

DR. GUSTAVUS BROWN ELEMENTARY SCHOOL

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MESSAGE FROM THE PRINCIPAL

Dear Dr. Brown Students and Families,

Welcome back from your summer break! As school begins this year, I'm sure you will be happy to see many of our returning teachers and staff members, all re-energized and ready to get the year started on the *right foot*. With the collaboration and teamwork of our staff and our community, we are all looking forward to achieving great things.

This handbook is designed to serve as the initial means for communicating important information to our school community. Please refer to it accordingly as most *general* questions about our school are answered here in extended detail.

Our school rules and policies are included in this book as well. Should it become necessary to revise any such rules/policies during the school year, you will be notified through our monthly newsletters. Feel free to contact the school directly with specific questions.

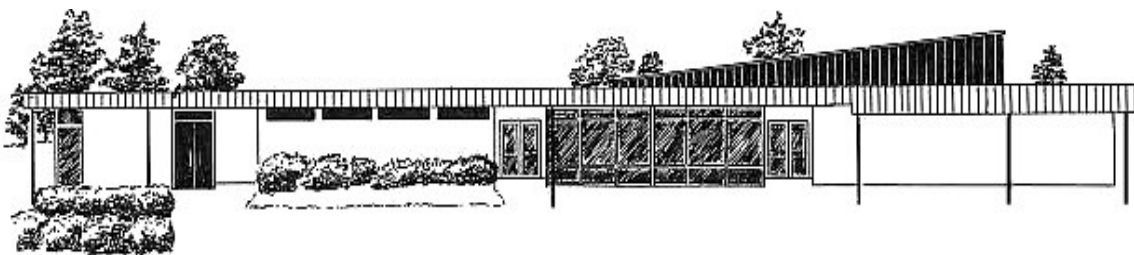
We look forward to working with you and your family in the coming year and to the many successes we will achieve together. Have a great year!

Marvin L. Jones,
Principal

SCHOOL PHILOSOPHY

We the students, parents, and staff of Dr. Gustavus Brown Elementary School believe the following statements represent our views of what this school should provide for each child and the community. Our main objective is to provide a foundation on which every child can begin to develop to his or her fullest potential. To achieve this goal, we believe:

- The school should treat children as individuals and promote learning in a structured yet comfortable environment to ensure each child achieves academic success.
- The school should stress the basic skills of Reading, Writing, and Math while encouraging individual creativity and the desire to learn.
- There should be open communication, cooperation, and a display of mutual respect among students, teachers, parents and administrators.



ARRIVAL

Dr. Brown Elementary School starts at 9:20 a.m. Walkers who do not eat breakfast should arrive only a few minutes before this starting time. Breakfast children are allowed into the building first, beginning at 9:05 a.m., followed by all other students. Bus drivers have a fifteen-minute “window” before our starting time and therefore may unload students any time between 9:05 a.m. and 9:20 a.m. Car rider vehicles are to line up on the side of the building at the car rider drop-off site using the traffic circle.

The school does not provide outside supervision until a few minutes before the designated arrival time, therefore, ***students are not to arrive or be left/dropped off until staff are on duty to receive them (9:05 a.m.)***. This supervision does not cover the entire grounds or equipment. Students must report directly to the front door.

ATTENDANCE/LATE ARRIVALS/EARLY DISMISSALS

The school attendance policy is outlined in the school calendar distributed by the Charles County Public School System. If a student is absent from school due to illness or for another legitimate reason, he/she is to bring in a written excuse/note signed by the parent/guardian or doctor within three days of returning to school; otherwise, the absence is considered unexcused. In addition, please obtain a doctor’s excuse/note should your child be absent or tardy due to a medical appointment.

If your child arrives late to school or must leave early, the parent/guardian is to come into the school office to sign him/her in/out. “Tardy” means arriving after 9:20 a.m. Should your child need to leave school prior to dismissal, we will ***only release students to the biological parent/guardian. Parents must arrive to pick up their child prior to 3:40 p.m.*** (See Early Dismissal/Pick-up Early).

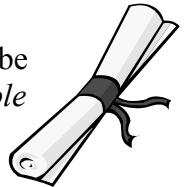
AWARDS AND CERTIFICATES

Honor Roll certificates, *Personal Responsibility* awards and various other honors are given out quarterly and at the end of the school year. Other participation and school-wide certificates are given out in the individual classrooms.

