



**Apple Grove Family Handbook
2025-2026**

**Apple Grove Elementary
7400 Bellefield Avenue
Fort Washington, Maryland 20744**

**Principal Ms. Samecia- Muriel Broussard
Assistant Principal Ms. Nicole Worrell**

**Office Staff Hours: 8:00 a.m. – 4:00 p.m.
Educator Hours: 8:00 a.m. – 3:30 p.m.
School Hours: 8:30 a.m. – 2:40 p.m.**

TABLE OF CONTENTS

VISION

Motto “At The Grove, students, staff, and community are Safe, Seen, and Supported — because we're Too Legit to Quit the Greatness at the Grove!”

CORE VALUES

ARRIVAL

ATTENDANCE

BULLYING/CONFLICT RESOLUTION

BOOKS AND MATERIALS

CHILD ABUSE/NEGLECT SCHOOL

CLASSROOM EXPECTATIONS OF STUDENTS

COMMUNICATION

PORTABLE COMMUNICATION DEVICES

TELEPHONE CALLS FROM SCHOOL

WEEKLY CLASS DOJO VIDEO UPDATES

[WEEKLY FAMILY NEWSLETTER](#)

DISMISSAL

CHANGE IN DISMISSAL ROUTINE

EARLY CLOSING

EARLY DISMISSAL

HALF DAY

FIELD TRIPS

FAMILY PORTAL

GENERAL SCHOOL GUIDELINES

GRADING POLICY

HEALTH AND SAFETY

ABSENCE FOR ILLNESS

MEDICATIONS AT SCHOOL

VACCINATIONS

MANDATORY DRILLS

STUDENT CODE OF CONDUCT

STUDENT RESPONSIBILITIES

STUDENT RIGHTS

HALLWAY EXPECTATIONS OF STUDENTS

RECESS

PLAYGROUND EXPECTATION

SAFETY PATROLS

STUDENT RECOGNITION

BULLDOG BUCKS

CELEBRATIONS IN SCHOOL

Birthday Celebrations

MONTHLY INCENTIVES

[AGES Bulldog P.R.I.D.E.](#)

TRANSPORTATION

BUS RIDERS

CAR RIDERS

MORNING DROP OFF

PARENT PICK-UP

WALKERS

TRANSPORTATION AND SAFETY

PARENT INVOLVEMENT

PARENT PORTAL

PARENTS' CODE OF CONDUCT

VISITORS

[ASSEMBLY/EVENT/PERFORMANCE VISITATION](#)

UNIFORMS

STUDENT INFORMATION SHEET

VISION

Greatness at the Grove: Rooted in Community, Diversity and Academic Excellence

MISSION

The mission of Apple Grove Elementary School is to ensure that all students acquire the requisite knowledge and skills to become a college and career ready member of a diverse global society and workforce with an understanding of their role, impact and responsibilities within that society.

Motto “*At The Grove, students, staff, and community are Safe, Seen, and Supported — because we're Too Legit to Quit the Greatness at the Grove!*”

CORE VALUES

Prepared

Respectful & Responsible

Integrity

Discipline

Engaged

SCHOOL GENERAL INFORMATION

SCHOOL COLORS: RED, WHITE AND BLACK

SCHOOL MASCOT: BULLDOG

SCHOOL DAY

STUDENTS MAY ARRIVE AT 8:15 A.M. -8:30 A.M.

SCHOOL BEGINS AT 8:30 A.M.

STUDENTS ARE LATE AT 8:31 A.M.

SCHOOL ENDS AT 2:40 P.M.

The Principal oversees the daily operations of an individual school building.
 The Principal is primarily in charge of overseeing the students and faculty/staff in the building.

Person to Contact	Email Address
Principal: Ms. Samecia Broussard	Samecia-Muriel.broussard@pgcps.org

Assistant Principal: Ms. Nicole Worrell	nicole.worrell@pgcps.org
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PRINCIPAL'S SECRETARY & BOOKKEEPER

Person to Contact	Email Address
Secretary II: Mrs. Alethia Hughes	alethia.hughes@pgcps.org

STUDENT RECORDS & ATTENDANCE

Person to Contact	Email Address
Registrar: Ms. Kimberly Graham	kimberly.graham@pgcps.org

Specific Information Within The Classroom Information about direct instruction in the area of content in which they specialize. Classwork. Homework. Current Grades. Specific information regarding the students academics/behavior within the class. Google Classroom Codes. Messages sent from a teacher in SchoolMax. Please reach out to the educator of record.

Person to Contact	Email Address
Teacher of Record	Visit Apple Grove Website

PERSONAL, SOCIAL, ACADEMIC CONCERNS

Person to Contact	Email Address
Professional School Counselor:	keisha.smithbranch@pgcps.org
School Based Therapist: Mr. Redietu Haile	pg_redietu.haile@pgcps.org

SPECIAL EDUCATION

Person to Contact	Email Address
Ms Jamie Nelson	jamie2.nelson@pgcps.org
Ms. Carjainae Kemp	carjainae.kemp@pgcps.org

Computer Technology Computer Distribution. Tech Support. Computer-related issues or question that may arise regarding technology (including issues with email, the internet, viruses, etc.) please contact:

Person to Contact	Email Address
Mr. Cobey Barnes	cobey2.barnes@pgcps.org

ARRIVAL

Students are not permitted to arrive at school prior to 8:15 a.m. Staff is not on duty to provide supervision for students arriving early. Students/parents should line up in front of the school at the main entrance doors. Students may enter the building at 8:15 a.m. It is very important for all students to come to school on time, every day. Students should be in their seats and ready to learn before or at 8:30 a.m. **Students are late if not seated at 8:31 am.** Parents are encouraged to let children enter the school building independently

Late Arrival Procedures

Students arriving after 8:30 a.m. are considered tardy. Parents/guardians must ensure their child enters the building before leaving the school grounds. All tardies are considered **unexcused** unless due to a documented transportation delay or accompanied by a written note explaining the reason, in alignment with administrative procedures.

