

# **SEAT PLEASANT Elementary School**

6411 G. Street  
Seat Pleasant, MD 20743  
301-925-2330



**When There's a Problem, We Solve It!**

**Dr. Lachonta Richardson  
Principal**

**Adelaide Blake  
Assistant Principal**

**2017-2018  
Student/Parent  
Handbook**



## Arrival

School begins at 9:00 am. Children arriving before 8:35 cannot be supervised and must remain outside of the building until the official start of school. If you transport your child by car, please drop your child off away from the bus loading/unloading area. This will prevent accidents...

**More importantly, it is safer for the children.**

## Tardies

Any student arriving at school after 9:00 am should report to the office for a tardy slip. Tardiness places a student at a disadvantage in starting his/her day. A note should accompany your child to explain the reason for tardiness.



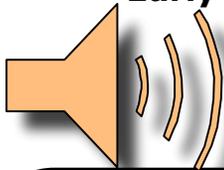
## Dismissal

Dismissal for students is 3:10 P.M. Students who are picked up by Parents or Day Care centers should be in the multipurpose room at 3:10 P.M. The appropriate agency will be contacted if an adult fails to meet the responsibility of picking up the student(s) on time. We will make every effort to contact a parent or the emergency designee. If a student misses the bus, it is the parent's responsibility to pick the child up promptly. **Important Note:** Any person picking up a child who is not listed on the child's pick-up list must present a letter signed by the parent or legal guardian and a picture ID.

## Attendance

To receive the maximum instructional benefit from classroom instruction, a child must be in **attendance** daily unless illness or a family emergency arises. Please phone the school at (301) 925-2330 when your child is going to be absent **and provide a written explanation upon the child's return to school.** It is the student's responsibility to make-up all assignments.

## Early Dismissal



When a student is to be excused early, the parent must come to the office and sign the early departure book. The office will then call the child to the office for dismissal. Whenever possible please schedule medical and dental appointments after school hours.

**ADULTS PICKING UP STUDENTS MUST HAVE A PICTURE ID. PLEASE DO NOT PICK UP STUDENTS EARLY BETWEEN THE HOURS OF 2:50 PM and 3:10 PM.**



In Case of Emergencies or inclement weather, school may be closed or delayed. Stations WTOP, WWDC, WMAL, WRC and WOL, will make announcements several times during the morning. Please listen to the radio and/or T.V. (especially during the winter). You may also access the Prince George's County website at [www.pgcps.org](http://www.pgcps.org) for school closings and delays. A two hour delay results in a 11:00 AM arrival time for our students. Breakfast is not served if there is a delayed opening

## **REPORT CARDS**

*A letter system of marking is used for  
Head Start thru Grade 1  
(See Administrative Procedure 5121.1):  
(Quarterly)*

P = Proficient - child can reliably demonstrate indicator  
I = In Process - child demonstrates indicator with assistance  
N = Needs Development - child does not demonstrate indicator  
T = To be taught later

*A six-letter system of marking is used for grades 2<sup>nd</sup> – 6<sup>th</sup>  
(Quarterly)*

A = Excellent progress at the level of instruction indicated 90-100%  
B = Above Average progress at the level of instruction indicated 80-89%  
C = Average progress at the level of instruction indicated 70-79%  
D = Below average progress at the level of instruction indicated 60-69%  
E = Unsatisfactory progress (failure) at the level of instruction indicated below 60%  
I = Incomplete.

All students will receive Progress reports midway through each quarter. Letters that report unsatisfactory progress are sent home midway through each reporting period if children are doing “C”, “D” or “E” level work. With this warning and some additional help from home, it is our hope that the unsatisfactory grades can be brought up before the report cards are issued. Parents are asked to sign the bottom portion of the form and return it to the teacher. Continuously failing grades on report cards lead to retention in the current grade, for the following school year. According to the new grading policy, the lowest score that a student can receive on completed assignments is “50%”. A score of “0” will be given to students who do not attempt to complete or fail to submit an assignment.

