

FRIENDSVILLE ELEMENTARY SCHOOL
STUDENT HANDBOOK
2022-2023



Dear Parents/Guardians and Students:

Welcome to Friendsville Elementary School. We hope you find this handbook helpful throughout the school year. It is filled with important information regarding school policies and procedures. Review this information with your child. If you have questions that remain after reading the handbook, please call the school office at 301-746-5100 for Mr. Friend.

We SOAR when we are: **S**afe, **O**rganized, **A**chieve and are **R**espectful and **R**esponsible! SOAR is our positive reward system to recognize students for making good choices. SOAR coupons are given to students to redeem at the School SOAR Store (provided by our PTO) for fun and academic items. This positive reward program is designed to help encourage students to make good choices. We appreciate our PTO members and Parent Volunteers that allow us to provide these opportunities for our children. (The School Matrix is included on pages 11-14.)

Every child has a right to a positive, safe school climate conducive to learning. Along with rights come responsibilities. We believe that our students should act in a respectful, friendly, and self-controlled manner.

A copy of our Behavior Code of Conduct is included in our Friendsville Elementary School Parent / Student Handbook. Each year our PTO pays for each child to receive a free student planner (there is a fee for any additional student planners) to assist you and your child in organizing his/her daily, weekly and long-term assignments and for communicating with your child's classroom teacher. These resources will serve as a home link between you and the school. In addition you may like us on Facebook (Friendsville Elementary School) or look at our website (<https://www.gcps.net/Friendsville>) for additional information throughout the school year.

Friendsville Elementary Parents and Partners (including Garrett Mentors) are important to educating the children in this community. We welcome your participation and support during the school year and encourage you to become a parent volunteer and PTO member. We look forward to working with you and your child for another successful school year at Friendsville Elementary School!

Best Wishes from the Friendsville Elementary Staff!
Mr. Friend, Principal

INFORMATION CHANGES

When you change your address or phone number, the school must be contacted immediately to ensure we can reach you in the event of an emergency.

DROP OFF AND DISMISSAL PROCEDURES

A.M. DROP OFF

Parent(s) are asked to park in the lower lot and walk your student to the front doors. If you are after the tardy time of 8:30 please sign your child in at the main office. Students may be dropped off at 8:00. A staff member will be there to greet them.

Homeroom and free breakfast begins at 8:00 am and ends at 8:20 am. Any students who are not in their homeroom by 8:30 will be marked tardy and WILL NOT receive a free breakfast. ALL students must be signed in through the office by a parent/guardian with an explanation or the tardy will be unexcused. When a student arrives at 8:20 or after they must obtain a tardy pass to get into class. The office must know the student's lunch choice at this time. Students arriving at or after 8:45 will not receive a hot entrée for lunch that day.

P.M. DISMISSAL

Students will be available for pick-up at 3:15 from the front doors. A staff member will be there to assist with sign out. All dismissal changes must be in writing and turned into the office upon the student's arrival. Dismissal notes are not to be given directly to bus drivers. A note is required for any dismissal changes. In the event of an emergency which requires a dismissal change please attempt to call the office as soon as possible to allow time to make the necessary change.

Friendsville Elementary School student day ends at 3:15. If you need your child before 3:15, you will need to come to the main office to sign your child out. Your child will be considered tardy if they are picked up before 3:15. If you're picking up your student in the car lane, sign in with the QR code at the stop sign, and then pull up to the front lobby doors. This dismissal will be 3:15-3:25.

If you'd rather not use the QR code, please park in the lower parking lot and walk up to the front entrance. There will be a staff member there assisting with the sign out. This dismissal will be 3:25-3:35 each day.

DISMISSAL CHANGES

STUDENT PICKUP

If someone different will be picking up your child, please send a note to school explaining the change. Make sure that any person who will be picking up your child is included on the Health Information Sheet. In case of an emergency, please make an effort to call the office as soon as possible regarding any dismissal change.

BUS

If a child is going home with another child, a written note is required from the parent whose child is visiting and from the visited child's parent giving permission to come to their house. Unless we have a written note from both parents, your child will be going home on his/her own bus. Requests for transportation on any school bus other than the regularly assigned bus for three or more trips a year requires a bus pass. An online application will need to be submitted and passes will be issued from the Board of Education's Transportation Office.

PARKING

NO PARKING in front of the school building (Fire Code Regulation) at any time. Please use the parking lot for entering and exiting.

