

PARENT/STUDENT HANDBOOK 2019-2020

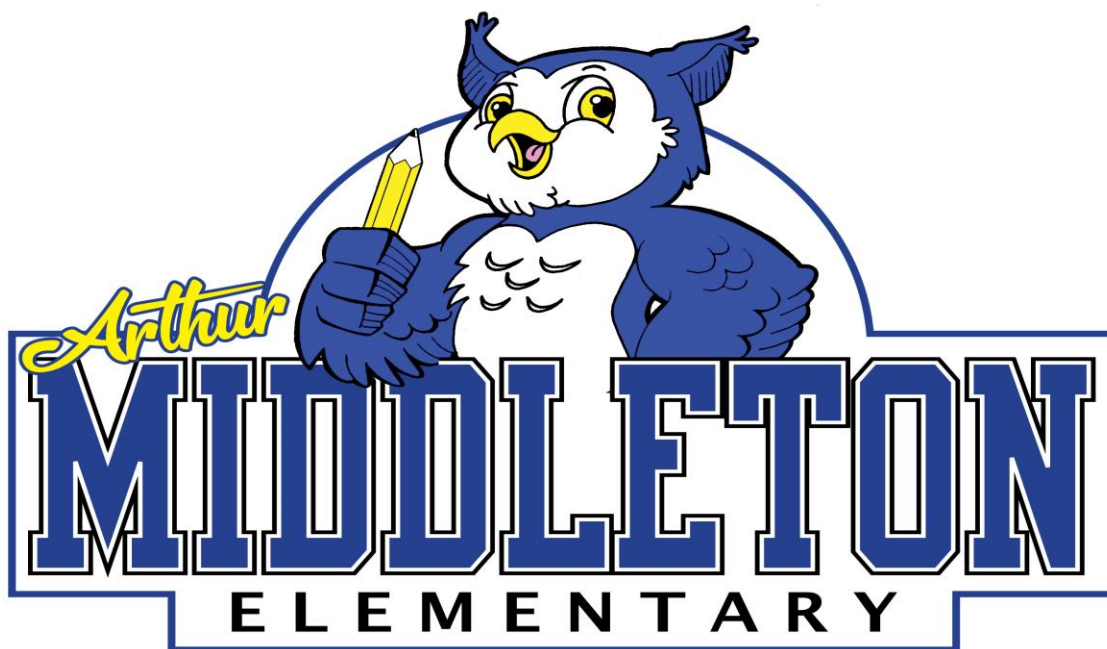
Parents/Guardians: Please review the information contained in this Parent/Student Handbook. Please sign and return this front page to indicate that you received and reviewed the Handbook.

*Please note that the CCPS 2019-20 Parent Handbook/Calendar and the CCPS Code of Student Conduct include additional details and policies that are in effect at all times.

I _____ (parent/guardian) have reviewed the Arthur Middleton Elementary Parent/Student Handbook with my child _____ (child's name).

Signatures: _____ (parent/guardian) Date: _____
_____ (student)

Please return THIS PAGE ONLY to your classroom teacher _____



PARENT/STUDENT HANDBOOK 2019-2020

Arthur Middleton Elementary School
1109 Copley Avenue
Waldorf, MD 20602

(301) 753-1749
Fax: (301) 645-0931

Ben Harrington, Principal
Brad Buzby, Vice Principal

SCHOOL HOURS: 9:15 am – 3:45 pm

School begins at 9:15 a.m. Doors open at 9:00 a.m. **No children should be dropped off before 9:00 a.m.**

***No children should be picked up late, as supervision is not provided after 4:00 p.m.**

Afternoon PreK begins 1:15 p.m.

Welcome to Arthur Middleton Elementary School

Charles County Public Schools Mission

The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

School Vision

It is the vision of Arthur Middleton Elementary School to develop students to be lifelong learners in a variety of capacities. Our school will provide for the academic, social, and behavioral well-being of students while collaborating with parents and the community in the shared responsibility of educating students. We will foster a positive and engaging environment where students can take risks to grow and develop as productive, responsible citizens.

