

Fort Foote Elementary School 2015-2016 Parent/Student Handbook



*8300 Oxon Hill Road
Fort Washington, Maryland 20744
Telephone: 301-749-4230
Fax: 301-749-4236
Email: <http://www1.pgcps.org/fortfoote/>*

Dr. Goldsmith, Principal

This Parent Handbook belongs to:

Student Name: _____

Teacher Name: _____ *Grade:* _____

Address: _____

City/Town: _____ *Zip Code:* _____

Phone: _____

Principal's Message

Dear Fort Foote Champions:

Welcome back to another "Great by Choice" school year. Please take time to read this handbook thoroughly. We have prepared this handbook to provide parents and students with important information about our school with the objective of educating our students in an inviting, welcoming, and supportive environment.

The last page is a signature page where we ask that you sign indicating that you have read the document with your child. It should be returned to the teacher.

Please contact me at any time via phone (301-749-4230) or email (mgsmith@pgcps.org). Please visit the school at any time – our doors are always open.

Sincerely,
Marilyn Goldsmith

Marilyn Goldsmith, Ed.D
Principal

Our Vision – PGCPS and Fort Foote ES

PGCPS will be a GREAT school system recognized for providing education services which ensure that every student in our diverse school district graduates ready for college and careers in a global society. Our vision statement paints a future where all students, regardless of background or experiences, have access to high-quality learning environments, a broad array of educational opportunities, and effective support systems that equip them to graduate college and career ready.

"Believing in Education and Reaching for Success"

It is the vision of Fort Foote Elementary School to construct a Great by Choice school that provides outstanding academic achievement for all students. We will hold ourselves accountable to the five focus areas: Academic Excellence, High-Performing Workforce, Safe and Supportive Environments, Family and Community Engagement, and Organizational Effectiveness.

Believing in a climate of mutual respect of inquiry-based learning where every child is encouraged to strive for excellence.

Everyone, including staff, students, parents, and the community, are actively involved, and engaged, in our Character Education Program, which will cultivate a diverse and successful school environment.

All stakeholders are dedicated to providing a climate of high expectations where all students and staff are valued.

Realize that parental involvement, support, and accountability is key, leads to, and fosters high student achievement.

Success will come with a solid educational foundation to empower the growth and development of our students so that No child is Left Behind.

Our Mission

To provide a great education that empowers all students and contributes to thriving communities. Our mission statement defines the scope of our work and communicates what we hope to contribute to society as a result.

Core Values

Our core values articulate our key beliefs about students, academic achievement, and the elements necessary to achieve excellence in education and learning.

1. Students are our priority and all students can achieve at high academic levels.

2. Families, students, and educators share the responsibility for student success.
3. High expectations inspire high performance.
4. All staff share the responsibility for a safe and supportive school environment contributing to excellence in education.
5. The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community.
6. Continuous improvement in teaching, leadership, and accountability is the key to our destiny.

Fort Foote Pledge

We are a caring community
I need you,
You need me.
We're all a part of the Fort Foote Family.
It is my responsibility to show that I have respect,
and that I am trustworthy.
We are a caring community.

SCHOOL WEBSITE ADDRESS

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

SCHOOL MASCOT

B.E.A.R.S.



SCHOOL COLORS

Green and White.

SCHOOL HOURS

9:15 a.m. - 3:25 p.m.

HANDBOOK INFORMATION

AGENDA BOOKS

Students in grades 1-6 will be expected to use the agenda book to record homework. It will also serve as a communication tool between home and school. Each student will receive a free agenda book. If the book is lost, another one can be purchased (while supplies last) for \$5.00.

