

Valley View Elementary School

5500 Danby Avenue, Oxon Hill, Maryland 20745

Office: 301-749-4350

Fax: 301-749-4354

School Website: <http://www1.pgcps.org/valleyview/>

Main Website: <http://www1.pgcps.org>



Student/Parent Handbook

"A School of Excellence, With No Exceptions"

Welcome Valley View Elementary Family!

Welcome to a new and exciting school-year at Valley View Elementary School! Our school system will continue to work towards **Outstanding Academic Achievement for All**. Our goal is to achieve LITERACY through Effective School Improvement.

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

On behalf of the staff of Valley View Elementary School, I am pleased to welcome you as a Fabulous Falcon! You are an important part of a school community that is committed to excellence.

This handbook is designed to provide you with information and procedures which will ensure the safety of students, the opportunity for all children to learn, and basic expectations for the way students, staff members, and adult volunteers interact with each other. It has been prepared with the sincere hope that it will be used as a reference by all, for matters relating to the instructional program, classroom, administration, and/or organization.

The handbook is subject to modifications, as needed. If revisions are made they will be communicated to students and parents.

Valley View Elementary School is a “SCHOOL OF EXCELLENCE”, where students soar academically, socially, and emotionally.

The staff of Valley View Elementary School will provide all students with the opportunity to acquire knowledge as well as to develop skills and work habits through higher level thinking, a challenging rigorous curriculum, motivating, and engaging instruction that inspire them to set high standards for themselves, which will enable them to become both valuable and productive members to their society.

Parents play a key role in the academic success of our students; therefore, school/parent communication is crucial.

- **Make your child’s attendance and prompt arrival to school a priority - INSTRUCTION BEGINS PROMPTLY AT 9:15 AM DAILY.**
- **Expect homework Monday through Thursday.**
- **Expect and sign Bi-Weekly Monday Letters and Folders.**
- **Students are expected to read at least 20 – 30 minutes per night. Also, students should practice their basic math facts daily for mastery of those facts.**

We look forward to an excellent school year!!!!!!

Sincerely,

Kimberly Pettway

Kimberly Pettway, Principal

FALCON PLEDGE

In our community at Valley View Elementary School everyone has the right to learn, that is why we must be:

Focused students who are,

Attentive at all times. We are

Leaders, who are,

Caring, Courteous, Considerate

On Task

Neat in appearance and

Studious

Because we are a School of Excellence
with NO exceptions and Great By Choice!



All students are expected to attend school regularly in accordance with the State of Maryland Compulsory Attendance Law.

School Hours and Supervision

Pre-K – 5 hours 9:05AM – 3:25PM

Breakfast hours 9:05:AM –9:15 AM

Office Staff: Ms. Melissa Dory, Admin. Assistant
Ms. Curle Yates, Registrar



Dismissal

Official dismissal time for students is 3:25 P.M. Early dismissal ends at 3:00 PM.

Please be on time to pick up your child. We cannot supervise a child after 3:30 pm. **There is no aftercare provided at this school.** If there is a pattern of lateness in picking up your child, the appropriate agency will be contacted. We will make every effort to contact a parent or the emergency designee.

Registration

Enrollment with the use of a Shared Housing Form has to be completed at the beginning of each school year with updated mail and a new Notarized Shared Housing Form. If you are living in an apartment all names must appear on the Lease. See office staff for all other registration documentation.



Arrival

Arrival time for students is 9:05 am. Students may enter the building at that time. Students arriving before 9:05 am cannot be supervised and must remain outside of the building until the official start of school. Parents must sign-in with the office or designee prior to walking students to class.

9:05 am - Students may enter the school and proceed to their classroom for breakfast

9:15am - Instruction begins



Attendance Policy

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.

Any student arriving at school after 9:25 am should 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. If a bus is late picking up students, this is classified as an excused tardy. Excessive tardiness is also viewed as an unlawful absence and truancy, which will be reported to the proper authorities.

Please refer to **Board Policy #5113** for more information regarding the Attendance Policy.

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 authorized person must present picture identification in order to pick up a child.** The office will then call the child to the office for dismissal. When possible, medical and dental appointments should be made after school hours.

EARLY DISMISSAL ENDS AT 3:00 PM.

STUDENTS WILL NOT BE PERMITTED TO BE DISMISSED AFTER 3:00 PM.

In Extreme Emergencies, please see an administrator for assistance.



In Case of Emergencies or inclement weather, school may be closed or delayed. Please listen to the local radio and television stations (especially during the winter). You may also access the Prince George's County website at www.pgcps.org for school closings and delays. A two hour delay results in an 11:15AM arrival time for students.

