

## GUIDELINES AND INFORMATION

### ARRIVAL TIME

The school day begins at 9:20 a.m. Doors will open for students at 9:05 a.m. No children should be left before that time, as there will be no supervision. The parent of any child left prior to 9:05 a.m. will be notified and the student may receive a consequence.

It is very important that your child arrives to begin class on time. Afternoon pre-kindergarten begins at 1:20 p.m. Students arriving at school after starting times must be escorted to the office and signed in by an adult. Depending on the arrival time, students will be marked tardy or ½ day absent.

### 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. Unless an excuse is received within 3 days, it will be considered an unlawful absence. Parents are asked to call the school on the third day of consecutive absences. Letters will be sent to parents when students have chronic absences. Parents may be asked to conference with a school administrator and a pupil personnel worker to improve absenteeism.

If you are aware that your child will be absent for an extended period of time (i.e. surgery, childhood disease, etc.) please request (in writing) for your child's teacher to provide all of the required work for your child while he/she is out. Please allow 3-5 days for the teacher to gather work.

### BIRTHDAY TREATS

Please notify your child's teacher, in advance, if you would like to send treats (i.e. cupcakes, cookies, or doughnuts) to the class to celebrate your child's birthday. Please do not send in party bags, hats, balloons, etc. Also, in adhering to food regulations set forth by *MOM 12 Guidelines for Snacks*, pizza parties are not allowed. To ensure safety for students with food allergies, we are requiring that all treats be store bought, not homemade, and nutritional ingredients be available. 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.

### BUS SERVICE

There are four basic rules that all children are expected to follow when riding a school bus:

- Remain seated and face forward at all times.
- Talk in a quiet voice to the people sitting near.
- Keep hands, feet and objects to him/her self and inside the bus.

- Refrain from eating, drinking or chewing gum on the bus.

Riding the school bus is a privilege. We expect children riding the bus to behave in a polite, respectful, and safe manner. This riding privilege will be revoked if students 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. Unfortunately, in some cases, a bus suspension may be necessary.

Children should be at their respective bus loading points at the time indicated by 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 and the bus driver will not be expected to wait. Parents are asked to monitor children's behavior at bus stops.

Children are to ride only their assigned buses except in cases of an emergency. Changing buses in order to ride home to a friend's house does not constitute an emergency. Most of our buses are filled to capacity and problems arise when children have to ride different buses. If, for babysitting reasons, your child must ride a different bus or get on and off at a different stop, special permission must be obtained. Please do not have your child request any type of bus change as these requests can not be honored! If you need special permission, please write a note to the principal and include a phone number where you can be reached that day. Telephone requests cannot be honored!

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 Discipline Report, which will be given to an administrator. For most first time infractions, the administrator will conference with the child, review bus safety rules, and remind the child of the consequences if misbehavior continues. The child's guardians will receive notification of the incident.

If the child misbehaves a second time, the driver fills out another Bus Discipline Report, which will be forwarded to an administrator. A conference with the child will be held and the parent will receive notification of the incident. However, if suspension of bus privileges becomes necessary, an administrator will contact the parent.

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Last year, our school initiated the “Read on the Road Program” to encourage positive behavior on the bus. The purpose of this program is to provide students with the opportunity to engage in a positive activity of reading outside of the instructional day in an unstructured setting such as the bus. We had much success with the program as bus referrals drastically reduced. Therefore, we recommend that you not only review the Student/Parent Handbook for Pupil Transportation, but encourage your child to “Read on the Road”.

The bus parking lot will be closed to car traffic from 8:55 a.m. – 9:35 a.m. and from 3:30 p.m. – 4:05 p.m. to ensure a safe arrival and dismissal for students. Parents who need to drop off or pick up their child from Alphabest during these times must park in the parking lot located in the front of the school, sign in at the kiosk in the main office, and then sign their child out at Alphabest.

### CAR RIDER

Your child will be considered a car rider if he or she will be transported daily to and from school by a parent or guardian, daycare provider, or any other adult given parental consent and documented on the car rider form. Car rider forms are available in the office. Once a car rider form has been submitted, should there be any changes during the school year regarding vehicles or persons authorized to pick up your child, a revised form should be completed. Also, if your child regularly rides the bus, but on particular day you will be picking your child up at the end of the day, you will need to park your vehicle out in the office.

