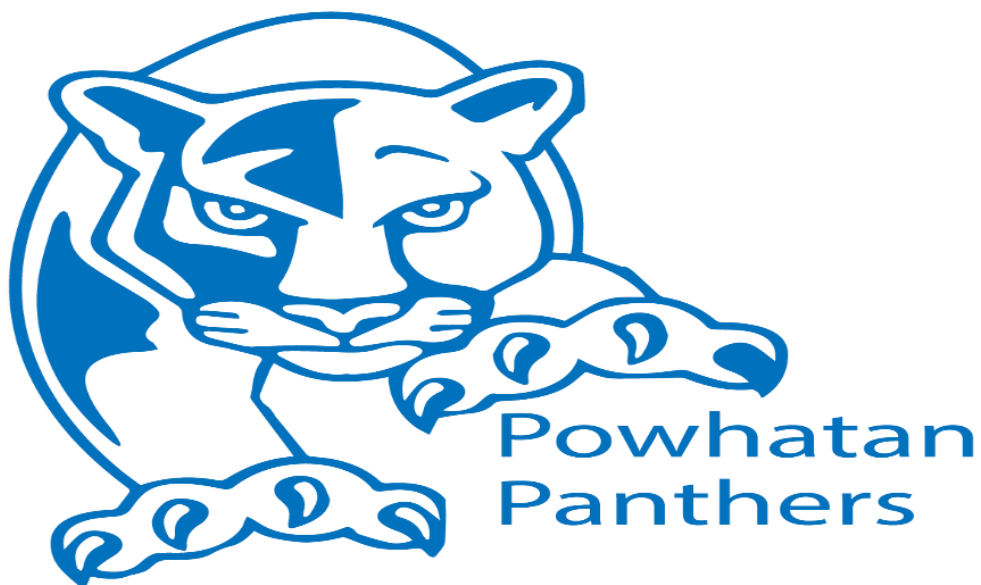


Powhatan Elementary School

Parent Handbook

2019-2020



Deborea Montgomery, Ph.D., Principal

Kortney Griffin, Assistant Principal

Main Office: 410.887.1330

Office Fax: 410.887.1331

School Address: 3300 Kelox Road, Baltimore, MD 21207

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Baltimore County Public Schools

Vision

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining, and investing in a culture of deliberate excellence for every student, every school and every community.

Purpose

Baltimore County Public Schools will provide for every student the highest quality 21st century education in a safe, secure and positive environment conducive to high levels of teaching, learning, and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.

Powhatan Elementary School

Vision

The students of Powhatan will be among the highest performing students in BCPS as a result of creating, sustaining and investing in a culture of deliberate excellence for every student every day.

Mission

Powhatan Elementary School will provide every student with the highest quality 21st century education in a safe, secure and positive environment that is conducive to **high levels of teaching, learning and student engagement**. As a result, our students will be globally competitive and prepared for their chosen college and/or career path.



BCPS' Message from the Administration

We have established high expectation for teaching and learning. These expectations have been established in order to support obtainment of our school's vision and mission. Our mission and vision are in alignment with BCPS' vision and purpose for all students. However, we believe that in order to realize our mission and vision we must work as a team with our families and community members. This handbook has been provided especially for you. The purpose of the handbook is to provide important information about our school. When there is a question about a school procedure or program, this handbook provides a great first source of information.

The administration has an open door policy. Please do not hesitate to call or email administration at any time. We welcome questions and discussions during the year. We look forward to our partnership as we keep the focus on the education of our children.

Important Numbers-At-A-Glance

Bus Transportation	443.809.7046 or 4321
Free/Reduced Price Meals	443.809.7855
General/School Closings.....	410.887.1330
Pupil Personnel Worker (PPW)	410.887.6829
Shared Domicile/Residency	410.887.1330
Special Education	443.809.3660
Office of World Languages	443.809.6752
Baltimore County Public Schools Web site: www.bcps.org	



The School Building and Grounds

Office and Entrance

In order to ensure the safety of students, staff, and visitors to the building, outside doors are locked at all times. To gain entry, visitors will first need to push the buzzer located on the right side of the front door and wait for instructions.

All visitors must report to the office. A state-issued photo ID is required to visit within the building. This ID will be scanned and recorded in the RAPTOR security system by the office staff. An identification pass with the visitor's name and photo will be obtained and must be clearly displayed at all times while in the building. The visitor ID must be returned upon exiting the building.

