

Family Handbook

**"WHERE OUR STUDENTS AND STAFF ARE
WORTH THEIR WEIGHT IN BLUE AND GOLD"**

2018-2019

12520 Kembridge Drive
Bowie, MD 20715
301-805-6600

<http://www1.pgcps.org/kenilworth>



A Letter from the Principal

Greetings KES Families!

We hope your family is enjoying summer and had plenty of time to relax, rejuvenate, and make lasting memories. The staff of Kenilworth Elementary School welcomes you to school year 2018-2019!

This school year, we're looking forward to the continuance of our TAG pull-out program, the implementation of Positive Behavior Interventions and Supports (PBIS), and the inclusion of Enrichment Groups during the school day. More information about each of these initiatives will be forthcoming. In addition to the abovementioned, I am excited to announce that every child in grades 1-5 will have a chromebook assigned to them for in-school use only. Kindergarten students will continue to use desktop computers. Lastly, each Kindergarten and First Grade classroom will now have an Interactive Smart Board in order to enhance the academic curriculum. Moving forward, we accept the charge in providing a 21st century education to the youth we serve at Kenilworth Elementary.

As we build a foundation of college and career readiness, we will continue to educate the whole child. It is our desire that as a school community, we will *"Become Exceptional by Being Intentional."* To be intentional means to be deliberate and purposeful. It means that the entire KES staff, in partnership with parents, are pushing our students to excel in all they do, while reflecting, learning, and researching new ways to meet the unique and intricate needs of each of our children. It sometimes means late nights, early mornings, changes in schedules, and being flexible. It always means going above and beyond to ensure that the social, emotional, and academic needs of every child is met with integrity.

Our teachers will build positive relationships with students, and then strategically help each of them reach their full potential. Students will be encouraged to take risks and mistakes will be celebrated, as this is how we truly learn. Highly effective educators will plan engaging learning opportunities that promote critical thinking, problem solving, and collaboration. Teachers will be reflective about their instructional program and practices to ensure students' needs are being met each day. As a result of the intentional efforts of our teachers, the exceptional student will be born!

Parents, it is important to me that you know how valuable you are to the educational process. Without your love and support, we would not be able to fulfill our duties as educators. As you ensure your child comes to school each day ready to learn, please know that you are always welcome to visit our school, whether it's to volunteer or gain a better understanding of what your child is learning. After all, KES is home away from home, and every home needs a parent!

We are thrilled about this school year and look forward to a joyful year of learning! Remember, Together We Make A Difference!

Educationally Yours,

Kristie L Clark

Mrs. Kristie L. Clark
Proud Principal

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Introduction



PGCPS Vision:

PGCPS will be a GREAT school system recognized for providing education services, which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

PGCPS Mission:

To provide a great education that empowers all students and contributes to thriving communities.

Non-Discrimination Statement:

The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.

PGCPS Core Values:

- 1. Students are our priority and all students can achieve at high academic levels.*
- 2. Families, students, and educators share the responsibility for student success.*
- 3. High expectations inspire high performance.*
- 4. All staff shares the responsibility for a safe and supportive school environment contributing to excellence in education.*
- 5. The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community.*
- 6. Continuous improvement in teaching, leadership, and accountability is the key to our destiny.*

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Kenilworth Elementary School's Philosophy, Mission, Vision



Philosophy

Our philosophy is simple. We exist for children and their betterment. We wholeheartedly believe that all children can learn and it is our job to adjust instruction to meet the difference in rates and learning styles of all students. Finally, we believe that all decisions must always be made in the best interest of children.

Kenilworth Shares The PGCPS Mission

To provide a great education that empowers all students and contributes to thriving communities.

Vision

The Kenilworth community of learners, made up of children, teachers, parents, and administrators will work to optimize the potential of all members in an environment that nurtures learning through academic excellence, artistic expression, and rich extracurricular activities, provided by a compassionate, caring, world-class faculty. This community will work together as a cohesive unit to foster positive relationships, celebrate successes both great and small, embrace diversity, and build a sense of pride and accomplishment in every child. After attending Kenilworth, our students should leave fully prepared to succeed in their life's journey; possessing an irrepressible desire for lifelong learning and self-improvement.