Students who have received recognition on a county, state, or national level will be recognized in an assembly. We also recognize *Math Generals*, *Safety Patrols* and *Commendable Attendance* via morning announcements.

Academic Achievement Awards are presented during the Fifth Grade Promotion exercises to those fifth grade students who meet the national criteria. Other areas of student recognition may be added during the year as appropriate.

Special Note: So as not to create a fire hazard, school-aged siblings will not, as a common practice, be invited or excused from classes to attend daytime assemblies to honor their brothers or sisters.



BAND and STRINGS ENSEMBLE

Instrumental music is offered to 5th grade students who express an interest and maintain their academic performance. At the end of students’ fourth grade year, a band and strings orientation will be held for those interested in participating [in 5th grade]. An instrument of choice will be selected for each participating student. Additional information will be sent to parents should their child elect to participate in band or the strings ensemble. Students must supply their own instrument.

Participation in band or strings at the 5th grade level does not automatically enroll a student for band or strings when he/she reaches middle school. Parents should contact the middle school in their attendance zone for band and strings requirements in the middle school.

Dr. Brown Elementary School is very privileged to have well behaved students. We attribute this to strong community and parental support. When the parents and the school work together, a safe and positive learning environment is developed.

Discipline is learning to take responsibility for one's actions and making any necessary changes accordingly. Everyone is expected to conduct themselves in the manner of *Dr. Brown's Prescription for Learning* or our *School Rules*:

- Respect yourself.
- Respect others.
- Respect learning.
- Respect property.

Our general goals for students are:

1. Attend school on time on a daily basis.
2. Work to the best of your ability.
3. Report to class on time and be prepared to work.
4. Display a positive and respectful attitude at all times.
5. Take responsibility for your own actions.
6. Treat yourself and others with dignity and respect.
7. Support an orderly and caring school climate.

General School Rules

1. Listen first; then follow directions.
2. Walk at all times.
3. Use whisper voices.
4. Be polite.
5. Wear or carry a pass when leaving a room without an adult.
6. Leave toys, tape recorders, radios, cell phones, and other valuables at home.
7. Bring homework and supplies to class daily.



Cafeteria Rules

1. Listen first; then follow directions.
2. Use whisper voices.
3. Walk at all times.
4. Remain in assigned seat until excused to dispose of tray or line up.
5. Clean your area – dispose of food and trash appropriately.



Playground Rules

1. Use equipment appropriately.
2. Leave toys and balls at home.
3. Play only non-contact games such as kickball, 4-square, etc. or approved games at recess. When in doubt, ask your teacher.



BEHAVIOR/DISCIPLINE

The state of Maryland requires student behavior/discipline records (resulting in suspension)

to be transferred along with student cumulative records to [requesting] schools within the state.

Please also be advised the law permits a principal, vice principal, or school security guard of a public school to make a reasonable search of a student on the school premises or on a school-sponsored trip if he/she has a reasonable belief the student has in his/her possession an item, the possession of which is a criminal offense under the laws of this state or a violation of any other state law or a rule or regulation of the county board. The search shall be made in the presence of a third party. The principal, vice principal, or school security guard of a public school may also search the physical plant of the school and its appurtenances including the lockers and desks of students as deemed necessary.

BIKE RULES

The school is not responsible for lost, damaged or stolen bikes. Rules for students riding bikes to school in lieu of walking to school are:

1. Use the bike rack and lock your bike. (Students must provide their own locks.)
2. Walk bikes while on school property.

In addition to the above bike rules, the following safety reminders are provided:

1. Keep far back from moving cars - they stop suddenly.
2. Watch out for pedestrians (people walking).
3. Only 1 person rides a bike at a time.
4. Walk your bike when crossing busy streets and intersections.
5. Avoid riding too fast down hills or on slippery roads.
6. Make sure your bike is in good condition.
7. Obey all traffic signals.
8. Keep both hands on the handlebars.
9. Ride single file, close to the right side of the street.
10. Always keep control of your bike.
11. *Maryland State law requires children under the age of 16 wear a helmet while riding a bicycle.*



BOOK BAGS

Please label the inside of your child's book bag with his/her name. Book bags should be checked daily for items/important papers sent home. Please help your child organize his/her book bag and periodically clean it out so work and papers do not accumulate. (See also Student Belongings and Lost and Found).



BOOKS

Students are responsible for the library books and textbooks assigned to them. Books are to be treated with proper care. Parents will be billed for lost or damaged books.

