

# Cherokee Lane Elementary School

A Title 1 School

2011-2012

Parent/Student Handbook



*Home of the Jaguars*

Dr. Nichole Jackson, Principal  
Miss Kina Flood, Assistant Principal

[www1.pgcps.org/cherokeelane/](http://www1.pgcps.org/cherokeelane/)

“Moving Beyond Great”



**Cherokee Lane Elementary School**  
9000 25<sup>th</sup> Avenue Adelphi, Maryland 20783  
Phone: 301-445-8415 Fax: 301-445-8442  
Nichole Jackson, Ed.D, Principal Kina Flood, Assistant Principal

August 22, 2011

Hello Jaguar Parents/Guardians!

On behalf of Cherokee Lane Elementary School's faculty, staff, and leadership team, we welcome you to another exciting school year! As you may have heard, I am now the new principal for the 2011-2012 school year. Our goal this year is to continue our trend of excellence and move our students '*Beyond Great!*'

Our team is committed to providing a top-notch instructional program that connects learning beyond classroom walls and equip students with the academic and social skills needed to be successful life-long learners. Without a doubt, this school year will prove to be one of our most challenging academic endeavors to date. Yes, we have set even higher standards of educational excellence. Our motto this year is *Moving Beyond Great!* As evidenced by the 2011 administration of the Maryland State Assessment (MSA), 94% of our students are either Proficient/Advanced in Reading and 83% of our students are Proficient/Advanced in Mathematics. Our students have proven that with the right support, they can exceed their academic goals.

Your continued support of our academic program will be an integral part of our success. To assist you in staying abreast of your child's academic status and school events, we have worked to improve the communication methods between the school and home.

In our effort to better inform you of basic school policies and procedures, we are providing this handbook. Please keep it for reference when questions arise. We will continue communicating with you throughout the year by way of newsletters that are sent home with each child and the Automated School Communication System. In these communications you will receive much valuable school information.

If I or any member of the leadership team can be of any assistance, please don't hesitate to call. The main number is (301) 445-78415. I look forward to working with you this school year.

Sincerely,

*N. Jackson*

Nichole Jackson, Principal

## **Cherokee Lane Elementary- Staff Roster**

<i>Name</i>	<i>Grade/Department</i>	<i>Email Address</i>
Argueta, Maritza	Paraprofessional- SPED (K)	maritza.argueta@pgcps.org
Bennett, Carol	First	carol.bennett@pgcps.org
Biongocog, Jeogenes	Media Specialist	jeogenes.biongocog@pgcps.org
Bishop-Hall, Kay	Speech Pathologist	kball@pgcps.org
Broughton, Teresa	Reading Specialist	teresa.broughton@pgcps.org
Brutout, Susan	6-Reading/SS	susan.brutout@pgcps.org
Davis, Lillie	Second	lillie.davis@pgcps.org
Emig, Teri	School Counselor	temig@pgcps.org
Enright, Amy	Physical Education	amy.enright@pgcps.org
Fields, Leslie	ESOL	leslie.fields@pgcps.org
Flood, Kina	Assistant Principal	kina.flood@pgcps.org
Fowlkes, Jennifer	Second	jennifer.fowlkes@pgcps.org
Friend, Paula	Media	paula.friend@pgcps.org
Haskins, Patricia	3-Reading/SS	patricia.haskins@pgcps.org
Henry, Olive	Kindergarten	olive.henry@pgcps.org
Heyler, Dorayne	Nurse	dorayne.heyler@pgcps.org
Jackson, Nichole	Principal	nichole.jackson@pgcps.org
Kim, Martha	First	martha.lee@pgcps.org
Koons, Emily	General/ Vocal Music	emily.koons@pgcps.org
Krantz, Sharon	Second	skrantz@pgcps.org
Lee, Juhee	ESOL	juhee.lee@pgcps.org
Madar, Elizabeth	SPED-Math	lmader@pgcps.org
Maise, Natalie	Kindergarten	natalie.maise@pgcps.org
Martinez, Alejandra	Cafeteria Manager	alejandra.martinez@pgcps.org
McAninch, Anne	Instrumental Music	anne.mcaninch@pgcps.org
Montague, Candace	ESOL	candac.montague@pgcps.org
Morris, Lamara	Kindergarten	lamara.morris@pgcps.org
Mulkey, Susan	Office Staff	smulkey@pgcps.org
Navarro-Henry, Gabriela	Bilingual Community Outreach	Gabrie.navarro@pgcps.org
Ortiz, Ana	Night Supervisor-Custodial	ana.ortiz@pgcps.org
Parnes, Deborah	ESOL	deborah.parnes@pgcps.org
Patterson, Kristen	SPED- Reading	krist.patterson@pgcps.org
Pierpoint, Alison	SPED	alison.mcinvale@pgcps.org
Ray, Grace	Title 1 Reading Resource Teacher	grace.ray@pgcps.org
Weatherspoon, Victoria	Third	v.weatherspoon@pgcps.org
Richards, Christine	Office Staff	chris.richards@pgcps.org
Stormo, Kayla	First	kayla.stormo@pgcps.org
Sun, Marcia	Title 1 Math Resource Specialist	marcia.frank@pgcps.org