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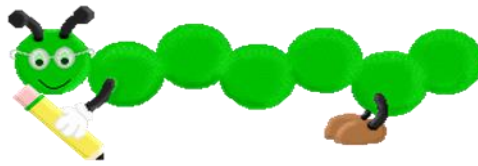


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Kenilworth Elementary School Staff

I. Staff

KENILWORTH ELEMENTARY SCHOOL — 2018–2019			
Position	Name	Position	Name
Principal	Mrs. Kristie Clark	Special Education Chair	Patricia Scalise
ILT	Kimberly Magruder	Autism Teacher	Lanika Anthony
Professional School Counselor	Ronyl Minor Williams	Autism Teacher	Perla Degsi
Principal's Secretary	Lenea Folk	Autism Teacher	Trifon Perges
Registrar/Attendance Secretary	Vacant	Autism Teacher	Carol Sauer
Kindergarten	Raven Bennett	Autism Teacher	Catherine Weiss
	Karen Donovan	Autism Teacher	Vacant
	Christina Mastandrea **		
Grade One	Dawn Dereza	ParaProfessional	Ashlie Pitt
	Cynthia LaTorre **	ParaProfessional	Leticia Kelly
	Teresa Bauer	ParaProfessional	Dipty Sharma
Grade Two	Imon Parker **	ParaProfessional	Darnell Sheffield
	Julissa Escamilla	ParaProfessional	Charlotte Spencer
	Takera Henderson	ParaProfessional	
Grade Three	Terri Dolan **		
	Vicki Dinch	ISEA	Brittany David
	Samantha Link	ISEA	Gail Brown-Sparrow
Grade Four	Bonnie Razler	ISEA	Quay Buchanan
	Robert Watson **	ISEA	Tinnell Harris
		ISEA	Michelle Harrison
Grade Five	Tara Blount-Alexander**	ISEA	Michelle Nixon
	Michael Shannon	ISEA	Patrina Wilson
	Ethan Stewart	ISEA	LaToya Wiggins
Music	Katria Kuzmowycz	School Psychologist	Dr. Shannon Gilliard
Art	Karen Swezy	Occupational Therapist	Kendra Clemens Anna Haskell
Physical Education	Joseph Liotino	Speech Language Pathologist	Monique May
Media Specialist	Lewis Williams		
Band	James Kerns	Building Supervisor	Jarron Stewart
ESOL	Yvette Virachittevin	Cafeteria Manager	Cyndi Koehler
Nurse	Gina Poole	Before & After Care	Laverne Bland

** Department Chair

Please note: During times of instruction, phone messages will be taken by the front office staff and placed in the teachers' mailboxes as not to interfere with instruction. No phone calls will be transferred to the classroom during instructional times.

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II. Arrival and Dismissal

School Hours for Students: 7:45 AM to 1:55 PM
School Office Hours: 7:00 AM to 3:30 PM (Monday thru Friday)

A. Arrival

Doors open at 7:25 am and all students are expected to arrive and be seated by 7:45 am. **As supervision is not available, children who walk to school, ride in private cars, or arrive in a daycare van should not arrive at school before 7:25 AM.** The first bell will ring at 7:30 AM; students will be allowed to enter the classroom at this time. Students should be in their seats and ready to learn at 7:45 AM. Breakfast service begins promptly at 7:30 AM and will conclude at 7:45 AM. You are tardy at 7:46 AM!!! Parents are invited to walk children to class after visiting the main office to sign in. Parents are encouraged to let children enter the school independently.



Kiss and Ride is available between the hours of 7:20 and 7:45 at the crosswalk on Kembridge Drive and Knowledge Lane. ***For the safety of all please be mindful of speed when driving through the drop off areas.***

B. Dismissal

Afternoon announcements begin at 1:50 PM. If you desire to pick-up children early please do so before 1:30 pm. Walkers and Car Riders are dismissed promptly at 1:55pm. Bus riders and Daycare Vans will be dismissed in the order they arrive, beginning at 1:55pm.

Walk-Up Dismissal

At the end of the day, parents of walkers in grades K – 5 choosing to Walk-Up are asked to park on the street, walk up the hill, and **wait on the right side of the building for walkers.** Parents of Kindergarten students should meet at the back doors of their students' classroom. Students in grades 1 and 2 will leave out of the side door on the right side of the building. Students in grades 3-5 will leave out of the middle stairwell door leading to the playground area. It is important this protocol is followed to ensure the front entrance is clear for bus dismissal. All walkers in grades K - 5 will be dismissed at 1:55PM followed by the bus riders and childcare vans.

All students should be picked up no later than 2:10 PM.

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IMPORTANT: If a child is to follow a different dismissal protocol, parents must send a note to the teacher indicating the date and change. A child may not visit another child’s home after school or be transported by a person not in your family without prior parent approval. This rule is for all children’s safety. If a student does not bring a note to school, we will insist that he/she follows the normal dismissal routine. Once a student has boarded the bus, the student will not be removed from the bus.

1. Student Dismissal Expectations (please review with your child)

- Remember the items and materials which must be taken home and have them ready.
- Walk quietly in a single line during dismissal. Stay to the right of the hallway.
- Go directly home—to a friend’s house.
- The building and classrooms are secured at 3:15pm. Parents and students will not be able to access the building without an escort.