ATTENDANCE

To receive the maximum instructional benefit from classroom instruction, a child must be in attendance daily. Each child who resides in Maryland and is five (5) years old or older, and under 18 shall attend a public school during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in public schools to children of the same age, or is exempted by law. For each absence, the parent/guardian must contact Apple Grove Elementary to communicate the reason for the student's absence with **written documentation no later than three days after return to school.** It is the student's responsibility to make-up all assignments. Please refer to [Board Policy 5113](#) for more information regarding the Attendance Policy. 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. 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. Teachers are not required to provide make-up work for students when their absences are unlawful. Maryland State Law requires students to attend school regularly. Students are expected to be in school except for the following reasons:

- Death in the immediate family (i.e., parent, guardian, brother, sister, grandparent), or extended family and close non-relatives. ~ 4 days maximum
- Illness of the student. The principal may require a physician's certificate from the parent/guardian of a student that is reported absent for illness at least three school days. If absences reach six days a physician's certificate will be required. If needed, student

medical care may be available at a Prince George's County Public Schools Wellness Center

- Mental Health Day. Students may receive as an excused absence one (1) day of absence in each semester of each school year for a student's mental health needs. ~ 2 max for the year
- Pregnancy and parenting related conditions
- Court Summons
- Hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school.
- Observance of a religious holiday
- State emergency
- Suspension
- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Health exclusion, which includes immunizations and other health related communicable or contagious diseases.
- Absence due to Military Families. PGCPS supports the Interstate Compact on Educational Opportunity for Military Children. A lawful absence shall be granted to students while visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat supporting posting. Accordingly, students must receive missed homework assigned during the time they were absent. Military orders may be requested. Only students who have a lawful absence will be provided with make-up work. Students will have the same amount of time to make up missed work as the days that they were absent. If make-up work is not received or the student was considered unlawfully absent, the student will receive a 0.

Excessive absences (18 or more days per year/ 4.5 days per quarter) will result in a referral to the Pupil Personnel Worker for further investigation.

BULLYING/CONFLICT RESOLUTION

Based on national, state, and local interest, all students at Apple Grove Elementary School will be educated on bullying and conflict resolution. Through classroom guidance lessons and classroom discussions, they will learn the definition of bullying and various strategies needed to deal with conflict at school. If a student has a problem with conflict at school, they will be able to utilize peer mediation or small group counseling with the school counselor. At certain times, conflict becomes a disciplinary matter. When this happens, the assistant principal or principal will investigate the situation and render disciplinary action on a case-by-case basis.

Prince George's County Public School provides the following definitions:

Bullying

Unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. To be considered bullying, the behavior must be intentional and include: (1) an imbalance of power (students who bully use their physical, emotional, social or academic power to control, exclude, or harm others), and (2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered). Bullying can occur through verbal, physical or written conduct or electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.

Cyberbullying

Bullying that takes place over digital devices like cellular phones, computers, tablets or other electronic communication. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation. 1. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment

Includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

Intimidation

Any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation. E. Retaliation - An act of reprisal or getting back at a person who reports acts of bullying, harassment, or intimidation; or who are targeted students, witnesses, bystanders, or others with reliable information about acts of bullying, harassment, or intimidation. F. Targeted student – A student who has been bullied, harassed, or intimidated.

The Below link can be used to complete a report of bullying/harassment/intimidation:

<https://www.pgcps.org/offices/student-services/anti-bullying>

BOOKS AND MATERIALS

PGCPS Board of Education Policy 616.1 states that pupils must return textbooks and/or other educational materials as were originally assigned to appropriate school personnel in a satisfactory condition, or reimburse the school for lost or damaged textbooks and/or other educational materials, or make other satisfactory arrangements with the principal concerning the textbooks and/or other educational materials.

When books are assigned by number to your child, he/she is given the opportunity to examine the text, record its condition, and sign a textbook assignment form that is kept on file until the book is returned. If the book is not returned in satisfactory condition, the student must pay for this book.

All textbooks that are used by students for homework on a regular basis should be covered throughout the school year. This includes mathematics, reading, spelling, science, and social studies. Any type of book cover or sturdy paper may be used. Please DO NOT use contact paper on textbooks. Because of the increase in textbook costs and the budget restrictions, we urge parents to help us as we attempt to teach our students responsibility in taking care of school property.

CHILD ABUSE/NEGLECT SCHOOL

Apple Grove Elementary personnel are required by state law to notify Child Protective Services about possible neglect or abuse. Prince George's County Public School Administrative Procedure 5145 informs that it is mandatory for all employees to make a direct report when he or she have reasons to suspect:

- A. A child has been physically or mentally abused
- B. A child has been sexually abused, whether physical injuries sustained or not
- C. A child has been neglected

Discipline measures from parents or other adults that leave bruises or wounds on a child must be reported for further investigation.

CLASSROOM EXPECTATIONS OF STUDENTS

- 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 at all times.

COMMUNICATION

The staff at Apple Grove Elementary strives to maintain clear paths of communication among the school, the students, and our students' families. Communication occurs through emails, phone calls, or Class Dojo.

