>
<tr>
<th>Early Dismissal</th>
<th>Montpelier Closes at</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hours early</td>
<td>12:25 P.M.</td>
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<tr>
<td>2 hours early</td>
<td>1:25 P.M.</td>
</tr>
<tr>
<td>1 hour early</td>
<td>2:25 P.M.</td>
</tr>
</tbody>
</table>

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/COMMERICIALLY PREPARED FOOD IS PERMITTED.

Meal pricing for the 2019-2020 school year is as follows:

<table>
<thead>
<tr>
<th>Lunch Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Lunch</td>
<td>$2.75</td>
</tr>
<tr>
<td>You may apply for Free lunch at <a href="http://www.myschoolapps.com">www.myschoolapps.com</a></td>
<td></td>
</tr>
<tr>
<td>Milk for all students is $.55</td>
<td></td>
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</tbody>
</table>

*subject to change
Montpelier Elementary participates in the Maryland Meals for Achievement (MMFA) breakfast in the classroom program. All students report directly to their classrooms where breakfast is provided at no cost to all students. Tardy students are not eligible for breakfast!

Each class will eat lunch during its regularly scheduled lunch period. Free and reduced-priced meals are available to qualified applicants. Applications are sent home at the beginning of the school year and are available in the office throughout the year online at [www.myschoolapps.com](http://www.myschoolapps.com). The online application has a very quick turn around and is the preferred method.

The cafeteria maintains an account for each student. Students access their accounts by the use of a personal identification number (PIN). This number will remain the same each year unless the student changes schools.

**To fund your child’s meal account, you may:**
- Register and use MySchoolBucks. This is an online payment service that provides parents the ability to securely pay for meals, monitor cafeteria purchases, make tuition payments for Before and After School Extended Learning programs, and receive email notifications for low account balances. To enroll, visit [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.
- Or, you may send payment weekly or monthly in a sealed envelope marked with your child’s name, teacher’s name and PIN number to Montpelier Elementary Food & Nutrition Services. (Do not send payment on a daily basis); Effective July 1, 2014, the Department of Food & Nutrition Services will no longer accept personal or certified checks as a form of payment.

It is recommended that all students keep at least $2.75 (the price of one lunch) in their account at all times in case of an emergency. If you need to check on your child’s account, please call the cafeteria between 8:15 A.M. and 8:45 A.M. or between 2:15 P.M. and 2:45 P.M. at 301-497-3670 or visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to check the balance on your child’s account.

The account balance follows the student as long as they are enrolled in a Prince George’s County Public School.

*Students who do not bring a lunch from home and who do not have money in their accounts will be given a loan from the Principal’s Lunch Loan Account. This loan needs to be paid back asap. If the student’s account is not replenished and the lunch loan is not paid back the student will not be able to borrow until the loan has been paid and will receive a bag lunch and a drink if they do not have a lunch for that day.*

**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/](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.**

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Friday Folders

In an effort to improve home-school communication, each child will receive a Home-School Connection Folder on the first day of school. 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. The replacement cost is $3.00.

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.

**Parent Conferences:**

1. **By the end of the first grading period, teachers in elementary schools will identify those students whose progress suggests that a parent conference should be conducted in the best interest of the student and his/her achievement and school performance. Teachers will inform parents of the need for a conference. Parent conferences are encouraged at any time during the school year if the conference will enhance a parent’s understanding of and support for their child’s schoolwork and school performance.**

2. **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 issued for all students in grades K through 5 at the middle of each quarter.*

*Syllabi are available on our website: www.pgcps.org/montpelier*
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:

**Pre-K**
Perfect Attendance - No absences. No tardies nor any early departures

**Kindergarten**
Perfect Attendance - No absences. No tardies nor any early departures
Most Improved - Selected by each classroom teacher starting 2nd marking period

**First Grade**
Perfect Attendance - No absences, no tardies nor any early departures.
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”
Perfect Attendance – No absences. No tardies nor any early departures
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 [http://www.pgcps.org/montpelier](http://www.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 Family Portal is a feature of SchoolMAX that allows designated family members to view information such as attendance records, grade books, and discipline incidents for their children ([https://family.sis.pgcps.org](https://family.sis.pgcps.org)). We suggest you check the family portal 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

The regular and accurate completion of homework assignments is 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. Student planners (assignment notebooks) are required for students in grades two through five. They will be distributed during the 1st week of school. If lost, there will be a $5.00 replacement charge. The purpose of the planners is to help students become and stay well organized and to provide a structured form of communication with parents regarding homework. Please check your child’s planner every day and set aside a special time and a quiet place for your child to complete homework. Take an interest in homework assignments, help your child with them when necessary, and encourage your child to return completed homework 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 8:50 – 9:15 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 when walking to and from school each day.