Thomas, Vincent	6-Math/Science	vincent3.thomas@pgcps.org
Thompson, Dewayne	Building Supervisor-Custodial	dewayne.thompson@pgcps.org
Thornton-Proctor, Beryl	SPED-Primary	beryl.proctor@pgcps.org
Wade, Marilyn	5-Math/Science	wadern@pgcps.org
Ward, Carol	5-Reading/SS	cward@pgcps.org
Watson, Vera	Third	vera.watson@pgcps.org
White-Cooper, Cecily	4-Math/Science	cecily.whitecooper@pgcps.org
Youndt, Amanda	4-Reading/SS	amanda.youndt@pgcps.org

## **SCHOOL HOURS**

School hours are from 7:25 a.m. - 1:55 p.m. for students in grades K - 6.

### Breakfast

All students are encouraged to participate in 'Breakfast in the Classroom', which begins promptly at 7:25am and end at 7:45am. Upon arriving to school, kindergarten and first grade students will report to the multi-purpose room where the teachers will meet them. All students will be served breakfast

Students in grades 2-6 that choose to eat breakfast will report to the multi-purpose room, retrieve their breakfast, and then go to their classrooms.

### Late Bus Students

Unless they arrive late due to Prince George's County Public Schools' bus transportation, students that arrive after 7:45am are late.

### Student Drop Off and Arrival Time

Children who walk to school or ride in private cars should not arrive at school before 7:30 a.m. because teachers must have time for daily preparation and adult supervision will not be provided until 7:30. Students are late if they arrive after 7:45am. Instruction will start promptly at 8:00am.

### Dismissal

Dismissal will begin promptly at 1:55pm. The office will make the announcement to release students once their bus has arrived. Please note that unless students participating in afterschool tutorial programs, we cannot supervise students after the dismissal time. If a student misses the bus, it is the parent' responsibility to pick the child up from school.

### Early Dismissal

When a student is to be excused early, parents must arrive by 1:45pm for pick up – No Exceptions! When possible, please make all dental and medical appointments after school hours. Please note that you will not be allowed to pick up a child without proper ID.

### Inclement Weather Days

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 T.V. (especially during the winter) and do not call the school to notify us because school personnel hear of the emergency closing from the radio and T.V. also. Breakfast is served if there is a delayed opening. 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 9:30 arrival time for students.

### Emergencies – Plan Ahead!

It is most important that you make plans in advance for your child's care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make some decisions now, before the emergency, so that your child will know where they are to go when you are not home.

It is not a good idea to rely on calling the school to have directions relayed on the day of an emergency. Many times our telephone lines are jammed and you cannot reach us with your

messages. Also, if we should have an emergency in which the electricity is off, our telephones will not ring.