ATTENDANCE and TARDINESS

All students are expected to attend school regularly in accordance with the Public School Laws and By Laws of Maryland. Absences may be excused in case of pupil illness, death in family, quarantine, court summons, violent storms, and observance of religious holidays. Please call the school between 8:45-9:00 a.m. to report the absence and send a note to the office the day your child returns to school explaining his/her absence. After a 3-day absence, a doctor's certificate is desirable, and a parent note is necessary. **After a 10-day absence the child will be withdrawn and you will need to re-register him/her upon return.** Consistent absences or late arrivals will be referred to the Principal, Counselor and the Pupil Personnel Worker. Tardy bell rings at 9:15am. All late students must report to the office to be issued a late pass before going to class. Late bus students will not need a tardy pass. Perfect attendance certificates/recognition will be affected if students are late or leave early from school. Early departures will be entered into the database this year.

Phone calls will be made daily to homes when students are absent and tardy as a part of our attendance initiative and the new student information data collection system. We do not control the calls as they come from the school system.

➤ Early Student Dismissal

When a student is to be excused early, the parent is asked to come to the office and sign the early departure book. A current photo ID will be required. The child will then be called to the office for dismissal. When possible, medical and dental appointments should be made after school hours. Written request for change in transportation home on any specific day should also be sent with the student on that morning. Please note how the child will return home and with whom. A child will be released only to the parent/guardian listed on record unless the school is notified in writing by the parent for someone else to pick up their child.

➤ PICKING UP

We ask that you wait for your child in the cafeteria and sign them out with the appropriate staff member. We will not call students for dismissal beginning after 3:00 as we are preparing the school for dismissal. If you must get your child early, please come before 3:00.

➤ ABSENCES

The parent, teacher, or student may request make-up work. Tests and projects missed due to absence must be submitted before the end of the grading period. When a student is expected to be absent for 2 or more weeks because of an excused health or medical condition, the parent/guardian should notify the guidance counselor for options that may involve Home/Hospital Teaching (this is not a guaranteed service). If you are going to be traveling out of the country for an extended period of time, please contact the Principal immediately.

BIRTHDAY CELEBRATIONS

Birthday parties for individual students are not permitted. Parents may provide light refreshments such as cupcakes and juice for special days, after 2:30p.m. Please speak with your child's teacher about the date. All foods provided for students must come from a supermarket, grocery store or bakery pre-

wrapped or packaged. Homemade items are not allowed for student consumption. Goodie bags and balloons are not permitted.

BREAKFAST PROGRAM

Fort Foote Elementary School will continue participating in the Maryland Meals for Achievement (MMFA) program. Every student will receive a free breakfast in their classroom between 9:00 - 9:15 a.m. If you have questions about this program, please call the school and speak with the cafeteria manager.

LUNCH PROGRAM

Send check or money order in a sealed envelope to the cafeteria on Monday morning. Write on the outside of the envelope the student's name and account number, teacher's name, and the amount enclosed. If writing a check for more than one child, list each child's name, number, teacher's name and the amount to go into each account. We are happy to accept personal checks* and money orders made out to **Food and Nutritional Services—NOT FFES**. Parents can also apply money to student's account **online at pgcps.org, Parent Link, <https://paypams.com/HomePage.aspx>**, and go to the lunch menu heading at the bottom of the parent page to sign up. Free and reduced lunch prices are available to students who qualify*. **These forms must be updated yearly and span from October 1 to September 30.** After October 1, if a new form is not approved, the student will be expected to pay full price for breakfast and lunch.

Prices for lunch:

New Regular Meal Prices 2015-2016 Elementary Lunch: \$2.75; Milk: \$0.55; Adult Lunch: \$4.25

Reduced Meal Price: Lunch: \$.40

Check Acceptance Policy for Food Services: *Returned checks are subject to electronic recovery for the face value and state allowed fee. We have the right to resubmit your check electronically, and/or deposit a paper draft to withdraw the state allowed fee, without your signature, for each returned check as permitted by law. Your payment by check constitutes your acceptance of these terms. If you have any questions concerning our check acceptance policy, please call 1-877-891-5422 toll free.*

Prices are subject to change. Parents are encouraged to pay in advance. You can also pay on-line with your credit card. Payment on accounts should be paid directly to the cafeteria.