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 to 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 or pick up only. Only school buses will be allowed to enter the lower, main school driveway during arrival and dismissal.

All students should line up under the overhang in front of the building until the doors open at 9:00 a.m. Please be aware that there is no adult on duty prior to that time and students should not be dropped off before 9:00 a.m.

Dismissal

Walking and car riding students are dismissed first and are expected to start walking home immediately or wait at the, staff attended, kiss and ride for their car. Parents picking up students by car are asked to wait in their cars in the “Kiss and Ride.” This line forms from the entrance to the school and along side of Muirkirk Road. Please follow directions of staff on duty for the safety of all students.

Bus riders are then dismissed and escorted to their buses by their teacher.

Students may not remain on the school premises following dismissal unless registered in the Before and 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 8:55 A.M. or not picked-up at dismissal.

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 9:00 A.M. and 9:15 A.M. Students must depart the school between 3:25 P.M. and 3:40 P.M. Be aware of your provider’s policies when there is a delayed school openings and early school closings. In addition, notify your day care provider if your child is not attending their program on a given day. This helps the provider stay on schedule rather than delay to locate 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 3:00 each day. If you arrive after 3:00 please wait in the lobby. 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 report to the mail office and present a valid driver’s license to be checked in and to obtain a **visitors’ sticker**. 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**

Parents are welcome to observe their child’s class at any time except when classes are undergoing testing or formal observations. Please set-up these visits with your child’s teacher via email. Please limit observations to 30 minutes. Eating lunch with your child is always a nice, occasional treat.
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.

Parents are encouraged to join their children for lunch when their schedules permit. Please model healthy food choices and refrain from bringing sodas, “fast food,” or commercially prepared foods when you join your child(ren) for lunch. Sodas, “fast food,” nor commercially prepared foods may not be consumed in our cafeteria or in the classrooms.

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

Every student will receive a birthday pencil and sticker on their respective birthdays and 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.

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

- Cost of Fingerprint Background Check $56.57
- Cost of Commercial Background Check $7.00 (not applicable for field trips)
- Cost of Online Commercial Background Check $7.26 (not applicable for field trips)

NOTE: There is a 7 day processing time for a background check, only, and a 14 day processing time for a fingerprinting and background check. Please be sure to get fingerprinted at least 2 weeks prior to the field trip you wish to chaperone. Contact the Fingerprinting Office by calling 301-952-6775 for more information.

Field trip refunds are issued in the event of an administrative cancellation, only.
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.

Parent Teacher Organization

The Parent-Teacher Organization (PTO) is an organization of parents, teachers, administrators, and community members who work together to advance the cause of education at Montpelier Elementary School. The PTO provides cultural arts activities for the students, financial support to the school’s general expense fund, monies to allow the school to purchase or lease office equipment, programs for parents, and moral support to the staff. The PTO also has a Legislative Issues Committee involved in lobbying our policy makers regarding issues of concern to children and education. All parents are strongly encouraged to join the PTO as a tangible way to support the school, its mission, and its “tradition of excellence and equity.”

Every year the PTO sponsors several activities to benefit the school, our students and parents. Communication is sent to you via email, flyers and/or call outs. Please support our PTO.

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.
Before and After School Early Learning Program

The Before and After School Early Learning Program is designed to offer a supervised and orderly environment before and after regular school hours to registered elementary-aged children of working parents. This program compliments the regular school day’s program with planned educational enrichment and recreational activities. These may include homework centers, arts and crafts, music, drama, cooking, recreation and snacks. The program is open to students in kindergarten through grade five, only. (Pre-Kindergarten students are not eligible for the Before and After School Early Learning Program) The hours of operation are 7:00 to 9:00 A.M. and 3:25 to 6:00 P.M. with students attending school during regular school hours. Parents must provide transportation.

