



"Where Children Think, Dream, Believe, and Achieve"



2009—2010



Parent and Student Handbook

This handbook contains valuable information to support the achievement of academic excellence as a student at Malcolm Elementary. Please use this as a reference throughout the school year. It is a supplement to the CCPS: Parent handbook/ Calendar. Information in this handbook is subject to change.

Mission and Vision Statement

The mission of Malcolm Elementary School, in cooperation with family and community, is to prepare students to reach their full potential by providing quality education designed to meet individual needs within a safe and inviting school environment.

Our vision is that every student will achieve to their highest potential within a nurturing learning environment that emphasizes high expectations, academic rigor and student achievement. Such an environment provides the student with the necessary skills that enable him or her to become a supportive member of a global society.

After- School

Any student remaining after school for a special activity or practice must have a note of consent from their parent or guardian. School personnel must approve the note. The parent or guardian is responsible for transportation arrangements. Outside of special afterschool activities, teachers are not available to supervise students before school or after school as they are involved in staff meetings, conferences, workshops, etc. The above procedures are designed for the safety and well being of your children.

Arrival

Students may begin arriving to school at 9:05 a.m. There is no adult supervision before 9:05 a.m. It presents a concern for the safety and well being of your child when you leave him or her unattended before 9:05 AM. All students enter the building through the front doors. The school day begins at 9:20 a.m. It is very important that your children arrive at school on time.

Attendance

School Motto:

I can be anything, I can learn anything if I believe in myself and work hard.

School Pledge:

I believe in myself because I am unique. I achieve and succeed everyday because I work hard. I am the best because I am a thinker, dreamer and believer. I am a Malcolm student.

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process.



General Information:

Principal: Wilhelmina Pugh

Telephone: 301.753.1747

Fax: 301.638.0054

Web: www2.ccboe.com/Malcolm

Office Hours: 8:00—4:30

Student Hours: 9:20—3:50

Pre- K Hours:

- AM- 9:20—11:50
- PM- 1:20—3:50

Colors: Blue and Gold

School Mascot: Mustang



Malcolm ES was built in 1955 and renovated in 1984.



With our hands-on, cooperative learning, regular attendance is crucial. Learning takes place through discussion and shared activities. When students arrive late or must leave early, they miss valuable information. Parents should try to plan vacations and trips that do not conflict with the school's instructional calendar. However, if you do take a trip please notify and receive authorization for possible educational coding from the principal two weeks prior to the trip. It should be noted that while educational trips are lawful absences, they still count as absences toward the generation of the attendance letters. Additionally when approving educational trips, principals must consider the primary purpose of the trip.

The school attendance policy is detailed in the school calendar distributed by the Charles County Board of Education. As a reminder, please remember to send a note when your child is absent from school, and a doctor's note if they are absent or tardy due to a medical appointment. Students have the right to make up work missed due to lawful absence, but need not be given such an opportunity when work is missed due to an unlawful absence.

Before and After Care
Before and After Child Care

is offered through a private contractor. The program is operated in 16 elementary schools and is provided through the county government, Department of Community Services. For information about registration, cost and space availability, please call....301-632-6804 or 1-800-672-0464.

Breakfast Program

A breakfast and lunch program is provided to all students. We also have a computer system that allows you to prepay meals and keep a surplus amount of money on accounts. All students are invited to participate from 9:05-9:20. Students eligible for free lunch are also entitled to a free breakfast.

Bus Regulations

Bus transportation to and from school is a privilege and not a right. The public school system is not required to transport students to and from school, and students may be denied transportation if they violate the rules set forth by the school and the transportation service. Inappropriate behavior on the school bus is considered serious misconduct. Infractions are handled at the school level. In addition to being subjected to discipline, a student may have his bus riding privileges suspended for a period of time or for the remainder of the school year.

