FAMILY HANDBOOK 2017-2018

*PLEASE KEEP THIS PUBLICATION HANDY THROUGHOUT THE SCHOOL YEAR FOR QUICK REFERENCE
Note: Information within are subject to changes/updates. Changes/updates will be communicated to you as they occur.

L’École d’Immersion Française
Dora Kennedy
French Immersion School
8950 Edmonston Road, Greenbelt, MD 20770
Phone: 301-918-8660     Fax: 301-760-3904

Principal
Monsieur Parfait Awono

Assistant Principal
Madame Shirley Auguste

Instructional Coordinator
Madame Sandrine Boukabara

OFFICE HOURS: 8:45 A.M. – 4:30 P.M.
TEACHERS HOURS: 8:45 A.M. – 4:15 P.M.
SCHOOL HOURS for STUDENTS: 9:15 A.M. – 3:55 P.M.

School E-mail: robertgoddard.french@pgcps.org
School Website: http://www1.pgcps.org/dorakennedy/
PTA Website: http://www.dkfipta.org
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VISION

The vision of Dora Kennedy French Immersion is to create a learning community that is caring, principled, reflective, and open-minded. Such a community will help our students develop into multilingual inquirers, critical thinkers, and communicators.

MISSION

The mission of Dora Kennedy French Immersion is to provide a rich, challenging, rewarding instructional program based on literacy that will allow our students to become competent French speakers who are active, compassionate, and lifelong learners. We will uphold high expectations and accountability for ourselves and for our students. We will maintain positive and professional collaboration while maintaining open communication with parents and other stakeholders.

Welcome to another amazing year! It is a great pleasure to serve and lead this remarkable school. Please get to know the vision and mission of the school and let’s continue collaborating towards the success of each student! Dora Kennedy French Immersion, toujours les meilleurs!

Sincerely,

Parfait Awono, Principal

Board of Education Policy 0125:

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.
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Will be update as data becomes available!
NEW! WHEN IS THE SCHOOL BUS COMING? PGCPS HAS AN APP FOR THAT!

Download the new mobile app today and be ready on the first day of school

Prince George’s County Public Schools (PGCPS) is encouraging parents to try out the new Bb District by Blackboard mobile app prior to the first day of school (Sept. 6) for bus stop locations and transportation updates.

- “In today’s technology-driven and increasingly mobile world, we want to provide parents more information at their fingertips. This school year if you’re wondering when the bus will arrive, there’s an app for that.”
- In addition to transportation updates, the app provides convenient access to school lunch balances, homework assignments, grades and more.
- Download the new mobile application in the Apple App Store or Google Play Store using your Family Portal account information, then select your school and choose a preferred notification method.
- Parents who do not have a Family Portal account can register at tinyurl.com/familyportalregistration. If you need assistance, please contact your child’s school.

Car Riders Drop-off and Pick-up Procedures

Please follow the drop-off and pick-up procedure to keep your student and others safe

No vehicles will be allowed to enter the main entrance or bus lane area from 8:30 A.M. to 9:30 A.M. & 3:00 P.M.– 4:45 P.M.

Drop Off and Pick Up

Use the visitors’ parking lot located on the Greenbelt Road/193 side of the building ONLY.

Child Protective Services (CPS) or the police will be called if a child is left before or after school hours.
(Policy # 10203 – Access to school before/after normal school hours or office work hours)

A.M. Routines

Students are NOT PERMITTED to enter the building BEFORE 8:45 A.M., as there is no adult supervision. All school doors will remain locked until that time.

- Students may not be left unattended outside before 8:45A.M.
- K, 1st and 2nd grades report to the gym at 8:45 A.M.
- 3rd to 8th grades report to cafeteria between 8:45 – 9:05 A.M. Students will sit outside their classes from 9:05 to 9:10 A.M.

Drop Off by 9:05 A.M.

If you plan to drop your student in the morning, please:
- Follow the flow of traffic pattern on the Greenbelt Road/193 side
- Let your student out of the car (exit the vehicle on the right side onto the sidewalk)
- Kiss your student good bye and keep moving your vehicle
- Do not exit the vehicle during drop off, unless you park in the proper parking space

Tardy/Late Arrivals (arriving after 9:15 A.M.): Board policy #5113

ALL tardy students MUST REPORT to the main office to receive a tardy pass and must have a note explaining tardiness. Students may NOT go to class without a pass.

**SAFETY Matters!

Tardy students, K-5, MUST be escorted into the building and office by a parent/legal guardian!
Attendance Matters!

To receive the maximum instructional benefit from classroom instruction, a child must be in attendance daily unless illness or a family emergency arises. Please provide a written explanation upon the child’s return to school. It is the student’s responsibility to make up assignments. Refer to board policy # 5113 for more information regarding the Attendance Policy.

Absence/tardy from school, including absence/tardy for any portion of the day, students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

- Illness of a child
- Death in the immediate family
- Court summons
- State of Emergency
- Lack of authorized transportation
- Observance of a religious holiday
- State emergency
- Suspension

Unlawful absence and/or truancy is defined as the act of a student being absent from school for a day or any portion of the day or from an individual class or any portion of the class for any reason other than those defined as a lawful excuse for absence from school. This definition applies to all students.