My SchoolBucks.com is an online payment services that provides parents the ability to securely make tuition payments for the Before and After School Extended Learning program. MySchoolBucks may be contacted by calling 1-855-832-5226 or parentsupport@myschoolbucks.com. For information on the Before and After Care Program visit http://www.pgcps.org/beforeandafterschoolelp/

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, speak with your child’s teacher, contact your child’s teacher by voice mail, emails, in the main office and a message will be taken. In order to maximize teaching and learning, 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
## 2019-2020 School Calendar – Approved by Board of Education 3-7-19

### 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 4-5</td>
<td>Independence Day Holidays – Schools and Offices Closed</td>
</tr>
<tr>
<td>August 11</td>
<td>Eid al-Adha*</td>
</tr>
<tr>
<td>August 19-21</td>
<td>Professional Duty Days for New Teachers</td>
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<td>August 22-30</td>
<td>Professional Duty Days for All Teachers</td>
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<td>August 28</td>
<td>Professional Development</td>
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<td>August 29</td>
<td>Orientation Day for Pre-K and Kindergarten Students</td>
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<tr>
<td>August 30</td>
<td>Orientation Day for New Gr. 6&amp;7 Middle Schoolers &amp; New 9th Graders</td>
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<tr>
<td>September 2</td>
<td>Labor Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>September 3</td>
<td>First Day of School for All Students</td>
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<tr>
<td>September 27</td>
<td>Professional Development – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>October 1</td>
<td>Rosh Hashana*</td>
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<tr>
<td>October 9</td>
<td>Yom Kippur*</td>
</tr>
<tr>
<td>October 18</td>
<td>Professional Development – Schools Closed for Students</td>
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<tr>
<td>October 27</td>
<td>Diwali*</td>
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<tr>
<td>November 5</td>
<td>End of First Quarter (45 days)</td>
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<td>November 6</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>November 11</td>
<td>Veterans Day &amp; Parent-Teacher Conferences – Schools Closed for Students</td>
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<td>November 27-29</td>
<td>Thanksgiving Holidays – Schools and Offices Closed</td>
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<tr>
<td>December 23-31</td>
<td>Winter Break &amp; Christmas Holidays – Schools and Offices Closed</td>
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### 2020

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<tbody>
<tr>
<td>January 1</td>
<td>Winter Break &amp; New Year’s Holiday – Schools and Offices Closed</td>
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<tr>
<td>January 20</td>
<td>Martin L. King Jr. Day Holiday – Schools and Offices Closed</td>
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<td>January 24</td>
<td>End of Second Quarter (45 days)</td>
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<td>January 27</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>February 17</td>
<td>Presidents’ Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>March 30</td>
<td>End of Third Quarter (45 days)</td>
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<td>March 31</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>April 6-9</td>
<td>Spring Break – Schools Closed for Students and Teachers</td>
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<tr>
<td>April 9-16</td>
<td>Passover</td>
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<td>April 10 &amp; 13</td>
<td>Spring Break &amp; Easter Holidays – Schools and Offices Closed</td>
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<td>April 24</td>
<td>First Day of Ramadan</td>
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<tr>
<td>May 23</td>
<td>Last Day of Ramadan</td>
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<tr>
<td>May 24</td>
<td>Eid al-Fitr*</td>
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<tr>
<td>May 25</td>
<td>Memorial Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>June 12</td>
<td>3-Hr. Early Dismissal for Students¹</td>
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<tr>
<td>June 15</td>
<td>Last Day for Students¹ and End of Fourth Quarter (45 days) – 3-Hr. Early Dismissal for Students¹</td>
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<tr>
<td>June 18</td>
<td>Last Day for Teachers¹</td>
</tr>
</tbody>
</table>

### 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-1-19 for clarification on workdays.

### 1Incliment Weather Make-Up Days
Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 12 and the last day for teachers will be June 17; if one day is used, the last day for students will be June 11 and the last day for teachers will be June 16. If no days are used, the last day for students will be June 10 and the last day for teachers will be June 15.

