2019–2020
Parent/Student Handbook

~Home of the Fearless Falcons~
Piloting our Path towards College & Career Readiness!

Mrs. Gaston Principal
Ms. Conwell, Assistant Principal
Welcome Falcon Family!

Welcome to a new and exciting school-year at Francis Elementary School! Our school system will continue to work towards Outstanding Academic Achievement for All. One of our goals is to create a safe environment where our scholars are able to participate in academically rigorous classes that ensure our scholars are reading and writing on or above grade level before they go to middle school. We strive to exceed all expectations and standards, by being Great by Choice. We deliver Excellence in Instruction through Effort and Efficacy!

1. Safe and Supportive Environments
2. Organizational Effectiveness
3. Family and Community Engagement
4. Academic Excellence
5. High Performing Workforce

As always our focus on instruction will not be compromised. We know we have the best and the brightest students and we expect that to be reflected in all our students’ accomplishments. We plan on enriching our school climate through structure, positive, and creating a culture of togetherness. Parents, please know that our quest to provide your children with a rigorous and relevant instructional program is paramount to us. Our expectations are high and the instructional program will be challenging yet rewarding. Parents play a key role in the academic success of our students; therefore, school/parent communication is critical.

- Make your child’s attendance and prompt arrival to school a priority - INSTRUCTION BEGINS PROMPTLY AT 7:45 AM DAILY.
- Expect homework every night and projects on a regular basis.
- Students are expected to read at least 20 – 30 minutes a night. Also, students should practice their basic math facts daily for mastery of those facts.
- Homework will be given daily and it is the expectation that it is completed in entirety.

Our instructional program will be far more effective with your active participation. We need you help!

Please know that we will walk in the door everyday prepared to meet the ultimate goal of educating your children. Please send your children to us well behaved, on-time, equipped with the proper materials and encouraged. We, in turn, will send them home to you prepared to meet the demands of the future. Your presence is not only welcomed, it is needed!

Sincerely,

Sonya Gaston, Principal

Ashley Conwell, Assistant Principal
For the safety and concern of students and staff members, please adhere to the established traffic routes in the parking lot. Cars are not allowed in the circle until after all buses have arrived. Times may vary.

School Hours and Supervision

<table>
<thead>
<tr>
<th>Pre-K hours</th>
<th>AM</th>
<th>7:45 – 10:15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PM</td>
<td>11:15 – 1:55</td>
</tr>
<tr>
<td>K – 5 hours</td>
<td></td>
<td>7:45AM – 1:55PM</td>
</tr>
<tr>
<td>Breakfast hours</td>
<td>7:30AM – 7:45AM</td>
<td></td>
</tr>
</tbody>
</table>

Office Staff: Mrs. Nicole Littlejohn, Principal’s Secretary

Mrs. Yvonne Brinson, Secretary

School begins at 7:45 am. Children arriving before 7:30 am cannot be supervised and must remain outside of the building until the official start of school. If you transport your child by car, please follow the car line to drop your child away from the bus loading and unloading area. This will prevent accidents.

More importantly, it is safer for the children.

7:30-7:45 Students arrive in classroom to eat breakfast and unpack to start their day
7:45 AM --- Warm-up instruction begins
7:45AM --- FTE Morning News
7:55AM – Instruction begins

Tardies

Any student arriving at school after 7:45AM must report to the office for a tardy slip. Tardiness places a student at a disadvantage in starting his/her day. A note should accompany your child to explain the reason for tardiness.

Board Policy #5113

Early Dismissal

When a student is to be excused early, the parent/guardian or authorized person must come to the office and sign the early departure book. The parent/guardian must present picture identification in order to pick up a child. The office will then call the child to the office for dismissal. No exceptions! When possible, medical and dental appointments should be made outside school hours.

EARLY DISMISSAL ENDS AT 1:30 PM. STUDENTS WILL NOT BE PERMITTED TO BE DISMISSED AFTER 1:30 PM.

