

# **Parent and Student Handbook**

**North Forestville Elementary School - Where the FALCONS Fly Higher!**

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Principal

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Community School's Coordinator

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Registrar

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**School Colors**  
Black and Gold

**School Theme**

**“Equity - Access - Acceleration for ALL - TAKE 2!”**

## **Important Numbers**

Main Office	301 499-7098
Health Room	301 499-7090
Reflection Room	301 499-7088
Cafeteria	301 808-4413
Fax	301 808-4488
Area 1 Office	301-952-6583

## **Vision and Mission Statement**

The vision of North Forestville Elementary School is that all students will achieve high academic standards and mastery at each grade level, become critical thinkers, lifelong learners, and responsible and productive citizens.

Our Mission: Provide a transformative educational experience anchored by excellence in equity – developing 21st-century competencies and enabling each student’s unique brilliance to flourish in order to build empowered communities and a more inclusive and just world.

This mission is best accomplished through high expectations for all students, staff and family members. Therefore, to ensure success for all students, the school community is committed to fostering professional growth and development and a commitment to excellence.

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## **School Hours, Arrival, and Dismissal**

Our school hours are 7:30 a.m. to 1:40 p.m. The doors are open to admit students at 7:05 a.m. Students are NOT to be dropped off before 7:00 a.m., there will be no supervision before that time. Upon arrival, students are to walk to their classrooms and wait for the direction of their teacher.

Students are dismissed at 1:40 p.m. Bus riders are dismissed from their classes and go directly to their assigned bus. All students should go directly home. In order to ensure the safety and well-being of your child (ren), your child (ren) must be picked up no later than 1:55 p.m. All staff members will be engaged in meetings and/or conferences daily after student dismissal.

If it has been prearranged for a student to remain after school, a permission note, including the student's name, time of departure, and parent contact telephone numbers, and parent signature must be sent to the main office at least 24 hours in advance.

## **Attendance and Tardy Policy**

Students are required to be in school every day. Absence will be excused in case of pupil illness, death in the family, quarantine, court summons, violent storms, and observance of religious holidays. Please send a note to your child's teacher the day he/she returns to school. After a five (5) day absence, a doctor's certificate is required. A parent note is required for absences less than five days.

Students are entitled to make up work missed when they have excused absences from school. It is the responsibility of the student or parent to request assignments. Tests (when applicable) can be made up (excused absences only) by making arrangements with the teacher. Short-term suspensions are legal absences from school; it is the parent's responsibility to request make-up work or missed assignments.

**Consistent absences or tardiness will be referred to Guidance Counselor or Pupil Personnel Worker for investigation. Repeated tardiness will result in a lowered report card grade in work habits. Late students must report to the Main Office before going to class. Students are marked late after 7:35 a.m.**

If a child is excessively tardy and/or absent the following procedures are in effect:

- If a student is habitually tardy or unlawfully absent, a **letter** will be sent to the parent.
- If the situation continues, the school will **call** the parent in an attempt to resolve the problem.
- If the same situation persists, the parent will receive another **letter** requesting them to contact the school to schedule an **APPOINTMENT** with school personnel.
- If after the first three attempts, the problem still exists, a **registered letter** will be sent to the parent indicating that the matter will be turned over to the school's Pupil Personnel Worker.

**Please see this additional information regarding our  
PGCPS attendance policies:**

**Chronically Absent**

A student is chronically absent if the student has been enrolled in a school for at least 10 days and is absent 10% or more of the school days while enrolled at that school. For example, a student who is enrolled in a school for 30 days, and who is absent three of those 30 days, is considered chronically absent. A student can be counted as chronically absent in multiple schools, within the State, in the same year.

**Habitually Absent**

A student is habitually truant if the student has been enrolled in a school for 91 or more days in a school year and is unlawfully absent from school for a number of days or portion of days equal to or in excess of 20% of the school days within any marking period, semester, or year. There may be legal consequences when a student is habitually truant.

**Lawful Absence**

1. Death in the immediate family (i.e., parent, guardian, brother, sister, grandparent), **or extended family and close non-relatives.**
  - a. Four school days shall be considered excused upon death of an immediate family member, extended family member or close non-relative.
  - b. **The principal may grant extra days for extenuating circumstances.**

2. 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.