BREAKFAST

Dr. Brown's cafeteria serves breakfast from 9:05 a.m. until 9:25 a.m. Extended time consideration is made only for those students who arrive to school on a bus that is late. Since

breakfast time is short, the school is unable to provide for students who forget their breakfast money. Students who are eligible for free or reduced price lunch will also be eligible for free or reduced price breakfast. Breakfast prices are listed on the school menu and published in the county paper.

BUS RIDERS

Students who ride buses *must ride the same bus to and from school* as designated by their residence. A [bus] change due to childcare must be approved in writing by the department designated by the superintendent. Students are not permitted to ride any other bus unless approved by an administrator through written contact from the parent. In all cases, students must ride one bus on a regular basis. ***(I.e., students may not ride one bus to school and another bus home, or ride one bus three days a week and a different bus on the other 2 two days.)***

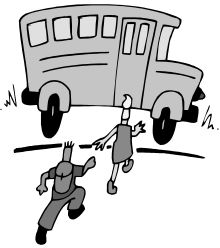
Also, if your child is a bus rider and you wish to pick him/her up from school, a written note [from the parent] must be presented to the office in advance of dismissal. Otherwise, your child will be placed on the bus. (Parents/guardians picking up their child just prior to dismissal must arrive before 3:40 p.m.)

Students are reminded that riding the bus is a privilege, contingent on following the rules to ensure safety.

Bus Stop:

Students remain under parent jurisdiction at the bus stop. Parental supervision (walking to and from the bus stop, as well as at the bus stop) is highly recommended to ensure safety. Students should report to the bus stop five minutes before the pick-up time. Ball games, tag and general horseplay at the bus stop are discouraged to prevent personal injury, damage to homeowner property or traffic safety problems. If problems exist at the bus stop, parents may wish to confer with each other to maximize supervision or report safety/behavior violations to the sheriff's department.

Loading:



1. Use a safe walking route to and from your stop and use proper crossing procedures should you need to cross a street.
2. Wait in a safe, orderly manner away from traffic.
3. Respect the rights of property owners at your stop and on your walking route.
4. Wait until the bus comes to a complete stop before moving forward to board.
5. Board in an orderly manner, without pushing and shoving.
6. Use the grab rail and watch your step.

On-Board Procedures:

1. Take your seat promptly and remain seated for the entire ride to and from school.
2. Sit in the seat, facing front. Keep your feet, books and other articles out of the aisle.
3. Always keep your hands, arms and head inside the bus.
4. Use a quiet voice and maintain orderly conduct so the driver is never distracted or disrupted from the important job of driving.
5. Eating, drinking or using vulgar language is never permitted.

BUS RIDERS (cont.)

6. Do not damage any part of the bus and report any damage you find or witness.
7. The emergency door handle should be used only for emergencies.
8. Never sit in the driver's seat or tamper with any equipment or controls.

9. If your bus breaks down or is involved in an accident, remain seated and follow instructions given by your driver.

Note: Glass items are not allowed on the bus.

Unloading:

1. Wait until the bus comes to a full stop before leaving your seat.
2. Get off the bus only at your assigned stop.
3. Watch your step and use the grab rail; move promptly away from the bus.
4. If necessary to cross the road, do so at least 10 feet in front of the bus. Cross with the warning lights (red flashing) on and without delays. Be sure to check traffic both ways before crossing.
5. Go directly home by a safe route. Do not stop to play on the way home.
6. Never throw any object at the bus, from the bus, or at another motor vehicle.

CAR RIDERS

During *arrival*, cars are to line up on the side of the building at the car rider drop-off/pick up site using the traffic circle. ***Children are not to exit the vehicle until a staff member is on duty to receive them from their vehicle (9:05 a.m.).*** Once leaving the vehicle, children are to report directly to the front of the building.

During *dismissal*, cars are to line up on the side of the building at the car rider drop-off/pick-up site using the traffic circle. Car rider students will dismiss out the front doors and proceed to the side of the building [using the sidewalk] to the staff member(s) on duty. Staff member(s) will receive and direct students to their cars. No student is to approach a car until directed to do so by a staff member.

CHAPERONS

Upon occasion, a teacher/grade level will attend a field trip as an extension of the school curriculum. In doing so, chaperons may be requested to attend the trip and work under the direction of the teacher/school staff. Teachers will make a request and notify selected chaperons prior to a scheduled trip. Chaperons must be of a minimum age of 21. Chaperons may not bring any other child, including younger siblings, on the trip. Parent attendance on field trips will be limited to chaperons only.