If a student forgets something necessary for the school day, the item should be dropped off in the main office. Students will not be allowed to use the school phone to contact a parent for a forgotten item—including homework, field trip permission slips or lunches. Urgent messages for students can be called in to the office. Please only leave a message for a student in an emergency.

Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits should be arranged with the teacher prior to coming to the school. If a parent wishes to visit a classroom during the instructional day, they must schedule a time with the teacher in advance. Please be mindful that the visit cannot interfere with the instructional program and parent conferences may not take place during instructional time. The principal reserves the right to limit or schedule the visits in such a way to diminish or avoid disruption to the normal operations of the school.

Parking

Parking in the fire lanes and/or in the bus loop is prohibited. As posted, parking is not permitted along the curb of the parking lot directly in front of the school at any time. During arrival and dismissal, cars will not be allowed to enter the front bus loop lot.

When parking for student drop-off or pick-up, please park in the large car riders' parking lot that is located on the side of the school. For field trips and/or other school activities, the large car riders' parking lot should also be utilized. Please pay close attention to the parking signs that are located on Kelox Road. Parking in front of the school on Kelox Road is limited to certain sections in order to keep our students and drivers safe. Please do not park in the crosswalk. The crosswalk provides a safe space for our students to walk to the school. The county police department will ticket and/or tow cars that are illegally parked on the street.

There are three handicapped parking spaces located on the side of the school. Only persons who can display the appropriate handicap parking tags or permit may use these spaces.

Grounds

The school grounds are for the use of students during the school day. The grounds provide green space for the students to play in a healthy environment. Please do not litter on the school grounds. The public may not utilize the school grounds during school hours.

Animals are not permitted in the school or on the grounds at arrival, during the school day, or at dismissal per BCPS policy. In addition, when walking animals on the grounds after school hours, please be responsible for cleaning up after them and having the pet on a leash.

Smoking is not permitted at any time on any BCPS property. The Board of Education of Baltimore County is committed to providing a tobacco-free work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, Baltimore County Public Schools prohibits the sale and use of any form of tobacco in any school system property at any time regardless of whether or not students are present.

Contact Information

At the start of the school year or upon new entry into the school, your child will receive emergency contact sheets. These forms must be returned to school by the end of the first week. This information is recorded into an electronic database to assist staff in contacting parents for routine procedures as well as for emergencies. *Whenever contact information changes, parents must notify the school immediately.*

Please make an appointment early in the school year to meet with the principal or professional school counselor to discuss matters related to custody. Custody papers and other related legal documents are required to be on file at school.

Withdrawal from School

If it is necessary to withdraw a child before the end of the school year, please inform the school several days in advance. It is necessary for the office and the teacher to prepare written information and records in preparation for the transfer of student data from one school to another. The school will need:

- Your new address; and
- The name and address of the new school.

The School Day

Opening and Closing

Our doors open at 8:25 am each day. Students who walk to school or are driven to school by their parents should not arrive prior to 8:25 am. Students who are transported by bus will arrive at approximately 8:35 am.

Morning announcement - 8:40 am

Instruction begins - 8:50 am

Instruction ends - 3:15 pm

Dismissal begins – 3:15 pm

A Baltimore County crossing guard is stationed at the crosswalk along Kelox Road. Walking students will be directed by staff to use the designated cross walk once they are on school grounds.

We request that parents/guardians do not go beyond the front door with their child/children. We are working hard to make our students responsible for their own routines and classroom responsibilities. The Powhatan Elementary School staff will assist students in locating their classroom on the first few days of school.

Recess

According to BCPS rule 5470:

Recess is an integral component of a child's physical, social and academic development.

- a. Each elementary school schedule will include a minimum of 20 minutes, and up to 30 minutes, of daily recess for every student.
- b. During recess (preferably outdoors), students will be encouraged to participate in moderate to vigorous physical activity.
- c. Recess is not to be taken away as a form of punishment. The denial of recess for any reason requires principal approval.

Teachers will follow the BCPS guidelines on cold and hot outdoor temperatures when deciding whether to hold recess outdoors.