Principal's Message

Welcome to the 2019-2020 school year. I look forward to building and strengthening a partnership between home and school as we provide a world class education to your children. As new technologies influence the instructional trajectory of our students we embrace the premise that collaboration, communication, and determination will take our students to the next level. I look forward to helping your children grow and develop into lifelong learners who are relentless in pursuing their goals to excel. I am excited for a successful year! Thank you for your ongoing support.

Mr. Ben Harrington



2019-2020 PARENT/STUDENT HANDBOOK

AGENDA BOOKS

Students in grades 3-5 will have an agenda book provided to them. Please check and initial your child's agenda book nightly. The agendas will be used as the main form of communication between school and home. All homework assignments, as well as many other important pieces of information will be written in agendas.

ATTENDANCE

Regular attendance at school is vital to educational development. School attendance laws of the State of Maryland require that children attend school regularly. If students are absent from school due to illness or for other legitimate reasons, they must bring a written excuse signed by the parent, legal guardian, or doctor. Physicians' notes are marked as an excused absence that is not counted in the 5, 10, 15, and 21-day attendance letters. **All** absences are included on the student's report card and yearly attendance record. Unless an excuse is received within 3 days it will be coded an unlawful absence. Parents are expected to call the school on the third day of consecutive absences.

Ideally, we'd like to have your child in school the full school day. If your child comes late or leaves early, please be sure to sign him/her in or out in the office. This is considered a tardy.

BEFORE AND AFTER SCHOOL CARE

AlphaBest Before and After Care Program is provided in Middleton's gym from 6:00 AM to 9:00 AM and from 3:45 PM to 6:00 PM, at cost. Please contact The Department of Community Services at (301) 934-9305 or 870-3388 for information about cost, programs and availability. Parents with scheduling problems should inquire about the AlphaBest Before and After Care Program located in our building or another local child care center.

BIRTHDAY TREATS

In planning for your child's home birthday party, please do not ask teachers to supply you with the addresses and telephone numbers of his/her classmates. This information is treated as confidential.

Please notify your child's teacher, in advance, if you would like to send treats to school to celebrate your child's birthday. Treats will be shared at lunchtime, unless otherwise directed by the CCPS Food Service Department. Per, CCPS Handbook, all treats **must** be store bought, with the nutritional label and ingredient list visible on each item that is **individually wrapped**. Please provide all supplies that might be needed, such as napkins or plates. Enough treats for the entire class must be provided or the treats will be sent back home. Any treats such as, but not limited to, full cakes or trays of cupcakes will be sent home as they do not meet the required criteria. Pizza Parties are not considered a birthday treat.

BUS TRANSPORTATION

Riding the school bus is a privilege. We expect children riding the bus to behave in a polite and dignified manner. This riding privilege will be revoked if students repeatedly fail to cooperate with bus safety guidelines.

Because transporting large numbers of students on a bus is serious business with potential dangers, we enforce bus regulations. Parents will be notified of any serious violations. A conference with parent, child, bus driver, and school administrator may be held in cases of reported recurring misbehavior.

Children should be at their morning bus stop five minutes earlier than the time indicated on the schedule. Bus drivers will assume that if a child is not at the designated loading point, that the child will not be going to school on that day. The bus driver will not be expected to wait for students that are not on time.

Children are to ride their assigned bus except in cases of an emergency. Changing buses in order to ride home to a friend's house does not constitute an emergency, but may be approved on a case-by-case basis. In this instance, a note will be required from parent/guardian. Most of our buses are loaded to capacity and problems arise when children have to ride different buses. Emergency requests to ride another bus will be considered on a case-by-case basis only. A written request must be received that morning in the office from a parent or guardian. Please include a telephone number where you can be reached on this written request. **Telephone requests cannot be honored.**

All students are required to ride their home bus to and from their residence unless approval is granted from the Department of Transportation. The Request for Bus Change can be filled out online. Approval must be applied for and granted each school year. Please keep this in mind when making daycare decisions.

