



Parent Handbook

2019-2020

ARRIVAL AT SCHOOL

1. Morning buses offload students at **8:20 a.m.**
2. Parents who bring children to school should remember that they may not be signed in before **8:20 a.m.**
3. Students who do not arrive on the bus must be driven into the parking lot drop off loop for drop off, waiting until school personnel give the signal to unload (see Kiss and Ride procedures). If the parent chooses to bring the child into the building, the car must be parked in the parking lot. If arrival is after **8:30 a.m.**, parents must accompany students to the main office for sign in.

MORNING CAR RIDERS (KISS-AND-RIDE)



Kiss-N-Ride Begins Unloading following these procedures:

- Pull forward as far as possible into the designated Kiss & Ride lane before unloading.
- Unload in the Kiss & Ride area only.
- Unload from the passenger side of the car only.
- Keep “good-byes” brief.
- Remain in the driver’s seat.
- Do not pass other cars that are unloading.
- Do not park in the Kiss & Ride lane and never leave car unattended. Parents who need to enter the building must park in a designated parking space.
- Exit the Kiss & Ride promptly after unloading children.
- All students must enter through the front doors of the school building.

AFTERNOON DEPARTURE/PARENT PICK UP

1. Buses begin to load at the end of the day at **3:10 p.m.**
2. Early departures during the school day require that a parent enter the school, sign the child out in the office, and wait while the child is called to the office. A picture ID will be required.
3. Children returning during the day should be brought into the office to be signed back in by their family member.
4. Children cannot be picked up by anyone other than a designated parent or guardian without a signed, written permission by that parent/guardian. **Picture identification is always required.**
5. Children who are not to ride the bus, but are to wait for parent pick-up, **must have a written note or telephone call to the school by 2:00 p.m.** Without a written note or phone call, the child must ride the bus. Children who will be picked up at the end of the day will be called to the cafeteria at **3:05 p.m.** Parents may enter the building through the cafeteria doors near the playground to sign their child out. Parents wanting their child prior to **3:05 p.m.** should enter the building through the front doors into the main office. The office will call to the classroom for the student. A photo ID is required
6. Student dismissal will be as follows:
 - * **3:05** Car riders will be called to the Media Center. Before and After Care students will be dismissed to the gym. Students picked up by parents at the end of the day will be called to report to the cafeteria.
 - * **3:10** Bus riders will be dismissed from classrooms.
7. Please remember the instructional day ends at **3:05 p.m.** It does disrupt classes and instruction for all students in that class if we have to interrupt a teaching moment to get a child. Please make every effort to schedule appointments following the school day.

DAILY AFTERNOON CAR RIDERS (CARPOOL)

Daily Carpool: Parents need to complete a carpool request form in the main office and will then be issued a red student pickup number. The assigned number will be associated with your children for the entire school year. The carpool program should alleviate the need for entering the building during daily pickup.

- In order for students to be picked up in the carpool, the driver must have a current **red** Duke Carpool number displayed from the rearview mirror.
- Staff will line up students in the lobby according to the order of arrival in the carpool area.
- Students will exit through the main doors and be supervised as they enter carpool area.
- Please wait in your car for students. This will allow us to maintain a positive traffic flow and dismiss all the students in a timely manner.
- Loaded vehicles will exit safely.

Additional rounds of loading and departure will occur until all carpool students have been picked up. If you do not have your placard with you, you must come into the office and sign your child out.

WALKERS and BIKE RIDERS

Walkers/Bike Riders:

- Students in grades 1-5 who have been designated as independent walkers/bike riders will be dismissed to the back hallway.
- Kindergarten and Pre-K students who have been designated as daily walkers/bike riders will be dismissed to the cafeteria to be signed out by a parent/guardian.
- Kindergarten and Pre-K students must be signed out by a parent or adult that is on the student's Emergency Contact List
- If you elect for your child to be a walker/bike rider, this is the method of transportation that must be utilized for dismissal each school day. Families will be prompted to update or change this choice at the end of each quarter.
- Walker/Bike Rider Agreement is attached to the Parent Handbook

