
Magnolia Elementary School

Family Communication Handbook

2017 - 2018



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Website: www1.pgcps.org/magnolia • Twitter: @Magnolia8400

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PRINCIPAL'S MESSAGE:

Dear Parents, Guardians and Students:

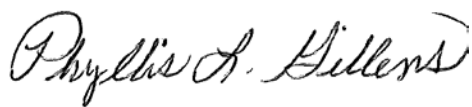
The purpose of the Family Communication Handbook is to inform families of policies, administrative procedures, and guidelines pertinent to Prince George's County Public Schools and Magnolia Elementary School.

The Family Communication Handbook is a component to engage families as partners in the educational process and as a tool needed to become more actively involved in their child's day-to-day education.

The Family Communication Handbook serves as a reference for parents regarding basic school procedures; includes reference links to Board of Education Policies and Administrative Procedures, along with a link to the Prince George's County Public Schools Student Rights and Responsibilities Handbook.

Parents are encouraged to review the student handbook with their child(ren). We feel that open and clear communication between school and home is important to the success of our educational program.

Respectfully,

A handwritten signature in cursive script that reads "Phyllis L. Gillens".

Phyllis L. Gillens, Ed.D.
Principal

VISION

Our vision at Magnolia Elementary School is to provide a safe, cooperative, and challenging learning environment for our community of diverse students.

MISSION

The mission of Magnolia Elementary School is to ensure that all students acquire knowledge, develop skills and understandings that will enable them to become productive citizens and lifelong learners. This mission is best accomplished through structured communities that are committed to children and that are characterized by strong instructional leadership, high expectations for success for all students, an emphasis on teaching for learning, a safe and orderly school environment, frequent monitoring of student's progress with appropriate instructional adjustments to student's programs, high levels of accountability, responsive supporting services, and extensive and meaningful parent/community involvement.

SCHOOL ADDRESS, PHONE NUMBERS, WEBSITE AND SOCIAL MEDIA**Address:**

Magnolia Elementary School
8400 Nightingale Drive
Lanham, MD 20706

Phone Numbers:

Office: 301-918-8770
Fax: 301-918-8788

School Website:

www1.pgcps.org/magnolia

Follow us on Twitter:

@Magnolia8400

SCHOOL COLORS AND MASCOT

Magnolia's school colors are navy blue and canary yellow. Our mascot is the Mustang.

SCHOOL HOURS

School hours are 9:15 a.m. until 3:25 p.m. each day. All students enter the building at 9:00 am. If students arrive at 9:16 am, they are considered tardy. Students must be picked up no later than 3:25 p.m. All early departures must occur before 3:00 p.m. Please help us to keep our children safe by following the arrival and dismissal scheduled times.



SCHOOL SONG

Magnolia's on Top:

Written by Robert Allen and Tanesha Wiggins

Performed by Robert Allen and Angelina Johnson

Bring the **TEAM** in!!!

Oh, MAGNOLIA, you're the one, the only school for me,
Can't you see the glow lighting up my face?
I can feel your love and it's oh so clear,
Every time the bell rings I can't wait to stay.

Helping All To Succeed (H.A.T.S) to be,
EXTRAORDINARY - is our goal.
Daily striving, reaching higher,
Mustangs wear the blue and gold.
So to you we sing our song.

MAGNOLIA, it's you!
You're the school we love.
You're the school we need.
The only school for me,
Oh, MAGNOLIA, it's you!
The school who gives your all,
On you we can always call.
You better believe,
H.A.T.S. OFF - MAGNOLIA'S ON TOP!
Oh, MAGNOLIA,
MAGNOLIA'S on top, top, top, top, top,
H.A.T.S. OFF – MAGNOLIA'S ON TOP!
Oh, MAGNOLIA,
MAGNOLIA'S on top, top, top, top, top
H.A.T.S. OFF - MAGNOLIA'S ON TOP!

SCHOOL PLEDGE

The Magnolia Way: Written by Robert Allen

I am a student of Magnolia,
I stand proud, strong, and tall.
I treat everyone with respect,
Classmates, teachers, all.
I am on time, I have a pass,
I always walk in school.
I keep my building safe and clean,
I follow every rule.
I always try to do my best on
Each and every day,
Striving onward toward success,
That's the Magnolia Way!