Parents are normally notified if there is a bus infraction and of the disciplinary action taken. Charles County Public Schools reserves the right to randomly videotape students on school buses. This might include both audio and video recording. The use of the videotapes helps to monitor student behavior and evaluate bus drivers. The school bus ride is an extension of the school day and the consequences of student misbehavior will result in school disciplinary measures being taken that might include suspension from school. At the beginning of the year, all students receive a handbook concerning bus rules and regulations, please review with your child.

Cafeteria

A computerized meal accounting system is in use at our school. This system has been especially designed to allow parents to purchase lunch and/or breakfast for their child on a daily, weekly, bi-weekly, or monthly basis. The system establishes an account by assigning a number for each student. The student's account is charged when he/she eats a meal. If your child is absent or brings lunch from home, the account balance remains the same. The system allows for one meal (1 breakfast and 1 lunch) per student per day. Meals and milk can be purchased through this account.

The original school had 10 elementary classes, 5 junior high rooms, a science lab, a home economics room, library, clinic, two offices, two teacher's lounges, a multi-purpose room, and an industrial arts room.

Ice cream or a-la-carte items may be purchased using account funds. Students eating breakfast will go directly to the cafeteria before going to their classrooms.

Students coming to school without money or a lunch will be allowed to charge one lunch. Parents will be billed for the meal. If the student comes to school without money or a meal again he/she will be given a sandwich and milk. Parents will be charged \$1.00 for this food. Periodically, the cafeteria manager will print letters to parents for children owing money. Please send in the money the following school day. Meal prices are:
BREAKFAST-\$1.15*
LUNCH- \$2.05*
*subject to change

Personal checks will be accepted. Please write the student's name and account number on the front of the check. Make checks payable to the **Malcolm Cafeteria**. Students with approved reduced price lunch application pay \$.30 for breakfast and \$.40 for lunch (subject to change). See CCPS website for most current prices.

Cafeteria Visitation:

These are a few reminders regarding visiting the cafeteria and having lunch with your child:

- Please be mindful that the teachers assign students seats. If you choose to have lunch with your child, please sit at the table in the rear of the cafeteria.
- We ask that you dine with your child only.

- We ask if you bring siblings into the cafeteria that he/ she not cause a distraction,
- Please do not allow your child to sit on your lap during lunch time.
- Please adhere to our policy of leaving the cafeteria during quiet time. The last ten minutes is reserved for going to the trash and cleaning up.

Car Riders

If you drop off your child or pick up by car, please follow these rules:

When dropping off, pull all the way forward as instructed. Drop your student off as quickly as possible. Use the "Kiss and Go" system in your car.

If you wish to walk your child inside the school building, please park in either of the side parking lots and walk the student to the front of the building. **Please do not park at the curb and walk your child inside.**

When picking up your child at dismissal, you are asked to be present, in the library, no later than 3:45 PM. It is required that parents sign their child out, using the sheet provided and receive the sticker from school staff. At dismissal all car riders will be dismissed as a group, not by an individual basis. Students who require early dismissal should be picked up before 3:15 PM; otherwise he or she will be dismissed with car riders at 3:45 PM.

Cell Phones

Except as provided in this rule, students may not possess or use cell phones, pagers, beepers, two-way radios, or any other portable electronic communication devices on school property, on school buses or school-chartered vehicles, or at any school-sponsored activity before, during or after the school day. 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.

The cell phone must be left in the main office during the school day.

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.

Appropriate consequences will be assigned when students do not honor this procedure.

Changes in Transportation

To ensure your child's safety, parents must submit a written request if your child's afternoon arrangements are different from the regular routine. These requests should be delivered immedi-



In 2001, Malcolm ES became distinguished as a Blue Ribbon School of Excellence.

Only ten schools in Maryland received this recognition.

According to the Charles County Board of Education Annual Report from 1961–1962, there were 408 students enrolled at Malcolm. Due to overcrowding, 6 elementary rooms were added and in full use by February 1964.

ately to the main office upon the student's arrival. If you find it necessary to call the school office to inform us of a change in your child's routine, **please call prior to 3:15. Every effort will be made to get the message to your child in a timely manner.**

If you request us to hold your child from the bus, please make sure you arrive by 3:50 to pick your child up, otherwise we will put your child on the bus.