### **SCHOOL TRAFFIC GUIDELINES**

In order to maintain safe conditions for our students while boarding or exiting from buses, cars will not be permitted to pass buses at these times. In the morning, a teacher will ensure cars do not pass buses in the circle area. Please respect the serious function of the teacher.

Our school only has one entrance which is also the exit. Therefore, if you wish to park in the far parking lot after 1:00 p.m. you may find it impossible to leave until all the buses have left at dismissal time.

As you enter the school parking area, you will note a sign on your right stating you are not to go beyond that point while buses load or unload. Please help us by respecting this request. If you should park on the right side beyond this sign during bus loading or unloading times, you will be asked to move your car so the buses can enter and leave easily and safely.

### **NOTES TO VISIT AFTER SCHOOL OR TO BE TRANSPORTED BY OTHERS**

Because we are very concerned about the safety of each child, it is necessary that you send a note to school giving permission for your child to be transported by anyone other the parent or legal guardian. **These arrangements must be made before your child comes to school. If a student does not bring a note to school, we will insist that he/she goes directly home at dismissal. Please do not phone in requests.**

### **INFORMATION FOR BUS RIDERS**

If your child rides a school bus, please discuss with him/her the following Student Bus Rider Responsibilities as determined by the school system:

- Be at designated stop ten minutes prior to pick-up time.
- Ride only the bus to which assigned.
- Get on and off the bus at the stop nearest your home.
- Remain seated while bus is in motion; keep noise down by talking in normal conversational tones only; maintain normal classroom standard of conduct.
- No eating or drinking on bus; no animals or other non-school related objects should be taken into the bus.
- Do not extend arms, hands, head, or any object from bus windows or throw any object from the bus.
- Throwing of objects on or from the bus is prohibited.
- Inappropriate language (profanity, racial slurs, and verbal harassment) is unacceptable.
- Intentional touching with any body part, i.e. hands, feet, elbows, or the head is prohibited.
- Toys, recess equipment and listening devices are to remain at home.
- All scissors transported between school and home must remain in a backpack or container.

Riding the school bus is a privilege which will be denied if a child's behavior is unacceptable and may endanger the safety of other students.

Each bus is assigned a color which is posted on the right side of the bus on a window. The color of the paper is the color of the bus. Buses are not called by route numbers or bus numbers but by colors.

The first day of school as your child exits from his/her bus he/she will be notified of the bus color. Please help your child learn his/her bus color so each student will get on the right bus to return home.

## **SAFETY**

### School Patrols

We are very proud of our safety patrols and feel that we are fortunate to have a well organized, efficient, and dependable Patrol Program. Staff members select the patrols on the basis of leadership, reliability, and punctuality. The patrols serve us in many ways at school, on the buses, and on our street corners. We hope that you will encourage your children to obey and respect the patrols as they help us to promote safety in our school community.

### Walkers

Students who walk to school must use extreme care since many areas do not have sidewalks. We urge all parents to discuss the problems involved when children walk on the edge of streets or on other people's property.

If your child is assigned to a bus, but you wish to have him/her walk to school, please send a note to the school office indicating the specific dates you wish to follow this procedure.

## **STUDENT ABSENCE**

In order to continue providing safety for our children on their way to school, we are asking for your cooperation again this year in calling the school office each morning if your child will be absent from school. Please use 301.445.8415 for this purpose and call between 7:30 – 7:45 a.m. Lawful excuse for absence from school (Bylaw 13A.08.01.02) includes the following:

- Death in the immediate family
- Illness of the child
- Court summons
- Hazardous weather conditions
- Work or activity approved or sponsored by the school, the local school system, or the state education agency, accepted by the local superintendent of schools or the school principal or any persons duly authorized by the superintendent or principal as reason for excusing the pupils
- Observance of religious holiday
- State Emergency
- Suspension.
- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Enrolled students who are not in compliance with immunization requirements are not withdrawn but excluded from school until they meet immunization requirements. The absences associated with the exclusion of these students from class will be excused absences for the duration of the exclusion. Because the absences are excused, the students are eligible to receive and complete schoolwork during the period of exclusion.
- Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Unlawful absences and/or truancy is defined as the act of a student being absent from school for a day or any portion of a day or from an individual class or any portion of a class for any reason other than those defined as a lawful excuse for absence from school. This definition applies to students over 16 years of age as well as students under 16 years of age.

