



Parent/Scholar Handbook

SCHOOL ADDRESS

7100 Woodyard Road
Upper Marlboro, MD 20772

SCHOOL CONTACT INFORMATION

Main Office: (301) 599-2500
Before & After Care: (301) 599-2242
Cafeteria: (301) 599-2506
Office Fax: (301) 599-2507

SCHOOL ADMINISTRATION

Principal – Mr. A. Dalton
Asst. Principal – Mrs. R. Hall-McNeil
IB Coordinator – Mrs. S. Major
Professional School Counselor – Mrs. L. McFarland
Administrative Asst. – Mrs. Gore

SCHOOL HOURS

Scholars: 7:30 a.m. – 1:55 p.m.
Teachers: 7:15 a.m. – 2:45 p.m.
Main Office: 7:15a.m. – 3:15 p.m.

SCHOOL COLORS

Red and White

SCHOOL MASCOT

Mighty Hawk

ARRIVAL TIME

Children should arrive at school no earlier than 7:30 a.m. unless enrolled in Before Care at the school. Instruction begins @ 7:45 a.m.

ATTENDANCE/ABSENCES

It is recommended that parents/guardians notify the school office by telephone on any day that your child is absent. A written notice is REQUIRED when the scholar returns. A doctor's note is required when a child returns to school after having any communicable disease such as measles, chicken pox, etc. Parents can request work for children who are absent for an extended period of time. Work will only be provided for excused absences. The following is a list of lawful absences from PGCPs Administrative Procedure 5113; all other reasons are deemed as unexcused:

- Death in immediate family.
- Illness of child.
- Court summons.
- Hazardous weather conditions.
- Work approved or sponsored by the school.
- School sponsored activity during day.
- Observance of Religious Holiday.

- State of Emergency.
- Suspension.
- Lack of authorized transportation.

BOOK BAG OR BACKPACK

All scholars should have a book bag or backpack in which to carry books, homework assignments and supplies to and from school. Book bags and backpacks keep scholars prepared for class and keep their materials organized. We ask that backpacks and book bags be checked daily. In addition, books and homework don't show as much wear and tear if they are protected as they travel to and from school.

BUS TRANSPORTATION

Bus riders are given a bus assignment and are to ride that bus only to and from school. Scholars should be at the bus stop 5-10 minutes prior to pick up. We encourage parents to monitor students at the bus stop. Children are monitored by the school system once they board the bus. **Riding the bus is a privilege** and good behavior is required. In order to maintain a safe environment on each bus, the school supports the driver in maintaining safe bus riding habits. Anyone who violates the safety standards will be suspended from the bus.

Responsibility of a Scholar Bus Rider "Don't Lose Your Riding Privilege" Follow these rules...

1. *Maintain classroom conduct.*
2. *Keep all body parts and objects inside the bus.*
3. *No cursing or loud talking.*
4. *Stay in your seat while bus is in motion.*
5. *Do not eat or drink on the bus.*
6. *Do not litter or write on the bus.*
7. *No pushing, shoving or fighting on or off the bus.*
8. *Do not block the aisle with body or objects.*
9. *Cooperate with the driver. The driver is in authority on the bus.*

CAFETERIA

Breakfast - Free
Lunch \$ 2.75

A child may bring or buy a lunch. Each scholar is issued a PIN code that is linked to his/her lunch account. The PIN code is entered and the cost of lunch, milk etc. is deducted from the account balance. Parents can deposit up to \$99.00 at any given time on a scholar's account. Parents are urged to bring this money into the cafeteria for deposit on an account. The office cannot pay for student lunches. Please visit on the PGCPs site: <http://www1.pgcp.org/foodandnutrition/> and consider signing up for a PayPams account.



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CELL PHONES

Parents and scholars should have received written information detailing the PGCPs cell phone policy during the first week of school. **These items should be placed in the “off” position and place in their book bag during the school day.** Consequences for Misuse of Cell Phones and Personal Electronic Devices (PEDs):

1. First Offense: Practitioner will contact parent/guardian informing of violation and document offense.
2. Second Offense: Practitioner will contact parent/guardian informing them of the 2nd violation and Administration will be notified. Administration will send home a letter with the scholar of the offense.
3. Third Offense: Principal/Designee will confiscate the cell phone and/or PED device in accordance with Section IV.C of the 5132 Portable Electronic Devices Administrative Procedure. Cell phone or PED will only be returned to parent/guardian.