The car rider pick up and drop off spot is located in front of the school. Due to the number of car riders, it is imperative that you pick up and drop off your child at the designated locations. Staff will be available to receive students starting **at 9:05 a.m.** It is important that students are not dropped off prior to this time as there will be no supervision. Parents who drop their child off prior to 9:05 a.m. will receive an “Early Arrival Notification Letter”. Repeated offenders will receive consequences.

Our school parking lot is one place in particular that we must put the safety of children first. Please be reminded to follow the traffic pattern when you enter and leave our parking lot. It is most important that cars remain in line and that drivers not become impatient and pull out of line to pick up students or drop them off.

Staff will be monitoring and directing traffic, so please exercise patience and understanding.

### TRAFFIC – ARRIVAL, DISMISSAL, MID-DAY

The large area to the left of the school is reserved for bus arrival and departure. Please use the parking area to the right of the school building for dropping off and picking up your children. Your cooperation in following these procedures will help us in creating a safe environment as we open and close school each day.

### COMMUNICATING / CONFERENCES

Communication between school and home is essential to the academic and social progress of the child. Two-way communication is important. Teachers often telephone parents when there is a concern or a positive point to share. If you, as a parent have a concern, it is strongly recommended that you request a parent-teacher conference prior to contacting administration.

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 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. Teachers may not interrupt instruction to talk with a parent.

A school newsletter will be sent home monthly. The newsletter contains information about upcoming events, classroom news and activities.

### VISITORS TO THE BUILDING

Visits to our building are welcomed. Parents may visit the classroom (or playground) at the teacher’s or school’s invitation or may request to make a formal observation of a classroom during normal operating hours. Parents are required to schedule an appointment at least two (2) days in advance. Two (2) classroom observations of forty-five (45) minutes in duration are permitted each grading period. Staff will accompany visitors to the classroom. Siblings should not attend. To ensure there is no disruption to the instructional environment, teachers will be happy to discuss the observation at a mutually convenient time.

All visitors are required to sign in at the main office and obtain a visitor’s badge to insure the safety and security of students and staff.

If you are coming to pick up your child, you will need to sign him/her out at the office. The secretary will then call the child to report to the office.

### DISCIPLINE

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and 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. Failure to follow school rules will not be tolerated. A school-wide discipline plan with expected behaviors

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and levels of consequences has been established. Our Hawks rules are: Have Respect, Act Responsibly, Work Together, KeeP Safe, and Soar to Success. Students will have the opportunity to earn Diggs Dollars for positive behavior and redeem them for a variety of incentives. Students who repeatedly break the rules or cause serious problems will be sent to the principal or vice principal. 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 or teachers. All children need to know how they are expected to behave.

The Charles County Public Schools System Code of 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 family is to read and sign in agreement with the county code of conduct.

The following guidelines will serve as a General Code of Student Behavior for all students:

- Students are expected to behave in a courteous and safe manner at all times.
- Students are expected to obey teachers, instructional assistants and other school personnel at all times.
- Students are expected to remain under supervision at all times.
- Students are expected to devote their attention to their studies and to do their best at all times.
- For obvious reasons, the following behaviors will not be tolerated and can result in a **SUSPENSION** from school:
  - Sexual Harassment
  - Hitting, biting or any other form of physical aggression
  - Using foul language, threats or any other form of verbal abuse
  - Talking disrespectfully to others, which includes racial and ethnic slurs
  - Writing in textbooks, library books, on desks or walls or any other school property
  - Taking things that belong to someone else or to the school (or any other form of stealing)
  - Persistent disobedience and insubordination

The Charles County Public School System has a very strict policy concerning weapons, drugs, and alcohol and tobacco. Possession of any of these items on school grounds will result in **SUSPENSION** from school and/or prosecution by the appropriate law enforcement agencies.

This includes all “look-alikes” (toy guns, swords, knives, etc.)

### Discouraging Inappropriate Behaviors

Students at William A. Diggs are expected to behave in an appropriate manner. School-wide rules have been established and are in effect. Teachers will develop classroom rules with the children. These rules will be communicated to the students and parents/guardians at the beginning of the school year.

When inappropriate behavior occurs, the following steps may be taken:

#### Level I Behaviors/Consequences

- Level I behaviors are minor rule violations that will result in an immediate verbal correction and possible consequence.

#### Level II Behaviors/Consequences

- Level II behaviors are more serious in nature. Level II behaviors will result in an immediate verbal correction, a logical consequence and a written behavior report that is signed by the student, student’s teacher, and parent/guardian. (Persistent Level I rule violations can result in Level II consequences.) The teacher will attempt to contact the parent to inform them that a level II referral was written and is being sent home for parent review. Please discuss the incident with your child, sign the referral, and return the yellow copy to your child’s teacher.