According to the BCPS Cold Weather Activity Guidelines:

Temperatures less than 40°F can result in hypothermia and/or frostbite; temperatures above 40°F can cause hypothermia if the person’s clothing has become saturated with water.

Therefore, teachers will have outdoor recess only when temperatures are above 40°F and the weather is dry.

According to the BCPS Hot Weather Activity Guidelines:

<u>TEMPERATURE</u>	<u>HUMIDITY</u>	<u>ACTIVITY</u>
Less than 80°	Any	No restrictions
80-90°	70% or less	No restrictions Water break every 15 min
80-90°	Above 70%	Reduce intensity Water break every 15 min Rest in shade to cool off Watch at risk students
90-100°	Any	Reduce intensity Breaks every 15 min Rest in shade to cool off Water breaks every 15 min Watch/excuse at risk

Restrooms/Hallway Safety

To ensure the safety of all students, there will be no students in the hallways who are not under direct adult supervision. This means that students who must use the restroom, visit the nurse, or transition from one location to another will be escorted by an adult during the school day.

Late Arrival

All students must be at their desks by 8:40 am. Students arriving after 8:40 am are considered late to school. **Late students must be escorted to the main office by a parent or guardian who is 18 years of age or older. The parent must sign the student in to school and a late pass will be provided to the student.**

Early Dismissal

If it is necessary for you to pick up your child before the end of the day, a note should be sent that day to the classroom teacher who will forward the note to the office. Students leaving school early must be picked up in the office and signed out. Your child will then be called to the office upon your arrival. Students may not be called to the office to wait before your arrival. **Students will not be dismissed after 2:45p.m.**

Non-Routine Dismissals

If your child usually rides the bus, and you plan to pick him or her up at the end of the day, please send a note to your child's teacher indicating lobby, crossing guard, or carpool pickup. Your child will meet you at the designated spot at dismissal time. Without the note, your child will be required to follow his or her normal dismissal procedure.

Pickup

The school day ends at 3:15. All students must be picked up by 3:15. Students who are not picked up by 3:15 will have parents and emergency contacts alerted. If the school is unable to reach the parent or emergency contact, 911 will be called to retrieve the child. Parents who have a pattern of late pickup will be required to participate in a parent conference.

Leaving School with Others

For your child's safety, if you wish your child to leave school with someone other than you (or other adults noted on the student's emergency card) you are required to write a note stating the name(s) of the person(s) who will be picking up your child. Even if the person is a relative (older sibling, grandparent, aunt, etc.). We cannot release any student without your permission, and the clearest way for us to have that permission is in writing. A note that changes the person picking up your child is valid **for that day only**. Students will not be released to a minor. All persons picking up a student must be at least 18 years of age or older.

Interruption to the Instructional Program

All interruptions to the instructional program are discouraged. Visitors and parents should report directly to the school office and transact business with the school secretaries.

Teachers cannot accept parent/guardian calls during class time. Should it be urgent to talk with a teacher personally during the school day, contact the school secretaries who will ask the teacher to return the call as soon as possible.

Student Materials

Lockers

Each student will be assigned a locker outside of the classroom. Please remember there are to be no locks placed on lockers. Lunches can be kept in the locker, but it is not a place to store valuables.

Cell Phones

Students are not allowed to use cell phones during the school day or on school buses. Cell phones being utilized in school will be confiscated by the teacher and held in the office for parent pick-up. The school is not responsible for cell phones that are brought to school and lost and/or stolen.

Textbooks

Students are responsible for the care of textbooks assigned to them and are required to provide covers for the books which will be in their care for the entire school year. The loss of a textbook should be reported to the teacher immediately so that arrangements can be made for reimbursement and replacement.

Library Books

During the school year, students will visit the library at least once a week. Please encourage your child to read the books and return them the next week. If library books are not returned, parents must pay for them. Lost books may result in the withholding of awards and end of the year materials.

Lost and Found

Lost and found lockers are labeled and located in the front hallway across from the cafeteria. This gives the students an opportunity to check for missing items on a daily basis. Please label all of your child's apparel, school supplies, and lunch bag or box for easy identification and return. At the end of the school year, unclaimed items will be donated.

Toys and Fidget Spinners

Fidget Spinners and other toys/non-instructional items are not allowed in school. Parents who have students who require the supports of fidget items should contact the IEP Chairperson to ensure that the supports are on the students IEP.