Repeated Offenses and Noncompliance with Attempted Confiscation: (a) Scholars committing repeated violations of the Procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct. (b) Scholars who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for insubordination and such other disciplinary action consistent with the Student Code of Conduct.

DELAYED OPENING

One hour – school opens 8:30 a.m. – buses also run 1 hour late for pick up.

Two hour – school starts 9:30 a.m. – buses also run 2 hours late for pick up. ALL field trips are cancelled with a delayed opening.

DISMISSAL

Afternoon announcements begin at 1:50 p.m.

Car riders, walkers, Before & After Care, and van riders are dismissed beginning at 1:55 p.m.

Bus riders will be dismissed after all of the above scholars have exited the schoolhouse.

EARLY DISMISSAL

A note is required for early dismissal. The note should state the reason for the early dismissal as well as the name of the adult who will be picking up the child. Only parents/guardians or adults listed on the family card are

permitted to sign scholars out. **No early dismissals can be honored after 1:30 p.m.**

FIELD TRIPS

Field trips are to be considered extensions of the classroom experience and are an important part of the education program. Trips require:

- A fee to cover transportation and the cost of the activity.
- A signed permission slip.
- Parents can volunteer to chaperone, as needed, with a **valid fingerprint receipt** on file.

While on field trips, the Student Code of Conduct is in effect and strict consequences will be adhered to in the event of inappropriate scholar behavior while on a field trip.

FREE AND REDUCED LUNCH

The Free and Reduced Meals Program is a federally funded program available to low-income families and some hardship cases. An application will be sent home with your child within the first few days of school. If you wish to apply, please complete ALL information requested and return to the office. Meeting the guidelines for the free/reduced plan is a requirement of the program. Please call 301-952-6517 if further information is needed.

HEALTH SERVICES

The Melwood Elementary School has a Registered Nurse (RN). The Health Room is located in the main area of the building and is set up to take care of minor injuries and illnesses. Please make sure you have updated, emergency contact information in the event of a medical emergency.

Should your scholar require medication of any kind during the school day, it must be brought to the school nurse, by a parent. Medication cannot be left in the classroom, with the practitioner, or in the scholar's possession. All medication must be stored with our School Nurse, along with a signed statement from a pediatrician. **A Medication Authorization Form must be on file for each individual situation.** School personnel may not treat injuries that occurred outside of normal school hours. The nurse provides first aid for in-school sickness and injuries.

HOMEWORK

Homework is an extension of learning that took place in the classroom. It provides scholars with opportunities to practice, refine, and apply the skills and strategies



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presented within the classroom. Homework plays an important piece in the computation of grades in core subjects. All final grades for each week will be outlined in School Max. Extensions will not be provided after Friday of each week. Scholars will receive 100% for completion when submitted by the due date, 50% will be given if the assignment is submitted one day late, and a 0% will remain thereafter.

IMMUNIZATION

Children will not be allowed to attend school if they have not received the proper vaccine(s). Please contact the Prince George's County Health Department if you require assistance in obtaining the proper vaccinations for your children.

INAPPROPRIATE ITEMS FOR SCHOOL

Scholars should leave all items at home that are not supportive of the educational process. Teachers and administrators will contact parents of scholars who bring these inappropriate items on school property. This includes toys, games, electronic items, candy etc. If items are confiscated, a parent or guardian must come to the school to pick up.

LAVATORY BREAK

Scholars are permitted to use the restrooms at designated times throughout the day. If a scholar has a documented medical condition, the parent should notify the practitioner and our Health Nurse so that the scholar's needs may be met.

PARENT CONCERNS

Parents who have questions or concerns regarding their child's education are urged to contact the appropriate school personnel. **The classroom practitioner should be the first person contacted regarding the concern.** If a solution is not reached, parents can contact the Professional School Counselor, Assistant Principal and then the Principal for additional assistance. In the event that the staff at The Melwood Elementary School cannot answer your questions to your satisfaction, we will assist you with contacting the appropriate personnel at a higher administrative level. All decisions made at the school are made in the best interest of the scholars.

PARENT ROLES & RESPONSIBILITIES

- Provide a quiet place for your child to study each evening.
- Encourage your child to complete homework every day.
- Check to see that your child does the assigned homework.