VISITORS

ALL visitors must sign in at the office. The office will complete a background check through the RAPTOR System with a valid driver's license/identification presented. Once cleared, a visitor's pass will be issued from the office in order to be in the building. Those who do not have a visitor's pass will be asked to return to the office. If handicap accessibility is needed, please call ahead so we can assist where to come into the building. Handicap parking places are available by the upper playground and the lower parking lot.

IMMUNIZATIONS

A student may be excluded from school if he/she does not have an up to date and complete record of immunizations as required for attending public school. Parents will

be given ONE written notice and must have the immunization record brought up to date by a given date. Failure to do so may result in exclusion from school.

MEDICATIONS

Medication (over the counter and prescribed) will **NOT** be given to your child without a completed form from a physician. The forms may be obtained in the school office or from the health nurse. Once required documentation is obtained the health nurse or Mrs. Schmidt may give medication to students in the health room. Medication that is given at school must be personally delivered by the parent and in its original container accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage). **DO NOT** send any medication on the bus or with your child. This could result in a school consequence for your child.

PERSONAL ITEMS

Toys and/or electronics of any value should be kept at home. We believe in being proactive and support a policy where toys and other electronics are not allowed in our school to eliminate the issue of lost, stolen or misplaced toys. If these items are brought to school, they will be collected and held until the end of the term. Parents may retrieve these items after Parent Conferences or the end of the term.

LIBRARY

Library books need to be returned in a timely manner. Parents/guardians will be notified and are responsible to replace/pay for any lost, damaged or unreturned books.

TOBACCO USE

NO SMOKING/VAPING or tobacco use on the school grounds at ANY TIME by ANYONE.

CELL PHONE

Cell phones and Smart Watches (phone capabilities) must be turned off and kept in backpacks during the school day. School administration is not responsible for misplaced, lost, damaged or missing student cell phones. Students who bring their own devices to school are subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or the law.

DRESS CODE

Parents should use good judgment when it comes to student dress. No vulgar/profane language, no tobacco or alcohol slogans/ads or revealing clothing will be worn in school or on field trips. Students who come to school inappropriately dressed will be asked to change immediately and parents will be notified to bring in appropriate clothing if alternative clothing cannot be secured at school. Remember the two-finger rule on shirt straps and fingertip length for skirts or shorts. No open toed shoes. If open toed shoes are worn, students will not be permitted to play on the equipment or participate in PE. They will be asked to complete alternate physical activities.

SCHOOL TELEPHONE

In case of emergency, (non-emergent events include but are not limited to: forgetting to bring an assignment, tennis shoes, instrument, etc.) students may use the school phone. Students who forget such items as homework, planners, instruments, tennis shoes, etc. will receive natural consequences to help students become more independent and responsible.

PRINCIPAL TEACHING TIME

As a teaching principal there are times during the day that I will be in the classroom. Please make every effort to avoid calling the office during the posted times for me, unless it is an emergency. These times will be sent out after the school schedules have been finalized.

INCLEMENT WEATHER

Effective this school year, the Transportation Department will be utilizing the GCPS, Twitter and Facebook accounts along with two local radio stations, WFRB (105.3) and WKHJ (104.5) to announce closings, delays and busses that are 30 minutes late. The Facebook and Twitter accounts can be found by searching for "GCPS Happenings".

PARENT VOLUNTEERS

We welcome parent volunteers. When you arrive, you must sign in and get a badge. A parent volunteer log is located in the office. If you wish to become a parent volunteer, please call the office for more information. We invite you to become a part of our PTO and other parent activities we have throughout the year.

CONFERENCES AND MEETINGS

If you wish to conference with a teacher or the principal, please call the school office and schedule an appointment. We are happy to meet with you but need to do it during non-instructional time. If you have an emergency, contact the office and we will handle the situation immediately.

PROMOTION/RETENTION

Any student whose total number of unlawful absences exceeds 16 days may not be promoted. The affected student and his/her parent/guardian may appeal this ruling to the local school attendance committee. If the student and parent can show good and acceptable cause, the committee may override retention.

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, parents/guardians or an 18-year old student will be permitted to inspect and review educational records relating to the student.

RESPONSIBILITIES

- a. Each student has a responsibility to take good care of and use appropriately textbooks/materials/technology, which has been provided to him/her.
- b. Each student and his/her parent or guardian shall be financially responsible for the cost of repair or replacement of textbooks/materials/technology equipment, which has been lost, damaged, and/or destroyed.

