

Calverton Elementary School



Parent and Student Handbook “Building a Community”

2010-2011 School Year
3400 Beltsville Road
Beltsville, MD 20705
301.572.0640

Mission Statement of Calverton Elementary School

We believe that every child at Calverton Elementary has the right to a rigorous educational program which promotes individual differences, respects all cultures, and inspires a love of teaching and learning. The education of our children is our primary concern and is of the utmost importance. Our role is to prepare our children to graduate college ready and with the ability to handle a diverse and demanding global society.

Calverton Core Beliefs

- 1. Our purpose is to educate each and every child which enters our building. Our role as the professional is to unlock the potential in every child. Therefore, we must be willing to alter our practice to ensure that each and every child receives the best educational program possible. Children will always meet your expectations, so we must set them high! (Core Belief 1 of Prince George's County Public Schools.)**
- 2. Our parents are the keys to unlock the potential in our students. We must form a partnership with them to help us create a community of learners, leaders, and families. (Core Belief 2 of Prince George's County Public Schools)**
- 3. The hardest work to be done is in the classroom. Teachers help to make a difference in the lives of children. Teachers are shaping the lives of our tomorrows and every life touched leaves an imprint. The imprint you leave is what matters. (Core Belief 3 of Prince George's County Public Schools).**
- 4. We must be lifelong learners. Our goal is to continuously work on perfecting our craft as teachers, leaders, and practitioners. Our students deserve the best and the brightest! We inspire greatness and believe in the unattainable, WE ARE EDUCATORS! (Core Belief 4 of Prince George's County Public Schools).**
- 5. Schools + Parents + Community Members = Better Schools for Children! (Core Belief 5 of Prince George's County Public Schools).**

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Arrival and Dismissal

A. School Hours

Calverton Elementary School's hours for students are 7:30am to 1:50pm. All students must be ready in their seats, ready to work at *7:45am*. Any student arriving after 7:45 will be marked tardy.

B. School Traffic Guidelines

The school buses drop off the students between 7:20am and 7:40am at the front of the building. For the safety and protection of the students during this drop off, parents who transport their child by car may not enter the school parking lot until after 7:40am. Parents may drop off their child at the side of the school on Fullerton Street.

C. School Dismissal Guidelines

At 1:45 pm, the principal will do the afternoon announcements. Immediately following dismiss walkers and car riders are dismissed, followed by bus riders. Specialists are on duty at designated locations to ensure that the students exit the building in a safe and orderly fashion. **If a child is to be dismissed to a different location, a parent/guardian must submit a note indicating the date and the change that will take place.** Without a note, a child will follow his or her normal dismissal procedure.

D. Bus Riders

In order to ensure the safety and protection of the students as they are being transported by the school bus, the school requires students to abide by the following rules:

- 1. Be at the designated bus stop ten minutes prior to their pick-up time.*
- 2. Ride only their assigned bus according PGCPs Department of Transportation.*
- 3. Get on and off the bus at the stop nearest to your home.*
- 4. Remain seated while the bus is in motion. Keep the noise down by talking in normal conversation tones only.*
- 5. Do not extend arms, hands, head or any object from the bus.*

6. *Do not vandalize or destroy the bus.*

The school is asking that all parents go over these rules with their child. Riding the school bus is a privilege and if students break the rules, their bus riding privileges will be suspended. The bus drivers have a responsibility to provide a safe and orderly environment for your children as they are transported to and from school. The children must support these drivers by listening to and following the driver's directions.

E. Walkers

All students who walk to school can report to their designated areas (Outside for grades 1-5 and the cafeteria for grades Pre K and K). There will be no staff on duty until 7:25am. No child will be permitted to proceed to their classroom until 7:30.

F. Missed Bus Procedures (PM)

The following steps are taken when a child misses a school bus during dismissal time:

1. The school will contact the parent whose name is on the emergency family card to arrange for the pick-up of their child.
2. The student will remain in the office or in the classroom until the parent arrives to pick up their child.

G. Early Dismissal

When schools close early due to inclement weather or other emergencies, all after school activities are canceled. Please make plans in advance for these situations. The school will follow the emergency directions submitted by the parents at the beginning of the school year. If no plan is submitted the school will contact the parent or the emergency person listed in the students' records.