CONFERENCE

Parents are encouraged to confer with the classroom teacher. If you wish to schedule a conference, you may write a note to the teacher or call the school and leave message for the teacher to contact you. Parent initiated conferences with an administrator will include the teacher, unless otherwise agreed upon.

CONSEQUENCES

All students at Dr. Brown strive to maintain excellent behavior standards. However, in the event rules are broken, teachers or administrators employ consequences. A classroom management plan developed by your child's teacher and classmates details the intervention process and possible consequences for inappropriate behavior.

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CONSEQUENCES(cont.)

Occasionally a serious behavior requires a severe and immediate response up to and including suspension. Behaviors that may result in suspension include but are not limited to:

1. Assault/Physical Attack – The intentional physical attack/assault on another student or adult. No child is permitted to strike another child or adult for any reason,

- including name-calling. Police may be called.
2. Fighting - All students involved in a fight on school property during school hours are subject to suspension. A fight is defined as a physical confrontation between student(s) which must be “broken up” by an adult. This includes “play fighting”. Police may be called.
 3. Biting - Use of teeth on another student or adult.
 4. Spitting - Spitting on other students is unacceptable and presents a serious health hazard.
 5. Defiance/Use of Profanity/Disruption - Behavior aimed at an adult or another student which creates a scene and disrupts instruction.
 6. Destruction of property - The intentional destruction of valuable property belonging to the school or an individual. Police may be called.
 7. Rock throwing - Throwing rocks at other students, adults or objects is not allowed. Rock throwing can cause serious injury.
 8. Threats – Verbal threats and distinct body language threats on students or adults may lead to suspension or police investigation. Written and illustrated threats (pictures) are also considered suspension offenses.
 9. Sexual harassment - Dr. Brown Elementary School will follow established procedures regarding sexual harassment. These procedures may lead to suspension.
 10. Weapons - No student is permitted to carry a weapon or facsimile of any type, including pocket knives. In addition, we also ask that each parent emphasize the proper use of scissors, pencils, pens, and umbrellas. These items can be very dangerous. Police may be called for any item used as a weapon.
 11. Cell Phones/Pagers/Laser Lights – The use or possession of cell phones/pagers/laser lights may lead to suspension. Cell Phones/Pagers/laser lights will be confiscated.
 12. Misuse of computers/programs – Misuse of computers and/or programs may lead to suspension.

In addition to the above, serious action beyond suspension may be taken for the following:

- a. Use of drugs, facsimiles, and paraphernalia.
- b. Gang activity - We discourage the use of mock tattoos or marking with crayons, markers, etc. Students will be told to wash off markings and warned. A second offense will result in a more serious response.
- c. Use of guns/weapons, facsimiles or paraphernalia.
- d. Assaults on staff.

(Police may also be involved in the items above.)

Please discuss the behaviors listed above with your child and reinforce the expectation that he/she must follow directions. If your child feels he/she has been treated unfairly, he/she may approach a teacher or the guidance counselor later in the day to resolve conflicts and express his/her feelings in a manner not disruptive or destructive. Please keep in mind that the school must respect the confidentiality of all students, particularly pertaining to disciplinary matters.

Aside from the items listed above which may lead to suspension, teachers have developed classroom behavior management plans detailing student expectations. If inappropriate behavior is a

CONSEQUENCES(cont.)

problem, the teacher will confer with the student to try to resolve the situation. If the behavior continues, the parent will be notified and a parent-teacher conference may be held to develop a specific individual student behavior management plan. If the problem persists, the student will be

referred to the office. The administrators will review the previous actions taken by the teacher (and parent, as appropriate) and investigate the seriousness and number of offenses. If warranted, the student will be suspended from school; a re-entry conference will be required to include the parents, teacher, student, principal and/or vice principal. (Other staff members may also be involved). Make-up work will be provided within a reasonable period of time. In extreme cases, the student will be suspended to the superintendent.

DISMISSAL

Dismissal is at 3:50 p.m. Outside supervision is not provided after dismissal is complete; therefore, students are directed to report home/to their pre-established destinations immediately after school. Playground equipment is off limits after school. Any individual using the grounds before and after school hours is acting on his/her own behalf and is therefore responsible for his/her own actions. This includes persons not attending Dr. Brown Elementary School.