P.M. Routines

NO EARLY DISMISSAL AFTER 3:15 pm

Early Dismissal: Board Policy #5117

- Students will be called out of class. Guardians please do not go to the classrooms to retrieve your students.
- Guardians, be prepared to show your ID and sign the log book, located in the office.
- Provide your student’s teacher’s name.
- EARLY DISMISSAL ENDS AT 3:15 P.M. Students will not be permitted to be dismissed after 3:15 P.M.
  - 3:45 P.M. Afternoon announcements.
  - 3:50 P.M. Aftercare dismissed.
  - 3:50 P.M. K – 2nd grade students and Van riders report to the gym.
  - 3:55 P.M. Bus dismissal begins.
    - Car riders dismissed and walkers are dismissed.
    - K – 2nd grade students are dismissed from the gym.
    - 3rd – 8th grade students should remain in their classrooms until their buses are called.
    - Please be on time to pick up your student.
    - Give your child’s name to the teacher.
    - Line up in the Kiss & Ride parking lot on the Greenbelt Rd/193 side of the building.

Reminders

- Follow all rules.
- Child Protective Services (CPS) or the police will be called if a child is left before school hours OR NOT picked up within 15 minutes of scheduled time.
- No one should be roaming in the halls OR parking lot.
Tips for a Safe Dismissal

Special Pick-up:
If your student is to be picked up by someone not listed on your authorized list, you will need to:
1. Inform the front office staff, in writing, of the name of the person who is to pick up your student and the person’s relationship to the student.
2. Have the person come to the main office with a valid photo ID and your signed authorization that also shows a contact phone number for you.

Daily School Dismissal Routine
1. Make sure your student knows how he/she is getting home daily.
2. If you are picking up your student, be in the pick-up area by 3:40 P.M.
3. Please be courteous to other drivers and be mindful of students.
4. Inform your student’s teacher of any changes to his/her dismissal routine.
5. AFTER 2:00 P.M., the office will not be able to honor any last-minute changes to dismissal routine.

In an effort to keep Dismissal running as smoothly as possible, we ask parents to please not make any changes to their child’s dismissal routine unless there is an absolute emergency.

Remember, students are dismissed by their teachers, so, any changes in your child’s daily dismissal routine must be communicated to the teacher via email or a note early in the day. Without one of these communications, the child will be dismissed on his/her regular bus.

Riding another student’s bus
Parents of students riding another student’s bus need to provide a typed note that includes:
1. The date, the student’s full name, and the other student’s name.
2. The reason the student is taking another student’s bus.
3. Your contact information and the other parent’s contact information.
4. Your name in print and your signature.

NOTE: Although it rarely occurs, keep in mind that the other student’s bus driver has the right to refuse to take your student on his/her bus. (Drivers are not obligated to take students who are not on their riders’ list.)
It is mandated that schools practice a variety of drills in the event of an actual emergency. Please speak to your student about following the rules and procedures to maintain a safe environment.

**Fire Drill**

Fire drills are conducted for two purposes:

1. To train occupants to exit the building in a quick and orderly manner in case of a real fire.
2. To teach self-control in times of emergency in later life.

These aims can be accomplished only when there is strict adherence to the fire drill procedures. Administrators, teachers, cafeteria staff, maintenance staff, students, and visitors must take part in drills. All schools must conduct a minimum of one fire drill each month. In order to get students accustomed to the use of different exits, drills will occur at various times of the day. During the drills, order should be considered before time. Upon hearing the alarm, all students should stand and walk quickly out of the room in a single, silent line, leaving all books and coats behind. Students should remain silent as they proceed to the designated evacuation site.

**Lock Down Drill:**

“LOCK DOWN” indicates an emergency which requires that all areas of the building be secured. The bells will be turned off and remain off.

**Secure the Building Drill:**

“SECURE THE BUILDING” drills are used if the danger is outside the building (for example: police activity near the school).

**Shelter-In-Place Drill:**

“SHELTER-IN-PLACE” drills are used when there is an emergency in which hazardous materials may have been released into the atmosphere. This is a necessary precaution.

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**Emergency or Inclement Weather Notice:** Board Policy #2565

**STAY INFORMED WITH EMERGENCY ALERTS! SIGN-UP**

To sign up for Emergency Alerts or to access your subscriber preferences (emails, text alerts, and updates), please go to www1.pgcps.org

**Search:** PGCPS Electronic Notification System

- In case of emergencies or inclement weather, the school may be closed or delayed. Stations WTOP, WWDC, WMAL, WRC, and WOL will make closing announcements several times during the morning.
- You may access the Prince George’s County Public Schools’ website: www1.pgcps.org which also provides a school-closing message.
Mandatory Student Information

Emergency Care Information
&
Publicity Release Form

During the first (1st) week of school, students will bring home information forms to be completed. Please complete it and return promptly.