### ***Homework Expectations***

Homework will be given to students on an increasing basis as children progress in school. All students will have reading book logs that must be completed and signed by you. It is recommended that parents set aside 15 – 60 minutes each evening for children to read, practice spelling, math and do assigned homework. Homework must be complete. Grade 6 students should allot a longer period of time. This is an important pattern in establishing responsibility when children are young.

## Honor Roll Qualifications

Students in Grades 2-5 who qualify for each level of honor roll will be recognized in quarterly assemblies. The following criteria will be used to identify honor roll students at each level:

- **Distinguished Scholar:** Students with a 4.0 GPA with no grade on the report card below an "A."
- **Principal's Honor Roll:** Students with a 3.0 GPA or higher with no grade on the report card below a "B."
- **Honor Roll:** Students with a 3.0 GPA or higher with no grade on the report card below a "C."

### Reading/Language Arts, Science, Math, & Social Studies

15% - Homework  
35% - Classwork  
50% - Assessments

### Health

50% - Classwork  
20% - Homework  
30% - Assessments

# GRADING FACTORS

### Physical Education

70% - Classwork  
10% - Homework  
20% - Assessments

### Music

#### *Grades 1-3*

60% - Classwork  
30% - Homework  
10% - Assessments

#### *Grades 4-6*

50% - Classwork  
30% - Homework  
20% - Assessments

Contacting  
School  
Personnel



### Phone Calls

Students will not be called out of class to take phone calls from parents. If an emergency necessitates a child being contacted, an administrator or designee will assist as needed. Phone calls made for changes in dismissal procedures for your child will not be accepted without written documentation (See Dismissal). Cell phones must be turned off during the day at school. If you need to contact your child, please call the office and leave a message. Students are not allowed to make calls from class on cell phones. Every effort should be made to limit the use of cell phones at school.

Seat Pleasant Elementary invites parents to visit our school when they have an opportunity. If you have any questions or concerns please don't hesitate to contact the school and ask to have your child's teacher contact you for clarification. The school office is open each day from 8:00 a.m. to 4:00 p.m. When asking to speak with a teacher, please keep in mind that we cannot call the teacher from the classroom nor can we transfer calls during instruction time. A message will be taken and the teacher will return your call as soon as possible.



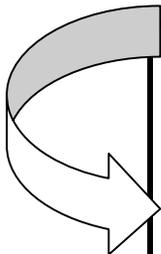
### Parent Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please schedule conferences in advance for a time that is convenient, before or after school. Our phone number is: 301-925-2330. All parents are encouraged to attend parent-teacher conferences.

### Attention Visitors

Because the school staff is responsible for the safety of all students in the school, all visitors to the school must stop by the office first. You must be on the registration or contact form to visit classrooms. Parents and relatives are always welcome at Seat Pleasant and may visit at any time. **All visitors entering the building must have photo identification and sign in at the main office reception area.**

### Student Information Sheets



During the first week of school, your child's teacher will be sending home an information sheet for you to complete. **Having this information returned promptly and correctly is of the utmost importance.** A record of this information is kept in the school office, in the event you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case of an emergency. Please notify the school if you change addresses or telephone numbers during the year. It is very important that your records are kept up to date.

## Study Skills

### A Successful Student...

- 👉 Brings notebooks/binder, loose-leaf paper, two pencils, and any other materials necessary to class daily.
- 👉 Is an active participant in the classroom - listens well and takes part in discussions.
- 👉 Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
- 👉 Plans his/her work and schedules times for homework (with television turned off) each day; makes sure he/she understands the assignment before he/she leaves class.
- 👉 Uses what he/she learns, identifies how each subject applies to the others.
- 👉 Strives to do his/her best, not just enough to get by.

- ✓ Encourage your child to come home immediately after school is dismissed.
- ✓ **Your child is not to bring dangerous or distracting articles to school, such as guns, knives, toys, radios, tapes, chewing gum, sodas, snacks, etc. The school will confiscate these items.**
- ✓ Electronic games and media players are not allowed in school. If a student brings one to school, it may be confiscated and not returned until the end of the school year.
- ✓ Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, school supplies, etc.
- ✓ Instruct your child **never** to converse with a stranger, **never** to accept a gift from a stranger, and **never** to get into a car with a stranger.
- ✓ Your child must get plenty of sleep each night for him/her to do learn and do his/her best in school.
- ✓ Visit your child's school. You, as a parent, are not only welcome at school, you are urged to visit.



