Catherine T. Reed Elementary
9501 Greenbelt Road, Lanham MD 20706
301.918.8716 (phone) 301.918.8559 (fax)
School Website: http://www1.pgcps.org/catherinetreed

2017–2018
Student/ Parent Handbook

“Home of the Roadrunners!”
Nicole Warner, Principal
Freda Ingram, Ed.D, Assistant Principal
Shelley Luxner, Special Education Coordinator
Welcome Catherine T. Reed Elementary!

On behalf of the staff of Catherine T. Reed Elementary School, allow me to welcome you and your children to the 2017-2018 school year. Our school will continue to base its work on the following five Key Performing Indicators, aligned with Prince George’s County Public School System's goals.

1. Safe and supportive schools;
2. High student achievement;
3. Highly effective teaching;
4. Strong community partnerships; and
5. Effective and efficient operations

Our academic focus will continue to focus on culture, data and performance, with a lens on literacy, so that Outstanding Academic Achievement will occur for All Students with No Exceptions. We are in full implementation of the Maryland College and Career Readiness Standards. Our staff continues to participate in professional development opportunities to increase teaching and learning. We remain committed to ensuring all students are academically and socially successful.

Last summer, Prince George's County Public Schools created a Student Safety Task Force. Members of this team conducted a thorough review of the school system’s current policies, procedures, processes, and practices and made recommendations to enhance school safety. Please know that our quest is to provide your children with a rigorous and relevant instructional program in a safe and caring learning environment. Our expectations are high and the instructional program will be challenging yet rewarding. If you are interested in viewing the Student Safety Task Force report, please visit http://www1.pgcps.org/student-safety-report/

As parents, YOU play a key role in the academic success of our students; therefore, school-parent communication is crucial. To ensure your child is successful, we ask that you:

- Make your child’s attendance and prompt arrival to school a priority - Classroom Instruction begins “PROMPTLY” at 9:15 AM daily.
- Expect homework Monday through Friday and projects on a regular basis.
- Plan to sign the daily and/or weekly parent correspondences as well as view SchoolMax and Class Dojo daily for updates regarding your child.
- Students are expected to read at least 20 – 30 min. a night. Please sign their reading logs. Students should practice their basic math facts daily for mastery of those facts.

Our instructional program will be far more effective with your active participation. WE ARE PARTNERS IN ENSURING YOUR CHILD IS MEETING HIS/HER EDUCATIONAL NEEDS.

Whether in schools, within families, or in communities, all adults share responsibility for student safety. Please know that my staff and I will walk in the door everyday with an intentional and deliberate focus on your child being in a safe learning environment. Please send your children to us on-time, equipped with the proper materials, encouraged and “ready to learn”. We, in turn, will send them home to you prepared to meet the demands of the future. Your presence is not only welcomed, it is a necessity!

Sincerely,

Nicole Warner, Principal
Freda Ingram, Ed.D, Assistant Principal
Shelley Luxner, Special Education Coordinator
**UPDATES: This handbook includes updates to the following Administrative Procedures:**

4221 – Employee and Adult Use or Entrance of Student Restrooms
- 4220 – Escorting and Supervision of Elementary Students on School Property
- 0500 - School Visitors
- 4215 - Criminal History Checks
- 4216.6 - Volunteer Services
- 4219 - Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers
- 5145 - Reporting Suspected Child Abuse and Neglect
- 4218 - Dating and Sexual Relationships Among Students and Employees, Independent Contractors and Volunteers

You can visit our school’s webpage to see these policies in full detail.

**Arrival**

Our school hours are **9:15 a.m. to 3:25 p.m.** for all students. Children arriving before 9:00 a.m. cannot be supervised; therefore, parents or an adult must remain with their children until the official start of school. If you transport your child by car, please follow the morning drop off routine that will be provided by staff, once you arrive to school.

**9:00 am- Students enter the building for classes and breakfast**

**9:15 a.m. - 3:25 p.m. - Instructional Day**

**9:20 a.m. Morning Announcements Begin**

**Student Tardiness**

Any student arriving at school **after 9:15 a.m.** is considered late and must report to the main office with a parent/guardian to sign in and pick up a tardy slip. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of instruction that has already been given. In addition, arriving on time is a habit that we attempt to establish with all children at a young age. If a student is tardy three or more times in a quarter, he or she will not be eligible for a perfect attendance award. Your cooperation with this will be greatly appreciated.