3. **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. A note from a physician to excuse a student's absence for a mental health need is not required.

4. 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.**

### **Unlawful Absence**

Students absent from school for any reason other than those defined as a lawful absence. Students who are removed from school by their parent(s)/guardian(s) for more than **10 consecutive days for extended travel** and not enrolled in another school or educational program may be withdrawn, then re-enrolled upon their return.

*After 10 school days of consecutive unlawful absences,* in which the student's whereabouts are unknown, the student will be exited from the school with an Exit Status "W" and Exit Code 50. **A PS105 form must be completed and filed in the student's record.**

### **Note: 10 consecutive days of absence (unexcused/unlawful absences)**

1. Make sure that teachers have taken their attendance accurately.
2. Interventions should have been done (ex. Phone calls, meetings, invitation to meeting, letters, etc.).
3. If it's a SPED student, SPED should be involved and it should be documented in Maryland Online.
4. PS-105 (AP 5111): Should be completed, documenting our interventions, and then filed in the student's cumulative folder:

## **Reporting Absences by Parents/Guardians**

Parents or guardians must notify the school in writing when their child is absent **no later than three days after return to school. has been made for schools to use.** Schools may still receive emails and handwritten notes as well. Schools will be able to customize the form.

## **Student Make-Up Assignments**

### **1. Students who are considered lawfully absent from school or a class will have the opportunity to make up missed assignments.**

a. Teachers are required to **provide make-up work (within 48 hours)** when requested for students who are lawfully absent, including suspensions, and who have not qualified for home and hospital teaching.

b. **For all suspensions**, teachers are required to provide make-up work and assignments to all students, unless other educational alternatives are provided.

c. Students who are lawfully absent may not be penalized for work requested but not provided by the school for periods of such lawful absence.

d. The number of days allowed to make up missed work will be equivalent to the number of days of lawful absences. The timeline will begin when the teacher provides the student with the assignments within 48 hours of the request. Students who fail to complete missed assignments within the allotted time will receive 0 (zero) for each assignment.

e. If lawfully absent students return to school near the end of the first, second, or third marking period and do not have sufficient time as described above to make up the missed work, an “I” (incomplete) grade will be assigned.

### **2. Students who are considered unlawfully absent from a school or a class will not have the opportunity to make up missed assignments.**

a. A student with unlawful absences will receive a “failing” grade for any day(s) of such absence(s). The failing grades will be averaged with other daily grades. Failing grades for credit courses is zero percent.

b. Teachers should enter 0 (zero) in SchoolMAX for unlawful absences and add a comment to the note section “unlawful absence”.

### **Notification to Parents/Guardians regarding consecutive or chronic absences**

1. If the student has missed at least 10% of school days in a quarter, the parent(s)/guardian(s) should be called or emailed by the teacher.
2. If no change in absences, the teacher of record will submit the student's name to the grade level administrator or principal to communicate via telephone, letter, or email with the student and parent(s)/guardian(s).
3. Students with chronic absences, both lawful and unlawful, will be referred to the Student Intervention Team (SIT) to address the underlying problems that lead to absenteeism. **Please make sure that a follow-up SIT meeting date is noted before the end of the SIT meeting.**
4. Students who demonstrate a pattern of truancy will be referred to the School Support Team (SST), which will include the Pupil Personnel Worker, for intensive interventions designed to increase regular attendance. Habitual truancy is defined as being absent at least 20% of the school days in a marking period.
5. PPW will provide a monthly report to his/her schools.

### **Early Dismissals/Departures**

Students are expected to complete a full day of school. Instruction ends at 1:40 p.m. Early dismissal to facilitate parent convenience not only disrupts the class but also deprives the student of valuable instruction. Parents are encouraged to make medical appointments after school hours. When an early departure is necessary, a note indicating the time, date, and reason for departure must be presented to the teacher at the beginning of the school day. This enables the teacher to provide the student with any homework or class assignments that should be completed. Failure to do so will not allow the teacher to have the missed classwork and/or homework prepared when the student leaves. When a parent arrives to pick up his/her child, they must report to the main office first. A secretary will notify the classroom teacher over the intercom. Teachers are not allowed to release students from their classrooms to anyone who is not approved by the parent. Students are not allowed to walk home at any time during the school day, unless authorized by the parent.