Pre-K Hours

AM - 8:25 to 11:10

PM - 12:25 to 3:10

There is no AM or PM Pre-K on Early Dismissal Days

BREAKFAST AND LUNCH PROGRAM

1. A healthy breakfast and lunch are important to a child's attention to learning.
2. Please be certain that your child has breakfast at home or school.
3. Money for meals should be brought to school in a sealed envelope with your child's name and ID number written on the front and it will be applied to the student's meal account in the cafeteria. Checks are greatly appreciated. It is not necessary to send money daily with your child. Greater amounts of money can be sent and applied to the child's meal account. Parents can use MyschoolBucks on smcps.org (Parents/Pay4Lunch) to add money to their child's cafeteria account.
4. Qualifications for free and reduced meals will be determined by applications completed each year as this benefit does not roll over from year to year. All information must be verified by school system personnel.
5. Meal prices are:

Breakfast	1.45
Lunch	2.75
Milk	.50

DAILY SCHEDULE

1. The full school day is from 8:25 a.m. until 3:10 p.m. An early dismissal day is from 8:25 a.m. until 1:10 p.m.
2. Students in grades K-5 attend the full day, from 8:25 a.m. until 3:10 p.m.

EMERGENCY CLOSING

Sometimes school is closed due to inclement weather. Local radio stations will be informed before 6:00 a.m. Tune in to channel 96 (local cable TV), www.SMCPS.org, www.schoolsout.com, WPTX – AM 920, WMDM – FM 97.7, or WSMD – FM 98.3, and most local television stations. A robo call will be made from central office to the phone number listed for your child.

Please be sure to leave an emergency number where you can be reached for unannounced early dismissals.

VOLUNTEER PROGRAM

At CWFDES we appreciate those who choose to volunteer their time to assist our staff and students. All potential volunteers must complete a SMCPs online volunteer application. The applicant will be initially screened through National Sex Offender Screening website. The application will then be forwarded to the SMCPs Security Office for final background screening. This process can take several weeks. Applicants are asked to contact the school after 3 weeks to check on the status of their application. Online volunteer training is required for all potential SMCPs volunteers. Approved registered volunteer applications are good for five years. According to the SMCPs policy, “non-school” age children may not accompany a parent volunteer. The volunteer number you receive is a SMCPs number, so it will work for all SMCPs schools. You do not have to reapply for each different school your children attend.

SMCPs Volunteer Information:

- 1) Go to the SMCPs website (smcps.org)
- 2) Up top – Select the “Parent” tab
- 3) Under General Resources, Select “Volunteer”,
- 4) On the left hand side, Under Safety and Security, Select “Volunteer Sign Up”
- 5) Watch and Read through the CASH training.
- 6) Select, “I certify that I have reviewed the CASH presentation and the Volunteer Manual”
- 7) Select, “Proceed”, which will prompt you to put your name, email and date, then select “Proceed” again.
- 8) Continue on with the Volunteer application process.

STUDENT VISITATION

The activities of a school day are designed to meet the developmental needs of the students. We are deeply invested in each child's academic, social and emotional growth, and we take this work seriously. We appreciate the assistance of volunteers, and we love for our students to have the chance to share their achievements with their families. We respect the relationships that they have with parents and siblings, yet we believe that our school hours are primarily for the students to foster relationships with their classmates and teachers.

- If you would like to visit your child during the school day, we ask that you plan to visit during the lunch period. Space is limited, and visits that cause a disruption to the orderly function of the school will not be permitted. Non-school age siblings are not permitted in the cafeteria.
- Recess is a time for students to enjoy physical activity and socialize freely with same-age peers. We have staff members assigned to supervise students during this time and ask that parents do not interfere with the safe play of all children. For these reasons, we do not allow visitors to join students during recess.
- If you are interested in participating in classroom activities, please talk with your child's teacher to find out how and when you can be included as a parent volunteer.