INSTRUCTIONAL PROGRAM

Magnolia Elementary services over four hundred students in grades Pre-kindergarten through Grade Six. Our teachers, students and staff members are dedicated to a highly enriched instructional program. Magnolia's instructional program includes the following:

- Pre- Kindergarten (Age 4 years old)
- Grades Kindergarten through Six
- Special Education Resource (Grades K– 6)
- Talented and Gifted Instruction (Grades 2 – 6)
- English for Speakers of Other Languages (ESOL) (Grades K – 6)
- Before and After School Care Program
- Chorus (Grades 5 – 6)
- Reading Intervention
- Math Intervention
- Instrumental Music (Grades 4, 5, 6)
- Speech and Language (Pre-K - 6)

ABSENCES

[Refer to Administrative Procedure 5113: Student Attendance, Absence and Truancy. For full explanation go to: <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

Should your child be absent from school, a letter explaining the absence must be brought in when the child returns. Lawful excuses for absences (Bylaw 13.07.01) include the following:

- Death in the immediate family
- Illness of the children
- Quarantine
- Court Summons
- Physical incapacity
- Violent storms
- Work or activity approved or sponsored by the school, the local school system, or the state education agency, accepted by the local superintendent of schools or the school principal as reason for excusing the pupils.
- Observance of religious holiday
- State emergencies
- Special recognitions such as "Take Your Child to Work-Day" are excused absences.

ATTENDANCE/TARDINESS

It is most important that every child is in school every day and prepared to learn. Please do your best to schedule appointments so that they do not interfere with your child's time in school. It is most important that students arrive at school on time each day. Our school schedule is as follows:

9:00 am:	All students may enter their classrooms.
9:00 am-9:25 am:	Breakfast in classroom program for all students.
9:15 am:	Our instructional program begins. Please make every effort to see that your child arrives at school promptly. Students arriving in their classrooms after this time will be marked tardy.
3:00 pm:	No early dismissals after 3:00 p.m.
3:25 pm:	All students are dismissed. (Staggered Dismissal)

- A student is counted present if the student is absent no more than one hour of the school day.
- A student is counted absent if the student is present for less than one hour of the school day.

- A student may be credited with ½ day attendance if the student is present more than one hour, but fewer than three hours of the school day.

The following steps will be taken if excessive student absences or tardiness occur:

- Five tardies/absences, parent contact will be made by the student's classroom teacher.
- The classroom teacher will also make parent contact whenever a pattern of absences or tardiness occurs.
- If the student has excessive absences/tardiness (6 or more days) or has a pattern of absences, the teacher, registrar, pupil personnel worker, guidance counselor and/or Principal will make parent contact (via telephone, letter, and/or person to person).

BREAKFAST PROGRAM

Magnolia is a participant in the Maryland Meals for Achievement classroom breakfast program. This program provides breakfast to every student every morning at no charge regardless of family income. Students who routinely start their day with a good breakfast can expect to see improved academic performance and behavior. Students will also learn healthy eating habits that will serve them for a lifetime. Breakfast will be served 9:00 am – 9:25 am.

BULLYING, HARASSMENT AND INTIMIDATION

[Refer to Administrative Procedure 5143-Bullying, Harassment and Intimidation. For full explanation go to <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

Bullying, harassment, and intimidation (BHI) are anti-social behaviors that are conducted with the intent to cause harm and are characterized by an imbalance of power. Bullying, harassment, and intimidation is intentional conduct, including verbal, non-verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socio-economic status, familial status, or physical or mental ability or disability or is threatening or seriously intimidating; and, occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school.

All reports must be written (and submitted to the principal) or submitted electronically to the principal using the *Bullying, Harassment, or Intimidation Form*.

BUS CONDUCT

[Refer to School Bus Conduct 5131.1 for full explanation go to <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

Please help your child to remember that riding the bus is a privilege, not a right and that improper behavior can result in being removed from the bus. Students are assigned to appropriate buses at the beginning of the school year and will not be allowed on another bus without written notification from a parent/guardian, verification from the office and approval from the principal. Parents must notify the office before 10:00 a.m. and students must give the note to his/her teacher immediately upon arrival to school. Written notification must be submitted each time a student must ride an alternative bus. If a situation arises in which the bus driver must return a student to school for student misconduct, the principal or designee will take immediate action by removing the disruptive student. Parents will be contacted to transport their child home. Students are expected to obey the following rules:

AT THE BUS STOP:

- Know the bus arrival time.
- Be on time; Plan to leave home at the same time each day.
- Be at your bus stop at least ten minutes before the bus arrives.
- If there are no sidewalks and you have to walk in the street, FACE THE TRAFFIC and walk in a single line.
- Stay back from the curb at least an arm's length or more.
- At the bus stop, don't wait or play in the street.
- At the bus stop, line up single file behind the patrol.

ENTERING THE SCHOOL BUS:

- Wait until the bus comes to a **FULL STOP**.
- Wait for the bus doors to be opened.
- Wait for the patrol to lead students on the bus.
- Keep one hand free to use the handrail.
- Allow the smaller children to go first.
- Leave space between you and the student in front of you, in case someone stops suddenly, or misses a step while getting on the bus.
- Take your seat promptly. Unless you are assigned a seat, load from rear to front and unload from front to rear.
- Walk single file to board the bus and walk carefully up steps.
- If you drop something before entering the bus, notify the bus driver before attempting to retrieve the object.

