



**MAURY  
ELEMENTARY  
SCHOOL**

**Parent Handbook**

**2017–2018 School Year**

Carolyn E. Albert-Garvey, Principal • Taeneress Griffin, Assistant Principal



Empowering Minds Today,  
Developing the Citizens of Tomorrow!

August 2017

Dear Families,

Welcome to Maury Elementary School! We have a big year ahead of us, including a mid-year move to the Eliot-Hine Middle School campus, while our campus undergoes renovation.

This handbook was designed to serve as a guide to the policies, programs, and procedures of our school. Inside you'll find information on all things related to our school community, from specifics on the daily schedule and uniforms, to details about school policies—even the lyrics to Maury's school song. You'll also find all the ways our community stays connected and shares information on page 20. There's always a lot happening at Maury, and this year that is especially true!

Please read the handbook carefully and share this information with your children. These policies are designed with children's safety, welfare, and success in mind. If you there is information you can't find, or that you think should be included, please let us know—the handbook is a work in progress and is revised each year with input from the Maury community. Comments or suggestions should be sent to: [maurypta@yahoo.com](mailto:maurypta@yahoo.com).

We want everyone to have a successful school year at Maury. We look forward to working together to create a positive environment that fosters learning, and provides opportunities for children to be engaged learners and good citizens. If you have any concerns, please contact Principal Albert-Garvey at [carolyne.albert-garvey@dc.gov](mailto:carolyne.albert-garvey@dc.gov).

Respectfully,

Carolyne E. Albert-Garvey, Principal

Taeneress Griffin, Assistant Principal

## Maury Modernization

The Maury Elementary School buildings will undergo renovation from January 2018 through August 2019. During the renovation, Maury will be housed in trailers on the Eliot-Hine Middle School campus at 1830 Constitution Avenue NE.

### **About the Move**

Maury will move during the winter break in December 2017. A mid-year move is challenging, and may require days off from school for students on either end of the winter break, so teachers can pack and/or set up their new classrooms. Details on the move will be shared later in the Fall. Please also keep an eye out for announcements on how families can support teachers and staff during this time.

### **Maury @ Eliot-Hine**

We are excited to be sharing space with our in-bound middle school, Eliot-Hine! Moving to Eliot-Hine mid-year will mean lots of changes, including a **daily schedule that begins and ends 15 minutes earlier than our current schedule** (subject to change).

A revised daily schedule and drop off/pick up procedures will be shared closer to our move date.

Watch the listserv and Tuesday Folder for updates, or visit: **[mauryelementary.com](http://mauryelementary.com)**.

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# About Maury Elementary School

Maury Elementary School is a vibrant community of learners, thinkers, creators, and achievers. Our community-based school provides inquiry-based learning experiences, arts enrichment, and academic programs that help students discover their potential. Through work and play, we support each student's growth and development, encouraging self-empowerment, high achievement, and a passion for learning. Maury embraces the diversity within our school and community, and promotes strong connections among our students, staff, parents, and volunteers.

Programming offered at Maury includes music, art, science, health and physical education, and library/media for all grades, Chinese language and culture, as well as creative movement in the Early Childhood classrooms.

Maury's enrollment for 2017–2018 school year is 400 students, with class sizes ranging from 16–28 students. Each classroom has a full-time or part-time aide. Maury's active PTA works to engage families and the neighborhood in all aspects of school life. Parents are always welcome and are invited to work closely with teachers to ensure that each child receives the attention he or she needs to succeed.

## **Ashoka Changemaker School**

Since 2013, Maury has been a Changemaker School with Ashoka. Through this initiative, schools prioritize the cultivation of empathy, teamwork, leadership, and problem-solving in their students, so they may become changemakers. These values are infused through all of our activities—every student, every day. Learn more at: [www.ashoka.org/meet-changemaker-schools](http://www.ashoka.org/meet-changemaker-schools).

## **History**

Maury Elementary School was built in 1886 and named for John Walker Maury, the 14th mayor of the city of Washington. It has been in continuous operation for nearly 130 years. A detailed history of the school is available in the main office or on the Maury website at: [www.mauryelementary.com](http://www.mauryelementary.com).

## **Mission and Values**

### **Mission**

Maury Elementary School offers a nurturing environment to its community of involved learners, fostering creativity, cultivating curiosity, and forming lasting connections to develop self-empowered citizens.

### **Values**

We believe that each child has an inherent right to an education. It is our intent that he or she will develop his or her maximum capabilities, in an environment that respects and supports the diversity within our community.

At Maury, we believe that each child has the ability to learn, regardless of the rate of learning. Therefore, we pledge to meet this challenge by providing a comprehensive educational program in an atmosphere that is open and responsive to the needs of our students.

We believe in an inquiry-based environment where students must use critical and analytical thinking. We believe that hands-on learning in various settings is a crucial part of learning. Our caring staff attends to each student's learning style to help him or her succeed.

## Organization

Maury Elementary School is divided into the following groups:

- Early Childhood: Pre-Kindergarten, age 3 (PK3) and Pre-Kindergarten, age 4 (PK4)
- Primary: Kindergarten, Grades 1 and 2
- Intermediate: Grades 3, 4, and 5

Most often, students are grouped by grade in self-contained classrooms; occasionally there will be split classes with two grades in one classroom (e.g. Kindergarten/Grade 1 or Grades 2/3).

## Traditions

The Maury community is rich with traditions that provide continuity and positive rituals for our children. Parents are welcome at all events. Creative input from Maury students and families on making these events even better is always welcome of course, as are ideas for new traditions!

### **School Slogan**

“Empowering Minds Today, Developing the Citizens of Tomorrow!”

### **School Colors**

White and Royal Blue (uniform is white/navy)

### **School Mascot**

The Maury Cougar

### **School Logo**

The Maury Community Tree

### **School Song**

“Dear Maury Elementary” By Rothel Carter

*Dear Maury Elementary, to thee we'll e'er be true.*

*We are so proud to wear your colors, white and royal blue.*

*Constantly we're striving, to do the best we can.*

*Dear Maury Elementary, for thee we'll always stand.*

*Dear Maury Elementary, to thee we'll e'er be true.*

*For guidance and good leadership; oh how we love you.*

*Achieving goals successfully, for this you are grand.*

*Dear Maury Elementary, for thee we'll always stand.*

# Daily Schedule

From January 2018–June 2019, Maury will be housed on the Eliot-Hine Middle School campus. **\*During this time, the school day will begin and end 15 minutes earlier** (subject to change). A revised schedule and arrival/dismissal procedures will be shared closer to our move date.

- 7:15 AM    **Polite Piggy's** opens for before care.
- 8:15 AM\*    **School opens; breakfast is served.** PK3/PK4 students report to their classroom; Kindergarten–Grade 5 students report to multipurpose room.
- 8:40 AM\*    **Bell rings; the school day begins.** Kindergarten–Grade 5 classroom teachers escort their students from the playground or multipurpose room. Instruction begins.
- Students arriving after 8:55 AM must report to the security desk/office for a “tardy slip” before going to the classroom.
- MIDDAY    **Lunch/Recess** (times vary by grade)
- 3:15 PM\*    **Bell rings; students are dismissed.** Polite Piggy's aftercare and afterschool activities begin.
- 6:00 PM    **Polite Piggy's** closes.
- 6:30 PM    **School closes.** (Please note that the building is available for meetings from 6:30 PM to 8:30 PM Monday–Friday, by arrangement with the main office.)

