



Glassmanor Elementary School

1011 Marcy Avenue
Oxon Hill, MD 20745
(301) 749-4240 (Office)
(301) 749-4242 (Fax)

<http://www1.pgcps.org/glassmanor>

Parent/Student Information Handbook



“Our Work Makes A Difference”

Diane L. Jones, Principal

Board of Education of Prince George’s County

SCHOOL POLICIES

School Hours: 7:45 am – 1:55 pm

The front door will open at 7:30 a.m. for breakfast. **Students will** line up by grade and proceed to their homeroom class.

Staff members begin the day at 7:15 a.m. **PLEASE DO NOT CALL OR SEND YOUR CHILD TO SCHOOL PRIOR TO THAT TIME, AS THERE IS NO ONE ON DUTY.**

CHILDREN WHO ARRIVE AFTER 8:00 a.m. ARE TARDY. Tardy students must secure a pass from the office before going to class.

ATTENDANCE AND TRUANCY

School achievement begins with regular attendance; all parents must make sure that their child is in school everyday. Once a student is absent three consecutive days he/she is referred to the pupil personnel worker for immediate intervention and contact to a parent/guardian. Excessive absences will result in a referral to the school intervention team (SIT) where a discussion for possible retention and other possible academic remediation will be utilized. Three days of tardiness is equivalent to one absence.

Perfect attendance is calculated by the student coming to school on time everyday

SCHOOL UNIFORMS

Students are REQUIRED to wear a Uniform to school each day. Uniforms are as follows: Black Bottom, White or Black Uniform shirt, Black shoes, and black uniform Sweater when needed.

NEWSLETTER AND MENUS

Newsletters and menus are sent home every month with the students. Please post them in a handy place where you can refer to them for daily lunch choices and important dates during the month.

FREE BREAKFAST

All students receive **free** breakfast. Breakfast is served 7:30 am – 7:55 am. Students eat breakfast inside classrooms.

FREE AND REDUCED LUNCHES

Free and reduced lunches are available only to those students who parents apply through the school office. Showing justification for the free or reduced lunch is a requirement of the program. Applications may be obtained through the school office and must be approved by Food & Nutrition Services. **Price for reduced lunch is .40.**

LUNCH LOANS/PRICES

All children are expected to each lunch. A child may bring his/her lunch or buy a hot lunch in the cafeteria. If your child forgets or loses his/her money, a sandwich and milk will be provided. Lunch loans are **NOT** available. **FULL price for lunch is \$2.75.** Please make sure your child has money on his/her lunch account at all times to cover the cost of meal. **Lunch accounts can be prepaid in advance online at myschoolbucks.com**

DELAYED SCHOOL OPENINGS AND EARLY DISMISSAL

When schools are closed, delayed in opening or dismissed early due to weather, an announcement will be made over all Washington area radio and television stations. Parents are requested **NOT** to call the school, or radio stations.

Prince George's County Public Schools requires that each child has a written plan as to how he/she will be properly cared for if school is dismissed early in the event of an emergency situation or inclement weather. The written plan is kept on file at the school.

MODIFICATION OF SCHOOL HOURS

A. Delayed openings of all schools:

If it is necessary to delay the opening of school because of inclement weather, dangerous road conditions, or any other emergency, which might arise, an announcement will be broadcasted over the radio station before 6:30 a.m.

1. Two-Hour Delay

- a) Any other school program requiring transportation prior to 12 noon will **NOT** have transportation.
- b) Any field trips scheduled to begin prior to 10:00 will be cancelled

- c) Head Start students come to school on the same delayed basis as grades K- 6.
- d) Delayed opening will have no effect upon dismissal time.

B. Closing of schools for an entire day:

Announcements will be made over area radio/TV to indicate closing.

C. If early closing is necessary, an announcement will be made over area radio/TV to indicate closing.

NOTES FROM HOME

A signed note from the parent/guardian is required for the following purposes:

- a) If your child is absent from school, a note specifying the reason for his/her absence is necessary.
- b) If your child is scheduled for early dismissal, the parent/guardian must come to the office to sign the child out. The child will be called from the classroom to the office by the office staff.
- c) If your child has lost or not brought home his/her permission slip for a field trip a note from home giving permission is required.