BULLYING, HARASSMENT, OR INTIMIDATION

According to Administrative Procedure 5143, the Board of Education has as strong belief that no student in the Prince George's County Public Schools should be a victim of bullying, harassment or intimidation. If during the school year you feel your child is a victim, there are forms available at the school for you to report the incidents for investigation. Remember for it to be bullying, harassment or intimidation it is a series of incidents that have occurred. The Board of education policy is found below. Please contact the school and speak to Dr. Goldsmith, Principal, if you have any questions. You may visit the PGCPs website for additional information:

<http://www1.pgcps.org/antibullying/index.aspx?id=107808>

Administrative Procedures

The Superintendent is directed to promulgate procedures to implement the requirements of this policy and to publish the procedures in the normal course of business. This includes the development of appropriate disclosure to parents or legal guardians of this Policy and a requirement for parents and legal guardians to acknowledge receipt of this Policy.

Policy Adopted
6/17/10

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland
Policy No. 5143
BOARD OF EDUCATION POLICY

STUDENTS

Bullying, Harassment or Intimidation

In accordance with the provisions of Section 7-424.1 of the Education Article of the Annotated Code of Maryland, the Maryland State Board of Education developed and adopted a model policy to address bullying, harassment, and intimidation. All local school systems were required to establish a policy prohibiting bullying, harassment, or intimidation based on the model policy by July 1, 2009.

It is the intent of Prince George's County Public Schools to maintain safe environments that are conducive to learning. The name and contact information for the MSDE employee who is familiar with the reporting and investigating procedures in your local school system (LSS) (Charles J. Buckler, Director, Student Services and Alternative Programs Branch and Dominic M. Romano, School Safety Specialist, both at 410-767-0311.) The purpose of this policy is to ensure that school administrators take measures to promote the prevention of bullying, harassment, or intimidation in the learning environment and inform parents of these efforts.

The Board of Education has adopted the Maryland State Department of Education definition as follows:

Bullying, harassment, and intimidation are anti-social behaviors that are conducted with the intent to cause harm and are characterized by an imbalance of power. Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability or is threatening or seriously intimidating; An occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

The Board of Education hereby directs the Superintendent to develop an administrative procedure to address bullying, harassment, and intimidation, and to provide information to parents, students, and employees to ensure implementation. The Board prohibits reprisal or retaliation against individuals who reports these acts or who are victims, witnesses, bystanders, or others with reliable information about an act of Bullying, harassment, or intimidation.

Policy Adopted

6/15/09

Policy Amended

10/15/09

BUS TRANSPORTATION

Students are assigned by computer to ride school buses that will pick them up and drop them off in close proximity to their homes or day care. You can access information on specific bus stops and times at the Prince George's County Public Schools web site (www1.pgcps.org). Students should be at the bus stop 5 to 10 minutes prior to the scheduled arrival time of the bus. Riding the bus is a privilege and good behavior is required. Students who misbehave on the bus may lose their privilege of riding all PGGCPS buses. Once a student loses the privilege of riding the bus, it becomes the responsibility of the parent/guardian to transport the student to and from school. Student conduct on school buses, as part of the school environment, follows all requirements and provisions as outlined in the Code of

Student Conduct. Parents/guardians are responsible for the conduct of their children at the bus stop. If a bus fails to arrive in the morning or afternoon, inquiries should be directed to the school and then the bus lot.

Please notify the office and your child's teacher in advance, in writing, if there is to be a change in the transporting of your child. If no written notification is received, your child will follow his/her regular method of getting home. Any change of address must be entered into the computer for a bus change to take place and may take several days to adjust. Please call transportation at 301-952-6570.

CONFERENCES

We welcome your requests for conferences. Please schedule all conferences by calling the office at 301-749-4230. At this time, you will speak directly with the teacher to schedule your conference for your requested date/time.

Conferences are held either before or after the school day.