Breakfast is served if there is a delayed opening.
Board Policy # 2565



Phone Calls

Students will not be called out of class to take phone calls from parents. If an emergency necessitates a child being contacted, an administrator or designee will assist as needed. Phone calls made for changes in dismissal procedures for your child will not be accepted without written documentation. Cell phones must be turned off during the day at school. If you need to contact your child, please call the office and leave a message. Students are not allowed to make calls in the school building using their own cell phones. (Please refer to the cell phone policy in this handbook).



Parent Conferences

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. Please schedule conferences in advance for a time that is convenient for all, i.e., before or after school, during teacher planning periods, etc. Our phone number is: 301-749-4350.

Student Information Cards

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.

Child Abuse/Neglect

It is a felony for school officials to fail to report suspected child abuse or neglect to the proper authorities. The staff members of Valley View Elementary School will report suspected child abuse and/or neglect.

Valley View Elementary invites parents to visit our school whenever they have an opportunity, however you must report to the main office when entering the building. If your child comes home with information or concerns that you wish to verify, we recommend that you call the school and ask to have your child's teacher contact you. The school office is open each day from 8:00 a.m. to 4:45 p.m. 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.**

Attention Visitors

The school office staff and teachers are responsible for the safety of all students in the school. **ALL** visitors to the school must stop by the office first. You must be on the registration or birth certificate to visit classrooms. Parents and guardians are always welcome at Valley View ES. Classroom visits and/or conferences by parents/guardians must be arranged at least 24 hours in advance. Please refer to Administrative Procedure 0500 via the PGCPs website for additional details regarding visits to the school. **All visitors to the building must have state issued photo identification. A copy of the ID may be made and kept for our records.**
Board Policy # 0500

Agenda Books

Students are asked to purchase an Agenda Book. These books can be purchased from the school. All students are expected to bring his/her agenda book home each day. Parents are asked to check the agenda book for assignments and/or notes from the teacher. Parents may also use the agenda book to send notes to the teacher. Take Home Communication Folders will be used for students in Pre-K and/or Kindergarten.

Personal Property

Valley View Elementary School is not responsible for the loss of personal property. Personal belongings (coats, book bags, etc.) should be clearly marked with the student's name, homeroom teacher's name, and grade.

Students are not permitted to bring the following items to school:

- Toys (Gadgets, cards, etc.)
- Electronic Devices (iPods, Nintendo DS, etc.)
- Gum, Sunflower Seeds, or Candy
- Sunglasses
- Glass bottles w/ juice or Sodas (liquid items packed in lunches must be in plastic containers)
- Weapons or replicas of weapons and/or potentially dangerous items.

Parking Areas

Due to the safety of our students, it is necessary to make rules regarding the use of the school parking lots and the areas immediately adjacent to our school. When dropping off or picking up students, please be considerate to other drivers by treating them with courtesy and respect. You are encouraged to let your child ride the bus to and from school due to the traffic situation. Please DO NOT park in the parking spaces marked Reserved or in the bus lanes. There is an area designated for parents to unload and/or park; it is adjacent to the main parking area next to the field. Please note Prince George's Parking Enforcement will give tickets to anyone parked in the fire lane or unauthorized areas.

Birthday Parties and Celebrations

While some parents find it appropriate to celebrate their child's birthday, parties and other types of recognition at school, please note that such celebrations sometimes run contrary to what should be happening at school. In addition, such parties place some children in an awkward position because of religious beliefs. To that end, we ask that parents adhere to the following:

- ***Birthday Celebrations are only allowed during lunch time.***
- Parents may bring snacks to be served during the student's lunch time. The parent/guardian and/or designee must supervise.
- Please schedule the celebration in advance with the student's teacher.
- Limit outside participation to either the parent/guardian or designee Only.
- Report to the main office first.
- Balloons and other decorations are NOT ALLOWED. They create other problems, especially during dismissal time.
- Please note that some students have food allergies as well as could be diabetic. Please consult with the teacher.



Field Trips

Field Trips are an integral part of the instructional program. Parental permission is required for student participation on all field trips. At times it is necessary to ask parents to assist us by serving as chaperones. Background checks and/or fingerprints are required for chaperones to attend field trips, especially for overnight trips.

No student will be permitted to attend any field trip based on verbal permission. The teacher must receive the permission slip prior to attending the trip. Money will not be accepted without a permission slip. Field trip money may not be returned/refunded once reservations have been placed, as the school will still be responsible to the entire bill.

Study Skills

A Successful Student...

