

MYERSVILLE ELEMENTARY SCHOOL



FAMILY HANDBOOK 2020-2021

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Dear Myersville Families,

Welcome to Myersville Elementary. We look forward to serving you and your child. The FCPS mission is to “reach, challenge, and prepare” our students for future success in college and careers.

This family handbook is published so that you have a resource of information about the daily operation of MYES. At the beginning of the school year, you will also receive the Frederick County Public School System’s Calendar Handbook. Please take time to read both resources so that you can learn more about school and system wide policies and procedures.

Myersville’s motto is “Learning to Be the Best We Can Be.” The entire staff is looking forward to an exciting year of learning for your child and wish to build a collaborative relationship with you. Please visit your child’s classroom, volunteer in the school, attend special events and participate in the PTA. We are proud of the work and strong collaboration by our school community.

In the coming year, we will support your children academically, behaviorally, and socially. “Everyday is a great day at MYES!”

Dana Austin, Proud Principal of Myersville Elementary
#TeamMYES #1Team1GoalNoLimits

FREDERICK COUNTY PUBLIC SCHOOLS STRATEGIC GOALS

1. FCPS will equip each and every student to be an empowered learner and an engaged citizen to achieve a positive impact in the local and global community.
2. FCPS will hire, support, and retain staff who champion individual, professional, and student excellence.
3. FCPS will pursue and utilize all resources strategically and responsibly to achieve identified outcomes and inspire public confidence.
4. FCPS will nurture relationships with families and the entire community, sharing responsibility for student success and demonstrating pride in all aspects of our school system.
5. FCPS will promote a culture fostering wellness and civility for students and staff.

MYERSVILLE ELEMENTARY SCHOOL VISION STATEMENT

Myersville Elementary is a place where students and staff are engaged learners. They feel safe to take risks and all contributions are valued. Here we have fun while we learn in our school community.

MYERSVILLE ELEMENTARY SCHOOL MISSION STATEMENT

Our mission is, **Learning to Be the Best We Can Be.**

MYES SCHOOL IMPROVEMENT PROCESS TEAM

The SIP Team includes administration, staff members, and parents. This team is responsible for establishing school direction and monitoring school improvement. A SIP Plan is developed and revised annually. This plan is available upon request. If you are interested in serving on this committee, please contact the front office.

MYES PTA

Myersville Elementary has a very active PTA. Meetings are held every other month and are advertised in the weekly family newsletters. Families and staff are encouraged to participate in the PTA and to attend school functions that are sponsored by this wonderful organization. Our PTA is responsible for providing cultural arts programs, field trips, educational materials and supporting the PTA mission *“To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.”* More information can be found at: <http://myes.sites.fcps.org/pta>.

WHAT WE TEACH

The Common Core State Standards and the FCPS Essential Curriculum define the standards and objectives our students will be held accountable for learning in each content area. These standards and objectives address knowledge that your child will need in order to be college and career ready upon high school graduation. You may review the Common Core State Standards and Essential Curriculum at any time by visiting www.fcps.org and mdk12.org.

Art and music classes provide learning experiences and curriculum that develop an appreciation and knowledge in the fine arts area. Physical education classes provide activities that will help develop strong, healthy bodies, a sense of fair play, and life-long habits for good physical well-being.

PATHS PROGRAM

Beginning this coming school year, all elementary schools will implement the Tier I social emotional learning program called Promoting Alternative Thinking Strategies (PATHS). The PATHS program is a comprehensive Social Emotional Learning (SEL) curriculum that is evidence-based and proven effective. It is grounded in the science of children's brain development, which has determined that children experience and react to strong emotions before developing the cognitive abilities to verbalize them. PATHS elementary school curriculum has been shown to significantly improve children's social and emotional skills which underlie both effective behavior and academic success.

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. MYES supports the use of Character Counts and encourages students to show "good character" each and every day. Quarterly Spirit Rallies are used to celebrate good character and share reminders about our pillars. A special Golden Table is used to celebrate students and their character.

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. To achieve this requires communication and partnership between the school and home. All students are expected to follow the established rules. Failure to do so will result in progressive actions from reteaching, reflection, parent contact, up to discipline referrals to the administration.