Parents are reminded that REPEATED early departures will be reviewed by the Principal who will determine if the reason for early departure is legal under Prince George's County's Attendance Policy Bulletin #5113. If the Principal



determines that the early departure request is not a legal absence from school, the child will be marked truant and the parent may face legal consequences.

### **Change of Address and Withdrawal**

Parents are required to promptly inform the school of any change of address, telephone numbers, email addresses or other related information. Current and accurate information is vital in case of an emergency and for maintaining up-to-date records at school. If you plan to move out of the North Forestville's attendance area, notify the school office. The ParentVue is a feature of Snergy that allows designated family members to view information such as attendance records, assignments, grades, and discipline incidents for their children.

A withdrawal packet will be completed for your child and can be picked up by the parent at the school office on the last day of his/her attendance. The withdrawal will supply the new school with preliminary information to assist the registration process. Please notify us as soon as you know you're withdrawing so that your child's withdrawal packet can be completed and ready on her/his last day of attendance.

### **Delayed Openings and Emergency Closing of School**

Changes due to emergency conditions are announced on local radio, television stations and on the County's website [www.pgcps.org](http://www.pgcps.org). These public service announcements will be broadcast before 6:30 a.m. and at other times during the day should an emergency occur. The announcements will refer to a one or two hour delay. One-hour delay; all buses run one hour later than normal. School will begin at 8:30. Two hour delay; all buses run two hours later than usual. School will begin at 9:30.

**Early Closing:** School closing before the regular time will be broadcast over local radio, television stations and on the County's website [www.pgcps.org](http://www.pgcps.org). School buses will transport students home and Food Services will provide breakfast and lunch. All afternoon and evening activities will be canceled. An Emergency School Closing Information form will be sent home the first week of school. Please be sure to complete and return this form so that the school is aware of your plans for your child. Each family should work out an emergency plan in the event of an early closing. There may be a delay with school

personnel contacting parents, so it is important that children know exactly what to do and where to go when a responsible person is not at home.

## **Health Room, Illness and Medications at School**

A full-time Registered Professional School Nurse staffs the school health room. Health Aides are not permitted to administer any medicines. Forms are available in the school to be completed by a doctor for any medications that must be taken at school. This refers to over-the-counter medications, as well as prescription medications. Please check to see that your child is well before he/she comes to school. Due to limited facilities and personnel, a student who becomes ill at school may remain in the health room for up to 30 minutes only before a parent is called.

A student injured at school will be sent to the health room where minor scrapes and bruises will be attended to. Parents are called when there is an injury to the head or back. In the event of serious injury, if a parent cannot be reached, the child is referred immediately to the doctor or hospital listed on the family card. If, after being ill, a student is not sufficiently recovered to participate in physical education or go out to recess, that child is probably not ready to return to school. There are some exceptions such as broken limbs. A doctor's excuse is needed when a student is not able to participate in physical education. The law requires the regular participation of every child unless declared unfit by a medical doctor.

### **Medications at School**

We urge you to dispense all medications at home whenever possible. If medications must be taken at school, clearly defined guidelines must be followed. Any medications brought to school must be left in the health room where they are placed in locked facilities. All medications require a written permission form from a physician specifying dosage, child's name and the time the medication is to be given, with authorization for us to administer the medication at school. A "Physician's Medication Authorization for Prescription and Nonprescription Medication," Form PS-51, or a "Parent's/Guardian's and Physician's Medication Authorization Form for Emergency Medication —Epipen—for Management of Acute Allergic Reaction," Form PS-51EPIPEN, or a "Physician's Authorization for Medication by Inhaler/Mechanical Device," Form PS-51/INH, must be on file for each individual situation. Upon taking the medication, the student signs a log indicating receipt of the medication.

## **School Breakfast, Lunch, and Suppers**

NFES participates in the Maryland Meals program. All students are served breakfast every morning free of charge. Students will have breakfast delivered to their classroom every morning by 7:00 a.m. Students will eat free breakfast in their classroom from 7:05 a.m. - 7:20 a.m. There are 3 lunch periods, lasting 30 minutes each. If your child brings lunch, please be sure to have his/her lunch prepared and with your child, as not to cause any delay with lunch being brought to the school for your child. If your child pays for lunch, please be sure to send him/her to school with their lunch money. You may also go online to put money on your child's lunch account. Suppers will be provided when we have after-school programs sponsored by Title 1 or Community Schools.

