Rockledge Elementary School
2018-2019

It Takes the Right Village to Raise a Child

Be RESPECTFUL
EFFECTIVE
ENGAGED
PREPARED

Home of the Roadrunners

7701 Laurel – Bowie Road
Bowie, Maryland 20715
Phone 301-805-2720
Fax 301-805-2718
A Message from the Principal

Dear Rockledge School Community,

On behalf of our entire staff, I wish to welcome you to Rockledge Elementary School. We are very excited that you are a member of our learning community. Rockledge has a lot to be proud of and I know together we will continue to build upon this success. We are a team at Rockledge and can achieve much more when the staff, students, parents and community work together for the betterment of each student. Community and parental involvement, on-going home-school communication and collaboration between the home and school ensure a working relationship that will foster positive academic success. Our theme is “It Takes the Right Village to Raise a Child.” This theme is built on five pillars of a successful school as outlined in PGCPS’s strategic plan:

- High Student Achievement
- Highly-Effective Teaching
- Safe and Supportive Schools
- Strong Community Partnerships
- Effective and Efficient Operations

These pillars form our core beliefs that will prepare students for college and career success. We will set HIGH expectations for all students and build upon instructional teacher capacity in order to make a difference in the lives of every child. Continue to instill in your children a love for learning, respect for themselves and others, school policies and procedures. We look forward to a successful partnership. We all a part of this village edge Elementary. Please free free to contact me if the need arises.

Respectfully,

Roger Prince
Principal
I. Staff - Rockledge Elementary School Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr. Prince</td>
<td>Lobby Office</td>
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<tr>
<td>School Counselor</td>
<td>Mrs. Bennett</td>
<td>Main Office</td>
</tr>
<tr>
<td>Principal’s Secretary</td>
<td>Ms. Perry</td>
<td>Main Office</td>
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<tr>
<td>Records Secretary</td>
<td>Ms. Paige</td>
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<tr>
<td>Pre-Kindergarten</td>
<td>Ms. Mitsopoulos (Chair)</td>
<td>Room 4</td>
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<tr>
<td></td>
<td>Mrs. Shinn</td>
<td>Room 2</td>
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<tr>
<td>Kindergarten</td>
<td>Mrs. Valeo     (Chair)</td>
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<tr>
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<td>Ms. Ivkovic</td>
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<tr>
<td>Grade One</td>
<td>Mrs. Griffith-Clark (Chair)</td>
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<td>Ms. Tant</td>
<td>Room 7</td>
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<tr>
<td>Grade Two</td>
<td>Mrs. Lowd (Chair)</td>
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<td></td>
<td>Ms. Turetsky</td>
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<td>Grade Three</td>
<td>Mrs. Hankey   (Chair)</td>
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<td>Ms. Howell</td>
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<td>Grade Four</td>
<td>Ms. Flynn     (Chair)</td>
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<td></td>
<td>Mrs. Pardue</td>
<td>Room 19</td>
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<tr>
<td>Grade Five</td>
<td>Mrs. Miller</td>
<td>Room 23</td>
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<tr>
<td>Role</td>
<td>Name</td>
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<tr>
<td>Chair</td>
<td>Mrs. Nottingham</td>
<td>Room 24</td>
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<tr>
<td>(Chair)</td>
<td>Mr. White</td>
<td>Room 22</td>
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<tr>
<td>Instructional Lead</td>
<td>Mrs. Shylanski</td>
<td>Room 25</td>
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<tr>
<td>Teacher</td>
<td>Mr. White</td>
<td>Room 22</td>
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<tr>
<td>ESOL Instructional Lead Teacher</td>
<td>Ms. Maydag</td>
<td>Room 18</td>
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<tr>
<td>Speech Pathologist</td>
<td>Samantha Cody</td>
<td>Media Center</td>
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<tr>
<td>Special Education</td>
<td>Mrs. Ford-Jackson</td>
<td>Room 15</td>
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<td>Special Education</td>
<td>Mrs. Parker</td>
<td>Room 15</td>
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<td>Art</td>
<td>Ms. Peters</td>
<td>Room 16</td>
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<tr>
<td>Vocal Music</td>
<td>Mrs. Feng</td>
<td>Room 5</td>
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<tr>
<td>Media</td>
<td>Ms. Baynard</td>
<td>Media Center</td>
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<tr>
<td>Instrumental Music</td>
<td>Mr. Kerns</td>
<td>Room 6</td>
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<tr>
<td>Physical Education</td>
<td>Mr. Mongelluzzo</td>
<td>Gymnasium</td>
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<tr>
<td>School Nurse</td>
<td>Mrs. Prue</td>
<td>Health Room</td>
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<tr>
<td>Paraprofessionals</td>
<td>Mrs. Gola - ISEA</td>
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<td></td>
<td>Ms. Gambriel - ISEA</td>
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<td></td>
<td>Mrs. Perez - PreK</td>
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<td></td>
<td>Ms. Purvey - Special</td>
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<td>Education</td>
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<td></td>
<td>Ms. Scott - PreK</td>
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<tr>
<td>Before/After School Care</td>
<td>Ms. Davis</td>
<td>B&amp;A Office</td>
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<tr>
<td></td>
<td>(Coordinator)</td>
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<td></td>
<td>Ms. Green</td>
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<tr>
<td>Cafeteria Staff</td>
<td>Ms. Utterback</td>
<td>Cafeteria</td>
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<tr>
<td></td>
<td>(Manager)</td>
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<td></td>
<td>Ms. Anis</td>
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<td></td>
<td>Ms. Belcher</td>
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<tr>
<td>Building Supervisor</td>
<td>Mr. Quigley</td>
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<td></td>
<td>(Manager)</td>
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<tr>
<td>Night Lead</td>
<td>Mrs. Coleman</td>
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<tr>
<td>Evening</td>
<td>Mr. Stratford</td>
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<tr>
<td>Evening</td>
<td>Mrs. Free</td>
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II. Arrival and Dismissal