**When your child returns to school after an absence, please send a note to the teacher advising her/him of the reason for your child's absence.**

<b>Dear <u>Teacher's Name</u>,</b>	<b>Date _____</b>
<b><u>Student's first and last name</u> was absent <u>Date(s) of Absence</u> because he/she was <u>Reason for absence</u>.</b>	
	<b><u>Parent's Signature</u></b>

Students who are considered lawfully absent from a class will have the opportunity to make up missed assignments. The number of days allowed to make up missed work will be equivalent to the number of days of lawful absences

### **STUDENT TARDINESS**

Any student arriving at school after 7:45am 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.

### **LUNCH and BREAKFAST PROGRAMS**

During the first week of school, all children will be given an application for free and reduced lunches to take home to their parents. Only those who wish to apply need to return the forms. Please keep in mind we are required to provide every parent with the opportunity to apply. It is the responsibility of the parents and students to coordinate with the cafeteria manager as it relates to the lunch program. Our school participates in the "Breakfast in the Classroom" program in which every student is offered breakfast for free. **Parents or students are required to bring money, \$2.50 for lunch** to the cafeteria each day if not a part of the Free and Reduced Meals program. Parents have the option of putting money on student's accounts at the start of the day and/or week. 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.

### **RECESS PARTICIPATION**

The recess period is a regular part of our school program. It consists of a daily supervised period of free play on our playground. During inclement weather recess is held in the classrooms.

All children are expected to participate in recess unless they have a medical problem which prevents them from doing so. If this exists, it should be substantiated by a doctor's certificate which should be sent to the teacher. If a teacher does not receive such a note, students will participate in the recess program.

### **SCHOOL TELEPHONE/ CELL PHONE USE**

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 field the call and 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 school on cell phones.

Students will be allowed to use the school telephone only for emergencies. Parents are asked to help their children remember books, homework, lunch money, music instruments, etc. Plans for after school activities should be made before students leave home in the morning.

## **PARENTS**

### Volunteers

Parent volunteers are a very important part of our school program. They assist us in many ways: working with individual or small groups of students, assisting teachers with clerical duties, working in the Media Center, serving as chaperones on field trips or room parents for parties, special activities, etc. If you are willing to help your child's teacher in any way, please be aware that parents/guardians and volunteers who volunteer in a classroom on a regular basis in a supervised setting or chaperones who will participate in a day field trip must obtain a commercial background check through PGCPs on an annual basis.

### 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 for all, i.e., before or after school, during teacher planning periods, etc. All parents are required to attend at least one parent-teacher conference each school year.

### 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 Accokeek Academy and may visit at any time. **All visitors to the building must have photo identification and sign in at the main office reception area.**

### School Planning and Management Team Meetings (SPMT)

Members of the SPMT represent the decision-making body for Cherokee Lane Elementary School. SPMT meets the third Wednesday of every month from 2:15pm – 3:30pm. Parents are strongly encouraged to participate to ensure that ideas, concerns, and perspectives are considered in the school planning process.

### Parent Teacher Organization (PTO)

Information will be distributed at Back to School Night

## **STUDENTS**

### Student Information Cards

During the first week of school, your child's teacher will be sending home an information card for you to complete. ***Having this information returned promptly and correctly is of 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 you cannot be reached. 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.

### Health Services

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 immediately 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 can return to school.