I. Delayed Openings or School Closings

When schools have a delayed opening or are closed due to inclement weather or other emergencies, please check with the following radio and television stations for updates.

WBAL WEMD WEAM
WRC-TV WMAL WWDC
WTTG-TV WTOP WPGC
WUSA-TV WAVA WCAO
WASH

Information is also posted on the PGcps website at
www.pgcps.org

Attendance

A. Reporting School Attendance

Regular attendance and punctuality are stressed at Calverton Elementary. The attendance is taken daily in our school information system SchoolMAX. The attendance is taken daily, and the teachers are also responsible for recording the tardy students as well. All children are required to come to school daily and on time. Failure to comply with the law can result in costly court fines, and also jail time.

B. Absences

Teachers are required to take attendance each morning and identify those students who are absent. The teachers enter student absences using SchoolMax, our county-wide student information system. Students' attendance is regularly monitored, and any student with excessive unexcused absences will be handled by our Pupil Personnel Worker. Truancy is an issue to be taken seriously and it may result to fines and/or jail time for the parent of the truant student.

C. Tardy Students

Students are officially tardy if they are not in the classroom by 7:45am. Students who arrive later than 7:45am must report to the office in order to obtain a late slip. Students will not be recorded as being tardy if they are late due to a late bus.

D. Student Absence Verification

Parents of absent students will receive a phone call generated from an automatic call-out system. The students that have been absent for three or more days must present a written excuse from the parent upon their return to school. All absences will be counted as unexcused until the office has been notified in writing of the reason for the absence. Late or make-up work will not be accepted unless the absence is an excused absence.

Parental Involvement

A. Visitors

All visitors are welcome to the school. Anyone that enters the school must report to the front office to obtain a visitor's pass. All parents and visitors must sign in and out of the building. A visitor's pass must be displayed at all times while in the school building.

B. Classroom Visits

All parents are welcome to visit our school. As you enter the school building, according to the Board of Education policy, all

visitors must secure permission from the school office to visit any classroom or personnel within the building. Each parent/visitor must have a nametag during their visit in the building. Parents can schedule to meet with the teacher by contacting the teacher at the school (301-572-0640).

C. Parent Teacher Conferences

Parents are invited to attend at least one parent teacher conference per school year. The conferences are to be scheduled directly with the teacher. It is strongly suggested that you stay as closely in contact with your child's teacher as possible. You are your child's greatest advocate!

Student Life

A. Lunch Procedures

All students are escorted to lunch by the classroom teachers. School personnel monitor the students during their lunchtime. The students' lunch is 30 minutes. The students are picked up by the teachers and proceed to their respective classes. Parents are welcome to eat with their child during lunchtime, but must first report to the front office to obtain a visitor's pass. Children are expected to follow the rules and regulations while eating in the cafeteria during their lunch period.

B. Lunch Money and PIN Numbers

All students will be assigned a PIN number by the food service office. Students need to memorize their pin number, and parents are asked to help their child to practice memorizing the number. Students who pay for their lunch must deposit money into their account in the cafeteria before entering, or they can pay their account on-line. The school lunches are \$2.50

C. Alternative Lunch Procedures

Prince George's County Public Schools offers lunch to all students. The full price for lunch, as established by the board of education, and is charged to every student unless they have been determined to be eligible for free and reduced meal benefits. Families in need are encouraged to apply for meal benefits by completing Meal Benefit Form. Students who have lost or forgotten their lunch money will be served a cheese sandwich at no charge. Students receiving a cheese sandwich will be asked if they would like to also get milk. The Principal's Milk loan account will be debited for \$0.40 for the milk.

D. Recess Policy

School personnel will be on duty supervising all outdoor activities. Children are expected to follow the all rules and regulations during the recess period. The following activities are prohibited on the Calverton playground:

1. Wrestling
2. Tackling Activities
3. Rolling down the hill
4. Keep away
5. Chasing each other (tag games)

Parents are asked to go over these rules with their children. The children should enjoy recess time, but they must have responsible and appropriate behavior.

E. Toys, Games, and Non-Educational Items

Students are not permitted to bring toys, games or non-educational items to Calverton.

