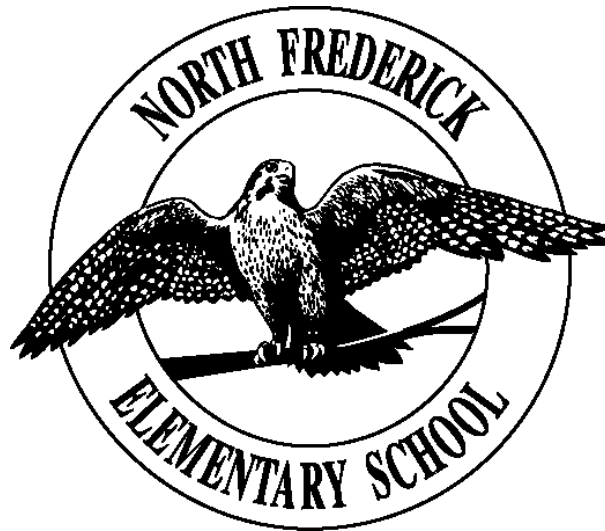




North Frederick Elementary



Parent Handbook

*BELIEVE! * ACHIEVE! * SUCCEED!*

SERVING TOGETHER ACHIEVING RESULTS



PRINCIPAL'S MESSAGE

Dear Falcon Cast:

Hello! I hope that you are excited about the upcoming school year! We have been working hard to prepare for another exciting school year.

We, as a staff, give our all every day to provide a top notch education for our students. We will provide a rigorous instructional program for your child. We are committed to ensuring that, with your assistance, each child will reach his/her true potential and work towards college and career readiness.

Rigor, relevance and relationships are 3 R's that will be a focus this year. We will work to make learning relevant for your child, provide rigorous instruction, and develop strong relationships with you and the community so that we can work together to help your child reach his/her potential. You may hear your child talk about getting into Falcon Family Circles, Grit, Perseverance and having a Growth Mindset. Information will be shared about these topics at our evening events and school correspondence.

We hope to see you at our school and PTA-sponsored events. Please be sure to join the PTA. Your PTA funds help to support great incentives and programs for our students such as limo rides, pins for lanyards and unbelievably low cost for field trips. Please be sure to sign up for Find Out First and look for the Thursday Folders for information on how you can become involved with our school. We are Going Green again this year, so look to sign up for electronic Thursday folder information and you can receive texts about upcoming events by signing up for Remind.

Please let me know if I can be of assistance at any time this year. I am looking forward to a wonderful year.

Yours in Education,

Ms. DeVeda E. Coley
Principal



2017 – 2018 PTA OFFICERS

President:	Ms. Terri Maradei	presidentnfespta@gmail.com
Vice President:	Ms. Barbara Barry	ebbarry1@gmail.com
Secretary:	Alicia Graves	northfrederickpta@gmail.com
Treasurer:	Anthony Figorski	treasurernfespta@gmail.com

PTA E-mail: northfrederickpta@gmail.com

IMPORTANT SCHOOL PHONE NUMBERS

Front Office -	240-236-2000 (Ms. Myers)	Cafeteria -	240-236-2018 (Ms. Walker)
Guidance -	240-236-2020 (Ms. Vogtman)	School Support -	240-236-2000 (Ms. Claggett)
Health Room -	240-236-2010 (Ms. Knott)	Community Liaison	240-236-2021 (Ms. Moss)

Have a Fantastic Year!

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EXPECTATIONS FOR STUDENT BEHAVIOR

Our school has implemented a school wide behavior structure that incorporates four basic guiding principles: **Be Ready! Be Responsible! Be Respectful! & Embrace Rigor!** Students have the opportunity to earn “wings” and be rewarded for positive behaviors that follow these guiding principles. Using similar language at home will help to develop consistency between home and school. Please support your child(ren) in his/her efforts to be ready for school, to be responsible with instruction at school and homework a night and to be respectful in all settings and with all people. Together we can make a big difference toward the success of all children.

Be ready!

- Be on task and be focused
- Do your best work

Be responsible!

- Follow directions
- Make safe choices

Be respectful!

- * Show kindness
- * Be polite

Embrace Rigor!

- * Attempt work even if it is difficult
- * Persevere through difficult tasks

***Severe Clause** – *Certain actions by students, such as fighting, victimization, and other offenses as outlined in the FCPS Calendar Handbook, will result in an immediate office referral and consequences as determined by FCPS policy.*

SCHOOL PROCEDURES AND SERVICES

ADDRESSING CONCERNS

Should you have any questions or concerns regarding your child’s instructional program, first address your child’s classroom teacher. School administration is also always available to address any concern if the classroom teacher is not able to do so. Should you have any questions or concerns regarding your child’s bus, you should first address the bus driver then contact school administration if you require additional information or assistance.