**Dismissal**

Official dismissal time for students begins at 3:25 P.M. Students may be picked up early until 3:00 p.m. In order to ensure a safe dismissal process, the following procedures are followed:

**3:15 p.m.** - Pre-Kindergarten students are dismissed to the Media Center with their teaching team. Kindergarten students are dismissed to the designated alcoves with their teachers.
Grade 1 students are dismissed to the cafeteria with the teachers.

3:20 p.m. - Afternoon announcements begin. Car riders and walkers are dismissed to cafeteria.

3:25 p.m. - Bus / Van dismissal begins (Students will be called upon transportation arrival.)**

**Bus/Van Riders will be called as the buses/vans arrive at the school. If a student misses his/her bus, it is the parent's responsibility to make arrangements to pick the child up promptly. The office staff is not expected to supervise students after 3:45 pm. If there is a pattern of lateness in picking up your child, we will make every effort to contact a parent or the emergency contact person before contacting the appropriate authorities.

Student safety is our priority. If you expect your child to go to another child's home after dismissal, you (parent) must send a note to your child’s teacher giving permission for your child to visit another child’s home after school. Special approval must be requested in advance from administration if you are requesting that the child ride a different bus temporarily. Staff must review available seats for the bus before any approval. In addition, if your child will be picked up by someone other than a parent, parents must provide a signed written note to inform the school and that adult must have proper photo identification and be listed on the emergency contact form. **We will not release children to anyone other than the parent without written notification.**

All Pre-Kindergarten and Kindergarten students who ride the bus will wear a bright-colored safety vest for easy identification. Parents must return these vests to school, with their children, each morning. The cost for a replacement is $5.00. Students will wear these safety vests for the first month of school, and new students will wear the vests for 30 days after initial enrollment. In addition, Pre-Kindergarten, Kindergarten, and Grade 1 students will wear bus tags with specific information about their drop off locations. This will help to identify our youngest scholars and support their safety. An adult must be at the bus stop to receive all Pre-Kindergarten and Kindergarten students; otherwise, students will be returned to the school and repeated occurrences may result in the student losing his/her bus privilege. Let’s work together on safety first!

**Early Release of Students**

When a student is to be excused early, the parent/guardian or authorized person must come to the office and sign the early departure book. The parent/guardian MUST present picture identification in order to pick up a child. The office will then call the child to the office for dismissal. No exceptions! Parents are not allowed to pick up students from class for early dismissals. When possible, medical and dental appointments should be made after school hours.

EARLY DISMISSAL ENDS AT 3:00 PM. (In Extreme Emergencies, please see an administrator for assistance).

**STUDENT ATTENDANCE**

To receive the maximum instructional benefit from classroom instruction, a child must be in attendance daily unless illness or a family emergency arises. Please phone the school at (301)-918-8716 when your child is going to be absent and provide a written explanation upon the
child’s return to school. It is the student’s responsibility to make-up all assignments when there are approved absences.

One of the most important things your child can do to achieve academic success is also one of the most basic: coming to school daily and on time. In fact, research has shown that your child's attendance record may be the biggest factor influencing his/her academic success.

Benefits of daily attendance

By attending class regularly, your child is more likely to keep up with the daily lessons and assignments. Other benefits include:

- **Achievement:** Students who attend school regularly are more likely to pass reading and math assessments than students who don't attend school regularly.

- **Opportunity:** For older students, being in school every day gives them a chance to learn more about the importance of being college and career ready.

- **Exposure to the English language:** Regular school attendance can also help students who are learning English by giving them the chance to master the skills and information they need more quickly and accurately even in other subjects!

**Being part of the school community:** Just by being present at school, your child is learning how to be a good citizen by participating in the school community, learning valuable social skills, and developing a broader world view.

**The importance of education:** Your commitment to school attendance will also send a message to your child that education is a priority for your family, going to school every day is a critical part of educational success, and that it's important to take your responsibilities seriously including going to school.

All parent notification for attendance concerns will be done via phone calls, letters, SIT/RtI parent meetings, and/or home visits. Each quarter, we conduct a “Perfect Attendance” Incentive. We look forward to rewarding our scholars for coming to school every daily.