In Extreme Emergencies, please see an administrator for assistance.

Board Policy # 5117

Dismissal

Official dismissal time for students is 1:55PM Early dismissal ends at 1:30PM

Mode of transportation change must be sent in writing with student to be turned into their teacher at the start of the day. We understand emergencies occur but please try your best to put it in writing in advance.

Please be on time to pick up your child. We cannot supervise a child after 2:15PM. If any students are left in the building beyond 2:15PM. for normal dismissal, they will report to the main office for holding until parents and/or the appropriate agency are contacted. We will make every effort to contact a parent or the emergency designee. If patterns/trends are noticed, further actions

Breakfast is served on delayed openings

In Case of Emergencies or inclement weather, school may be closed or delayed. Stations WTOP, WWDC, WMAL, WRC and WOL, will make announcements several times during the morning. Please listen to the radio and television (especially during the winter). You may also access the Prince George’s County website at HYPERLINK "http://www.pgcps.org/" www.pgcps.org for school closings and delays. A two hour delay results in a 9:45AM start of instruction time and 9:30AM arrival time for students.

Board Policy # 2565
Students in grades Pre K - 5 will utilize some sort of daily organizer to track homework daily. Pre K - 2nd will be given a homework folder and 3rd - 5th will be given an agenda book daily. They will be used for homework, long-term assignments, and can be used for commentary. This process will keep parents/guardians informed about assignments student have. Parents are encouraged to check the agenda book or folder daily. Students must carry the agenda book to all classes. If a student loses his/her agenda book, he/she will be required to purchase another agenda book.

FTE Elementary invites parents to visit our school whenever they have an opportunity. If your child comes home with information or concerns that you wish to check out, we recommend that you call the school and ask to have your child’s teacher contact you, arrange a conference or send your child’s teacher an email. The school office is open each day from 7:15AM to 3:00PM. When asking to speak with a teacher, please keep in mind that we cannot call the teacher from the classroom nor can we transfer calls during instructional time. A message will be taken and the teacher will return your call within 48 hours.

The school office staff and teachers are responsible for safety of all students in the school. ALL visitors to the school must stop by the office first to sign in. You must be on the registration, birth certificate or contact form to visit classrooms. Parents and relatives are always welcomes at FTE Elementary and may visit at any time, as long as they are identified on the form. All visitors to the building must have state issued photo identifications, and it will be required to enter the building. The ID will be scanned in the security system. The only time a parent or legal guardian cannot visit a child’s classroom is if the school has a copy of a court-ordered document. If the parent is on the child’s birth certificate. He/she may visit the child in the classroom. We ask that you give us 24 hour notice about a classroom visitation. Please note that specified times will be established to not disturb the instructional day. Board Policy #0500

Reminder a visit is not a conference and cannot be conducted during the instructional school day.

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Teachers are free to talk or meet during non-instructional times. To schedule conferences please contact teachers via email or phone, our phone number is: 301-599-2480. We will also utilize various platforms to keep all stakeholders involved i.e. Class Dojo, Blackboard, etc.
During the first week of school, your child’s teacher will be sending home an information form for you to complete. *Having this information returned promptly and correctly is of utmost importance.* A record of this information is kept in the school office in the event you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that your records are kept up to date.

*A Successful Student…*

- Brings notebooks/binders, loose-leaf paper, pencils, and any other materials necessary to class daily.
- Is an active participant in the classroom, listens well and takes part in discussions.
- Asks questions if he/she doesn’t understand the discussion or if he/she has a problem.
- Plans his/her work and schedules times for homework (with television turned off) each day; makes sure he/she understands the assignment before he/she leaves class.
- Uses what he/she learns, identifies how each subject applies to the others.
- Strives to do his/her best, not just enough to get by.

“A successful student” puts forth effort and works hard so he/she can get SMART, the harder they work, the SMARTER they GET!! FTE’s mantra is **Soaring to Success—through Excellence in Instruction through Effort, and Efficacy – Every Student, Every Teacher, EVERY DAY!**

Encourage your child to come home immediately after school is dismissed.