Devices

Each student will be issued a device to utilize in school. The devices are instructional materials and may not be used at recess, outside of school, or to play games. It is the responsibility of the student to maintain his/her device in good working condition. Intentional damage to a device may result in loss of privilege and/or restitution.

Student Behavior Handbook/Behavior Policy

BCPS Student Behavior Handbook

All students have the right to a safe and orderly learning environment. In our efforts to support learning for all students, it is expected that each student behaves in ways that will not interfere with his or her learning or the learning of others. It is important for students to assume responsibility for their actions and realize the relationship between their behavior and learning.

All students are required to receive a copy of the BCPS Student Behavior Handbook during the first week of school. The school counselor will facilitate a handbook assembly to discuss the contents of the handbook with all students. The handbook is then to be taken home with the student and shared with a parent. Once the parent has reviewed this handbook with the child, there is a page to sign, and return to his or her classroom teacher. The signed page will then be collected and kept on file throughout the year.

Student Dress Code

Rule 5520 of the Baltimore County Public Schools states:

A. Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment.

B. Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students.

C. The following specific items are not permitted, except in individual cases as approved by the principal of the school:

1. Bare feet;

2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith. Hoods and caps may not be worn in school.

Powhatan Elementary School students are expected to show pride in themselves and their school by wearing appropriate attire for the "business of the classroom." Student clothing should be comfortable. Clothing advertising drugs or alcohol, or containing derogatory or inappropriate language is not allowed. Students will be required to turn clothing of this type inside out. To ensure safety, flip-flops, "cros", and open-toed sandals are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students wearing flip-flops or sandals will not be allowed to play at recess, participate in physical education class, or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times.

Since temperatures vary in our building, both in winter and in summer, we suggest that students wear layered clothing and keep a sweater or sweatshirt at school.

Volunteer Guidelines/ Fieldtrips

Volunteer Training & Screening Process

Powhatan Elementary School has a richer program for our students because of the volunteer program delivered by our parents and community. We urge you to consider volunteering during the school year. Volunteers are used in both instructional and non-instructional ways.

All volunteers are required to participate in training. This is an opportunity to review school procedures and state law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures.

In an effort to manage the volunteer training, application, and screening process there are procedures which need to be followed. If you have not been trained this year and are planning on attending a field trip or volunteering in any way please follow the directions below. Please keep in mind that each school year the process must be started over again. If you do not have access to a computer please feel free to contact the Volunteer Coordinator at 410-887-1330.

STEP 1: Please go to the following link to access the volunteer information.

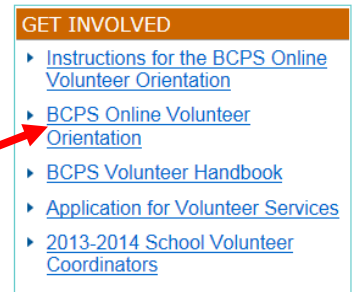
http://www.bcps.org/community/volunteer_info/

STEP 2: Click on the BCPS Online Volunteer Orientation link. It will take you to a page titled **Safe Schools Training** and complete the training session.

STEP 3: Print your completion of training certificate.

STEP 4: Return to the Web site and download the Application for Volunteer Services. Please make sure it is completely filled out or it will not be valid.

STEP 5: Attach your Application for Volunteer Services to your Training Certificate. Send the application and certificate to the Volunteer Coordinator at Powhatan Elementary. Once the packet is received we will do a background check on the sex offender registry and will add your name to our master list.



Field Trips

In an effort to extend learning experiences, teachers may schedule field trips. When a field trip is scheduled, teachers will send home detailed information, permission slips, requests for payment, and chaperone information. It is imperative that the permission slip be signed by parents/guardians and returned along with any money needed to cover the cost of the trip well in advance. **Written permission from the parent/guardian is required** for a student to participate in any field trip.

If you would like to help chaperone a field trip, please tell your child's teacher. As a requirement, any parent assisting as a chaperone **must complete volunteer training**. Spaces are limited on most trips for chaperones. If you are asked to assist during the field trip, please make every effort to attend since everyone is counting on you. Older siblings cannot serve as a chaperone or substitute for you if you are unable to attend. When you are acting as a chaperone on a field trip, you are assuming the supervisory responsibility for students and their safety.

