

MPS Family Handbook 2019-2020



WELCOME!

Welcome to the 2019-2020 school year at Middletown Primary School! This handbook is published so that you have a resource of information about the daily operations of MPS. Please read and use this reference throughout the school year.

We extend an invitation to you to visit your child(ren)'s class, attend your child(ren)'s programs, volunteer and become an active participant of our school. The entire staff is looking forward to a very exciting year of learning for your child(ren) and building a collaborative relationship with you.

FCPS CALENDAR HANDBOOK

You will receive a copy of the Frederick County Public School's Calendar Handbook. This calendar handbook contains useful information about FCPS policies, programs, contact information and services. It can be used as a reference if questions arise during the school year.

THE COMMON CORE

The Common Core State Standards are a set of expectations that outline what students learn in English/ Language Arts and Mathematics at each grade level PK-12. Maryland adopted these standards in 2010. The Common Core is not a curriculum but yet an outline of skills that students should master. FCPS teachers have worked with our central office to write our own curriculum, using Common Core standards as a guide.

GROUPING OF INSTRUCTION

In elementary school, students are grouped heterogeneously in classrooms for most of the day. Within each classroom, teachers work with students in small groups in both reading and math to ensure student needs are met. Teachers, administrators, and the literacy and math specialist use multiple criteria when making placement decisions. This criteria includes:

- classroom performance
- assessment data
- information provided by specialists
(speech and language pathologist, literacy specialist, math specialist, special education teachers)
- learning style of the child
- gender
- class size

Students also have the opportunity to work in flexible group structures. The teacher sets the criteria determining the composition and purpose of a group. Groups may be homogeneous, heterogeneous, total group, cooperative learning or small instructional.

REPORT CARDS

Frederick County Public Schools uses a reporting system which includes interim reports and the report card. Interims may be issued at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year. You will receive your child(ren's) report card in an envelope. We ask that you sign the envelope and return to your child's teacher. Students with and Individualized Education Plan will receive a progress report in addition to the report card.

ASSESSMENT

Throughout the school year, informal and formal assessments are used to measure a child's strengths and needs. This information is used to evaluate learning so that instruction can be adjusted to meet students' needs and improve learning. Assessments also demonstrate whether schools, teachers, and students have met the objectives outlined in the curriculum. As appropriate, teachers will share assessment information with parents as a way to apprise parents of their child's progress.

HOMEWORK OPPORTUNITIES

Homework is assigned by the teacher to be completed by the student at home. The purpose of homework is to provide opportunities for your child(ren) to practice skills learned in the classroom. You should expect a reasonable amount of homework which is approximately ten minutes per grade level. For example, if your child is in second grade, 20 minutes of assigned homework may occur. You can help at home by developing routines to establish good work habits.

- Show an interest in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and of academic progress.
- Establish a regular homework time each day.
- Have your child organize a special "place" for completing homework to include all necessary supplies.
- Remember that homework is your child's responsibility. Your child must be permitted to make a mistake in order to learn from it.

TECHNOLOGY

We are very excited about the use of technology for both student learning and home/school communications at Middletown Primary School. Students will access multiple technology sources in their classrooms and in the computer lab. Each classroom is equipped with an electronic whiteboard to enhance instruction. In addition, we have a variety of other technology devices to include iPads, Chromebooks, Laptops, etc. MPS is wireless so the access to technology as a support to instruction is further advanced.

Visit our school website at <http://education.fcps.org/mps/>

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are provided to discuss your child's progress and to allow you the opportunity to examine samples of your child's work. Check the Calendar Handbook for dates of the

scheduled conferences. Since these conferences are scheduled for short periods of time, think about what you want to learn from the conference and make notes of specific questions you would like to ask. MPS uses Sign-Up Genius for scheduling a conference. Please look for the link in a future newsletter closer to the conference days.

In addition, conferences may be held at any time at the request of the parent, teacher and/or administrator. Parents may freely discuss with school personnel any concerns that directly affect their child's school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities. For example, in the morning before school begins, your child's teacher is occupied with making preparations for the school day, greeting students as they arrive and/or providing support to individual students, therefore, this would not be an appropriate time for an unscheduled visit to the classroom.