#### Level III Behaviors/Consequences

- Level III behaviors (Office Referrals) are serious in nature and could include persistent Level II behaviors. Level IIIs are considered Office Referral behaviors and will be referred to an administrator for immediate corrective action. Appropriate action will be taken to help the student improve his/her behavior. The parent will be notified of the action taken.
- Possible consequences include:
  - Suspension
  - Behavior contract and/or behavior plan
  - Restitution - Any individual who destroys or defaces property belonging to an individual or school may face appropriate disciplinary action and be required to pay for the cost of

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repair or replacement of the damaged property.

- Recess/Lunch detention
- Friday after school detention
- In-School Retention (ISR)
- Other consequences determined by an administrator

Discretion will obviously 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 might result in suspension on the first referral.

### **Referral Process**

- Teacher completes and submits formal written discipline referral.
- Name will be entered into a discipline file.
- Parents will be notified.

In cases where the teacher has worked out an individual discipline plan with the student and parent, administrative procedures may vary accordingly.

### **DRESS CODE**

Charles County Public Schools Dress Code Standards are as follows:

- Backless and open-toe shoes, with solid sole, permitted as long as they do not pose a safety hazard.
- Sleeveless shirts and shells permitted as long as at least two fingers' width of fabric covers both shoulders and the chest area or undergarments are not exposed.
- Shorts—mid-thigh (defined as arms down straight along side the body where fingertips touch on the thigh).
- Skirts—mid-thigh (defined as arms down straight along side the body where fingertips touch on the thigh).
- Pants must not cover the front of the shoe when walking as they pose a safety hazard.
- Pants should be worn/secured at or above the hips at the waistline. Undergarments must not be visible at any time.
- Sports uniforms are permissible if they meet the dress code. Jerseys or warm-ups may be worn if the uniform conforms to the county standards.
- No shirts allowed that would show midriff area (front & back) when arms fall to the side.
- Any language or material deemed inappropriate for school (such as drugs, alcohol, profanity, etc.) should not appear on clothing.

- Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods. (Exceptions may be granted based on religious and medical reasons with proper verification.)
- William A. Diggs Elementary requires tennis shoes (No heeys are allowed in school) for Physical Education and girls are encouraged to wear pants or shorts on P.E. days.

Students who fail to abide by the dress code policy may be required to change clothes provided by the school nurse, sent home, or other consequence an administrator deems appropriate.

### **EMERGENCY CLOSING OF SCHOOL**

During inclement weather, there is always the possibility that schools may close 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.

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 932-6656 for a recorded message. You may choose to subscribe to [www.schoolsout.com](http://www.schoolsout.com) to receive e-mail alerts about school closings.

### **RADIO AND TELEVISION STATIONS**

The following radio and television stations broadcast emergency closings and delayed openings for Charles County Public Schools:

#### **Radio Stations**

WAMU- 88.5 FM	WWZZ -104.1 FM
WPGC-95.5 FM/1580 AM	WPTX -1690 AM
WARW-94.7 FM	WBIG- 100.3 FM
WSMD-98.3 AM/107.7 FM	WGRQ-95.9 FM
WAVA-105.1 FM/1230 AM	WMAL-630 AM
WWDC-1260 AM/DC101 FM	WBAL-1090 AM
WKIK-102.9 FM/1560 AM	WETA-90.9 FM
WRQX/MIX-107.3 FM	WTOP-1500 AM
WMDM/WPTX-97.7 FM	

#### **Television Stations**

WJLA – Channel 7	News Channel 8
WRC – Channel 4	WUSA – Channel 9
WTTG – Channel 5	WBAL – Channel 11

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### **EARLY DEPARTURE FROM SCHOOL**

#### **Photo ID is required to pick up students!**

Dismissal of children during the school day (9:05 – 3:30 p.m.) is discouraged because it creates some of the same problems as tardiness—missing out on directions or important parts of a lesson. Occasions do arise, however, when it is necessary for parents to pick children up early—medical reasons, 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. When the parent or guardian comes to pick up the child, he/she must come into the school office and sign out the child. Office staff will then call the child to report to the office. Children will not be released from classrooms after 3:30 p.m. Parents who come in to sign students out between 3:30-3:45 p.m. are asked to sign their children's names on a dismissal roster. At 3:45 p.m. these students will be called for dismissal over the P.A. system. 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. The person must have photo identification.