## Arrival Procedures

Classroom hours are 8:40 AM to 3:15 PM for all students. Please help your child arrive at school on time; a child who arrives late will miss instruction, cause disruption to the class, and may feel self-conscious. **Students should enter at the school's main entrance on 13th Street.**

**Drop off.** Students may arrive as early as 8:15 AM when the school opens, unless in before care or supervised activities with staff such as tutoring, band, field trips, etc. Please do not drop off or encourage your child to arrive before 8:15 AM—will be no supervision. (For before care information, see page 13.)

PK3/PK4 students are dropped off at their classrooms; students in Kindergarten through Grade 5 report to the multipurpose room.

**Getting to the classroom.** A few minutes before 8:40 AM, Kindergarten–Grade 5 students line up by classes outside (weather permitting) or in the multipurpose room. Students form calm, orderly lines by classroom on the blacktop, and teachers accompany students into the building when the official school bell rings at 8:40 AM. During inclement weather, students should report to their assigned table in the multipurpose room; they will line up by grade level and be directed to their classes from there.

**Tardy arrivals.** Any student arriving to school **after 8:55 AM** must report to the security desk/office for a “tardy slip” before going to the classroom; students will not be admitted to class without one. Tardy arrivals are reported on a child's school record. Excessive tardiness can impact student achievement, and will require a parent conference. If not addressed, it may result in legal action under truancy laws.

## Dismissal Procedures

Students are dismissed from different exits, depending on grade:

- PK3 and PK4 students are dismissed at 3:15 PM from the classroom.
- Kindergarten students exit from the 13th Street entrance.
- Grades 1–5 use the Constitution Avenue exit unless going to buses.

Please pick up your child promptly at 3:15 PM; do not arrive earlier unless an arrangement has been made with the teacher and/or principal. All students enrolled in afterschool programs will be escorted by an adult from their classroom to their program.

### **Identification**

During the first week of school, identification will be required to pick up a child from PK3 or PK4. Afterward, any person who does not pick up the child regularly will be required to show identification, and the teacher/main office will need to check the dismissal verification form on file for the child to verify the parents' approval of the person picking up. If permission cannot be verified, the person will be unable to pick up the child. (If a name listed on the dismissal verification form changes, it is the responsibility of the parent/guardian to update the form accordingly.)

**Emergency.** In an emergency, a parent may give permission via e-mail to [mauryattendance@dc.gov](mailto:mauryattendance@dc.gov) and [carolyne.albert-garvey@dc.gov](mailto:carolyne.albert-garvey@dc.gov), or by calling the main office at (202) 698-3838.

### **Early/Late Pick Ups**

Avoid picking up your child up before 3:15 PM when possible; it disrupts classes and your child will miss assignments and notices.

**Dismissal to Polite Piggy's.** At 3:35 PM, any student not picked up will be dismissed to Polite Piggy's aftercare (this is a new policy for 2017–2018 school year). Late pickups will incur a fee based on the following scale:

- 3:35–3:40 PM, \$5
- 3:35–3:45 PM, \$10
- 3:35–6:00 PM, \$25

Repeated late pickups will require formal registration in Polite Piggy's aftercare. Repeat offenders of late pick ups will be reported to Child and Family Services.

Children whose parents allow them to walk home by themselves must leave the school grounds promptly at 3:15 PM. Only those students under parental supervision, in afterschool programs, or in aftercare may remain on school grounds.



## Getting To and From School Safely

Adhering to these rules at all times is paramount to ensure safety, and to form habits of compliance with rules and laws inside and outside the school.

**Car.** Please use the designated drop off/pick up area for cars on 13th Street in front of the school. Children should always exit or enter from the curb on the school side of the street. If you must park on the opposite side, make sure that children use the crosswalks and cross only when the walk signal is on. **Never double-park.** Allowing children to enter or exit between parked cars is a safety hazard. Double parking, particularly in the afternoon, creates congestion that can lead to accidents.

**The parking lot is for staff only.** Please do not enter or block the driveway into the school parking lot as teachers and staff may need to enter and exit at arrival and dismissal times. Children are not permitted to enter and leave school grounds through the parking lot.

**Walking.** Walkers should cross streets only at corners. An adult crossing guard assists pedestrians at the busy intersection of Constitution Avenue, Tennessee Avenue, and 13th Street NE. All children, even when supervised by a parent, are to cross streets only while the “walk” signal is on!

**Bikes.** Students may ride bikes to school. According to DC law, properly fitting helmets must be worn by all bike riders under the age of 16, including riders in bike seats or bike trailers. Maury requires that bikes be locked securely to the bike racks in front of the school building during the day to prevent thefts. The school is not responsible for damage or theft; parents are invited to register their child’s bike with the National Bike Registry ([www.nationalbikeregistry.com](http://www.nationalbikeregistry.com)) to assist police in the event of a theft. Bikes are not permitted to be ridden on the playground on school days until after 6:00 PM.

**Scooters, Skates, and Skateboards.** Scooters, skates, and skateboards must be locked up outside. Students must use helmets with these activities.

**Public Transportation.** See staff in the main office if you have questions about the DC One card. All DCPS students may ride Metrobus for free during school and commuting hours.

Drop off and pick up procedures for Maury @ Eliot-Hine campus are under review by the District Department of Transportation (DDOT), and will be shared closer to our move date.

## Meals and Snacks

School breakfast and lunch menus are on display in the cafeteria and are sent home with each child at the beginning of the each month. They may also be downloaded from the DCPS website. DCPS is committed to offering meals low in fat, saturated fat, trans fats, cholesterol, and sodium, and providing whole grains, fruits, and vegetables.

Staff supervision is provided during all meal periods; approved parent and community volunteers are always appreciated for additional support!

### **Breakfast**

Breakfast is available at no cost to all Maury students, between 8:15 AM and 8:40 AM daily.

- PK3 and PK4: Breakfast is served in the classroom.
- Kindergarten–Grade 5: Breakfast is served in the cafeteria.

### **Lunch**

For PK3 and PK4 students, lunch is served in the classroom; for Kindergarten–Grade 5, lunch is served in the multi-purpose room. Lunch periods are as follows:

- PK3 and PK4: Varies by class (see teacher)
- Kindergarten and Grade 1: 12:10–12:40 PM
- Grades 2 and 3: 12:40–1:10 PM
- Grades 4 and 5: 11:40 AM–12:10 PM

**School lunch.** School lunch is \$2.70 daily; payment can be made to the Food Service Manager in the cafeteria or by using the MySchoolBucks online service ([www.myschoolbucks.com](http://www.myschoolbucks.com)). Meals must be paid in advance to the cafeteria staff; each student's meal account is charged when he or she gets lunch.

Free and reduced-price lunches are available to students who submit a Free and Reduced Meal (FARM) application and meet the income eligibility requirements. FARM applications are available in the main office or on the DCPS website at: [dcps.dc.gov/farm](http://dcps.dc.gov/farm).