## **Transportation**

Riding the school bus is a privilege. Improper conduct on the bus or at the bus stop will result in your privileges being denied. We believe that all students can behave appropriately and safely while riding on a school bus and will not tolerate students prohibiting drivers from operating the bus safely. In accordance with Prince George's County Public Schools Administrative Procedure 5131.1 on School Bus Conduct, all students must follow the rules listed below:

1. Stay seated at all times, facing forward.
2. Do not throw objects from or at the bus.
3. No eating or drinking on the bus.
4. Keep feet out of the aisles, arms out of the windows.
5. Obey the driver and patrols at all times.
6. Do not use foul or abusive language.
7. No fighting or playing.
8. Do not deface or damage any part of the bus.
9. Be on time to catch the bus.
10. Speak in a conversational voice, no yelling, screaming, or boisterous behavior.
11. Radios, toys, and electronic games are not allowed.
12. Stand in line at the bus stop and wait for the bus in an orderly manner.

**If a student chooses to break a rule, the following consequences are applied:**

- 1<sup>st</sup> Report: Verbal warning to student, parent notified by telephone

2<sup>nd</sup> Report: Verbal or written warning; call to parent; disciplinary action may be taken by the school; copy of warning letter sent parent.

3<sup>rd</sup> Report: Bus suspension 1-3 days depending on the offense; call to parent; copy of suspension sent to parent.

4<sup>th</sup> Report: Student may be subject to a long-term bus suspension

Any behavior that impedes the driver's ability to transport children safely (e.g. fighting, throwing objects, etc.) will result in immediate consequences. Continued misbehavior may result in permanent denial of bus privileges. Students must ride their assigned bus unless approval has been given to do otherwise. Parents are advised to discuss and review the guidelines and consequences with their children, making sure that each child understands the expectations. Thank you in advance for your support of the conditions established to ensure the safety of our students.

### **Field Trips**

All classes will participate in at least two field trips. Contact your child's classroom teacher regarding the planned field trips. Uniforms may or may not be worn on field trip days. Please consult with your child's teacher regarding all specifics for field trips.

### **Parent Chaperones, Volunteers and Mentors**

Volunteers and mentors working in a capacity where uncontrolled access is anticipated, such as those working with students in an unsupervised capacity on school grounds, off of school property, or after school are required to be fingerprinted, complete all of our SafeSchools requirements, and complete our PGCPS full fingerprint background check and form.

### **School Visitors/Conferences**

If a parent wants to meet with a teacher, the Principal, or the Assistant Principal, all visits need to be made in advance so that a mutually convenient time can be arranged. Teachers may also be contacted by notes or messages left in the main office, Class Dojo, or hand delivered by a student or via email.

## **Administrator Conferences**

The Principal, or the Assistant Principal is responsible for monitoring teaching and learning from 7:30 - 1:40 daily via informal and formal classroom observations, School Instructional Team, and Individual Educational Plans meetings, providing professional development to the instructional staff, and overseeing a safe and orderly environment. To best serve you and your child, please email Ms. McMillian at [falecia.mcmillian@pgcps.org](mailto:falecia.mcmillian@pgcps.org), or Mr. Richardson at [ryan.richardson@pgcps.org](mailto:ryan.richardson@pgcps.org) or leave a detailed message with the main office staff at (301) 499-7098 and you will be contacted within 48 hours.

## **Textbooks**

It's the policy of Prince George's County Public Schools to extend the free use of textbooks, library books, and other materials to pupils. This is done upon the condition that such books and materials are returned in the same basic condition as issued; ordinary wear and tear is expected. At this time, all textbooks are available in hard/physical copy and on-line. Our hard/physical copies are consumable.

## **Homework**

North Forestville recognizes the assignment of homework as a learning activity that extends the instruction provided in the classroom. The purpose of homework is to reinforce, supplement, and enrich work done in the classroom, to promote competency in skills, and to help students learn to manage time effectively.

At the beginning of the school year, teachers send home specific guidelines for the completion of homework and how homework assignments factor into the grades your child will earn. Generally, homework is assigned to each student Monday through Friday. If you find that your child is experiencing difficulty completing assignments, please inform his/her teacher via a note or phone call. For students in kindergarten, approximately twenty minutes should be spent completing assignments, in grades one and two, approximately thirty to forty-five minutes daily, and students in grades three through six should spend approximately forty-five minutes to one hour completing homework.