Please remember the following information:

- The teacher as the trip leader, is responsible for decisions, and is in charge of students and chaperones.
- When you chaperone we need your supervisory help. Although we want you to enjoy the trip, remember that your first responsibility is to supervise students.
- Please be firm with any student whose behavior is inappropriate, and get the teacher's help, if necessary.
- Never take students off-site without the prior knowledge and approval of the teacher-in-charge.
- Cell phones should be left in your pocket or purse and only used in an emergency.
- Since this is an educational activity, siblings are not allowed to attend. Younger children can distract our group activities often needing attention that is taken away from the students.
- Please make other daycare arrangements before the day of the field trip.
- Remember that you serve as a model for our students. We ask that you dress appropriately and remember that smoking by chaperones is strictly prohibited, as the location of the field trip is an extension of the school boundary and the school day.

Extracurricular Activities

Students have opportunities to be involved in a wide range of extracurricular activities. Although activities can change from year-to-year, depending on student need and interest, the school makes an effort to regularly provide opportunities that support or extend learning opportunities.

Holiday Celebrations and Birthday Parties

Due to a large number of students who have severe food allergies, it is unsafe to have students served additional outside snacks during their lunch period or in the classroom. Therefore, Powhatan Elementary will not host any birthday celebrations. School is a very busy place focused on providing your children with a strong, rigorous, and effective instructional program. Teachers and students are working hard throughout the day. We ask for your understanding that holiday and birthday celebrations will not occur at school.

Safety Patrol

Fifth grade students who exhibit dependable, responsible, and respectful behavior may apply to be member of the Powhatan Elementary Safety Patrol. These students will be supervised by a

staff member who will train and monitor their assistance with a safe arrival and dismissal of all students.

Fifth-Grade Farewell/Closing Ceremonies

Our fifth-grade farewell ceremony is a privilege for students who demonstrate acceptable behavior throughout the school year. Students who exhibit inappropriate behavior may be denied the privilege of participating in any or all fifth-grade closing/farewell activities.

Bus Safety

Students of all ages should be properly supervised at the bus stop each morning. If students arrive early to the stop or if there is no adult supervision, students may be at risk for potential danger. Parents/guardians should make arrangements so that the students are safe from traffic, strangers, or altercations with each other while waiting for the bus.

When students' behavior is such that it causes the driver to be distracted, it places all students' safety in jeopardy. Students who exhibit inappropriate behavior may be denied the privilege of riding the bus, and parents/guardians will have to arrange other transportation to and from school.

Bus emergency evacuation drills are held twice a year. All students in the school will participate in the drills since many field trips include the use of buses for transportation. Parents who opt-out of the drill must do so in writing.

Attendance

To maintain good scholastic performance, students must attend school regularly. The Maryland State Department of Education has set high standards for regular school attendance. The standard is 94% for satisfactory attendance and 96% for excellent. Powhatan Elementary School has consistently met those standards, which contributes to our students' academic success.

Following an absence, students are required to present a note to their homeroom teacher. The note, signed by the parent/guardian, must include the name of the student, the date(s) of the absence, and the reason for absence. Upon receipt of the absence note, the school will record the absence as excused or unexcused.

Absences not supported by a note will be considered unexcused. Absences that are considered excused include illness of the student, death in the immediate family, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or school system, observance of a religious holiday, and a state of emergency.

Students are expected to take the responsibility for their learning. Teachers will assist students in making up missed assignments for excused absences whenever possible. The best procedure to obtain homework for absentees is to have a buddy system. If necessary, arrangements can be

made by a phone call to the school secretary or by notifying the teacher in writing or by e-mail. Parents/guardians are also welcome to pick up work at the end of the school day.

Lateness

It is very important that your child arrives to school on time every day. The school system expects the attendance committee of each school to monitor lateness. Students who are regularly tardy will be reviewed. If the number of late arrivals significantly exceeds expected standards, the committee will notify parents/guardians and offer support and guidance. **Additionally, any student who arrives late to school must be signed in to the building by a parent or guardian who is 18 years of age or older.**

Attendance Committee

Chronic absenteeism is of special concern. The school system requires each school, regardless of its attendance rate, to maintain an attendance committee, which is charged with monitoring individual student absences as well as late arrivals. The principal or a designee and the pupil personnel worker will address absences and lateness. A letter will be sent home when absences and lateness exceed standards.