ALLERGY ALERT/HEALTH CONCERNS

ALLERGIES – A few students who attend North Frederick have severe allergies and other health concerns, and if exposed to certain materials or foods, may develop a severe reaction. In some cases, these reactions are life-threatening. For these reasons, several precautions may be taken to ensure the safety of students. We ask that no food or snacks be brought in for distribution unless requested by the teacher.

LICE- The health room staff asks your cooperation in identifying and preventing the spread of head lice at North Frederick Elementary. Although this is a fairly benign childhood problem and more of an annoyance than a genuine health threat, we need to be vigilant to help prevent the spread in school. There is no relation between their presence and a person’s hygiene, socioeconomic status and living condition. An infestation can result from a brief contact with a host by simply borrowing a comb. We may check the heads of all children in the homeroom if a case of lice is identified. Other classes are checked as Necessary. This procedure is done as discretely as possible. We will then contact the parent and ask that the child be picked up from school. After home treatment, please accompany your child to the health room the next morning to be rechecked prior to going to class. Although we cannot prevent head lice, with your cooperation we can minimize the impact on our students and staff.

ASSIGNMENT/AGENDA BOOKS

Students in grades 1-5 will have an assignment/agenda book in which they will record daily homework assignments. There is a designated space for parent/guardian signature and comment. Please use this space to communicate any questions or concerns with the classroom teacher. Pre-K and kindergarten students will have a weekly report/sheet.

ATTENDANCE PROCEDURES

Research is clear that attendance patterns and punctuality have a direct impact on a child's achievement. Please make every effort to support your child's program by having him/her in school every day. Attendance is reported at the county and state levels, and is closely monitored by school administration. The procedures outlined in the FCPS Calendar Handbook will be enforced.

The school year consists of 180 regularly scheduled days. Pre-kindergarten will run from either 8:20 am to 10:50 am for the morning session, or 12:20 pm to 2:50 pm for the afternoon session. For Kindergarten through Fifth Grade, the school day is from **8:17 AM to 2:47 PM**. State law requires all children to be in school each day. Illness, medical/dental appointments, out-of-town trips for up to 5 days per year, and family emergencies are all acceptable reasons for excused absences. In the event that your child needs to be absent, it is Frederick County Board of Education policy that the student should return to school with a written note signed by a parent or guardian indicating the date and the reason for absence. If an excuse is not received within 2 days of the absence, it will be recorded as an unexcused absence. A doctor's note may be required after several days of absences. Other information regarding attendance may be found in the FCPS Calendar Handbook.

COMMUNICATION

Many communications from the school will come home on Thursdays in your child's Thursday Folder. Two-way communication is appreciated, so please read and respond as appropriate. We are a Green School. Please sign up for electronic communications to help conserve paper. We will send many announcements through Find Out First. We will also be using a text message system called Remind.

COMMUNITY LIAISON

Dottie Moss is our School Community Liaison. She provides a number of services for the students and families of North Frederick Elementary School. Ms. Moss can offer assistance to families in locating community resources, providing transportation to school meetings, as well as making home visits when necessary. We have a school pantry that we offer to families to provide assistance in hard times. Please do not hesitate to contact her if you have any questions or concerns at 240-236-2021.

CONTACTING STAFF MEMBERS

Teachers and instructional assistances are not able to accept phone calls during the instructional day. Please leave a message for the staff member on his/her voicemail. All classroom teachers have voicemail that you can access through the main school phone number 240-236-2000. In addition, teachers themselves will provide you with their direct extension as well as their email address at the beginning of the school year. Teacher extensions & email addresses will also be on the first page of this agenda in sticker form. In Pre-K/Kindergarten they are on the homework folder.

Please refrain from talking to teachers without an appointment first thing in the morning. They are working at arrival to prepare an exceptional day for your child. Please call or e-mail and set a time to meet with them instead.

ELECTRONIC DEVICES AND TOYS/GAMES

Electronic devices are not permitted to be brought to school. Cell phones should not be used or turned on any time during school hours. We are not responsible for any electronic devices brought to school. Toys and games should not be brought to school unless it is a spirit day or requested by a teacher. Fidget spinners may be prohibited if they are a distraction to learning rather than a learning tool.