Classroom Visitation – Superintendent's Rule

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

Parents/guardians 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) school 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/guardians 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. Staff will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time. Parents/guardians are welcome to visit the cafeteria and eat lunch with their child.

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. Principals retain the authority to deny access to the school for any individual who has been disruptive 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.

Communication

Teachers will send a bi-monthly Newsletter. This contains school news and a calendar of upcoming events. Furthermore daily communication from your child's teacher may occur in each student's agenda book. Students will receive grade reports every two weeks. Interims are distributed halfway (four weeks) through the marking period. Students will be issued an interim if there grade drops two letters from the previous quarter, or are in danger of making a

"D" in a course for the quarter. You may use this means to request a conference with your child's teacher.

Teachers often telephone or email parents when there is a concern. If you have a concern, please contact the teacher. If you wish a conference you may send a note or write a message in the agenda book, e-mail or leave a message on the teacher's voice mail. Please see the school directory posted on the school website. Teachers generally are available to meet with parents before school in the morning or right after school. We respectfully request that teachers not be interrupted during instructional time. Please schedule conferences in advance. If you have a question concerning your child or your child's grade level, please contact the homeroom teacher.

Custody Issues

We recognize that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the stu-

PBIS

Positive Behavior In School

Purpose:

Malcolm School is a community of learners. We are all here to learn, grow, and become good citizens.

Our *School Rules* are we:

- respect ourselves
- respect others
- respect property

dent during the school year. It is then the custodial parent/guardian's responsibility to disseminate information to other concerned parties. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.

Detention

After school detention may be assigned to students who are guilty of persistent minor disciplinary infractions. After school detention meets for one hour after school and will be monitored by a staff member. Parents will be made aware of detention on a minimum of one day prior to its being held. Students who fail to serve the assigned after-school detention, without prior notice, may be subjected to in or out of school suspension. If detention is cancelled by the school system, due to inclement weather or other reason, it is not necessary to reschedule a make-up date.

Discipline Policy

At Malcolm, we pledge to be polite, positive and respectful. We come prepared to learn each day and do our best. Our motto is "I can be anything, I can learn anything if I believe in myself and work hard". Project Respect was designed to help continue our climate of cooperation, academic excellence, respect and safety at Malcolm.

Discipline Procedures

Behaviors are categorized as Levels 1, 2, or 3. Typically,

Level 1 referrals result in a student generated letter to parents. Level 2 referrals receive teacher contact and classroom based consequences. Level 3 infractions are addressed by the principal or vice principal and given administrative consequences. When the school administrator is informed of a student behavior that has violated the behavioral expectations, and when the administrator determines as a result of an investigation, that a violation of school rules has occurred, the following procedures will be utilized by the school administration for the listed offenses:

Disruption / Defiance / Disrespect

1. Warning/phone call to parent/guardian and after school detention
2. After school detention up to 3 days
3. In school suspension up to 3 days
4. Out of school suspension up to 5 days
5. Out of school suspension up to 10 days
6. Suspension to the Superintendent

Abusive Language / Inappropriate Language / Verbal and Non-verbal Profanity

1. Warning/phone call to parent/guardian and after school detention
2. After school detention up to 3 days
3. In school suspension up to 3 days
4. Out of school suspension up to 5 days
5. Out of school suspension up to 10 days

6. Suspension to the Superintendent

Property Misuse / Damage/ Vandalism

1. Phone call to parent/guardian and after school detention up to 3 days
2. In school suspension up to 3 days
3. Out of school suspension up to 3 days
4. Out of school suspension up to 10 days

*Student may be held accountable for the cost to replace or repair damaged property

Tease / Taunting/ Lying / Cheating/ Forgery

1. Phone call to parent/guardian and after school detention up to 3 days
2. In school suspension up to 3 days
3. Out of school suspension up to 3 days
4. Out of school suspension up to 10 days