**Lunch from home.** For students who bring their lunch, please respect the following general rules: no sodas and no sweets/candy; also, a no nuts policy may be enacted based on classroom need. We request that parents write their child's name directly on the outside of the lunch box/bag.

**Food allergies.** If your child has a food allergy, you must report it to the school nurse with doctor's instructions. In addition, please report the condition to your child's teacher and to your room parents for coordination of special events. The school nuts policy is reviewed each year based on student need.

### **Snacks**

Afternoon snacks are provided in the PK3, PK4, and Kindergarten classrooms. Snacks are provided by parents for the entire class on a rotating basis (usually twice a year), to be coordinated by each classroom.

## Recess

Maury proudly includes a 30-minute active recess period into each school day, which sets us apart from national trends towards reducing or eliminating recess. We believe that active recess is necessary to enhance student focus and learning, as well as enrich physical, social, and emotional development. Under DCPS policy, recess time may not be withheld from a student; however, recess time may be reduced or withheld entirely for severe or repeated infractions against the recess rules.

On days of good weather, your child will go outside with his or her class for recess, unless attending tutoring or club activities, or if retained inside by a teacher or school administrator for a specific reason. Outdoor recess is determined by the principal based on weather conditions; indoor recess will be held by a designated person in each classroom on days of rain, snow, or severe cold (below 32° F) or hot weather.

### Schedule

- PK3 and PK4: Before lunch
- Kindergarten and Grade 1: 11:40 AM–12:10 PM
- Grades 2 and 3: 12:10–12:40 PM
- Grades 4 and 5: 11:10–11:40 AM

### Rules

For your child to actively participate in recess activities, he or she must be able to abide by the following rules to ensure the safety of each student and staff member:

- Rule 1:** Every student must respect the teachers and staff members that are on recess duty, and listen to directions and rules. Failure to do this can result in disciplinary action (e.g., time-outs, loss of recess time, and/or being sent to an administrator).
- Rule 2.** All students must respect the personal space of others. There will be no physical contact involving hitting, kicking, punching, pushing, or shoving.
- Rule 3.** Each child must notify a teacher or an adult on recess duty if there is an emergency, an injury, or a need to leave the playground or classroom for any reason.
- Rule 4.** All students must respect the playground equipment and classroom materials.
- Rule 5.** While outside, all students must use age appropriate playground equipment properly (e.g. sliding down the slide, as opposed to walking or standing on the slide).
- Rule 6.** All students must notify a teacher or an adult on duty if they find anything on the grounds of the playground (or classroom) that can pose risk of harm.

All teachers will go over the recess rules and playground safety with their students on a regular basis.

# School Policies

## Admissions

All elementary school-age children (aged 5 and above as of September 30) residing in the Maury school boundaries, as well as those who have attended Maury during the previous school year, have a right to attend Maury Elementary School. Families living outside the Maury boundaries, whose child has not attended Maury in the previous school year, must apply through the My School DC Lottery. Placements are made on a space-available basis through the lottery process.

**All public school students in the District of Columbia are required to provide proof of their residency in the District or pay tuition.** To enroll a child, it is required that you present each child's:

- Birth certificate
- Health records, including health certificate/immunizations and dental certificate
- Proof of residency

More information is available in the DCPS enrollment packet, available in the main office at Maury or on the DCPS website at: [dcps.dc.gov/page/enrollment-forms](https://dcps.dc.gov/page/enrollment-forms).

### **Early Childhood**

Families may apply for admission to the Early Childhood program at Maury if their child meets the following age requirements by September 30 of the current school year:

- PK3: Three years old
- PK4: Four years old

Admissions for all Early Childhood spots is handled by the My School DC Lottery; space is limited. Demand for the Early Childhood program and an influx of families into the Maury boundaries means that many applicants—even those who live in-bounds, or have siblings attending Maury—will be placed on a waitlist. The waitlist is maintained by the school; parents will be notified promptly when space becomes available. We hope that Maury will soon be able to accommodate a larger number of Early Childhood students.

## Attendance

The District of Columbia Compulsory School Attendance Law requires that children from the age of 5 be enrolled in and attend school regularly. Every enrolled student counts toward our school's Adequate Yearly Progress status, which is a measure used by the U.S. Department of Education to determine how every public school and school district in the country is performing academically.

Student attendance is monitored daily. Connect Ed, an auto-dial system, is used to notify parents of unexcused absences. We also enforce that every student should be on time daily.

## Absences

If your child will be absent or tardy, please **send an e-mail to [mauryattendance@dc.gov](mailto:mauryattendance@dc.gov) by 8:30 AM**. Absences that do not have an e-mail or written excuse by 12:00 PM will be listed as an unexcused absence. The District specifies the following as valid reasons for absence from school:

- Illness of the student (a doctor's certificate is required for an absence of more than 4 days)
- Medical reasons such as a doctor's appointment (a doctor's certificate should be provided for medical appointments scheduled during the school day)
- Observance of a religious holiday
- Death in the student's immediate family

Family trips are not considered excused absences. Parents should send an e-mail and it will be placed in the student's file. Because it is an unexcused absence, parents will still receive a robocall.

## Appointments

Please try to make all appointments for your child before or after school. If your child must leave early, only a parent, guardian, or adult designated by the parent or guardian may withdraw your child. Please call the main office or send a note to designate another person to pick up your child.

When early dismissal is necessary, students may be picked up in the main office after the early dismissal book has been signed by the parent or guardian on record.

## Dress Code

All Maury students are expected to come to school wearing a uniform daily, unless the administration suspends uniform wearing for a special occasions such as field trips, awards, and other special programs. Parents are responsible for ensuring their child adheres to the uniform policy.

### Uniform

The Maury uniform colors are navy and white. Students are expected to wear clothing and footwear appropriate for the weather and for recess and physical education.

**Bottoms.** Navy pants, shorts, skirts, skorts, or dresses.

**Tops.** White or navy button-down collared shirt, polo shirt with collar, or Maury logo t-shirt. White or navy sweaters or cardigans are permitted. **NO:** Plain t-shirts/undershirts as uniform shirts.

**Uniform Bank.** All families are encouraged to use the uniform bank, where parents can choose and donate used uniforms. If not out in the lobby, inquire in the school office for the location.

### Footwear and Accessories

Casual shoes, sneakers, or sandals. Crocs are discouraged. **NO:** Open-toed sandals or flip-flops. Children may not wear hats in the building. Dangling earrings are not allowed for safety reasons.

### Donations for Students in Need

Brand new school supplies and uniforms are also available for Maury students in need. To learn more, please contact the main office at (202) 698-3838 or e-mail [patrick.koontz@dc.gov](mailto:patrick.koontz@dc.gov).

## Early Childhood Readiness

**Potty training.** While potty training is not mandatory for children entering PK3 or PK4, parents are encouraged to work with their children on potty training before starting school. Our dedicated staff will work with each family to ensure that each developmentally ready child is fully potty-trained within the first six weeks of school.

**Uniforms.** All students are expected to be in uniform daily (please see **Dress Code**, page 9).

**Attendance.** All students should be able to attend school daily for the entire day. Frequent absences and tardy arrivals may result in removal from the Early Childhood program.