We recommend that definite and consistent home study habits be established and maintained each day. This includes:

1. Establishing a set time when homework is to be done.
2. Providing the proper environment-lighting, air, and free of distractions.
3. Providing the necessary supplies.
4. Offering assistance in the form of guidance without actually doing the assignment for your child.
5. Checking and signing assignment sheets daily.
6. Insisting that your child complete and turn in homework on time.

The Code of Student Conduct requires that students who are suspended shall be offered make-up work assignments, unless other educational alternatives are provided. It is the responsibility of the parent(s)/guardian(s) to contact the school and make arrangements for receipt and return of all assignments.

### **Reporting Pupil Progress/Grading Policy**

The reporting system of the Prince George's Public Schools offers several means of reporting pupil progress throughout the school year. Report cards are four times (every nine weeks) for a student in grades Pre-K through fifth.

Prekindergarten will utilize curriculum-based assessments to determine progress toward the mastery of the indicators and objectives based on the Maryland State standards (PreK Maryland College and Career Readiness Standards, Maryland Social Foundations Framework, State Curriculum). Data is analyzed for the Work Sampling System using the following scale:

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.

The report card represents an evaluation of the student's progress in content areas, work habits and social skills (behavior). Grading policy and procedures will be sent home at the start of the school year.

The grades eligible for use on assignments, assessments, and report cards are A, B, C, D, E, I, P, F, PR, IP, EM,ND with no plus or minus signs. Reading level grades are ABL, OGL, and BL.

### **Interpretation of grades is as follows:**

#### 1. 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.

#### 2. 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%

#### 3. 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).

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

- a. Class Work
- b. Homework
- c. Assessments

### **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled at the mutual convenience of parents and teachers during one of the reporting periods. Additional conferences may be scheduled as needed. Parents are encouraged to conference with teachers on a regular basis, establishing an open dialogue between the home and school. Our instructional program requires teachers to effectively utilize the allotted time frame for each subject area in order to meet the goals of the curriculum. We encourage parents to visit their child’s classroom throughout the year. However, please be mindful that this is not a time to conference with the teacher. All conferences must be scheduled in advance. This will enable the

teacher adequate time to prepare and gather the necessary documentation. Conferences may be scheduled by contacting the teachers by phone or email. Calls will not be transferred to classes during instructional time. Secretaries will take a message and forward it to the teacher. Please call 48 hours for a teacher to return your call.

Interim progress reports are issued quarterly (at the midpoint of each grading period) or as necessary. Interim progress reports are issued to parents of students with grade averages (at the time) of “D” or “E” in any subject area. This alerts parents to problems or concerns about their child’s performance or behavior. When a parent receives an Interim Progress Report, he/she should contact the child’s teacher for a conference so that an action plan for improvement can be developed and implemented. The reporting system outlined above enables the home and schools to share information and work together to foster the academic success of each student.

### **Student Assessments**

Student achievement is monitored throughout the year using a variety of methods including testing and evaluation. Teachers analyze test results in order to evaluate individual student progress and class progress as a whole. This frequent analysis is useful in determining skill level for appropriate instructional placement of students and in evaluating the effectiveness of our program. We know that students will perform best on tests when they have had adequate sleep, a nutritious breakfast, support and reassurance, and have been prepared with the appropriate test taking skills.

### **Student Recognition**

For each grading period, students in all grades will be recognized for academic achievement, perfect attendance, work ethic and other areas of growth. Students in grades two through five who earn a grade point average of 3.0 through 4.0 will also be recognized as follows:

**Honor Roll:** There are two levels of recognition: Honor Roll; students earning “A’s” and “B’s”, and the Principal’s Honor Roll, for students earning all “A’s”.

**Principal’s Wall of Pride:** Throughout each month, teachers identify students who have accomplished goals, performed exceptionally well, or shown marked improvement. These students are congratulated by the Principal or Assistant Principal and sign the “Wall of Pride”.



**PBIS (Positive Behavioral Interventions and Supports):** Students earn Falcon Bucks from faculty and staff members each and every day by displaying the North Forestville Falcon Traits of Respect, Responsibility, Safe, and On Task. Falcon Bucks can be exchanged at the Falcon Buck Store for rewards or special prizes.