School Hours for Students are 8:15 AM to 2:20 PM
School Office Hours are 7:40 AM to 3:30 PM

A. Arrival  Students are expected to arrive at school between 7:50 and 8:10 AM. Parents are expected to let children enter the school independently. The first bell rings at 8:00 AM, signaling that it is time to enter the building. Children who walk to school or ride in cars should not arrive at school before 7:50 AM, as supervision is not available prior to that time. Students should be in their seats and ready to learn at 8:15 AM when the second bell rings. Students arriving to class after 8:15 AM are marked tardy. Do not park in the Fire Lane when signing your child/children in for a late pass. Thank you for your cooperation.

IMPORTANT PROCEDURE FOR ALL VISITORS - All visitors MUST enter through the main entrance of the school building. Please ring the bell to the left of the front doors and wait to be “buzzed” in. Once you enter, please report to the office to sign in and present your driver’s license in order to obtain a visitor’s pass through the PGCPS “RAPTOR” security system. This pass must be worn throughout your visit to Rockledge. This new procedure adheres to policy set forth by Prince George’s Public School System. We appreciate your cooperation and help with keeping our school a safe environment.

Specific Procedures for Arriving by Car  Drivers are to enter the “Drop Off/Pick Up” lane to the left of the parking lot entrance. Only buses may enter the traffic circle directly in front of the school. Children should exit the vehicle from the right side at designated spots on the
island to reach the guarded crosswalk and sidewalk safely. **Parents are to remain in cars when dropping off students in the pick up lane.** Please have children ready to exit when you arrive. Arrange for book bags, lunches, projects, and students’ belongings to be within easy reach. This enables our routines to run smoothly and children to get to class on time. If you wish to enter the building, you must park in a designated parking space and sign in at the main office. Please use the crosswalk.

**B. Dismissal** A bell rings at 2:15 PM alerting students that afternoon announcements and dismissal will begin in 5 minutes. During that time, teachers remind students to take home materials for homework and personal items. Van riders are dismissed with the first bell. At 2:20 PM the dismissal bell will ring and afternoon announcements are made. No students may return to class for forgotten items or materials after dismissal. Bus colors are called in the order that the buses arrive, so students must listen carefully to the announcements.

If there is a change in a child’s dismissal routine, parents must send a note or email indicating the date and the change to take place. If a changes occurs during the course of the school day, please call the main office versus emailing the teacher. A child may not visit another child’s home after school or be transported by anyone not listed on the emergency form filed in the front office. This is for children’s safety. Please list anyone who could possibly pick up your child in the event of an emergency. If a student does not bring a note to school, he/she MUST follow the normal dismissal routine.

**Specific Procedures for Pick Up by Car at Dismissal** Drivers are to enter the “BUS LANE” to the right of the parking lot entrance. Only buses may enter the traffic circle directly in front of the school. Children will be dismissed with the walkers at approximately 2:25 PM and directed to the guarded crosswalk to wait for their ride. If you wish to enter the building you **must park in a designated parking space** and report to the office. Please use the crosswalk. Parents/guardians are asked to wait outside of the building when meeting children at the end of the day.

**Dismissal Expectations**

- Get ready to go home when the 2:15 PM bell rings.
- Remember the materials which must be taken home and have them ready. **Under no circumstances will students or parents be allowed to return to the room after dismissal.**
- Walk quietly in a single line during dismissal; stay to the right of the hallway.
- Go directly home; not to a friend’s house.