PORTABLE COMMUNICATION DEVICES

During school hours and on a school bus, cell phones and portable electronic devices (i.e. iPad, laptop, portable games) **must remain off** and the items should be **stored out-of-sight** in a back-pack, book bag, pocket, purse, vehicle, locker, etc. Violations of the Board Policy and Administrative Procedure may result in confiscation of the cell phone or portable electronic device and/or other disciplinary action. The school system is not responsible for theft, loss or damage to cell phones and portable electronic devices brought onto its property. Parents and students are strongly encouraged to familiarize themselves with the requirements of Board Policy and [Administrative Procedure 5132](#) governing students' use of cell phones and other portable electronics.

TELEPHONE CALLS FROM SCHOOL

Due to the limited number of telephone lines, students will be allowed to use the telephone only for emergencies. Students may use the telephone only after permission has been obtained from the classroom teacher or the front office staff. Students will not be permitted to use their cell phones during school hours. Calling parents during a lockdown or emergency situation can be detrimental to the school community. Please support us with reinforcing this policy.

TELEPHONE CALLS TO SCHOOL.

If you have information, questions, or concerns, feel free to call the school. Teachers are available to take telephone calls between 3:00. and 3:30 p.m. and time permitting, during their planning period. You may call and leave a message or email your child's teacher. Our school has limited incoming lines so you may find that you receive a busy signal when you call. Sending in a note with your child to be given to the teacher or staff member is another way to communicate. Consider providing your email address or telephone number and a few good times to receive a call.

WEEKLY CLASS DOJO VIDEO UPDATES

To keep families abreast of school events, weekly class dojo videos are recorded. The message will list important dates and all activities related to our school community. In addition, students will be highlighted and policies will be reviewed from time to time. Please view and mark important dates on your calendar.

WEEKLY FAMILY NEWSLETTER

To keep our families informed and engaged, Apple Grove Elementary will send weekly communications that include important upcoming calendar events, highlights from recent school happenings, and helpful links and resources.

Please be sure to check your email regularly for these updates. You can also stay up to date by clicking the following link: <http://sites.google.com/pgcps.org/applegrove>

Staying connected helps us work together to ensure every student is safe, seen, and supported.

DISMISSAL

Our school day ends at **2:40 p.m.** Please help us keep dismissal safe and smooth by following these guidelines:

- **Bus Lane Safety:** For everyone's safety, cars may not use the bus lane during arrival or dismissal.

- **Picking Up Early:** If you need to pick up your child early, please do so **before 2:00 p.m.** After 2:00 p.m., students will remain in class and be dismissed at 2:40 p.m. with their peers.
- **Dismissal Order:** Walkers leave first, then car riders, and finally bus riders.
- **Keep It Consistent:** Please keep your child's dismissal routine the same each day. This helps us ensure their safety.
- **Emergencies:** If an unexpected situation changes your child's dismissal plan, call the main office right away.

Thank you for helping us keep dismissal safe and organized for all students!

AFTER SCHOOL ACTIVITIES

- Will be dismissed to the appropriate location (when applicable)

CHANGE IN DISMISSAL ROUTINE

Changes in School Hours. When schools are closed early or all day, all field trips, and evening activities are canceled, and school buildings are not available for after-school activities by other public or private organizations. Staying connected with changes in the school closures can be done by subscribing at the below link:

<https://www.pgcps.org/offices/communications-and-community-engagement/newsroom/schoolmessenger>

EARLY CLOSING

Early closing decisions are made by the superintendent of Prince George's County Public Schools. It is most imperative that you make plans in advance for your child's care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make decisions now, before the emergency, so that your child will know where to go when you are not home. There is an emergency/early dismissal form which you will need to fill out and return, and keep updated. Each classroom teacher will maintain this information for each of their students. Childcare providers should be made aware of any changes as well. If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.

EARLY Pick-Up Procedures

- **Last Early Pick-Up:** The latest time to pick up your child early is **2:00 p.m.** After 2:00 p.m., students will be dismissed at the regular 2:40 p.m. time. **No exceptions.**
- **Written Notice Required:** Please send a note to your child's teacher if they will be picked up early. The note will be sent to the office for verification.
- **No Phone or Verbal Requests:** We cannot accept verbal authorization to release a student.
- **Emergency Contact List:** Update your child's emergency contact list each year (or as needed) with all adults who are allowed to pick them up.
- **Valid ID Required:** Anyone picking up a child must report to the main office and present a valid, government-issued photo ID. **No exceptions.**

These steps help us keep all students safe while ensuring a smooth dismissal process.

HALF DAY

Several times during the school year, the students will have a half day of school. At Apple Grove Elementary, this means that dismissal will begin at 12:00 p.m. Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school.

FIELD TRIPS

Field trips are scheduled throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips and must sign the Field Trip Permission Form in order for their child to participate. Families wanting to participate on field trips must be cleared through the Background and Fingerprinting Office. You may find additional information at <https://www.pgcps.org/fingerprinting/> Students are not automatically dismissed from a field trip without prior notification to the main office. Students are expected to continue with learning upon the return from field trips, unless the return is at the end of the school day.

FAMILY PORTAL

Parents and students will be provided a copy of the PGCPs Grading Matrix. Parents are able to access their students grades and attendance on Synergy ParentVUE. For support in creating your account you can:

- Click on the following link [ParentVUE Support for Parents and Guardians](#)
- Schedule an appointment time with Ms. Graham for support in creating your account.

GENERAL SCHOOL GUIDELINES

If all students understand and follow the general guidelines, we can make Apple Grove Elementary a safe and pleasant place to be. If everyone respects the rights of others to get a good education, we can all work and learn in a positive learning environment.