- It is imperative the office has up-to-date addresses and phone numbers in the event of an emergency.
- If your information changes sometime during the year, please contact the registrar immediately.
- Be sure to put the name of an emergency contact in case you are not able to be reached.
- Parents’ contact information such as addresses and phone numbers must be current at all times.
- Many important information/announcements are communicated to the DKFI families via “Global Calls”. We need to be able to reach you.
- Please ensure your information is updated yearly for accuracy. You are always welcome to contact the office to verify you have updated your information.
- A change of address must be reported as soon as possible (ASAP). Contact the school registrar, Ms. Lee Wright, to make an appointment to complete the required paperwork for your child’s file.
- Update phone numbers in Family Portal.

VISITORS/SECURITY  Board Policy #0500

All visitors, including PGCPS Staff, must report to the main office:
- Present a valid driver’s license to be checked in and obtain a Visitor’s sticker
- You may not walk around, visit a classroom, and go beyond the office or any location in the building without being checked in.
- All staff, students, and parents are to enter and exit the school using the front door.
- All doors are to remain locked during the school day.
- No door may be propped open.
**Important PGCPS Administrative Procedure Updates**

Administrative Procedures have been revised incorporating recommendations from the Student Safety Task Force. Please note the following updated Administrative Procedure.

**PGCPS Administrative Procedure 0500 - School Visitors and Classroom Visits**

**School visitors:**

- Upon arrival at the school, each visitor is required to have their photo identification scanned (that includes the visitor’s name, date of birth) into the Raptor system prior to initiating any school-related business, and to sign out at the conclusion of any designated school-related business. On subsequent visits, the visitor’s name may be located through a quick find screen.
- For honor roll assemblies, performances, etc. that are only located in one part of the building, visitors will not be required to be scanned through the Raptor system. Instead, school personnel may be located in the hallway to provide a sign-in sheet for all visitors as they enter the building and to direct visitors to the location where the event is being held. Once the event is over, visitors will be directed out of the building.
- If a visitor wishes to remain in the school and visit anywhere else in the building, the visitor will be required to have their ID scanned into the Raptor system and receive a visitor’s badge.
- Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any policy or procedure.

**Classroom visits and/or conferences:**

- Classroom visits and/or conferences with parents/guardians must be arranged in advance.
- Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student.
- Parents are required to arrange the visit one of two ways:
  - Contact the teacher directly via email
  - Fill out a visit request form in the main office (the card will then be put in the teacher’s mailbox)
- The teacher will contact you to set-up an appointment.
- The teachers have a **48 hour** window to respond to appointment/class visit requests.
- The spirit of the Administrative Procedure is not to prevent parents from visiting classes, but to avoid interruptions to instruction and testing, and to keep our students safe.
- Teachers will inform the office of the visit arrangements (date/time). In turn, the information will be entered in the “Teacher appointment log”.
- Teachers will instruct parents to sign into the main office. During the visit, visitors are not to talk to or touch students, or interfere in any way with the classroom instruction and routines.
- Visits must be 30 to 45 minutes in length, at most.

*For security reasons, Lunch visits are not permitted.*

* Class volunteers must have current fingerprint record on file in the office.
Fingerprint Information
Background Checks, School Volunteers and Chaperones

Top Frequently Asked Questions:

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

The following information is provided to address frequently asked questions regarding recent changes to Administrative Procedure 4215 - Criminal History Checks and 4216.6 - Volunteer chaperone Services.

1. What are the new requirements for parents and other individuals interested in volunteering for school activities and events?

Effective August 18, 2016, parents/guardians and other individuals interested in volunteering for school system activities and events are required to complete:

   1) A fingerprint background check
   2) child abuse/neglect clearance from CPS at least 14 days in advance of the activity/event.

Exception: volunteers may complete a commercial background check instead of a fingerprint check if they are escorted and under the supervision of a PGCPS employee at all times while on campus for a one-time event, such as career day, book fairs, school dances, etc.

2. Why did the requirements change so significantly?

The changes were included in the recommendations from the Student Safety Task Force, which released its report on May 31, 2016. The recommendations are based on best practices, expert and community input on ways to strengthen our student safety protocols.

3. May parents still request a Commercial background check for school field trips?

No, Parents must now obtain a fingerprint background, check for school field trips. Once a fingerprint background check is completed, however, it does not have to be repeated annually, as long as the parent volunteers at least once a year.

4. Where do I complete the CPS clearance paperwork? Is it in the same place as the fingerprint background check?

Both the fingerprint background check and the CPS clearance may be completed in the following offices at the PGCPS Sasscer Administration Building,

14201 School Lane, Upper Marlboro, MD 20772

Questions or for more Information, call:
Fingerprint Office: 301-952-6775
CPS Clearance Office: 301-780-2191
Parents and Students

Phone Calls: Board Policy #5132
- Students will NOT be called out of class to take phone calls from parents.
- Cell phones must be turned off during the day at school.
- Students are not allowed to use their cell phones to make calls.
- If it is an emergency and a child must be contacted, an administrator or designee will field the call and assist as needed.
- If a parent must be contacted, an administrator or designee (Nurse, teacher, etc.) will make the call.