**IMPORTANT PROCEDURE FOR EARLY RELEASE OF STUDENTS**

PGCPS Administrative Procedure 5117 was updated August 1, 2012 regarding Early Release of Students during the School Day:
❖ An adult asking for an Early Release of a student will be asked to show a photo ID. The emergency card and student’s record will be reviewed by a staff member for any custody issues.
❖ Only the custodial parent, legal guardian, parent with joint shared custody, emergency contact or other authorized adults may pick up the student if they are listed on the emergency card or student information sheet.
❖ The parent/guardian will be notified if someone other than those listed on the emergency cards attempts to sign a child out of school early. The student WILL NOT be released to that person.
❖ *IMPORTANT!!! NO verbal authorization to remove a child from the premises will be accepted. Parents must update their emergency contact list annually, or as needed, to include all authorized adults who may remove the child from the premises. You may not call last minute to inform us that you are sending someone not on the approved list to pick up your child. ONLY those listed on the form will be permitted to pick the student up early from school.
❖ It is your responsibility to update, inform, and provide a copy of any court order to the school. In the absence of such a document, you must be aware that we cannot deny either parent access to his/her child.

We are available to answer any questions or concerns you may have. Please feel free to call us at 301-805-2720.

Thank you for adhering to the procedures and guidelines set forth by PGCPS because the safety of all students is our utmost priority.

C. Early Dismissal No child is permitted to leave the building during the school day without written permission from home and approval from the school office. If it is necessary for a student to be dismissed early from school or for parents to make a change in a student’s departure routine, then parents are asked to send a note to the child’s teacher. The note will be given to the school office for verification. When arriving to pick up children for early dismissal, parents must report to the front office and sign the child out. Office staff will notify the teacher that you have arrived and the child will meet you in the office. Students cannot be dismissed after 2:00 PM. If a child is being picked up by an adult other than a parent, that person must be designated in writing prior to dismissal and listed on the emergency card. This precaution is in the interest of maintaining your child’s security. Since
we have an early afternoon dismissal, we encourage parents to schedule medical and dental appointments after school when possible.

D. Early School Closings and Delayed Openings In the case of poor weather conditions or other local emergencies, changes in the arrival/dismissal routine may occur. Local school personnel are not responsible for the final decision to close school. The Superintendent or designee will make such decisions. Decisions concerning early morning closings/delays are generally made prior to 5 AM. An announcement is then provided to radio stations and television stations in the Washington metropolitan area. This information may also be accessed on the Prince George’s County Public Schools web page at www.pgcps.org. Parents are encouraged to sign up to receive e-mails alerts about delayed openings and early closings.

Decisions regarding early dismissal are also communicated to area radio and television stations. During emergency weather conditions, parents should monitor the weather reports on television or radio and listen for announcements concerning school operations.

E. Changes in School Hours When schools are closed early or for the day, all evening activities are cancelled. School buildings are not available for after-school activities by other public or private organizations.

1. Delayed Openings Delayed openings will be for either one or two hours..

One hour delay – All buses run one hour later than normal. School begins one hour later,
9:15 AM.
**Two hour delay** – All buses run two hours later than normal. School begins two hours later at 10:15 AM.

2. **Early Closing**
It is imperative that you make plans **in advance** for your child’s care in case schools are dismissed early. Be sure to keep the emergency form up to date by contacting the office and your child’s teacher. **If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.**

3. **Scheduled Early Dismissals** Several times during the school year, students are scheduled for two hours early dismissals. At Rockledge this means that the school day will end for students at 12:25 PM. Parents are expected to make appropriate arrangements for children on scheduled early dismissal days as no provision exists for children to be cared for at school after dismissal. The lunch schedule will be adjusted.

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**III. Attendance**

**A. Attendance** Students are expected to attend school regularly in accordance with Maryland law. Absences are considered lawful only under the following conditions: death in the immediate family, illness of the child, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or the local school system, or the state education agency, observance of a religious holiday, or state emergency.

**PLEASE NOTE:** Family vacations and babysitting younger children are **NOT** lawful reasons for absence.

**Perfect Attendance.** Students who attend school every day without any tardies during the school year will achieve perfect attendance.
B. Tardiness   Children may enter the school building beginning at 8:00 AM each day. They are expected to be seated and ready for the school day to begin at 8:15 AM. The beginning of the day is extremely important for students and teachers. Students arriving late, after 8:15 AM, must report with their parent/guardian to the office to obtain a late pass to take to their teacher. Do not park in the Fire Lane when signing your children in or out for a late pass.

C. Absence   When a child returns to school after an absence, the parent/guardian must send a note to the teacher explaining the reason for the child’s absence. Teachers will review missed work when a child returns to school after an excused lawful absence. Parents are encouraged to contact the teacher to obtain missed assignments.