C. Early Dismissal

No child is permitted to leave the building during the school day without written permission from home and approval from the school office. If it is necessary for a student to be dismissed early from school, parents are asked to send a note to the child’s teacher. The note will be given to the school office for verification. When arriving to pick up children for early dismissal, parents must report to the front office and present government issued identification. Office staff will notify the teacher that you have arrived and your child will meet you in the office. **If an adult other than individuals listed on the emergency contact document are picking up a child, that person must be designated in writing. They will be required to present Photo ID. Photo ID will also be requested from individuals on the emergency contact document if they have never been to the school.** This precaution is in the interest of maintaining your child’s security. **Early dismissals are only permitted prior to 1:30 PM.** Following that time, you will have to wait for normal dismissal procedures. This helps ensure a safe and smooth dismissal for all.



Unless the office has been notified in writing, no changes will be made to a student’s regular dismissal routine. When possible, if you alter your child’s dismissal routine, please discuss the changes with your child in advance.

D. Change in Dismissal Routine

In cases of poor weather conditions or other local emergencies, changes in the dismissal routine may be modified. Local school personnel are not responsible for the final decision to close school. The Superintendent or designee will make such decisions. These decisions concerning early morning closings are generally made prior to 5:00 AM. Radio stations and television stations within the Washington Metropolitan area then provide an announcement. The goal is to contact the stations in time for early morning broadcasts that begin between 5:00 and 6:00 AM. This information may also be accessed on the Prince George’s County Public Schools web page at www.pgcps.org. Parents can sign up to receive e-mails about delayed openings and early closings at www.schoolsout.com or <http://www1.pgcps.org/weather/>



E. Changes in School Hours

When schools are closed early or all day, all evening activities are cancelled, and school buildings are not available for after-school activities by other public or private organizations.



1. Delayed Openings

Delayed openings will be either one or two hrs.

- **One-hour delay** – All buses run one hour later than normal. School begins one hour later, 8:45 AM.
- **Two-hour delay** – All buses run two hours later than normal. School begins two hours later, 9:45 AM.

Please do not drop your child off prior to these times; there will be no adult supervision.

2. Early Closing

Early closing decisions are made by the Superintendent of Prince George’s County Schools, not the individual school. This information will be posted on the county website and televised on local TV stations. When in doubt please contact the front office.

It is most imperative that you make plans **in advance** for your child’s care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make decisions now, before the emergency, so that your child will know where to go when you are not home. Be sure to keep the emergency form you sent in the first week of school up to date. Childcare providers should be made aware of any changes as well. **If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.**

3. Half Day/Two-Hour Early Dismissal

Several times during the school year, the students will have a half-day or two-hour early dismissal of school. At Kenilworth, this means that the school day will end for students at 11:25 AM (half day) or 11:55 AM (2-hour early). Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school unless they are enrolled in the Kenilworth Before & After Care Program.



III. Attendance

A. Attendance

All students are expected to attend school regularly in accordance with The Public Schools Laws and Bylaws of Maryland 1984. According to Bylaw 13A.08.01.02, “Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions: death in the immediate family, illness of the child, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or the local school system, or the state education agency, observance of a religious holiday, or state emergency.” Excessive absences will result in a referral to the Pupil Personnel Worker for further investigation.

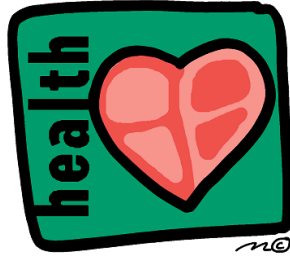
B. Tardiness

Children may enter the school building beginning at 7:30 AM each day. They are expected to be seated and ready for the school day to begin at 7:45 AM. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of announcements and instructions that have already been given. In addition, arriving on time is a habit that we work to establish with all children at a young age. We urge parents to make every effort to have their child at school on time each day. Students arriving late, after 7:45 AM, must report with their parent/guardian to the office to obtain a late pass to take to their teacher. Excessive tardiness may result in a referral to the Pupil Personnel Worker for further action.



C. Absence

When a child is absent, you will receive an automated call from us via the School Communication System (SCS). When the child returns to school after an absence, you must send a note to the teacher explaining the reason for the child’s absence. Teachers will review missed work when a child returns to school after an excused lawful absence. Parents are encouraged to contact the teacher to obtain missed assignments. Excessive absences may result in a referral to the Pupil Personnel Worker for further action.