- Everyone should show respect for all people at school. This respect can be demonstrated by the way we act towards others, the way we speak, and regard others.
- Everyone should show respect for property to include: books, furniture, and lavatories. Vandalism of our school will not be tolerated. Such acts may result in suspension and/or monetary fines for repairs.
- Accept responsibility to come to school prepared with books, homework, lunch money, instruments, etc.
- Come to school on time and be ready to work. Accept responsibility, and do one's work to the best of one's ability when it is assigned.
- Cooperation should be shown as we work together in small or large groups; taking turns is important and needs to be developed; class jobs are important in this area.

Our school should be a calm building:

- Students work calmly in class and do not disturb others
- Students come into school calmly in the morning and leave calmly in the afternoon
- Students are quiet when entering the lunch room, sit down and then we talk softly for the rest of the lunch period
- Students are quiet again when it is time to throw our trash away
- Students are quiet when we go to the multi-purpose room for an assembly and we sit quietly until it begins.
- We use our concert manners during the assembly.
- We use proper language and good manners—foul language is unacceptable.

Only appropriate items for instruction should be brought to school.

- Toys should not be brought to school except when the teacher permits. This includes basketballs and soccer balls for recess or portable games, cars, pokemon cards, doll babies, teddy bears, blankets or any items that can be a distraction from learning. All recess equipment will be determined and provided by Apple Grove Elementary School
- **NO** toy weapons of any kind are acceptable.
- Appropriate clothing should be worn (no sandals, Clogs, Crocs or flip-flops; only soft-soled shoes)
- Fighting is not permitted at Apple Grove Elementary under any circumstances.
- Found items do not become the finder's property, and should be turned in to an adult.

GRADING POLICY

Apple Grove Elementary School follows Prince George's County Public School grading policies outlined in **ADMINISTRATIVE POLICY 5121.1** (Grading Policy Website: [Link](#))

Grades are determined by the student's participation in each of the following areas:

- Classwork
- Independent assignments
- Assessments

Types of Grading Reports

- Interim Progress Reports will be issued at the middle of the quarter for all students.
- Report cards are completed four times a year.
- Final report cards are issued after the close of the school year.

Parent/Teacher Conference Opportunities

- Parent/Teacher conferences have been scheduled for twice a year.
- Parents may request additional conferences by contacting the school. If your child appears to be having difficulties, do not wait until the scheduled conferences, call the school and schedule a convenient time to meet with your child's teacher.
- Parents are encouraged to register for a Synergy Family Portal account which gives families real-time access to grades, attendance, and discipline.

Below is an overview of the policies, however all educators are expected to be knowledgeable of these policies and procedures in full. This information comes from Administrative Procedure 5121.1 linked above.

PREKINDERGARTEN LEVELS

Not Yet or Emerging to 3 : Earlier Stage of Cognitive Development

Emerging to 4 : Approximately 4 years of age

Emerging to 5 : progress towards Entry to Kindergarten

By 5 : Approximate Entry to Kindergarten

Emerging to 6 : Approximate End of Kindergarten

READING LEVEL

ABL = Above Grade Level

OGL = On Grade Level

BL = Below Grade Level

Below Grade Level (BGL), On Grade Level (OGL), and Above Grade Level (AGL) designations on report cards should be determined by weighing multiple forms of assessments; formative and summative. Factors used to determine K – 5 student grades include the following:

- Class Work
- Independent Assignments
- Assessments
- Homework
- Classwork
- Class participation
- Tests and quizzes

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 below 60%
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.
P = Pass (credit bearing).
F = Fail (not credit bearing).

HOMEWORK

The PGCPS Board of Education recognizes homework as an integral and necessary part of the educational program for each student. Homework is a learning activity related to instruction presented within the school. The purpose of homework is to reinforce, supplement, and enrich work done in the classroom, provide for individual interests, promote competency in skills and content learning, help students to manage time effectively, apply acquired knowledge, and enable students to use a variety of sources of information.

At the beginning of the school year the teacher will send home a copy of the homework policy for his/her class. Students are expected to write down their daily homework assignments in their agenda books, which the school provides. When the homework is completed each day, parents should sign the agenda book/assignment sheet to verify that all work has been done. Parents are urged to provide support for their children as they do their homework.

Suggestions to help promote good homework habits are to:

- Provide a quiet place to study (without the TV).
- Set a specific study time. Follow through with the homework assignment.
- Maintain a supply of pencils, paper, and other supplies at home.
- Check the work assigned.

Encourage your child to do his or her best. However, please be sure that the work your child hands in is his or her own work - not that of an assistant. If your child indicates that he or she has no homework for several days, please contact his/her teacher.

HEALTH AND SAFETY

ABSENCE FOR ILLNESS

Attendance at school is very important – if a child is not present, he/she cannot learn. However, if your child has a fever, is vomiting, coughing, sneezing, ill with a bacterial or viral infection, or

is extremely uncomfortable from other symptoms, please keep him/her at home until he/she is fever-free for at least 24 hours.

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

- Pink eye or ringworm of the scalp requires a doctor's note indicating that treatment is in progress and the student may return to school. If the student requires antibiotics for treatment of the pink eye, the student may return to school after completing a full 24 hours of antibiotic treatment.
- Ringworm of the body or extremities requires proof of treatment (such as sales receipt and packaging from treatment product, or a doctor's note); lesions must be covered while at school. The student must be excluded from contact sports involving skin to skin contact until ringworm lesions have healed.
- Head lice require proof of treatment as stated above, and the student must be free of all nits before returning to school. Proof of treatment of head lice includes a sales receipt and/or the physical medication box that must be turned into the school nurse upon the student returning to school.