The safety of our children is of primary importance to us. Misbehavior, fighting, or disobeying the bus driver endangers the lives and safety of all passengers on the bus.

When a child misbehaves on the bus, the driver will fill out a Bus Referral, which is then given to the Vice Principal/Bus Coordinator. The Vice Principal will investigate the matter, have a conference with the child, review the bus safety rules, and remind the child of the consequences of continued misbehavior. A phone call will be made to the child's parent/guardian and a notice of misbehavior is sent home. A bus suspension may be warranted for first-time referred behaviors.

If the child misbehaves a second time, the driver fills out another Bus Discipline Report. The Vice Principal/Bus Coordinator will again investigate and meet with the child. This time the parent receives a phone call to discuss the length of suspension of bus privileges. **Please refer to the CCPS Code of Student Conduct for bus rules, responsibilities, and consequences for misbehavior.**

If you spend a few minutes discussing those rules and the reasons for their importance with your child, there should be no reason to contact you concerning bus behavior.

CLASSROOM BEHAVIOR

Arthur Middleton is a PBIS school where three main areas of behavior are targeted which include: Being Respectful, Responsible, and Safe in all locations and situations. A school-wide behavior system is closely linked to this and implemented in classrooms. Below is the Arthur Middleton PBIS information that outlines the positive moves students can earn based on adhering to the 3 school-wide rules-Being Respectful, Responsible, and Safe as well as the established Classroom Success Criteria.

Middleton Elementary PBIS Information Sheet

Middleton Behavior Matrix	
Level	Student Behaviors
Owstanding	<p><i>Owstanding</i> students exceed expectations of students who earn Yellow. They go above and beyond what is expected of them and look out for the interests of others. They are <i>Owstanding</i> role models. They exemplify being <i>Respectful, Responsible & Safe</i> throughout the entire school day.</p> <p>Students earn 6 or more points based on positive choices throughout the day.</p>
Yellow	Students earn 3-5 points based on positive choices throughout the day.
Green	<i>Ready to Learn:</i> All students start the day on Green. Students earn 0-2 points throughout the day.



- **What is PBIS?** PBIS (Positive Behavior Interventions and Supports) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. PBIS is a county wide program used in all schools in CCPS, from elementary through high school.
- **Hoot Bucks:** Students will be able to use their Hoot Bucks to purchase items from the PBIS cart (Hoot Cart). Students are able to earn Hoot Bucks on their bus as well as throughout the day from all staff members. Each grade level has a designated day to purchase items from the cart each week. Unless there is a major issue with students not getting to buy from the cart for a long period of time (testing), each grade level will only be able to purchase from the cart during their designated day. *Kindergarten classrooms have arranged to take the cart to their rooms on a day that fits in with their schedule. The teachers will help out the students with their purchases.
- **Celebrations:** Each month Middleton will have a PBIS event that all students will attend unless they have three (3) Tier 2 referrals and/or bus referrals, or one (1) Tier 3 referral, bus suspension or out of school suspension. *Administration reserves the right to make adjustments as needed. Details regarding each event will follow.
- **Special Areas & Lunch:** All staff members have Hoot Bucks and are free to give them out when they see children making positive choices. This includes the hallways, restrooms, lunch, recess etc. Special areas are expected to use *Hoot Bucks* as well. ☺
- **Class Dojo:** Class Dojo is an interactive tool to connect teachers with students and parents. It provides an opportunity to give instant feedback to students as well as to send messages to parents throughout the day. Please make sure that you have signed up for “Dojo” with your child’s teacher. Class Dojo is also used to match up with the color chart to celebrate positive behaviors.