DISCIPLINE

Procedures and routines are the foundation for a school and provide the basis for predictability and reliability, which in turn creates a structured environment where learning can occur. A self disciplined student is better able to perform and learn. To achieve this requires cooperation and understanding between the school and home. All students are expected to follow the established routines and rules for their individual classrooms and for the school. Failure to follow these routines or rules will result in progressive actions from reteaching the routine to warnings, time-outs, parent conferences, up to and including discipline referrals to the administration. We encourage you to be a partner in providing a positive learning experience for our children. For further information on school discipline and students rights and responsibilities, please refer to the FCPS Calendar Handbook.

ARRIVAL

Our arrival time is between 8:30am and 8:55am. For the safety of our students, we cannot permit students to be in the building prior to 8:30am. Our televised morning announcements begin at 8:55am followed by instruction beginning promptly at 9:00am.

For the safety of all, please do not drive into our bus lane between the hours of 8:30-9am, 11:20-11:45am and 3:15-4:00pm. Our school buses need to access the bus lane during these times.

WALKERS

Walkers are asked to enter the building from the main entrance. For the safety of our students, walkers are only considered as such when they walk to and from school from their home.

CAR RIDERS

Car riders should be dropped off in front of the school in the car rider traffic loop between 8:30-8:55 a.m. Students cannot be dropped off in our bus lane, parking lots or other areas outside of the car rider lane. Cars should drive in a single file line to the car rider entrance where a staff member will be standing. Children should exit on the passenger side of the car, if possible. Please wait for the car in front of you to move forward, and please do not pass unless motioned by the duty person. We ask that parents remain in the vehicle and allow your child to exit the car independently. For the safety of the students, please adhere strictly the guidelines outlined above.

CELL PHONE USE IS STRICTLY PROHIBITED IN OUR CAR RIDER LINE

TARDINESS

Students arriving at school after 9:00 a.m. must be escorted by an adult into the main office for check in. Students may not be dropped off at the front office to enter the building themselves. Instead, they need to be escorted by an adult into the main office. Additionally, all tardiness will be carefully recorded and monitored. We strongly encourage that children maintain an appropriate attendance pattern including being on time each day. Being late to school can impact a child for the rest of the day. Morning announcements begin promptly at 8:55am each day with instruction beginning at 9am.

DISMISSAL

Should a parent wish to change their child's usual transportation routine on any given day, a note must be sent to the school, otherwise, the child will be sent home their usual way. ALL requests to change a child's transportation, even for one day, must be provided **in writing** by the custodial parent prior to 3pm.

Walkers and car riders will be dismissed at 3:20 p.m. These students will be called for dismissal through the announcement system, so please be sure your child knows if he/she is to walk or be picked up as a car rider.

For the safety of all, please do not drive into our bus lane between the hours of 8:30-9am, 11:20-11:45am and 3:15-4:00pm. Our school buses need to access the bus lane during these times.

BUS RIDERS

Bus students will be dismissed to their buses from our school gymnasium. It is a good idea to help your child memorize his/her bus number, if known, before the school year begins. You will want to focus on the route number followed by the letter "M" on the school bus and not the actual bus number.

If your child needs to ride a bus other than their assigned bus, a note must be written by the parent and presented to the school office so approval can be given. It will be honored by the office if there is room on the bus and it does not require an additional stop. If no note is presented, the child will be placed on his/her regularly assigned bus. Additionally, if a child is riding a bus to the home of another student, a note must be presented by both parents. Adults and students in the middle and high school may not ride the elementary school buses. Your cooperation with this procedure is greatly appreciated and enables us to ensure that children arrive safely where they should be.

Please Note: According to FCPS practice, Pre-K and K students CAN be dropped off at their bus stop even if there is not an adult there to meet them. Please be sure to have a responsible person at the bus stop, on time, each day to receive your child.

WALKERS

Walkers exit the building through the main entrance/exit door and are escorted by an adult. Only children that are walking from school should be dismissed as a walker. **For the safety of our students, parents may not park in the lot and walk to the front entrance to receive their children as walkers. Instead, these students should be dismissed as car riders. Walkers are for students that use our walking convenience to and from school to their home.**

CAR RIDERS

Car riders are dismissed at the car rider entrance/dismissal location in the front of the school. Cars will line up in front of the school in the car rider traffic loop. Students will wait inside the school in the hallway and be called via walkie-talkie to your vehicle. **Please remain in your vehicle while waiting for your child.** We ask your cooperation in following these procedures and discussing your personal pick-up/dismissal instructions with your child prior to the start of school.