## Health Policies

A School Health Nurse is on duty regularly from 8:30 AM to 4:30 PM in the Health Suite, located on the first floor near the Constitution Avenue exit. The nurse is available for first aid, health screening, medication administration, and health education. Students must present a School Nurse Pass that has been filled out by the teacher before being seen. Contact the Health Suite directly at: (202) 698-3834; confidentiality on all health matters is respected.

### **Allergy**

If your child has a food or other allergy, you must report it to the school nurse with doctor's instructions on appropriate forms.

**Food allergy.** This information should be documented on a Dietary Accommodations Form ([dcps.dc.gov/publication/dietary-accommodations-instructions-and-forms](https://dcps.dc.gov/publication/dietary-accommodations-instructions-and-forms)); the nurse will send the completed form to DCPS Food and Nutrition Services. In addition, please report the condition to your child's teacher and to your room parents for coordination of special events.

**Other allergy.** If your child needs medication in the event of an allergic reaction, please see **Medication** (next page) for forms and medication requirements.

### **Illness**

Parents are requested to report immediately if their child has an infectious illness (e.g. strep throat, chicken pox, lice, etc.) to their teacher and the nurse. **Children with a temperature over 100.2° F, sore throat, or who have had recent episodes of vomiting or diarrhea should be kept home.** Students may return to school after being **fever-free or vomit/diarrhea-free for 24 hours without medication.** Children diagnosed with a contagious illness such as **strep throat or pink eye** should be kept home until completing the first 24 hours of antibiotics. Parents should send documentation of results to the nurse.

Students with possible **eye or skin infections, lice, or other contagious illnesses** will be removed from class. Parents will be notified to pick up the child for further diagnosis.

**Lice.** Lice outbreaks are a common part of school life today, particularly in early childhood classrooms—there is no shame! Please report any outbreak to your child's teacher and the school nurse; students with active lice infections will be removed from class, and parents will be notified to pick up the child. Resources on how to treat lice effectively and prevent outbreaks are available on the Maury website: [mauryelementary.com/lice](http://mauryelementary.com/lice). Nit combs are available from the school nurse—just ask!

**Chronic illness.** Parents of children with a chronic illness (e.g. asthma) that may affect school performance should contact the school nurse to develop an individual health plan, and to find out if any other documentation may be required.

**Sudden illness or accident.** The school nurse will contact parents to advise them in case of illness or accident. Please keep contact information current. The school must also have the number of a relative, friend, or neighbor in case parents cannot be reached. If emergency transportation is required, a student will be accompanied by a staff member if the parent is not present.

### **Medication**

If a student needs (or may need) medication during school hours, **DCPS policy requires that forms be completed by both parent and physician before any prescription or over-the-counter medication can be administered to a child.** Parents must submit a Medication Plan, Asthma Action Plan, or Action Plan for Anaphylaxis, along with the required medication in a box labeled by a pharmacy. Over-the-counter medications require a doctor's order and sealed medication (no pharmacy label required). Information and forms available from the nurse or at: [dcps.dc.gov/health](http://dcps.dc.gov/health).

**Medications should always be delivered by a parent or authorized adult,** who must sign medication into health suite. For the safety of all students, no child is permitted to carry medications with the exception of an albuterol inhaler, which requires authorization from a physician and an assessment by the school nurse. If you have any questions or concerns, please speak to the nurse.

### **In-School Screenings**

Children's School Services provides vision, hearing, and BMI screening for all students in PK3 through Grade 5; the school nurse will notify parents if there is a need to follow up with a health care provider. In addition, dental services are available twice a year at school; parents will be notified in advance.

### **Immunization and Health Requirements for Enrollment**

DC Public Health requirements specify that all students must present certification that required immunizations have been administered in order to complete enrollment. A listing of free immunization clinics is available in the nurse's office.

All students must submit a record of completed physical and dental examinations (including a current record of TB status) annually from date of last exam. **Please review health forms prior to submission to ensure they are correct and complete.** More information on health requirements is available at: [dcps.dc.gov/page/health-and-wellness](http://dcps.dc.gov/page/health-and-wellness).

## **Lost and Found**

Lost items are located on a garment rack in the foyer outside the main office. Unclaimed items are donated to a social service agency at the end of each report card period.

## **Notice of Non-Discrimination**

The District of Columbia Public Schools (DCPS) does not discriminate or tolerate discrimination against employees, applicants for employment, or students on the basis of actual or perceived race,

color, religion, national origin, sex (including pregnancy), age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. For more detailed information, please visit: [dcps.dc.gov/page/dcps-notice-non-discrimination](http://dcps.dc.gov/page/dcps-notice-non-discrimination).

## Phone Calls

Students are to be called at Maury only in emergency situations. They cannot be called to the telephone, but will be given urgent messages immediately. Classrooms do not have phone lines. Students may use the main office telephone only for emergencies or unusual situations. All afterschool plans should be made before leaving home in the morning.

### **Student Cell Phone Policy**

Use of cell phones during the school day disrupt teaching and the learning environment. **Students are not allowed to use cell phones anywhere on school grounds, including the playground and blacktop before, during, and after school.** Students may bring cell phones to school for the purposes of safety only; cell phones are not allowed to be used while the child is in the custody of the DCPS unless given specific permission by a staff member. They are to remain turned off and inside backpacks for the entire school day, from 8:15 AM until the student leaves school property. These guidelines will be followed during afterschool activities and field trips.

If a cell phone rings or a student is using one without permission, Maury staff will confiscate it, send it to the office, and file a discipline referral. After the first infraction, the student may pick up item at the end of the school day; after second infraction, the phone will be checked into the main office daily until the end of the school year; after the third infraction, the item will be stored for pick up after the last day of school in June. The school is not responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from confiscation.

## Visiting the School

To ensure safety, all school entrances are locked during the school day, and a security guard is present. To enter the building, please come to the main entrance on 13th Street to be admitted. Any parent or visitor entering the building once classes have begun must register at the security desk upon arrival and departure. This does not include drop off, pick up, or evening events.

Visitation by children from other schools is not permitted. Children under school age are not permitted to visit school or attend school parties unless accompanied by parents and approved by the teacher.

**Classroom visits.** All visitors must be announced by the main office staff and must be scheduled prior to a visit. This includes parent-teacher meetings outside of scheduled conference days. Unless prior arrangements have been made for coverage, teachers are unable to leave their classrooms during instructional time to meet with parents. Unannounced visits by parents may cause disruptions and break routines designed to maximize classroom instruction. We encourage parents to share in classroom activities, but request that notice be provided to the teacher to allow for adequate preparation.



# Before Care, Aftercare, and Extracurricular Activities

## Before Care and Aftercare

**Polite Piggy's Camp.** Polite Piggy's offers before care and aftercare programs at the school for all Maury students, from PK3–Grade 5. Aftercare programming includes: snack time (snack is provided), homework time (Grades 1–5), outdoor/free time, or participation in age-appropriate activities, such as yoga, science class, or Labyrinth games. In addition to regularly scheduled activities, additional special programming (like music lessons or cooking classes) is available throughout the school year for an added fee.

Before care operates from 7:15–8:15 AM on all school days. Aftercare operates from 3:15–6:00 PM on all full school days. Extended aftercare is also available on half days of school, beginning at dismissal and running through 6:00 PM. Polite Piggy's is open on professional development days and parent-teacher conference days. **Please note that when school is delayed or closed for inclement weather, Polite Piggy's is not open.** Both before care and aftercare are available on a full-time or part-time basis. Polite Piggy's also offers full day camps during winter, spring, and summer breaks.