### Student Medication

Board of Education policy prohibits school personnel from administering medication to students at school unless proper guidelines and procedures are followed. Because of this we urge you to dispense all medication at home whenever possible. If it is necessary for your child to bring medications to school, please instruct him/her to bring them directly to the office to our school nurse. For the safety of all children, no medications should be kept in lunch boxes, desks, or book bags. 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.**

### ACTIVIITES

#### Student Council

Student Council members are elected by each of our classes from grades one to six. The Student Council meets regularly throughout the school year to plan special activities and help solve problems here. Participation in this group helps students learn about democracy and good citizenship as they set their own goals and rules for behavior.

#### Media Center

We have a fine collection of books, videos, study prints, etc., in our Media Center. Students are encouraged to visit this interesting area on a regular basis. They should have only two books at a time unless they are working on a special project. Parents are asked to remind their children to return all books on time. Students are responsible for any books that are lost or damaged.

### **RESPONSIBILITY FOR BOOKS AND MATERIALS**

#### Textbook Policy

Board Policy #6161.1 provides that, commencing with school year 2009, all final report cards will be withheld until financial obligations have been met regarding textbooks and other instructional materials that have been lost or damaged. 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.

Students should make every effort to return books and materials.

- Students are expected to return textbooks and other educational materials to appropriate school personnel in a satisfactory condition, or
- Reimburse the school for lost or damaged textbooks or other similar educational materials, or
- Make other satisfactory arrangements with the principal concerning the textbooks or other similar educational materials.

When books are assigned to your child, he/she is given the opportunity to examine the text, and he/she and the teacher arrive at a decision regarding the condition of the book. The teacher keeps a record of each book assigned and its condition. If the book is not returned in satisfactory condition, the student must pay for this book.

All textbooks which are used by students for homework on a regular basis should be covered throughout the school year. Students will not be permitted to take textbooks to and from school unless they are covered. Any type of book cover or sturdy paper may be used. Because of the increase in textbook costs and the budget restrictions which we are facing, we urge parents to help us as we attempt to teach our students responsibility in taking care of school property.

## **Student Supply List – 2011-2012**

### **Kindergarten**

- 1 Backpack
- 2 Marble Composition book
- 2 Pocket folder
- 2 Boxes of Tissues
- 1 Baby wipes
- 1 Box Ziploc Sandwich Bags
- 1 Pencil box
- 1 Antibacterial Soap
- Extra Change of clothes

### **Grade 1**

- 1 Backpack
- 4 Marble Composition book
- 2 Boxes of Tissues
- 1 Set of Crayola Washable Colored Markers
- 4 Pocket folder
- 1 Ziploc gallon or pint size bags
- 1 Antibacterial Soap
- 1 Pencil box

### **Grade 2**

- 1 Backpack
- 2 boxes #2 Pencils (NO MECHANICAL PENCILS)
- 5 Marble Composition books
- 4 Pocket FOLDERS
- 3 Boxes of Tissues
- 2 Crayons (no more than 24)
- 1 Ziploc gallon or pint size bags
- 1 Antibacterial Soap
- 1 Pencil box

### **Grade 3**

- 1 Backpack
- 1 1½" BINDER with 3 rings

- 1 ZIPPER PENCIL POUCH with holes that fit into binder
- 4 Pocket FOLDERS (Red, Yellow, Blue, Green)
- 1 box #2 Pencils (NO MECHANICAL PENCILS)
- 3 Marble Composition book
- 2 Glue sticks
- 1 box Crayons/ Colored Pencils
- 3 Boxes of Tissues
- 1 Large eraser
- 1 Antibacterial Soap

### **Grade 4**

- 1 Backpack (with wheels recommended)
- 1 1½" BINDER with 3 rings
- 1 ZIPPER PENCIL POUCH with holes that fit into binder
- 4 Pocket FOLDERS with holes (No metal clasps)
- 1 boxes #2 Pencils (NO MECHANICAL PENCILS)
- 4 Black and White Marble Composition book
- 1 box Crayons/ Colored Pencils
- 2 Boxes of Tissues
- 1 Antibacterial Soap

