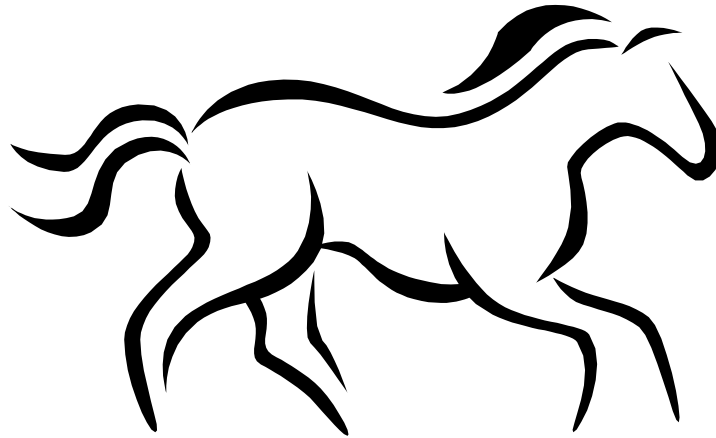


Marlton Elementary School
8506 Old Colony Drive
Upper Marlboro, MD 20772
Phone: (301) 952-7780 FAX: (301) 952-7718
Principal: Mrs. Valerie Gifford
Web page address: www1.pgcps.org/~marlton

Parent and Student Handbook 2015- 2016



“Together We Respect, Share, and Learn”

“Excellence begins with me.”

This agenda book belongs to:

Name: _____

Teacher _____ Grade _____

WELCOME

The staff of Marlton Elementary School welcomes each of you, parents and children, to another school year. The following procedures and guidelines are written to assist every Marlton stakeholder in having a rewarding and productive year. The following mission statement has been developed by our faculty.

MISSION STATEMENT

The mission of Marlton Elementary School is to ensure that all students acquire knowledge and develop skills and work habits to become productive members of society who are career and college ready. We believe that our school's purpose is to educate the whole child – academically, socially, physically and emotionally – within a positive school climate. We accept the responsibility to teach all students so that they can attain their maximum educational potential.

SCHOOL MOTTO

“Together We Respect, Share, and Learn.”

STUDENT AGENDA BOOK

Every child in grades 2-5 is expected to purchase from the school a Student Agenda Book to keep track of their assignments and communications from school to home. Parents are encouraged to read and sign the agenda book on a daily basis and write notes for the teachers.

SCHOOL HOURS

7:45 A.M. – 1:55 P.M.

Supervision is not provided for students on campus before 7:25 a.m. or after 2:00 p.m. Students may not be picked up between 1:30 p.m. - 1:55 p.m. in order to ensure a safe and orderly dismissal for all students. All parents/guardians are asked to wait outside of the building when meeting children at the end of the day.

ATTENDANCE

Students who walk to school are expected to arrive between 7:25 a.m. and 7:40 a.m. Students arriving at 7:45 a.m. are tardy and must sign in through the office. The 1st bell rings at 7:30 a.m. and the 2nd bell at 7:45 a.m. **In the event that a**

student is tardy or absent it is necessary for her/him to have a note for the teacher. It is important for parents to call and let us know when their child has to be absent; however, this call has to be followed up with a written note upon the child's return.

It is our policy to check on all absences of three days or more if we have not heard from the parents. Parents are legally responsible for their child's attendance and punctuality.

Lawful absences and/or tardiness include:

- Illness of child
- Death in family
- Quarantine
- Court Summons

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

VISITATION BY PARENTS

Marlton has an open door policy. Parents are always welcome and encouraged to visit often. As a matter of security, all visitors (including parents) to the school **MUST** report first to the main office to sign in and receive a visitor's pass. This sticker must remain visible at all times. Each visitor will be escorted to the classroom. Upon leaving the school, all visitors must report to the office and sign out. This is county policy and standard procedure for all schools.

Parents are encouraged to visit their child's classroom to observe the great things happening and to view their child in his or her daily setting. During this visit, we ask that you do not talk to the teacher or your child, so instruction is not interrupted.

Parents who wish to conference with a particular teacher or staff member, must call in advance so that a mutually convenient conference time may be scheduled. In addition, staff members are assigned duty posts as students enter and leave the building each day and are not usually available for conferences at these times.

Conferences of any type cannot be held during instructional time.