Contacting School Staff:
- If your student comes home with information or concerns that you wish to discuss or look into, please contact the teacher first. If you are unable to resolve the issue with the teacher, please contact an administrator.
- Teachers cannot be pulled out of class for a call, but will be able to return your call within 48 hours.
- If you would like to speak to an administrator, please schedule an appointment with the secretary or send an email to the administrator.

Keeping Track of Grades and Attendance:
SCHOOLMAX / FAMILY PORTAL
Teachers will use SchoolMAX (SIS), electronic grade book, to record grades. Report cards will be distributed on a quarterly or nine week basis. Report cards are completed after each of the four grading periods. Parents can monitor their child(ren)’s grades, view progress reports, report cards and attendance via the SchoolMax family portal at:
  - Url: http://www1.pgcps.org
  - Click on: SchoolMax Family Portal
  - Click on register here to create your account/or reset your password

Homework:
- It is an extension of classroom instruction.
- It is reinforcement and practice of skills learned.
- PGCPS mandates students read a minimum of 20 minutes each evening.
- Parents should check homework nightly and read with their children to reinforce comprehension and develop a love of reading.

Communication:
School E-mail: robertgoddard.french@pgcps.org
School Website at: http://www1.pgcps.org/dorakenney/
- Please work with teachers to resolve any issues prior to communicating with administration.
- Greater success is achieved as a TEAM (Teacher, Student, and Parent).

“Don’t be left in the dark, sign-up!”
Links to PGCPS alert programs are available on the school system website at: http://www1.pgcps.org

What is the best way to contact a teacher?
Teachers are striving for excellence and an educationally rich environment. As a result, it is a challenge to communicate with parents during times of instruction. Non-emergency calls will not be transferred to the class.
*Communication via email is best. See the staff list for email addresses.
EXPECTATIONS OF STUDENT BEHAVIOR

Education cannot proceed without an atmosphere of order and discipline necessary for effective learning. Good education requires effective learning conditions within the classroom. When each student acts in a respectful and orderly manner, effective learning and high expectations are accomplished. To ensure a safe and academic rich environment, we are asking that parents work with the teachers and administration to assist in encouraging every student to act respectfully and to follow all school rules.

Every student deserves to come to school to learn in a safe and academically rich environment. To ensure this happens, it is important that parents remind their students:

- To be respectful and follow all school/classroom rules
- There are appropriate times for appropriate behaviors
- Every student learns differently and it’s “OK” to make a mistake in school
- Laughing at a student for making a mistake is not a kind act or tolerable
- Talking back to a teacher/adult is not acceptable
- Causing a group of students to be mean or harass another student is not acceptable
- Every student should remember to report to an adult when they feel threatened
- Teachers are here to teach and encourage an environment of learning/exploration
- School is a safe haven and every student has the right to learn without being subjected to another student disrupting the class or causing a conflict with the teacher

**Level 1 Response:** These responses aim to teach and correct inappropriate behavior so students can learn, act respectfully and contribute to a safe environment. The classroom teacher or counselor will correct the behavior of the student committing a minor offense. Teachers are encouraged to try a variety of teaching and classroom management strategies. This response can be used when the student has no history of prior incidents.

**Level 2 Response:** The administrator, pupil personnel worker or counselor will work with the student to correct the behavior of the student committing the violation. This level will be appropriate for incidents that are inappropriate and disruptive to the learning environment. These responses address the potential implications for future harm while keeping the student in school.

**Level 3 Response:** If a student disrupts the school environment and/or school related activities, a short-term suspension of 1-3 days may be given by the principal to a student committing the violation because of the severity of the behavior. The duration of the short-term removal is to be limited as much as practicable while adequately addressing the behavior through the use of interventions and responses.

**Level 4 Response:** Long-Term Suspension (4-10 days) and Extended Suspension (11-45 days) and/or referral to a Disciplinary Alternative Program – Appropriate for behavior that significantly disrupts the educational environment in the school, on the bus or at school activities and affects the safety of others. These responses focus on the safety of the school community and ending self-destructive and serious behaviors.

**Level 5 Response:** These responses involve the removal of a student from the school environment for 45 days or longer because of the severity of the behavior. A student may be expelled and/or referred to a Disciplinary Alternative Program for behavior that seriously disrupts the educational environment in the school, on the bus or at a school activity that affects the safety of others.
No Bullying, Harassment, or Intimidation Rules  Board Policy #5143

Bullying, harassment, or intimidation is not tolerated in Prince George’s County Public Schools. If you suspect that you or someone you know is being bullied, intimidated, or harassed you should complete and submit a Bullying, Harassment or Intimidation Reporting Form and inform a responsible adult. This is no laughing matter! The reporting form can be obtained from the Security Officer, Guidance Counselor, or in the Main Office.

Sexual Harassment
Any conduct that violates the policy on discrimination or harassment committed by any student of either sex against students is inappropriate behavior. Conduct that is of a sexual nature is the most commonly reported form of sexual harassment. This conduct may include overt sexual solicitation, inappropriate touching, sexual jokes and inquiries about a person’s sex life. This includes unwanted sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

Sexual harassment also includes acts that are not overtly sexual, but rather are directed at individuals based on their gender, such as profanity or rude behavior that is gender-specific.