Your child is not to bring dangerous or distracting articles to school, such as guns, knives, toys, radios, tapes, chewing gum, sodas. The school will confiscate these items.

Electronic games and media players are not allowed in school unless the teacher designates a day for games. If a student brings one to school, it will be confiscated and not returned until a parent picks it up.

Place names on all articles of clothing—coats, gloves, hats, caps, sweaters, raincoats, school supplies, etc.

Instruct your child *never* to converse with a stranger, *never* to accept a gift from a stranger, and *never* to get into a car with a stranger.

Your child must get plenty of sleep each night for him/her to learn and do his/her best in school.

The PTA is a vital aspect to FTE, we urge you to join and become an active member.

**Study Skills**

**Medication**

Medicine, including aspirin, cannot be administered by school personnel. Students who need to take prescribed medication or over-the-counter medication must have the appropriate **form signed by the physician** and parent before the medication can be brought to school. The medication and form must be left in the office with the Nurse.

**Board Policy # 5163**

Our school has the services of a full time nurse who is mainly responsible for dispensing medications, vision and hearing screenings, keeping immunization records up to date, assessing students who became sick while at school, as well as applying first aid. If you know your child is sick prior to start of the day, **please do not send him/her to school.**

If your child becomes seriously ill at school, we will contact you immediately. Children who get ill at school will need to be picked up by parents and taken home. If we cannot reach you immediately we will use the emergency contact information you have provided. **It is very important to have current working phone numbers, and update them regularly as they may change.** Please remember we cannot keep seriously ill children at school. Children must be free of fever, vomiting and diarrhea for 24 hours without assistance of medication before they can return to school.

In the event your child becomes injured at school, he/she will be sent to the office immediately and you will be contacted.

The nurse documents every student’s visit and if warranted, will make attempts to contact the parent using the phone numbers on file. She will provide each student with a note of their visit and the services that she provided to them.
Francis T. Elementary is a mandatory uniform school. The official uniform is navy blue, white, and yellow. The recommended quantity is as follows: Following are the accepted uniform items for all students:

**Primary Girls (Pre-K through 5th grade):**
- Light or Navy Blue Polo; Navy, Light blue or Gray Cardigan (Logo optional)
- Navy Blue Jumper, Uniform skirt/pants
- Mostly Black or Brown Shoes
- White, Navy or Black Tights/Socks
  *Earrings must be nickel size or smaller*

**Primary Boys (Pre-K through 5th grade):**
- Light or Navy Blue Polo; Light blue, Navy or Gray Sweater/Jacket (Logo optional)
- Navy Blue Uniform Pants
- Mostly Black or Brown Shoes
  Shirt **MUST** be tucked in with Black, Brown or Navy Belt

---

**Francis T. Elementary Uniform Enforcement Policy**

Francis T. Evans Elementary Community has adopted a mandatory uniform policy in accordance with Prince George’s County Policy #600. Below is the described policy procedure.

Uniforms are checked randomly and teachers will contact parents at the end of the day to report violations. Each classroom teacher will work closely with the students in his/her class and their families so that we may achieve 100% uniform compliance. This will mean developing a supportive relationship with the families. Most uniform concerns can be handled at this level. Any particular problem or resistance should be referred to the Principal or her designee.

As staff members identify families in need of extra support, they are to be referred to the Principal/Designee. The administration will verify the need and help to attain uniforms for the child.

When a teacher feels he/she has tried to work with the parents concerning a uniform violation, but has been unsuccessful, the following steps will take place. These procedures have been established by the Board of Education for consistent violations.