Green = 0-2 points, Yellow = 3-5 points, Owstanding = 6+ points

- **Positive Office Referrals:** Staff members can recognize students for making positive choices. They fill out a referral form and the student is recognized by administration with a positive phone call home, a certificate, or being recognized on the announcements.
- **Character Education:** Arthur Middleton implements a monthly character education program called “Core Essentials”. Each month focuses on a new character trait. Students can be recognized by staff members for showing the character traits covered in the program. Students who are “*Caught Showing Character*” will be recognized on the morning announcements.

CLASSROOM SUCCESS CRITERIA

Classroom teachers will develop Behavioral Success Criteria as “rules”. These will be developed each year and will be communicated with the students and parents at the beginning of the school year. Behavioral Success Criteria will be reviewed regularly with expectations practiced and discussed so that all members of the classroom community clearly understand the developed Success Criteria. Personal conversations linked to the Behavioral Success Criteria between students, teachers, and parents will guide corrective conversations and plans for student behavioral support. Students may receive office discipline referrals.

COMMUNICATION / CONFERENCES

Communication between school and home is essential to the academic and social progress for the child. Two-way communication is important. Teachers often contact parents when there is a concern or positive news to share. If you, as a parent, have a concern please contact your child’s teacher.

At least one conference should occur during the school year. If you want a conference with your child’s teacher, the school administration, or the guidance counselor, you may send a note, email, or telephone the school to request one. The teacher, in most instances, can see you before school in the morning or right after school. Please do not insist on seeing a teacher during school hours. An administrator should only be contacted for a conference if a parent/teacher meeting has taken place and the teacher was unable to resolve the issue.

Tuesday folders will continue to come home weekly. Please look for this folder every Tuesday afternoon. It will contain newsletters, graded papers, report cards, interims, and other pertinent home-school information. Each grade level will be emailing a newsletter once per month to inform you of the skills being taught as well as other grade level activities.

Throughout the year, photographs, audio, and video may be taken of CCPS student and used or published for educational purposes or to promote the school system activities, unless consent is withheld in writing and submitted to the school by the parent or guardian.

DISCIPLINE

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and will have maximum opportunity to learn. We ask you to discuss with your child the importance and need for good behavior and a positive attitude while at school. Fighting, stealing, disruption, disrespect towards others, obscene language, and destruction of school property will not be tolerated. Students who break the rules or cause serious problems will be sent to an administrator. Disciplinary action will occur and may result in suspension from school.

No child will be allowed to deprive other children of learning nor will any child serve as a threat to his/her fellow students.

The Charles County Public Schools Code of Student Conduct will be in effect at all times. A copy of this booklet is given to each family at the beginning of the school year. Each student and parent is to read and sign the agreement within the Code of Student Conduct.

DISCIPLINE REFERRALS

When the classroom teacher has exhausted all resources or if the behavior is severe enough, the child will be referred to the Principal or Vice Principal with a Tier III Office Discipline Referral. In the office, the following will occur:

All Tier III Office Referrals:

- a. Teacher completes and submits a formal written discipline referral.
- b. An administrator will investigate the situation.
- c. The student’s name and the offense will be entered into an electronic discipline file.
- d. Parents will be notified of the event.
- e. A consequence will be provided.
- f. The referral form will be placed in the student’s discipline file.

Discretion will be used in applying these procedures. The sequence of steps taken may vary in individual cases, as a result of teacher recommendations, the seriousness of the offense or the time interval between referrals. For example, very serious misconduct may result in suspension on the first referral.

The Charles County Public School System has a very strict policy concerning weapons, drugs, alcohol and tobacco. Possession of any of these items on school grounds may result in **SUSPENSION** to the Superintendent, possible expulsion, and/or prosecution by the appropriate law enforcement agencies. This includes all “look-alikes” (toy guns, swords, knives, etc.) and laser lights.