### 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.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Grade/Subject Area</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Carla</td>
<td>Furlow</td>
<td>Principal</td>
<td>Administration</td>
<td><a href="mailto:cfurlow@pgcps.org">cfurlow@pgcps.org</a></td>
</tr>
<tr>
<td>Denise</td>
<td>Mahdi</td>
<td>Assistant Principal</td>
<td>Administration</td>
<td><a href="mailto:dmahdi@pgcps.org">dmahdi@pgcps.org</a></td>
</tr>
<tr>
<td>Kathy</td>
<td>D’Aria</td>
<td>Bookkeeper</td>
<td>Main Office</td>
<td><a href="mailto:kathy.daria@pgcps.org">kathy.daria@pgcps.org</a></td>
</tr>
<tr>
<td>Stacy</td>
<td>Raley</td>
<td>Records Secretary</td>
<td>Main Office</td>
<td><a href="mailto:stacy.raley@pgcps.org">stacy.raley@pgcps.org</a></td>
</tr>
<tr>
<td>Sheila</td>
<td>Jordan-Weeks</td>
<td>School Nurse</td>
<td>Main Office/Health Room</td>
<td><a href="mailto:sheila.jordan@pgcps.org">sheila.jordan@pgcps.org</a></td>
</tr>
<tr>
<td>Debbie</td>
<td>Borkman</td>
<td>Special Education/Chair.</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:debbie.borkman@pgcps.org">debbie.borkman@pgcps.org</a></td>
</tr>
<tr>
<td>Tiesha</td>
<td>Burgess</td>
<td>Reading Instructional Lead Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:tlesha.burgess@pgcps.org">tlesha.burgess@pgcps.org</a></td>
</tr>
<tr>
<td>Lauren</td>
<td>Buzdygon</td>
<td>Vocal Music Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:lauren.buzdygon@pgcps.org">lauren.buzdygon@pgcps.org</a></td>
</tr>
<tr>
<td>Alison</td>
<td>Cherowitzo</td>
<td>Math Instructional Lead Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:alis.cherowitzo@pgcps.org">alis.cherowitzo@pgcps.org</a></td>
</tr>
<tr>
<td>Andrea</td>
<td>Cole-Smith</td>
<td>ISEA - Special Ed</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:andrea.cole-smith@pgcps.org">andrea.cole-smith@pgcps.org</a></td>
</tr>
<tr>
<td>Miesha</td>
<td>Cook</td>
<td>Prof. School Counselor</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:miesha.cook@pgcps.org">miesha.cook@pgcps.org</a></td>
</tr>
<tr>
<td>Lauren</td>
<td>D’Aria</td>
<td>Technology Coordinator</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:lauren.daria@pgcps.org">lauren.daria@pgcps.org</a></td>
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<tr>
<td>Gale</td>
<td>Davis</td>
<td>Pre K Paraprofessional Educator</td>
<td>Specialist/Support Staff</td>
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<tr>
<td>Ruby</td>
<td>Decker</td>
<td>Art Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:ruby.decker@pgcps.org">ruby.decker@pgcps.org</a></td>
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<tr>
<td>Jennifer</td>
<td>Kobuskie</td>
<td>Vocal Music Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:jennifer.kobuskie@pgcps.org">jennifer.kobuskie@pgcps.org</a></td>
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<tr>
<td>Talia</td>
<td>Kowitt</td>
<td>ESOL Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:talia.kowitt@pgcps.org">talia.kowitt@pgcps.org</a></td>
</tr>
<tr>
<td>Noravia</td>
<td>McCoy</td>
<td>Library Media Specialist</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:noravia.mccoy@pgcps.org">noravia.mccoy@pgcps.org</a></td>
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<tr>
<td>Xavier</td>
<td>McFadden</td>
<td>Physical Education Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:xavier.mcfadden@pgcps.org">xavier.mcfadden@pgcps.org</a></td>
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<tr>
<td>Jennifer</td>
<td>Edwards</td>
<td>School Psychologist</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:jennifer.edwards@pgcps.org">jennifer.edwards@pgcps.org</a></td>
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<tr>
<td>Stephen</td>
<td>Mitsak</td>
<td>Physical Education Teacher</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:stephen.mitsak@pgcps.org">stephen.mitsak@pgcps.org</a></td>
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<tr>
<td>Dori</td>
<td>Moore</td>
<td>Math Paraprofessional Educator</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:dori.moore@pgcps.org">dori.moore@pgcps.org</a></td>
</tr>
<tr>
<td>Erica</td>
<td>Moultrie</td>
<td>Speech Pathologist</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:erica.moultrie@pgcps.org">erica.moultrie@pgcps.org</a></td>
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<tr>
<td>Damaris</td>
<td>Palacios</td>
<td>Pre K Paraprofessional Educator</td>
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<td><a href="mailto:damaris.palacios@pgcps.org">damaris.palacios@pgcps.org</a></td>
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<tr>
<td>Tiffinie</td>
<td>Stepp</td>
<td>Math ILT</td>
<td>Specialist/Support Staff</td>
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<tr>
<td>Lillian</td>
<td>Villafuerte</td>
<td>Spanish Language Teacher</td>
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<tr>
<td>Brandi</td>
<td>Weathers</td>
<td>Spec. Ed. Paraprofessional Educator</td>
<td>Specialist/Support Staff</td>
<td><a href="mailto:brandi.weathers@pgcps.org">brandi.weathers@pgcps.org</a></td>
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<tr>
<td>Candace</td>
<td>Werner</td>
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<td>Reena</td>
<td>Young</td>
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<td>Cindy</td>
<td>Fraser</td>
<td>Pre Kindergarten</td>
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<td>Mary</td>
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<tr>
<td>Allison Collington</td>
<td>3rd</td>
<td>Classroom Teacher</td>
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<td>Adelina Aguilar</td>
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<td>Quinton James</td>
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<tr>
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