IV. Health and Safety

A. Health Room   A nurse is available during the school day to handle minor injuries and illnesses that occur. If an injury or illness requires parental and/or medical attention, the School Nurse (or other school personnel) will notify the parent/guardian or designated emergency contact. **We must have a current emergency contact phone number.** If this number changes, please inform the office immediately.
### CODE OF CONDUCT | HEALTH ROOM/NURSE’S OFFICE
---|---
**Be RESPECTFUL** | ✓ Wait patiently with hands at your sides  
✓ Greet the nurse  
✓ Say thank you  
**Be ENGAGED** | ✓ Follow directions the first time given  
✓ Accept consequences without arguing or complaining  
**Be EFFECTIVE** | ✓ Walk silently to the nurse’s office  
✓ Return directly to class  
**Be PREPARED** | ✓ Bring a health pass from the teacher describing the reason for visit

### B. Absence for Illness
Attendance at school is very important; if a child is not present, he/she cannot learn. However, if your child has a fever or is vomiting, please keep him/her at home until fever free/has not vomited for 24 hours.

Certain medical conditions require **proof of treatment** before your child can be readmitted to school. Please use these guidelines before sending your child back to school.

1. **Pink eye or ringworm of the scalp** requires a doctor’s note indicating that treatment is in progress and the student may return to school.
2. **Ringworm of the body or extremities** requires proof of treatment (such as sales receipt and packaging from treatment product, or a doctor’s note); lesions must be covered while at school.
3. **Head lice** requires proof of treatment (as stated above) and the student **must be free of all nits** before returning to school.
C. **Medications at School**  PGCPS has a policy regarding the administration of medication at school. You are urged to give medications at home before school. If a student must take any medication (prescription or non-prescription) during the school day, or must keep medication at school for an emergency situation (e.g., severe reaction to insect bites, asthma), a completed Physician’s Authorization for Medication form must be submitted to and retained on file at the school. These forms are available in the Health Room.

All medications sent to school must be in a sealed container, which is properly labeled by a pharmacist with the student’s name, the name of the medication, the physician’s name, the date, and the directions for administration. An over-the-counter medication must be in the original container with the proper labeling attached. All medications that are controlled substances (e.g., Ritalin, Dexedrine, Adderall) must be brought to the Health Room by the parent, guardian, or other designated adult. **NO medications** may be in the possession of any student at any time. It will be the responsibility of the parent to pick up any medication at the end of the school year. No medication will be sent home with a student. Any medication left after the last day of school will be discarded.

It is very important for the safety of all of our students that we have your complete cooperation in following these guidelines. If you have any questions, please contact our school nurse.

D. **Vaccinations**  Since September 1992, the State of Maryland began requiring a second dose of measles/mumps vaccine for all students entering kindergarten through twelfth grade. Parents must present proof of this immunization date to the school. Since a child’s second measles shot will most likely be given as MMR, written proof of the second MMR is also considered as having at least one mumps shot.

All students must be in compliance with current immunization requirements. All preschoolers, kindergartners, and first graders through eleventh grader must have proof of the varicella (chicken pox) vaccine or month and year of the illness and three doses of the Hepatitis B vaccine. Pre-K students are required to have at least one dose of the PCV7 (Prevnar) vaccine and one dose of the Hib. which is given after 12 months of age. Students not completely immunized will be given up to 20 calendar days from the time of registration to get the needed vaccines from their healthcare provider. Effective 2014, Kindergarten students need two doses of the Varicella vaccine.
E. Safety Patrols  Rockledge Elementary is very proud of our safety patrols. We are fortunate to have a well organized, efficient, and dependable Safety Patrol Program. Safety Patrol sponsors select patrols on the basis of willingness to respect authority, reliability, academic performance, and serving as role models for peers. The patrols monitor our school hallways, buses and sidewalks. Please encourage your children to obey and respect the patrols as they help to promote safety in our school community.

F. Bus Riders  If your child rides a school bus, please discuss the school expectations with him/her using the chart below.

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>BUS</th>
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<tbody>
<tr>
<td>Be RESPECTFUL</td>
<td>✓ Line up quietly at the bus door</td>
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<tr>
<td></td>
<td>✓ Use a quiet voice</td>
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<tr>
<td></td>
<td>✓ Speak nicely to others</td>
</tr>
<tr>
<td>Be ENGAGED</td>
<td>✓ Follow directions the first time given</td>
</tr>
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<td></td>
<td>✓ Accept consequences without arguing or complaining</td>
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<td></td>
<td>✓ Raise your hand if you need assistance</td>
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<tr>
<td>Be EFFECTIVE</td>
<td>✓ Stay in your seat</td>
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<tr>
<td></td>
<td>✓ Keep hands and objects inside the bus</td>
</tr>
<tr>
<td></td>
<td>✓ Keep hands and feet to self</td>
</tr>
<tr>
<td>Be PREPARED</td>
<td>✓ Be on time and waiting to board or depart</td>
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<tr>
<td></td>
<td>✓ Sit in assigned seat with belongings on your lap</td>
</tr>
</tbody>
</table>

Riding the school bus is a privilege that can be denied if a child’s behavior is unacceptable.