Notification Procedure

- Teachers will contact parents when students have missed 3 or more days of school.
- Teachers will contact parents when a student is tardy 3 or more times.
- Teachers will provide the names of students with attendance concerns to the attendance committee. A member from the attendance committee will contact parents or guardians to discuss attendance/tardy concerns.
- A member from the attendance committee will send an attendance letter to the parents/guardian of students with attendance concerns, as well as notify the Pupil Personnel Worker.
- Students that demonstrate consistent attendance concerns will be referred to the School Instructional Team (S.I.T)/Response to Intervention (RtI). The team will request a meeting
with the Parents/Guardians to discuss attendance concerns and develop a plan of action. When necessary, a home visit may be scheduled.

Inclement Weather/Snow Days/Early Closures

In case of emergencies or inclement weather, school may be closed or delayed. News and radio stations (WTOP, WWDC, WMAL, WRC AND WOL) will make announcements several times during the morning. You may also receive text alerts from Ms. Warner by texting @catherinet to 81010. You can opt out of messages at anytime by replying, 'unsubscribe @catherinet'. Parents also can view the school system’s web page at www1.pgcps.org to get information regarding school delays/closings.

PLEASE REFRAIN FROM CALLING THE SCHOOL FOR INFORMATION!!

Please listen to the radio and T.V.stations (especially during the winter). A two (2) hour delay results in an 11:15 AM arrival time for students. Breakfast will be served in the event of a delayed opening.

Safety Patrols & Student Clubs

We are very proud of our safety patrols and feel that we are fortunate to have a well organized, efficient and dependable Bus Safety Patrol Program. Our Transportation Coordinator selects the patrols on the basis of leadership, reliability and punctuality. The patrols serve us both on the bus and at the bus stops. Please encourage your children to obey and respect the patrols as they help to promote safety in our school community.

Catherine T. Reed ES has many clubs and extracurricular activities for our scholars. Student Council assists the school with providing voice and leadership from the student perspective. Elections are held at the beginning of the year for eligible students in Grades 3-5.

Catherine T. Reed has other available clubs for students such as Chess Club, Choir, Book Club, Cooking Club, Reader’s Theatre, Roadrunners Learning Academy, and Fitness/Health Club. The type of clubs and activities adjust based on the talents and interests of students and staff members. Clubs meet after school and before school, under the approval of school administration.

Going Home Each Day

Students are dismissed to go home based on the information provided at the beginning of the year. If students are going home a different way, then parents must provide the transportation change in writing. This information should be provided to both the classroom teacher as well as the office staff. Keep in mind that the Transportation Coordinator, office staff, and administration must review all requests for temporary bus changes to determine approval status.

Having this information in writing is for the safety of our roadrunner scholars.
School Bus Riders

If your child rides a school bus, please discuss with him/her the following Student Bus Rider Responsibilities as determined by the school system:

1. Be at designated stop ten minutes prior to pick-up time.
2. Only ride the bus that has been assigned by PGCPS Department of Transportation.
3. Get on and off the bus orderly at the stop nearest your home.
4. Remain seated while bus is in motion; keep noise level down by talking using low conversational tones. Students are expected to adhere to classroom standard of conduct on the bus.
5. No eating or drinking on the bus.
6. No animals or other non-school related objects should be taken on the bus.
7. Do not extend arms, hands, head, or any object from the bus windows, or throw any object from the bus.

Riding the bus is a privilege that will be denied if a child’s behavior is unacceptable and/or endangers the safety of other students.

Each bus is called by color (based upon route number) instead of the actual bus number painted on the bus. The route number will be on card board posted in the right side window of the bus. Please help your child learn his/her route number so that each student will get on the right bus to return home.

Contacting School Personnel

At Catherine T. Reed Elementary, we strive to maintain an inviting climate where parents know and feel welcomed to call and visit whenever you have an opportunity. We ask that you please understand that our office staff will take a message for all calls made to teachers during instructional time (emergency situations excluded). In instances where you wish to speak with a teacher, we recommend that you call the school and ask to have your child’s teacher contact you.

The school office is open each day from 8:00 a.m. to 4:30 p.m. It is recommended that parents set up appointments with their child’s teacher. All calls will be returned within 48 hours.

Phone Calls

Students will not be called out of class to take phone calls from parents. If an emergency necessitates a child being contacted, an administrator or designee will field the call and assist as needed. Phone calls made for changes in dismissal procedures for your child will not be accepted without written documentation (see the Dismissal section of this document). If you need to contact your child, please call the office and leave a message. Students are not allowed to make calls in the school building using their own cell phones. (Please refer to the cell phone policy in this handbook).
Parent Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Please schedule conferences in advance for a time that is convenient for all, i.e., before or after school, during teacher planning periods, etc. Our phone number is: 301-918-8716. All parents are required to attend at least one parent-teacher conference. We look forward to seeing you here.