- **First violation:** The school representative will contact the parents/guardians by phone, send home our uniform violation letter, and notify administration.
- **Second violation:** The school representative will contact the parents/guardians by phone, send home a second notice, and contact administration.
- **Third violation:** The administration will call the parent/guardian and send home a written notification.
- **Fourth violation:** The administration will arrange a parent conference to reiterate the parameters of the policy and the consequences of future violations. Written notification will be sent home documenting the conference.
- **Fifth violation:** The student will be removed from class by administration and the student complete classroom assignments provided by the teacher in another part of the school until the proper attire can be brought to the school.
- **Sixth Violation:** A parent/student conference will be held with administration and teacher.

Let’s work together for the success of our children. Thanks for your cooperation.
Breakfast and Lunch Programs

It is the responsibility of the parent and students to coordinate with the cafeteria manager as it relates to the lunch program. Parents or students are required to bring money to the cafeteria at the beginning of the week before classes begin for the day. Intermediate students can be responsible for turning in their money at the beginning of the week prior to the start of class. Payments can also be made online through HYPERLINK "http://www.myschoolbucks.com" http://www.myschoolbucks.com/. Please make sure your student comes prepared for lunch. It is the county policy that scholars will be given one lunch that will be charged to the “Principal’s Account,” this charge is to be reimbursed to the school within a week. Following this, if money is not on the account a specific lunch will be provided (i.e. cheese sticks, fruit and milk).

FYI All lunch applications should be completed and turned in within a timely manner. There are paper copies in the main office. You may also complete the form online for a quicker response.

Bus Expectations

Transported students are given a bus assignment and are to ride that bus and that bus only to and from school.

Riding a bus is a privilege and good behavior is required ALWAYS 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 warned once then suspended from the bus and parents will then be responsible for providing the child’s transportation.
Board Policy # 5131

Schoolwide Rules:

SOAR

1. Safe- scholars are to act in a safe manner.
2. On Time- it is important scholars are on time to school and class daily.
3. Accountable- scholars should show accountability for the academics & actions.
4. Respectful- scholars should show respect towards peers, staff, and school property.

Behavioral Expectations

The school has created a disciplinary plan and school-wide FTE Way. Each parent will receive a copy of the procedures, rules, consequences and rewards for behavior. Students are expected to follow all school rules (halls, cafeteria, classroom, etc.) and the Student Rights and Responsibilities. Violations may result in suspension from school. FTE ES practices The FTE Way to Soaring to Success to establish a positive school culture which is listed below:

Falcons observe the hallways as a QUIET ZONE.
Falcons follow all directions and/or procedures the first time.
Falcons follow the Falcon Five at all times!
School-Wide Behavior Expectations
Student Behavior Expectations – THE FTE WAY!

Francis T. Evans ES has a school-wide behavior Expectations Plan in place that provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed. The Positive Behavior Intervention and Support System is a collaborative effort that promotes positive behavior throughout the school in the classrooms, hallways, cafeteria, assemblies, restrooms and the bus. Classroom teachers use behavioral management plans to promote respect and accountability for self and others.

School-Wide Responses for Plan Infractions:

1st Challenge  Verbal Warning; Teacher Assigned Response (Tier 1 Intervention/Support)

2nd Challenge  Verbal Reminder; Request for Parent Conference; Desired Behavior Modeled; Teacher Assigned Response (Appropriate Tier 1 or 2 Intervention/Support)

3rd Challenge  Referral to Guidance; Request for Parent/Teacher Conference (Appropriate Tier 2 or 3 Intervention/Support)

4th Challenge  Referral to Administration, (Tier 3 Intervention/Support)
Report Cards

A letter system of marking is used for
Kindergarten through Grade 1
Administrative Policy 5121.1
(Quarterly)

Kindergarten, and Grade 1

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

A five-letter system of marking is used for grades 2nd- 5th
(Quarterly)

A = Excellent progress at the level of instruction indicated 90 – 100%
B = Above Average progress at the level of instruction indicated 80 – 89%
C = Average progress at the level of instruction indicated 70 – 79%
D = Below Average progress at the level of instruction indicated 60 – 69%
E = Unsatisfactory progress (failure) at the level instruction indicated below 60%

All scholars will receive progress reports midway through each quarter. The progress report serves as a warning, if your child is scoring less than a satisfactory grade it is our hope that the unsatisfactory grades can be brought up before the report cards are issued. Continuously failing grades on report cards may lead to retention in the current grade, for following school year.