HEALTH ROOM LOCATION

The Health Room is located in the main hallway. A nurse is available during the school day to handle minor injuries and illnesses that occur. If an injury or illness requires parental and/or medical attention, the school nurse (or other school personnel) will notify the parent/legal guardian or designated emergency contact. We must have a current, working emergency contact phone number. If this number changes, please inform the office immediately. Minor cuts and scratches are washed with soap and water. Ice may be applied to insect bites and stings. (This is the prescribed treatment used in all Prince George's County Public Schools.)

MEDICATIONS AT SCHOOL

The Board of Education has a policy regarding the administration of medication at school. Please read the following information carefully. If a student must take any medication (prescription or non-prescription) during the school day, or must keep medication at school for an emergency situation (e.g., severe reaction to insect bites, asthma) a completed Prescriber Medication Order Form (PMOF) must be submitted to the school nurse and retained on file with the student's electronic health record at school. The PMOF must be authorized and signed by the parent/guardian. These forms are available in the Health Room and at **Prescriber Medication Order Form**.

More information can be located at the below link:

<https://www.pgcps.org/globalassets/offices/school-health/docs---school-health/parent-fact-sheet-for-medication-at-school.pdf>

All medications sent to school must be in a sealed container, which is properly labeled by a pharmacist with the student's name, the name of the medication, the physician's name, the date, and the directions for administration. An over-the-counter medication must be in the original container with the proper labeling attached. All medications that are controlled substances (e.g., Ritalin, Dexedrine, Adderall) must be brought to the Health Room by the parent/legal guardian, or other designated adult. **NO medication may be in the possession of the student.** It will be the responsibility of the parent/legal guardian to pick up any medication at the end of the school year. Medication will not be sent home with a student. **Any medication left after the last day of school will be discarded.** It is very important for the safety of all of our students that we have your complete cooperation in following these guidelines. If you have any questions, please contact our school nurse at mary.dillard@pgcps.org.

VACCINATIONS

The standards for vaccinations are according to PGCPs requirements:

<https://www.pgcps.org/offices/school-health/immunizations/state-immunization-law>

There is a Required cumulative number of doses for each vaccine for children enrolled in KINDERGARTEN - 12th grade.

MANDATORY DRILLS

To ensure the safety and security of staff and students, the Apple Grove community will participate in various drills throughout the school year. The purpose of these drills is to ensure that in the event of a real emergency, staff and students will know what to do. The following drills are mandated from Prince George's County Public School:

- Fire Drill
- Earthquake
- Reverse Evacuation Drill
- Code Red Drill & Code Blue Drill
- Tornado

If your child rides a bus, then they will also be participating in the following mandated drills: Evacuation Drill and Reverse Evacuation Drill.

FIRE DRILL EXPECTATIONS

- Walk **silently** in a single line.
- Remain silent during the entire drill.
- Be prepared to answer when your teacher calls your name for attendance once outside.
- If you are away from your class when the alarm rings, go out with the class that is nearest the area where you are.
- If a fire drill occurs during recess, line up by class and follow the directive of the recess monitor.

LOCK DOWN DRILL EXPECTATIONS

- Maintain Silence and follow all instructions provided by the teacher

Community Eligibility Provision (CEP) Program at Apple Grove Elementary

Apple Grove Elementary School is proud to participate in the **Community Eligibility Provision (CEP)** program, a federal initiative that provides **free breakfast and lunch to all enrolled students** each school day—**no application required**.

This program is designed to ensure that all students have access to nutritious meals, which are essential for academic success and overall well-being. Schools in the CEP program receive federal reimbursement based on the percentage of students who qualify for other public assistance programs such as the **Supplemental Nutrition Assistance Program (SNAP)** and **Temporary Assistance for Needy Families (TANF)**.

What This Means for Your Family

- **Every student at Apple Grove will automatically receive free breakfast and lunch each day.**
- **There is no need to complete a meal benefit (lunch) application.**
- Students must continue to use their **student PIN number** when receiving meals.
- **Snacks and beverages** will be available for **à la carte purchase**. Families may deposit funds into student meal accounts for these optional items.

Weekly Meal Menus

To stay informed about the breakfast and lunch options offered each week, parents and guardians are encouraged to review the school menu regularly.

Please visit the following link to view the weekly meal menus:

<https://schools.mealviewer.com/school/AppleGroveElementary>

Menus are updated regularly and include details about the daily meals served for both breakfast and lunch.

STUDENT CODE OF CONDUCT

The policy of the PGCPs Board of Education regarding student conduct and discipline is found in the Administrative Procedure 10101 Code of Student Conduct

(<https://www.pgcp.s.org/offices/pupil-personnel-services/student-rights-and-responsibilities-handbook>)

This Code is used by all personnel in the Prince George's County Public Schools as they work with children.

The staff at Apple Grove Elementary School works with children in a positive manner in order to maintain good order and discipline at all times. Students understand that rules are made so that they will be able to learn and function well in a safe environment. Staff members communicate with parents regarding problems that a child may be having with discipline. Parents are encouraged to provide as much support as possible in this area. It is extremely important for students to realize that school personnel and parents are working cooperatively. With your support for the guidelines, which we have established for our students, all children at Apple Grove Elementary will have the opportunity to get an excellent education in a very safe, secure environment.

STUDENT RESPONSIBILITIES

Along with rights come responsibilities. Each student is expected to:

- Help create and maintain a safe and orderly school conducive to learning.
- Know and obey all school rules and regulations.
- Come to school each day on time and ready to learn.
- Work to achieve potential in all activities.
- Obey all instructions from all school employees in a positive manner.
- Ask questions to ensure understanding.
- Dress according to the school/PGCPs dress code.
- Accept responsibility for actions.