ON THE BUS:

- Sit quietly in your seat.
- Save snacks and homework for later.
- Put books or bundles in your lap.
- Keep your arms and legs out of the aisle, and keep the aisle clear.
- Don't put your head, arms or anything else out the window.
- Try not to carry big or heavy things on the bus.
- Don't throw things.
- Stay in your seat when the bus is moving.
- Don't talk to the driver except in emergencies.
- Talk quietly. There is no talking when the light on the bus is on and when the bus is near a railroad crossing.

GETTING OFF THE BUS:

- Wait for the bus to stop and the doors to open before you leave your seat.
- Keep one hand free to use the handrail.
- When crossing in front of the bus, keep at least five steps in front of the bus so that the driver can see you and wait for the patrol to signal when it is safe.
- Remember to look both ways before crossing to make sure traffic has stopped.
- Unload from front to rear.

CONFERENCES

Conferences are an important part of your child's program. Please make certain that you meet with your child's teacher for your scheduled conference. Feel free to contact your child's teacher any time for a conference.

COMMUNICATIONS

Students in grades three through six must purchase a Magnolia Elementary Daily Planner. This planner will serve as a means of home and school communications on a daily basis. All students will receive a Magnolia Folder. Monthly newsletters will be provided to keep you informed. Information is posted on the school's website @ www1.pgcps.org/magnolia.

DISCIPLINE

The Prince George's County Public School's Student Rights and Responsibilities' Handbook and policies are mandated for all students attending PGCPs. Magnolia Elementary School follows the guidelines. Students will have orientation twice during the school year. New students entering Magnolia after school wide orientation will have orientation upon enrollment.

We believe that students are responsible for their actions. Our approach to discipline is that students face choices and each choice carries a consequence of either positive or negative results. We encourage students to make decisions concerning their behavior and help them to realize that the wrong choice will lead to a consequence that they may not like.

All classes are unique. Therefore, teachers are given academic freedoms to develop procedures classroom norms (expectations) with students for their classrooms. A sample of possible classroom norms and consequences are provided below.

Classroom Norms (Expectations) Sample:

- Follow directions the first time they are given.
- Keep hands, feet and other objects to yourself.
- Raise your hand and wait to be recognized.
- Respect yourself and others. (Be kind with your words and actions.)

Consequences of Appropriate Behavior (Sample):

- Behavior Awards / Assemblies
- Special Activities
- Academic Achievement

Consequences for Inappropriate Behavior (Sample):

- 1st offense: written warning
- 2nd offense: 1 check (15 minutes away from the group inside the classroom)
- 3rd offense: 2 checks (Time-out in another classroom for 15 minutes.)
- 4th offense: 3 checks (Phone call or written notice to parent by teacher.)
- Gross Misconduct may result in the following consequences at the discretion of the Principal and/or Teacher-in-Charge
 1. Removal from class.
 2. Parent must come in and monitor child's behavior in the classroom throughout the school day.
 3. Student is suspended from school with parent attending a re-entry conference with an administrator.

Helpful Reminders:

- Remove your hat when entering the building.
- Remove outside clothing in the classroom.
- Leave toys at home.
- Leave gum at home.
- Magnolia does not take responsibility for any lost or stolen items.

Cafeteria Reminders:

- Enter the cafeteria quietly.
- Remain quiet until the last person in your grade level is seated.
- Sit at your assigned lunch table.
- Talk in soft voices to only the people seated near you during conversation time.
- Clean up your space after eating.
- Display acceptable behavior at all times.
- Leave canned drinks, sunflower seeds, glass bottled drinks, sodas, and carbonated drinks at home.

Hall Reminders:

- Have a pass when you are in the hallway by yourself or with another student.
- Walk quietly in the hallway at all times.
- Walk on the fourth tile, for safety reasons.

EARLY DEPARTURES or CHANGE IN TRANSPORTATION FOR STUDENTS or LATE PICK-UPS

Early Departure: If it is necessary to pick your child up from school early, you must stop by the office and sign him/her out. Students will be called down to the office. Do not be alarmed if you are asked for identification. We are very careful when it comes to our students. We want to be sure we know with whom they are leaving. Please remember, for your child's safety, we will not release students after 3:00 p.m. for early departures. To release students after the designated time interferes with dismissal of all other students. Students will not be allowed to leave with any adult other than his/her parent or guardian without prior written notification and verification by the office and/or teacher.

Change in Transportation: If there is a change in the mode of transportation for a student, send in written notification to the teacher. The change in the mode of transportation must be verified by the teacher and/or office. Students can only ride a different bus upon approval of the principal and the Office of Transportation. If written notification is not provided by the parent, the student's mode of transportation will not change. The student should give the note to the teacher immediately upon arrival to school. If there is a family emergency, the parent must contact the principal immediately for approval for a change in mode of transportation.