- 👍 Brings notebooks/binders, loose-leaf paper, two 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 they can get SMART, the harder they work, the SMARTER they GET!!
Work Hard and Get SMART!



General Suggestions for Parents

- ✓ 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, snacks, etc. The school will confiscate these items.
- ✓ Electronic games nor media players are not allowed in school. If a student brings one to school, it will be confiscated and not returned until the end of the school year.
- ✓ Place names on all articles of outer 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.
- ✓ Visit your child's school. You, as a parent, are not only welcome at school, you are urged to visit.

Notes from the Nurse



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, **Please do not send them 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.

The nurse documents students' visits and if warranted, will make attempts to contact the parent using the phone numbers on file.

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

All medication should be brought in by an Adult and immediately turned into the School Nurse. No medication should be in the possession of a student, including Cough Drops, Eye Drops, Inhalers, etc.)

Parents are asked to make the school aware of students' food allergies and/or other medical conditions.

UNIFORMS Board Policy # 5152

Valley View Elementary is a mandatory uniform school. The official uniform is navy blue bottoms and light blue shirts. Examples of the accepted colors (light blue, navy) can be verified through the display in the school lobby. Students are expected to be in complete uniform each day. (See Non-Compliance with Uniform Policy and Out of Uniform Days notes below)

Girls

Light Blue polo blouse
Light Blue collared blouse
All blouses must be long enough to tuck into pants/shorts
Navy Blue skirt, pleated skirt or Jumper (*must be knee length*)
Navy blue pants,
Navy blue shorts or skorts (*must be knee length*)
Navy blue shorts under skirt may be worn but should not be visible
Navy blue sweater or vest
White or Navy blue tights
All belts must be black or brown
No Jeans or jean skirts
No Hooded Jackets
No Sweatpants
No Cargo pants
No T-shirt as a uniform shirt
No pants/skirts with rips or holes
No Leggings

Jewelry

Limited to:

Nickel size earrings
Small watch
No Bangles, necklaces or other accessories

Head Coverings

Headdresses can be worn indoors for religious or health reasons **ONLY**. Bandanas, hats, cat ears and flower headbands and other such items are not permitted. Only solid covered headbands can be worn.


Boys

Light Blue polo shirt
Light Blue collared shirt
All shirts must be long enough to tuck into pants/shorts
Navy blue pants or shorts with a black or brown belt
Pants/shorts must be worn on waist, not hanging exposing undergarments
Navy blue sweater or vest
White or Navy blue socks
No Jeans
No Hooded Jackets
No Sweatpants
No Cargo pants
No T-shirt as a uniform shirt
No pants with rips or holes
All belts must be black or brown

Shoes

Shoes
Rubber Sole Shoes (90% black)
No Crocs and No Sandals or Open toe shoes for safety
No light up shoes or shoes with wheels

Valley View Elementary Uniform Enforcement Policy

Valley View Elementary Community has adopted a mandatory uniform policy in accordance with Prince George's County Policy #0600/Policy 5152. 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 concern can be handled at this level. Any particular problem or resistance should be referred to the Principal or Principal 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.

- **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, send home a written notification and/or enforce further disciplinary action.
- **Fourth violation:** The administration will arrange a parent conference to reiterate the parameters of the policy and the consequences of future violations and/or enforce further disciplinary action. Written notification will be sent home documenting the conference.
- **Fifth violation:** The student may be removed from class by administration and the student complete classroom assignments provided by the teacher in another part of the school and /or a meeting held to discuss possible reassignment to a non-uniform school. Documentation of this meeting will be given to parent.
- **Sixth Violation:** The student may be reassigned to a school that does not have a mandatory school uniform policy.

Let us work together for the success of our children. Thanks for your cooperation.



Bus Conduct

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. Good behavior is required in order to maintain a safe environment on each bus. The school supports the driver in maintaining safe bus riding habits.

Students should be at the bus stop at least 10 minutes prior to their scheduled bus pick up.

Prior to loading the bus students should:

- Be at the bus stop on time
- Remain on the sidewalk while waiting for the bus to arrive. Be considerate of the property of others by staying off lawns, porches, shrubs, etc.
- Wait until the bus comes to a complete stop before attempting to board.

While on the bus students should:

- Keep hands and feet inside the bus
- Quiet talking is permitted. Inappropriate language is not permitted.
- Damage to the interior or exterior of the bus will result in payment of damages.
- Aisles must remain clear of personal belongings.
- Keep hands, feet, and objects to yourself.
- Follow the bus driver's directions without argument or discussion.
- Remain seated while the bus is in motion.