More information, forms, and fee schedule can be found on the Polite Piggy's website at: [www.politepiggy.com](http://www.politepiggy.com). You may also contact the director, Ayesha Fuller-Bey, at (202) 607-9483 or via e-mail at: [politepiggydaycamp@yahoo.com](mailto:politepiggydaycamp@yahoo.com).

## Extracurricular Activities

Maury also offers a range of extracurricular activities before, during, and after school. Activities vary from year to year, but may include music, theater, Scouts, arts clubs, and book clubs. Athletics and wellness programs may include basketball, cheerleading, soccer, tennis, and Ski Club. Many of these offerings differ by grade level.

Some are offered during school hours as part of the regular school day (e.g. chess, art/book clubs) but many are offered before or after school. Chorus and Orff Ensemble (Band) are extracurricular music activities available to students Grades 3–5 and meet before school. Afterschool programs at Maury include Running Club, Girls on the Run, Girl Scouts, and Knitting Club.

Information on programs will be shared in the first weeks of school.

# School Closures and Emergencies

## Inclement Weather

To get timely information about DCPS emergencies, delays, or closures:

- Check the DCPS website ([dcps.dc.gov](http://dcps.dc.gov)). From there you can bookmark the Advisories page, and sign up to receive e-mail alerts
- Get DCPS mobile text alerts: Text DCPS to 91990 (standard fees apply)
- Follow DCPS on Twitter and Facebook
- Monitor news sources

More information at: [dcps.dc.gov/page/stay-informed-emergencies-delays-and-closures](http://dcps.dc.gov/page/stay-informed-emergencies-delays-and-closures).

**Early dismissal.** Occasionally, weather conditions warrant the need to close school early. Parents are advised to check for announcements on early closing and to pick up their children promptly at early dismissal time. The emergency form completed at the beginning of the school year informs us of your provisions for your child in this type of event. No child is dismissed unless a parent or emergency contact person has been contacted and arrangements have been made for pick up.

**Before care and aftercare.** Please note that when school is delayed or closed for inclement weather, Polite Piggy's is not open.

## Schoolwide Emergencies

Monthly fire drills are scheduled to prepare our students for emergencies. The DC Schools Emergency Response Plan is available online at: [esa.dc.gov/page/school-emergency-response-plan-management-guide](http://esa.dc.gov/page/school-emergency-response-plan-management-guide). Hard copies are also available in the main office, or at your local public library.

### **Lockdown or Evacuation**

Parents should NOT come to the school during a lockdown or evacuation. In those situations, it is critical to avoid confusion and keep the area clear for emergency responders.

**Parent notification.** The principal will notify parents via robo-call in case of a schoolwide emergency. Parents can also monitor news sources for emergency information and updates.

**Parent Reunification Site.** Each school or facility has identified a Parent Reunification Site where parents may assemble during school emergencies. At the site, staff members will be present to assist parents and communicate when it is safe to pick up their children.

- **Maury Reunification Site:** C Street between 12th and 13th Streets NE
- **Evacuation Location:** Miner Elementary, 601 15th Street NE

# In the Classroom

## Classroom Placement

Staff weigh many factors when composing each classroom. Consideration is given to special needs, male-female ratios, instructional levels, ethnic and racial diversity, and group dynamics. Parents may write the principal a letter describing their child's strengths, needs, and personality traits to assist the staff with class placement; these letters are accepted in the spring for the following school year placement. Students will be informed of their teacher's name in the weeks before school starts.

## The *Responsive Classroom* Model

Maury uses the *Responsive Classroom* approach to elementary teaching. Created by classroom teachers and backed by evidence from independent research, the *Responsive Classroom* model is based on the premise that children learn best when they have both academic and social-emotional skills. The approach consists of classroom and schoolwide practices for deliberately helping children build academic and social-emotional competencies within a strong and safe school community.

### **Guiding Principles**

Seven principles guide the *Responsive Classroom* approach:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

Everyone within the Maury community is expected to treat one another with kindness and respect. Adults are expected to model for children, and children are expected to take their social responsibilities seriously (as developmentally appropriate); name-calling and bullying are not acceptable.

Maury teachers handle disciplinary matters within their own classrooms, through conflict resolution and peer mediation techniques utilized for handling normal behavioral problems. If problems persist, the teacher will inform parents, and then seek assistance from the social worker and the principal. It is imperative in these cases that channels of communication remain open, and that parents make themselves available to discuss potential solutions.

**Disciplinary actions.** In a case where a student's behavior disrupts or substantially threatens maintaining a safe and secure environment for students and staff, the student will be subject to appropriate disciplinary actions as set forth by the Board of Education in Title 5, Subtitle B, Chapter B25 of the District of Columbia's Municipal Regulations. Disciplinary measures will be aimed, to the extent practicable under the circumstances, at remediation and rehabilitation to enable the student to complete their instruction.

## Homework

Homework is assigned to review and reinforce skills taught in the classroom, and to develop routines for independent study. Teachers in Kindergarten–Grade 5 assign homework daily. It should be completed by the student independently, though parents may be asked to monitor completion by initialing homework assignments. Parents must check homework daily.

In addition to daily homework assignments, long-term projects may be assigned. They are a valuable tool to help students plan and manage their time, learn research techniques, and engage in in-depth study.

If your child is spending an inordinate period of time on school assignments, or is having great difficulty, please let the teacher know.

### **Reading at Home**

Students are expected to read (or to be read to) at home every day. In fact, Maury implements a schoolwide reading initiative each year to support this activity, because it has proven to be of such benefit to our students.

### **Textbooks**

Students are responsible for keeping textbooks clean and replacing them if they are destroyed or lost. All lost books must be paid for by the last school day in June. Student records/report cards may not be released if there is a failure to pay for lost or destroyed materials.

## Field Trips

Maury encourages field trips several times a year to complement classroom instruction. Signed parent permission slips are required for students to participate; please return these to teachers in a timely manner. Maury uses public transportation when appropriate; field trips to some locations may require chartered coach or school buses. There may be additional fees for admission or transportation to a field trip site. Assistance with fees is available for families in need; contact your child's teacher or the social worker. Trips are generally organized by grade level by the classroom or specials teachers; all information, forms, and fees will be coordinated through your child's classroom teacher or room parents.

**Volunteers.** Extra chaperones are always needed for field trips! Please speak with your child's teacher or room parents to volunteer.

# Supplies

## **Early Childhood**

Our PK3 and PK4 students should bring the following supplies to school:

- Nap roll (available at Bed Bath & Beyond, Walmart, Target, etc.) or nap mat and small blanket
- Small book bag (no wheels please)
- Extra clothes (2 sets), including top, bottom, socks, and underwear; place items in a plastic bag and label with child's name
- Family picture for the classroom
- \$100 supplies/field trip fee (cash or check payable to Maury PTA)

## **Kindergarten and Grade 1**

Supply lists for students in Kindergarten and Grade 1 include some specialized supplies that are not available online; the fee is \$50 (cash or check payable to Maury PTA).