## Notes from the Nurse



Our school has the services of a full time nurse who is mainly responsible for dispensing medications, vision and hearing screenings, keeping immunization records up to date as well as applying first aid. **Please do not send sick children to school.** If your child becomes seriously ill at school, we will contact you immediately. Children who get ill at school will need to be picked up by parents and taken home. If we cannot reach you, we will use the emergency contact information you have provided. **It is very important to have current working phone numbers, and update them regularly as they may change.** Please remember we cannot keep seriously ill children at school. Children must be free of fever, vomiting and diarrhea for 24 hours without assistance of medication before they may return to school.

### Medication

Medicine, including aspirin, cannot be administered by school personnel. Students who need to take prescribed medication or over-the-counter medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office with the Nurse.

## UNIFORMS

*Seat Pleasant Elementary is a mandatory uniform school.* The official uniform is navy blue and light blue or white.

### *Ladies*

Light blue or white collared blouse  
Dark blue/light blue golf shirt  
Navy blue pleated skirt or jumper  
Navy blue pants, shorts, or skirt  
Navy blue sweater or vest  
White or navy blue socks or tights  
**Dark shoes or sneakers**

### *Gentlemen*

Light blue or white collared shirt  
Light blue or white golf shirt  
Navy blue pants, shorts  
Navy blue sweater or vest  
**Dark shoes or sneakers**

***DENIM CLOTHING of any kind is not acceptable.***



### *Seat Pleasant Elementary Uniform Enforcement Policy*

Seat Pleasant Elementary Community has adopted a mandatory uniform policy in accordance with Prince George's County Policy #600. Below is the described policy procedure.

Each classroom teacher will work closely with the students in his/her class and their families so that we may achieve 100% uniform compliance. This will mean developing a supportive relationship with the families. Most uniform concerns can be handled at this level. Any particular problem or resistance should be referred to the Principal or her designee. As staff members identify families in need of extra support, they are to be referred to the Principal/Designee. The administration will verify the need and help to attain uniforms for the child.

When a teacher feels he/she has tried to work with the parents concerning a uniform violation, but has been unsuccessful, the following steps will take place. These procedures have been established in conjunction with the Board of Education guidelines for consistent violations.

- **First violation:** The school representative will notify school administration.
- **Second violation:** The school representative will contact the parents/guardians by phone and contact administration.
- **Third violation:** The administration will call the parent/guardian and send home a written notification.
- **Fourth violation:** The administration will arrange a parent conference to reiterate the parameters of the policy and the consequences of future violations. Written notification will be sent home documenting the conference.
- **Fifth violation:** The student will be removed from class by administration and the student completes classroom assignments provided by the teacher in another part of the school.
- **Sixth Violation:** A parent/student conference will be held with administration and teacher.

## Guidelines for Conduct

Good order and discipline are necessary for effective and adequate learning.

A Good education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrator and support of the parent(s)/guardian(s) and students.

Therefore, students can expect to face suspension and/or expulsion if they commit any of the following violations:

- Possession or Use of Weapons
- Possession, Use or Distribution of Alcohol, of Controlled Dangerous Substances, Controlled or Drug Paraphernalia
- Arson
- False Alarms
- Possession of Fireworks or Explosives (Snappers)
- Inciting Others to Violence and Disruption
- Physical Attack and/or Threat Thereof
- Shakedown and/or Strong Arm
- Fighting
- Theft
- Vandalism and/or Destruction of Property



Other violations classified as persisted disobedience are:

- Cheating
- Continued Class Disruption
- Disrespect
- False Reports
- Forgery
- Gambling
- Insubordination

(May also result in suspension)

## Behavioral Expectations

Each grade level has developed its own classroom rules, routines, and procedures. Each parent will be advised of consequences for behavior, as well as age appropriate rewards. Students are expected to follow the County Code of Student Conduct. Violations may result in disciplinary actions.