Theft

1. Phone call to parent/guardian and after school detention up to 3 days
2. In school suspension up to 3 days
3. Out of school suspension up to 3 days
4. Out of school suspension up to 10 days

Dress Code Violation

1. Phone call to parent/guardian and after school detention up to 3 days
2. In school suspension up to 3 days
3. Out of school suspension up to 3 days

Physical Aggression / Fighting/ Spitting

1. Out of school suspension up to 3 days
2. Out of school suspension up

Malcolm became integrated in 1967. It then became a middle school, until 1972 when John Hanson was built. Malcolm officially became an elementary school.

which display messages or images offensive in terms of their reference to sex, race, national origin or religion. Clothing that is judged by the school administration 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.

Members of the Charles County Association of Student Councils, at the request of Superintendent James E. Richmond, developed the following system wide dress code, as amended and approved by the Board of Education. Review the CCPS Parent Handbook/ Calendar for specific dress code information.

Note: Recognizing that different situations may occur in the interim of annual reviews of the standards, the administrators have the flexibility to exercise their judgment, with the authority of the Deputy Superintendent of Schools or his designee, if a student's attire is considered disruptive or distracting. Parents may be called for a change of clothes if the above dress code is not followed.

Drills

Our school conducts drills for the purpose of order and safety in the event of an emergency.

Fire drills are conducted a minimum of 10 times a year so that children may practice quick and efficient exits from the school.

Severe Weather Drills are used in the event of a weather catastrophe

(hurricane, tornado, etc.) or other such emergency in which it might be safer to remain in school rather than to send children home.

Emergency drills are used in the event an evacuation of the building is needed or in case of a lock down.

Students and staff are involved in monthly practices for emergency situations. It is important that we conduct these drills so the students will automatically react appropriately in a real emergency. Practice drills include fire, severe weather drills, sheltering in place, and school lockdown. The students also are involved in bus evacuation procedures in the event of a school bus emergency.

Drug- Free Zones

The Maryland General Assembly adopted legislation (Maryland Youth Protection Act) designating school property as a drug-free zone. In doing so, state law stiffened penalties given to individuals convicted of distributing, possessing and/or manufacturing controlled dangerous substances within drug-free zones. Signs reminding the community of the legislation are posted at all schools.

Early Departure/ Dismissal

We discourage leaving early during the school day because it creates the same problems as tardiness--missing directions or important parts of a lesson. Occasions do arise, however, when picking children up early is necessary for parents--medical reasons,

dental appointments, etc. In such cases, the student should bring a note of explanation to their teacher when they arrive at school in the morning. The parent or guardian must come into the office and sign the student out. Picture ID may be requested.

If for some reason a parent must send someone else to pick the student up, even if that person is listed on the emergency card, they must send a note or call the school prior to 3:30 giving the school permission to release the student to that person, otherwise we will not release the student.

Coming to school early for students without prior notice, and meeting them in the bus loading area at dismissal poses a problem for teachers and other staff members who cannot always identify parents; therefore, we request that parents not meet students in the bus loading area, but come into the building, sign them out and get a sticker of the day. Parents picking up students should wait in the library.

We ask that students not leave school between 3:30 and 3:45 p.m. This is our study time and we will be unable to call into classes to get students after **3:25 p.m.** School does not end until 3:50 p.m. and it is disruptive to class when students are called out early.

If you have appointments scheduled, please be sure to pick up your child prior to 3:25 p.m.

Emergency Card Information

By the 1980's Pre- K through 5th grades were taught at Malcolm and the enrollment was 452.

Parents receive an emergency form during the first few days of school. It should be completed immediately and returned to the school. This form is important in the event an emergency occurs during the school year. Forms need to be kept current with emergency numbers and information. Parents should update emergency information if changes occur. Remember, if your child becomes ill or has an accident, the emergency form is our only link with parents or guardians.