These issues must be brought to the attention of school administration. Unresolved concerns may be elevated to the Executive Director of Student Services. Remember, all types of bullying, harassment or intimidation are reported on the reporting form.

Guidelines for Conduct

Education cannot proceed without an atmosphere of order and discipline necessary for effective learning. Good education requires effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrator and support of the Board of Education, the parent(s)/guardian(s) and students.

Therefore, students can expect to face suspension and/or expulsion if they commit any of the following violations:

- Possession or Use of Weapons
- Possession, Use or Distribution of Alcohol, of Controlled Dangerous Substances Controlled or Drug Paraphernalia
- Arson
- False Alarms
- Possession of Fireworks or Explosives (Snappers)
- Inciting Others to Violence and Disruption
- Physical Attack and/or Threat Thereof
- Shakedown and/or Strong Arm
- Fighting
- Theft
- Vandalism and/or Destruction of Property

Other violations classified as persistent disobedience may result in suspension
Cheating - Continued Class Disruption - Forgery - Disrespect - Gambling - False Reports - Insubordination
Health Matters

Birthday/Holidays Celebrations

Food and beverages are prohibited because:
- Some students have severe allergic reactions
- Disruption of mandatory instruction time
- With the approval of the teacher, alternative activities, for example, seasonal story reading or craft projects are welcomed.

Health Services

The school nurse seeks to advance the well-being; academic success, lifelong achievement, and health of each student. Please provide immunization records and any pertinent medical updates to the school nurse.

Medications in school:  Policy #5163

- Medicine, including aspirin, cannot be administered by school personnel or by ANY STUDENT.
- Students needing to take prescribed medication or over-the-counter medication must have the appropriate forms signed by the prescribing physician and parent each school year.
- All medications and forms must be brought to the office for the nurse.
- Students traveling overnight for school programs MUST ADHERE to the school system policy.
- All medical forms are available in the health suite or at the www.pgcps.org website.

To access the forms on-line:
- Go to www.pgcps.org
- Click on Health Services
- Click on Parent Forms Search

- All prescription medication must be in a pharmacy labeled container with instructions.
- All “over the counter” medication must be in a new, unopened container.
- Please place your student’s name on the box in an area that does not obstruct the instruction information.
- Students are not permitted to carry medications without a doctor’s order.
When to keep kids home from school?  

Source: Dr. Gwenn  
http://www.pediatricsnow.com

It never fails. One of your children gets sick. Home, work and school lives are all impacted and often at the least convenient times! To complicate matters, it can be difficult deciding when to keep a child home and when to forge ahead business as usual. Sickness is a part of childhood, whether it’s a fever, sore throat, cough or just not feeling well. According to the Centers for Disease Control and Prevention, the typical child has 6 to 12 illnesses a year ranging from mild to severe. Illness can occur throughout the year, but tends to cluster in the winter due to flu season. These illnesses can seem to spread like wild fire affecting other students, teachers, and family members. Families and schools need to balance the child’s school attendance with the risk of spreading the illness to others in the school. Sometimes even minor illnesses require the child to stay home just to prevent the further spread of a contagious disease. In addition to consulting your pediatrician and school nurse, these tips can help you decide whether to keep your child at home:

1. If your child complains of not feeling well but otherwise has no definite symptoms, your child can likely attend school. The school nurse will typically call you if something more develops. Be sure to contact your pediatrician if the complaints persist or other more definite sick symptoms develop.

2. Fever is a symptom of illness and not an actual diagnosis. Fever usually indicates that the body is battling an infection. A child with a fever greater than 100.5 degrees Fahrenheit needs to stay home from school until the fever is gone for at least 24 hours. If the fever does not resolve in 2 to 3 days, or if your child appears sick with any fever, call your doctor to have your child evaluated.

3. Many rashes will resolve spontaneously and are not reason alone to keep a child home from school. Any rash associated with symptoms such as trouble breathing or swallowing, fever, or ill appearance, should be evaluated by your physician. Rashes that are itchy or scaly may be contagious and should be evaluated before sending a child back to school.

4. Cough alone may not prevent your child from attending school unless it is interfering with a child’s sleep or ability to participate in school activities. If the cough is productive and has phlegm or is associated with fever or trouble breathing, keep your child home from school and arrange to have the child seen by their pediatrician.

5. Stool problems do sometimes require a child to stay home from school. This is especially true with diarrhea where the stool frequency is often many times an hour. Diarrhea that is bloody or associated with fever, abdominal pain, or vomiting should be evaluated by your doctor.

6. A child with vomiting, with or without diarrhea, needs to stay home from school. Your child can return to school when the symptoms have stopped and the child can tolerate a regular diet.