CELL PHONE USE IS STRICTLY PROHIBITED IN OUR CAR RIDER LINE

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, **you must come to the office to sign your child out.** No child will be dismissed directly from the classroom. If someone other than the parent signs the child out, that person must have written permission from the custodial parent before the child will be permitted to leave the building. You may be asked to present a picture ID. All early dismissals will be monitored and recorded on each child's report card.

BUS BEHAVIOR

Safety of students and our bus drivers is a priority. This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of others on the bus. Parents cannot board the buses. Please review proper bus conduct with your child throughout the year. Even if your child does not access bus transportation on a regular basis, we do utilize buses for field trips and other school events.

We encourage each parent to review the following expectations with their child(ren) prior to accessing FCPS bus transportation:

FCPS Bus/bus stop rules to review with students:

- Children should maintain order at the bus stop.
- There should be no excessive noise, disorder or fighting on buses.
- Eating on buses is not allowed.
- Upon entering the bus, children should be seated as directed from the bus driver.
- There should be no standing while the bus is in motion.
- The bus driver has authority over students that enter, ride, or leave the bus.
- Children should not talk to the bus driver while the bus is in motion unless in a severe emergency.

Student Responsibilities:

- Obey the instructions of bus duty staff and bus drivers.
- Walk around parking lots on dedicated walkways or sidewalks.
- Do not walk/cross in between buses.
- Cross at street corners with crosswalks and wait for the signal to walk before crossing.
- Make eye contact with drivers to ensure that you see them and they see you.

CROSSING GUARD

Thanks to the Middletown Town Council, MPS walkers are provided the service of a crossing guard. Children and families are encouraged to cross the streets only where the guard is on duty.

ATTENDANCE

Regular school attendance directly impacts a child's school success and academic achievement. We encourage all students to maintain a positive school attendance pattern. Attendance is carefully monitored and parents are informed when we notice a concern regarding attendance. If your child is reluctant to come to school, contact the school so we can work with you in solving the problem.

State law requires a written excuse any time a child is absent from school. The excuse should be received by the school within **two days** of the absence and should include the date of the absence, the reason for the absence and the signature of the parent/guardian. Without this information, the absence is coded as unexcused/unlawful

A written excuse is required when a child arrives at school past 9:00 a.m.

A written excuse from a physician is necessary for a long range restriction from physical education activities.

REQUEST FOR WORK

Students who are absent for one day will receive the work missed the following day. Parents may request make-up work for students who will be absent for more than one day by contacting the classroom teacher directly. Please provide the teacher with a minimum of 24 hours to gather the work. The parent may then pick up the student's missed work from the office.

Parents may also request work when they know in advance the child will be missing school (due to illness, injury, death in the family, vacation, etc.). The parent/guardian should request in writing and include the dates that the child will be missing school. Upon proper notification, the teacher will gather the work and provide it to the student the day prior to the absence.

Please remember that the classroom teachers must have a minimum of 24-hours' notice for make-up work. This 24-hour period allows teachers the time needed to gather texts, supplies, and/or materials and to provide them to the office for parent pick up. If a parent requests work, we do ask that it be picked up and completed as the teacher spends time preparing the work.

EMERGENCY SCHOOL CLOSINGS/DELAYS

Information regarding cancellations, delays, and early closings is announced on local radio stations (WFMD 930 AM and WFRE 99.9 FM) and Frederick cable channel 18. You can also obtain school closing information at www.fcps.org. and through "Find Out First" on the FCPS website. A texting option is also available through Find Out First. FCPS also notifies regional TV and radio stations. Parents are encouraged to arrange emergency backup care and to notify students as to where they should go when school closes unexpectedly.