Late Pick-Ups: Students must be picked up no later than 3:25 pm. All students within the boundaries of Magnolia are either walkers or bus riders. Student's with a pattern of late pick-ups will either need to walk home, ride the assigned bus or be enrolled in the Before and After Care Program. Parents with a pattern of late pick-ups will be forwarded to the pupil personnel worker for assistance and/or support to determine the family hardship.

FAMILY EMERGENCY FORM

- Please make sure you provide working phone numbers where you or someone can be reached in an emergency.
- If your numbers change for either home or work, please send in the new number immediately.
- List persons other than yourself, who are authorized to pick-up your child.
- Students will not be permitted to leave with persons not listed on the form.
- Indicate the alternative plan your child should use in the case of early closing.

FAMILY PORTAL

[Go to SchoolMax Support for Parents and Guardians for links: <http://www.pgcps.org/schoolmax-support/>]

Prince George's County Public Schools provides a Family Portal that allows authorized caretakers to log into SchoolMAX from any computer with an internet connection and view their child's student information, including current attendance, assignments, and grades. Parents should monitor their child's information daily. Visit www1.pgcps.org/magnolia and click Family Portal for the following information:

- Progress Reports and Report Cards
- How to register for Family Portal
- Resetting your password in Family Portal

GRADING POLICY

[Refer to Administrative Procedure 5121.1-Grading and Reporting for Elementary Schools, Early Childhood through Grade Five and 5121.2-Grading and Reporting for Middle Schools, Grade Six Through Grade Eight For the full explanation go to <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

- Grading and promotion within the Prince George's County Public School System will be based upon the degree of success an individual student has achieved in completing the educational program designed to meet his/her unique needs. Students will be graded in accordance with their achievement in meeting specified learning outcomes as reflected in the curricula. The bell curve will not be used as a basis for determining student grades.
- All students will be graded only on material or information based on learning outcomes and approved curricula.
- Every student will have the opportunity to earn a grade.

Grades:

- Grades will be used on report cards for all subjects.
- The grades eligible for use on report cards are A, B, C, D, E, I, PR, IP, ND with no plus or minus signs.

Guide for Determining Pupils' Grades:

- In reporting to parents/guardians, a grade is used to indicate the performance of each pupil in relation to the attainment of learning outcomes and approved curriculum.
- A student enrolled for twenty-one (21) days or more after the start of the quarter must receive a grade for that grading period.
- The grades of students who transfer into Prince George's County Public Schools from an accredited/approved school will be averaged with grades earned in PGCPs for similar subjects to determine a marking period grade. If necessary, questions about transfer students' grades will be referred to the Division of Academics.
- Interpretation of the meaning of grades as they appear on the report card is as follows:

Head Start and Prekindergarten:

- P = Proficient – child consistently exhibits the skill independently
- I = In Process – child exhibits the skill when given adult assistance
- N = Not Yet Evident – child is unable to demonstrate the skill even when assisted.

Kindergarten and Grade 1:

- PR = Proficient-child can demonstrate indicator independently 90 - 100%.
- IP = In Process-child can reliably demonstrate indicator 80 - 89%.
- EM = Emerging – child demonstrates indicator with assistance 70 - 79%.
- ND = Needs Development-child does not demonstrate indicator 50 - 69%.

Grades 2-6:

- A = Excellent progress at the level of instruction indicated 90 – 100%.
- B = Above Average progress at the level of instruction indicated 80 – 89%.
- C = Average progress at the level of instruction indicated 70 – 79%.
- D = Below Average progress at the level of instruction indicated 60 – 69%.
- E = Unsatisfactory progress (failure) at the level of instruction indicated below 60%.
- I = Incomplete. The "I" grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

Grading – Lawful Absences

[Refer to A.P. 5113 go to <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

Students who are considered lawfully absent (Refer to A.P. 5113) from a class will have the opportunity to make up missed assignments. The number of days allowed to make up missed work will be equivalent to the number of days of lawful absences. **This timeline will begin when the teacher provides the student with the assignments within 48 hours of the request.** Students who fail to complete missed assignments within the allotted time will receive 50% for each assignment submitted.

Grading – Unlawful Absences

[Refer to A.P. 5113 <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

In elementary schools, pupils with unlawful absences will receive a grade of 0% (E) for any day(s) of such absence(s). The failing grades will be averaged with other daily grades.

HONOR ROLL

Honor Roll (Grades 2 – 6): The purpose of the honor roll program is to recognize and honor elementary students who have attained outstanding academic success. The district-wide Honor Roll is designed to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects.

Students in Grades 2 – 6 who qualify for each level of honor roll will be identified by the Department of Student Applications based on grades entered on student report cards in elementary schools. The following criteria will be used to identify students at each level:

- (a) Principal's Honor Roll (Grades 2 – 6): Students with at least a 4.0 GPA with no grade on the report card below an "A".
- (b) Honor Roll (Grades 2 – 5): Students with at least a 3.0 GPA or higher with no grade lower than a C.
- (c) Honor Roll (Grade 6): Students with at least a 3.0 GPA or higher. (This is based on Middle School standards.)