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

Classrooms are **closed** after dismissal. Children are reminded during afternoon announcements to pack their agenda book, appropriate textbooks and assignments. If a student leaves homework, textbook, etc. in the classroom after dismissal at 1:55 p.m., the **student or parent will not** be allowed to return to the classroom. We suggest you write a note to the teacher in your child's agenda book. Another option would be to call a classmate for the assignments. Students should complete the missed assignments the following day.

EARLY DEPARTURES

Parents are strongly encouraged to schedule medical and other appointments after school hours to maximize teaching and learning. Send a note to your child's teacher on the morning of the early departure stating the time you or your appointed adult will pick up your child. This note must be dated and have your signature. Upon arriving at school, report to the office to have your child called from her/his class. **In order to have a safe and orderly dismissal, students will not be dismissed after 1:30 p.m.** Please be reminded that dismissal is a part of your child's regular school day and that information is missed when children leave early. If an emergency makes it necessary for a parent to call for a child who has not presented a note, permission must be obtained from the school office before a teacher may release the child from class. The adult picking up your child **MUST** sign them out in the office and present a photo ID. All of the above early departure procedures are necessary for your child's protection.

DELAYED OPENING

ONE HOUR DELAY – Buses run an hour later. School will begin at 8:45 a.m.

TWO HOUR DELAY – Buses will run two hours later. School will begin at 9:45 a.m. Any field trip scheduled to begin prior to 11:30 a.m. will be canceled.

EARLY DISMISSALS

TWO HOUR will be at 11:55 a.m.

HALF-DAY DISMISSAL will be at 10:55 a.m.

EMERGENCY DISMISSALS INCLEMENT WEATHER

Announcements will be made over the radio and TV, early in the morning if bad weather closes schools. If it is necessary to close schools during the school day, the time will be announced by local radio, TV stations and the PGCPS webpage. The School Communication System (SCS) will contact households to alert parents to early dismissals. Please do not call the school for information. Listen to your local radio, TV station or check the county website (www1.pgcps.org). You can sign up for emergency weather alerts on the county website. They will text you or e-mail you when there is a closing.

OTHER – It is sometimes necessary to close a school for reasons other than bad weather. It is important that you make provisions for adult supervision for your child if there is an emergency dismissal. It is your parental responsibility to establish definite plans with your child.

BREAKFAST-LUNCH POLICIES

LUNCH PRICES

Student Lunch (includes milk) - \$2.75

Reduced Lunch - \$.40

Milk only - \$.55

THE CAFETERIA WILL NO LONGER BE ACCEPTING CHECKS.

“BREAKFAST IN THE CLASSROOM”

Marlton has implemented the “Breakfast in the classroom” initiative. Free breakfast is available to all students – regardless of income. It is served after the opening bell, 7:30 a.m., so that all children can easily participate. Instruction begins promptly at 7:45 a.m. so students must be finished with breakfast at this time. Let's make sure all our students are starting their day with a healthy meal, and are energized and ready for learning. Please have your child here at 7:30 a.m.

The Food and Nutrition Department for our county has adopted a Computerized Meal Program for purchasing meals. Every student will be given a Personal Identification Number (PIN), which must be memorized. Money can be deposited into the student's account to prepay for lunch/snacks. Parents are encouraged to deposit money into their child's account. The account allows for prepayment up to \$99.99. In addition, you can prepay for children's meals online by going to the following website: **www.MySchoolBucks.com**. You may also get more information on the Prince George's County Public School website.

Lunch: Children may bring a bag lunch with a drink or purchase milk. Drinks in glass containers are not permitted. Sodas are discouraged. Menus for school lunches are sent home monthly and available on the county website.

According to Prince George's County Public Schools bulletin, Alternate Procedures for Elementary School Students without Lunch Money, students who do not have a sufficient amount of money in their account will be served a cheese sandwich and milk, at no charge. **No money will be loaned.**

Snacks (including ice cream) are sold 3 out of 5 days a week to the students during lunch. Students will be encouraged to finish their lunch first before eating any snacks. Parents are asked to check their child/children's accounts on a regular basis. You may call the cafeteria manager between 8-10 a.m. to request the balance. Your child will receive a sticker indicating that lunch money is needed if their account becomes low (1 day left on account). If you do not want your child to purchase the snacks, you may call the cafeteria manager and put a hold on your child's account. This will stay in place until you ask to have it removed. Cafeteria phone number is: 240 573-7011.

EXTENDED ABSENCES

HOME OR HOSPITAL TEACHING

When a student is expected to be absent three or more weeks because of an excused health or medical condition, the parent or guardian should notify the student's guidance counselor or appropriate school personnel and request a conference so that appropriate home or hospital instruction may be considered. The home and

hospital teacher will provide up to six hours per week of instruction to keep the student current with grade-level skills.