IV. Health and Safety

A. Health Room

The Health Room is located in the main hallway on the right, as you enter the lobby. At this time, Kenilworth does not have a school nurse. We have trained staff that is available during the school day to handle minor injuries and illnesses that occur. If an injury or illness requires parental and/or medical attention, the designated school personnel will notify the parent/guardian or emergency contact. **Please ensure the most updated contact information is shared with the main office and teacher.**



B. Absence for Illness

Attendance at school is very important – if a child is not present, he/she cannot learn.

However, if your child has a fever, is vomiting, coughing, sneezing, ill with a bacterial or viral infection, or is extremely uncomfortable from other symptoms, please keep him/her at home until he/she is fever free for 24 hours.

Certain medical conditions require **proof of treatment** before your child can be readmitted to school. Please use the following guidelines before sending your child back to school.

- [Pink eye or ringworm of the scalp](#) requires a doctor's note indicating that treatment is in progress and the student may return to school.
- [Ringworm of the body or extremities](#) requires proof of treatment (such as sales receipt and packaging from treatment product, or a doctor's note); lesions must be covered while at school.
- [Head lice](#) require proof of treatment as stated above, and the student **must be free of all nits** before returning to school.



C. Medications at School

The Board of Education has a policy regarding the administration of medication at school. Please read the following information carefully. As much as possible, you are urged to give medications at home before and after school. If a student must take any medication (prescription or non-prescription) during the school day, or must keep medication at school for an emergency situation (e.g., severe reaction to insect bites, asthma) a completed Physician's Authorization for Medication form must be submitted to the office and retained on file at the school. These forms will be made available in the main office.



All medications sent to school must be in a sealed container, which is properly labeled by a pharmacist with the student's name, the name of the medication, the physician's name, the date, and the directions for administration. An over-the-counter medication must be in the original container with the proper labeling attached. All medications that are controlled substances (e.g., Ritalin, Dexedrine, Adderall) must be brought to the Health Room by the parent, guardian, or other designated adult. **NO medications** may be



in the possession of the student. The only exception to this is students with a medical doctor's permission to keep inhalers in their possession at all times. It will be the responsibility of the parent to pick up any medication at the end of the school year. No medication will be sent home with a student. Any medication left after the last day of school will be discarded.

It is very important for the safety of all of our students that we have your complete cooperation in following these guidelines. If you have any questions, please contact the main office.

D. Bus Riders

If your child rides a school bus, please discuss with him/her the following Student Bus Rider Responsibilities as determined by the school system:



- Be at designated stop ten minutes prior to pick-up time.
- Ride **only** the bus you are assigned to by PGCPD Department of Transportation.
- Get on and off the bus at your assigned stop.
- **Remain seated while the bus is in motion**; keep noise down by talking in normal conversational tones only; maintain normal classroom standard of conduct.
- No eating or drinking on the bus; no animals or other non-school related objects should be taken onto the bus.
- Do not extend arms, hands, head, or any object from windows, or throw any object from the bus.
- **A responsible adult or designee is expected to meet Kindergarten children at the bus stop. If the bus driver is uncertain if the child will have a responsible escort at the stop, they will return the child to school.**

Riding the school bus is a privilege that will be denied if a child's behavior is unacceptable and endangers the safety of other students. Fighting of any nature or vandalism to the bus WILL result in a bus suspension. It will then be the responsibility of the parent/guardian to get the child to school.

According to regulations issued by the Board of Education, students who are not bus riders may not ride a bus. In addition, students may not ride a bus different from the one they are assigned. If your child is to go home with a bus rider, please contact the school administration for authorization. Regulations prohibit parents from riding the buses to and from school.



E. Walkers

Students who walk to school must use the available sidewalks and keep away from all traffic. We encourage all parents to discuss the safety concerns of children walking in the street and on other people's property. Discourage your child from walking through any wooded areas.

Parents are urged to discuss the safety of the route which walkers use and encourage children to walk along the route recommended by school personnel. Patrols are provided only on the routes that are approved by the school system.



F. Bicycle Riders

Parents are encouraged to review bicycle safety rules with children before allowing them to ride bikes to school. In addition, all children riding a bicycle should have a bicycle lock and a helmet. State law requires children of elementary age to wear helmets. School personnel cannot be responsible for bikes on the bike rack. If you are permitting your child to ride his/her bike to school or home, please notify the front office in writing. The school will not assume responsibility for accidents that occur while riding to and from school.



G. Car Riders

Parents, please park in designated areas. Please do not pull into the driveway during arrival and dismissal times. Please follow the procedures in the Arrival and Dismissal sections to retrieve your children.