Vacations and Make-Up Work

Sometimes families have opportunities to take vacations during the school year. Although these vacations are discouraged and are considered unexcused absences, there may be times when they cannot be avoided. Please understand that because these are unexcused absences, teachers are not required or expected to provide, in advance, materials or assignments that might be covered during that time period.

Inclement Weather Procedures

Late Opening and Early Dismissal

If it is necessary to open schools late or to close schools early due to inclement weather, the radio or television is an easy way to find out information. Possible school system and media sources include the following:

- BCPS Now app for Android and iPhone
- www.bcps.org
- 410-887-5555
- www.schoolsout.com
- WBAL radio 1090
- Local television stations

If no announcement is made, it may be assumed that school will be open or remain open as normally scheduled. For a one-hour delay, school opens at 9:25 a.m. and for a two-hour delay, school opens at 10:25 a.m. For a one-hour early dismissal, school closes at 2:10 p.m., a two-hour early dismissal at 1:10 p.m., and for a three-hour dismissal, school closes at 12:10 p.m.

BCPS School Closure

In the event of bad weather or hazardous road conditions, schools may be closed for the day. The following message will be given to television and radio stations:

All Baltimore County Public Schools will be closed for the day.

In the cases of all day or early school closing due to inclement weather, all planned use of the school facilities for that day or for the time after the early dismissal are automatically cancelled. In addition you may hear reference to the Hereford Zone of Baltimore County. Powhatan Elementary School is **not** in that zone. There are times when the schools in the Hereford Zone are closed and Powhatan Elementary School is in session.

Powhatan Closure

In the event that only Powhatan Elementary School must close early due to unexpected circumstances affecting our school or the surrounding community such as a power failure, water main break, lack of heat, etc. closure information will be given to local television and radio stations. A Connect-Ed announcement will be used to alert parents. Our students will be dismissed following the normal system-wide early dismissal procedures. **Please be sure your child knows your family's emergency plan and that your contact and emergency contact information is up-to-date.**

Pick-Up Authorization

In the event that Powhatan Elementary School must conduct an unscheduled early closing, it is also important that the school knows who has the parents'/guardians' permission to pick the student up from school. The emergency form includes space to list names of those designated persons. With this form, school personnel do not need further authorization to release a student to people listed there.

In the interest of safety, we request that our families regularly review emergency procedures and discuss emergency plans with their child or children.

Please remember to update the school office throughout the school year if any of your contact information changes.

Student Nutrition/Food Policy

School Breakfast and Lunch

In-classroom Breakfast is served on all full school days. Students have a limited time to eat breakfast at school. **Students may not bring breakfast from home to eat in the classroom.** Students who wish to eat breakfast from home or outside must do so before arriving to school. Lunch is served daily from the cafeteria. The lunch may be free, reduced or cost the student based on the lunch application submitted by the parent. Students may also choose to bring their own lunch from home. Milk, juice, ice cream, and various snacks may also be purchased. A price

list for all items is provided for students at the beginning of each year. Students should not bring glass containers or carbonated beverages to school.

SNAP Program

All Baltimore County Public Schools participate in the School Nutrition Accounting Program (SNAP). This program allows parents/guardians to deposit money in a lunch account. Forms to deposit money are sent home with all students and are also available in the school office. Parents/guardians will receive a low balance notice informing them that their child's account is low or out of funds. Of course, a student may also pay for lunch or other items with cash.

If your child forgets his or her lunch and does not have money to purchase a lunch, a lunch will be provided on credit to be repaid. The cafeteria manager will provide a replacement lunch for a student to eat for repeated incidences of forgotten lunches or money. Snacks will not be provided on credit.

Free or reduced lunch prices can be obtained by completing the forms provided yearly by the school system. The office secretaries can provide additional information and forms related to this program for families who meet the financial requirements.

School Nurse/Medication Policy

Student Health

Our full-time nurse provides first aid to sick and injured students or adults, health screening, and implements health-related laws. To ensure and maintain your child's good health and safety, **please keep all home, work, and emergency phone numbers at school up-to-date.**

When there is a medical emergency, it is essential that we have current phone numbers. Please keep the nurse informed of your child's daily medication, allergies, diet or physical restrictions, and vision or hearing impairments as well as any changes that may occur during the year. By communicating your child's special health and safety needs to us, we can ensure a safer, healthier school year.