STUDENT RIGHTS

<https://www.pgcps.org/offices/pupil-personnel-services/student-rights-and-responsibilities-handbook>

Prince George's County Public Schools does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, national origin, religion, or handicapping conditions. Apple Grove Elementary respects the rights of students and will ensure that all students will be treated equally and fairly. Some of the student rights in the PGCPS Code of Student Conduct include:

- An education in a safe learning environment,
- Freedom of speech, press, assembly, and religion, 11

Due process of academic, attendance, and disciplinary measures

HALLWAY EXPECTATIONS OF STUDENTS

- Walk on the right side of the hall.
- Students must always be silent in the hall.
- 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.

RECESS

The Recess period is a regular part of the school program for grades Pre-kindergarten through Fifth. It consists of a 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. If a medical condition exists, it should be substantiated by a doctor's certificate, which should be sent to the teacher. If a teacher does not receive such a note, the student will participate in the recess program. During inclement weather, recess is held indoors.

PLAYGROUND EXPECTATION

- The playground should be a fun, safe place for everyone.
- Always play within the sight of the recess monitor.
- Do not come into the building without permission from the recess monitor on duty(this should occur with a partner)
- Follow safety rules on equipment.

- Do not throw or pick up anything other than a ball (e.g., sand, rocks, sticks).
- Play away from physical education classes.
- All wooded areas are off limits.
- Games that involve bodily contact may not be played (especially no tackle games).
- Freeze as soon as the first whistle blows.
- Get in line immediately when the second whistle blows.
- Wait for your teacher to dismiss you.
- Enter the building silently at the end of recess.

SAFETY PATROLS

Safety Patrols are considered leadership positions and are selected based on student's grades, citizenship and work ethics. Students are required to apply for these positions and are responsible for maintaining good grades while demonstrating P.R.I.D.E. Students who are suspended or encounter behavior challenges will not be allowed to participate as Safety Patrols. Students earning the grades of Ds or Es are unable to meet the requirements to serve as a Safety Patrol.

STUDENT RECOGNITION

BULLDOG BUCKS

The school currency is a Bulldog Buck. A Bulldog Buck is to be given to students for displaying desired behaviors, exceeding expectations, and/or being a positive role model. All staff members are responsible for distributing Bulldog Bucks. Every classroom teacher & school staff member will give students opportunities to earn bulldog bucks within his/her class. Bulldog Bucks can be redeemed at the school store on a monthly basis.

CELEBRATIONS IN SCHOOL

Three school-wide classroom celebrations are planned. Such celebrations are limited to the last hour of the school day. Parents are asked to support the classroom teacher in preparing for these events. Children enjoy doing a craft, playing indoor games, integrating a unit studied in class, and having a small (healthy) treat to eat. Classroom teachers will send home information regarding each of these celebrations to include time and location.

Birthday Celebrations

Birthdays are a special day. To celebrate, parents may bring store bought cupcakes or pre-sliced items for your students class. Celebrations will be held during the last 15 minutes of lunch. Please contact your child's teacher to schedule a day and be informed of your child's lunch time.

MONTHLY INCENTIVES

All students in PreK-5th grade will have the opportunity to participate in the monthly incentives if they earn the allotted number of Bulldog PRIDE Points. The monthly incentive schedule will be shared with students during the first week of school.

Bulldog Bucks can be redeemed at our school store according to schedule for their homeroom class. Students can earn bucks daily based on his or her behavior and the implementation of P.R.I.D.E.

AGES Bulldog P.R.I.D.E.

At Apple Grove Elementary, we believe every student deserves to feel **Safe, Seen, and Supported**. Through our schoolwide PBIS (Positive Behavioral Interventions and Supports) program, we promote a consistent and inclusive culture that reinforces positive behaviors and creates a joyful learning environment.

Our PBIS approach is centered on the **P.R.I.D.E.** core values:

- **Prepared** – Ready to learn with materials, uniform, and a positive mindset
- **Respectful** – Kind in our words and actions; treating others and our space with care
- **Integrity** – Doing what is right, even when no one is watching
- **Disciplined** – Following expectations with self-control and responsibility
- **Engaged** – Actively participating in learning and school activities

These expectations are modeled and reinforced in every area of the school including the classroom, hallways, bathrooms, cafeteria, and playground.

Parent & Guardian Partnership

We invite parents and guardians to partner with us by:

- Encouraging children to follow the PRIDE expectations daily

- Celebrating positive behavior at home and reinforcing what it means to be safe, respectful, and responsible
- Reviewing behavior reports and PBIS points regularly with your child
- Participating in schoolwide PBIS events and celebrations

Incentives & Events

Students earn **PBIS points** by demonstrating positive behavior aligned to the PRIDE values. Each month, students who meet the point goal qualify for fun incentive events such as movie days, glow parties, game days, and more. Points are tracked and communicated regularly, and expectations are retaught throughout the year to ensure student success.

With your partnership, we can ensure all students feel encouraged, supported, and ready to thrive.

TRANSPORTATION

BUS RIDERS

The PGCPD Department of Transportation will assign each child a route number. This route number will be posted in the right side window of the bus. Please ensure that your child learns the correct route number to avoid getting on the wrong bus. Also, ensure that you know both the morning and afternoon bus route numbers when calling the school office.

According to regulations issued by the PGCPD Board of Education, students who are not bus riders may not ride a bus. In addition, students may not ride a bus different from the one they are assigned. If your child is to go to the home of a bus rider after school, other plans must be made in advance for your child to reach the desired destination. Regulations prohibit parents from riding the buses to and from school.