Anyone who violates the safety standards will be suspended from the bus and parents will then be responsible for providing the child's transportation. Bus suspension does not excuse the student from attending school.

Board Policy # 5131_1

Behavioral Expectations

The school has created a disciplinary plan and school-wide rules. Students are expected to follow all school rules (halls, cafeteria, classroom, etc.) and the County Code of Student Conduct.

Valley View Elementary School maintains a Zero Tolerance Policy for violence, weapons, and drugs on school campus or at school activities off campus. The staff of Valley View believes in providing a safe and orderly environment for all children. We believe that all of our students can behave appropriately in our school. We believe all students have a right to learn and all teachers have a right to teach. We believe that in order for students to succeed in school there must be a partnership between the school and the home.

Prince Georg's County Public School utilizes a Code of Student Conduct. The Level of Responses and Interventions Chart is used to correct inappropriate behavior and actions of students. If interventions are successful, a referral to an Administrator may not be necessary. Staff members will implement various levels of responses and interventions with students. In addition, this procedure applies while a student is located on or off school property during fields trips, school sponsored events, athletic functions, while being transported on PGCPs vehicles and during any other school related extracurricular activity. Administration will address serious behaviors that are deemed harmful to the safe and orderly environment of the school at the highest level.

Board Policy #10101



REPORT CARDS



Administrative Policy 5121.1

Head Start and Prekindergarten

Proficient (P) - child consistently exhibits the skill independently

In Process (I) - child shows exhibits the skill when given adult assistance

Not Yet Evident (N) – child is unable to demonstrate the skill even when given adult assistance.

Kindergarten and Grade 1

PR = Proficient – child can demonstrate indicator independently 90 – 100%

IP = In Process – child can reliably demonstrate indicator 80 – 89%

EM = Emerging – child demonstrates indicator with assistance 70 – 79%

ND = Needs Development - child does not demonstrate indicator 50 – 69%

Grades 2 – 5

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 of instruction indicated 50 – 59%.

I = Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

All students will receive Progress reports midway through each quarter. Report Cards are sent home at the end of each quarter. Please refer to the school calendar for the release dates of the Report Cards and Progress Reports. Parents and/or teachers may request a conference at any time to discuss a child’s progress in school. It is important to make every effort to attend your child’s conference to better understand his/her progress. Continuously failing grades on report cards may lead to retention in the current grade, for the following school year.

NOTE: The end of the year Report Cards are mailed home directly from the Board of Education.

Homework Expectations

Homework will be given to students on an increasing basis as children progress in school. All students will receive homework assignments. It is recommended that parents set aside time each evening for children to read, practice spelling, math and do assigned homework. Homework must be completed. This is an important pattern in establishing responsibility and establishing a foundation of good study habits when children are young.

Honor Roll Qualifications

Students in Grades 2-5 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 lower than a “C”.

Grading Factors

Factors used to determine K – 5 student grades include the following:

- Class Work
- Homework
- Assessments

Reading Level

ABL = Above Grade Level 80 – 100%
OGL = On Grade Level 60 – 79%
BL = Below Grade Level 0%-59%

Cell Phone Policy

The use of cell phones and PEDs 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:** *The Prince George's County Board of Education believes that encouraging the use of technology in schools is essential in our global marketplace and will enhance the educational environment by promoting innovation; increasing student interest in learning; improving student achievement; and empowering teachers to use diverse and effective methods to prepare students for college and career. The Board of Education's policy on portable electronic devices (PEDs) is designed to ensure that the use of PEDs is encouraged during the school day for instructional purposes, and at other times as approved by school administrators, provided that PED use does not violate the Code of Student Conduct in the Student Rights and Responsibilities Handbook.*

Consequences for Misuse of Cell Phones and Personal Electronic Devices (PEDs):

1. First Offense:

- a. The student's cell phone and/or PED may be confiscated and returned to the student at the end of the day.
- b. If the cell phone and/or PED is going to be retained beyond the class period then the confiscation procedure in section IV.C. shall be followed.
- c. The PGCPS 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.

2. Second Offense:

- a. The student's cell phone and/or PED will be confiscated in accordance with Section IV.C and only returned to the student's parent or guardian (unless student is emancipated (as defined in Administrative Procedure 5111 section III)).
- b. The PGCPS 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.

3. Third Offense:

- a. The student will be prohibited from bringing a cell phone or PED to school for the remainder of the school year.
- b. Should the student bring a cell phone and/or PED, it will be confiscated and returned only to the parent or guardian.