Please complete the Early Emergency Dismissal Form with instructions to help us get your child home safely in the event schools close early. **(Please be advised that we will be unable to honor requests to call parents in the event of an early dismissal)**

FIND OUT FIRST

Each Middletown school, MPS, MES, MMS and MHS, are Find Out First Schools. This is a free service which allows each school to share important school information via email. Parent/Guardian email addresses provided to our school via your child's Student Information Card are entered into the FCPS Student Information System and uploaded to the FCPS FindOutFirst service to receive school and system-level email messages such as when schools are closing unexpectedly due to inclement weather or other emergencies. Your FindOutFirst (FOF) record will automatically reflect your child's school and grade level. From FOF you will receive instructions about how to log in to add a mobile phone number to get emergency-closing text messages. You will also receive instructions about how to sign up for system-level email such as calendar updates, newsletters, BOE action and more. If you change your email address during the school year, notify our school office so you will continue to get FOF emergency notices. When you become a Find Out First subscriber, you will automatically receive emails from the school of your choice that will include announcements, newsletters, schedule changes, reminders and so much more! We highly encourage you to become a subscriber by visiting www.fcps.org/fof. It's easy and free! Please don't miss out on this important communication tool.

STUDENT INFORMATION FORM/EMERGENCY CARD

During the first week of school your child will receive a student information sheet for you to update. Please return the information sheet with either updated information or confirming that the information is still current and accurate.

All emergency card contacts **MUST** live within a reasonable distance from the school and have a source of transportation. Should a child have an emergency and the parents are not reachable, we will expect appropriate support from the emergency contacts provided. Emergency contacts cannot live out of state.

Please notify the school if you change addresses or telephone numbers during the year.

Current and accurate information is essential if an emergency arises and the school must locate the parent due to injury, illness, or other critical reasons.

A copy of custodial papers must be filed with the school if there are any special custodial arrangements.

SCHOOL COUNSELOR

Our school counselor works with students in a variety of settings: total class, small group, or individually as appropriate for school related reasons. Emphasized are areas such as personal and school growth, decision making, self-esteem, and positive interactions with others. If you would like to speak with the school counselor please contact the front office. Our counselor is unable to provide counseling services outside of any school related reason.

VOLUNTEER PROGRAM

MPS recognizes and greatly appreciates our volunteers! A volunteer is any interested person who is willing to donate his/her time to support our school. This service can occur in many ways: working directly with children in the classroom, preparing materials to enhance instruction, helping out in our media center, attending field trips, planning school events and so much more! Volunteers may even provide services from home by completing tasks (cutting, pasting, coloring, etc.) or offering babysitting for other volunteers. Our students and staff would be most grateful for any time you can offer. An orientation will be held in the fall for all volunteers. Our PTA also provides and promotes many volunteer opportunities.

During your volunteer time at MPS, we request that younger (non-school aged children) not accompany you as a volunteer. It is important for you to focus on your role as a volunteer. This is also the case while volunteering as a chaperone for a field trip. Safety of our students is a priority.

PARENT-TEACHER ASSOCIATION (PTA)

Middletown Primary School and Middletown Elementary School have a joint PTA. The Middletown Primary/Elementary PTA is very active and award winning. We invite you to attend any or all of our scheduled meetings which are held once a month. Parents and teachers are encouraged to participate in the PTA and to attend school functions sponsored by the organization.

COMMUNICATION

Several different forms of correspondence are utilized to enhance communication between home and school. Your child will receive a "Take Home Folder" (provided by the school) which can be used to transfer important papers, notices, etc. from school to home and vice versa. This folder will come home with your child each day and should be returned to school with your child each day. Please check this folder each day and return it to school.

All second-grade students have assignment agendas (provided by the PTA). Students should bring home the agenda each day with recorded assignments/homework opportunities in the agenda. We ask that parents check and sign the agenda on a daily basis. Feel free to use the agenda as a way to communicate with your child's teacher as needed.

School administration in conjunction with our PTA will publish a bi-weekly newsletter to include a calendar of events, special announcements, reminders, recognitions and much more. This communication will only be sent out via Find out First and also via Twitter. Follow us on Twitter @PrincipalMPS and @MPSKnightsAP.