ILLNESS AND INJURY

A child becoming ill at school does happen, and as parents, we must develop a plan for a timely response. The school cannot allow an ill child to remain in an environment where other children may become infected. This includes the classroom and public school bus. If the nurse contacts you because your child is ill, please respond quickly and make arrangements to pick up your child as soon as possible. The sick student should not return to school until he/she has been symptom-free (without fever, nausea, diarrhea, excessive coughing, etc.) for 24 hours or provides a readmit notice from the doctor. It is of utmost importance that you keep the school informed of how you may be reached in case of an emergency involving your child. Please let us know when there has been a change in phone number or in the name of the person you wish the school to call if you cannot be reached. This is done by keeping your family card information up to date.

In order to be exempt from Physical Education activities for an extended period, students must have a doctor's statement sent to the school. The doctor should state what the exemption is for and how long it is to continue. If a child is to be excused for one or two days only, a note from the parent will be accepted. Please keep the school informed of any health problem that requires special consideration for your child.

MEDICATIONS

All medications (prescriptions and over-the-counter) including cough drops that children bring to school must be kept in the health room. Their administration must be given in the health room under supervision of the nurse or trained personnel. County policy also requires that medicines brought to school must be accompanied with a medication information form (PS-51). Most doctors have been supplied with these and they are also available in the health room. **Health Room phone number is (240) 573-7009.**

RECESS

The recess period is a regular part of the school program. It consists of daily, supervised, period of free play on the playground. All children are

expected to participate in recess unless they have a medical problem which prevents them from doing so. For a student to be excused from recess participation and be allowed to stay indoors for more than one day, he/she must have a doctor's note that clearly indicates the illness and the duration of the recovery period. Parents may request, in writing, a temporary exclusion from recess participation for a one-day period. If a teacher does not receive such a note, the student will participate in the recess program. During inclement weather or if the wind-chill factor is below 32 degrees Fahrenheit, recess is held in the classrooms.

SCHOOL COMMUNICATION SYSTEM

The School Communication System (SCS) is a computerized program that can be programmed to contact parents regarding important school information. The school system has programmed the SCS to contact all parents when a student is absent or tardy. Throughout the year, the principal will develop announcements to be delivered through the SCS to keep parents informed, i.e. early dismissal due to inclement weather, PTA meetings and special school activities.

PARENT PORTAL

The School Information System (SIS) Family Portal is an on-line program that allows parents to view important school system data about their child. The data includes: student profile, schedule, attendance, grade book, discipline, and progress report. Every parent will be given a personal access code key. Due to the privacy of the access code key, parents may request their access code key by email or written request. Parents are encouraged to visit the Family Portal regularly. If you update your phone number on the portal, you will need to also contact the school to update our records.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held on November 11, 2015. The teacher will send home a notification or call the parent/guardian to schedule an appointment, each of which are scheduled for about 20 minutes. Parent-teacher conferences are held by appointment only on this day so that the teacher will be available to conduct meetings.

Parents may request a conference any time throughout the school year, by contacting the teacher to set up a convenient time for everyone. This may be done by writing a request in the students' agenda book, note sent into the teacher or a message left for the teacher to return a call.

Teachers will not be interrupted during instructional time (7:30 a.m. -1:55 p.m) for conferences. Conferences may be scheduled before or after these times.

CONTACTING TEACHERS

Messages for teachers will be taken at any time during the school day and will be placed in mailboxes. Teachers check their mailboxes 3 times a day; before school, during lunch, and after school. Teachers will return your call within 48 hours.

REPORT CARDS / PROGRESS REPORTS

Report cards are sent home at the end of each of the first three grading periods (approximately 45 days each). Fourth quarter report cards are mailed home. Progress Reports are sent home mid-quarter. The intent of a Progress Report is to show the parent the child's current level of progress so that effective steps can be taken to improve the reported grades. Anytime throughout the school year you can check the Parent Portal and review your child's grade. If you have any questions, we urge you to call your child's teacher immediately.

HOMEWORK POLICY

Homework is an integral part of elementary school and should be completed by the assigned date. All students will have homework every day including Friday.

If, for any reason, a student must be absent from school, it is his/her responsibility to make up all work missed. Students will have one day per absence to turn in missed work. If your child is absent for two days they have the next two days after they return to turn in completed assignments.