HOMEWORK GUIDELINES

Grades 1 and 2: about 15 minutes per day Monday-Thursday
Grade 3: about 30 minutes maximum per day Monday-Thursday
Grades 4 and 5: about 45 minutes maximum per day Monday-Thursday
Weekend and holiday homework is not generally recommended

ASSESSMENT

Throughout the school year, FCPS informal and formal assessments are used to measure student progress. The purpose is to evaluate student mastery of content and skills so that instruction can be adjusted to meet student needs and thus improve learning.

For more information on Maryland State Assessments, visit

<http://marylandpublicschools.org/about/Pages/DAAIT/Assessment/index.aspx>.

These assessments are designed to measure whether students are on track to graduate and be ready for college and careers.

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.

SERVICES AT MYERSVILLE

CAFETERIA

Breakfast and lunch are served every day that school is in session. Upon arrival, students who wish to purchase breakfast go straight to the cafeteria. At lunch, students will remain in the cafeteria for 25 minutes. Students may bring a bag lunch from home or purchase a lunch from the cafeteria. If buying lunch, a student may pay by cash or check or you may put money in an account. You may log onto www.myschoolbucks.com and pay for lunches online. Your child can purchase breakfast, lunch, snacks, and ice cream with that account. If you only want your child to purchase lunch with that money, you will need to write in the memo line, "meals only". Children that bring their own lunch may buy milk, ice cream, and specialty items separately. Cash, check or a student account may be used also for these items.

If the need arises, students will be permitted to charge **up to 4 meals**. A printed charge letter will be sent home with the student. Families are expected to pay for the charges. You will receive notification from the cafeteria if a meal is charged.

Free and reduced cost meals are offered to those families who qualify. Meal Benefit forms and guidelines are sent home with all students on the first day of school and are available from the front office.

2020-2021 Meal Prices:

Breakfast \$ 1.60 Lunch \$ 2.65 Milk \$ 0.60

HEALTH ROOM

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

- Administration of medication
- Provide health care services
- Monitoring immunization records

If a child sustains a serious injury, is vomiting or shows an elevated temperature, the parents/guardians or your emergency contact 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.

Please notify the school if your child has any health problems or contracts a communicable disease. In addition, if your child has any restrictions for play due to health related issues, the school should be informed.

In instances where your child needs to take medication during the school day, Frederick County Public Schools policy states that:

- No medication (prescribed, over-the counter) will be administered in school without the parent/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 each medication order.
- The parent/guardian must bring the medication and forms directly to the school health staff. All medication must be in the original container
- The first full day's dosage of any new prescription must be given at home.

- The school must have on file a specialized health form available from the school Health Tech or at www.fcps.org by clicking on the Forms tab.
- The parent must submit a new form to the school each time there is a change in dosage or time in administration
- All medications will be stored in a secure area in the school and accessible only to authorized personnel.
- Parents/guardians must retrieve any unused or expired medication. Medication not claimed by the parent/guardian within one week after the end of the school year will be destroyed.
- 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 school and to administer the medication. ***No child is allowed to keep any medication on his/her person.***

SCHOOL PICTURES AND YEARBOOK

During the school year, Myersville contracts with a professional photographer to take both group and individual pictures. Individual pictures will be taken in the fall and group pictures in the spring. The school receives a percentage of the income from the sales. This money is used for a variety of needed materials not provided for in any other budget area. A yearbook created by PTA representatives will be published each year and will be available for sale in the late spring. Purchase of pictures and yearbook is optional.

SCHOOL STORE

Myersville Elementary operates a school store for the convenience of families and students. The hours of operation are 8:40-8:55 am on Mondays, Wednesdays, and Fridays.

THE MYERSVILLE WAY

SCHOOL HOURS AND ATTENDANCE

Regular attendance is vital for your child to meet with success in school. Research shows that student achievement is directly related to attendance. The school day is from 9:00 am- 3:30 pm.

Students arriving at school after 9:00 am must report to the office for a late pass. We strongly encourage that children maintain an appropriate attendance pattern including being on time each day.

We ask that you schedule your child's medical appointments before or after school. If this is not possible, you must report to the office. No child will be dismissed directly from the classroom. If someone other than the parent signs the child out, that person must be listed on the child's emergency card or have written permission from the parent. We may ask to see picture identification, and we may give a courtesy call to confirm pick up.