- Make sure your child gets plenty of rest.
- Spend 15 to 30 minutes per day reading with your child.
- Try to schedule out-of-school appointments after school hours or on days when we are out of school. (School calendar provided.)
- Please make sure your child arrives to school on time every day.
- High tardiness and absenteeism rates lead to poor academic achievement.

PARENT TEACHER ASSOCIATION (PTA)

The Melwood Elementary School has a Parent Teacher Association. This organization provides opportunities for parents, teachers and administrators to work together on various school-related programs. General PTA meetings will be scheduled for the year at the beginning of the school year. Please visit our website for additional information or email the PTA at melwoodptaedu@gmail.com.

PLAYGROUND SAFETY

Our school is equipped with playground equipment for scholars' use during adult supervised recess and physical education. The outdoor space is set up for primary and intermediate scholars. Scholars will be instructed to use the specific equipment that has been designated for that grade level. Safe play and adherence to all safety rules is the responsibility of all scholars. In the event of inclement weather, recess will be held indoors where scholars will engage in quiet games and activities.

SCHOOLMAX FAMILY PORTAL

Prince George's County Public Schools provides a Family Access Portal that allows authorized caretakers to log into SchoolMax from any computer with an Internet connection and view the child's student information, including current attendance records and assignment scores.

Melwood's SchoolMax Codes:

PC- Parent Connect (via Telephone)

PM-Phone Message

ABN- Agenda Book Notice

L- Late (Assignment Submitted Late)

SCHOOL PLANNING & MANAGEMENT TEAM (SPMT)

The School Planning and Management Team is a unified committee of practitioners, support staff, parents, and administrators who share in the governance and management of school wide activities and programs. This team provides an opportunity for key stake holders to come together to create and plan both short and long term programs, solve problems and evaluate results in a



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“no-fault” atmosphere. If you are interested in being a part of this powerful team, please call the school.

TARDINESS

All scholars arriving late to school must report to the main office to receive a late slip. Scholars who arrive after 7:45 a.m. are marked tardy. Scholars who are tardy due to a late bus will not be marked tardy.

TESTING PROGRAM

Our school system provides a countywide testing program that consists of tests given throughout the year. These assessments are administered to assess how the programs, offered within the county and school, are meeting the needs of the Melwood scholars. The list of assessments includes the following:

- Otis Lennon School Ability Test: administered to scholars in Grade 1 (October) and Grade 3 (November) for identification into the Talented and Gifted Program.
- WIDA Access: administered to our ESOL population in the Spring.
- Unit Pre/Post Assessments: administered quarterly in math and reading in order to measure Melwood scholar’s level of mastery of taught skills and concepts.
- Maryland Comprehensive Assessment Program: administered to scholars in grades 3-5 (Math & Reading) in March & April
- FAST Science: administered to grade 5 scholars in November and January.
- MISA Science: administered to grade 5 scholars in April.
- Measure of Academic Progress (MAP-R): administered August, January and May.

Information will be shared throughout the school year on upcoming tests.

UNIFORM POLICY

- **Grades K-2** scholars will wear white long or short-sleeved Oxford or Polo shirts only
- Navy blue shorts/pants/skorts/jumpers
- Navy blue or white tights or socks (No patterns)
- **Grades 3-5** scholars will wear red long or short-sleeved Oxford or Polo shirts only
- Khaki shorts/pants/skorts/jumpers
- Red or white tights or socks (No patterns)
- **Black Shoes**
- Black belt
- T-Shirts or Fancy Blouses are not permitted as Uniform shirts

VISITORS

All visitors are required to report first to the office, show photo ID, sign in, and receive a pass. Parents are not to conference with teachers during class time, as this disrupts instructional time. If you wish to speak with a teacher, please schedule an appointment to conference at a mutually convenient time.

VOLUNTEERS/MENTORS

Volunteers and mentors help provide a quality education for all scholars. If you are interested in becoming a school volunteer, please contact Mrs. Gore, our Administrative Assistant. After ensuring a valid fingerprint receipt is on file, your interest and involvement will be greatly appreciated.

WITHDRAWAL/TRANSFER OF STUDENTS

If you move outside of The Melwood Elementary School’s boundary, please call the school at least three days prior to your move. This will ensure that your child will have a transfer card to take to the new school. Before receiving the transfer card, it will be necessary to clear up any textbook, library book, or other debt responsibilities. Make sure you leave your new mailing address with the Registrar. If the school becomes aware of a change of address, the school may withdraw the child until proper documentation is presented.





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