The PGCPS Department of Transportation will assign each child a route number. This route number will be posted in the window of the bus. Each bus is assigned a color for easy identification within the school. Please ensure that your child learns the correct route number.
and color to avoid getting on the wrong bus.

G. **Walkers** Students who walk to school must use the available sidewalks and crosswalks. We encourage parents to discuss the expectations for walking to school safely.

H. **Bicycle Riders** Parents are encouraged to review bicycle safety rules with their children before allowing them to ride a bike to school. In addition, a child riding a bicycle should have a bicycle helmet and lock. School personnel cannot be responsible for bikes on the bike rack. The bike rack is located behind room 6 near the Pre-K playground.
V. Student Life

A. Student Rights and Responsibilities
The Student Rights and Responsibilities handbook for PGCPS is available online: https://www.pgcps.org/student_rights_responsibilities.htm

B. Bullying/Conflict Resolution
Students at Rockledge Elementary School will be educated on bullying and conflict resolution. Through classroom guidance lessons and classroom discussions they will learn the definition of bullying and various strategies needed to deal with conflict at school. If a student has a problem with conflict at school, they will be able to utilize peer mediation or small group to help resolve the issue. If the problem remains unsettled, further steps can be taken by the administrator/staff.

C. Dress Code
- Headdresses may only be worn indoors for religious or health reasons.
- Shirts and blouses should be continuous from neckline to waist. No tank tops or muscle shirts.
- No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia and tobacco products.
- No identifiable gang/crew clothing or paraphernalia.
- No see-through clothing.
- Skirts, dresses, shorts, and spandex skirts should be approximately six (6) inches below the buttocks, or no shorter than fingertip level.
● 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 must be worn.

D. Portable Communication Devices  Students are allowed to be in possession of a cell phones; however, students may not use such a device in a manner that will disrupt the school environment. All portable communication devices must be turned off and stored in backpacks during the school day.

E. Computer Technology

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>COMPUTER LAB</th>
</tr>
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</table>
| Be RESPECTFUL  | ✓ Listen and work quietly  
|                 | ✓ Use quiet voices if talking is allowed  
|                 | ✓ Treat equipment respectfully. |
| Be ENGAGED      | ✓ Follow directions first time given  
|                 | ✓ Accept consequences without arguing or complaining  
|                 | ✓ Raise your hand if you need assistance |
| Be EFFECTIVE    | ✓ Walk quietly  
|                 | ✓ Use equipment appropriately |
| Be PREPARED     | ✓ Bring required materials to class |
### F. Hallway Expectations

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>HALLWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be RESPECTFUL</td>
<td>✓ Walk silently&lt;br&gt; ✓ Keep your voice and feet quiet&lt;br&gt; ✓ Keep hallways neat and clean&lt;br&gt; ✓ Keep hands off walls, displays, and students’ personal belongings&lt;br&gt; ✓ Stay away from classroom doors so that you do not disturb teaching and learning</td>
</tr>
<tr>
<td>Be ENGAGED</td>
<td>✓ Follow directions the first time given&lt;br&gt; ✓ Accept consequences without arguing or complaining&lt;br&gt; ✓ Raise your hand if you need assistance</td>
</tr>
<tr>
<td>Be EFFECTIVE</td>
<td>✓ Walk in single, straight line on the right side of the hall&lt;br&gt; ✓ Keep a reasonable distance between self and others&lt;br&gt; ✓ Keep hands and feet to self&lt;br&gt; ✓ Walk at all times</td>
</tr>
<tr>
<td>Be PREPARED</td>
<td>✓ Walk with a purpose&lt;br&gt; ✓ Face forward with hands at your sides</td>
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### G. Bathroom Expectations

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<tr>
<th>CODE OF CONDUCT</th>
<th>BATHROOM</th>
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<tbody>
<tr>
<td>Be RESPECTFUL</td>
<td>✓ Use a quiet voice&lt;br&gt; ✓ Respect privacy&lt;br&gt; ✓ Keep bathroom clean&lt;br&gt; ✓ Use one paper towel and throw paper towels in the trash can</td>
</tr>
<tr>
<td>Be EFFECTIVE</td>
<td>✓ Follow directions first time given&lt;br&gt; ✓ Sign out when leaving the classroom and sign in when returning&lt;br&gt; ✓ Accept consequences without arguing or complaining</td>
</tr>
<tr>
<td>Be ENGAGED</td>
<td>✓ Flush, then wash hands&lt;br&gt; ✓ Walk carefully on any wet areas&lt;br&gt; ✓ Report a problem to the teacher</td>
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<tr>
<td>Be PREPARED</td>
<td>✓ Have a pass</td>
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H. Assembly Expectations