Coming to school for your child without prior notice and meeting your child in the bus loading area at dismissal poses a problem for teachers and other staff members who cannot always identify parents. Students will not be pulled from the bus after 3:45 p.m. You will be required to pick up your child from his/her actual bus stop.

For your child's safety, you are requested to come into the building and sign your child out. If a student is to be picked up on a daily basis, the parent/guardian will need to fill out a Car Rider Form. The student will then be dismissed to the front parking lot and parents should wait for the child there.

If there is a custody issue between parents, please alert the school. If legal papers are not on file in the child's cumulative folder, either parent has the right to pick up the child. Please do not make your child's school a battleground over custody issues.

The reason for all of these procedures is for the safety of your child. Please keep this in mind if some of the policies seem to cause you a little extra inconvenience.

### **EMERGENCY INFORMATION**

Each child must have a completed emergency card on file in the school office. This card contains vital information, so please keep it up to date. If your child becomes ill or has an accident, this card is our only source of emergency phone numbers. The school will try to contact individuals listed and will release your child only to those persons. This card also gives the school permission to release your child to the care of

ambulance personnel if needed. It does not, however, give the school permission to release any school records to emergency contacts.

Please indicate, in writing, if you do not wish your child to be photographed and give to the main office.

### **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 needs to turn in 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 there is a charge and you are paying by check, please make it payable to William A. Diggs Elementary and write your child's first and last name in the memo section.

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. If a child cannot afford the cost, please contact your child's teacher or guidance counselor to see if something can be arranged.

Interested parents are sometimes needed to assist the classroom teachers on field trips. In order to chaperone, he/she must be a minimum age of 21 years old. The number of adults needed depends on the age of the children and/or the place to be visited. Parent chaperones must leave younger siblings at home so that their full attention can be placed on the children they are supervising.

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 unless special arrangements have been approved by the principal and the specific teacher(s) would have a sign-out sheet available at the field trip site.

### **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 may not have time to put on their coats or jackets. Fire alarms are accessible to children for emergency purposes, but students are strongly cautioned not to touch them unnecessarily. A false alarm is an unlawful offense, which can result in serious consequences.

We also conduct code red, shelter-in place, and severe weather drills twice per year. The code red drill indicates an emergency, which requires that all areas of the building be secured. All bells will be turned off and remained off. All staff will

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stay in classrooms and doors will be locked. All exterior doors will be locked as well. No visitors will be allowed in or out of the building during this drill. The shelter-in place drill alerts staff and students to remain in the building. Staff and students located in the learning cottage will come into the main building. Doors will be secured and “sheltering in place” signs will be posted on the outside doors. Any areas with large gaps or openings will be blocked with plastic, tape, cloth, etc. to seal the space. The severe weather drill indicates that a tornado may be approaching. Everyone is to stay away from windows. Staff and students will go to the locker area and assume their position. Staff and students in the learning cottage will report to their assigned area in the main building and assume their position too.

It is our goal that our staff and students are very knowledgeable of “what to do” in the time of emergency. We want our children to remain calm and without hesitation. This can only be done if we practice each drill as if it is the real thing. So please understand that phone calls can not be answered and parents may be locked out of the building. Signs will be posted on outside doors indicating if a drill is taking place.

### FOOD – BREAKFAST / LUNCH PROGRAM

Our cafeteria uses a computerized meal accounting system that is especially designed to allow parents to purchase breakfast and/or lunch for their children on a weekly, bi-weekly or monthly basis. The system establishes an account for each student. The child’s account is charged when the child eats a meal. If the child brings a bag lunch from home, the account balance remains the same. Only complete meals (lunches or breakfasts) are purchased through this account. A la carte, milk or ice cream must be paid for in cash.

Parents who wish to come to the school to add money to their child’s lunch account should come before 11 a.m. or after 2:30 p.m.

Parents who wish to have their children participate in this pre-pay meal program may pay by check or access your child’s account online at [www.cafeprepay.com](http://www.cafeprepay.com). Checks should be made payable to **William A. Diggs Elementary School Cafeteria**. Please write the child’s first and last name on the memo portion of the check. The cafeteria manager records the payments in the computer. If you have more than one child in school, please make a separate check for each student. Free and reduced meal applications will be sent home to all students. The identity of children receiving free or reduced meals is confidential. Regular student breakfast costs \$1.15 and regular student lunch costs \$2.05.

This computerized meal system relieves parents and school staff from daily payments and

collections and hopefully prevents problems with forgotten or lost lunches and money.