DRESS CODE

Please see the Student Code of Conduct booklet for the CCPS dress code. We ask for your support in having children cooperate by dressing in a modest, clean, healthy, and comfortable manner at all times. Head coverings such as scarves,

bandanas, sweatbands, hats—including baseball caps and skullcaps are prohibited unless worn for religious purposes. Pants should be worn/secured at or above the hips at the waistline. Shorts, skirts, and dresses should be an appropriate length. From the standing position, these items should have a length not shorter than mid-thigh (defined as arms down straight along side the body where fingertips do not touch the thigh). Shirts that show the stomach or lower back area when standing or sitting are not allowed. Halter tops and shirts with spaghetti straps are not allowed. Sleeveless shirts and shells are permitted as long as the shoulder strap is two fingers wide and undergarments are not visible. Ripped jeans will be addressed on a case by case basis but any rips in jeans must fall below the shorts length criteria. Rips above this area will result in parents being required to bring a change of clothes to the school as the student waits in the office or nurse's office. Leggings, biker-type/spandex shorts, or joggers must be opaque and worn with a top that meets the length expectations of shorts and skirt.

Please make sure shirts and tops with messages printed on them are in good taste. A student violating the dress code may be asked to return home to change clothes. Beach wear, such as flip-flops or sliders, are not to be worn to school. For the safety of your child we suggest that all sandals have a strap across the back of the foot. Tennis shoes are required for P.E. and all are asked to wear pants or shorts on gym days. CCPS dress code is in effect for participating students at all school-sponsored events on and off campus.

EARLY DEPARTURE FROM SCHOOL

Dismissal of children during and near the end of the school day is strongly discouraged because it creates some of the same problems as tardiness--missing out on directions or important parts of a lesson. Each day we have countless interruptions to your child's last lesson of the day. This is detrimental because teachers use every second of your child's learning time. Each time, learning has to stop in order for the teacher and student to receive the message to prepare one child for early departure.

After 3:20 p.m. instruction will not be interrupted by requests for dismissal. Parents are asked to sign their child out, receive a dismissal pass, wait until the appropriate dismissal bell and provide their child's teacher the pass. Since students will not be called out of class after 3:20 p.m., if you have appointments scheduled, please pick up your child prior to 3:20 p.m.

Occasions do arise, however, when it is necessary for parents to pick up children early – medical, dental appointments, etc. In such cases, the child should bring a note of explanation to his/her teacher when he/she arrives at school in the morning specifying what time the student will be picked up. Your child will be sent to the office upon your arrival to the school as we value each instructional minute while children are in our care. Last minute phone calls will not be honored as parents are expected to plan ahead. Notes are expected.

Please cooperate with the school by arranging to come in person for your child. If for some reason you must send someone else to pick up your child, please send a note giving the school permission to release your child to that person. Students may not be signed out by an emergency contact that is not a parent or guardian without a signed note from the parent or guardian they reside with. Emergency contacts are utilized for situations the school deems as emergencies which include but are not limited to medical emergencies or illness of the child.

Coming to school for your child without prior notice and meeting him/her in the bus/daycare loading area at dismissal poses a problem for teachers and other staff members who cannot always identify parents. For your child's safety, you are **required** to come into the building, show ID, and sign your child out in the main office. In an effort to get your child home safely each day it is important for us to know how he/she travels in the afternoon. At the beginning of the school year an **End of Day Transportation Information Form** will be given to each child. It must be completed and returned to the school ASAP. The reason for all of these procedures is the safety of your child.

SYNERGY/ParentVUE

Many important school announcements will be made through the school website. In order to receive this information, you must come to the school, show ID, and get a numeric code and password. Once you have done so you can register online to see all school calendar events and school information. Teachers also use Synergy to communicate with parents. Only those registered will be able to get the information. Parents only need to register one time (barring an information system change) as long as their child is consistently enrolled in Charles County Public Schools.

EMERGENCY INFORMATION

Each child must have a completed and updated emergency card on file in the school office. This card contains vital information and it must be kept up to date. Your child will **only** be released to individuals listed on this card. If your child becomes ill or has an accident, this card is our only source of emergency phone numbers. This card also gives the school permission to release your child to the care of ambulance personnel if needed. Please ensure that all contact information is current and up-to-date. Notify the office if you change your phone number or email address.