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<tr>
<th>CODE OF CONDUCT</th>
<th>ASSEMBLY</th>
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| Be RESPECTFUL  | ✓ Listen, watch, and learn  
|                 | ✓ Participate appropriately  
|                 | ✓ Clap at the end of the program  |
| Be ENGAGED     | ✓ Follow directions first time given  
|                 | ✓ Accept consequences without arguing or complaining  
|                 | ✓ Raise your hand if you need assistance  |
| BE EFFECTIVE  | ✓ Sit in one spot with legs crossed  
|                 | ✓ Stay in your seat  |
| Be PREPARED   | ✓ Listen, watch, and learn  
|                 | ✓ Wait patiently  |

I. Classroom Expectations

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>CLASSROOMS AND ALL INSTRUCTIONAL SETTINGS</th>
</tr>
</thead>
</table>
| Be RESPECTFUL  | ✓ Listen actively  
|                 | ✓ Use kind words  
|                 | ✓ Ask permission to use materials  
|                 | ✓ Speak respectfully  
|                 | ✓ Treat teachers and classmates with respect at all times  
|                 | ✓ Keep voices at an appropriate level  
|                 | ✓ Keep your desk and the area around your desk clean  
<p>|                 | ✓ Do not write on or damage your desk  |</p>
<table>
<thead>
<tr>
<th>Be ENGAGED</th>
<th>✓ Follow directions the first time given</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ Accept consequences without arguing or complaining</td>
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<tr>
<td></td>
<td>✓ Raise your hand if you need assistance</td>
</tr>
<tr>
<td></td>
<td>✓ Make good choices</td>
</tr>
<tr>
<td>Be EFFECTIVE</td>
<td>✓ Keep hands, feet, and objects to self</td>
</tr>
<tr>
<td></td>
<td>✓ Keep your chair flat on the floor for safety; do not rock or lean back</td>
</tr>
<tr>
<td></td>
<td>✓ Stay in assigned areas</td>
</tr>
<tr>
<td></td>
<td>✓ Use furniture and supplies appropriately</td>
</tr>
<tr>
<td></td>
<td>✓ Walk in your classroom</td>
</tr>
<tr>
<td>Be PREPARED</td>
<td>✓ Bring materials to class</td>
</tr>
<tr>
<td></td>
<td>✓ Complete your work</td>
</tr>
<tr>
<td></td>
<td>✓ Do your best</td>
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<tr>
<td></td>
<td>✓ Dress in layers</td>
</tr>
<tr>
<td></td>
<td>✓ Cover textbooks</td>
</tr>
<tr>
<td></td>
<td>✓ Turn in work on time</td>
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</tbody>
</table>

**J. Books and Materials**
Pupils must return textbooks and/or other educational materials as were originally assigned to appropriate school personnel in a satisfactory condition. The school will be reimbursed for lost or damaged textbooks and/or other education materials or other satisfactory arrangements must be made with the principal concerning the loss/damage.
K. Homework
At the beginning of the school year, the teacher will send home a copy of the homework policy. Parents are urged to provide support for their children as they do their homework. Suggestions to help promote good homework habits are:

- Provide a quiet place to study (without the TV or other distractions).
- Set a specific study time.
- Maintain a supply of pencils, paper, and other supplies at home.
- Check the work assigned.
- Encourage your child to do his or her best.

L. Breakfast and Lunch

1. Lunch Accounts   PGCPS uses a computerized meal program. All enrolled students are issued a 4 or 5 digit PIN and a corresponding meal account. It is important that each student memorize his/her PIN. At mealtime, the students enter their PINs on a keypad located next to the cashier. Meal, milk, costs for purchased items are deducted from the account at the time of purchase.

   Money can be deposited in a student’s account on [www.MySchoolBucks.com](http://www.MySchoolBucks.com) at any time in any amount (credit card or debit). Parents are encouraged to maintain money in their child’s account. This ensures that each student account has sufficient money in case a lunch is forgotten or misplaced. If you have any questions call our Cafeteria Manager.

2. Lost / Forgotten Lunch   No child will have to go without lunch. If a child has not brought a lunch from home and does not have sufficient money in his or her account to cover the cost of lunch, that child will be allowed to borrow money from the principal’s account and/or given an alternate lunch.