V. Student Life

A. Student Rights

Prince George's County Public Schools does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, national origin, religion, or handicapping conditions. Kenilworth Elementary respects the rights of students and will ensure that all students will be treated equally and fairly. Student rights are outlined in the Students' Rights and Responsibilities Handbook (SRRH):

- A free public education in a safe learning environment where high standards are stressed.
- Freedom of speech, press, assembly, and religion
- Due process of academic, attendance, and disciplinary measures
- Inspect, review, and seek to amend educational records
- Access to prevention and intervention programs

B. Student Responsibilities

Along with rights come responsibilities. Each student is expected to:

- Help create and maintain a safe and orderly school conducive to learning. Kenilworth Elementary has a zero-tolerance for fighting of any kind regardless of who is the aggressor.
- Know and obey all school rules and regulations.
- Come to school each day on time and ready to learn.
- Work to your full potential in all academic and extracurricular activities.
- Obey all instructions from all school employees in a positive manner.
- Ask questions to ensure understanding.
- Dress according to PGCPs dress code.
- Accept responsibility for actions.

To view the SRRH in its entirety please visit the PGCPs Web page. There is a link directly to the handbook under "Options", "Student Resources".

1. Code of Student Conduct

The basic policy of the Board of Education regarding student conduct and discipline is found in the Administrative Procedure 10101 Code of Student Conduct. The Student Code of Conduct can be found in the SRRH. All personnel in the Prince George's County Public Schools use this Code as they work with children. At the start of the school year, our Professional School Counselor will review the Student Code of Conduct with all students.



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The staff at Kenilworth Elementary School works with children in a positive manner in order to maintain good order at all times. Students understand that rules are made so that they will be able to learn and function in a safe environment. Staff members communicate with parents regarding problems that a child may be having with discipline. Parents are encouraged to provide as much support as possible in this area. It is extremely important for students to realize that school personnel and parents are working cooperatively. With your support for the guidelines, which we have established for our students, all children at Kenilworth Elementary will have the opportunity to get an excellent education in a very safe, secure environment.

2. General School Guidelines

If all students understand and follow these guidelines, we can make Kenilworth Elementary School a safe and pleasant place to be. If everyone respects the rights of others to get a good education, we can all work and learn in a positive learning environment. Show everyone that we are the BEST!

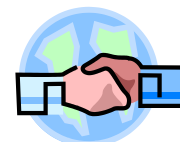


- Everyone should show respect for all people at school. This respect can be demonstrated by the way we act towards others, the way we speak, and consider others.
- Everyone should show respect for property to include: books, furniture, and lavatories. Vandalism of our school will not be tolerated. Such acts may result in suspension and/or monetary cost for repairs.
- Accept responsibility to come to school prepared with books, homework, lunch money, instruments, etc.
- Come to school on time and be ready to work. Accept responsibility, and do one's work to the best of one's ability when it is assigned.
- Cooperation should be shown as we work together in small or large groups; taking turns is important and needs to be developed; class jobs are important in this area.
- Our school should be a calm building—we work calmly in class and do not disturb others; we come into school calmly in the morning and leave calmly in the afternoon; we are quiet when entering the lunch room, sit down and then we talk softly for the rest of the lunch period; we are quiet again when it is time to throw our trash away; we are quiet when we go to the multi-purpose room for an assembly and we sit quietly until it begins.
- We use proper language and good manners—foul language is unacceptable.
- Only appropriate items for instruction should be brought to school. Toys should only be brought to school when the teacher permits. No toy weapons of any kind are acceptable.
- Appropriate clothing should be worn (for your safety during recess and Physical Education, soft-soled or closed toe shoes are recommended.)
- Fighting is not permitted at Kenilworth under any circumstances. If it occurs, a phone call will be made to parents. A fight may result in suspension of at least one day from school.
- Found items do not become the finder's property, but should be turned in to the teacher.



3. Bullying/Conflict Resolution

Based on national, state, and local interest, all students at Kenilworth Elementary School will be educated on bullying and conflict resolution. Through classroom guidance lessons and classroom discussions, they will learn the definition of bullying and various strategies needed to deal with conflict at school. If a student has a problem with a conflict at school, they will be able to utilize peer mediation or small group counseling with the School Counselor. At certain times, conflict



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becomes a disciplinary matter. When this happens, the Principal or Administrative designee will investigate the situation and render disciplinary action on a case-by-case basis. This comprehensive program will ensure students learn the life skills needed to solve problems with peers while understanding that adults will be available to intervene when needed.