Immunization Policy

All students attending a public school in Maryland are required by law to have their immunizations up-to-date. A schedule of time lines is available from the school nurse.

Prescription Medicines

If your child's doctor decides medication is necessary during the school day, the doctor must provide the approval and specific directions to the school.

Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications require a **written** physician's order. Students are not to have medications in their possession or in their locker at any time.

Discretionary Medications

Baltimore County Public Schools has a program that allows the school nurse to administer discretionary medications in accordance with established protocols. These medications are Tylenol, Benadryl, Tums, cough drops, and throat lozenges. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts to avoid early dismissal whenever possible. Parents/guardians must give consent in writing before any discretionary medications can be given.

Deciding when to keep your child at home

The following guidelines are provided to help parents make decisions as to whether a student should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. In addition, frequent hand washing is a primary way to prevent the spread of these germs.

Students should not attend school when they have:

- Vomiting more than once in the previous 24 hours
- Uncontrolled diarrhea
- Fever above 100° - need to be fever free for 24 hours before returning to school
- Pinkeye with white or yellow discharge – need to be on medication for 24 hours
- Strep infections until 24 hours after treatment – notify the school if your child does have strep
- Uncontrolled coughing – if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing, is symptomatic and has medication in school, call the school nurse and she will monitor the student during the day
- Extreme fatigue with no appetite accompanied by behavior change (When in doubt, call the school nurse or stop by at arrival.

Note: The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more.

Communication

Calendars and Messages

The Baltimore County Public Schools (BCPS) distributes a countywide calendar and information booklet at the beginning of the school year that outlines the academic year. BCPS calendars and events are also posted on the system's Web site, www.bcps.org.

BCPS uses Blackboard Connect to reach parents and guardians by telephone. Periodically you will receive specific messages from Powhatan Elementary School about upcoming events. System-wide messages will also be sent regarding current issues. It is important that phone numbers are current. You may choose to opt-out of non-emergency Blackboard Connect calls by informing the school. You may opt out of non-emergency Blackboard Connect emails by clicking “unsubscribe” at the bottom of any Blackboard Connect email message, and following the instructions.

Student Agenda

Every student in grades one through five is issued a planner at the beginning of the school year. Please review daily assignments and any notes written in this book with your child. Speak with your child’s teacher for specific expectations regarding where to sign your name; so there is an indication to your child’s teacher that you have seen the assignments and are aware of all notes written to you.

Newsletter

The school newsletter, The Powhatan Post, is sent electronically to parents. These publications are the primary source of up-to-date information about the school community and upcoming activities and events. If you wish to receive a paper copy, please contact the main office.

Sneak-a-Peek at Your Seat

Prior to the start of school, Sneak-a-Peek-at-Your Seat is held to allow students and parents/guardians an opportunity to visit the school and meet the teachers. This is an opportunity for students to feel comfortable about their teachers and locate their classrooms. It also gives them the chance to introduce themselves to their teacher and meet other classmates. Pre-K and K students do not participate in Sneak-a-Peek. They will have individual conferences scheduled.

Back-to-School Night

Early in the school year an evening is scheduled for parents/guardians of students to visit their child’s teacher in order to learn about the curriculum for that grade level. This meeting is intended for that purpose, and not to talk specifically about an individual student at that time. Sessions are scheduled so that those parents/guardians who have more than one child are given the opportunity to visit more than one classroom during the evening. Prekindergarten and kindergarten students and parents participate in an orientation program during the first days of school—not on Back-to-School night.

American Education Week

In November during National American Education Week, all parents/guardians and extended family members are invited to the school to observe students at work. A schedule of open house

dates for each grade level is communicated through the school newsletter. All parents/guardians are encouraged to complete the school survey during their visit.

BCPSone

Parents may view students' grades and assignments on BCPSone. This allows parents to have real-time access to students' grades, missed assignment and lessons. As a result, parents are able to communicate with the teacher prior to the end of a quarter and allow the student time to make-up or redo any needed assignments. Students and parents have at-home access to BCPSone. If you need your password or your student's password, please contact the classroom teacher. Parents may also email teacher through BCPSone.