Field Trips

Field trips are arranged to provide an extension of the school curriculum. However, we are financially unable to provide money for these trips; we request that parents pay for the transportation and any cost of admission. The school will prohibit a student from going with a class on a field trip when we do not receive parental permission. Admission and transportation fees have to be paid in advance. If your child is unexpectedly unable to attend this field trip, the cost for transportation to this event is non-refundable. Depending on the nature of the trip, admission fees may be refunded upon parental request and an excused absence. Trips are subject to last-minute cancellation by Charles County Public Schools for various reasons related to student safety or other concerns. Teachers will send letters of field trip notification home when we

schedule a class trip. At the end of each trip that extends beyond the regular school hours, parents or guardians must provide transportation and sign the student out of the building. A letter must be on file stating if a student has permission to be transported by an adult other than parent/guardian. If your child chooses not to participate in a field trip, he/she must still attend school. We will arrange for your child to work in another classroom for the day.

Chaperones will be limited to parents and legal guardians, or those listed on the emergency card. Chaperones other than parent or legal guardian must be at least 21 years of age. Chaperones will be chosen by the classroom teacher using a lottery system. Anyone selected to be a chaperone must sign and follow the Charles County Public Schools Chaperone guidelines. Only those selected to chaperone the field trip will be permitted to attend the trip. If your child is not riding his/her assigned bus home after the field trip, a note must be given to your child's homeroom teacher upon arrival at school. If a note is not received, your child will be placed on his/her assigned bus to go home.

Holiday, Birthday Parties, and Special Lunches

During the school year, classes may choose to participate in activities related to different holidays. Your

child's classroom teacher will inform you of such events. Student birthdays are announced on the morning announcements. If you wish to send in refreshments for your child's birthday, please let his or her classroom teacher know in advance. All refreshments and birthday celebrations will take place in the cafeteria during the student's lunch period for grades 1 – 5.

Homework

Homework is a vital part of the total learning process. The following list serves as a reminder about the importance of homework:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunities for increasing self-direction
- Enriches and extends school experience
- Helps students learn to budget time
- Promotes growth in responsibility
- Brings students into contact with out-of school learning resources

Students will have homework Monday through Thursday, projects may require weekend work. If your child forgets items necessary for homework completion, he/ she will have to get it the next school day. Parents and students are not permitted to access the teacher's classroom after

Muriel Sweatt, was once a teacher at the former Malcolm Middle School. She taught Mr. Walter's mom PE. Mr. Walter has taught PE at Malcolm for 35 years!

school hours. Students will earn full credit for homework submitted on—time.

Incident Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to insure students' safety. Please monitor news reports via television and radio stations. Announcements are normally broadcasted beginning at 5:30 am. Additionally the 24 hour information lines, 301-934-7410 or 301-932-6656 carry up-to-date details along with CCPS Press Releases, if subscribed.

Language Grading: Inclusion of Language Grades for all Content Areas

Class assignments, along with long range assignments, will receive both a content and a language grade. The language grade will be based on the student's ability to display the appropriate level of grammar and writing skills required for the student to master on his/her academic level.

Example: A student is asked to write an explanation of how a math problem was solved. A math grade is given based on the explanation of the math processes that were used to solve the problem. A language grade is given based on the level of skills displayed in the written answer. CUPSS Areas to be graded are:

- C – Capitalization
- U – Usage
- P - Punctuation
- S-Spelling

S-Sentence structure and variety

Late Arrivals

Arriving late to school is discouraged as it causes a distraction to students once instruction has begun. Also, students who consistently arrive late miss morning exercises that often prepare them for the day's activities. If your child is late arriving to school, please bring him/her to the office to sign in before reporting to class. A late arriving child must receive a late pass and have their name removed from the absentee list.

Lost and Found

During the school year we accumulate an amazing amount of clothing which is rarely claimed. Items such as jackets, raincoats, winter coats, sweaters, gloves, lunch boxes, book bags, etc. are often in the lost and found. If you are missing an article of clothing or other personal belonging, we encourage checking the lost and found. It is also a good idea to mark your child's belongings with his or her name. Please recognize that the school will not take the responsibility for the loss or damage of items such as eyeglasses, retainers, coats, etc. Items not claimed by the end of each quarter will be donated to charity.