HOMEWORK

Homework is an important part of each child's learning program. Each grade level has expectations for homework, which you will receive as the school year begins. As a rule, you can expect that every child will have some type of homework every night Monday through Friday.

IMMUNIZATIONS

(Refer to Administrative Procedure 5161-Immuizations. For full explanation go to <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>)

Guidelines for All Students in the PGCPs System:

1. No child is to be permitted to enter or remain in school unless he/she has received at least one dose of each vaccine to protect him/her against diphtheria, tetanus, pertussis (to age seven), polio, measles, and rubella; mumps according to implementation schedule.
2. Beginning September 1992 students entering kindergarten and sixth grade must show proof of having two doses of measles vaccine, usually given as measles, mumps, and rubella (MMR) vaccine, and one dose of mumps vaccine or provide proof of immunity by a blood test. All of these vaccines must have been given on or after the student's first birthday. Waivers to these vaccines are the same as apply to all other vaccines.

3. Beginning September 1992 children entering a preschool program must furnish evidence of age-appropriate immunity against Haemophilus influenza, type b (HIB). Also required is appropriate immunity against pertussis, tetanus, diphtheria, polio, measles (rubella).
4. Students who have received one or more doses of DPT/DT/TD and Polio vaccine, but who have not completed the series must continue to receive subsequent doses on schedule in order to remain in compliance and attend class. These students must have on file the date of a verifiable appointment with a physician or clinic that will provide the next required dose of vaccine. This date will serve as the exclusion date if the child fails to keep the appointment. If failure to keep the appointment is the result of unusual or extraordinary circumstances, the principal must review the case with the area Health Services coordinator and approve a new appointment date scheduled no more than 90 days from the last. Otherwise, the principal will send the Immunization Exclusion Letter, PS-118. The Health Services coordinator must be notified whenever a child is excluded from non-compliance.
5. The number of doses required and the schedule of immunizations will depend on the student's age and/or grade. Immunization requirements are printed on the reverse side of the Immunization Evaluation Letter, PS-118. They will be used in conjunction with the data printed on the back of the Form DHMH 896.
6. Live measles, mumps, and rubella vaccines must have been administered on or after the child's first birthday (in accordance with the implementation schedule). Any student who was immunized before his/her first birthday must be re-immunized or provide proof of immunization by a blood test.
7. In contrast to measles, mumps, and rubella, a titer in place of the required doses of vaccine for diphtheria, pertussis, tetanus, or polio is not acceptable.
8. A history of the disease alone is not acceptable in lieu of any of the required immunizations or blood tests.

INCLEMENT WEATHER: DELAYED OPENINGS AND EARLY CLOSINGS

In the event of bad weather, please listen to your local radio or TV station for information. Please do not call the school. Students may be sent home early due to inclement weather, so please make sure that each child knows where to go in the event that school is dismissed early. Also, please make sure that your phone numbers are current and that there is an emergency contact number available. The following schedule will be implemented in the case of delayed arrivals or early closings:

Delayed Openings

- 1 hour delayed: 10:15 a.m.
- 2 hour delay: 11:15 a.m.

Early Closings

- 1 hour closing: 2:25 p.m.
- 2 hour closing: 1:25 p.m.

Half-Day School Hours

- 9:15 am – 12:25 pm

It is imperative that students have an alternative plan. The school will not be able to call parents individually for alternative plans due to early closings.

LOST AND FOUND

We have a lost and found located in our kindergarten hallway. Please help your child keep track of his/her possessions by seeing that they are all labeled with his/her name. Check the lost and

found whenever you are in the school. Unclaimed items will be donated to a nonprofit organization at the end of each quarter.

LUNCH MONEY

Prince George's County Public Schools offer lunch to all students. The full price for lunch, as established by the Board of Education, is charged to every student unless they have been determined to be eligible for meal benefits. Families in need are encouraged to apply for meal benefits by completing a Meal Benefit Form. All applications must be completely filled out, dated and signed. Students who have lost or forgotten their lunch money will be allowed to eat lunch from the "Principal's Courtesy Account." Students can use this account once. If there is a pattern of students not having lunch money, the Cafeteria Manager will contact the parents, and the students will be served a sandwich and milk.

MEDICATION

All medication must be kept and dispensed through the main office. **Absolutely no medication, prescription or nonprescription can be dispensed without a doctor's signature.** This includes, but is not limited to, cough drops and aspirin. Forms are available in the office for this purpose. If students have any type of medication in their possession, they will be sent to the health – aide immediately. The parent will be notified and the medication will be placed in a secure location until the parent is able to pick it up.

PARENT TEACHER ADVISORY COUNCIL (PTAC)

[Refer to the PTAC Procedural Guidelines Handbook for a full explanation of procedures and guidelines.]