PAYMENT FOR BROKEN EQUIPMENT

Financial Obligations:

Each student and their parent/guardian shall be financially responsible for repairing or replacing school property that is damaged or lost. Privileges may be revoked by the school administrator, as appropriate, pending restitution or replacement.

ATTENDANCE

There is a direct relationship between attendance and success in school. We expect students to attend school consistently except for legitimate reasons, such as illness.

Whenever your child is absent or tardy a written reason must be provided or the absence will be coded as unexcused. Students are responsible to obtain and complete work missed due to absences. However, unexcused absences or assignments missed as a result of unlawful absences will not be given credit and will affect your child's grades. To ensure your child does not accumulate unexcused absences, always send a note so absences are properly coded for your child's attendance record. When your child sees a physician, send in a doctor's note. Notes received after three school days upon the student's return will be coded unlawful.

Parents will be notified when a student accumulates a total of 8 absences. The number of allowable absences in a school year is **16 days**. After 16 days, an end of the year attendance appeal meeting must be set up through the school office. More information regarding Garrett County's Attendance Policy may be found in the Student Handbook-Responsibilities, Rights, and Discipline, provided by the Garrett County Board of Education which is given to each family who has a child in the Garrett County School System.

CODE OF ABSENCE OR TARDY EXPLANATION

- | | |
|---|---------------------------------|
| 01 – Death in immediate family | 02 – Illness with doctor's note |
| 03 – Illness by parent note | 04 – Court summons |
| 07 – Hazardous weather condition | 09 – Religious holiday |
| 11 – Lice, scabies, chicken pox, immunizations | 18 – Suspensions |
| 19 – Lack of unauthorized transportation | 21 – Unlawful other |
| 20 – Absences without a note (unlawful) | |
| 13 – Emergency or travel (5 days permitted with written prior approval) | |

Any student who arrives at school after 8:20 and does not meet the definition of a half-day absence must be marked tardy. If a student is late as a result of a bus delay, the student shall not be counted tardy. A student is counted present for a full day if the student is not absent for more than one hour of the school day. A student is counted absent for a full day if the student is present for less than two hours of the school day. A student will be credited with $\frac{1}{2}$ day attendance if the student is in attendance for two hours or more of the school day and is absent for more than one hour of the school day.

PESTICIDES

The school will send home notification with students to parents when it becomes necessary to use pesticides in the building.

MEALS

FREE BREAKFAST

Menus can be viewed online. Free breakfast is served school-wide to every child in the school through a federal grant. Breakfast is still served on one-hour delay days, but it is not served on two-hour delay days. Breakfast begins at 8:00 and is over at 8:20. Breakfast will not be served after 8:20.

SCHOOL LUNCHES

Upon entering school your child receives a pin number to be used throughout all grade levels and in all Garrett County Schools. **We satellite lunches daily from Northern Middle School. Therefore, hot lunches must be called into the cafeteria by 8:45 AM each morning.** The cafeteria will notify you in writing when your child has a low, or delinquent amount of funds in his/her account. You can send in money or deposit online. The following link is available to set up an account to get more information about your child's lunch account <https://family.titank12.com/>. Students are not permitted to bring carbonated drinks to school. Boxed juices and drinks in plastic containers may be carried in children's lunch boxes. Cups for water are provided at lunchtime if needed. Parents who would like to eat with their child must contact the office by 8:45 AM for a hot lunch and sign in at the office to get a visitor's badge when you arrive. An adult lunch costs \$3.95 and we ask that you please have the correct change to pay for your lunch. If you have questions regarding your child's lunch account, please call the cafeteria. They can be reached at 301-746-5100 option 2.

STUDENT BACKPACK

At times it is necessary to assist younger students with removing and inserting materials in the backpack as well as search a student backpack. By signing the acknowledgement, I am granting permission for the school staff to look in/help students with his/her backpack.

FRIENDSVILLE ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK 2022-2023 ACKNOWLEDGEMENT FORM

I have received a copy of the 2022-2023 Friendsville Elementary School Parent-Student Handbook, as well as the PBIS Booklet. I have discussed and reviewed the information in the handbook and the PBIS information with my child. This form must be signed and returned after reviewing the handbook and the PBIS Booklet. Thank you!

Student Name Printed	Student Signature	Date	Grade
Parent Name Printed	Parent Signature	Date	

**Only one form is needed per family. Just make sure all names and grades are completed for each student in the household.