SAFETY AND SECURITY

The primary goal of CWFDES is the safety and security of each child. To facilitate this, drills will be practiced throughout the school year to prepare for many different types of emergencies. Fire drills, evacuation drills, lockdown drills and weather drills are practiced various times during the school year. When the school conducts a drill, you may be asked to remain outside the building,

until the drill has been concluded. In the event of an actual emergency, procedures for safely re-connecting students and families will be established. Please know that the school makes every effort to ensure the children's safety, as well as respect the rights of the parents.

ATTENDANCE

Students make the most progress when they attend school every day. Parents who set a goal of regular attendance for their children are modeling their belief in the importance of education. Help your child make a plan each night to be prepared for school. Talk about school attendance as your child's work and responsibility.

- Students who are sick should remain at home. The preferred method for reporting a child's absence is via the school website, however, handwritten notes are also accepted. A note indicating the date(s) and reason for the absence, the full name of the student and signature of the parent can be turned in upon the child's return to school.
- SMCPS policy states that a student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for one-half (1/2) day if in attendance for at least two (2) hours.

MEDICINE

If medicine is required during the day, a medical form must be on file in the nurse's office, which gives the school authorization from the doctor. Medicine cannot be transported on the bus and must be brought to school by an adult.

REPORT CARDS

Report cards are issued four times per year. Special area reports are provided two times per year; second and fourth marking periods.

PARENT CONFERENCES

Parents are encouraged to make appointments for conferences with teachers by emailing your child's teacher to schedule a conference. Please do not "drop in" for a chat with the teacher. They have a multitude of responsibilities and plans to prepare each day. A scheduled conference allows the teacher to be prepared and focused to address your concerns and questions.

LOST AND FOUND

PLEASE LABEL OUTER CLOTHING AND LUNCH BOXES SO THAT ITEMS CAN BE RETURNED.

When jackets, coats, sweaters, hats, and gloves do not come home with students, PLEASE encourage them to check at the Lost and Found area inside the cafeteria for missing items.

BIRTHDAY TREATS

We are strongly discouraging cupcakes and food items for birthday celebrations. Because of severe allergies, many students are excluded and it creates an unsafe environment in the cafeteria. Your child will be celebrated by their teacher and classmates. However, other ideas for celebration items might be: pencils, stickers, donate a game for indoor recess, donate a book to the class library in your child's name. Goodie bags with non-food items can also be sent home at the end of the day.

CELL PHONES AND SMART WATCHES

Cell phones and Smart Watches must be turned off and stored in backpacks during the school day. If a student needs to contact a parent, they can be sent to the office to make the call.

HOME ACCESS CENTER (HAC) INFORMATION

The Home Access Center program helps parents monitor their children's academic performance from a remote location, plus the teachers can post specific notes about the student to their parents. Using this school management system the users can check the daily attendance of their children. Specific assignment marks or report card grades can also be viewed. Daily assignments and homework can be viewed or posted using this application. All student administrative information will be kept on this program. Parental access passwords to the program are available from the main office. If you forget your password you will need to contact the school's main office and request that your password be reset. Please allow three (3) working days for your Home Access Center account password to be reset.

Thank you for your support in assisting and maintaining a safe environment for all students, parents, teachers, and staff members here at Duke Elementary School.

St. Mary's County Public Schools
STUDENT DRESS CODE

Standards for appropriate attire shall include the following:

Clothing and Accessories in General

- Clothing displaying or suggesting profanity; sexual activity through graphic images, words, or innuendos; weapons; drugs/alcohol or drug paraphernalia; violence; or tobacco products may not be worn.
- Clothing with identifiable gang/crew representation or paraphernalia may not be worn.
- Suggestive or provocative clothing such as see-through clothing or shirts/blouses/dresses with low necklines which show cleavage may not be worn.
- Official St. Mary's County Public Schools' athletic uniforms may be allowed at the discretion of the coach.
- Student dress for mixers (informal dances) must be in compliance with the Student Dress Code.

Head

- Hats/Headaddresses may only be worn indoors for religious or health reasons.