Menus are sent home monthly and are available on [www.ccboe.com](http://www.ccboe.com).

### HOMEWORK

Homework is independent practice for the student. The assigned material has already been presented by the teacher. The purpose of homework is not to introduce new material but to provide practice on content which 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 should be assigned?

#### Grades 1-5

- Time – 10 minutes in grade 1 to a recommended 50 minutes in grade 5.
- Frequency – An expected minimum of two to four times a week. There will be no assignments over the holidays or weekends.

Teachers will be given 48-72 hours to prepare assignments when a child is lawfully absent and parent requests homework or class work.

### ILLNESS OR ACCIDENTS

Student safety and well-being is always a primary concern. However, accidents do happen. When a child is injured, the only first aid we are allowed to administer is to wash out the cut or wound and to apply a band-aid. We will treat injuries that are not serious and return the child to his/her classroom. In the event of a serious or a questionable injury, every effort will be made to contact the parent at home or work or by using the emergency numbers which have been indicated on the emergency card. The same procedure will be used to contact you should your child have an illness at school.

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

### INSURANCE

Information regarding school-day or 24 hour accident insurance will be sent home with your child during the first few days of school. The service is provided through a private agency for your convenience and it is completely optional. All applications are to be mailed directly to the insuring company.

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The following suggestions are made to assist parents:

- Clearly label your child's coats, jackets, sweaters, caps, boots, lunch boxes and book bags with his/her full name and grade.
- When an article is lost, don't let time elapse 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. These items are placed outside the cafeteria. Encourage your child to check the lost and found located on the shelves outside the cafeteria. If he/she is missing any valuable items such as eyeglasses or jewelry, he/she should check with the secretarial staff in the main office.

Please recognize that the school will not take responsibility for the loss or damage of expensive items such as eyeglasses, retainers and coats.

### MEDICATIONS

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 in the school office 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 medications must be brought to the school by an adult and must be kept in the school nurse's office.** The child will go to the nurse to take medication. Children are not permitted to have any form of medication in their possession.

"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.

### MONEY AND VALUABLES

Students are cautioned not to bring large sums of money to school unless they are paying for a school function. Radios, cd players, cameras, battery operated games or other similar items should not be brought to school. The school will not take responsibility for the loss or damage of any of the above items. Please monitor carefully what your child brings to school.

When money is sent with children, please put it in an envelope with the child's name and teacher's name. If a check is returned from the bank, the school policy is to request cash or a money order to replace the check.

### UNACCEPTABLE ITEMS

In order to prevent distractions from the educational program of the school, students should not bring toys, electronic games, portable radios, etc. An exception to this rule might be in the case where younger students are asked to bring an item for "Show and Tell". Please note that weapons or facsimiles of weapons are not tolerated in the school.

Elementary school students may not possess or use cell phones on school property except under the following conditions: A student may possess and use a cell phone, pager, beeper, two-way radio, or other portable electronic communication device if that student's parent or guardian receives **approval from the school principal** for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes. A student may possess and use a cell phone while attending and not participating in any event held on school grounds after school hours and open to the general public.

Students bringing items that jeopardize the safety of others will be suspended.

### NOTICES TO PARENTS

Always check your child's book bag for notices of importance. School newsletters and other flyers containing pertinent information will be sent home in Thursday Folders. Class information can also be found in Thursday folders. Please take the time to read any and all information.

### PARENT/TEACHER ORGANIZATION

Our PTO is very involved and welcomes your support. Membership dues are \$5.00. Various membership drives and PTO events will take place throughout the school year. Listed below are the executive board members for the 09-10 school year:

President – Geneva Coleman  
1<sup>st</sup> Vice-President – Elridge Proctor  
2<sup>nd</sup> Vice-President – Carole Borne  
Treasurer – Amy Warren  
Secretary – Laneeka Manning

### 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 the Volunteer Coordinator to offer time and talents. All volunteers are asked to sign in at the school office and receive a badge to be worn while in the building.