If there is a custody concern between parents, please alert the school. If there are no custody papers on file in the child's cumulative folder, either parent listed on the birth certificate on file has the right to pick up the child.

EMERGENCY CLOSING OF SCHOOL

During inclement weather, there is always the possibility that schools may close one or two hours early. In the event that you are to be away from home at such times, your child should know where he/she is to go if the schools are closed early (or if you are not home for any reason). It is advisable for all parents to develop a plan so that their children know what to do if such a situation should arise. Review the plan with your child often.

When in doubt about early dismissal due to inclement weather, listen to the local radio or TV stations. Please do not call the school during these times about closings. Call 301-934-7410 or 301-932-6656 for a recorded message or monitor the Charles County Public Schools website at www.ccboe.com as closings are posted on the homepage.

FIELD TRIPS

Field trips are an important part of the school program and serve as an extension of the curriculum.

In order to go on a scheduled field trip, the student must bring a permission slip signed by parent/guardian. In addition, there is usually a charge for the bus and sometimes an admission fee. Before each field trip, teachers will send home a letter giving details as to what each child needs to bring as well as any special information about the trip.

If for some reason (other than illness) a student does not go on a class field trip, he/she should still come to school. Appropriate assignments and a supervised place to work will be provided.

Parent chaperones are sometimes needed to assist the classroom teachers on field trips. The number of adults needed depends on the age of the children and/or the place to be visited. In order for an individual to be eligible for a school sponsored trip, they must complete an application online and be given clearance to be eligible to attend the trip. This information must be completed online at www.ccboe.com/index.php/volunteers. All chaperones must fill out a CCPS Chaperone Agreement Form. **Appropriate behavior is expected from all chaperones attending. For example, smoking, constant use of a phone or electronic device, foul language and inappropriate attire will not be permitted.**

During a field trip the teacher is expected to make all decisions in the absence of the Principal. Every child who leaves the school by bus must return to the school by bus. Parent chaperones wanting to sign their child out of school early must sign the child out in the office once the class has returned from the trip. Parent chaperones are to ride the bus and are not to follow the bus in their vehicles.

Parent chaperones must leave all siblings at home so that their full attention can be placed on the children they are supervising, as they are responsible for more than their own child.

FIRE DRILLS

State Law requires that schools conduct 11 fire drills each year. Teachers discuss procedures with students on the first day of school. Remember, if a fire emergency does occur, students must evacuate at that moment. They will not have time to put on their coats or jackets in the winter months.

HOMEWORK

Homework is independent practice for the student. The teacher has already taught the assigned material. The purpose of homework is not to introduce new material but to provide practice on content that the student understands. The purpose of homework is to help students:

- improve their skills
- become independent workers
- learn to use books and other resources for learning
- increase their knowledge and understanding
- express thoughts creatively

How much homework? Board of Education policy states:

Grades 1-5

- a) Time -- A few minutes in grade 1 to a recommended maximum of 60 minutes in grade 5.
- b) Frequency -- An expected minimum of four times per week. There will be no assignments over the holidays, on weekends, or on Fridays (this does not include long term projects).

ILLNESS AND ACCIDENTS

Student safety and well being is always a primary concern. When a child is injured, the child is sent to the school nurse, evaluated and provided support as needed. We will treat injuries that are not serious and return the child to his/her classroom.

Typical treatments include cold packs for bumps and band aids for cuts or scrapes. In the event of a serious or questionable injury, every effort will be made to contact the parent at home, at work or by using the emergency numbers indicated on the emergency card. The same procedure will be used to contact you should your child have an illness at school. The school nurse will make the command decision to call for an ambulance if injuries/illnesses are serious and/or life threatening.

As you read, it is imperative that the school has current information for home, work, and emergency telephone numbers. Please make certain to report changes in any of these numbers **IMMEDIATELY**. (Unlisted or unpublished numbers should be given to the school. Indicate that it is an unlisted number).