Shirts and Blouses

- Shirts and blouses should be continuous from the neckline to the waist of the pants/skirt/skort. Shirt straps should be at least two (2) inches wide over the shoulder or covered by a sweater, jacket, or other shirt and in any case, strapless shirts/blouses may not be worn. The midriff area (front, back, and sides) must not be visible at any time even when seated.
- No undergarments should be exposed.
- Shirts having large armholes and neck holes, such as muscle shirts, may not be worn.

Skirts and Dresses

- Skirts, dresses, and spandex skirts should be approximately one (1) inch below the fingertips.
- Dress straps should be at least two (2) inches wide over the shoulder or covered by a sweater, jacket, or other shirt and in any case, strapless dresses may not be worn.

Pants and Shorts/Skorts

- Pants and shorts/skorts should be secured at waist; no sagging below waist to expose undergarments.
- Tights, stretch pants, leggings, and spandex body suits must be worn with clothing which meet the skirt/dress directives.
- Shorts/skorts should be approximately one inch below the fingertips.
- Pajama pants may not be worn.

Shoes

- Shoes must be worn that are safe for all activities.
- Elementary school students must wear shoes that are secured behind the ankle.
- Shoes with wheels may not be worn.

Accessories

- Jewelry, belts, chains, and other accessories that may be used as or look like a weapon or create a significant disruption may not be worn.
- Studded accessories are not permitted.

It is recognized that age and maturity may be considered in determining the appropriateness of a student's attire. Appropriateness will be determined by the school principal/designee.

Any questions related to this dress code should be directed to your child's school or the St. Mary's County Public Schools Department of Student Services at 301-475-5511, Option 2.

Captain Walter Francis Duke Elementary offers a unique opportunity for students in the Leonard’s Grant neighborhood to get to and from school by walking or riding a bike. While we support this experience for as many students as are able, student safety remains our highest priority. We ask that you carefully review the following procedures before making the commitment to being a walker/bike-rider.

1. Parents are solely responsible for the safety and conduct of their children from the time they leave home until they enter school property in the morning, and from the time they exit school property at the end of the day.
2. Parents are solely responsible for identifying the appropriate walk route to/from school.
3. For dismissal purposes, the commitment to being a walker/bike-rider is a choice that must be adhered to on a daily basis.
4. All pre-k and kindergarten walkers/bike-riders must be signed out daily. Permission to sign out a student is reserved for the parent/guardian or an adult who is listed on the child’s emergency contact list. It is the responsibility of the parent/guardian to make sure that your child’s emergency contact list is up-to-date.
5. In inclement weather, student walkers/bike-riders will still follow the procedure for dismissal in the designated location (cafeteria). It is up to the parent to provide adequate shielding from the elements. Parents of walkers/bike-riders who choose to drive on such days will be expected to park in a designated space in the rear of the building and enter the cafeteria at 3:05 pm to pick up their student.
6. For arrival purposes, student access to the building will be through the front doors. A staff member will greet students under the awning in front of the bus loop beginning at 8:15 am. Students will be admitted to the building beginning at 8:22.
7. There are a limited number of slots available in the bike rack located near the front of the building. They will be available on a first-come, first-served basis.
8. CWFDES will not be responsible for personal bikes, helmets, or other such equipment. Proper use of devices that adequately secure the equipment are the sole responsibility of the owner.
9. Bike helmets must be worn.
10. It is recommended that parents walk with or make provisions for providing assistance for taking very young children to school in the morning and meeting the students leaving school in the afternoon.

(Cut Here and Return Lower Portion to Main Office)

I have read and understand the Procedures for Walkers/Bike-Riders. I am committed to utilizing this method of transportation on a daily basis. My signature below indicates that I wish to have my child(ren) included on the Walker/Bike-Rider List that will be used on a daily basis for dismissal purposes.

Student Name: _____ **Homeroom Teacher:** _____

Please clarify how you want your child(ren) to utilize this privilege.

I wish to have my 1st - 5th grader(s) to be an “Independent” Walker/Biker. Y / N

I wish to have my 1st - 5th grader(s) to be a “Daily Signed-Out” Walker/Biker. Y / N

I understand that my prek & kindergarten child(ren) ALWAYS need to be “Signed-out”!!! Y / N

Parent Signature: _____ **Date:** _____