Homework Expectations

Homework will be given to scholars on a daily basis. It is recommended that parents set aside 30-60 minutes each evening for children to read, practice spelling, and complete assigned homework. Homework must be turned in by the due date. This is an important pattern in establishing responsibility and establishing a foundation of good work habits when children are young.
Students in Grades 1-5 who qualify for each level of honor roll will be recognized in quarterly assemblies. The following criteria will be used to identify honor roll students at each level:

**Principal’s Honor Roll:** Students with a 4.0 GPA or higher with no grade on the report card below an “A.”

**Honor Roll:** Students with a 3.0 GPA or higher with no grade on the report card below a “C.”

### Grading Breakdown

<table>
<thead>
<tr>
<th>K and 1</th>
<th>Reading/ELA</th>
<th>Math</th>
<th>Science</th>
<th>Health</th>
<th>PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork</td>
<td>50%</td>
<td>55%</td>
<td>50%</td>
<td>50%</td>
<td>70%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
<td>5%</td>
<td>10%</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>Assessments</td>
<td>40%</td>
<td>40%</td>
<td>40%</td>
<td>30%</td>
<td>20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd – 5th Grades</th>
<th>Reading/ELA</th>
<th>Math</th>
<th>Science</th>
<th>Health</th>
<th>PE</th>
<th>S.S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork</td>
<td>50%</td>
<td>35%</td>
<td>45%</td>
<td>50%</td>
<td>70%</td>
<td>45%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
<td>15%</td>
<td>15%</td>
<td>20%</td>
<td>10%</td>
<td>15%</td>
</tr>
<tr>
<td>Assessments</td>
<td>40%</td>
<td>50%</td>
<td>40%</td>
<td>30%</td>
<td>20%</td>
<td>40%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Music</th>
<th>K</th>
<th>1st – 3rd</th>
<th>4th – 5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork</td>
<td>90%</td>
<td>60%</td>
<td>50%</td>
</tr>
<tr>
<td>Homework</td>
<td>0%</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Assessments</td>
<td>10%</td>
<td>10%</td>
<td>20%</td>
</tr>
</tbody>
</table>
The use of cell phones and PEDs (personal electronic devices) should not interfere with teaching and learning during the school day. The school assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period. **Board Policy 5132**

Responses to Alleged Violations of this Procedure:

1. Any staff member, student or individual having knowledge or reasonable suspicion of alleged violations of this procedure should promptly report this information to the school principal/designee.
2. The school administrator(s)/designee will respond to alleged violations of this procedure in accordance with the Student Rights and Responsibilities Handbook.
3. In limited, urgent circumstances requiring immediate action, the school administrator(s) may confiscate a PED if he/she reasonably believes that confiscation is necessary to help protect the health, safety or welfare of students or staff. The school administrator(s) shall take reasonable measures to label and secure the item until such time the PED is returned to the student or parent/guardian as soon as possible.

**Board Policy # 5132**

---

**Birthday Celebrations!!!**

- Students are permitted to celebrate their birthdays with cupcakes.
  - Store Bought
  - Enough for all students in the homeroom class
  - Advanced notice with Teacher
  - Time Available: During Student’s Lunch Only
FUNDRAISERS

Your participation in our fundraising efforts this year is very important. Money from fundraising is always used and goes directly to supporting the students of FTE ES. Thank you for your continued support.

PARENT/TEACHER ASSOCIATION

The PTA is essential to our school culture and climate. We encourage all families to join the PTA. There is a small fee for each family to ensure the association is able to run effectively. At least one executive member of the PTA will be a member of the SPMT. In addition to PTA organized activities and meetings, the PTA will serve as a support system on the SPMT.