The purpose of the Parent Teacher Advisory Council (PTAC) is to support and help provide a positive learning environment of acceptance and respect for diversity of all individuals through modeling character education traits. PTAC will actively collaborate to support the common goals of parents and teachers by enhancing the educational process, providing additional educational and recreational opportunities to assist in making every child feel valued, challenged, and successful.

Membership in PTAC shall be made available to all parents and/or legal guardians of students currently enrolled at Magnolia Elementary and community partners without regard to race, color, creed, sex or national origin.

PETS/ANIMALS

Pets/animals are prohibited on school property at all times. This includes but is not limited to: dogs, cats, snakes, mice, frogs, etc.

PICTURES

Individual pictures are taken each fall and class pictures are taken each spring. You will be notified prior to the date so that you can plan for these events.

PORTABLE ELECTRONIC DEVICES

[Refer to Administrative Procedure 5132-Portable Electronic Devices for full explanation @ <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

Portable Electronic Device, or PED, is an electronic device that emits an audible signal, visual signal, vibration, displays a message, or otherwise summons the possessor. This may include, but is not limited to: cell phones, paging devices, electronic emailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, iPads, e-readers and any device that provides a connection to the Internet.

Students are permitted to have PEDs at school during the school day, but the PEDs must be turned off or on silent mode and stored in a back-pack, book bag, pocket, purse, locker, vehicle, etc.

The school principal or designee may allow additional times for students to use PEDs at school, in approved designated areas, or during the following times:

- Before or after the school day on school property;
- During after school, evening or weekend extracurricular activities while on school property;
- While attending school sponsored or school related activities on or off school property; or
- In an emergency situation with the permission of the teacher, instructor, coach, program director, or administrator.

Administrators, faculty, and staff may request at any time that students must turn off and put away PEDs. Failure to do so may result in disciplinary action and possible confiscation. Students assume full responsibility for their non-PGCPS owned PEDs. The school system assumes no liability for theft, loss, damage or unauthorized use of PEDs possessed by students on school property.

REPORT CARDS AND INTERIM PROGRESS REPORTS

Report cards for elementary schools will be distributed on a quarterly or nine (9) week basis. Head Start/Pre-Kindergarten report cards will be distributed in January and June. The following information will appear on the elementary report card where applicable to the grade level:

- School Name
- Course Titles
- Course Grades Earned
- Student Current Grade Level
- Absences from School
- Tardiness from School
- Teachers' Names
- ESOL identifier
- Comments

Report cards and interim reports are issued four times each year. Please check the school calendar for exact dates. Please make sure that you sign and return report card envelopes and interim progress reports each marking period. Interim progress reports must be issued for all students at the middle of each quarter.

Report cards are issued to Pre-kindergarten students two times per year. Report cards are issued in January and June. Interim progress reports do not have to be issued to Head Start and Pre-Kindergarten students.

SCHOOL PROPERTY

The use of school property is prohibited by the public between the hours of 7:00 am through 6:00 pm. School property usage by the public is closed at dark. Violations may lead to trespass warnings and/or orders, fines, or arrest by the Prince George's County Police Department.

STUDENT RECOGNITION

Good student work is recognized through a variety of programs. Academic excellence is recognized with the Honor Roll and Principal List. These honors are awarded each marking period. Effort and good behavior are rewarded through daily compliments over the Public Address System and the Student of the Month and Citizenship Award. Perfect Attendance is recognized for each quarter and at the end of the school year.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK (PGCPS)

[Refer to the Student Rights and Responsibilities for a full explanation go to http://www.pgcps.org/student_rights_responsibilities.htm]

This handbook provides a framework for academic standards and positive student behavior. The

contents promote positive, supportive and inclusive learning environments that maximize students' academic achievement and minimize students' behavior issues. It explains the expectations, rights and responsibilities of all members of the school community. The handbook creates a structure where students, parents and teachers forge education partnerships and relationships critical to students' success.

TESTING PROGRAM

All testing is normally administered during the hours of 9:30 a.m. – 12:00 p.m. Specific test information will be communicated to you throughout the year.

TEXTBOOKS

Textbooks will be assigned to students during the first month of school. These books are to be covered and maintained in good condition throughout the school year. If books are lost or damaged, students must pay for them and or pay a fine. Report cards will be held at the end of the year, no records will be forwarded for transferring students and students will not be allowed to begin the new school year with an outstanding balance.

TRAFFIC PATTERNS

Parking Lot and Student Drop-Off:

- During school hours, visitors should park in the back parking lot.
- When dropping-off students, park in a vacant parking space. (Front-in parking only.)
- Do not double-park.
- After parking, escort you child to the crosswalk. Do not let your child cross the street by himself/herself. (This only takes 5 minutes and your child is worth it.)
- Return to you vehicle and safely exit the parking lot. (Please be patient.)
- When leaving the parking lot, remember to STOP at the traffic sign and cautiously proceed when it is clear.
- When exiting the parking lot, do not stop in the street for any reason or allow you child or any passenger to exit or enter your vehicle in the middle of the street.
- No U-Turns.