To assist you in conducting a productive conference, the following is available for your use:

Before the Conference

- Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher.
- To make certain all concerns are addressed, parents/guardians are encouraged to bring personal notes relating to the conference. Attempt to get the facts about a school situation before reacting to it.
- Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there may be things you know that could help the teacher better understand certain behaviors or problems.
- The teacher may have other appointments so it is imperative that you arrive on time.

After the Conference

- Discuss the conference with your child. Be positive. Point out the areas of success before discussing areas that may have been identified for improvement.
- Set goals and make a plan to improve these identified areas during the next grading period.

DISCIPLINE – Student Rights and Responsibilities Handbook

It is necessary that children learn to develop self-discipline. We ask that you discuss with your children the importance of and need for appropriate behavior and a good attitude while at school. If problems occur, parents or guardian may be called to assist. Fort Foote Elementary School strives to create a school environment that is safe, caring and supportive. We believe it is important to recognize and commend students for their responsible behavior and to identify expectations and consequences in order to maintain an environment that is conducive to learning. We are a Character Education School. Students exhibiting positive behavior will receive rewards/recognition throughout the school year. Each student will receive and take home a copy of the Student Rights and Responsibilities Handbook. This handbook goals are: 1) Shares policies, procedures and best practices to ensure that students and parents understand and support our goal of academic excellence and a high quality education for all students; 2) Share expectations of respectful and responsible behaviors based on age developmental level and needs of the student and school community; 3) Share school and community resources for students, parents and families; 4) Identify levels of responses and interventions regarding student behavior; 5) Provide the student appeals process and procedures.

EMERGENCY INFORMATION FORM

During the first week of school, your child's teacher will be sending home Emergency Information Forms. Having this information returned promptly and correctly is of utmost importance. A record of

this information is kept in the school office in case 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 if you cannot be reached. Also, please provide additional names of individuals (21 or older) who may pick up your child. Additional forms are available in the main office. Please notify the school if you change your address or telephone number during the year. It is very important that you keep our records up to date.

EMERGENCY PROCEDURES

Our school may not be able to continue classes if there is a problem with heat, electricity, or water. If such an emergency occurs, the students will be transported to Oxon Hill High School. A form will be sent home asking for updated phone numbers and other contact information. Please keep all phone numbers updated and make sure your child knows where he/she is to go when there is an early dismissal. Students and parents are expected to plan in advance for this possibility. Cancellations and/or early dismissals will be announced over the T.V. and the radio. **When school is cancelled, all after school and evening activities are also cancelled.**

CANCELLATION/EARLY DISMISSAL/LATE OPENING

Schools may close due to excessive heat, cold and dangerous road conditions. The decision to close is made as early as possible by the Board of Education office. Do not call the central offices, the school, or the police department for information. Announcements will be made several times during the morning on the radio and T.V. It is important that parents listen to the radio and do not call the school so that our phone lines may be held open for important messages. You will usually know before we do if school will close early.

WEATHER RELATED EARLY DISMISSALS/DELAYED OPENINGS

Frequently we are faced with delayed openings or early dismissals. A change in school hours will result in a (2) Two-hour late opening (school opens at 11:15 am) - breakfast will be served. Announced early dismissal: Two-hour early dismissal (school closes at 1:25pm)—we will serve lunch before students are sent home.

PATROLS/CROSSING GUARDS

Safety patrols and crossing guards assist children in arriving at school and returning home safely. Other students are expected to follow their reasonable requests regarding safety.

FIRE DRILLS

We will have monthly fire and evacuation drills to familiarize the students with safe exiting practices. Students are expected to listen to the teacher and quickly and quietly following the directions given.

ENROLLMENT and RECORDS

Parents are encouraged to contact the school for specific registration document or visit PGCPS website at: <http://www1.pgcps.org/pasb/index.aspx?id=20182>

During the year, the Records Secretary may audit the records and determine that further information or updated information is needed. This would especially occur when documents for shared-housing situations are presented. A cumulative folder will be established and maintained for every student. It will be transferred from year to year with the student. Proof of residence can be requested at any time.