EMAIL

Each staff member is available to communicate via email. Addresses are the same except for the individual staff member's name. For example: sandra.fox@fcps.org. Please keep in mind that teachers may only be able to check their email during their daily scheduled planning time. If the nature of your email is urgent, please contact the front office. **We request that you not email notices about dismissal changes to the child's teacher as they may not receive the email request prior to dismissal.**

CELEBRATIONS/BIRTHDAYS

Due to the severity of many complex food allergies, the importance of promoting a healthy lifestyle, extensive clean-up and other important factors; birthday treats (including goodie bags/gifts) of any

kind cannot be distributed. We know that birthdays are very exciting and special; therefore, we will announce individual birthdays each day on morning announcements. Children will also receive a special birthday surprise provided by the staff. We also request that balloons NOT be sent or brought into the school to celebrate student birthdays or other celebrations.

CLASS CELEBRATIONS

MPS coordinates two celebrations each year: Fall Festival/Halloween and Valentine's Day. The dates will be determined by our school staff. Parents in cooperation with the classroom teacher may help plan the parties for the students. Specific information will be sent home as the party date approaches.

INVITATIONS

Birthday and other party invitations may not be distributed at school. Because we value equity, we want to avoid hurt feelings when some children receive invitations while others do not; as such, all private party arrangements must be made outside of school. FCPS regulations prohibit schools from releasing private information regarding names, phone numbers or addresses of students. Instead, our PTA publishes an online Student Directory that is distributed to all families. This is a great resource for contacting families/classmates. The directory is published through www.myschoolanywhere.com.

VISITORS

BUILDING ACCESS

All exterior doors of the building are locked at all times. Visitors needing to gain access to our building must enter at the main office entrance. Our building is equipped with the "buzzer system" where all visitors will need to push our buzzer to gain access. Once the buzzer is pushed, you may be asked to provide your name and purpose for visiting the school. Any visitor that plans to visit outside the office will be required to present a drivers license or government issued identification. This ID will be scanned as a way to receive access to the building and a visitor badge. Your cooperation with this state law is appreciated.

Parents/guardians are always welcome to visit our school. However we do ask that you schedule an appointment to talk with a teacher instead of visiting the classroom during arrival, instructional time and dismissal. Also, we ask that students be given the independence of walking to their classrooms during arrival time on their own. If you are dropping off an item for your child such as a lunch box, library book, etc. our office staff will be happy to deliver the item personally so that instructional time is not disrupted.

VISITING STAFF

When needing to meet/talk with a staff member, especially a classroom teacher, we kindly request that you refrain from visiting the teacher during school hours unless pre-arranged by the teacher. We value the time to talk with you so scheduling an appointment will help to provide adequate time, free of distraction. Teachers must be available to their students from 8:30-4. Please refrain from visiting the classrooms during arrival of 8:30-9 and during dismissal 3:30-4. It is important that staff can supervise their students appropriately.

NO DOGS ALLOWED

Dogs are not allowed on school property. For the safety of our students, please do not walk or bring your dog onto school property even if leashed.

VISITING WITH SIBLINGS

For the safety of our students and siblings, we kindly request that younger (non-school aged children) not join students during indoor and outdoor recess. Siblings are welcome to join us during lunch in the cafeteria but we request that they **not** attend recess related events. Also we ask that younger children not accompany you during your volunteer time or other special events at MPS (field trips, parties, Field Day, etc). It is important that our volunteers and staff are able to be focused on the tasks related to our students.

DRESS CODE

Students may not wear clothing which advertises alcohol, drugs, tobacco, and/or clothing that supports or implies violence. Students who wear clothing that is inappropriate will be asked to change or to turn it inside out. Flip-flops, roller sneakers, open sandals, and high heels are a safety concern and should not be worn especially on the day your child has Physical Education. Hats are also not to be worn inside the building. Students may find it helpful to have a sweater or sweatshirt available on days when the air conditioner is operating.

PARKING

We recognize that parking is difficult on our school campus. Please refrain from parking in our handicap spaces unless there are appropriate handicap tags on display. There are four spaces reserved for FCPS front office staff and administration. We are also proud that we can recognize one staff member each month by providing a special parking space. Please do not park in the spot marked "Staff Member of the Month." Parking is prohibited along the curb of our bus and car rider lanes.

BUS LANE

Please do not use our bus lane during the hours of 8:30-9am, 11:30-12:00pm and 3:15-4pm. During this time, our buses need to safely pull up to drop off and pick up students.