4. PGCPS Dress Code

- No hats or “skull-caps” are to be worn at any time. Headdresses can be worn indoors for religious or health reasons only.
- Shirts and blouses should be continuous from neckline to waist. The mid-section should never be visible. Tank tops or muscle shirts are not allowed.
- Clothing with vulgar language, obscene pictures, weapons, drugs/alcohol, drug paraphernalia and/or tobacco products are not allowed.
- Identifiable gang/crew clothing or paraphernalia are not allowed.
- See-through clothing is not allowed.
- Skirts, dresses, shorts, and spandex skirts should be no shorter than the individual’s fingertip level.
- Pants should be secured at the waist; no sagging below waist to expose undergarments.
- **Tights, stretch pants, leggings, and spandex body suits must be worn with clothing long enough to cover the buttocks.**
- Shoes must be worn. (For your safety soft-soled or closed toed shoes are recommended for recess and Physical Education).



Students violating the dress code will have their parents contacted to secure proper clothing.

5. Portable Communication Devices

Students are allowed to be in possession of Portable Electronic Devices (PEDs). However, students may not use such a device in a manner that will disrupt the school environment. **PEDs may not be used when students are getting on and off the bus and during the school day unless approved by administration for instructional purposes.**

If a PED is not used in accordance with Administrative Procedure 5132 administration will secure the device and return it to the parent. The school is not responsible for such devices if they are lost, stolen or damaged. Additional information can be found in the SRRH and Administrative Procedure 5132.



6. Computer Technology

Students using technology (computers and the Internet) on the school premises must adhere to the following guidelines:

- No illegal activity.
- No “chat rooms” or “chat lines”
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
- No use of equipment for commercial purposes.
- Must not impede network operations.
- Must not interfere with others’ work or use another’s account.
- Must not misrepresent one’s own identity.
- Must not disclose one’s identity on the Internet.



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7. Banned Substances and Items

Students may not possess alcohol, tobacco products, illegal drugs, or weapons/weapon look a-likes while on school premises, on a school bus, or under the care of school staff.

Possession implies having a substance or item on one's person, with one's personal property, or under one's control.

According to the PGCPs Code of Conduct paragraph XIII.1., "For students enrolled in grades K through 5, the Principal may use discretion as to consequences for possession or use of a weapon." Consequences may include suspensions. The Code also describes a weapon as any firearm, knife, razor, defensive weapon, martial arts device, tool, or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm or one that gives the appearance of such an item.

8. Books and Materials

Board of Education Policy 616.1 states that pupils must return textbooks and/or other educational materials as were originally assigned to appropriate school personnel in a satisfactory condition, or reimburse the school for lost or damaged textbooks and/or other education materials, or make other satisfactory arrangements with the principal concerning the textbooks and/or other education materials.

All textbooks that are used by students for homework on a regular basis should be covered throughout the school year. Please DO NOT use contact paper on textbooks! This includes mathematics, reading, spelling, science, and social studies. Any type of book cover or sturdy paper may be used. Because of the increase in textbook costs and the budget restrictions, we urge parents to help us as we attempt to teach our students responsibility in taking care of school property.



9. Homework

The Board of Education recognizes homework as an integral and necessary part of the educational program for each student. Homework is a learning activity related to instruction presented within the school. The purposes of homework are to reinforce, supplement, and enrich work done in the classroom, provide for individual interests, promote competency in skills and content learning, help students to manage time effectively, apply acquired knowledge, and enable students to use a variety of sources of information.



At the beginning of the school year, the teacher will send home a copy of the homework policy for his/her class. Students are expected to write down their daily homework assignments. Parents are urged to provide support for their children as they do their homework. Suggestions to help promote good homework habits are to:

- Provide a quiet place to study.
- Set a specific study time.
- Follow through with the homework assignment.
- Maintain a supply of pencils, paper, and other supplies at home.
- Check the work assigned.
- Encourage your child to do his or her best.

Please be sure that the work your child hands in is his or her own work - not that of an assistant. If your child indicates that he or she has no homework for several days, please contact his/her teacher.

C. Breakfast/Lunch

The price of a student breakfast is \$1.60. Students have a choice to bring a lunch or purchase a lunch at school for \$2.75, including milk. Children who bring lunch from home may purchase a carton of milk or juice for \$0.55 during the lunch period.



Free lunch applications will be sent home at the start of the school year and are also available on the PGCPs website. Parents who believe their child(ren) qualify for the free lunch program should return the applications as soon as possible.

These prices may change each year and you will be updated as this information becomes available.

1. Lunch Accounts

Kenilworth Elementary uses a computerized meal program. All enrolled students are issued a 4 or 5-digit PIN# and a corresponding meal account. It is important that each student memorize his/her PIN#. This number is confidential; therefore the number must not be given to other students. At mealtime, the students enter their PIN# on a keypad located next to the cashier. Meal, milk, and *a la carte* costs for purchased items are deducted from the account at the time of purchase.