## **Grades 2–5**

Maury uses a pre-order system, where supplies for next year can be ordered and delivered to Maury over the summer so that teachers can organize their classrooms before students return. Order forms for the following year are sent home in May; parents may pay by cash, check, or PayPal.

For Grades 2–5, you can also order online at: [epipacks.com](http://epipacks.com) (School ID#: MAU024); fees vary by grade. Supplies ordered before a certain date are discounted and shipped to the school for free; after that, parents pay full prices and shipping costs. If you prefer to shop for your child's supplies, please contact your child's teacher at the start of the school year.

## **Donations for Students in Need**

Brand new school supplies and uniforms are available for Maury students in need. To learn more, please contact the main office, (202) 698-3838 or e-mail [patrick.koontz@dc.gov](mailto:patrick.koontz@dc.gov).

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Order forms for all grades and supply lists for Grades 2–5 are available on the Maury website: [mauryelementary.com/2017/04/supplies](http://mauryelementary.com/2017/04/supplies).

# Standards and Testing

## Academic Standards

For Early Childhood instruction, Maury uses *Creative Curriculum*, and adheres to the DCPS Kindergarten Readiness Standards. The Reading/English language arts and mathematics components of this curriculum are among the best in the nation, and are the cornerstone of the school system's commitment to provide an excellent education to our PK3 and PK4 students.

For Kindergarten through Grade 5, the Math/Reading/Writing curriculum is based on rigorous Common Core State Standards that set high expectations for all students. These standards define important developmental skills for children, and are taught throughout the District of Columbia Public Schools (DCPS) system. They spell out what students should know and be able to do in each subject, at each grade level, and in every school. For Science, Social Studies, and Health, teachers are expected to use DCPS standards-based curriculum documents to guide instruction.

More information on these learning standards can be found on the DCPS website. To learn more about the Common Core State Standards, please visit: [dcps.dc.gov/page/common-core-and-your-child](http://dcps.dc.gov/page/common-core-and-your-child). For more information on the Kindergarten Readiness Standards, visit: [dcps.dc.gov/publication/kindergarten-readiness-standards](http://dcps.dc.gov/publication/kindergarten-readiness-standards).

## Testing

DCPS requires that Maury administer annual tests to assess student progress.

The GOLD assessment tool is used in our early childhood classrooms to assess progress toward developmental benchmarks in the areas of literacy, numeracy, fine and gross motor skills, and social/emotional skills.

The Fountas & Pinnell Assessment is administered to assess reading levels (fluency and comprehension) at the beginning, middle, and end of year for Grades 1–5; Kindergarten is assessed twice (middle, end). There may also be additional progress monitoring when necessary.

The Achievement Network (ANet) Assessment is a benchmark assessment administered four times a year to students in Grades 3–5; results are usually available within a week after the assessment. The Partnership for Assessment of Readiness for College and Careers (PARCC), is administered in the spring in Grades 3–5; results are expected to be available in August.

DCPS also assesses Writing in Grade 4, and Health and Science in Grade 5. Grade 4 students also take the National Assessment for Educational Progress in February.

Results from these tests are an additional tool to help teachers and administrators in instructional planning and goal setting. Teacher observations, class performance, and other types of assessments provide a multi-dimensional view of each student and each class. All assessment methods should assist to:

- Assess individual academic skill development.
- Measure student progress in various achievement areas.
- Identify students who would benefit from additional educational services.
- Evaluate the effectiveness of the school curriculum.

Assessments are not intended to be punitive or stressful. Parents or children with concerns should first speak with their teacher; the social worker or the principal are available for further assistance. More information on assessments can be found at: [dcps.dc.gov/assessments](http://dcps.dc.gov/assessments).

# Communication

Communication between school and home is critical to a positive educational experience for children. There are several ways that Maury communicates with families on a regular basis:

**Tuesday Folder.** News, announcements, and information on upcoming events are sent home in your child's folder, **every other Tuesday**. Please check your child's bag!

**E-mail listserv.** Parents are also invited to join the school listserv, which is a great way to communicate with the whole school community, and get information about school events and activities. Participation is limited to parents, guardians, teachers, staff, and community members, etc. with a direct link to the school. To join, visit: [groups.yahoo.com/group/maury\\_elementary](https://groups.yahoo.com/group/maury_elementary). Many classrooms also use listservs, apps (e.g. Class Messenger), or similar services to share information that pertains only to the class; speak to your child's teacher or room parents for more information.

**Calendar.** Maury uses Google Calendar to maintain its school calendar, which includes all DCPS holidays, professional development days, parent-teacher conferences, and important Maury events such as PTA meetings and major fundraisers. You can view it on the Calendar page of Maury website, or add it to the electronic calendar on your phone, tablet, or desktop. The calendar and how-to instructions are available at: [mauryelementary.com/maury-elementary-calendar](https://mauryelementary.com/maury-elementary-calendar).

**School website.** The official school website is [mauryelementary.com](https://mauryelementary.com). It is maintained by the PTA, in collaboration with the principal and staff. The website serves as a centralized news source for all school policies, programs, and events, and includes the *Maury Messenger*, which features in-depth stories from Maury about curriculum, events, classroom activities, PTA initiatives, staff profiles, and more: [mauryelementary.com/messenger](https://mauryelementary.com/messenger).

**Social media.** Like us on Facebook (@MauryElementary) or follow us on Twitter (@MauryElementary) to learn more about classroom activities and school-wide events.

**Room parents.** Room parents are an important liaison between teachers, staff, parents, and the PTA. Ideally, each classroom has two room parents. They support the teacher in many ways, including helping to organize parent help for class activities, and serving as a conduit for information flowing between the school, PTA, and families. Those interested in becoming a room parent can contact their child's teacher or sign up when requested at the beginning of the school year.

**Events and meetings.** There are many formal and informal opportunities for communication among the adults in our community, including monthly PTA meetings and special school event nights.

**Whole school meetings.** Maury holds a whole school meeting once each month. These meetings are a great way for staff and students to see what's happening in other grades and classrooms, and to highlight students who have acted as empathy leaders during the past month. Meetings take place at 9:05 AM in the multipurpose room and last about 30 minutes; parents are welcome to attend. We ask that parents stand around the perimeter of the room so students can remain with their classes.



## Parent–Teacher Communication

Parents are informed of the educational progress of their children through written comments on homework and class work, parent-teacher conferences three times a year, progress reports, and report cards issued every nine weeks. Teachers also regularly communicate with parents through announcements, monthly calendars, e-mail, or phone calls.

Please inform the classroom teacher of any family changes, household crises, or medication that may affect your child’s learning readiness and behavior. If you wish to schedule a conference to address questions or concerns about your child or the class, please notify your child’s teacher.

It is a Maury policy that all classroom problems first be discussed with your child’s teacher. If an issue remains unresolved, the teacher may refer you to the principal or social worker, or you may request a meeting with them.

### **Parent–Teacher Conferences**

Parent-teacher conferences scheduled three times each year. In the weeks leading up to a scheduled Conference Day, your child’s teacher will send a notice and invite parents to sign up for a preferred conference time. Keep in mind that conferences may be offered on the scheduled Conference Day, or on other days to offer more flexible times before or after school. Parents may also request a different meeting time or day. All parents/guardians are strongly encouraged to attend these conferences as this is an important opportunity to discuss your child’s progress.