The order of dismissal is as follows: Alpha Best Day Care, Walkers, Day Care Van Riders, Bus Riders, then Car Riders. At 3:50 p.m., Alpha Best Day Care students will be dismissed to the cafeteria. Once the crossing guards have arrived, walkers will be dismissed out both the front and back doors. Walkers are to immediately leave the school grounds and report home or to the place designated by their parents or guardian. If an older brother/sister is to pick up [walker] siblings, it is mandated he/she come alone and follow all school ground rules and procedures. A no-trespassing warrant may be issued for anyone who does not follow the school policies and procedures. Day Care Van Riders will be dismissed out the front door. Bus riders are dismissed after the walkers have left, and then car riders are dismissed. Cars are to line up on the side of the building at the drop-off/pick-up site [using the traffic circle] for those parents to receive their children. (On inclement weather days, car rider students will remain under the overhang in front of the building and staff/safety patrols will direct cars to proceed to the sidewalk in front of the school to pick up their children.)

Telephone calls to communicate changes in dismissal for students will not be honored; requests for changes in dismissal must be submitted in writing (from the parent/guardian of record) to the school office. Written requests for changes in dismissal may be faxed to (301) 374-9489 along with a follow-up telephone call to the school office to verify receipt of/action taken on such requests. Parents who need to take their children from school prior to dismissal time must arrive prior to 3:40 p.m. Children will not be called for [early] dismissal after 3:40 p.m. Teachers need the last 10 minutes of the day to prepare and/or assign work to go home with students. In addition, students will only be released to the biological parent/guardian or person listed on emergency card. (See Attendance/Late Arrivals/Early Dismissals) The exception is only in case of illness or serious injury when the school initiates contact to a person listed on the school emergency records [when a parent or guardian cannot be reached], or when a note written by the parent authorizing pick up from someone other than the parent is received. Children will not be dismissed early to persons under the age of 18. Please provide the school with updated custody information or court orders, as appropriate, and as often as changes occur.

DRESS AND APPEARANCE

Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. Charles County Public Schools prohibits clothing worn on school property or to school-sponsored activities which display messages or images offensive in terms of their reference to sex, race, national origin or religion. Clothing judged by the school administration

DRESS AND APPEARANCE(cont.)

to be disruptive to the orderly school process either by virtue of the design or in the manner in which it is worn is also forbidden. Clothing that displays or symbolizes any language or material inappropriate for school or offensive to any group is not permitted. This includes, but is not limited

to, material relating to drugs, alcohol, profanity, obscenity, racism, gang/cult symbolism/activity, violence, and music which promotes or glorifies death or violence. These are a few restrictions consistent with Section O of the Charles County Public School's Student Code of Conduct.

Cleanliness, proper dress and grooming are important for setting the tone of school and social conduct. If students choose to wear shorts and cool tops during warm weather, please be sure the length of the shorts and skirts is appropriate, and halter, tie tops or "net" tops are not worn. Clothing that exposes the midriff (i.e., belly shirt) is not acceptable. Belts are required on all loose fitting pants, shorts or skirts. Also, jeans that are too long (beyond the heel of the shoe) are not allowed. These items are dangerous and parents will be called to bring in a change of clothes for their child should violations occur.

The school discourages makeup, shoes with high heels, shoes with hidden skate wheels, and tattoos (other than the school spirit sticker tattoos sold in our school store). Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited. Hats are not to be worn inside the school building. We will also ask students to turn inappropriately designed clothes inside-out, call parents for a change of clothing, or send students home. (See also Student Belongings and Book bags). Students who wear hair extensions need to secure them with a band during recess or PE class. The hair extensions, when left hanging down, pose a safety hazard during these times.

EARLY DISMISSAL

The school calendar distributed by the Charles County Public School System indicates all scheduled early dismissal dates. Please take into consideration the scheduled early dismissal time (1:50 p.m.), should you need to make other arrangements for your child after school. *Children are dismissed in the same manner on early dismissal days as a regular dismissal day unless the school has received written instructions otherwise. A written note from the parent must be presented to the office in advance of dismissal.* Parents of pre-kindergarten students need to monitor the calendar and newsletters for which session attends (AM or PM) on which early dismissal day.



EARLY DISMISSAL/PICK-UP EARLY

Sometimes, parents need to take their child out of school prior to dismissal time, i.e., doctor or dentist appointments. Parents/guardians are to come in to the office and sign out their child for early dismissal/pick-up. Parents/guardians are to wait in the office for staff to retrieve their child. To have your child dismissed early at the end of the day you must be here before 3:40 p.m. We will not call children after 3:40 p.m. Teachers need the last 10 minutes of the day to prepare and/or assign work to go home with students.