If a student has to be out of school for an extended absence, parents are requested to call your child's teacher and ask that class assignments be sent home with another student in the neighborhood, or be picked up in the office after school.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for textbooks and library books issued to them during the school year. Cover textbooks with paper or a cloth jacket. Lost or damaged textbooks and library books must be paid for before another book is issued.

SCHOOL-WIDE DISCIPLINE PLAN

We believe that the best approach to discipline is a preventive one that communicates to students that the focus of school discipline is to promote success. Therefore, it seems logical to prevent, or at least minimize behavior problems before punishment is necessary. It is the school's responsibility to provide necessary support, guidelines and encouragement as students become self-disciplined and behave with regard to both personal needs and concerns for others. We believe success will occur if parents, teachers, and students work together as a team to develop good citizens.

School Rules:

1. Students will arrive at school each day on time and prepared to learn.
2. Students will follow adult directions at all times.
3. Students will treat others with respect.
4. Students will respect school and personal property.
5. Students will bring only school-related items to school. (No gum, candy, toys or electronics)
6. Students will keep their hands, feet, and objects to themselves.

Discipline procedures in effect at each grade level are sent home during the first week of school. Please review these procedures with your child.

In addition to our own school discipline plan, we also follow the *Prince George's County Public Schools Student Rights and Responsibilities Handbook* (Code of Student Conduct). Students receive orientation sessions on the Code of Student Conduct during the first weeks of school and again after the winter break.

CELEBRATIONS

To maximize teaching and learning, classroom parties may be scheduled by the classroom teacher on these three (3) occasions: Fall Festival, Winter Holiday, and Valentine's Day. If you prefer that your child not participate due

to either personal or religious reasons, simply inform the classroom teacher so that an alternative activity may be provided. Due to the Prince George's County School System Administrative Procedure 0116, food & beverages served must adhere to the following conditions:

- Marlton Elementary was a bronze level winner of the Alliance for Healthier Generation Program. It was a challenge to reach this level as we had to change our lifestyle. Therefore, **only healthy snacks will be permitted at these 3 celebrations**. Cakes, cupcakes, chips and soda **will not** be served. Suggested items: popcorn, pretzels or 100 calorie bags of snack.
- Prepackaged foods must meet policy standards such as celery or carrot sticks, raisins or packaged sliced fruit.
- Due to health problems and allergies, food served must be from a licensed commercial vendor. i.e. Costco, Giant, Safeway, etc.

BIRTHDAY RECOGNITION

Every student will receive a birthday pencil, sticker and be recognized on the PA system for their birthday. Students are encouraged to celebrate their birthdays by donating a book to the school library or the classroom library. A bookplate is placed in each donated book stating the name of the student and which birthday he/she is celebrating. No cupcakes, cakes, or balloons are permitted as Marlton is working to achieve bronze level again with the Alliance for Healthier Generation Program.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association of Marlton Elementary School is made up of the parents and teachers of the children enrolled in this school. This does not exclude any persons who are interested in belonging to PTA but do not have children in the school system. Membership is totally voluntary. The good we can accomplish for our school is measured by the efforts of all our parents and teachers working together. If you are a new parent to Marlton, we welcome you. If you have been a member, we are glad to have you back. You can complete your membership form and pay your yearly dues at the PTA meetings or Back to School Night.

BEFORE/AFTER CARE

The Before/After School Care program is a self-supporting program sponsored by the Prince George's County Public School System. The philosophy of this program is to provide a safe and orderly environment staffed by qualified adult supervision in activities that are designed to include structured, unstructured, recreational and educational activities.

The program is open to any student who resides within the school's attendance area.

Operating hours are:

7:00 a.m. to 7:45 a.m.

1:55 p.m. to 6:00 p.m.

Contact the school **Day Care Office at (240) 455-3181** for more information.

OUR SCHOOL UNIFORM POLICY

BOYS: white short or long sleeved knit polo shirt (no logo or ornamental collars), navy blue double knee slacks or navy blue pleated shorts, black belt (no embellishments), white or navy blue socks. **Shoes must be mostly black (may have some white in them) or mostly white (may have some black in them) with matching shoelaces. There will not be any exceptions for other colors. (Strictly Enforced)**

GIRLS: White short or long sleeved knit polo shirt (no logo or ornamental collars), navy blue jumper, navy blue slacks, navy blue twill tag shorts or navy blue pleated skort. Black belt (no embellishments), navy blue or white socks or tights. **Shoes must be mostly black (may have some white in them) or mostly white (may have some black in them) with matching shoelaces. There will not be any exceptions for other colors. (Strictly Enforced)**

Marlton will take orders in the fall and spring for the Marlton school navy blue t-shirt. These shirts may be worn on Fridays (school spirit day) **ONLY** instead of the white polo shirt. If we do not have school on a Friday students are **not allowed** to wear the Marlton t-shirt on Thursday.