CELL PHONES

FCPS regulation states that "electronic devices including cell phones must be powered off at all times during the school day, while aboard a school bus or other school-sponsored vehicle, and during after-school activities." Electronic devices placed on vibrate or other non-audible mode are not considered powered off for purposes of this regulation. Electronic devices with camera and recording functions may not be used to take or transmit any image at any time on school premises, even if the use of the cellular phone is otherwise permitted". We also request that parent volunteers follow the same practice. If volunteers need to use their cell phone, we ask that they step outside of the building.

RECESS

Weather permitting, students have two opportunities to enjoy recess outside. Notes are needed for children who are to remain inside during outside play periods. In most cases, if a child is not well enough to play outside, he is not well enough to be in school.

A note signed by a physician is necessary for a long-range restriction from physical education activities and/or outdoor recesses.

For the safety of our students and siblings, we kindly request that younger (non-school aged children) not join students during indoor and outdoor recess. Siblings are welcome to join us during lunch in the cafeteria but would ask that they **not** attend recess related events.

LOST AND FOUND

Every year, several boxes of unclaimed clothing are given to needy organizations. It is to the advantage of children and their parents to mark and label clothing. Our lost and found is located just outside of the cafeteria.

TOYS

Toys are fun and interesting, *but* they are not allowed at school, as well as, on the school bus. Please enjoy toys at home unless there is a special day and you have permission from the teacher. Examples of toys include cards, balls, games, Gameboy, etc.

LOST AND DAMAGED BOOKS/TEXTS

Parents are responsible for the cost of lost or abused books (less 10% cost per year of use.) Books found may be redeemed within that year only. A child's report card may not be distributed if money is owed to the school.

SCHOOL LUNCH

Students may bring a packed lunch from home or purchase a lunch from school. You may pay by cash or check. Parents can also pay in advance by placing money on a child's lunch account by visiting www.myschoolbucks.com. A fee of \$2.50 will be charged for each online transaction less than \$150. The \$2.50 transaction fee will be refunded for payments of \$150.00 or more. If there are multiple children, parents may make one payment on one account and then ask the Complex Manager to distribute the money into the additional accounts. Parents WILL need to set up new accounts. The student's name and ID number are required

Parents may also send cash or a check to their child's school cafeteria to pay for school meals. A payment in any amount may be placed in the child's account. Parents may indicate "Meals Only" on the check if they prefer their child not purchase *a la carte* items. When the check is received indicating "Meals Only", a notation will be made on the child's account to alert the food service staff.

On the lunch account you can also indicate if the money is for lunch only, snack only or both.

(Prices subject to change)
Elementary Breakfast \$1.60
Elementary Lunch \$2.65
Reduced Breakfast .20
Reduced Lunch .30
Milk .60
Adult Lunch \$4.25

If the need arises, students will be permitted to charge their lunches. Students will be expected to pay for the charged lunch the following day. You will receive notification that a lunch was charged from the Cafeteria Site Assistant.

Free and reduced cost lunches are offered to those families who qualify. Applications and guidelines will be sent home on the first day of school.

Students' lunch periods are 30 minutes long. There are staff members who are available to assist with opening packaging or drink containers, but it is helpful if you work with your child to do this himself/herself. Parents/guardians are always welcome to eat lunch with their child/children. Your child's teacher can give you the time of day that his/her class is scheduled for lunch. Please remember to sign in and get a visitor's badge from the office.

HEALTH AND SAFETY

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- *Administration of medication
- *Health room services
- *Monitoring immunization records

If a child sustains a serious injury or shows an elevated temperature, the parents/guardians or your emergency contact, as noted on your child's emergency card, will be notified. For this reason, your correct, current address and telephone number must be on file in the office by the end of the first week of school. Please notify us immediately of any change.

Taking medications during the school day is discouraged. There are occasions, however, when it is deemed necessary by a physician for a child to receive medication during the school day. In these cases, Frederick County policy states that:

1. No medication (prescribed or non-prescribed) will be administered in school without the parent's/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and medication ordered.
2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container.
3. The first full day's dosage of any new prescription must be given at home.
4. The school must have on file a **Physician's Medication Authorization for Prescription and Non-Prescription Medication** form.