Mediation

Malcolm Elementary School is involved in a school wide mediation program. Classes involving conflict resolution strategies are taught by the

classroom teacher with instructional support from the guidance counselor. Student mediators are selected from the fifth grade. They receive specialized training in peer mediation and collaborative work. Mediations occur during the school day under the supervision of the counselor, Mrs. Jenkins, or Mrs. Hollomon, teacher.

Medication

The **school cannot** administer medication, including Tylenol. Students who need to take prescribed medication must have the appropriate form signed by their physician before medication can be brought to school. The form must be on file in the school office and the medication must be in the original pharmacy container. **Do not send medication to school by your child.** Cough drops are a form of medicine and cannot be carried around by the child. They must be brought to the health room and must be accompanied by a note from the parent.

Money and Valuables

Students are cautioned not to bring large sums of money to school unless they are paying for a school function. iPods, MP3 Player, Nintendo DS, digital cameras, or other electronic items should not be brought to school. The school will not take the responsibility for the loss or damage of any of the above items. Please monitor carefully what your child brings to school.

Dolores Brooks, a former student, shared that Malcolm's playground used to have a potbelly stove. The students burned wood to cook beans and make hot chocolate on the stove.



Mustang Pony Express

The Mustang Pony Express is a school wide postal program that promotes writing in our school and is operated by third graders. Each classroom is given a mailbox and assigned a street address. Students, parents, and teachers may write letters to anyone in the school and have them delivered by the student postal employees. At the beginning of each year a stamp design contest will be held to choose the stamps for the school year. A mailbox is located in the main lobby for the deposit of letters. All letters should be properly addressed with a return address, the addressee's address, and a Malcolm Stamp. Parents should see their child's classroom teacher to obtain the school directory and stamps.

Parking And Student Unloading

Visitors who come to Malcolm may use either of the two side lots for parking. The front lot is for bus loading and unloading. We ask that this lot is clear from 8:45 – 9:20 a.m. for student unloading and again from 3:15 – 4:00 p.m. for student loading. When bringing or picking up your child, please use the parking lot closest to the gym. We respectfully ask that you drop off your child as quickly as possible and safely move so other parents can unload.

Physical Education

Physical Education is an

integral part of the instructional program. Kindergarten through 5th grade students will be required to participate unless a doctor's certificate is present. If on a particular day your child cannot participate, please send a signed note to your child's teacher. Make sure they wear sneakers and are dressed appropriately on the days they have physical education.

PTA

Malcolm has magnificent and highly involved Parent Teacher Association. Parents are encouraged to become active participants by renewing their membership each year. Generally, there is a meeting every month. Check the school website for meeting dates and times. The PTA can be emailed at malcolm.parentteacher@yahoo.com

Recess

In a continuing effort to promote Malcolm Elementary commitment to quality education of the whole child, all grades have some recess within their daily schedule. Recess activities include organized games or playing on the equipment. Occasionally students may be held in during recess to complete late or missing assignments.

Report Cards

Pre-Kindergarten students receive 2 formal report cards during the year. Kindergarten students receive formal report cards four times a year. Students in grades 1-5 re-

ceive report cards four times during the year.

Interim reports are issued to on the dates listed in the county calendar. They are issued to any child whose progress has diminished significantly and whose grade at the end of the marking period could be a "D" or lower. Averages in some academics areas are weighted.

The grading scale is:

Grades 3 – 5

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

Grades 1—2

Consistently Demonstrating
Developing
Needs Improvement

Residency Change

Anytime during the school year if you change your residency, you need to notify the office immediately. Student information on the computer must be current at all times. If you move, please provide the school with two current proofs of residency. If you were living with a relative or friend when you registered your child for school, you completed a Statement of Residency, which we have on file. If you have since moved to a place of your own, you must provide the school with proofs of residency. If information comes to us that you have moved and have not notified the school, you will receive a letter of possible withdrawal and a Pupil Personnel Worker will be notified to verify residency.