F. Classroom Assignments

Students will be placed in classroom based on the following criteria: Special Education service hours, ESOL Level, TAG status, classroom size, and gender. I will not make it a common practice for parents to request their children's teachers each year. All of the teachers at Calverton are competent, qualified and highly capable, and each child at Calverton will receive a quality education. The classes will be developed at the end of the school year by a team of administrator and teachers. The final decision of student placement will be decided by the principal. Any parent requests regarding the removal of their child from a classroom must be submitted in writing. The parent and the principal must have a meeting, and the final decision regarding homeroom placement will be made by the principal.

G. Homework Policy

We believe homework is to be a purposeful and integral part of the total school program. Its purpose is to supplement and enrich work done in the classroom, to encourage individual interests, to promote competency and skills and subject matter, to help students to budget time, to integrate learning, and to help students use a variety of sources of information. Assignments will reflect the skills and content materials are covered by the teacher. Therefore, students will have instructions, directions and the opportunity to ask questions before they are expected to do any assignment. It is the responsibility of the student to be attentive in class, to record assignments as they are given by the teacher, to take home materials necessary for assignments and to complete all required work. Homework is assigned Monday through Friday.

H. Lost or Damaged Books

Students are to be held responsible for lost or damaged books. Each teacher will have a list consisting of each student and the textbook number that was assigned in his/her grade book. All books must be returned in satisfactory condition. All books that go home must be covered. However, do not use any covering that has an adhesive backing and do not tape the covers to the textbooks.

I. Hallway Policies

All students in the hallway must have a pass, unless accompanied by an adult. Because hallway noise is distracting to others, there should be no talking in the hallways

Grading and Reporting

A. Report Cards

Four formal reports of student progress are provided to parents in the course of the year. Parents are requested to attend at least one conference during the school year. All children in grades 2-5 will receive letter grades of A, B, C, D, or E.

B. Midterm Progress Reports

Approximately midway through each grading period, all students will receive a progress report. Progress reports should be signed by a parent and returned to the teacher.

C. Promotion and Retention Guidelines

Grading and promotion within the Prince George's County School System shall be based upon the degree of success the individual pupil has achieved in completing the educational program designed to meet his/her needs. Pupils will be graded in accordance with their ability and achievement and consistent with the purpose and content of the subject areas. Promotion and Retention will be considered annually in terms of the best placement of an individual student. Promotion is effective when the student has shown achievement and would benefit from the activities of the next grade level. Retention is advocated when the student has not met the grade level requirements; has not mastered grade level skills and would benefit from an additional experience at the same grade level.

Student Health and Safety

A. Fire Drills

Ten fire drills are required yearly. A diagram of fire exits must be displayed in each classroom. Each student should stand single file facing away from the building. Teachers will take attendance during the drill. Classes may return to the building when the bell rings and/or an administrator signals that it is safe to return.

B. Health Room Procedures

Any student who is sent to the health room should have a pass. Students with minor injuries (scrapes, blisters, etc.) or complaining of illness should be accompanied to the office by another child or by the teacher. More seriously injured students or ill students who need assistance should be accompanied to the office by the teacher.

C. Student Medication

Only the school nurse is able to supervise or administer specific medication to the students with a note from the parent. Teachers or staff may not administer medication to any students. Children that need to take medication during the school day must have the proper documentation on file in the nurse's office. The nurse handles all medication, even over the counter medications. Students should never be in possession of medications. All medication must be kept in the health room. Should parents have any questions or concerns about medication policies, they should contact the school at 301-572-0640.

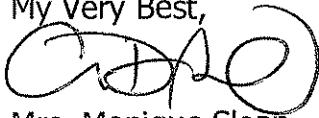
D. Bathrooms

We wish to maintain clean and mark free lavatories in the school and below are some of the rules and responsibilities that the students can assist in this area.

- 1. No large group or class should use the lavatory without adult supervision.*
- 2. All students must have a pass.*
- 3. Writing or marking on the lavatory walls are unacceptable.*
- 4. No overstuffing of paper in sinks and commodes.*
- 5. Children must turn off the sink after use.*
- 6. No opening of lavatory windows.*
- 7. No students are allowed to bring any pencils, markers etc. into the lavatory at anytime.*

In closing, I want each and every child to view Calverton as their home away from home. I want their time here to be one of fond memories, and enjoyable times. I want each and every parent to feel welcomed here! This is our school and WE ARE A COMMUNITY!

My Very Best,

A handwritten signature in black ink, appearing to read 'MSloan', written in a cursive style.

Mrs. Monique Sloan
Principal