FAMILY PORTAL

Parents are encouraged to visit and access the Family Portal via SchoolMax. If you do not have a log-in and password, please contact the school. Using this portal will keep you up-to-date on your child's

grades. Grades are updated weekly by the classroom teacher. If you do not see your child's grades updated weekly, please contact your child's teacher immediately.

FIELD TRIPS

Field trips are an integral part of the instructional program and are schedule with the classroom teacher(s). The purpose of a field trip is to provide educational experiences, related to a student's study, which are beyond the immediate school environment. The required fee should be paid in CASH only and the signed permission slip must be returned to school by the indicated deadline.

WEEKLY FOLDERS

All students will come home with a Weekly Folder on every Thursday. The school has purchased a folder for each student. The folder will contain student work, signature pages, information, flyers, etc. Students will be asked to return their folder on a specific day - this may count as a Work Habits grade.

FUNDRAISING

Fundraising activities are conducted throughout the year to help the school. The monies raised from these activities will be used for educational materials and experiences for all students. We ask the parents to help us with this project.

GRADE REPORTING

Progress Reports will be sent home mid-way through each of the four (4) quarters. Report Cards will be sent home at the end of each of the four (4) marking periods. Report Card and Progress Report release dates will be sent home on the School Calendar. The June Report Card will be mailed home from the Board of Education.

HOMEWORK

Homework is considered an integral part of the learning process at Fort Foote Elementary. Its' purpose is to supplement, reinforce and to enrich work done in the classroom. When related directly to the daily curriculum, homework can be beneficial by providing practice and application of skills and processes taught in the classroom. Homework can aid in the development of self-discipline and work habits. Homework assigned by the teaching staff is directly related to school curriculum providing review and reinforcement. It also stimulates initiative, self-direction, independence, and responsibility. Please assist students with the DAILY homework they will get. Check the agenda book for specific assignments. Check the Weekly Folder for graded assignments.

Students should spend a minimum of twenty minutes each night reading for pleasure. Adults or older siblings are encouraged to read aloud to beginning readers.

HONOR ROLL PROGRAM

Fort Foote Elementary School is committed to celebrating all successes of our students. Recognition will be held to celebrate the following achievements:

- **Principal's Honor Roll:** Students in grades 2-6 with a 4.0 GPA with no grade on the report card below an "A."
- **Honor Roll:** Students in grades 2-6 with a 3.0 GPA or higher with no grade on the report card below a "D."
- **Citizenship** - Students earning an A and/or B in Work Habits.
- **Perfect Attendance** - Students who have not been absent during the quarter.
- **Points Received Per Subject Area-** A= 4.0 B= 3.0 C= 2.0 D=1.0 E=0

ILLNESS AND MEDICATION at SCHOOL

Minor scrapes and bruises will receive first aid and the child will return to class. Parents will be called in the event of serious or minor injuries or if the child is sick and needs to go home. If the parent/guardian and the emergency person cannot be reached, the child is referred immediately to the doctor or hospital listed on the family card. Parents are urged to dispense all medications at home whenever possible. If medications must be brought to school, the Board of Education has established clearly defined guidelines, which we are required to follow. All prescribed and over the counter medication must be brought to school by the parent/guardian and left in the Health Room where they are placed in locked facilities. All medications require a written permission form from a physician specifying the dosage, the child's name, and the time medication is to be given, with authorization for us to allow the child to take the medicine at school. Policies further require that each child sign a log when he/she takes the medicine. In addition, parents are requested to keep home and work phone numbers updated for emergency reasons. Please do not send your child to school with any medications. This includes but not limited to cough syrup, pain relievers such as Tylenol, or sinus medications, cough drops, inhalers, etc.