Money can be deposited in a student's account at any time in any amount up to \$99.99 (cash or money orders only, checks are no longer accepted). Parents are encouraged to maintain money in their child's account. This ensures that each student account has sufficient money in case a lunch is forgotten or misplaced. Students may bring money to school to add to their account. However, we strongly encourage parents to take advantage of the online system found at www.pgcp.org, scroll to the bottom of page and click "Food and Nutrition Services."

2. Lost / Forgotten Lunch

No child will have to go without lunch. If a child has not brought a lunch from home and does not have sufficient money in his or her account to cover the cost of lunch, we will attempt to contact the parent to provide funds; if they are not available we will use the Emergency Account. We simply ask that parents reimburse the school the following day so that our Emergency Lunch Fund is not depleted. If this continues for multiple days your child will be served a cheese sandwich, milk, and fruit in accordance with PGCPs policy.

D. Recess

The Recess period is a regular part of the school program for grades Kindergarten through Five. It consists of a daily, supervised, period of free play on the playground. All children are expected to participate in recess unless they have a medical problem, which prevents them from doing so. If a medical condition exists, it should be substantiated by a doctor's certificate, which should be sent to the teacher. If a teacher does not receive such a note, the student will participate in the recess program.



During inclement weather, recess is held in the classrooms.

E. Reporting Student Progress

1. Weekly Evaluations

Classroom teachers will communicate their policy for monitoring and reporting student progress. Each student has a Folder, which is used to bring home graded papers, classwork, and other correspondence from school. Parents are requested to review your child's work, school information and communications from the teacher and make certain that the folder is returned to school in accordance with the teacher's policy. This is a good opportunity to write your child's teacher a note if you have any questions. Grades will be updated weekly in SchoolMax and can be accessed by through the Family Portal on the Blackboard App. Information on how to sign up is located at www.pgcps.org under "Options", "Bb District By Blackboard App."



2. Progress Reports

A progress report will be sent home with all students at the midpoint of each grading period or as soon thereafter. If you have questions about the progress report, please contact your child's teacher.



3. Report Cards

Our county reporting system for grades K-5 provides for four report cards to convey pupil progress during the school year. In addition, at least one parent-teacher conference will be scheduled during the year. Parents or teachers may request a conference at any time to discuss a child's progress in school. Please do not hesitate to notify your child's teacher with any praise or concerns that you may have. At any time during the year, parents may access their child's grades through the SchoolMax Family Portal.

Kindergarten and first grade will receive letter grades PR (Proficient), IP (In Process), EM (Emerging) and ND (Needs Development). Students in grades 2-5 will receive letter grades of A, B, C, D, or E based upon individual performance according to the teacher's calculation of the students' performance each quarter. Guidelines established by PGCPs for the determination of these grades will be distributed to you at the beginning of the school year and can be found on pgcps.org.



In accordance with PGCPs Policy, students in grades 2 -5 will receive Honor Roll for a Grade Point average of 3.0 or higher with no grade lower than a C and Principal's Honor Roll for a grade point average of 4.0. We will have quarterly Awards Ceremonies to recognize and celebrate student accomplishments!

Please see the PGCPs Calendar on pgcps.org for grading period windows and report card distribution dates.

F. Birthdays in School

Birthdays are a special day. Parents are to make arrangements with the teacher **at least 24 hours in advance**. Students are invited to bring in a small treat that can be shared at lunch with all classmates or at an agreed upon time by the parent and teacher. Please send individually packed items for your child to hand out to ALL classmates. No cakes please – Store purchased cupcakes may be served for birthday celebrations or other fun treats that take into consideration various student allergies. **No homemade Food items or Balloons and Decorations are permitted.**





VI. Parent Involvement

A. Communication

The staff at Kenilworth Elementary School strives to maintain clear paths of communication among the school, the students, and our students' families.

1. Kenilworth Newsletter

To keep families abreast of school events, our newsletter will be available to view on the school's web site www.pgcps.org/kenilworth/. The newsletter will list important dates and all activities related to our school community. In addition, students will be highlighted and policies will be reviewed from time to time. Please post the newsletter in a convenient place and/or mark important dates on your calendar.



2. School Folder

On a designated day, your child will bring home a Class Folder. It will contain classwork, information from your child's teacher, important dates, and a communication from your child's teacher to keep you informed of your child's progress.

3. Telephone Calls to School

If you need information, have questions, or concerns, feel free to call the school. Teachers are available to take telephone calls before school between 7:15 AM and 7:45 AM or after school between 2:35 PM and 3:00 PM and time permitting during their planning period. You may call and leave a message or e-mail your child's teacher. Please expect a response within 24 hours.



4. Telephone Calls from School

Due to the limited number of telephone lines, students will be allowed to use the telephone only for emergencies. Students may use the telephone only after permission has been obtained from the front office staff.

