

## **WELCOME**

Welcome to the 2019-2020 school year at Myersville Elementary School! This handbook is published so that you have a resource of information about the daily operation of MYES. 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 in our wonderful PTA. The entire staff is looking forward to a very exciting year of learning for your child (ren) and to building a collaborative relationship with you.

## **FCPS CALENDAR HANDBOOK**

You will receive a copy of the Frederick County Public School's Calendar Handbook. This 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.

## **GROUPING FOR INSTRUCTION**

In elementary school, students are grouped heterogeneously in classrooms for most of the day. Within each classroom, teachers have at least three homogeneous reading groups and one or two homogeneous math groups. Teachers, administrators, and the literacy 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, sped 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.

## **ASSESSMENT**

Throughout the school year, informal and formal assessments are used to measure a child's successes 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 an activity 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 might be expected. 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.

Examples of productive homework:

- Reading
- Math games that encourage number sense and fact acquisition
- Reflection questions
- Projects
- Choice menu for parents

## **TECHNOLOGY**

We are very excited about the use of technology for both student learning and home/school communications at Myersville Elementary School.

Students will access computers 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 Chromebooks, and iPads.

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

## **REPORT CARDS**

Frederick County Public Schools uses a reporting system which includes interim reports and the report card. Interims may be used at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year.

## **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.

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.

## **ARRIVAL**

Our arrival time is between 8:30 am and 8:55 am. For the safety of our students, we cannot permit students to be in the building prior to 8:30 am. Our

morning announcements begin at 8:55 am followed by instruction beginning 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 traffic loop between 8:30-8:55 a.m. 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 to these guidelines.

**We request no cell phone use while in the car rider line for safety reasons.**

## **TARDINESS**

Students arriving at school after 9:00 a.m. must report to the office for a late pass. The child should have a note from the parents indicating the reason for the lateness. Additionally, all tardiness will be monitored and reported on each child's report card. 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.

## **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 be listed on the child's emergency card or have written permission from the parent before the child will be permitted to leave the building. You will be asked to present a picture ID. All early dismissals will be monitored and recorded on each child's report card.

## **SCHOOL DISMISSAL**

Should a parent wish to pick up a child after school instead of the child riding the bus, a note must be sent to the school or the online Google form completed, otherwise, the child will be placed on the bus. ALL requests to change a child's transportation even for one day must be provided in writing by the custodial parent.

In an **emergency situation only**, 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. Inviting friends home via the school bus makes it difficult for schools and bus drivers to account for students and can cause bus capacity problems. Your cooperation with this procedure is greatly appreciated and enables us to ensure that children arrive safely where they should be.

Walkers and car riders will be dismissed at 3:30 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. Walkers exit the building through the main entrance/exit door and are escorted by an adult.

Car riders are dismissed at the car rider entrance/dismissal location in the back of the school. Cars will line up in the car rider traffic loop. Students will wait inside the school in the gym 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.

Bus students will be dismissed to their busses from our school cafeteria. It is a good idea to help your child memorize his/her bus number, if known, before the school year begins.

## **BUS BEHAVIOR**

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 others on the bus. 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 busses for field trips and other school events.



## **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 calling the front office. 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 the dates that the child will be missing school. Upon proper notification, the teacher will gather the work and provide to the student the day prior to the absence.

Please remember that 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.

## **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), Frederick cable channel 18. You can also obtain school closing information at [www.fcps.org](http://www.fcps.org). and by signing up for "Find Out First" on the FCPS website. 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.

## **FIND OUT FIRST**

Myersville Elementary school is a Find Out First School. This free service allows each school to share important school information to our parents via email and emergency announcements via

texts. 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.

## **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.

**Please notify the school if you change addresses, email 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, sickness, or

educational issues.

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

### **SCHOOL COUNSELOR**

The school counselor works with students in a variety of settings: total class, small group, or individually. 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.

### **VOLUNTEER PROGRAM**

MYES 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.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The Myersville Elementary PTA is very active. We invite you to attend any or all of our scheduled meetings. The PTA maintains a Facebook page with important information. 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" 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 week on Wednesday and should be returned to school on Thursdays.

School administration will publish a bi-weekly newsletter to include a calendar of events, special announcements, reminders, recognitions and much more. This communication will be sent out via our email distribution list, Find out First and the school website.

Mrs. Swire has a Remind 101 text system that is used regularly to remind families who have signed up about school activities and upcoming events. It can also be used quickly to get information out to families. Text **@myersvi** to **81010** to join.

## **EMAIL**

Each staff member is available to communicate via email. Addresses are the same except for the individual staff member's name. For example: [Katherine.swire@fcps.org](mailto:Katherine.swire@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.

## **CLASS CELEBRATIONS**

MYES coordinates two parties each year: Fall 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 arrives.

## **BIRTHDAYS**

Due to the increase in 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 be invited to

receive a special birthday surprise provided by the staff.

**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. Our PTA publishes a Student Directory that is distributed to members. This is a great resource for contacting families/classmates.

## **VISITORS**

Parents/guardians are always welcome to visit our school. 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 will be asked to provide your name and purpose for visiting the school. ID will also be requested. Any visitor that plans to visit outside the office will be required to provide a photo ID to be scanned and receive a visitor badge. Your cooperation with this state law is appreciated.

Due to the open nature of our front lobby, you must specifically notify our secretary where you are heading after you have signed in. Please remember that meetings with teachers must be scheduled in advance.

## **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. Exceptions are made for service dogs.

## **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, 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 spaces are limited. Please refrain from parking in our handicap spaces unless there are appropriate handicap tags on display. Parking is prohibited along the curb of our bus lane.



## **BUS LANE**

Please do not use our bus lane during the hours of 8:30-9am and 3:15-4pm. During this time, our busses 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 in vibrate or other non-audible modes 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.

## **SCHOOL LUNCH**

Students may bring a bag 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](http://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. The student's name and ID number are required for accounts.

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)

|                        |        |
|------------------------|--------|
| Full child's breakfast | \$1.60 |
| Full child's lunch     | \$2.65 |
| Full adult's lunch     | \$4.25 |
| Milk                   | \$ .60 |

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 Manager.

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 and are also available online.

Students' lunch periods are approximately 20 minutes long with the option to remain an additional 10 minutes if needed. 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. Since our space is limited we ask that no more than two adults at any time join a student for lunch. We also ask that siblings not come due to limited space. We do also ask that you not go out to recess with your child. 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.

## **RECESS**

Weather permitting students have an outdoor recess period aligned with the lunch block. 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.

## **HEALTH AND SAFETY**

The Licensed Practical Nurse, 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.

## **PARENT INFORMATION**

Parents must advise the school when they move, change home or emergency phone numbers, or place of employment. Current and accurate information is essential if an emergency arises and the school must locate the parent due to injury, sickness or educational issues.

## **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.

## **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.

## **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. Siblings may not attend field trips. The classroom teacher can provide further information about field trips as needed.

## **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.

MYES 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. 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.



## **TOYS**

Toys are fun and interesting, *but* they are not allowed at school or 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, fidget spinners, etc.

# **MYES: Learning To Be The Best We Can Be!**