INCLEMENT WEATHER

We urge all parents to listen to the radio or television in the morning for news concerning late school openings or closings due to inclement weather conditions or other emergencies. Most radio and television stations begin these announcements at 6:00 or 6:30 a.m. Information will also be on the county web site at www1.pgcps.org. A one-hour delay means that the bus picks children up one hour later than normal. A two-hour delay means that it picks children up two hours later. On a delayed schedule please do not bring your child to school at the regular time. We do not provide before/after care.

If snow develops during the school day, again please listen to the radio for early closing information. **DO NOT CALL THE SCHOOL FOR THIS INFORMATION, AS THIS TIES UP THE TELEPHONE WHICH IS NEEDED FOR EMERGENCIES.** If students are sent home early, morning Early Childhood Center (ECC) students will remain at school, be fed lunch, and will go home with the other students. Thank you for your cooperation.

INSTRUMENTAL MUSIC

Lessons are provided for students in Grades 4, 5, and 6 two times per week for 30 minutes. Students have the opportunity to perform at concerts annually. Our instrumental teacher will be sending home detailed information in September.

INTERNET USE

Each classroom and computer lab has computers for Internet access. Permission slips will be sent home in the fall. All students are expected to access only those sites sanctioned by the Board of Education.

NEWSLETTER

A newsletter will be published monthly by each grade level. It will be sent home with students on or about the first of each month.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA is in place to enhance the sense of community by providing opportunities for parents to partner with staff and enhance the school environment. The goal is to include all families in accomplishing this mission and welcoming all parental and staff involvement. The PTA encourages families to help their children, their school, and the community. Be active! Please consider joining the PTA.

PARTIES

Birthday parties for individual students are not permitted. Parents may provide light refreshments such as cupcakes/cake and juice/water for special days, **after 2:30p.m.** Your date must be preapproved by the teacher and Principal. All foods provided for students must come from a supermarket, grocery store or bakery pre-wrapped or packaged. **Homemade items are not allowed for student consumption.** **Goodie bags and balloons are not permitted.**

If your child is having a birthday party or any other type of party at home, we ask that you NOT distribute the invitations at school. Parties for teachers by students are not allowed.

PARKING ON SCHOOL GROUNDS

Please take note of yellow painted “No Parking” areas on the parking lot and yellow curbs. These areas are unsafe and restrict traffic flow. Do not park in unauthorized parking spaces, block handicap ramps, block sidewalks, or park in designated fire lanes. Violators may receive a ticket/fine or be towed.

PERSONAL BELONGINGS

Please label your child’s belongings with his or her name. Personal property brought to school creates unnecessary distractions. In order to avoid the loss of valuable property, please do not permit your child to bring items such as radios, I-Pods, MP3 players, toys, sports equipment, video games, etc. to school. The school **Does Not** assume responsibility for students’ possessions, which may be misplaced, lost or stolen. All such items confiscated by teachers or administration will be locked in the office and returned only to a parent/guardian. Any exchange of money and/or buying/selling/trading of items are strictly prohibited.

Portable Electronic Devices (PEDs)

PGCPS values the use of technology as an important tool to enhance the educational environment and encourage student innovation. Students are allowed to possess a portable electronic device (PED) while on school property, school buses, and during field trips and other school sponsored events. However, it is a violation of the GPCPS Code of Student Conduct to use such devices in a manner that will disrupt the school environment or impact the safe operation of the school bus.

If permitted by school administrators, students may use PEDs during the school day for instructional purposes, and at other times approved by the principal/designee. When students do not have permission to use PEDs, the device must be turned off and be stored in the student’s pocket, backpack, purse, locker or vehicle. If a student uses the PED without permission or refuses to comply with a reasonable request by authorized school personnel, including school bus drivers, to turn off or store PEDs, the student will be referred to the school principal for an appropriate response. In limited, emergency circumstances, principals may confiscate PEDs until the student’s parent comes to the school to retrieve it.