Report Cards/Homework

Work Samples

In order to keep you informed of your child's progress in school, teachers will frequently send home your child's work samples. Please review the work samples with your child.

Report Cards

Report cards are sent home four times a year for grades two through five. Parents of students in first through fifth grade are invited to attend a conference at the end of the first term to discuss student progress. First grade students receive report cards three times a year beginning with the second term. Kindergarten students receive progress reports twice a year, one at the end of each semester. Based on the Maryland State Department of Education guidelines, progress reports are designed to show growth or progress in a number of academic and social/emotional areas. The reports are shared with parents/guardians at formal conferences. Specific dates for report card distribution are published in the system calendar and in the school newsletter. Report cards are sent home during the months of November (conferences), February, April, and June.

BCPS wants grades assigned to its students to be equitable, accurate, meaningful and supportive of learning. The school system views establishing effective grading practices as the next critical phase in ensuring that all students graduate globally competitive. In spring 2014, the school system created a Grading and Reporting Committee to review Policy 5210 and develop district wide procedures and practice to ensure effective and consistent grading and reporting of students' progress. The committee consisted of teacher, administration and stakeholders representing all grade leveled from across the county. To view the full policy please visit: <https://www.bcps.org/academics/grading/>

Homework

Homework is an important part of student learning. Homework reinforces, enriches, and extends learning by providing a variety of educational opportunities outside the classroom. It also

encourages the development of independent study habits and teaches responsibility. Among other educational benefits, homework provides an opportunity for family involvement in the student's education and parents/guardians are encouraged to support the school in seeing that homework is completed.

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Testing

County and state assessments are given to students in grades kindergarten through five throughout the school year. In addition to individual student information, the results of these tests are also used to evaluate the school's instructional program by measuring school progress. Testing dates will be noted in the school newsletter.

In addition, all teachers assess students on a daily basis using formative and summative assessments. These assessments help teachers determine students' mastery of skills as well as their ability to explain their learning. The results provide teachers with information regarding the strengths and needs of each student and help teachers in planning to enhance and extend the learning experiences of all students. The results of these classroom assessments are used in part to formulate report card grades.

Conferences

Parent-Teacher Conferences:

Communication between parents and teachers is critical, and parent-teacher conferences are an important component of that communication. A parent-teacher conference provides parents and teachers an opportunity to strengthen the cooperative relationship between them. In addition, information is exchanged allowing teachers to work more effectively with the student in school and to assist parents in helping their child at home.

The Baltimore County Public Schools calendar schedules one full day when school is closed to students (typically at the end of the first marking period) for all parents/guardians to meet with teachers. In order to provide sufficient time for all conferences, Powhatan Elementary teachers may expand the number of days used for conferences by meeting before or after school hours. The teachers will contact all parents/guardians prior to the conference date to facilitate scheduling.

In addition, parents may request a conference at any time to discuss the academic or social/emotional progress of their children by calling, sending in a note, or e-mailing the homeroom teacher or grade level team. A teacher may also request a conference during the year.

FAQ

The following briefly answers some of the questions parents frequently have about parent-teacher conferences:

Why did the teacher request a conference?

Teachers schedule conferences to discuss student progress, student behavior, and/or an area of concern with the parent/guardian. When the conference is scheduled, the teacher will share (with the parent/guardian) the reason for the meeting.

How do I prepare for the parent-teacher conference?

Parents/guardians should take some time to think about and/or write down any information that may help the teacher have a better understanding of their child.

Will I be able to ask the teacher questions?

Teachers are aware that parents/guardians will have questions about their child's progress. Unanswered questions can be shared during the conference.

How do I schedule a conference with my child's teacher?

Parents/guardians should contact their child's teacher to set up a mutually convenient time to meet. It is helpful for the teacher to know the reason for the meeting so that he or she may have the necessary information needed.

What do you do after the conference?

Parents should share information with their child, follow suggestions of the teacher, or any other agreed upon plan of action. The teachers at Powhatan Elementary School appreciate your involvement and interest and look forward to meeting you at a parent-teacher conference.

*****Please separate this page, fill it out, and return to Powhatan*****

I have received, read, and understand the Powhatan Elementary School Parent Handbook for the 2018-2019 school year. I have reviewed the handbook with my child.

Print Parent Name

Parent Signature

Date

Print Student Name

Student Signature

Date