FIELD TRIPS

Each grade level will participate in field trips throughout the year. There is a one-time cost for all field trips each year. Permission slips will be sent home prior to the trip and must be signed with an emergency number listed and returned to the school prior to the trip. **No child will be allowed to participate in the trip without a signed permission slip.** As field trips are planned by each grade level, specific information will be sent home. We will be holding chaperone orientations during the school year. If you would like to chaperone for a field trip, please indicate such on the permission slip. Chaperones will be selected by a lottery. Chaperones chosen will be contacted. You can pay for field trips online at this link: <https://frederickcounty.schoolcashionline.com/>.

FUNDRAISERS

Money should not be solicited from parents or students for teacher gifts or other reasons without consultation with Administration. Outside fundraisers should not occur during the instructional school day.

GRADING/ REPORT CARDS AND INTERIMS

The purpose of grades is to maintain communication about student performance between the school, student and home. Grades provide feedback and guidance, and are a form of reinforcement. When making grading decisions teachers reflect upon: product quality, independent application of knowledge, skills and processes, progress, participation, and announced deadlines. Grading information will come home at the beginning of the school year.

Report cards will be sent home in an envelope at the end of the four grading periods. Please sign this envelope and return the empty envelope each quarter.

During the grading period, your child's teacher may also send home an interim report indicating areas of strength and/or weakness and strategies for improvement. If you have any concerns about an interim or your child's report card, please contact the classroom teacher.

HOMEWORK

Homework offers an opportunity for parents/guardians to take a direct role in their child's schooling. Making certain that homework is completed, discussing the specifics of assignments, explaining the assignments, and checking for accuracy will help your child develop responsible homework and study skills.

Frequency and duration of homework assignments vary with each grade level. The following county guidelines have been established:

- Grade 1-2:** A maximum of 15 minutes of homework per evening
- Grade 3:** A maximum of 30 minutes of homework per evening
- Grade 4-5:** A maximum of 45 minutes of homework per evening.

Homework should be assigned Monday through Thursday. It is not recommended that homework be given over weekends or holidays. However, there may be instances where homework on weekends would be appropriate.

HEALTH SERVICES

MEDICATION – Medication may not be distributed to, or used by, students at school unless they have a medication distribution form signed by a physician on file in the health room. Students should never carry or use over-the-counter medications while at school. Cough drops are permitted with a parent note. If there is a change in medication distribution, a new form must be submitted to the school. It is the parent's responsibility to arrange for medication to be provided for their child in the health room.

ILLNESS DURING THE SCHOOL DAY – If a child becomes ill during the school day, the classroom teacher will send the student to the health room. The health nurse or technician will make a phone call home to the parents, or send written notice of the health room visit.



INCLEMENT WEATHER

Occasionally, schools may be closed all day, delayed in opening, or close early because of inclement weather. A variety of communication modes are used to announce these closings and/or delays. The most detailed and current information is available on Frederick Cable Channel 18. Information is also provided on several radio stations. These can be found in the Calendar Handbook. You can also receive email notification by registering at Find out First on www.fcps.org.

On days when school is delayed two hours, pre-kindergarten students will attend abbreviated sessions. The morning session will start two hours late at 10:20 AM and will be dismissed at 11:50 AM. The afternoon session will start at 1:20 PM, and students will be dismissed at the regular time, 2:47 PM. This will provide equitable sessions for both AM and PM students. Lunch will not be provided.

On days when school is closed early, AM pre-kindergarten students may have to remain past the regular dismissal time. When this occurs, lunch will be provided to these students.

LOST AND FOUND

To help alleviate the problem with lost articles, please put your child's name on lunch boxes, book bags, and outer garment wear. If your child loses a large item, check the lost and found located in the cabinet in the front left hand corner of the cafeteria. For small items, such as glasses, the student should check in the front office to see if the item has been turned in. Unlabeled items that are not claimed will be packed up and given to one of the local charities.

LOST/DAMAGED MATERIALS OF INSTRUCTION

Parents/guardians are responsible for the cost of lost or damaged materials of instruction. Please encourage student responsibility for materials. Should an item need to be replaced, the school will notify you of the cost of replacing the item.