3. Lunchroom Behavior

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>CAFETERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be RESPECTFUL</td>
<td>✓ Wait quietly in line to be served</td>
</tr>
<tr>
<td></td>
<td>✓ Use good table manners</td>
</tr>
<tr>
<td></td>
<td>✓ Talk nicely to others using “6 inch voices”</td>
</tr>
<tr>
<td></td>
<td>✓ Clean up eating area</td>
</tr>
<tr>
<td>Be ENGAGED</td>
<td>✓ Follow directions first time given</td>
</tr>
<tr>
<td></td>
<td>✓ Accept consequences without arguing or complaining</td>
</tr>
<tr>
<td></td>
<td>✓ Raise your hand if you need assistance</td>
</tr>
</tbody>
</table>
Be EFFECTIVE
- Select healthy foods
- Eat own food, do not share food
- Stay seated, get up only with permission
- Sit flat on your seat with feet on the floor to avoid accidents and maintain a calm setting
- Keep hands and feet to self

Be PREPARED
- Bring lunch items to the cafeteria
- Get utensils and all food before sitting at the table
- Raise your hand if you need assistance

M. Playground Expectations  The playground should be a fun, safe place for everyone.

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>RECESS</th>
</tr>
</thead>
</table>
| Be RESPECTFUL  | ✓ Walk in a quiet line to the blacktop following hallway guidelines  
|                 | ✓ Share equipment  
|                 | ✓ Take turns and play cooperatively  
|                 | ✓ Include others  
|                 | ✓ At the end of recess, wait quietly in line until your teacher gives directions.  
| Be ENGAGED      | ✓ Follow directions first time given  
|                 | ✓ Do not go into the building without permission and a pass from the teacher on duty  
|                 | ✓ Accept consequences without arguing or complaining  
|                 | ✓ Raise your hand in line if you need assistance  
| Be EFFECTIVE   | ✓ Use equipment properly following safety rules  
|                | ✓ Stay in designated areas (All wooded areas are off limits; stay off of the hills and away from neighbors’ yards.)  
|                | ✓ Run only where permitted  
|                | ✓ Use hands and feet appropriately  
|                | - Do not throw or pick up anything other than a ball (e.g., sand, rocks, sticks)  
|                | - Games that involve bodily contact may not be played  

| Be PREPARED | ✓ At the end of recess, place the equipment you are using in the designated bag  
✓ Bring equipment out of the building at the beginning of the first recess and in at the end of the last recess  
✓ Freeze at the first whistle  
✓ Get in line immediately at the second whistle |

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**N. Library**

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
<th>LIBRARY</th>
</tr>
</thead>
</table>
| Be RESPECTFUL  | ✓ Listen and work quietly  
✓ Use whisper voices if talking is allowed  
✓ Treat books and equipment carefully |
| Be ENGAGED      | ✓ Follow directions the first time given  
✓ Accept consequences without arguing or complaining  
✓ Raise your hand if you need assistance  
✓ Return library books or pay for lost books. |
| Be EFFECTIVE   | ✓ Walk quietly  
✓ Use equipment appropriately |
| Be PREPARED    | ✓ Bring borrowed books and required materials to class |

**O. Before and After School Care Program** The school system provides a Before and After School Extended Learning Program (BASELP) at Rockledge. This program is open from 7:00 - 8:00 AM and 2:25 – 6:00 PM on all days that school is open. Activities include homework time, arts and crafts, physical education, snacks, games, and science lessons. For registration information, call the Central Office at 301-408-5593.
P. Reporting Student Progress

1. Progress Reports  Progress reports will be sent home with students at the midpoint of each grading period.

2. Family Portal – Keeping Track of Your Child’s Progress. Prince George’s County Public Schools has implemented the Family Portal, a part of SchoolMax, to enable parents/guardians to keep track of their child’s progress. You are able to view your child’s attendance record, grades, assignments, discipline, and schedule from any computer, 24/7.

3. Report Cards  Our county reporting system for grades K-5 provides for four report cards to report pupil progress during the school year. Students in Pre-K will receive report cards 2 times a year. Parents or teachers may request a conference at any time to discuss a child’s progress in school. Please do not hesitate to notify your child’s teacher with any feedback or concerns that you may have.

Students in Kindergarten through first grade will receive grades in the form of PR-Proficient, IP-In Progress, EM-Emerging, or ND-Needs Development. Students in second through fifth grade will receive letter grades of A, B, C, D, or E based upon individual performance according to student performance each quarter. Grading factors established by PGCPS for the determination of these grades will be distributed to you at the beginning of the school year.
Q. Student Recognition

1. **Honor Roll** The following guidelines explain the honor rolls at RES. Each marking period students meeting the following guidelines will be honored:
   - Principal’s Honor Roll – At least a 4.0 GPA
   - Honor Roll – At least a 3.0 GPA

2. **Student of the Month** Each month, classroom teachers will select students to be recognized as the “Students of the Month.” The students will have their pictures taken and hung on a prominent bulletin board, will be featured on the morning TV news at school and be recognized at our PTA meetings.