### **Grade 5**

- 1 Backpack (with wheels recommended)
- 1 ZIPPER PENCIL POUCH with holes that fit into binder
- 7 Pocket FOLDERS
- 2 boxes #2 Pencils (NO MECHANICAL PENCILS)
- 5 Spiral notebooks
- 1 box Crayons/ Colored Pencils
- 2 Boxes of Tissues
- 1 Antibacterial Soap

## **Grade 6**

- 1 Backpack (with wheels recommended)
- 1 1 ½" BINDER with 3 rings
- 1 ZIPPER PENCIL POUCH with holes that fit into binder
- 7 Pocket FOLDERS
- 1 box #2 Pencils (NO MECHANICAL PENCILS)
- 5 Spiral notebooks
- 1 box Crayons and 1 box of Colored Pencils
- 2 Boxes of Tissues
- 1 Antibacterial Soap

## **Kindergarten**

- 1 Mochila
- dos libros Composición Mármol
- 2 bolsillos carpeta
- 2 cajas de pañuelos
- un bebé toallitas húmedas
- 1 caja de bolsas Ziploc Sandwich
- 1 caja de lápices
- un jabón antibacteriano
- Cambio extra de ropa

## **Grado 1**

- 1 Mochila
- 4 Mármol cuaderno
- 2 cajas de pañuelos
- 1 Juego de Marcadores de colores lavables Crayola
- 4 carpetas de bolsillo con cierre de 1 galón o bolsas de tamaño pinta
- un jabón antibacterial
- 1 caja de lápices

## **Grado 2**

- 1 Mochila
- 2 cajas de lápices # 2 (no lápices mecánicos)
- 5 cuadernos de mármol
- 4 carpetas con bolsillos
- 3 cajas de pañuelos
- dos lápices (no más de 24)
- 1 galón o bolsas Ziploc tamaño pinta
- un jabón antibacterial
- 1 caja de lápices

## **Grado 3**

- 1 Mochila
- 1 1 ½ "carpeta con 3 anillos
- 1 FUNDA PARA LÁPIZ cremallera con agujeros que se ajustan las carpetas carpeta
- ade bolsillo 4 (rojo, amarillo, azul, verde)
- 1 caja de lápices # 2 (no lápices mecánicos)
- 3 Mármol Composición libro

- 2 barras de pegamento
- Yo Crayons caja / lápices de colores
- 3 cajas de pañuelos
- 1 borrador grande
- unjabón antibacterial

## **Grado4**

- 1 mochila (con ruedas recomendado)
- 1 1 ½ "carpeta con 3 anillos
- 1 FUNDA PARA LÁPIZ cremallera con agujeros que se ajustan las carpetas carpeta
- ade bolsillo con agujeros de 4 (No broches de metal)
- 1 cajas de lápices # 2 (no lápices mecánicos)
- 4 libro de Mármol Blanco y Negro Composición
- 1 Crayons caja / lápices de colores
- 2 cajas de pañuelos
- un jabón antibacterial
- 1 Mochila
- 1 caja de lápices # 2 (no lápices mecánicos)
- 3 Blanco y Negro libro Mármol Composición
- Yo Crayones caja / Lápices de Colores
- 2 cajas de pañuelos
- 1 jabón de manos líquido

## **Grado 5**

- 1 mochila (con ruedas recomendado)
- 1 BOLSA LÁPIZ cremallera con agujeros que se ajustan las carpetas carpeta
- ade bolsillo 7
- 2 cajas de lápices # 2 (no lápices mecánicos)
- 5 cuadernos de espiral
- que Crayons caja / lápices de colores
- 2 cajas de pañuelos
- un jabón antibacterial

## **Grado 6**

- 1 mochila (con ruedas recomendado)
- 1 1 ½ "carpeta con 3 anillos
- 1 FUNDA PARA LÁPIZ cremallera con agujeros que se ajustan las carpetas carpeta
- ade bolsillo 7
- 1 caja de lápices # 2 (no lápices mecánicos)
- 5 cuadernos de espiral
- que Crayons caja y 1 box de color lápices
- 2 cajas de pañuelos
- un jabón antibacterial

## **Student Code of Conduct**

All CLES' disciplinary policies are guided by Prince Georges County's Code of Student Conduct. Both primary and secondary grades will participate in a Code of Student Conduct presentation that will occur the second day of school.