BOOKBAGS OR BACKPACKS

All students should have a book bag or backpack to carry books, homework and assignments to and from school. This helps students organize their materials for the trip.

In addition, books and homework don't show as much wear and tear if they are protected as they travel home from school in the evenings.

BOOK COVERS

All textbooks must be covered and labeled with child's name, teacher's name, and grade. It is extremely important to take care of textbooks assigned to your child. Textbooks should be covered all year long.

LOST & FOUND

All articles that are found in the school building are kept in a box located in the school cafeteria on the stage. Please be sure to label all lunch totes, school supplies, and all clothing.

CELL PHONES

Cell Phones should be registered with the Teacher and in the Main Office. Phones should be turned off during School Hours. Not complying with rules will result in phone being confiscated by Principal.

VISITORS TO THE SCHOOL

ALL visitors during the school day are required to report to the office with his/her ID to sign in, obtain a visitors pass, and state his/her business. Conferences with teachers must be scheduled in advance.

ILLNESS AND ACCIDENTS AT SCHOOL

If a child becomes slightly ill at school, he/she is taken to the health room to rest until he/she is able to return to the classroom. In more severe cases, the parent is notified and requested to take the child home. Major accidents are immediately referred to professional personnel, and the child is sent to the closest emergency center. **PLEASE BE SURE THE MAIN OFFICE/NURSE HAS AN UPDATED AND WORKING TELEPHONE NUMBER AT ALL TIMES.**

MEDICATION

Students are permitted to take medication at school ONLY when it is deemed absolutely necessary and **ONLY UNDER THE SUPERVISION OF SCHOOL NURSE PERSONNEL.**

A Medication Authorization Form must be on file for each individual situation. Those forms are available in the office. For your child's protection, each medication must be in an appropriate container and labeled with the name of the medication, name of the student, and the date. Please call our school nurse (301) 749-4241, if you have any questions concerning this procedure.

INAPPROPRIATE ITEMS FOR SCHOOL

Students should leave any items at home, which are not supportive of the educational process. Teachers and administrators will take such articles from students if they appear on school property. Some of these items include:

1. Weapons – real or pretend
2. Tape players, radios, CD Players, MP3's, IPod's, and PSP's.
3. Games (Including electronic games)
4. Toys

5. Gum and Candy
6. Cell Phones must be registered in the main office and placed on silent during school hours.

FIELD TRIPS

Throughout the year, individual teachers seek to enrich the school program by arranging trips to places, which have historic, scientific, or cultural significance. Field Trip money must be submitted 3 days before trip. **NO CHECKS PLEASE SEND CASH OR MONEY ORDERS ONLY!**

FIRE DRILLS

School-wide fire drills will be conducted once a month.

TRANSFERS

Before moving outside the area, call the school at least two (2) days before needing transfer information. This will ensure that your child has the proper transfer information to take to his/her new school. As well as clearing up any financial obligations that your child may have with Glassmanor Elementary School. Make sure to leave your new mailing address with the main office.

GRADING POLICY

Grading policies for each grade level will be presented each fall at "Back to School Night." Additional copies are available upon request.

HOMEWORK

Homework is considered a learning activity related to the experience within the school. Its purpose is to supplement and to enrich work done in the classroom to provide for individual interests, to promote competency in skills and subject matter, to help student's budget time, to integrate learning and to help students use a variety of sources of information. Students in grades 3 through 6 are required to purchase Student Planners or agenda books to assist with organizing homework assignments.

TELEPHONE CALLS

The School telephones are provided and reserved for official school business and cannot be made available for use by children except in emergencies. We understand emergencies do arise, please make all necessary afterschool arrangements with your child prior to them leaving the house in the morning – our school office personnel is extremely busy with day to day task, they do not have the time to relay telephone messages throughout the school day to students, also keep in mind this disturbs the classroom instruction as well. Students are not permitted to use the public or cell phone during the school day.

FAMILY CARDS/CHANGE OF INFORMATION

Each family is asked to fill out (2) family cards for each of your children. **It is important that we have current information on both sides of the family card. Be sure to give us a number of someone other than parent for emergency purposes. Whenever there is a change of address, telephone number, or employment, please call the office or send a note to your child's teacher with the updated information.**

SCHOOL-WIDE DISCIPLINE

The Student Code of Conduct is used to inform the students of their rights and responsibilities during school hours. Copies are included in this packet.