Students will only be released to the biological parent/guardian or person listed on emergency card. (See Attendance/Late Arrivals/Early Dismissals) The exception is only in case of illness or serious injury when the school initiates contact to a person listed on the school emergency records [when a parent or guardian cannot be reached], or when a note written by the parent authorizing pick up from someone other than the parent is received. Children will not be dismissed early to persons under the age of 18.

Emergency cards will be sent home in the first day packet. Please update throughout the year as appropriate. Also, please be sure the school has any up-to-date custody or court order information on your child as applicable.

EMERGENCY CLOSINGS/INCLEMENT WEATHER

If weather conditions pose a potential hazard to students, school officials may dismiss students early, delay opening schools or close schools for the day. Radio and television stations are immediately notified once the decision is made, and the 24-hour information lines, **(301) 934-7410**

and (301) 932-6656, carry up-to-date details. Parents can be notified by e-mail of unscheduled delays, early dismissals or closings. Log on to www.schools-out.com and register to receive automatic e-mails whenever a change to the regular school schedule occurs. In the event schools close early for inclement weather, children are dismissed in the same manner as a regular dismissal day unless the school has received written instructions otherwise. Please be sure arrangements have been made for your child's care in the case of an unscheduled dismissal. This is imperative for the safety of your child.

FIELD TRIPS

Field trips are arranged to provide an extension of the school curriculum. Parents are to pay for the transportation and cost of admission, and to sign the permission slip for their child to attend. No child will attend a field trip unless parental permission is received. If the behavior of a child is a safety concern, the parent [of that child] may be asked to attend the field trip. Teachers will send letters of field trip notification home when a class trip is scheduled. If a child [in grades kindergarten through 5th grade] does not participate in a class field trip, he/she should still attend school; schoolwork will be provided in another classroom.

FUNDRAISING

Dr. Brown Elementary School may conduct fundraisers periodically during the year. The school and/or PTO (Parent Teacher Organization) will sponsor these activities. Students can participate on a voluntary basis only and are encouraged NEVER to go door to door.

HOMEWORK

Homework expectations vary with grade levels and student needs. Homework is assigned Monday through Thursday. According to Charles County Public School policy (#6333), students are expected to spend a few minutes in grade K, to a maximum of fifty minutes in grade 5, four times a week to complete assignments. Assignments are not given over holidays; however, long-term projects may extend through weekends and holidays but are never assigned with just weekends and/or holidays for completion. If you have questions, please contact your child's teacher.

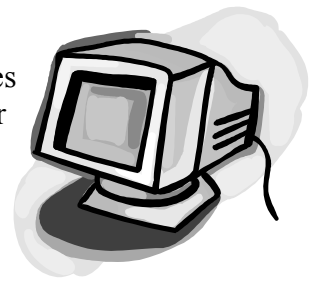
ILLNESS/INJURY

Parents may be notified by telephone should their child become ill or injured while in school. Therefore, it is imperative the school office have on file a telephone number where [parents] can be reached during the day (home, work or cell). If you do not have a telephone where you can be reached, please advise the office of the name and phone number of an alternate person to contact in the event of an emergency. (Alternate persons authorized to pick up your child from school in case of an emergency must be 18 years of age.) Emergency cards are sent home at the beginning of the school year for this purpose. Please keep this information current throughout the school year and notify the school office of any changes.

The school can supply band-aids or bandages for minor cuts, however, the school is not equipped or staffed to accommodate ill or injured students for extended lengths of time. It is important for ill or injured children to be picked up *promptly* from school.

INTERNET

Internet technology enables students to use thousands of libraries, databases and bulletin boards throughout the world. Because the internet is an open forum for information of every kind, please understand some information is inappropriate for student access. The Charles County Public Schools system attempts to filter out



inappropriate web sites and limits student use by instructional level. At elementary schools, information is filtered electronically and students access only sites previewed by teachers. Specific rules and guidelines on student use of the internet are included in the Code of Conduct booklet along with the acknowledgement of review of the contents in that booklet. All students and their parents must sign the acknowledgement form and return it to school.

LOST AND FOUND

Our Lost and Found box is located in the cafeteria. Students are responsible for and may check the lost and found for missing items. Items left in the lost and found after the end of the school year will be donated to a charitable organization. (See also Student Belongings and Book Bags).