Riding the school bus is a privilege that will be denied if a child's behavior is unacceptable and endangers the safety of other students. Fighting of any nature or vandalism to the bus will likely result in a bus suspension. It will then be the responsibility of the parent/legal guardian to transport the child to school.

If your child rides a school bus, please discuss with him/her the following PGCPD Student Bus Rider Responsibilities as determined by the school system:

- Be at a designated stop ten minutes prior to pick-up time.
- Ride only the bus you are assigned to by the PGCPD Department of Transportation.

- Get on and off the bus at your assigned stop.
- Remain seated while the bus is in motion; keep noise down by talking in normal conversational tones only; maintain normal classroom standard of conduct.
- No eating or drinking on the bus; no animals or other non-school related objects should be taken onto the bus.
- Do not extend arms, hands, head, or any object from windows, or throw any object from the bus.
- A responsible adult or designee is expected to meet Pre-kindergarten or Kindergarten children at the bus stop. If the bus driver is uncertain if the child will have a responsible escort at the stop, they may choose to return the child to school.
- Scholars must memorize the bus number.
- If your child is a bus rider they are not allowed to change their bus or different means of departure without proper notification.
- All students' modes of transportation will remain the same throughout the year. Only in the case of EMERGENCIES, will it be modified. Any emergencies require an email from the parent with a scanned copy of the driver's license or state identification card.

CAR RIDERS

MORNING DROP OFF

Parents should not drop their children off before 8:15 a.m. Supervision is not provided before this time.

Parents should never park in residents' driveways.

Parents and students should follow the student arrival procedures listed below:

- When dropping off students please follow the traffic flow, led by school staff.
- Cars are prohibited from entering the bus lane during arrival and dismissal.
- Parents driving students to school should pull up beside the cones, leaving enough space between cars for students to get out safely.
- Students should exit the vehicle on the sidewalk side, when possible. If students are seated on the street side, they should walk around the rear of the car to the sidewalk, as safely as possible.
- Parents should remain in their vehicles.
- Visitors who plan to get out of their vehicle, should park in a parking space. Parking in the fire lane is prohibited and risks cars being towed.
- Please do not double park and let your student out of your vehicle.
- **Childcare provider vans must have a marker on their van or cannot enter the school circle, there is no exception to this rule.**
- In order to qualify for the AttendDANCE, students cannot have any tardies.

Dismissal Pick Up

- Dismissal will begin at 2:40 pm.
- Cars should not enter the bus lane during arrival or dismissal.
- Parents must keep a consistent departure routine; we are unable to make daily changes to how your child departs from school to ensure the child's safety
- If an emergency arises with the dismissal of your child, notify the main office immediately

PARENT PICK-UP

- If you are picking up your child prior to dismissal (2:40 pm) you have to pick your child(ren) up no later than 2:00 pm. **If you arrive after 2:00 pm they will not be dismissed until 2:40 pm**
- 2:00 pm is the last parent pick-up time permitted, NO exceptions.

WALKERS

All parents/legal guardians are asked to wait outside of the building when meeting children at the end of the day.

We encourage all parents to discuss the safety concerns of children walking in the street and on other people's property. Discourage your child from walking through any wooded areas. All children should be instructed to cross only where the crossing guard is on duty.

Parents are urged to discuss the safety of the route which walkers use and encourage children to walk along the route recommended by school personnel. Patrols are provided only on the routes that are approved by the school system.

Students who walk to school must use the available sidewalks and keep away from all traffic.

All walkers are required to listen and follow the directions of crossing guards, safety patrols and staff along their path into the building.

Dismissal Order (All students meet sibling at designated entrances/All students have Different entrances and exits according to grade levels)

- Alphabest
- Walkers 4th-5th graders
- Walkers Pre-k - 3rd graders
- Bus Riders (All pre-k and Kindergarten students must have on orange vest and name tags when boarding the bus.)
- Car/Van riders are dismissed.
- Students who attend daycares and have parent pickup will be dismissed

- Car and van riders form must be completed with all potential pick-up designees

TRANSPORTATION AND SAFETY

Prince George's County Public School operates a free bus service for eligible students. This is a privilege not a right. A student's bus privilege may be taken away if he/she does not follow the rules for bus riders. Students are expected to ride their assigned bus and will not be permitted to ride a different bus without a written request from a parent and prior approval from the office. For a safe and enjoyable ride to and from school, you will be reminded frequently about the rules for good behavior on the bus.

Make sure you follow these rules:

- Remain seated until the bus stops.
- Keep the aisles clear
- Use quiet voices.
- Follow the directions of the bus driver
- Enter and leave the bus in an orderly manner.
- Form a first-come first served line in your community while waiting for the bus.

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 in order to maintain a safe environment on each bus. The school supports the driver in maintaining safe bus riding habits. Anyone who violates the safety standards will be suspended from the bus and parents will then be responsible for providing the child's transportation. Board Policy # 5131

PARENT INVOLVEMENT

PARENT PORTAL

At any time during the school year, parents may access their child's school information by accessing Synergy ParentVue which is located on the Page on the PGCPs website:

<https://www.pgcps.org/parents>

PARENTS' CODE OF CONDUCT

Schools are a place of working and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a "visitor." All

visitors are required to abide by the rules for public conduct on school property contained in PGCPs policies, procedures, and state law. All visitors must comply with Administrative Procedure 0500 – School Visitors by providing a copy of their government-issued identification, which includes the visitor’s name, date of birth and photo, to the school office to be scanned into the Visitor Management System (VMS). Persons who do not provide required identification will not be permitted on premises. Visitors must be escorted and/or accompanied by a PGCPs employee at all times throughout their visit. Visitors are required to wear the VMS badge while at the school.