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. Good education requires 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 Board of Education, the parent(s)/guardian(s) and students.

Each grade level has developed its own classroom rules. Each parent will receive a copy of the rules, consequences for behavior, as well as age appropriate rewards. Students are expected to follow all school rules (halls, cafeteria, classroom, etc.) as well as the County Code of Student Conduct. Violations may result in suspension from school. Also, parent shadowing (coming to school and staying with your child for day/days) will be in effect this year.

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 persistent disobedience are: (May result in suspension)

- |                 |                            |            |
|-----------------|----------------------------|------------|
| • Cheating      | Continued Class Disruption | Disrespect |
| • False Reports | Forgery                    | Gambling   |

### Cherokee Lane's Strive for 5 + 1

To reinforce the Code of Student Conduct, CLES will reinforce behavioral and academic expectations through our 'Strive for Five Plus One' initiative

- ❖ Respect yourself, your teachers, and your classmates
- ❖ Come to school prepared to learn
- ❖ Take responsibility for your own learning
- ❖ Conduct yourself in an orderly manner in your classroom, hallways, and common areas
- ❖ Dress appropriately everyday
- ❖ Jaguars give 110% in everything they do!

## Bullying

Bullying, harassment or intimidation is not tolerated in Prince George's County Public Schools. If you suspect that you are bullied, you should complete and submit a Bullying, Harassment or Intimidation Reporting Form and inform a responsible adult. The reporting form can be obtained in the Main Office. Please see the office secretary.

## **Student Behavior Expectations In Common Areas and On School Grounds**

### Fire Drill Procedures:

- Walk SILENTLY in a single line.
- Remain silent during the entire drill.
- If you are away from your class when the alarm rings, go out with the class that is nearest the area where you are located.
- If fire drill occurs during recess, line up where your class does to come in from recess.

### Hallway Expectations

- Walk on the right hand side of the hall
- Lines must always be silent in the hall
- Only one messenger should go from a class at a time (except with teacher's direction)
- Stay away from classroom doors so that you do not disturb teaching and learning
- Respect artwork, bulletin board work, etc., as you go through the hall

### Classroom Expectations

(Teachers will present their classroom expectations to all students on the first day of school. Expectations will remain posted in the classroom throughout the school year.)

- Keep your desk and area around desk clean; do not write on desk
- Place your coat in the coat closet and put gloves, hats, etc., in sleeve or pocket
- Cover textbooks
- No jackets, coats, or hats are allowed to be worn in the classroom
- Follow the rules of your classroom at all times

### Playground Expectations

- Always play within the sight of the teacher.
- Do not come into building without permission of teacher on duty.
- Follow safety rules on equipment.
- Do not throw anything other than a ball (no sand, rocks, sticks, etc.).
- Play away from physical education classes.
- Play away from all classroom windows.
- All wooded areas are off limits.
- Games that involve bodily contact may not be played (especially no tackle games.)
- Stay away from physical education equipment.
- Line up as soon as the whistle blows and/or bell rings.
- Enter the building silently at the end of recess.

## SYSTEM-WIDE DRESS CODE FOR STUDENTS

Although CLES is a non-uniform school, students are still expected to adhere to the county's policy regarding proper school attire.

### HEAD:

Headdress can be worn indoors for religious or health reasons only.