- Boys and girls shirt tails must be tucked into the waist of their slacks, shorts or skorts. Some students have shirts that are too long or short and this makes

tucking them in difficult. Please check to make sure this is not a problem for your child.

- Uniform navy blue or white V-neck or cardigan sweaters are the only permissible outerwear over school uniforms while indoors. The sweaters can not have any insignias. The school will take orders in the fall for navy blue pullover sweatshirts with Marlton Elementary embossed on the front. **This is the only sweatshirt that may be worn over the white polo shirt.** Sweatshirts, sweaters made from sweatshirt material, windbreakers, jackets, or coats are unacceptable. If there is a heating/cooling emergency an exception will be made.
- If your child is cold during the winter months they may layer their clothing provided the under-layers are the **same solid**, white color as their uniform shirts. Solid colored, white long sleeves may be worn under the short-sleeved shirts. Long underwear may NOT be visible under any circumstances.
- **SHOES** - Shoes must be mostly black (may have some white in them) or mostly white (may have some black in them) with matching shoelaces. **There will not be any exceptions for other colors. (Strictly Enforced)**
- In the event of snowy or icy weather your child may choose to wear boots to school. If the boots are black or white, they will be permitted **under** long pants only (not with jumpers, skirts, or skorts). If they are another color, students are expected to change into their regular uniform shoes upon arrival at school.
- Parents are encouraged to label all outerwear (sweaters, sweatshirts, coats, hats, etc.) with their child's name. This procedure ensures the return of lost items.
- Jewelry- Any jewelry worn should be small and age appropriate. Earrings no larger than a dime. Students wearing large, cumbersome, dangly jewelry or accessories will be asked to remove said items for their safety. Fashion glasses are not allowed.

NON-COMPLIANCE WITH UNIFORM POLICY

First Violation – Scholar’s teacher completes the uniform violation form to be sent home to the parents as an “official” notification. Parents are to sign and return to school the following school day.

Second Violation – Scholar’s teacher completes the 2nd uniform violation form and sends the student to the office. Parents are to sign and return to school the following school day. The Administration will contact the parents/guardians by phone and in writing that a 2nd violation has occurred.

Third Violation – For the third, or repeated violations, parents/guardians will be contacted by the Principal.

Repeated violations will be deemed as persistent disobedience or insubordination and will be dealt with in accordance with the Students Rights and Responsibilities Code.

We need to maximize our time on instruction; therefore, it is imperative that we encourage our scholars to adhere to the uniform policy at all times.

SYSTEM-WIDE DRESS CODE

HEAD

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

SHIRT 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, drug/alcohol or drug paraphernalia or tobacco products.
- No identifiable gang/crew clothing or paraphernalia.
- No see-through clothing.

SKIRTS, DRESSES AND SHORTS

- Skirts, dresses, shorts, and spandex skirts should be approximately six (6) inches below the buttocks, or not shorter than fingertip level.

PANTS

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

SHOES

- Closed toe shoes must be worn. (No sandals)

BUS TRANSPORTATION

School bus transportation is defined as the **entitlement** of a student to ride a school bus, without cost, to and from school in accordance with the Public Laws of the State of Maryland. It must be understood that transportation is provided only for those students who exercise the following responsibilities:

1. Be at the designated stop ten (10) minutes prior to pick up time.
2. Ride only the bus to which you are assigned.
3. Remain seated while the bus is in motion; keep noise level down.
4. Do not extend arms, hands, head, or any objects from the bus.
5. At the bus stop and on the bus, listen to Patrols, use positive language, and behave appropriately.
6. When dismissed from the bus, students are to exit the bus and go directly home or to their daycare.

If a child fails to follow proper bus safety rules they will be denied bus privileges and the parent will be responsible for providing transportation to and from school.

If a child needs to ride a bus home with another child, a note is required from **both** families. These notes have to be approved by the office. This is allowed only if room is available on the bus.

SCHOOL TRAFFIC AND SAFETY

Many of our fourth and fifth graders serve as Safety Patrols. Their purpose is to assist students with safety procedures as they go to and from school. Please encourage your child to obey the patrols.