5. The parent must submit a new form to the school each time there is a change in dosage or time of administration.
6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
7. One week after expiration of the physician's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be disposed of.
8. The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to the school to administer the medicine. **No child is allowed to keep any medication on his/her person.**
9. Please notify the school if your child has any health problems such as asthma, allergies to bee stings or food, or if your child contracts a communicable disease such as measles, chicken pox, etc. In addition, if your child has any restrictions for play due to health related issues, the school should be informed.

FIELD TRIPS

Throughout the year, field trips will be scheduled to enhance the curriculum at each grade level. Parents must give permission for students to participate in field trips. Forms will be sent to parents prior to each trip with information about the trip including times, transportation arrangements, lunch instructions, and any additional costs, if necessary. If permission is not given, an alternative activity will be scheduled.

Parent volunteers are often needed for field trips. The teacher will send information home asking for volunteers when necessary. Often times this is done on a lottery basis. Parents who chaperone field trips must take the transportation provided for the students and must adhere to the guidelines set up by the classroom teacher. A chaperone contract will be provided specifying appropriate code of conduct. Siblings may not attend field trips. The classroom teacher can provide further information about field trips as needed.

SOCIAL MEDIA/PICTURES

We recognize that social media is a great way to share memories and stay in contact with family and friends. However, we do ask that while visiting MPS you not take photos of students other than your own in addition to posting them on social media in an effort to be respectful of a families privacy and confidentiality. In addition, if you have a concern or a question about something involving MPS or FCPS, please contact us first for assistance rather than sharing your concerns on social media.

SCHOOL CASH ONLINE

Our school offers a new way to pay for school field trips and more. School Cash Online is convenient and easy to use. It is available 24/7 from everywhere with internet access. It is safe and secure while avoiding having students carry cash and checks. You can register at <http://frederickcounty.schoolcashonline.com>.

DRILLS AND SCHOOL SAFETY

Safety of our students and staff are number one priority. Several types of safety drills are conducted throughout the year: fire drills, lockdown drills and weather drills. A comprehensive safety plan has also been developed for our school and a Crisis Team made up of school staff are aware of their roles and responsibilities in the event of an emergency.

SMOKE FREE ENVIRONMENT

The Frederick County Board of Education has adopted a tobacco-free environment policy. This policy states that the sale or use of tobacco products in any form is prohibited in school buildings at all times, all year. The sale or use of tobacco products in any form is prohibited on school grounds by anyone who uses, leases, or otherwise occupies FCPS property for any purpose whether or not school is in session. We appreciate your support of this effort to ensure a safer, healthier environment for everyone.

WEAPONS

The Frederick County Board of Education has adopted a policy regarding weapon possession. Students, parents/guardians, teachers or any visitors are forbidden to have weapons or look-alike weapons on school property. Possession of a fire arm, loaded or unloaded, or other weapons, including pocket knives, can carry severe disciplinary action up to permanent removal from Frederick County Public Schools.

CHARACTER COUNTS!

FCPS incorporates the Six Pillars of Character Counts into the daily operation and curriculum of its schools. The Six Pillars of Character include: Responsibility, Respect, Trustworthiness, Fairness, Caring and Citizenship.

MPS supports the use of Character Counts and encourages students to show "good character" each and every day. We invite you to use the Six Pillars of Character within the home setting as well. Each month administration meets with each grade to celebrate good character and share reminders about our pillars. A special "Character Café" is used to celebrate students and their character.

BUCKET FILLING

At MPS we promote a positive school learning environment through "Bucket Filling." This is based on the book "Have you Filled a Bucket Today?" by Carol McCloud. No, we aren't filling buckets with sand or water. Instead, we are filling invisible buckets with kindness and respect. The book talks about how we can be "bucket fillers" when we share kind words to one another. You are a "bucket dipper" when you are unkind or disrespectful to others. The goal is for EVERYONE to be bucket fillers each and every day! Students and staff are sharing kind words to one another and working to fill others buckets. Perhaps you can use the same strategy in your home. Ask your child each day, "how were you a bucket filler today?" We use this fun, motivating and productive philosophy each and every day at MPS.