7. Children can attend school with mild sore throats if no other symptoms are occurring. Any child with a sore throat associated with fever, vomiting, abdominal pain, or difficulty swallowing should be evaluated by a doctor before returning to school. Call your child’s school and ask if strep throat is going around; if so, have your child tested. A child with a diagnosis of strep throat needs to stay out of school until on antibiotics for 24 hours.

8. If your child appears really sick, keep your child home and arrange an evaluation by your doctor that day. If you can’t get through to your doctor and you are really concerned, either call 911 or bring your child to the nearest emergency room for evaluation.

9. Call your doctor’s office for advice if you are not sure about your child’s condition or have questions about whether your child should stay home from school. Physicians have an answering service 24 hours a day, 7 days a week. So, even after hours, you will be able to reach someone for assistance.

Many illnesses can be stopped before they spread by reminding everyone to practice frequent handwashing, blowing noses into tissues, covering mouths when coughing or sneezing, and asking other parents about sick symptoms in their kids before arranging playdates and carpools. If only it were so simple – even the best hygiene practices can’t avoid the spread of all winter illnesses. Sometimes staying home is the only way to benefit our kids, ourselves and our communities.

Keep your child home until his or her fever has been gone for 24 hours without medication.

Keep your child home until his or her vomiting has been gone for 24 hours

Returning to school too soon may slow the recovery process and expose others unnecessarily to illness.
**IN the NEWS!**

**“Le e.Journal”**

“Le e.journal” is a DKFI monthly publication which also includes a full calendar of upcoming events. Please keep in mind that new events might be scheduled after an issue has been published. Even while trying to be as accurate as possible, events/dates are subject to changes.

“Le Journal” issues will be posted on the Listserv, the PTA website at [www.dkfipta.org](http://www.dkfipta.org), sent via email to parents on the email list, and posted on the school website at: [www1.pgcps.org/robertgoddardfrenchimmersion/](http://www1.pgcps.org/robertgoddardfrenchimmersion/)

*Note:* As a “Green School”, it is our goal to limit our paper usage by communicating as much as possible via email. A few copies of “Le Journal” will be printed each month. If you wish to obtain a paper copy, please instruct your child to pick one up from the PTA bulletin board or the school main office.

**LOST & FOUND:** *Note:* The school is Not Responsible for Students’ Personal Items.

- Please write your child’s name on his/her belongings
- Have your child check for lost items weekly.
- All unclaimed items are donated to charity on the 15th & 30th of every month.
- Lost/found glasses, keys, and electronics will be turned into the main office

**FINANCE MATTERS**

Dora Kennedy French Immersion does not accept personal checks.

*Only cash (exact change only!) or money orders will be accepted.*

*Notes! This policy also includes payments for field trips, T-shirts, uniforms, fines, and activities.*

**FIELD TRIPS ARE NON-REFUNDABLE**
PGCPS Dress Code Policy: Board Policy #5152

- Headdresses can be worn indoors for religious or health reasons only.
- Shirts and blouses should be continuous from the neckline to the waist. The entire midsection should not show. NO TANK TOPS and/or MUSCLE SHIRTS.
- No clothing with vulgar language, obscene pictures, weapons, drug/alcohol or drug paraphernalia, and tobacco products.
- No identifiable gang/crew clothing or paraphernalia.
- No see-through clothing.
- Skirts, dresses, shorts, and spandex skirts should be approximately 6 inches below the buttocks, or no shorter than fingertip level.
- Pants must be secured at the waist – no sagging below the 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 at all times.
- Sneakers or tennis shoes must be worn to PE.
- No open toed shoes!

Portable Electronic Devices in the Schools: Board Policy #10101

A. Purpose & Policy
The Prince George’s County Board of Education believes that encouraging the use of technology in schools is essential in our global marketplace and will enhance the educational environment by promoting innovation; increasing student interest in learning; improving student achievement; and empowering teachers to use diverse and effective methods to prepare students for college and career. The Board of Education’s policy on portable electronic devices (PEDs) is designed to ensure that the use of PEDs is encouraged during the school day for instructional purposes, and at other times as approved by school administrators, provided that PED use does not violate the Code of Student Conduct in the Student Rights and Responsibilities Handbook. Students are accountable for inappropriate PED use in accordance with the Student Rights and Responsibilities Handbook.

B. Definition:
For purposes of this Policy, the term “portable electronic device”, or PED, means 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, MP3 players, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, iPads, tablets, e-readers and any device that provides a connection to the Internet.
C. Approved Uses of PEDs in Schools:

- Students are encouraged to use PEDs for instructional purposes, with school administrator approval.
- Students are permitted to use PEDs while riding to and from school on PGCPS buses, as long as it does not impact the safe operation of the school bus.
- The school principal or designee may allow additional times for students to use PEDs at school in approved designated areas.

D. Prohibited Uses of PEDs in Schools:

Students are prohibited from using PEDs in the following manner on school property:

- Using PEDs in locker rooms or bathrooms at any time.
- Using PEDs while getting on or off the school bus.
- “Sexting”, taking and/or transmission of nude or sexually explicit photos/videos in school.
- The unauthorized or unlawful sharing or electronic posting of images taken or stored on PEDs during school hours and/or on school property.
- Taking, uploading or sharing photos, recording audio, or capturing video during the school day in a manner that reflects bullying, harassment, intimidation or cyber bullying.
- Using PEDs in any manner that reflects violations in the Student Rights and Responsibilities Handbook.
- At times when PED use is not permitted, PEDs must be turned off or on silent mode and stored in a back-pack, book bag, pocket, purse, locker, vehicle, etc.