Guides for Parents and Guardians

<https://www.pgcps.org/parents/parent-guides>

VISITORS

Visitors (including parents) to Apple Grove Elementary must report to the main office immediately upon entering the building. Visitors must show a valid, government issued ID, sign in, and obtain a pass before proceeding throughout the building. This pass must remain visible at all times.

Visitors should not go to the classrooms without an appointment set by the teacher or administration. Please be mindful that instruction is our business and is sacred to our school.

Upon leaving the school, all visitors must report to the office and sign out.

During dismissal time we ask that you refrain from walking into the building (doors are opened during this time) please provide us with the opportunity to transition students to their buses and families. Ask a staff member outside to support you with seeking support from the office.

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

If you bring something for your child during the day, you may be asked to leave it at the main office.

CLASSROOM VISITATION

Classroom visitation provides parents with an opportunity to observe the great things happening within the classrooms and to view your child in his or her daily setting. It is helpful that you make an appointment with the teacher or administrator in order to eliminate interruptions to instruction and/or classroom schedules, and to ensure safety.

ASSEMBLY/EVENT/PERFORMANCE VISITATION

When a large number of visitors are expected for school events such as honor roll assemblies, performances, or similar activities that take place in one designated area of the building (e.g., the

auditorium, cafeteria, or gym), the school will follow a special sign-in procedure to ensure safety and accountability:

Event Sign-In: All visitors will be asked to show a valid ID to school staff upon entry. Staff will manually sign each visitor in on a paper sheet, which will include the visitor's full name, date of birth, and the purpose of their visit.

Supervised Access: Visitors will be supervised and must remain only in the designated event area. At the end of the event, all visitors will be guided to exit the building.

Extended Stay: If a visitor needs to stay beyond the scheduled event, they must go to the main office and complete the standard sign-in process through our Visitor Management System (VMS).

Record Keeping: After the event, school staff will enter the visitor information from the paper sign-in sheets into the VMS and keep a copy of the sign-in sheets on file for three years.

VOLUNTEERS

Students feel a sense of pride when they see their parents and other familiar adults helping in their school. Parent volunteers are eagerly sought at Apple Grove Elementary. We can use support in any capacity you feel comfortable with providing. Working with students to support learning, practice, and mastery can be very rewarding for both the child and the volunteer. Working at home to type, cut, organize, and design, saves teachers a lot of time that would otherwise keep them from directly working with students. We have a work room and resources to assist you with your school volunteer projects. Shopping for events, copying, organizing outside activities, and even participating in fundraising is a big support to the children and our school.

UNIFORMS

The Mandatory Uniform Policy Apple Grove Elementary School has a mandatory uniform policy in effect for the 2024-2025 school year.

Students are expected to wear:

- Tops: black/red polo shirts
- Bottoms: black or khaki slacks/dockers; black or khaki skirts/jumpers
- Shoes: closed toe with full backs

Students will only be allowed to dress down on designated days, all other times, students must be in full uniform. Crocs and open toed shoes are prohibited.

STUDENT INFORMATION SHEET

Each student must have on file, in the main office, a Student Information Sheet which has up-to-date contact information for the student. The information on this sheet – current names, telephone numbers and addresses for parents/legal guardians, emergency contacts, authorized adults to pick up child, before and/or after care provider - is required in the event the staff needs to contact a parent or other adult in the case of illness, accident, or behavioral issue. This information is for school use only and will not be given to unauthorized persons for any reason. Changes to this information sheet must be made immediately so your child's information is current. If you move anytime during the school year, please let our Registrar in the school office know. We will need to obtain new residency information.

Please find the sheet here:  [Emergency Contact Form.pdf](#)

Apple Grove Elementary School 2025-2026

This handbook belongs to:

Cut & Return to Your Child's Teacher

Apple Grove Elementary School Student Handbook Parent Acknowledgement page:

Student Name _____

Teacher _____ Grade _____ Parent/Guardian Signature:

Date: _____

* My signature is an acknowledgement that I have read this entire handbook and I am aware of the policies and procedures outlined in its content.

EXPECTATIONS FOR OPTIMAL LEARNING

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I shall strive to:

- See that my child is punctual and strives for 100% attendance
- I will contact the school if my child is absent
- Support the school in its efforts to maintain proper discipline
- Ensure my child wears their uniform daily
- Establish a time and place for homework and check the work nightly
- Talk with my child about his/her school work
- I will call the school as needed to monitor my child's progress
- Limit my child'S TV/Computer time and help select worthwhile programs

Signature _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to:

- Achieve 100% attendance
- Wear my uniform daily or follow the Prince George's County Public Schools Dress Code
- Come to school each day with pens, pencils, papers, and other necessary tools for learning
- Work as hard as I can on my school assignments and complete and return home assignments
- Follow the Student and Responsibility Handbook

Signature _____

TEACHER AGREEMENT

It is important that all students achieve. Therefore, I shall strive to:

- Provide homework assignments for students a minimum of Monday through Thursday
- Encourage students and parents by providing information about students progress
- Provide motivating authentic learning experiences in my classroom
- Explain my expectations, instructional goals, and grading system to students and parents
- Provide students and parents with graded papers on a weekly basis

Signature _____

PRINCIPAL AGREEMENT

It is important that all students achieve success. Therefore I shall strive to:

- Create a welcoming, safe and orderly environment for students and parents
- Communicate to students and parents the school's mission and goals
- Reinforce the partnership between parent, student and staff
- Act as the instructional leader by supporting teachers in their classrooms
- Provide appropriate an staff development and training for teachers and parents

Signature _____