Parking Lot Student Pick-Up:

- When picking up students, visitors should park in the back parking lot.
- Park in a vacant parking space. (Front in parking only.)
- Do not double-park.
- After dismissal, car riders will be escorted to the end of the parking lot.
- Parents should get out of their cars, go and pick up their child(ren) and safely escort them back to their car.
- Do not call or motion children to cross the street or parking lot by themselves. This is an extreme safety issue.
- Please be patient and respectful! Several parents' pick-up students daily. Therefore, you will have to wait. Normally the wait time is 10 minutes or less.
- When leaving the parking lot, remember to **STOP** at the traffic sign and cautiously proceed when it is clear.
- When exiting the parking lot, do not stop in the street for any reason or allow you child or passenger to exit or enter your vehicle in the middle of the street.

Bus Lane:

- Cars should not enter the bus lane between 8:30 am – 9:30 am and 3:00 pm - 4:30 pm.
- Busses continuously arrive throughout the school day for various purposes. Designated areas in front of the school are Fire Lanes, Handicapped Parking and Reserved Parking.

- Regardless of posted times, cars should not enter the bus lane when a Prince George's Public Schools' bus or approved private carrier is the bus lane. Violators are subject to fines.
- Please be aware of the traffic signs.

Traffic and Parking Rules are enforced by the Prince George's County Police and Fire Department and may result in significant fines.

UNIFORMS

[Refer to Administrative Procedure 0600 – School Uniforms for full explanation go to <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

Magnolia Elementary will follow the mandatory uniform policy established by the Prince George's County Public Schools. Students are to be dressed appropriately in the school uniform each day. Students must adhere to this policy with no exceptions or substitutions. School spirit wear such as sweatshirts, t-shirts, and sweatpants are part of the uniform dress code.

GIRLS:

Pre-Kindergarten through 3rd Grade

- Navy Blue Skort with yellow Polo style shirts (long or short sleeve) or Peter Pan collared blouse.
- Solid navy v-neck or round collar jumpers with yellow polo style shirts (long or short sleeve) or peter pan collared blouse.
- Navy Blue or white tights, knee or ankle socks (no slouch socks)
- Navy blue cardigan sweaters (sweatshirts)

Grades 4 through 5

- Navy Blue skort with yellow Polo style shirts (long or short sleeve) or Peter Pan collared blouse (long or short sleeve) or peter pan collared blouse.
- Solid navy skirts with yellow polo style shirts (long or short sleeve) or Peter Pan collared blouse.
- Navy blue tights, knee or ankle socks (no slouch socks)
- Navy blue cardigan sweaters (sweatshirts)

BOYS:

Pre- Kindergarten through 5

- Yellow Polo/golf style shirts (long or short sleeve). Shirts must not be oversized. White T-shirts or undershirts underneath (no logos, tucked in at all times, and not visible beyond the sleeve length of the shirt)
- Navy blue uniform pants
- Navy blue uniform shorts
- Navy blue monogrammed cardigan or v-neck sweater (sweatshirts)
- Navy, black or white socks (no slouch socks)
- Plain belts-black, brown, or navy blue
- Belts must be buckled at the waist at all times.
- Belts are mandatory.

SHOES:

Each year we have a tremendous problem with families following the guidelines for shoes. It is important that all students follow all components of the mandatory uniform policy. **Shoes must not have stripes such as red, silver, white, etc.** Shoes should not be any color other than the colors listed below. Please abide by these policies.

- Solid black, navy or brown soft sole shoes
- Solid black, navy or brown soft sole boots
- Solid black sneakers

Grade Six Only:

GIRLS (Grade Six Only):

- Khaki (tan) skort with yellow Polo style shirts (long or short sleeve) or Peter Pan-collared blouse (long or short sleeve) or peter pan-collared blouse.
- Solid khaki (tan) skirts with yellow polo style shirts (long or short sleeve) or Peter Pan-collared blouse.
- White or nude tights, knee or ankle socks (no slouch socks)
- Navy blue cardigan sweaters (sweatshirts)

BOYS (Grade Six Only):

- Yellow Polo/golf style shirts (long or short sleeve). Shirts must not be oversized. White T-shirts or undershirts underneath (no logos, tucked in at all times, and not visible beyond the sleeve length of the shirt)
- Khaki (tan) uniform pants
- Khaki (tan) uniform shorts
- Navy blue monogrammed cardigan or v-neck sweater (sweatshirts)
- Black or white socks (no slouch socks)
- Plain belts-black, brown, or navy blue
- Belts are mandatory; Belts must be buckled at the waist at all times.