Administrators, faculty, and staff may request at any time that students turn off and put away PEDs. Failure to do so may result in disciplinary action and possible confiscation by the school principal. School administrators are required to consult with parents/guardians regarding a student’s misuse of a PED and appropriate responses in accordance with the Code of Student Conduct.

E. Waiver of Liability: Student owned PEDs:

Students assume full responsibility for their PEDs. The school system may not assume liability for theft, loss, damage or unauthorized use of PEDs possessed by students on school property.

PGCPS-issued PEDs:

Students are responsible for using PGCPS-issued PEDs in a manner that is consistent with the Information Technology Acceptable Use Guidelines in Board Policy 0115 and Administrative Procedure 0700. Students or parents/guardians shall report any damage, such as breakage, malfunction or loss, of PGCPS-issued PEDs to the proper school authority, such as school security, the school principal/designee, or a school administrator. If the cause of the reported damage is due to the student’s misuse, PGCPS may require payment for the cost of repair or replacement of the PED.
**Food and Nutrition Services** *(Prices are subject to change for the 2017-2018 school year)*

**A. MEAL PRICES**

<table>
<thead>
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<th>Lunch: Students</th>
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**B. MENUS**

Printed Lunch Menus are distributed to all elementary schools monthly. Sufficient copies are provided for distribution to all students. A limited number of secondary school menus are sent to Food Service Managers each month. These menus are for posting in the school. All menus are available online at: [www.pqcps.org/foodandnutrition](http://www.pqcps.org/foodandnutrition).

**C. FREE AND REDUCED PRICE MEALS**

Free and reduced-price meals are available to students based on household size and income:

1. Households may apply for benefits online at [www.applyforlunch.com](http://www.applyforlunch.com).
2. County Public Schools should be given this packet to take home the first day of school.
3. Only one application per family is required. Families are instructed to return the application to their youngest child's school.
4. Student registration records need to be up-to-date. The processing software relies on the student information system to match students for benefits.
5. More information is available by contacting the Food and Nutrition Services Application Center at 301-952-6517.

**D. HOW to PAY?** Pre-Pay for Meals on Line @ [www.myschoolbucks.com](http://www.myschoolbucks.com) or by CASH – CASHIER’S CHECK or MONEY ORDER

**MySchoolBucks**, owned and operated by Heartland Payment Systems, is an online payment service that provides parents the ability to securely pay for meals, monitor student cafeteria purchases, make tuition payments for Before and After School Extended Learning programs, and receive email notifications for low account balances. With MySchoolBucks, payments can be made 24/7 using a Visa, MasterCard, Discover, credit or debit card, and mobile app.
Practical Hints for Continued Success!

Be Prepared for Success and Work as a Team!

- Please support the administration and staff who working to ensure each child receives a high quality education.
- Parents, please encourage your child(ren) to pack their back pack, homework, project, athletic equipment, and any other items they may need each school day.
- Please, remind them to take their lunches before leaving the house (if it applies)
- Even with everyone’s efforts to be prepared, your child may forget something at home. The forgotten homework brought in by a parent/guardian during class hours will be placed in the appropriate teacher’s mailbox.
- As you know, it is important to not disrupt/interrupt class instruction as we need our students to stay focused and on task.
- If a lunch is brought in during class hours, the child will be asked to stop by the office to pick-up his/her lunch on his/her way to the cafeteria.

Tips of Excellence:

- Go to bed on time to be well rested.
- Have a healthy breakfast for energy.
- Arrive at school on time.
- Be prepared to be engaged and learn.
- Be respectful and treat others the way you want to be treated.
<table>
<thead>
<tr>
<th>September 6</th>
<th>Wednesday</th>
<th>First Day of School for All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 21</td>
<td>Thursday</td>
<td>Rosh Hashanah**</td>
</tr>
<tr>
<td>September 29</td>
<td>Friday</td>
<td>Professional Development — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>September 30</td>
<td>Saturday</td>
<td>Yom Kippur**</td>
</tr>
<tr>
<td>October 19</td>
<td>Thursday</td>
<td>Diwali**</td>
</tr>
<tr>
<td>October 20</td>
<td>Friday</td>
<td>Prof. Development — Schools Closed for Students***</td>
</tr>
<tr>
<td>October 30</td>
<td>Monday</td>
<td>Professional Development — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>November 3</td>
<td>Friday</td>
<td>Professional Development — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>November 9</td>
<td>Thursday</td>
<td>End of First Quarter (46 days)</td>
</tr>
<tr>
<td>November 10</td>
<td>Friday</td>
<td>Veterans Day &amp; Parent-Teacher Conferences — Schools Closed for Students***</td>
</tr>
<tr>
<td>November 13</td>
<td>Monday</td>
<td>Professional Day for Teachers — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>November 22-24</td>
<td>Wednesday - Friday</td>
<td>Holidays* — Thanksgiving — Schools and Offices Closed</td>
</tr>
<tr>
<td>December 8</td>
<td>Friday</td>
<td>Professional Development — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>December 25-29</td>
<td>Monday - Friday</td>
<td>Winter Break* &amp; Christmas Holiday — Schools and Offices Closed</td>
</tr>
<tr>
<td>January 1</td>
<td>Monday</td>
<td>Winter Break* — New Year’s Holiday — Schools and Offices Closed</td>
</tr>
<tr>
<td>January 15</td>
<td>Monday</td>
<td>Holiday* — Martin L. King, Jr. Day — Schools and Offices Closed</td>
</tr>
<tr>
<td>January 25</td>
<td>Thursday</td>
<td>End of Second Quarter (44 days)</td>
</tr>
<tr>
<td>January 26</td>
<td>Friday</td>
<td>Professional Day for Teachers — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>February 9</td>
<td>Friday</td>
<td>Professional Development — Schools Closed for Students***</td>
</tr>
<tr>
<td>February 19</td>
<td>Monday</td>
<td>Holiday* — Presidents’ Day — Schools and Offices Closed (will be a student day if three inclement weather days are used)</td>
</tr>
<tr>
<td>March 28</td>
<td>Wednesday</td>
<td>End of Third Quarter (42 days)</td>
</tr>
<tr>
<td>March 29</td>
<td>Thursday</td>
<td>Professional Day for Teachers — 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>March 30 &amp; April 2</td>
<td>Friday &amp; Monday</td>
<td>Holidays* — Easter — Schools and Offices Closed</td>
</tr>
<tr>
<td>March 31-April 6</td>
<td>Saturday - Friday</td>
<td>Passover**</td>
</tr>
<tr>
<td>April 3-6</td>
<td>Tuesday - Friday</td>
<td>Spring Break — Schools Closed for Students and Teachers*** (April 6 will be a student day if four inclement weather days are used; April 5 will be a student day if five inclement weather days are used)</td>
</tr>
<tr>
<td>May 16</td>
<td>Wednesday</td>
<td>First Day of Ramadan</td>
</tr>
<tr>
<td>May 28</td>
<td>Monday</td>
<td>Holiday* — Memorial Day — Schools and Offices Closed</td>
</tr>
<tr>
<td>June 12</td>
<td>Tuesday</td>
<td>2-Hr. Early Dismissal for Students (Subject to change due to inclement weather: may become a full day for students if the last day changes; the 2-hour early dismissal will occur the day before the last day for students)</td>
</tr>
<tr>
<td>June 13</td>
<td>Wednesday</td>
<td>Last Day for Students — 2-Hr. Early Dismissal. — End of Fourth Quarter (48 days) (Subject to change due to inclement weather; the 2-hour early dismissal will occur on the last day for students)***</td>
</tr>
<tr>
<td>June 14</td>
<td>Thursday</td>
<td>Inclement Weather Make-Up Day— Last day for students if one inclement weather day is used</td>
</tr>
<tr>
<td>June 14</td>
<td>Thursday</td>
<td>Last Day of Ramadan</td>
</tr>
<tr>
<td>June 15</td>
<td>Friday</td>
<td>Inclement Weather Make-Up Day — Last day for students if two inclement weather days are used</td>
</tr>
<tr>
<td>June 15</td>
<td>Friday</td>
<td>Eid al-Fitr**</td>
</tr>
<tr>
<td>June 18</td>
<td>Monday</td>
<td>Last Day for Teachers (Subject to change due to inclement weather)***</td>
</tr>
</tbody>
</table>
Thank you for helping us be and stay “Les Meilleurs”!

By signing below, you and your child acknowledge that:

1. You received this information from school staff.
2. You have read the information within.
3. You understand terms and concepts.
4. You understand fully the DKFI regulations.
5. You understand fully the parent/guardian responsibilities regarding both students’ Safety and Instruction time and agree to adhere to them.

Please print, initial and sign the space(s) indicated below to verify that you read, understand and agree to the procedures, rules and guidelines set forth in this document.

Arrival/Dismissal Procedures

Contacting Staff

Health Matter

When to keep kids home/illness

Bullying Policy

Visitor Policy

Specialty Program Agreement

Forgotten items Policy

Guidelines for Conduct

Dress Code Policy

Cell Phone Policy

Electronics Policy

Money Matters

Bus Conduct

I, __________________________________________________________ do solemnly promise to encourage my child to do his/her best every day. I will provide a supportive environment where my child can study, read, complete all assignments and develop as a lifelong learner and thinker.

________________________________________________________
Name of Parent or Guardian

________________________________________________________
Name of Parent

________________________________________________________
Signature

________________________________________________________
Daytime Phone

________________________________________________________
Name of Student

________________________________________________________
Homeroom Teacher

________________________________________________________
Grade

Please Complete and Sign this Page
Return to your Student’s Teacher, MERCI.