**Academic Parent–Teacher Team.** Several grades at Maury have adopted the Flamboyan Academic Parent–Teacher Team (APTT) meeting model for parent-teacher conferences in Grades 2–5. Under the APTT model, teachers meet with all parents in their classroom at the same time. Each parent receives their child’s performance indicators; and then teachers provide an in-depth coaching session on how to interpret this data based on overall classroom performance, school benchmarks, and state standards. Parents are also given strategies and tools to help support learning at home. Together, parents and teachers set goals for their students, individually and as a class.

### **Report Cards**

Report cards are issued four times each year; issue dates are listed on the school calendar. Deficiency notices—a formal early warning system to alert parents to serious problems—are sent out midway through the reporting period. Parents should first convene with the classroom teacher if they have concerns about their child’s performance, report card, emotions, or behavior. If needed, the principal and social worker are available for discussion.

### **Other Meetings**

Meetings can also be scheduled at other times, as requested by either the parents or teacher. These are normally scheduled before or after school, or during the teacher’s planning period.

## Home Visits

In partnership with the Flamboyant Foundation, Maury has implemented home visits for all students. In the weeks before school begins, teachers schedule a time to meet with the families of their new students, either at home or another place outside the school (like a park). These visits allow teachers to meet and learn more about the students and their families, which sets the foundation for a collaborative and trusting relationship to support each student's learning. This is a great opportunity for parents to voice any questions or concerns, and to have a candid discussion with the teacher about your child's strengths, challenges, and the goals for the year ahead.

**Please note that families are not required to have a home visit.** Maury aims for home visits for 100% of students in PK3/PK4, and for 85% of students in Grade K–5.

## Other Resources

**DCPS website.** The DCPS website is a great resource for families. With information ranging from school calendars and lunch menus, to policy information and guides to academic standards, the DCPS website also serves as a central source for announcements regarding inclement weather and other emergencies; parents can also sign up to receive notifications. To learn more, visit: [dcps.dc.gov](https://dcps.dc.gov).

# Student Support Services

## English Language Learners

The English Language Learners (ELL) program supports non-native English speakers by working closely with the child's teacher. The children are drawn from their regular classes to conduct language activities with a designated ELL teacher from the DCPS Office of Bilingual Education. Students may receive ELL services 1–2 hours a week depending on language proficiency and grade level.

## Guidance

Maury's on-site psychologist and social worker provide:

- Crisis intervention for students and families.
- Coordination of screening and referral process to identify students for special education services.
- On-going counseling for students and parents in need.
- Test coordination.
- Developmental guidance lessons.

## Resource Teachers

Maury has three special education teachers (PK–Grade 1, Math 2–5, Reading/Writing 2–5) and a reading teacher (Grades 1–5).

## Response to Intervention Team

Response to Intervention is an early-warning system to identify struggling students—for example, students not on grade level academically, chronically absent or truant, or at risk for grade level retention—and provide them with additional supports and services. A Response to Intervention team may include social workers, teachers, administrators, parents, school nurses, and other staff. The team uses a data-based, collaborative process to assess student academic and/or behavioral needs, identify goals, design strategies for support and intervention, and evaluate the effectiveness of interventions.

## Special Needs

DC Public Schools are required to evaluate and provide, when appropriate, services for children with special needs. These may include physical and emotional disabilities, learning disabilities (mild to severe), and speech and language challenges. Services include specialized instruction, counseling, speech and language therapy, and psycho-educational evaluations. Contact your child's classroom teacher, the psychologist, or the social worker if you think your child should be evaluated. Students in PK3 and PK4 are evaluated by Early Stages, a DCPS diagnostic center for children aged 2 years, 8 months through 5 years, 10 months.

Each student with special needs who qualifies for special education services will have an Individualized Education Program (IEP), developed by a team of professionals, which states educational goals and objectives; describes learning needs and abilities; and lists the needed related services. In accordance with the IEP, a student is included in the regular education program to the maximum extent possible, participating in “pull-out” services and/or inclusion as appropriate.

# Special School Events

Maury has a very active events calendar! Please consult the school calendar for specific dates ([mauryelementary.com/maury-elementary-calendar](http://mauryelementary.com/maury-elementary-calendar)); more detailed information will be shared as events near.

## **Back-to-School Night**

A few weeks into the new school year, this event gives parents the opportunity to meet the principal, teachers, and other staff and to visit their children's classrooms. **Back-to-School Night is for parents or guardians only**; no child care is available on-site. This is an important opportunity for the adults in our community to talk freely about the upcoming school year; at least one parent or guardian from each family is expected to attend. Multiple sessions will be scheduled for each classroom visit to accommodate parents with more than one child.

## **Beautification Days**

Maury dedicates one weekend day each fall and spring to keep our school grounds well maintained. Parents, teachers, and student volunteers work together to weed, water, plant, and prune.

## **Concerts**

Students in Chorus and Orff Ensemble (Band) perform in the Winter and Spring Concerts. (Please note that until our building is renovated to accommodate larger numbers, the concerts will be limited to these performers only.) Our Chorus and Orff Ensemble members work hard for months to create and rehearse their works. Concerts have a dress rehearsal during the school day and an evening performance the same night. All students and families are invited to attend the evening performance.

## **Curriculum-Related Events**

At Maury, our teachers plan after-hours events to engage parents and families in what their children are learning in school. In particular, this is often a great opportunity for parents to meet the "specials" teachers, whom they may not see on a day-to-day basis. Literacy Night, Family Fitness Night, the STEM Expo, and concerts are evening events where families are encouraged to join their children for fun, educational activities at the school. There are also several day events that parents are encouraged to attend, including the Book Character Costume Parade and Field Day.

## **Maury at the Market and other PTA Fundraisers**

Maury at the Market is the biggest event of the year, raising 65% of the annual budget for the PTA. This fun, adults-only evening features a live and silent auction and is a great way to connect with the adults in the Maury community! The PTA also sponsors many other fundraising events and initiatives throughout the year, including the weekly bake sale, Pajama Passes, the Maury Yard Sale, among many others. To learn more about the Maury PTA, please see page 27.

### **Promotion Ceremonies**

The ceremony which marks the passage of our Grade 5 students from Maury is a very special occasion. Kindergarten students are also promoted to Grade 1 in a special ceremony. More information will be available through your child's classroom toward the end of the year.

### **Picture Day**

Student portraits are taken twice a year: individual pictures are taken in the Fall; class pictures are taken in the Spring. Students may wear their own clothes that day for the individual pictures; **please note that uniforms are required for the class pictures.** There is a make-up day if your child is absent on picture day in the Fall; *please note that Fall is the only time for individual portraits this year.*

Prints are ordered directly from the photography studio; order forms will be sent home with students, and will also be available in the main office. Ordering prints is not required, though a percentage of the total is donated to the Maury PTA.

### **Sneak Peeks**

Maury hosts "sneak peek" observation days for each grade in the Spring. This gives parents a chance to experience the classrooms and content their children will encounter in the upcoming year, and to meet and ask questions of the teachers.