4. Repeated Offenses and Noncompliance with Attempted Confiscation:

- a. Students committing repeated violations of this Procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct.
- b. Students who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for disrespect and such other disciplinary action consistent with the Student Code of Conduct.

Board Policy # 5132

Parent Power

Open communication with parents is a priority at Valley View ES. There are communication tools that are utilized to ensure that this communication is consistent. For instance, students in grades Pre-K – 1st maintain Homework Folders and grades 1st – 5th the Agenda Book. Homework Folders and Agenda Books will keep you informed of daily assignments. You are encouraged to communicate with the teachers using your student's Homework Folders and Agenda Books.

Monday Letters ensure open communication with parents regarding their child's progress on a bi-weekly basis. We also encourage parents to gain access to the Parent Family SchoolMax Portal to monitor grades online.

Parents will receive communications from the school on a regular basis. The communication will come in the form of letters from the school, electronic messages/announcements (telephone), emails, and information will be posted on the school's website.

Valley View's school community always welcomes parent involvement. Parental support is the key ingredient to our school's success. You are a valuable resource for our classroom teachers and without your help and contributions, our jobs would be much more difficult and our goals unobtainable. The Board of Education has a policy in place to ensure a well-planned and effective volunteer program. Fingerprinting is required to participate in trips/volunteer. Maryland State Law requires state and federal fingerprinting for all volunteers. Valid photo identification is required to go through any part of the fingerprinting process. Your child's safety and welfare are our primary concern.

We appreciate your cooperation and support as we work to build a strong and effective parent volunteer program.

Parent Involvement Opportunities



SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call the school. Your interest and involvement are always appreciated.

Board Policy # 0106

Must Have Fingerprints On File!

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 Valley View ES. Thank you for your continued support.

PARENT/TEACHER ASSOCIATION

PTA meetings are held once a month. The PTA will encourage families to help their children, their school and the community. 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.

Other Ways You Can Get Involved

- Volunteer to work with various special events
- Ask the teacher if there are any special projects that you can do from home
- Assist in the library/computer lab
- Plan to participate in career day
- Be a class reader

STUDENT CONDUCT REMINDERS

Students will be held accountable to the following guidelines that are based on the PGCPs Code of Student Conduct. Please be reminded that the following reminders are not an exhaustive list of the code.

Classroom Expectations

- Treat teachers and classmates with respect at all times.
- Keep voices at an appropriate level.
- Walk (do not run) in your classroom.
- Keep your desk and the area around your desk clean. Do not write on your desk.
- Keep your chair flat on the floor for safety, no rocking or leaning back.
- Cover textbooks.
- No outside jackets, coats, or hats are to be worn in the classroom. Bring layers to wear.
- Follow the rules of your classroom, and the PBIS expectations at all times.



Hallway Expectations

- Walk silently on the right while in the main hallway using Q-TIP.
- 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, and other personal items as you go through the hallways.
- Use appropriate language at all times.

Administrative Policy # 10101

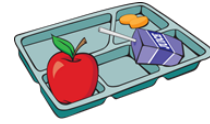
Any misbehavior or inappropriate behaviors that cause the learning environment to deteriorate, be disrupted, or infringe upon the rights of others in the school will not be tolerated. Any such behavior may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to the following:

- Teacher-Student Conference
- Deprivation of privileges or preferred activities
- Time-Out in the classroom or placed in another classroom
- Communication with parents via note, telephone, agenda book, conference or Monday Letters.
- Referral to Counselor and/or Assistant Principal
- Referral to Principal
- In-School Suspension, Detention, Out of School Suspension, or Expulsion.

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 Guidance Counselor, Student Rights & Responsibilities Handbook, and the PGCPs website. **Board Policy # 5143**

Breakfast and Lunch Programs



You must complete the Meal Applications for FREE/REDUCED lunch at the beginning of each school year. We encourage every parent to apply. Breakfast and Lunch menus are distributed monthly. If there are changes in your household income or living arrangements during the school year a new application must be completed and submitted online. All information is kept confidential that only the cafeteria manager has record of.

Currently, the school system recognizes two lunch options. Students can either bring their lunch to school with them or purchase lunch from the cafeteria. The Automated Cafeteria System (ACS) is used in the school's cafeteria. Each student will have an account that is accessed by a Personal Identification Number (PIN). Parents may deposit money into their child's account by sending it directly to the school's cafeteria manager or electronically using the New Electronic Payment Portal for School Meals. Each time a child buys from the cafeteria the account is debited.

Please make sure your student comes prepared for lunch. It is the county policy that a cheese sandwich and milk are given to those students who do not have lunch/lunch money.



Computer Technology

Students using technology (computers 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.