In 1969, when Loretta Beasley Sachsel was a student at Malcolm, the girls had to wear suits to the gym. The gym suit was a one-piece, blue, snap- front shorts jumpsuit. Girls also had to wear dresses, as the dress code prohibited them from wearing pants or slacks.

School Store

Paper, pencils and other school supplies will be on sale in the school store immediately before school on Tuesdays and Thursdays from 9:05 - 9:15. Students are expected to make purchases and move promptly to their classrooms.

Science Fair

The annual Science Fair is open to students in Pre-K – Fifth Grade. The fair is held in early February of each school year. Students should select a topic of interest and submit the title to Mr. Condo, Science Teacher, for approval. Once approved, students are free to complete a project of personal interest. Students should begin work on the selection of a topic early in the Fall so they can have enough time to complete the project in a timely manner. Projects selected by the judges in Grades 3, 4, and 5 will be entered in the County Fair.

Security

In order to ensure the safety of our students, all doors are kept locked from the outside with the exception of one set of front doors. All visitors must report to the office, sign in and obtain a school visitor's pass. Parent volunteers must sign the *volunteer information* form found in the office.

Student Accident Insurance

The school system allows an insurance carrier to offer a student accident insurance plan. Brochures will be dis-

tributed at the beginning of the school year outlining the plans. The plan does not replace a primary health insurance plan, and should be considered as a supplement to other health and accident insurance coverage. The school system does not handle claims or related issues. Parents are responsible for sending in premiums and for filing the claims with the insurance carrier.

Testing Procedures

Students will take county and state assessments during the school year. Students in grades 3, 4, & 5 will take the Maryland State Assessment in March. Students in grade 1 through 5 will take the Charles County Assessments quarterly. Parents will be notified in advance of the testing dates and relevant information regarding the assessments.

Telephone

School telephones are for use by students only in cases of an emergency, and only with the consent of school personnel. Telephones may not be used to call home for reasons such as forgotten lunches, homework, band instruments etc.

Textbooks

Textbooks and library books are furnished by the school system on a loan basis and should be treated as borrowed property. Students are responsible for the books issued to them. In the event a book is lost or damaged, charges will be assessed the student. If a

lost book is found, the fee paid will be refunded.

Tobacco Use

Effective August 23, 1993 a No Smoking Policy on school property was adopted. Tobacco regulations are strictly enforced. Refer to the Charles County Public Schools Code of Conduct for more detailed information.

Volunteers

Malcolm has an extensive volunteer program. We welcome any parent who wishes to donate time to the school. A volunteer orientation is held at the beginning of the school year. If you are interested in volunteering, please communicate your interest to the teacher or office staff and complete a volunteer form.

Volunteers are expected to uphold professional standards. Since classroom visitation will continue to follow the superintendent's rule, a volunteer room has been designated for this purpose. Volunteers may work during school hours, from 9:05—3:50 PM. Please make sure students do not arrive before 9:05 AM.

Weapons

Students possessing a weapon of any type, whether it is for self-protection or use, are subject to expulsion. Students in possession of a facsimile or replica of a weapon are also subject to suspension which could result in expulsion and prosecution.

The historical facts found in this handbook were taken from Malcolm School: Home of the Malcolm Mustangs, Where Children, Think, Dream, Believe, and Achieve. Adam Sachsel, the author (and former student), wrote the book as part of his Malcolm Author's project in 2008.

DID YOU KNOW?

- *Charles County Land Records show that Malcolm's land was purchased for \$25 on December 20, 1904.*
- *The original Malcolm Colored School was not built until 1930 for \$1,920.*
- *The current Malcolm School was built and dedicated in 1956.*
- *A time capsule was buried by 5th grade students in 1995. Directions on how to find it were left by the students.*