### **Spirit Week**

Spirit Week is a fun week in the Spring where students get to dress up in a different way each day to show his/her Maury Cougar spirit. In past years, Spirit Week activities have included Jersey Day, Twin Day, Wacky Wednesday, Wear Your Finest, and Cougar Pride Day.

### **Talent Show**

We are thrilled that the Maury Talent Show will be back this year in February. All members of the Maury community are encouraged to share their special talents—get creative!

# Parent Involvement

## Volunteers

Maury encourages parent volunteers! To continue our effort to strengthen our instructional program, **all parents are asked to donate a minimum of one hour of volunteer services per quarter, or the equivalent of four hours throughout the school year.** Support can be provided as a field trip chaperone, classroom assistant, tutor, lunchroom helper, recess monitor, etc. We need your help and welcome your support!

Parents are welcome to help out in the classroom, library/media center, or the main office. Those interested in volunteering in the classroom should talk directly with the teachers. Volunteers are expected to maintain the confidentiality of information about students gathered in the course of their volunteering. Those volunteering on a regular basis must gain DCPS approval as a volunteer, which includes fingerprinting, a background check, and a TB test.

## Local School Advisory Team

Every DC public school is required to have a Local School Advisory Team (LSAT)—an advisory group that works with school administrators on internal policies related to school operations, budget, and long-range planning. The LSAT includes parents, teachers, staff, and a member from the community. Annual elections are held in June for the following school year.

### **Maury LSAT for 2017–2018 School Year**

#### **Parents**

Sean Dillon, [seandln@gmail.com](mailto:seandln@gmail.com)

Amber Gove, [amber.gove@gmail.com](mailto:amber.gove@gmail.com)

Stefany Thangavelu, [stefanyjean@gmail.com](mailto:stefanyjean@gmail.com)

Shannon von Felden (PTA President), [shannon\\_von\\_felden@hotmail.com](mailto:shannon_von_felden@hotmail.com)

Susan Wall, [stevenandsusanwall@comcast.net](mailto:stevenandsusanwall@comcast.net)

#### **Teachers/Staff**

Shirley Battle, [shirley.battle@dc.gov](mailto:shirley.battle@dc.gov)

Henri Cooper (WTU Representative), [henri.cooper@dc.gov](mailto:henri.cooper@dc.gov)

VanNessa Duckett, [vanessa.duckett@dc.gov](mailto:vanessa.duckett@dc.gov)

Maria Maya, [maria.maya@dc.gov](mailto:maria.maya@dc.gov)

Abby Sparrow, [abby.sparrow@dc.gov](mailto:abby.sparrow@dc.gov)

#### **Community Member**

To be elected in Fall

## Maury PTA

The Maury Parent Teacher Association (PTA) is a voluntary member organization for parents, staff, and community members. All parents, community members, and teachers are welcome to attend! Monthly meetings are scheduled at 6:00 PM on the third Thursday of each month during the school year (with a few exceptions, please check calendar). Free childcare is available, and pizza and refreshments can be purchased on site.

**Annual membership dues are \$15 per member.** Through dues, donations to the Annual Fund, and other fundraising events, the Maury PTA pays for a variety of school expenses, large and small:

- Teacher aides in Grades 1–5 and during testing
- Mini-grants for teachers to use for classrooms/supplies
- Resource materials for music, physical education, art, library, science, and computer technology
- Playground and office equipment
- Special schoolwide events and programs
- Other support as needed and/or voted upon by membership-at-large

### **PTA Leadership**

The Maury PTA membership annually elects an Executive Committee consisting of:

PRESIDENT	Shannon von Felden, shannon_von_felden@hotmail.com
VICE PRESIDENT	Lane McFadden, lane.mcfadden@gmail.com
TREASURER	Adam Hais, adamhais@yahoo.com
PARLIAMENTARIAN	Becky McGeehan, becky.mcgeehan@gmail.com
SECRETARY	Britt Stuart, britt_russell@yahoo.com

Each position has a two-year term; not all are elected in the same year to ensure continuity of leadership. The Executive Committee meets once a month. Any ideas, questions, or comments must be submitted by the last Monday of each month. Suggestions for agenda items or requests for speaking time should be sent to the Executive Committee at least 3 days prior to any meeting.

**Contact the PTA.** To get in touch with the PTA, drop a note through the PTA mailbox in the school lobby (behind the security desk), send an e-mail to: [mauryppta@yahoo.com](mailto:mauryppta@yahoo.com), or feel free to speak with any Executive Committee member in person.

### **Standing Committees**

The PTA also has standing committees to assist the school, including Fundraising, Communications, School Improvement, Hospitality, Teacher Appreciation, and Grants Committees. The work of these committees supports the school in many ways—please consider adding your talents!

Contact a member of the PTA Executive Committee for more information, or sign up on the PTA volunteer form distributed to all families at the beginning of the school year.

## **Fundraising**

The PTA sponsors many fundraising events and initiatives throughout the year. **Maury at the Market** is the biggest event of the year, raising 65% of the annual budget for the PTA. This fun, adults-only evening features a live and silent auction and is a great way to connect with the adults in the Maury community! This year, **Maury at the Market will be held on April 21, 2018.**

The PTA also spearheads the **Annual Fund**, which provides funding for a variety of programs and initiatives throughout the school year that are not provided for in the DCPS budget including classroom aides, Reader's and Writer's Workshop, Mindfulness, and school supplies. The Annual Fund ensures a base of funding for the Maury PTA and strengthens Maury's ability to provide quality programs, hands on learning opportunities, and supportive staff. Every student from PK3 through Grade 5 benefits from the resources provided by the Annual Fund.

Additional funds are raised through the weekly Wednesday Bake Sale, Pajama/Theme Day Passes, the Maury Yard Sale, and restaurant sponsors. More on how to support Maury is available at: [mauryelementary.com/fundraising](http://mauryelementary.com/fundraising).

## **Supporting School Events**

In addition to our critical fundraising activities, the Maury PTA supports the staff and students throughout the year (dates subject to change):

**August.** Early Childhood New Family Meet and Greet.

**September.** Back-to-School Night, Room Parent Orientation.

**October.** Walk to School Day, Family Fitness Night.

**November.** Book Fair, Thanksgiving baskets.

**December.** Literacy Night, Orff Ensemble, Parent/Staff Basketball Game, Open House for Prospective Families, Winter Concert.

**January.** Open House for Prospective Families.

**February.** African American History Program, Talent Show.

**March.** International Night.

**April.** Think Tank Expo, PTA support of PARCC testing, Mathademics, Early Childhood New Family Orientation, Sneak Peeks, Spirit Week

**May.** LSAT elections, Staff Appreciation Week, Hands on DC clean-up day, Bike-to-School Day, Spring Concert, Operation Grand.

**June.** Field Day.

**July.** Capitol Hill 4th of July Parade.

More information will be available at Back-to-School Night; please let us know if you would like to get involved in any of these events: [mauryppta@yahoo.com](mailto:mauryppta@yahoo.com).





1250 Constitution Avenue NE  
Washington, DC 20002

**Main:** (202) 698-3838

**Health Suite:** (202) 698-3834

**Please report student absence by 8:30 AM to:**  
[mauryattendance@dc.gov](mailto:mauryattendance@dc.gov)

**[www.mauryelementary.com](http://www.mauryelementary.com)**