LOST AND FOUND

The following suggestions are made to assist parents regarding the following lost items:

- Clearly label your child's backpacks, lunchboxes, coats, jackets, sweaters, caps, and boots with his/her full name and grade.
- When an article is lost, do not let time lapse before trying to locate it.
- Do not send items of sentimental value or large sums of money to school with your child.

During the school year a large number of lost and found items are accumulated. Encourage your child to check the Lost and Found if he/she is missing an item.

LUNCH / BREAKFAST PROGRAM

Our cafeteria uses a computerized meal accounting system, which is especially designed to allow parents to purchase lunch for their children on a weekly, bi-weekly, or monthly basis. The system establishes an account for each student. Students are given a six-digit account number. The child's account is charged when the child buys a meal. If the child brings a bag lunch from home, the account balance remains the same. Only complete meals (lunches or breakfasts) and milk are purchased through this account. If you wish to have your child purchase a la carte or ice cream from his/her lunch account, please provide this request in writing for the Cafeteria Manager.

Parents who wish to have their children participate in this pre-pay meal program may pay by check or cash. Checks should be payable to **Arthur Middleton Elementary School Cafeteria**. Please write the child's name on the memo portion of the check. The cafeteria manager records the payment in the computer. If you have more than one child in school, please write a separate check for each student. Free and reduced meal applications will be sent home with all students in September. Children with approved free or reduced meal applications use the same system. The identity of children receiving free or reduced meals is confidential.

You may also opt to use www.mealpayplus.com. You can use a credit/debit card or check with this online system. There is **no longer** a fee involved when using this service.

Prices for breakfast and lunch have changed for this school year. Breakfast is \$1.30, Lunch is \$2.70. Reduced-Price Breakfast is \$0.20 and Reduced-Price Lunch is \$0.30. Milk is \$0.50, with additional items available at a-la-carte prices.

MEDICATION

Medication should be given at home whenever possible. If it is necessary that a child receive medication during school hours, **a form must be filled out and signed by the physician (this form is available in the school office). The form must be on file with the school nurse and the medication must be in the original pharmacy container.** Have the pharmacist divide the prescription into two containers -- one for school and one for home. All medication must be brought to the school by an adult and must be kept in the nurse's office. Children are not permitted to have any form of medication in their possession. This includes cough drops and cough syrup.

"Over the Counter" medications are not to be brought to school. Children do not realize the hazards of sharing medication with others. Serious consequences may result, such as an allergic reaction, etc. This policy is to protect your child.

PARENT TEACHER ORGANIZATION (PTO)

Our school has an active PTO that is dedicated to supporting our teachers, and involving parents and the community in a wide variety of school functions while providing assistance in the educational process. Please get involved by joining the PTO and by coming to monthly meetings. Your input is welcomed.

PARENT VOLUNTEERS

We appreciate our volunteers. Volunteers are always welcome and needed. You may volunteer in the school or volunteer to do projects at home. Consider giving some of your time. See your child's teacher or a PTO member to offer your time and talents. All volunteers must complete a form which will be kept on file in the office. Volunteers will not be permitted in the classrooms with the exception of special events or periodic permission from administration. A volunteer area will be designated where teachers will drop off items that need to be processed.

RECESS BEHAVIOR

Students must stay in the same designated area as their class during recess periods and within sight of the teacher(s) on duty.

Students are scheduled to have 30 minutes of recess per day. Recess is held indoors on days when there is inclement weather, when the temperature is below 32 degrees Fahrenheit, or when certain heat advisories are in place. Students are not permitted to bring sports equipment or toys from home. The school will provide recess equipment.

REPORT CARDS / INTERIMS

Report cards are issued to students four times per year. They contain both academic and conduct grades. Interims are issued mid-way through each nine-week grading period. Interims typically go home, or are emailed, if a student is in danger of receiving a C or lower in any subject or if a student's grade has dropped two or more letter grades. Report cards will always come home in the Tuesday folder, unless otherwise notified. Documents must be signed by the parent/guardian and returned to school the next day.