SCHOOL PLANNING MANAGEMENT TEAM

Members of the SPMT represent the total adult school community. They represent the ideas, feelings, thoughts, concerns, input and perspective of all respective groups. The PTA (Parent Teacher Association) is part of the SPMT. SPMT meetings are held once a month.

SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call 301-599-2480 and check with the main office staff about assignments. Your interest and involvement are always appreciated.

Board Policy # 0106
Must Have Fingerprint On File

Possible Events to Volunteer
- Assist during school i.e. class event
- School dances
- Assist with PBIS store or PBIS events
- Field Trips, etc.
STUDENT CONDUCT REMINDERS

Students will be held accountable to the following guidelines that are based on the PGCPS Student Rights and Responsibilities. Please be reminded that the following reminders are not an exhaustive list of the code.

Classroom Expectations – The FTE Way Soaring to Success!

- Follow the “SOAR” expectations
- Hallways are “Quiet Zones”
- Follow directives the “First Time”

Hallway Expectations

● Walk silently, single-file, 3rd tile on the right while in the hallways/QUIET ZONE.
● Show respect for others that are learning.
● Walk at all times.
● Stay away from classroom doors so that you do not disturb teaching and learning.
● Respect artwork, bulletin board work, signs/posters and other personal items as you go through the hallways.
● Use appropriate language at all times.

Administrative Policy # 10101

Bullying, Harassment or Intimidation

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

Board Policy # 5143
Computer Technology. Students using technology (computers/laptops and the Internet) on the school premises must adhere to the following guidelines: **Board Policy # 10101**

- No illegal activity.
- No “chat rooms” or “chat lines” not part of a class activity.
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
- No use of equipment for commercial purposes.
- Must not impede network operations.
- Must not interfere with others’ work or use another’s account.
- Must not misrepresent one’s own identity.
- Must not disclose one’s identity on the Internet.

**SERIOUS INFRINGEMENTS**

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. Good education requires effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrator and support of the Board of Education, the parent(s)/guardian(s) and students.

Therefore, students can expect to face suspension and/or expulsion if they commit any of the following violations:

- Possession or Use of Weapons
- Possession, Use or Distribution of Alcohol, of Controlled Dangerous Substances Controlled or Drug Paraphernalia
- Arson
- False Alarms
- Possession of Fireworks or Explosives (Snappers)
- Inciting Others to Violence and Disruption
- Physical Attack and/or Threat Thereof
- Shakedown and/or Strong Arm
- Fighting
- Theft
- Vandalism and/or Destruction of Property

Other violations classified as persistent disobedience are:

(May result in suspension)

- Cheating
- Continued Class Disruption
- Disrespect
- False Reports
- Forcery
- Gambling
- Insubordination

**Board Policy # 10101**
To receive the maximum instructional benefit from classroom instruction, a child must be in attendance daily unless illness or a family emergency arises. Please provide a written explanation upon the child's return to school when your child is absent. It is the student's responsibility to make-up all assignments. Please refer to Board Policy 5113 for more information regarding the Attendance Policy.

Lawful Absence

Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

A. Death in the immediate family. Immediate family means a parent or guardian, brother, sister, grandparent, or anyone who has lived regularly in the household of the student.

B. Illness of the child. The principal shall require a physician’s certificate from the parent or guardian of a child reported continuously absent for illness. A continuous absence is an absence of three or more continuous days.

C. Court summons.

D. Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger health or safety of the student when in transit to and from school.

E. Work approved or sponsored by the school, the Prince George’s County school system, or the State of Department of Education, accepted by the Superintendent of Schools or the school principal, any persons duly authorized by the superintendent or principal, as reasons for excusing the student.

F. Observance of a religious holiday.

G. State emergency.

H. Suspension.

I. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.

J. Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Unlawful Absence

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

a. At all grade levels, students with unlawful absence(s), including so-called “cut days,” shall receive a zero for any day(s) of such absence(s). The zero(s) will be averaged with other daily grades.

b. Teachers are not required to provide make-up work for students when their absences are unlawful.