LUNCH/BREAKFAST PROGRAM

Students may purchase lunch in the cafeteria for \$2.35. We will provide breakfast to any child in the classrooms free of cost. Students may not bring outside food into the classroom for breakfast. Milk can be purchased separately. Adults may purchase lunch for \$3.95. The cafeteria also offers a variety of snacks that may be purchased during the student's lunch period. If you do not wish for your child to be able to purchase snacks, please put your request in writing and send your request into the cafeteria. Lunch meals may be pre-purchased through the cafeteria or by logging on to www.myschoolbucks.com. You may also set lunch preferences and monitor your child's purchases on this site. **Your child's student ID is needed to register for this program. This number will be in your agenda and on the Thursday folder label.**

PARENT/TEACHER CONFERENCES

Formal Parent/Teacher conferences will be held in the fall of the school year. While these conferences are scheduled according to the FCPS school calendar, conferences may be requested at any time throughout the year. In order to request a conference, please contact the teacher directly to schedule a mutually acceptable time.

PARTIES

Classroom teachers will work with volunteers in planning two parties a year. We ask that parents not bring siblings of students to class parties, in order to maintain a safe, manageable, and orderly environment. Students may not distribute invitations to private parties, nor may students have parties during the school day to celebrate their birthday or any other personal occasion. Please refrain from bringing in snacks of any kind for birthdays or personal celebrations. Some fun things to send in to celebrate birthdays are stickers, pencils and erasers. We will have a student directory this year which can be used to send invitations through the mail. Student directories can be purchased for \$5.

SCHOOL ATTIRE

Please be sure students have appropriate footwear for recess and P.E. Students with flip flops or loose footwear will not be permitted on the recess playground equipment. Students without coats on cold days will remain inside unless a note stating otherwise is given. Our students will go outside if the temperature with wind chill is 26 degrees or higher.

STUDENT INFORMATION CARD

Student Information Cards were sent home with students with their enrollment letter. Please make corrections, or confirm by writing ok and initialing the top right hand corner that the information is correct on the card, and return the copy promptly. The school office and the health room maintain these cards for every child and refer to it anytime there is a question, concern or emergency. Please make revisions as necessary in order to keep the card accurate and current throughout the school year. It is extremely important that contact information on the student emergency card be kept current. Please make sure that you provide the office with updated information on a regular basis. In addition, please pre-arrange emergency back-up care for your child, in the event that schools close unexpectedly. Please communicate this plan in writing to the front office staff.

TESTING

The Partnership for Assessment of Readiness for College and Careers (PARCC) will be administered to student in the 3rd - 5th grades. The assessment will test the students' knowledge in reading and math. Fifth grade students also take the Science MSA. Please refer to the calendar handbook for specific dates. Please try not to schedule family vacations or appointments during the testing dates. It is important that all students be on time and present during the testing weeks. Please be sure to reference Regulation 400-62 for information about testing procedures.

TRANSPORTATION/ ARRIVAL AND DISMISSAL PROCEDURES

BUS INFORMATION

Appropriate student behavior on the school bus ensures safety for all. At the beginning of the school year, bus drivers will distribute a behavior contract for parents to review with their child. This will ensure that all families are aware of bus expectations. Buses may also have video cameras, which can be used as a monitoring tool.

To ensure a safe and orderly bus ride, these rules must be followed by all students:

- Follow specific directions from the bus driver the first time they are given
- Stay seated while the bus is moving
- Maintain a personal body space
- Eating, drinking, or vulgar language is not permitted on the bus

If a student disregards these rules, the following actions will be taken:

- Verbal warning
- Driver action – Written/Verbal communication to the parent, probation period or special seating assigned
- Bus referral –School administration will be notified and appropriate actions will be taken as outlined in the FCPS Discipline

Unless otherwise notified, bus students will be sent home on their regularly assigned bus each day. Students will not be allowed to ride a bus not assigned to them without prior permission granted by school administration. Sparingly, approvals will be granted for extenuating circumstances. Whenever a student is to go home a different way than normal, they **must** have a written note signed by their parent or guardian. If a student is traveling to another student's home, both students **must** have written permission to do so. Otherwise the students will be sent home their normal way.

ARRIVAL AT SCHOOL

- I. Students should arrive at school between 8:00 and 8:20 each morning. Instruction begins at 8:20 AM. We will have peer mentors that will be available to help students get to class. We want students to develop independence and ask that parents refrain from walking children to class in the morning.
- II. Doors will be open between 8:00 AM and 8:20 AM for student arrival and then will be relocked for the remainder of the day. We will have school-wide breakfast this year so students may choose to eat in the classrooms. No outside food should be brought to eat in the classroom.