LUNCH

A meal program (breakfast and lunch) is available at school on a daily basis. Dr. Brown's meal program is a computerized system, which allows parents to establish an "account" for each child. Any amount of money can be deposited in the child's account. Students are assigned a PIN number, and as they pick up their meal or milk from the cafeteria, they will enter their PIN number on a keypad and the cost will be deducted from their account. Parents who wish to have their children participate in this pre-pay program may pay by check. Checks should be made payable to *Dr. Brown Elementary Cafeteria*.



Students without lunch or money to pay for lunch will be allowed to purchase lunch; credit will be extended on his/her account up to the equivalent of 3 lunches. After the student's account has reached the three-meal limit, the student will no longer be able to obtain a regular lunch on credit until the debt is paid. Please check with your child periodically about his/her lunch account balance. Students bringing a bag lunch to school are encouraged to select healthy choices for lunch and are discouraged from including sodas in their lunches.

Should your child be intolerant to milk, a note from their physician is **required** in order to substitute a juice drink in lieu of milk with the school lunch. Otherwise, the student must pay for the juice drink separately.

Applications for *Free and Reduced Meals* will be sent home the first day of school with the [first day] packet. Those who wish to apply need to return this form in the envelope provided as quickly as possible.

MEDICATION

When possible, all medication should be administered at home. Should it be necessary for your child to take medicine during school hours, a medication form must be completed and signed by the physician and kept on file with the school nurse. (A copy of the medication form is available from the school nurse.) All such medicine shall be properly labeled, kept and administered by the school nurse. Students **MAY NOT HAVE (IN THEIR POSSESSION) OR TRANSPORT ANY FORM OF MEDICINE** including over the counter medicines, i.e., aspirin, cough syrup, cough drops.

PARENT VISITATION/OBSERVATION:

SUPERINTENDENT'S RULE:

Parents are encouraged to come to their child's school during normal operating hours. All visitors must sign in at the main office and obtain a visitor's badge to ensure the safety and security of students and staff.

Parents may either visit the classroom (including the playground) at the teacher's/school's invitation or request to make a formal observation of a classroom. Making an appointment with the school at least two (2) days in advance of an observation is not only a courtesy and a requirement, but enables the parent/guardian to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents who stop by without an appointment. Parents/guardians may schedule up to two (2) classroom observations of up to forty-five (45) minutes in duration each grading period. An administrator or designated staff member will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time.

In order to protect the privacy of other students and in order to maintain a proper learning environment, parents/guardians may not use any audio or visual recording device at any time during the visitation and must turn off all cell phones and pagers.

Parents are also welcome to visit the cafeteria and eat lunch with their child. Student lunch is approximately one-half hour. When lunch is over, parents are to report back to the office to sign out, and are not permitted to go back to the classroom or instructional areas.

Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

PARTIES

Classroom Teachers will usually plan a few parties during the school year, i.e., Fall Festival, Thanksgiving, Winter Break, and Valentine's Day. Notes will go home prior to the party asking for a donation. In the event you do not wish your child to participate in these celebrations, you may request, in writing, for your child to participate in an alternate activity, i.e., crafts or a movie, or you may pick up your child from school prior to the party (parties are held at the end of the day and last approximately 30-40 minutes). Occasionally, parents wish to send in cupcakes and/or punch to honor their child's birthday. Parents are asked to make those arrangements in advance with the classroom teacher [to occur during the child's lunch] so not to interfere with instructional time.

Balloons, flower arrangements, or visitations from "clowns" are not permitted. For safety reasons, lollipops or candies with sticks are discouraged.



RECESS

Although not required, one recess per day lasting 30 minutes or less may be provided for students. Recess offers students a chance to relax and socialize, and students are expected to follow the behavioral rules.

Indoor recess is held during inclement weather, a posted heat advisory, or if the temperature is below 32 degrees F. (The wind chill factor is taken into account when determining outdoor temperature to be below 32 degrees F.)

REPORT CARDS

Grades 1 through 5 report cards are issued at 9-week intervals during the year. Please check the Charles County Public School System Parent Handbook/Calendar for these dates.

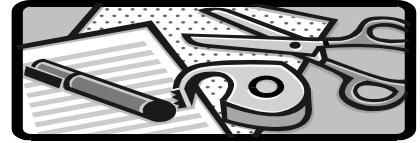
Kindergarten receives report cards three times a year. Pre-kindergarten receives report cards twice in the year: mid-January and the last day of school for pre-kindergarten.