R. **Student Government Association** SGA representatives are elected by their classes in grades 1 - 5. The SGA meets regularly throughout the school year to plan special activities and events. Students learn about democracy and good citizenship as they determine the Student Council’s goals and projects for the school.

S. **Celebrations in School** Three school-wide classroom celebrations will be planned. Children enjoy doing a craft, playing indoor games, and integrating a unit studied in class. Classroom teachers will send home information regarding each of these celebrations to include time and location. Parents are asked to support the classroom teacher in preparing for these events as well as volunteering to assist on the day of the celebration.

Birthdays are a special day. Please do not send in and food items due to allergies. Students are invited to bring in a non-edible treat that can be shared with classmates. Consider donating a book to the class library or school library in your child’s name as an alternative to treats.

T. **Lost and Found** Lost and found items are stored in a bin near the main office. All items left after one month will be donated to a charity.
VI. Parent Involvement

A. **Communication.** The Rockledge staff strives to maintain clear communication between the school, students, and our students’ families.

**Rockledge Communication:** To keep families abreast of school events, we will communicate in various ways. You can expect a phone call from the principal at least once a week that will highlight important dates and school events for that week. In addition, teachers will communicate with parents weekly through email highlighting important curricula goals and classroom events important to your child’s academic success. Other means of communication are included below:

1. **Take home Folders.** At least weekly, your child will bring home a folder containing completed classwork, information from your child’s teacher and important dates.

2. **Family Portal** - Parents/Guardians can keep track of their child’s performance by registering on the Family Portal system. Please register by following the link and directions on the Prince George’s County Public School website at - [https://family.sis.pgcps.org/schoolmax/family.jsp](https://family.sis.pgcps.org/schoolmax/family.jsp). Assistance with registration is available from our front office staff during school hours.

3. **Rockledge Elementary School Website** - Visit [http://www.pgcps.org/~rockledg/](http://www.pgcps.org/~rockledg/) and gain access to resources such as lunch menus, the Family Handbook, school and PGCPS calendars, student homework links, school supply lists,
TAG information, instructional resources and more. Keep “in the know” with student and staff recognitions, PTA activities, and special events at Rockledge.

4. **Blackboard Connect System.** To inform our families of important upcoming events, deadlines, or critical information, we will use Black Board Connect system to communicate with families via recorded phone messages. It reports absent/tardy notifications as well as upcoming events and emergency closures. It is important to keep your phone numbers updated in your Family Portal account and with the main office here at Rockledge.

   B. **Visitors - All visitors must report to the main office immediately upon entering the building.** Visitors will be “buzzed” in after ringing the doorbell located to the left of the front entrance. Please report to the main office and present your driver’s license to obtain a visitor’s pass. This pass must remain visible at all times. Upon leaving the school, visitors must report to the main office to sign out.

   If a court has ordered restrictions against any persons regarding visitations with your child, please provide the office with copies of the court orders.

   If you bring something to your child during the day, please ask the office for assistance.

   C. **Classroom Visitation.** Classroom visitation provides parents with an opportunity to observe the great things happening in the classrooms and to view their child in his/her daily setting. Please schedule an appointment with your child’s teacher in order to eliminate interruptions to instruction, testing or classroom schedules and to ensure safety.

   D. **Volunteers** Students feel a sense of pride when they see their parents and other family members helping in their school. We can use support in any capacity you feel comfortable providing. Working with students to support learning (practice and mastery) can be very rewarding for both the child and volunteer. Shopping for events, copying, organizing outside activities, and participating in fundraising are ways you can support to the children and our school. We encourage ALL families to be a part of everything we do – we can’t do it without you!

   1. All volunteers – such as mentors, interns, tutors, chaperones, and volunteers working in concession stands and at gate receipts at athletic events - must undergo a fingerprint background check, child protective service clearance, and training on reporting suspected child abuse at least 14 days in advance of the day field trip, overnight trip or activity on or off school property.

   2. A fingerprint background check must be initiated through the PGCPS Fingerprinting Office before performing duties and the child protective services clearance must be initiated through Human Resources.

   3. Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for free and reduced priced meals, may
request waiver of the background check fee by providing a copy of their eligibility letter from the PGCPS Department of Food and Nutrition Services.

E. **PTA** The Rockledge Parent Teacher Association is a very active organization that supports all school activities. Financial assistance is provided to our instructional, music, physical education, art, Media Center, technology, and Safety Patrols programs. In addition, a special monthly Cultural Arts program is supported by the PTA. Teachers are allotted funds to purchase additional materials for their students as well.

Parents are encouraged to show their support for the outstanding work done by our PTA by joining and attending monthly meetings scheduled for the first Tuesday of the month at 7:00 PM. Information regarding PTA functions is included on our Rockledge website.