PROMOTION

In elementary school, students are not promoted through a graduation exercise. Kindergarten and Grade 6 will have formal programs in June. Students in grades 1-5 will have Awards Programs at the end of the year where selected students will receive recognition.

RECESS AND PLAYGROUND SAFETY

The recess period is a regular part of our school program and lasts for 15 minutes before/after lunch. It consists of a supervised period of free play on the playground, weather permitting. When the temperature is below freezing or when it is raining, the recess period is confined to the classrooms where the children play quiet games. All children are expected to participate in the recess period unless

they have a medical excuse from a doctor. Safe play and the adherence to all school recess rules are the responsibility of every student. Any games that involve pushing, shoving, kicking, or hitting, are forbidden. Games such as football, dodge ball, and chasing, will be allowed.

SAFETY PATROL

Fifth and sixth grade students serve as safety patrols for our school. Their classroom teachers recommend them. Good citizenship is required for participation. Safety patrols are expected to exhibit responsible behavior at their post and during the school day. Their job is extremely important to the safety of all students at Fort Foote Elementary.

SCHOOL HOURS

School student hours are from 9:15 a.m. - 3:25 p.m. each day. Children should NOT arrive earlier than 9:00 a.m. as we do not offer adult supervision prior to 9:00 am. Students should not remain after 3:25 pm unless they are participating in a school sponsored supervised activity. These procedures are designed for the safety of your children.

STUDENT RIGHTS AND RESPONSIBILITIES

The Prince George's County School Board has adopted a Student Rights and Responsibilities policy describing the rules and regulations for the control, discipline, suspension and expulsion of students. These rules and regulations are intended to promote a positive atmosphere within the school, which is conducive to learning, as well as ensure the protection of the rights of students. Self-respect and respect for others are major goals of the Code. Students have the right to a free public education; however, students do not have the right to interfere with the education or safety of other students.

TALENTED AND GIFTED PROGRAM (TAG)

The Talented and Gifted (TAG) Program at Fort Foote Elementary is provided for identified students in grades two through six. The expected date for TAG services will begin the third week in September. Testing for the new school year will be held between November and January for first and third grade. Students in grade one who meet the requirements will be identified the first year. These students will not receive TAG services until grade two. The academic design of the TAG Program is a pull out learning experience for identified students. Students extend learning experiences through technology programs, research projects and carefully designed field trips.

TECHNOLOGY

All students will have access to technology as an enhancement to their learning. If your child violates the Acceptable Use Policy, he/she will be subject to the Student Rights and Responsibilities guidelines. This could mean that they are suspended, have to pay for replacement, and/or are banned from technology use while on campus.

TELEPHONES

Telephones are located in all classrooms but will not be used unless in an extreme emergency. If you need to speak with the teacher, please call the main office and leave a message on the teacher's voice mail. Students will not be allowed to use the classroom telephones (unless it's an emergency) as it disrupts instruction. We will allow a student to use the telephone during their lunchtime. Cell phones are not the responsibility of the school. If you send your child to school with a cell phone and they lose it, misplace it, or give it away, we will not assume liability for it.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Textbooks are provided free of charge and **must be kept covered**. All PGCPs students will be required to pay for all lost or damaged books.

TOYS, CANDY AND GUM

These items should not be brought to school by students. Candy and chewing gum are not permitted. Extra money and valuable items such as: radios, tapes, CD's, and video games should not be brought to school. If we confiscate items, the parent will have to come to school to retrieve them. If your child loses the item, gives it to another student or it is damaged, Fort Foote will not assume responsibility for it.

Uniforms Policy

Fort Foote Elementary is a Mandatory Uniform School. The uniform policy will be enforced for all students Head Start - 6.