Report cards will be issued on the following dates:

Quarter 1: November 11, 2019

Quarter 2: January 30, 2020

Quarter 3: April 4, 2020

Quarter 4: June 10, 2020 *no inclement weather or June 13, 2020-with inclement weather.

SCHOOL HOURS

School begins at **9:15 a.m.** The doors open for students at **9:00 a.m. No children should be dropped off before 9:00 a.m.** as there will not be adult supervision. It is very important that your child arrives on time to begin class. Students that arrive after 9:15 a.m. must be signed in by an adult in the main office as they are considered late. Afternoon PreK begins at **1:15 p.m.**

No children should be picked up late, as supervision is not provided after 4:00 p.m. *Late pick-up is monitored.*

SCHOOL CHANT (Cadence) / EXPECTATIONS

Chant: Be Respectful in all you do,
Be Responsible it's up to you,
Be Safe here in every way,
That's how we act, everyday
We ARE, the Wisest Owls!

Expectations: Be Respectful, Be Responsible, and Be Safe

TUESDAY FOLDERS / NOTICES TO PARENTS

Always check your child's book bag/agenda on Tuesday afternoons for notices of importance. Please take the time to read the weekly and monthly newsletters and other flyers containing pertinent information. Important class information and graded papers will be found in these Tuesday folders.

UNACCEPTABLE ITEMS

In order to prevent distractions from the educational program of the school, students should not bring toys, or electronics such as cell phones, watches with communication capabilities, Game Boys, iPods, portable radios, MP3 players, CD players, etc. from home, unless it is a planned BYOD (Bring Your Own Device) day. An exception to this rule might be in the case where younger students are asked to bring an item for "Show and Tell" or School Spirit Days. We cannot be responsible for lost, stolen, or damaged property. Please leave these items at home.

VISITORS

Visitors entering the school must check in at the front office with their state issued ID and receive a Visitor's Pass to wear. For security purposes, please do not attempt to enter the building without checking in at the office first. Sign out at the office when leaving.

VISITORS TO THE BUILDING → SUPERINTENDENT'S RULE: Parent Visitation/Observation

Parents are encouraged to come to their child's school during normal operating hours. All visitors are **required** to sign in at the main office and obtain a visitor's badge to ensure the safety and security of students and staff. Parents are welcome to visit the cafeteria and eat lunch with their child during their designated lunchtime. *Lunch schedules may change during Early Dismissal days. Please check your child's agenda to confirm your child's lunch time on early dismissal days.

Parents may either visit their child's classroom 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 you to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents who stop by without an appointment. Parents may schedule up to two (2) classroom

observations of forty-five (45) minutes in duration each grading period. Staff will accompany visitors to the classroom. Siblings may not attend. Teachers will be happy to discuss the observation at a mutually convenient time.

Principals retain the authority to deny access to the school for any individual who has disrupted or who 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.

2019-2020 Early Dismissal Dates (Dismissal takes place beginning at 1:40 on the listed dates)

September 26	*AM PreK attends
October 31	*PM PreK attends
November 8	*NO PreK
December 12	*AM PreK attends
February 12	*NO PreK
March 4	*NO PreK
March 25	*PM PreK attends
April 9	*AM PreK attends
May 18	*NO PreK
May 28	*PM PreK attends
June 10	*AM PreK attends
June 11	*PM PreK attends
June 12	*AM PreK attends
June 15	*PM PreK attends

The Principal reserves the right to make decisions on a case by case basis in accordance with any situation which may or may not be verbatim from the above information.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial Majors Title IX/ADA/Section 504 coordinator (employees/adults), at: Charles County Public Schools Jesse L. Starkey Administration Building P.O. Box 2770 La Plata, Maryland 20646 or by phone: (301) 932-6610 (301) 870-3814 For special accommodations call (301) 934-7230 or TDD 1-800-735-2258 two weeks prior to the event.