DISMISSAL FROM SCHOOL

- I. Dismissal procedures are as follows:
 - a. 2:47 –Afternoon announcements, 1st two buses and all van riders dismissed
 - b. 2:50 - Car riders dismissed
 - c. 2:52- Walkers dismissed
 - d. All other buses are dismissed as they arrive
 - e. 3:00 – YMCA & any clubs or after school programs dismissed
- II. **The front office will be closed between 2:30-3:00pm to ensure safety during dismissal. Changes in daily dismissal should be in writing and must be sent to the school office prior to 2:30pm.**
- III. If you must pick up your child during the school day, come to the main office area to sign him/her out. Your child will then be called down to the office for dismissal. Students will not be dismissed directly from the classroom with a parent.
- IV. Students will not be allowed to leave the school with anyone other than the parent/guardian or a contact person indicated on the student emergency card. If a student is to leave with someone other than the parent/guardian or contact persons, please provide written permission to the school office. We will require that the person picking up the student show proper identification. **Without written permission and identification, your child will not be released.**
- V. If your child is to go home by car or pedestrian with another student, the main office will need written permission from the parents/guardians of **both** students. As outlined in the Calendar Handbook students are not to ride the bus home with another student other than extenuating circumstances. This should be pre-approved by administration.
- VI. If you have a court document (i.e. custody decree) that may affect school business, please provide a copy of this document to the main office.
- VII. Unless under the direct supervision of a staff member, all students should vacate the school premises within thirty (30) minutes after the end of the school day. All car riders should be picked up by 3:17.

PEDESTRIANS

Pedestrians will leave by either the bus doors or the front entrance and will be escorted out. Students will either go towards Fairview or on the trail to Motter Ave. Student will be escorted to the crosswalk in front of the school or behind the bus loop on the path to Motter Avenue. After students are escorted to the pedestrian area, they are responsible for getting home themselves. Please be sure that you have reviewed safe walking procedures with your child as they are to leave the premises immediately after dismissal.

CAR RIDER INFORMATION

MORNING DROP OFF

- Staging begins at the assigned sign. No cars should be staged in the front of the building.
- Please stay in a single file line while dropping your child off **at the canopy area in front of the school**. This is for all students in grades pre-kindergarten through 5th.
- Do not leave your car unattended at the curb or pull alongside another vehicle. If you need to come into the school, please park your car in the parking lot.
- Please **move forward toward to the end of the circle.**
- **No child should be walking through the parking lot without being accompanied by an adult.** We highly suggest driving through the drop off lane.
- The drop off circle is a "NO PASSING" zone.
- Please do not pull into the reserved, general or handicapped parking spaces and have children cross in the crosswalk by themselves. This causes safety issues and backs up the car line.
- Please have all children exit on the passenger's side

AFTERNOON PICK-UP

The procedure will be the same in the morning with the following exceptions:

- An adult will assist your child into the vehicle. Children are to stay behind the black line until school personnel open the door for them. This helps to ensure accountability and safety of students.
- **All students should be picked up by 3:17 at the latest.**
- Every car should have a school-issued car sign. Please be prepared to show ID if staff members do not know the drivers of the car. If you have multiple drivers, you may want to purchase an additional car sign for \$3 from the front office. Even if you are an occasional car rider, please get a car sign for your convenience. Please let us know immediately if the car sign is lost.
- To encourage and model safe practices, we request that parents who park in the lot cross only at the crosswalks with their children. It is unsafe to motion for students to cross in an unmarked areas.
- If your car sign is lost or forgotten you will be required to come into the office to get your child. The office will open at 3:10

VISITING THE SCHOOL

Parents are always welcome to visit North Frederick! As a courtesy, please let the teacher know that you plan on visiting, in case there is an alternate class schedule or special activity on the day you plan to visit. **Please make sure you sign in on the computer and get a visitor's sticker prior to going to the classroom.** As you leave, it is important to **sign out on the computer**. State law requires that all Frederick County Schools follow these safety procedures.

Younger siblings are unable to go to classrooms during the school day. Younger siblings are not able to attend school activities at the school building unless otherwise noted. Please check all activity flyers to see if childcare is being provided. If there is not mention of childcare, unfortunately it will not be available.

VOLUNTEERS

Volunteers are a valuable part of our school program. In the beginning of the school year, the PTA and/or teachers will send home an interest survey, providing you with information about volunteering. We encourage you to help in whatever way you feel comfortable. As a volunteer, you are responsible for signing in and out on the computer located in the front lobby area. Please be sure to sign-in as a volunteer so that your hours will be calculated. Training will be provided early in the school year in order to communicate other volunteer responsibilities.

WITHDRAWAL FROM SCHOOL

Should it become necessary for you to withdraw your child from school, it is requested that you notify the front office as soon as possible. The school office will guide you through the withdrawal process. Forms will be sent directly to the new school.