Maryland Law requires that a written excuse be provided each time that your child is absent. The excuse should be received by the school within two days of the absence and include the date of the absence, your child's first and last name, the reason for the absence, and the signature of the parent/guardian. Without this information, the absence is classified as an unlawful (unexcused) absence. A written excuse from the physician is necessary for long-range restriction from physical education and recess activities.

Families of students accumulating excessive absences will be notified routinely by letter. With continued absences, a doctor's verification may be required for additional days beyond the monthly and quarterly maximum.

IMPORTANT NOTE: Students who are granted out-of-district status and do not comply with school rules and regulations (including: attendance, truancy, tardiness, and behavior) may have their out-of-district status rescinded or denied according to FCPS Regulation 400-15.

Parents may request make up work for students who will be absent for more than one day by calling the front office. Please provide the teacher with a minimum of 24 hours to gather the work.

ARRIVAL AND DISMISSAL

Arrival- Students can begin to arrive between 8:30 and 8:55 am. For the safety of our students, students cannot be permitted in the building prior to 8:30 am. Instruction begins promptly at 9:00 am.

Walkers are asked to enter the building from the main entrance. Car riders should be dropped off in the back lot in the car rider loop between 8:30-8:55 am. Please remain in a single file line. When you pull up, please remain in your car. Someone from the school can open the car door and assist your child with getting out.

Dismissal- Walkers and car riders will be dismissed at 3:30 pm. Walkers exit from the main entrance while car riders are dismissed in the back of the school. Students will wait inside the school in the gym. Please remain in your vehicle while waiting in the car rider loop.

In order to have a smooth dismissal, there are a few procedures we ask our families to follow:

- If there is a change in the way that your child travels home from school, please send a note that morning to inform the school of the change or complete the online google form.
- If your child is to go home with another child and this is not their usual procedure, both students must bring in notes stating the change.

Thanks in advance for your cooperation with these procedures. This enables us to ensure that all students arrive safely at their final destination.

BUS SAFETY

There are student behavior expectations for the safe and efficient operation of the FCPS transportation system. Please refer to the *FCPS Calendar Handbook* for specific bus rules and expectations. Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of your child or others on the bus. Bus rides are considered an extension of the school program. It is all of our responsibility to ensure that students understand the importance of bus safety.

DRESS CODE

Students must dress in a manner that is safe, healthy, non-disruptive, and appropriate to elementary classroom and school procedures. Clothing should not depict activities or situations that depict violence, advertise alcoholic beverages or drugs, and should provide adequate covering. Hats are not to be worn in the building except on special, announced

occasions. Flip-flops, open sandals, and high heels are strongly discouraged because of the potential for injury during play and should not be worn on PE days.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

For the fastest, most reliable information, check the following:

- www.fcps.org
- Social Media: [FCPS on Twitter](#) and [FCPS on Facebook](#)
- [FindOutFirst email and emergency-only text messages](#)
- FCPS TV: Comcast Channel 18 (Frederick area)

FIELD TRIPS

Field Trips are planned by the teacher to enhance the curriculum at each grade level. Parents must give permission for students to attend. The teacher will send information home and will ask for volunteers when necessary. Chaperones are selected by teachers on a lottery basis. Chaperones must take the transportation provided and adhere to FCPS policies and regulations. Younger siblings may not attend field trips with a chaperone. Students are asked to keep spending money at home, and chaperones should also not be purchasing food or souvenirs.

LOST OR DAMAGED BOOKS

Families are responsible for the cost of lost or damaged classroom books as well as books from the media center.

PARTIES

In accordance with the FCPS policy, two class parties are held each year: Fall Festival and Valentine's Day. In cooperation with the classroom teacher, parents may help to plan the party. Specific information will be shared prior to the party dates.

BIRTHDAYS

Due to the large number of food allergies that students may experience, we are unable to allow birthday treats at any time during the school day. Thank you in advance for understanding. Also, in order to prevent a loss of instructional time and hurt feelings, students may not distribute treat bags or invitations for private parties at school. These should be mailed/delivered from home. Our PTA publishes a Student Directory that is distributed to members. This is a great resource for contacting classmates. We will announce individual birthdays each day on morning announcements. Children will also receive a special birthday surprise provided by the staff.