## **Code of Student Conduct and Behavioral Literacy**

The PGCPS Code of Student Conduct is based on the principle that a positive learning environment and a good state of discipline, starts with everyone involved having knowledge and understanding of the basic standards of acceptable conduct and the procedures for handling disciplinary problems. The Code of Student Conduct is a set of twenty-three rules and regulations designed to maintain the order and discipline necessary for a safe learning environment. *Bullying, harassment or intimidation is not tolerated in Prince George's County Public Schools.* If you suspect that you are bullied you should complete a Bullying, Harassment or Intimidation Reporting Form and inform a responsible adult. The forms can be found in the counselor's office. All reports are confidential.

These fall into two broad categories; gross misconduct and persistent disobedience. Gross Misconduct is defined as willful and malicious acts that seriously disrupt the educational environment in a class, activity, or the school in general.

### **Acts of Gross Misconduct include:**

Possession or use of alcoholic beverages	Arson
Possession of fireworks or explosives	False Alarms
Inciting others to violence or disruption	Fighting
Physical attack and/or threat of physical attack	Theft
Possession or use of weapon	Vandalism
Possession, use, or distribution of a controlled dangerous substance	
Shakedown or strong arm	

**Persistence Disobedience is defined as acts that also have a disruptive effect, especially when they are repeated over a period of time.**

### **These include:**

Cheating	Continued class disruption
Disrespect	Distribution of unauthorized printed material
False reports	Forgery
Gambling	Insubordination
Loitering	Smoking
Unauthorized sale or distribution of any object or substance.	

The Code of Student Conduct recognizes the need for cooperative relationships between the school and home. This relationship is exemplified by:

**A home condition which:**

1. Assumes the primary responsibility for the discipline of the child.
2. Acknowledges the child's responsibilities and obligations in the school as well as the community.
3. Recognizes that school personnel must concern themselves primarily with the education and instruction of all students.
4. Cooperates with the school and participates in conferences regarding the behavior, health, and/or academic progress of their child.

**A responsible student who:**

1. Respects authority and obey school rules and regulations.
2. Shows respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

**Disciplinary actions outlined in the Code of Student Conduct include:**

Teacher/Student Conference  
Teacher/Parent Conference  
Counselor/Parent Conference or contact  
Counselor/Student Conference  
Administrator/Student Conference  
Administrator/Parent/Student Conference  
Student Program Adjustment  
Referral to Pupil Services  
Temporary Removal from Class  
Suspension from School  
Expulsion from School

The Pupil Discipline Referral form is used in all instances in which student conduct problems are formally brought to the attention of the school administrator for action. A copy of the form is filed in the cumulative folder with the student's other records and is retained until the child graduates from high school. If the parent is not contacted regarding the circumstances of the referral, the principal sends the parents a copy of the form to keep them informed of their child's conduct.

All students will attend a Code of Conduct assembly during the 1<sup>st</sup> two weeks of school. Subsequent assemblies will take place throughout the school year. A

copy of the **Student Behavioral Contract** will need to be signed by you and your child following the Code of Student Conduct orientation. Keep the pink copy and return the original and yellow copies to your child's teacher.

### **Behavioral Literacy**

We believe in teaching positive behavior. Daily we sign our Behavior Contract as a school and teachers are to have students re-sign as needed throughout the day. We believe in restorative practices when students present challenging behaviors. Literature that we study as a school community include Acting Right and 1-2-3 Magic. We look forward to helping your child understand their worth and that their mistakes will be forgiven. We believe in fresh starts and open communication.

### **Personal Possessions**

Students are not permitted to bring personal items such as electronic equipment or games, radios, IPODS, MP3 players, toys, sports equipment, or extra money to school. Cell phones are permitted. However, any student engaged in inappropriate behavior with the use of cell phones during the school day will have their cell phone taken away by the school administrators. Parents will be required to pick up the cell phone. Cell phones will not be returned to students. Any of these items brought to school will be taken by the teacher or principal and returned only to the parent upon request in person. Chewing gum and candy are also prohibited unless the students are snacking with permission from their teacher. Sometimes students dispose of these items improperly in the building or outdoors area, causing damage to the property. If a student needs to bring a drink or beverage to school, please make sure that it is not in a glass bottle or container. The staff appreciates your cooperation and support in seeing that your child refrains from bringing the above mentioned to school.