Interim reports are issued quarterly. Please check the Charles County Parent Handbook/Calendar for the dates. Elementary student interims are issued for those students who

have a “D” or “E” in any subject or have dropped two letter grades in any subject from the previous quarter.

SCHOOL STORE

For your convenience, our school store is available for students to make purchases in the morning from 9:20 a.m. until 9:30 a.m. (days of the week to be determined). Items for sale include paper, pencils, erasers, and pencil sharpeners, etc.



SCREENINGS

During the course of the year, Charles County Health Department provides a free vision/hearing screening to all students in kindergarten and grade 5. In addition, all new students to Charles County and any student individually referred by their teacher will be screened. Teachers may also refer individual students to other health personnel, as needed (i.e. speech pathologist). *If you do not wish your child to be screened, please inform the school in writing.*

SECURITY

In order to ensure the safety of our students, all doors are kept locked (from outside access) with the exception of one set of front doors. All visitors must report to the school office, sign in and obtain a school visitor’s badge. Parent volunteers must also sign in at the school office and wear a volunteer badge. In addition, all volunteers must complete and sign the ***Volunteer Information Form*** located in the school office in the volunteer notebook.

Parents attending programs during the day or chaperoning field trips must also sign in at the school office and take a visitor badge before reporting to the program or classroom.

STUDENT BELONGINGS

Please label all your child’s belongings. Bookbags and lunchboxes should be labeled on the inside with a permanent marker. Also, please label all coats, hats, gloves, etc. Labeling helps us to return items to students. Students are responsible for and may check the lost and found for missing items.

The school and its employees are not responsible for lost, damaged or stolen student property. Please do not send your child to school with expensive items. Coats can get torn or lost at recess, and gloves, hats, and lunchboxes get mixed up easily. By the end of the school year, the lost and found contains many items never claimed.

Additionally, please do not let your child bring items to school to share. The teacher will send a note should he/she want a student to bring in an item for share time, and only school materials requested by the teacher are permitted.

VOLUNTEERS

Dr. Brown Elementary School has an extensive volunteer program. Our Parent Teacher Organization (PTO) is active in providing support to our students and staff. We welcome parents who wish to donate time to the school through the PTO and volunteer program. Volunteers are needed for room-parents, classroom assistance, computer and resource room support, extra “hands” in the art class, etc. If you are interested in volunteering, you may communicate your interest to the school and/or complete a volunteer form (sent home in first day packet or obtain one from the office) and return it to the school.

Once a parent's volunteer status has been initiated, the parent is to complete and sign the Volunteer Information/Acknowledgement Form and report/record his/her hours for each volunteer visit on the reverse side of that form. This form is located in the Volunteer/Chaperon Notebook in the school office.

VOICE MAIL/E-MAIL

Each teacher has been assigned a voice mail phone number and a CCPS e-mail address, each of which should be sent to you in your child's teacher introductory letter. Parents may use this voice mail phone number to leave a message in your child's teacher's voice mailbox, or e-mail the teacher directly rather than going through the school office. Incoming phone calls through the school office will be placed in the teachers' voice mailboxes during instruction time.

WALKERS

Arrival: School begins at 9:20 a.m. Walkers should plan their walk to arrive at/just before that time so they will not be waiting outside the school building unnecessarily for a long period of time. Upon arrival, students are to form lines according to age. They are admitted to school when lines are quiet and orderly. This sets a positive beginning to the instructional day. Students are not to play or use playground equipment before school.

Dismissal: Walkers are dismissed before the buses. They are to leave school grounds promptly and are not to play or use the playground equipment after dismissal. Walkers are permitted to leave from the front entrance or main back door only and are not permitted to re-enter the building once dismissed. If your child needs to meet a sibling, he/she may designate a meeting place at the appropriate exit. Students should be encouraged to walk with friends and not alone.

The following rules are recommended to ensure walker safety:

1. Use a safe walking route to your home and use proper crossing procedures if you need to cross a road.
2. Respect the rights of property owners along your walking route to and from school.

**STUDENT/PARENT VERIFICATION FORM
ON STUDENT BEHAVIOR MANAGEMENT EXPECTATIONS**

A safe and positive learning environment for all children is created when children understand the positive partnership between parents and teachers. I have reviewed and discussed the Dr. Brown student handbook and classroom behavior plan with my child.

Student Signature

Parent Signature

Date

Date

(Parent/guardian copy)

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(Detach, complete and return this copy)

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ON STUDENT BEHAVIOR MANAGEMENT EXPECTATIONS**

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