B. Visitors

Parents and/or legal guardians of students are welcome to visit their child's classroom. All visitors to Kenilworth Elementary must report to the main office immediately upon entering the building. PGCPs states that visitors must show identification, sign in with the front office staff and obtain an electronic RAPTOR visitor pass before proceeding throughout the building. This pass must remain visible at all times. Visitors wishing to conference with their child's teacher must secure an appointment with the teacher; discussions with teachers during instructional time are not permitted.



If a court has ordered restrictions against any persons regarding visitations with your child, please provide the office with copies of the court orders.

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If you bring something to your child during the day, please come to the office for assistance. Students will be called to the office to retrieve items.

C. Classroom Visitation

Classroom visitation provides parents with an opportunity to observe the great things happening within the classrooms and to view your child in his or her daily setting. It is vital that you make an appointment with the office and teacher prior to your visit in order to eliminate interruptions to instruction and/or classroom schedules and to ensure safety. The classroom visit is for observation purposes. It is not the time to have a parent/teacher conference for this is instructional time for all. Please refrain from using cell phones while in the building. No laptops or other electrical devices should be used during your visit unless authorized by the school's administration.



D. Volunteers

Students feel a sense of pride when they see their parents and other familiar adults helping in their school. Parent volunteers are eagerly sought at Kenilworth. We can use support in any capacity you feel comfortable with providing. Working with students to support learning, practice, and mastery can be very rewarding for both the child and the volunteer. Working at home to type, cut, organize, and design, saves teachers a lot of time that would otherwise keep them from directly working with students. Shopping for events, copying at work, organizing outside activities, and even participating in fundraising is a big support to the children and our school. Working with our PTA committees to provide experiences for our children and raise funds for much needed materials not only supports our children's learning, but also brings our school community together. We encourage ALL of our families to be a part of all that we do – We can't do it without you!



Board of Education Policy now requires that volunteers undergo a background check and/or fingerprinting to ensure the safety of students, staff, and fellow volunteers at all school sites.

1. Volunteers, Chaperones, and Mentors

There are two types of Background checks that volunteers must have done through PGCPs to volunteer.

Due to a recent change in policy ([Administrative Procedure 4215](#)), commercial background checks can no longer be utilized for field trips.

- Cost of Fingerprint Background Check \$61.00
- Cost of Commercial Background Check \$15.00 (*not applicable for field trips*)
- Cost of Online Commercial Background Check \$7.26 (*not applicable for field trips*)

*Volunteers working in a capacity where no uncontrolled access is anticipated on a **one time basis only**, do not need to be fingerprinted, i.e. parents volunteering for career day, book fairs, school dances, or **other one-time events**.*

To volunteer on a regular basis and to attend field trips, you must obtain a Fingerprint Background Check, a CPS Check, and complete the Safeschools Videos. The information for each is below:

Fingerprint Background Check

14201 School Lane
Upper Marlboro, Md. 20772
Background Unit - Room 128

301-952-7831

Hours: M-F, 8:00 a.m.- 4:45 p.m.

CPS Clearance

Employee Services Center - Room 124
301-780-2191

Hours: M-F, 8:00 a.m.- 4:45 p.m.

Costs of these Services are: Fingerprinting and CPS Check (\$61.00) and Commercial Background Check (\$15.00) Acceptable forms of payment are Credit card, money order, cash and company checks are accepted forms of payment. Personal checks are not accepted. Valid photo identification is required to go through any part of these processes.

For more information and to save time, you can go to <https://www1.pgcps.org/fingerprinting/>

This policy will be in effect for all parents and members of the school community that volunteer or chaperone the students at Kenilworth Elementary School. **Evidence of a receipt documenting completion of the requisite background check and fingerprinting must be presented to the front office.** It will be kept on file.

The SafeSchools Videos that must be completed ANNUALLY can be found at:

<https://www.pgcps.org/required-training/>

Please print your certificates and bring a copy to the main office upon completion. They will be kept on file.

E. PTA

We are proud to have a very active PTA that supports our school in so many beneficial ways. If you would like to join our PTA efforts, please seek a member of the Executive Board. PTA will have monthly meetings and these dates will be communicated via the school communication system, newsletter, Twitter, Website, or FaceBook.



2018-2019 PTA Executive Board

President:	Jane McDougal: janemcdougal@gmail.com
VP of Membership:	Sherita Williams
VP of Fundraising:	Nicole Newton
Treasurer:	Natalia Weinsedel
Secretary:	Serena McRae

All parents are encouraged to show their support for the outstanding work done by joining the PTA and attending regular meetings. Information regarding PTA functions will be communicated via the school communication system, newsletter, Twitter, Website, or FaceBook. Please actively participate to demonstrate your support!

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