Bottoms: NAVY BLUE pants, jumpers, skirts, shorts, skorts
Shirts: WHITE (dress or polo, long or short sleeve) with a collar
Sweater/Vest : Navy Blue (the sweater or the vest is optional)
Shoes Leather: solid black; or Sneakers or Tennis shoes: solid black or solid white (no stripes or designs)
Socks: Blue or white socks or tights
Belts: Black (Baggy pants are not acceptable)

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 or muscle shirts.
- No clothing with vulgar language, obscene pictures, weapons, paraphernalia and tobacco products.
- No identifiable gang/crew clothing or paraphernalia.
- No see through clothing.

SKIRTS, DRESSES AND SHORTS

- Skirts, dresses, shorts should be approximately six (6) inches below the buttocks or no shorter than finger-tip level.

PANTS

- Pants should be secured at waist-no sagging below waist to expose undergarments.

SHOES

- Shoes must be worn. (Tennis shoes or sneakers should be worn on PE days. Open-toed sandals are not recommended.)

***Students not in proper shoes may be excluded from PE and Recess.**

VISITING

(Please reference Background Check/Fingerprinting Guidelines for specific guidelines)

Parents are urged to visit the school, meet the teachers, and observe the methods of instruction. Parents who desire to visit the school to conference with teachers are asked to call the office at (301) 749-4230 to arrange their visit. You are encouraged to visit your child's class at any time, please do not interrupt instruction.

Using a current photo ID, All visitors must secure permission and a visitor's pass from the office to visit any room or personnel within. **All PGCPs schools are now implementing a new visitor management system, Raptor V-Soft. This system will allow us to fully manage visitors at our school and facilities. They system scans a visitor's driver's license and checks it against registered sex offender databases. It also produces visitor badges with names, photos, and reasons for the visit printed on them.**

VOLUNTEERS

If you are interested in becoming a school volunteer, please call (301) 749-4230. Your interest and involvement are always appreciated.

FINGERPRINTING INFORMATION VOLUNTEERS, CHAPERONES, AND MENTORS:

Administrative Procedure 4215 Section G

1. Volunteers and mentors working in a capacity where uncontrolled access is anticipated, such as those working with students in an unsupervised capacity on school grounds, off of school property, or after school are required to be fingerprinted and complete a full fingerprint background check and form before performing duties.

2. Volunteers working in a capacity where no uncontrolled access is anticipated on a one time basis only, or on a sporadic basis, do not need to be fingerprinted, i.e. parents volunteering for career day, book fairs, school dances, or other one-time events.

3. Parents and volunteers who volunteer in a classroom on a regular basis in a supervised setting must obtain a commercial background check through **PGCPS** on an annual basis.

4. Chaperones who will participate in a day field trip or an overnight school trip are considered to be volunteers and are subject to the requirements of this procedure. For a day field trip, chaperones must undergo a commercial background check. For an overnight field trip, chaperones must complete a full fingerprint background check and form. All background checks must be initiated through the **PGCPS** Fingerprinting Office before performing duties. **PGCPS' Fingerprinting Office**. Please call the Fingerprinting Office at 301-952-6000 should you have questions or need additional information.

Fingerprinting Office - **NOTE: Office Hours are Monday through Friday, 8AM until 3:45PM**

To comply with this requirement as a condition of employment, you must go to the address listed below:

14201 School Lane, Room #131

Upper Marlboro, MD 20772

301-952-6775

Volunteers who qualify may elect to do a commercial background check in place of the fingerprinting as per Administrative Procedure 4215 Section G. Chaperones for day are only required to undergo the background check. For an overnight field trip, chaperones must complete a full fingerprint background check and form.

Costs of these Services are:

- ✓ Fingerprinting (\$63.82)
- ✓ Commercial Background Check (\$7.00) (Only good for 1 year)

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come by the school prior to the withdrawal date. This will give ample time to complete the necessary paperwork and will help avoid delay in transferring your child's records.

Dear Parent/Guardian:

We ask that you review the handbook with your child. Please complete the information below when completing your review.

My child, _____ and I have reviewed and understand the Student Handbook for the 2015-2016 school year.

Student's Name (Print)

Parent /Guardian Signature

Please return this page to your child's teacher.