### SHIRTS AND BLOUSES:

- Shirts and blouses should be continuous from neckline to waist. The entire mid-section should not show. No tank tops and muscle shirts
- No clothing with vulgar language, obscene pictures, weapons, drug/alcohol or drug paraphernalia and tobacco products
- No identifiable gang/crew clothing or paraphernalia
- No see-through clothing

### SKIRTS, DRESSES AND SHORTS:

Skirts, dresses, shorts, and spandex skirts should be approximately six (6) inches below the buttocks, or no shorter than fingertip level.

### PANTS:

- Pants should be secured at waist – no sagging below waist to expose undergarments.
- Tights, stretch pants, leggings, and spandex body suits must be worn with clothing long enough to
- cover buttocks

### SHOES:

Shoes must be worn

No open toes shoes

## Report Cards

### *Pre-Kindergarten thru Grade 1 (Quarterly)*

PR = Proficient - child can demonstrate indicator independently 90% - 100%  
IP = In Process - child can reliably demonstrate indicator 80% - 89%  
EM = Emerging - child can demonstrate indicator with assistance 70% - 79%  
ND = Needs Development - child does not demonstrate indicator 50% - 69%

### *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.

\* **For the full grading policy, please go to [www.pgcps.org](http://www.pgcps.org)**

### *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.

## Prince Georges County Public Schools' Calendar – 2011-2012

2011		
August 22	Monday	First day of School for Students
August 30	Tuesday	Eid Al-Fitr**
<b>September 5</b>	<b>Monday</b>	<b>Holiday* – Labor Day</b>
<b>September 29</b>	<b>Thursday</b>	<b>Holiday* – Rosh Hashanah**</b>
September 30	Friday	Professional Development – <i>Schools closed for students</i>
October 8	Saturday	Yom Kippur**
October 21	Friday	MSEA Convention – <i>Schools closed for students &amp; teachers<sup>1</sup></i>
October 26	Wednesday	Deepavali**
October 28	Friday	End of First Quarter (46 days)
October 31	Monday	Grading/Teacher Planning – <i>Schools closed for students</i>
November 6	Sunday	Eid Al-Adha**
November 11	Friday	Parent/Teacher Conferences – <i>Schools closed for students</i>
<b>November 23-25</b>	<b>Wednesday-Friday</b>	<b>Holidays* – Thanksgiving</b>
<b>December 22, 23,</b>	<b>Thursday, Friday,</b>	<b>Holidays* – Christmas</b>
December 27-29	Tuesday-Thursday	Winter Break – <i>Schools closed for students &amp; teachers<sup>1</sup></i>
<b>December 30</b>	<b>Friday</b>	<b>Holiday* – New Year's</b>
2012		
<b>January 2</b>	<b>Monday</b>	<b>Holiday* – New Year's</b>
<b>January 16</b>	<b>Monday</b>	<b>Holiday* – Martin L. King, Jr., Day</b>
January 20	Friday	End of Second Quarter (46 days)
January 23	Monday	Grading/Teacher Planning – <i>Schools closed for students</i>
February 13	Monday	Professional Development – <i>Schools closed for students</i>
<b>February 20</b>	<b>Monday</b>	<b>Holiday* – Presidents' Day</b>
March 29	Thursday	End of Third Quarter (46 days)
March 30	Friday	Grading/Teacher Planning – <i>Schools closed for students</i>
April 2-5	Monday-Thursday	Spring Break – <i>Schools closed for students &amp; teachers<sup>1</sup></i>
<b>April 3</b>	<b>Tuesday</b>	<b>Primary Election Day - Schools and Offices Closed</b>
April 7	Saturday	Passover begins**
<b>April 6 &amp; 9</b>	<b>Friday &amp; Monday</b>	<b>Holidays* – Easter</b>
<b>May 28</b>	<b>Monday</b>	<b>Holiday* – Memorial Day</b>
June 8	Friday	Last Day for Students – End of Fourth Quarter (43 days)***
June 11	Monday	Last Day for Teachers***
June 11-14	Monday - Thursday	Inclement weather make-up days