### **Dress Code for Students** **Uniform Policy**

North Forestville Elementary is a mandatory uniform school. The uniform policy requires all students at school to wear an adopted system-wide school uniform that is consistent with the school system's Dress Code Policy Number 5152.

It is the belief of the staff and parents that the uniform policy will reduce distractions and disruptions caused by clothing, make economic disparities between families less obvious, promote student achievement and school pride and create a safe and orderly environment. Beginning with the 2004-2005 school year, students are required to wear school uniforms consisting of the following:

The colors are navy blue, light blue, and white.

Boys wear a white/light blue oxford or long-sleeve shirt or white/light blue polo shirt and navy blue trouser pants.

Girls wear a white/light blue blouse or polo shirt and a navy blue skirt, jumper, skort, culottes or slacks. Girls may wear navy blue or white socks/tights. All students wear solid colored, rubber-bottom shoes or sneakers. No open-toed shoes are allowed. Sweaters that are blue or white are welcome. Hoodies are not welcome. It is preferred that all shirts must be tucked in appropriately and students are encouraged to wear belts.

**Students are NOT permitted to wear t-shirts, leggings, stretch pants, denim, cargo pants or jeans unless they have a dress down pass or it is a dress down day.**

**Footwear should not have logos, flashing lights or brightly colored laces. NO CROCS!**

Skirts, jumpers, skorts and shorts should be approximately six (6) inches below the buttocks or no shorter than fingertip level. Any jewelry worn should be limited to: a watch and small hoop or stud earrings.

Parents who disagree with the adopted mandatory uniform policy may opt-out of participation and the student will be reassigned through established procedures to another school. Transportation will not be provided.

## **Computer Technology and Multimedia** **Acceptable Use Policy**

Prince George's County Public Schools views technology as computers, scanners, digital cameras, video projectors, video cameras, and the Internet as instructional tools for learning. As such, all users are expected to follow the accepted and established guidelines listed in the PGCPS Acceptable Use Guideline (<http://www.pgcps.org/aup.html>) and highlighted in this document.

### **Accepted use of technology and all related resources requires users to:**

- Protect private information such as addresses, phone numbers, or passwords.
- Use appropriate language. This applies to public messages, private messages, and materials posted on the Web.
- Respect all copyright laws.
- Use computers for their intended educational purposes only.
- Understand that the use of the computer or the network for illegal activities is strictly prohibited.

### **Examples of Unacceptable Use of Technology and all related resources include, but are not limited to:**

- Damaging computers, computer systems, or computer networks.
- Trespassing in another's files, folders or work.
- Accessing inappropriate Internet Web sites.
- Accessing "chat lines" which are not a part of a class activity directly under the supervision of a teacher or educationally inappropriate.
- Gaining intentional access to obscene or inappropriate files.
- Using abusive or otherwise objectionable language in either a public or private message.
- Harassing, insulting, or attacking others.
- Posting anonymous messages.
- Vandalizing the data of another user.
- Identifying one's self with another person's name or identity.
- Using an account or password of another user without authorization.
- Theft of data, equipment, or intellectual property.

If it has been determined that a user has improperly used the equipment or its resources in any manner, the user can expect disciplinary actions which may include but are not limited to:

- Access to such equipment may be immediately suspended.

- Disciplinary action by the school administration.
- Additional disciplinary action may take place as outlined in the Student Code of Conduct.

### **Refreshments and Celebrations**

Families are allowed to bring refreshments to celebrate birthdays. Parents (must have consent from the teacher with a 48 hour notice prior to approval). **The refreshments must be store purchased and are not to contain any nuts. The refreshments must be consumed in the cafeteria during your child's lunch time.**

**Our lunch times are as follows:  
Pre-K, K and 1st - 10:00 a.m. - 10:30 a.m.  
2nd and 3rd - 10:35 a.m. - 11:05 a.m.  
4th and 5th - 11:10 a.m. - 11:40 a.m.**

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Thank you for your time and attention to the information contained in this Parent/Student Handbook. If you have any questions and/or suggestions, please do not hesitate to contact us at 301-499-7098.

**Let's have a great year together!**

**Kindest regards,  
Principal McMillian**