VOLUNTEERS

We are so fortunate to have many dedicated volunteers who support our students and school community. This service can occur in many ways: working directly with children in the classroom, preparing materials to enhance instruction, helping our specials teachers, and so much more. Our staff would be most grateful for any time you can offer. An orientation will be held in the Fall.

COMMUNICATION

STUDENT INFORMATION CARDS

During the first week of school, your child will be bringing home information cards for you to update. Please return the information sheet with either revisions or confirming that the information is still accurate. Please notify the school if any of this information changes during the school year. Accurate information is essential if an emergency arises. In addition, a copy of custodial papers must be filed with the school if there are any special arrangements or situations that impact your child while they are in our care.

FCPS students are sometimes asked to be photographed or videotaped, to have their name released for electronic communication, or display their work for community or promotional purposes. The Information Card will have an area for you to give your permission or deny permission for your child's photo to be published.

COMMUNICATION

As we value the communication between home and school, different forms of communication are used. Your child will receive a Take Home Folder which can be used to transfer important information. This folder will be sent home each week on Wednesdays to be returned on Thursdays.

There will also be a weekly Family Newsletter by administration sent electronically via Find Out First. This will contain information for the upcoming week. You will also receive regular communication from your child's homeroom teacher. Please take the time to review these communications as they have important and pertinent information. You can also follow Myersville Elementary on instagram and twitter @MYESFCPS.

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.

CONFERENCES

Parent-teacher conferences are held 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 scheduled conferences. Conferences are scheduled for 15-minute blocks of time. Please think about what you want to learn from the conference and make notes of specific questions that you have. If you think you will need additional time, please request that of the teacher prior to the conference. If an interpreter is needed for conferences, please notify school personnel two weeks prior to the conference so that arrangements can be made.

Additional conferences may be held by the request of the parent, teacher and/or administrator at any time during the school year. Both parents and school staff should feel free to discuss openly and honestly any concerns that directly affect student school success. If you wish to meet with school personnel, please arrange your visit in advance.

SAFE AND SOUND AT MYERSVILLE

SCHOOL SECURITY

As previously stated, for the safety of your child, our policy will be to release a child through the office only to a parent, guardian, or other authorized person listed on your emergency card. Again, we may ask for picture identification before releasing youngsters in order to ensure your child's safety. The principal must approve exceptions to this policy.

All doors to the building will be locked. This and other specific school security and safety procedures are addressed in both the Frederick County handbook and in the MYES Local Crisis Plan. Please know that even though certain procedures may seem time consuming, they are in place for the sole purpose of establishing a safe environment for your child.

VISITORS

Parents and guardians are always welcome to visit the school and join their child for lunch. Extended visits should be arranged in advance with the classroom teacher or administration. Upon entering any school or FCPS building, visitors will be required to present an ID, which will be entered into our visitor-management system. If someone does not have a US government-issued ID, the person can show another form of identification. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders, who are not permitted on school property. No other data from the ID is gathered or recorded. Once entry is approved, the system will issue a visitor badge. A visitor's badge will not be necessary for those who visit simply to drop off an item in the office or pick up paperwork. You may learn more about the visitor-management system at www.raptortech.com. If you have questions, please contact the FCPS Security and Emergency Management Office at 301-696-6808.

ITEMS NOT PERMITTED IN SCHOOL

1. Valuable personal possessions
2. Toys
3. Tobacco products- Smoking is not allowed at ANY time on school property.
4. Alcohol and drugs are prohibited on school property.
5. Weapons or look-alike weapons are prohibited on all school property.

*At the elementary level, **possession of a cell phone in school is only permitted with the approval of the principal.** If you would like your child to carry a cell phone, **a device permission form must be signed.** Please see the regulation for more information and a copy of the necessary documentation. (<https://apps.fcps.org/legal/doc.php?number=400-18>)

SAFETY DRILLS

Safety of our students and staff is our number one priority. A comprehensive emergency management plan has been developed and re. Several types of safety drills are conducted throughout the year. Two bus evacuation drills are also held each year, one in the fall and one in the spring.