## Bus Conduct

Transported students are given a bus assignment and are expected to ride their assigned bus to and from school.

Riding a bus is a privilege and good behavior is required in order to maintain a safe environment on each bus. The school supports the driver in maintaining safe bus riding habits. ***Students who violate the safety standards may be suspended from the bus and parents will then be responsible for providing the child's transportation.***

## Bullying Policy



There is a school and district policy regarding bullying and harassment. **Administrative Procedure 5143** will be followed. Students and parents are urged to report any allegations of bullying, harassment or intimidation. After initial reporting, an investigation will occur with follow up actions by the principal or designee. Measures will be in place to prevent such occurrences. The school will provide interventions and consequences. Reporting forms are available in the front office, guidance office and upon request as well as on [www.pgcps.org](http://www.pgcps.org).

## Cell Phone Policy



**Administrative Procedure 5132**  
Cellular phones can be brought to school however should be turned off and out of sight at all times during the school day. The teacher and administration will confiscate the telephone if these rules are not followed. First offense, the student will receive the phone back at the end of the day. Second offense, a parent or guardian will have to come retrieve the phone. Final offense the phone will not be allowed on premises for the remainder of the year.

## *Breakfast and Lunch Programs*



All students may receive Free Breakfast Meals in the classroom daily. The determination for Free and/or reduced meals is made after lunch applications have been submitted. Lunch applications are mailed home or may be received during the first week of school. All children will be given an application. **ALL FORMS MUST BE COMPLETED AND RETURNED TO THE SCHOOL.** It is the responsibility of the parents and students to coordinate with the cafeteria manager as it relates to the lunch program. The full price of lunch is \$2.50 daily. Students are provided a personal account with a pin number and may add money to their account as necessary. Please make sure your student comes prepared for lunch. **It is the county policy that a cheese sandwich and milk are given to those students who do not have lunch money.**



## *Textbook Policy*

Board Policy #6161.1 provides that commencing with school year 1976-1977, no pupil may be advanced to a higher grade unless the pupil, in addition to receiving a passing grade, returns all education materials to the appropriate personnel, reimburses the school for lost or damaged materials or makes other satisfactory arrangements with the principal.

Textbook replacement charges for lost or damaged books are provided to all parents at the beginning of the year when you sign the textbook letter.

## Parent Involvement Opportunities

### ***SCHOOL VOLUNTEERS***

If you are interested in becoming a school volunteer, please call 301-925-2330. Please note fingerprints and background checks are required prior to working with the students or attending field trips. Information for obtaining fingerprints and background checks is available in the main office. Your interest and involvement are always appreciated.

### ***FUNDRAISERS***

Your participation in our fundraising efforts this year is very important. Money from fundraising is always used and goes directly to supporting the students of Seat Pleasant. Thank you for your continued support.

### ***SCHOOL PLANNING MANAGEMENT TEAM***

Members of the SPMT represent the total adult school community. They represent the ideas, feelings, thoughts, concerns, input and perspective of all respective groups. The PTO (Parent Teacher Organization) is part of the SPMT. A school improvement update and dialogue session will take place at every PTO Meeting.

### ***PARENT/TEACHER ORGANIZATION***

The PTO will meet on the 1st Tuesday of every month. The meetings will begin at 6:00 P.M. The PTO will encourage families to help their children, their school and the community. The president of the PTO will be a member of the SPMT along with any other parent interested in participating.

### ***Autism Support Group***

The Autism Support Group will meet on the 1<sup>st</sup> Tuesday of every month after the PTO meeting. The meetings will begin around 7:00 P.M. The meetings will provide families with opportunities to learn or share information about supporting youth with autism (in & out of school).

The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.

# Seat Pleasant Elementary School Pledge



Today I choose to be a scholar, a creator, a critical thinker, and a  
problem solver.

I will honor myself and my parents by respecting my teachers and  
my peers.

I believe I am healthy and strong and my future is bright and full  
of promise.

I will be respectful

I will be responsible

I will be ready to learn

I will be a good example

I will be college and career ready

I can learn!

I will learn!