The adult crossing guards are members of the Prince George’s County Police Department. They are assigned to major intersections when it is too dangerous for children to cross the street without adult supervision. All students **MUST** obey the crossing guard’s directions.

The front driveway will be used only for buses arriving and unloading in the morning. Private vehicles will not be allowed to enter the front driveway between 7 a.m. - 8 a.m. This policy is for the safety and welfare of our students at Marlton.

Parents bringing children to school should enter the lower parking lot and drop off near the steps entering the multi-purpose room. Children should be prepared to leave the vehicle as soon as it stops to prevent traffic delays.

Parents picking students up at dismissal have to wait until **ALL** buses have left before entering the front driveway. Parents may also pick up students from the lower parking lot at dismissal.

Students are not allowed to ride bicycles to or from school due to the very heavy volume of traffic.

LOST AND FOUND POLICIES

Parents are encouraged to mark all outerwear clothing, that is normally taken off in school, with name labels. Many children have outer clothing and lunch boxes that are exactly alike, therefore, labels are necessary. All "found items" are kept in boxes in the multi-purpose room. The lost and found items will be donated at the end of every quarter to Goodwill.

CELL PHONE POLICY

Students may carry cell-phones on public school property. However, all cell phones must be turned **off** (not vibrate) **and throughout the entire school day, whether the student is in class or not.** "Students are permitted to use PEDs while riding to and from school on PGCPs buses, as long as it does not impact the safe operation of the school bus." per Board Policy No. 5132.

First offense - The phone will be confiscated for the day.

Second offense - The phone will be confiscated and the parent must pick-up the phone from an administrator.

Third offense - Student will be forbidden to bring a phone to school for the remainder of the school year.

A student who sends or receives a page, call, text message, picture or other communication on the bus or during the school day will be treated as any other student who disrupts class. Please note that Marlton Elementary is NOT responsible for lost, damaged or stolen cell phones.

Use of cameras of any kind is strictly prohibited. Photos and videos taken on school property, whether with a cell phone or camera, may not be shared electronically on the Web.

HONOR ROLL

The district-wide Honor Roll is designed to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects. The following guidelines from Administrative Procedure 5121.1 explain Marlton's quarterly honor roll.

Students in Grades 2-5

- **Principal's Honor Roll**

A student has at least a 4.0 GPA with no grade on the report card below an "A".

- **Honor Roll**

A student has at least a 3.0 GPA with no grade lower than a "C".

- **Citizenship**

A student has a grade of "A" in both social skills and work habits.

- **Attendance**

A student has been present every day without being tardy.

- **Most Improved (Core Subjects)**

A student has made the most gains from the beginning of the quarter to the end.

Students in Grades K and 1

- **Super Stars**

A student has all "PR's".

- **Rising Stars**

A student has "PR's and IP's" - no EM's or ND's

- **Citizenship**

A student has "PR" in both social skills and work habits.

- **Most Improved (Core Subjects)**

A student has made the most gains from the beginning of the quarter to the end.

STUDENT OF THE MONTH

Students will be selected monthly by their classroom teachers to be recognized as Student of the Month. The selection will be based on the students' demonstration of one or more of the five core values of our Community of Caring: CARING, RESPECT, RESPONSIBILITY, TRUST, AND FAMILY. Students will have their pictures taken, placed on a certificate and hung on a prominent bulletin board, and have their names printed in the school newsletter.

BULLYING, HARASSMENT OR INTIMIDATION

One goal of the Prince George's County School System is to maintain a safe environment that is conducive to learning. Bullying, harassment and intimidation are antisocial behaviors that are conducted with the intent to cause harm and are characterized by an imbalance of power. It is intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication which interferes with the student's ability to learn or disrupts the orderly operation of the school. A staff member, parent or student can complete a Harassment or Intimidation Incident School Investigation form. These forms are available in the front office or from the school counselor, Ms. Rona Colbert, and also on our county website.

RESOLVING PROBLEMS

If you have a concern or a problem that needs to be addressed during the school year, the following steps are recommended:

1. Contact your child's teacher or the staff person in charge at the time the problem occurred and allow them an opportunity to resolve the matter.
2. If you are unable to resolve the matter to your satisfaction, call or make an appointment with the principal.

AUXILLIARY AIDE/SERVICE

Anyone who requires an auxiliary aide/service for effective communication or the modification of a procedure/policy in order to participate in a school system-sponsored program/service/activity should contact the school principal, individual or organization hosting the event, or the PGCPSS ADA Compliance Officer. Requests should be made as soon as possible, but not later than 48 hours before the scheduled event.