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### **REGISTRATION**

The following must be provided at the time of registration for students in Pre-K through Fifth grade:

1. A physical examination by a physician or a certified practitioner.
2. Proof of required immunizations against communicable diseases.
3. Proof that the student has completed the grade prior to the one in which the parent is seeking enrollment, such as a report card marked promoted.
4. Students who are transferring from another school in Maryland should also have a copy of the Student Record Card 7 that is completed by the sending school. The Student Record Card 7 is also called the Maryland Student Withdrawal/Transfer Record.
5. Proof of Birth to be photocopied (one of the following)
  - Birth Certificate/Registration
  - Hospital Certificate
  - Physician's Certificate
  - Passport/Visa
  - Baptism/Church Certificates
6. Two proofs of residency from any of the following:
  - Deed
  - Signed and dated lease or rental agreement
  - Current utility bill with name and service address imprinted
  - Current telephone bill with name and address
  - Current pay check with address
7. Copies of IEP or any other special plans for educational accommodations

### **GUARDIANSHIP**

The natural parent should be the individual enrolling the student in the school. If not, the natural parent as listed on the proof of birth, a court document must be presented to the school. All other cases will be referred to Charles County Public Schools Office of Student Services.

### **REPORT CARDS**

Report cards are issued to students four times per year containing both academic and conduct grades. Interims are issued mid-way through the nine week grading period to students who are in danger of receiving a D or E on their report card. Both report cards and interims must be signed by the parent/guardian and returned to school the next day. Any concerns regarding a student's grades should be addressed in a conference between parent and teacher. Please be proactive by reviewing your child's assignments, tests, projects and grades. Communicate with his/her teacher whenever you have a need. Primary

grades (Pre-K – 2) will report student progress using a non-graded report card, which is reflected below:

NI = Needs Improvement  
D = Developing  
CD = Consistently Demonstrating  
(Guidelines are found on the back of report card).

Intermediate grades (3-5) will use the following ratings:

A= Excellent (90 – 100%)  
B=Very Good Performance (80 – 89%)  
C=Satisfactory Performance (70 – 79%)  
D= Minimal Performance (60 – 69%)  
E= Unsatisfactory Performance (0 – 59%)

### **SCHOOL PICTURES**

Your child's picture will be taken by Barksdale Photography twice in the school year. Information concerning cost will be sent to you prior to the day on which pictures are scheduled. Fall pictures will be taken on a pre-paid basis. Class pictures are taken in the spring.

### **SCHOOL SUPPLIES**

Your child's teacher will provide you with a list of school supplies he/she will need during the school year. Please check with your child periodically to be sure he/she still has adequate supplies throughout the school year.

### **TEXTBOOK AND LIBRARY BOOK POLICY**

Textbooks are assigned in grades 3, 4, and 5 to students based on their pin number using Destiny at the beginning of the year. Students will be responsible for returning the same textbook issued in useable condition at the conclusion of the school year or upon withdrawing from school.

If a textbook is not returned or returned unusable, then the child will be required to pay for the textbook before checking out another book, attending a field trip, and/or graduating from high school.

Students in third grade will check out a math book. Students in fourth grade will check out two social studies books and one math textbook. Students in fifth grade will check out one math book and one social studies book.

Library books are also checked out using the Destiny system based on the child's pin number. Library books are due back every two weeks in the same condition as they were when checked out. Fines will also be designated for unreturned or damaged library books.

### **WITHDRAWAL OF STUDENTS**

If you are moving and will be withdrawing your child from school, please call or come by the office a few days prior to the withdrawal date. This will give us ample time to complete the necessary paperwork and assure the return of any library or classroom books.

## **GUIDELINES AND INFORMATION**

Withdrawal of students must be completed by the natural parent or guardian. Identification is required to verify that you are the natural parent or court ordered guardian.

### **IMPORTANT DATES**

Early Dismissal Dates (Dismissal at 1:50 p.m.)

- September 30
- October 21, 29
- December 2
- January 27
- February 24
- March 4, 24
- April 8, 28
- May 12, 26
- June 7, 8, 9, 10 (no snow days)

Schools closed for Students

- September 7, 18
- October 16
- November 5, 11, 25-27
- December 21-25, 28-31
- January 1, 18, 22
- February 5, 15
- March 29 – April 1
- April 2, 5
- May 31
- June 10 (last day of school if no snow days)

\*\*Dates could change depending on number of days schools are closed due to inclement weather.

### **NONDISCRIMINATION STATEMENT**

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in its programs, activities or employment practices. For inquiries, please contact Keith Grier, Title IX Coordinator, or Pat Vaira, Section 504 Coordinator (students), or Keith Hettel, Section 504 Coordinator (employees/adults), at Charles County Public Schools, central office building, P. O. Box 2770, La Plata, MD 20646. (301) 932-6610/870-3814. For special accommodations call (301) 934-7230 or TDD 1-800-735-2258 two weeks prior to the event.