Students will be expelled from Prince George's County Public Schools for any of the following acts:

- √ Possession or use of weapons
- √ Possession or distribution of alcohol or drugs
- √ Gross misconduct upon the grounds or within the building of another school
- √ Group fights or attacks
- √ Assault on a staff member
- √ Causing injury to another person during a fight/attack
- √ Any other violation of Code of Student conduct that is severe and/or persistent
- √ Students charged as adults with felonies by a law enforcement agency are subject to being placed on extended suspension pending resolution through the justice system.

It is extremely important that each child learn to accept a sense of responsibility for his achievement and behavior. Each child is expected to abide by classroom and school standards. These standards are crucial to the learning environment and positive interpersonal relationships. Each teacher will use the following if a minor infraction occurs in the classroom. We have identified the following as minor infractions:

- √ Talking during instructional times
- √ Disturbing others by making negative physical movements or vocal expressions, banging, mumbling, humming, etc.
- √ Extreme loud vocal or physical movement, which distract from the learning environment.
- √ Calling out in class instead of raising hand.
- √ Chewing gum or eating candy.
- √ Passing notes.
- √ Laughing at or teasing other children.
- √ Being disruptive in lines when walking in hallways.
 1. Student and teacher meet to discuss the behavior and how it can be prevented from happening again. The teacher will record information from the conference.
 2. If a second incident occurs, teacher and student will contact the parent, explaining the student's behavior.
 3. Following a third incident, the classroom teacher will contact the parent to determine together what can be done.

We have identified three (3) major infractions for concentration:

1. Disrespect – to intimidate, insult or abuse verbally or in writing any member of the school community.
2. Fighting – any act involving hostile bodily conduct on school property or going to or from school (includes bus behavior)
3. Persistent disobedience, insubordination or disruption – continued disruption of the education process of other students: willful failure to carry out reasonable request or direction repeatedly from any adult in the school building.

The following will be used when a major infraction occurs:

1. The student is sent to Ms. Jones for discussion of behavior and the plan for remediation. A discipline referral may be included. In addition, a student teacher-administrator conference is scheduled.
2. If an incident should be repeated, procedure (1) is followed. A discipline referral is included. Student is removed from the classroom for the balance of the day. In addition, student-parent-teacher-administrator conference is scheduled. A student may be suspended when serious violation of rules continues.

IN ORDER TO MAINTAIN EFFECTIVE LEARNING CONDITIONS; IT MAY BE NECESSARY TO IMMEDIATELY IMPLEMENT PROCEDURE (2) UNDER MAJOR INFRACTIONS REGARDLESS OF THE NUMBER OF PRIOR INCIDENTS OR PLANS FOR REMEDIATION. APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN IN ACCORDANCE WITH THE CODE OF STUDENT CONDUCT.

DISCIPLINE REFERRAL FORMS

If your child is involved in a major infraction, the classroom teacher will submit a discipline referral form to the principal. You will receive a copy of the discipline form with a notation of the action taken by the principal. This copy will be sent home with your child.

IMPORTANT TELEPHONE NUMBERS

Superintendent's Office	301-952-6008
Area 2 Office	301-372-3431
Academics Programs	301-808-5956
Adult Ed/Evening HS	301-985-2126
Appeals	301-952-6195
Before & After Care	301-408-5593
Board Of Education Office	301-952-6115
Child Find	301-618-8300
Choice/Option Schools	301-925-2392
Council of Prince George's County PTAs	301-408-5539
Early Childhood Programs	301-808-2724
English for Speakers of Other Languages (ESOL)	301-445-8450
Family & Community Outreach	301-925-2531
Food & Nutrition Services	301-952-6580
GED (Prince George's Community College)	301-322-0891
Guidance & Counseling Services	301-952-6898
Home Schooling	301-333-1001
Homeless Programs	301-925-2482
Human Resources	301-952-6021
Psychological Services	301-431-5632
Pupil Accounting & School Boundaries	301-952-6300
Special Education	301-817-3142
Student Services	301-567-5702
Student Records (Diplomas/graduation verification)	301-952-6366
Summer School Programs	301-985-2126
Supplemental Educational Services/Title I	301-618-8390

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.