ENFORCEMENT OF UNIFORM POLICY

Magnolia Elementary School has a mandatory uniform policy. The mandatory uniform policy includes steps to follow when students are not in compliance. Efforts will remain positive and include incentives to ensure compliance and may occasionally include free days which will be designated by the school; parents will be informed well in advance regarding special dress days, i.e. Spirit Week, Picture Day, etc. New students to the school will have at least seven school days in which to purchase and begin wearing the uniform.

- First violation:
 - First violation notification letter sent home with student. Teacher contacts the parent(s) or guardian(s).
- Second violation:
 - Second violation notification letter sent home with student.
- Repeated violation(s):
 - Repeated violations will be deemed as persistent disobedience or insubordination and will be dealt with in accordance with the Code of Student Conduct.

VISITORS

[Refer to Administrative Procedure 0500-School Visitors for full explanation @ <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

School Visitors – AP 0500

- Parents or guardians who make classroom visits of current students, attend a conference on their student, attend a meeting or parent training, attend an assembly or performance.
- **Requirement – Raptor System:** Scan photo identification into the Raptor Visitor Management System prior to initiating any school related business and to sign out at the conclusion of any designated school-related business.

School Entry Procedures for Visitors

- All visitors must stop at the office.
- All visitors must present a picture identification (driver's license preferred). Visitors without a driver's license will need an official state identification.
- All visitors will be screened through the Raptor on-line security system. This includes persons attending school events (e.g. honor's programs, recognition ceremonies).
- The pass must be displayed during your entire stay at school.
- When you visit your child's class, please remember that you are there only as an observer. Parent conferences are not allowed during this period. If you wish to have a parent-teacher conference, please schedule an appointment with the teacher.
- If you wish to visit your child's class, you must call first to make an appointment with the classroom teacher. Visitor's not giving prior notice may be denied access.

- Please call prior to your visit to determine with the teacher for the best time to visit the class.
- In an effort to get the students settled for the day, please wait until 9:30 a.m. to visit your child's class.
- If you wish to visit your child's class on a continuous basis, please be aware that you will need to be fingerprinted and/or have a commercial background check. (See the Parent Volunteer Section for Clarification regarding fingerprinting and commercial background checks.)

VOLUNTEERS: PGCPS POLICY AND ADMINISTRATIVE PROCEDURE

[Refer to Administrative Procedure 4215-Criminal Background Checks and Administrative Procedure 4216.6-Volunteer Services for full explanation @ <http://www1.pgcps.org/generalcounsel/index.aspx?id=179107>]

- **Volunteers – AP 4215 & 4216.6**
 - Provides a variety of services e.g. tutoring, mentoring, and chaperoning for the students) on a regular basis without financial remuneration from the school system. Activities that volunteers are involved in include: working with a student or groups of students in the classroom, assist classroom teacher in making instructional materials, assisting with different duties in the school, assist in the office, etc. on a regular basis; chaperone on a day field trip or overnight trip.
 - **Requirement – Fingerprinting and CPS**
 - All volunteers, such as: mentors, interns, tutors, and chaperones, must undergo a fingerprint background check and child protective services (CPS) clearance at least 14 days in advance of the day field trip, overnight trip or working on or off school property.
- **Volunteers for a One-Time Event-AP 4215 & 4216.6**
 - Are escorted and under the supervision of a PGCPS employee **at all times** while on campus for a **one-time event**, such as parents/guardians volunteering for Career Day, Science Fair, College Fair, Spelling Bee, STEM Fair, Principal for a Day, Men who Make a Difference Day, book fairs, school dances, etc.
 - **Requirement – Commercial Background Check (exception)**
 - All volunteers for a one-time event must undergo a commercial background check and provide a copy of their government issued identification to be scanned into the Raptor Visitor Management System.
- **Online Commercial Background Checks**
 - Cost \$7.26 and may be accessed online: <http://www1.pgcps.org/fingerprinting/>. The cost is \$7.00 if the request is submitted on-site at the Sasscer Administration Building. (Price are subject to change)
- **Fingerprint Background Checks**
 - Fingerprint background check may be completed in the following office at the PGCPS Sasscer Administration Building, 14201 School Lane, Upper Marlboro, MD 20772: Background Unit, Room 128 Hours: M-F, 8:00 a.m.-3:45 p.m. Ph.: 301.952.6775
- **CPS Clearance Checks**
 - CPS clearance may be completed in the following office at the PGCPS Sasscer Administration Building, 14201 School Lane, Upper Marlboro, MD 20772: Employee Services Center, Room 124 Hours: M-F, 8:00 a.m. – 5:00 p.m. Ph.: 301.780.2191

WALKERS

- Not allowed on school grounds before 9:00 am
- Once on school grounds students must line up in appropriate location on blacktop or in front of the building. There should be no running around on lawn or playing in line.
- All personal items such as toys, balls, bicycles, scooters, and portable electronic devices should remain at home.

After dismissal from school, walkers must go directly home or to the location designated by parents