CLASS DOJO IS HERE!!

We are a Class Dojo school. Class Dojo is an excellent tool that connects teachers with parents and students to build amazing classroom communities. This tool allows you to keep abreast of the learning activities (classwork, homework, projects) that are taking place in your child’s class. This is also a great communication resource for both you and the teacher. You will be able to send messages and share information as well view photos and see your child’s work. Please be sure to sign up. Teachers will share additional information.

School Communication to Parents

School administration and staff communicate with parents on a frequent basis. Every Sunday between 7:00 p.m. and 8:00 p.m., parents will receive a robotic phone call describing the weekly events happening at the school. Your phone number in SchoolMax is connected to the automated messages. Please keep your information in SchoolMax current.

Parents also receive alert messages via the REMIND app. This communication method allows parents and families to be informed about immediate happenings at Catherine T. Reed ES.

Parents can sign up for REMIND by sending a text message with our special school code (see below).
Ms. Warner would like you to join CT Reed Parents!

To receive messages via text, text @ctreed to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @ctreed'.

Trouble using 81010? Try texting @ctreed to (609) 353-5411 instead.

Agenda Books

Each student in Grades 2-5 will be issued an agenda book. Students will use the agenda books to record assignments. Parents and teachers can use the agenda book as a means of communication, as well.

All Visitors

Please Note: PGCPS has updated Administrative Procedure 0500 (School Visitors). This policy governs the procedures for visitors to Prince George’s County Public Schools. This policy also shares the process for classroom visits. You can find this policy on our school’s webpage (parents tab).

The school office staff and teachers are responsible for the safety of all students in the school. **ALL** visitors to the school must stop by the office first. You must be on the registration, birth certificate or contact form to visit classrooms. Parents and relatives are always welcome at Catherine T. Reed and may visit at any time, as long as they are identified on the form and are 18 years of age or older. **All visitors to the building are required to have a state issued photo identification.** A copy of the ID will be made and kept for our records. If the parent’s name
is on the child’s birth certificate, he/she may visit the child in the classroom.

The ONLY time a parent or legal guardian cannot visit a child's classroom is if the school has a copy of a court-ordered document stating otherwise.

Due to liability and safety reasons, children who are not Catherine T. Reed Elementary students cannot visit the school. In addition, we ask that parents who are visiting in classroom refrain from using cell phones and conferencing with the teacher. Parents may not take pictures or videos within the building, unless additional authorization is provided.

Student Information Form

During the first week of school, your child’s teacher sent home an information form for you to complete. Having this information returned promptly and correctly is of utmost importance. A record of this information is kept in the school office in the event you need to be contacted (i.e. emergency). Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that your records are kept up to date.

Study Skills

A Successful Student...

• Brings notebooks/binders, loose-leaf paper, two pencils, and any other materials necessary to class daily.
• Is an active participant in the classroom, listens well and takes part in discussions.
• Asks questions if he/she doesn’t understand the discussion or if he/she has a problem.
• Plans his/her work and schedules times for homework each day.
• Makes sure he/she understands the assignment before he/she leaves class.
• Uses what he/she learns, and identifies how each subject applies to the others.
• Strives to do his/her best, not just enough to get by.

Homework Expectations

Homework will be given to students on an increasing basis as children progress in school. All students will have reading book logs that must be completed and signed by you (parent). It is recommended that parents set aside 20-60 minutes each evening for children to read, practice spelling, math and complete assigned homework. Please review your child’s homework prior to them turning it in. A score of “0” can be given to students who do not attempt to complete or fail to submit an assignment.
Take Home Thursdays

All students will bring home a folder containing vital information on Thursdays only (example: fliers, completed student work, brochures, upcoming school activities, etc.). Please look for this folder every Thursday and go through the forms and papers carefully.

Roadrunner students produce a monthly newsletter, under the leadership of our Publicity Coordinator, to keep families abreast of upcoming events and life at Catherine T. Reed Elementary. The Roadrunner News is published and released on the last Thursday of the month.

Suggestions for Parents

✓ Visit your child’s school. This is a partnership. We need your support
✓ Your child must get plenty of sleep each night for him/her to learn and do his/her best in school.
✓ Encourage your child to come home immediately after school is dismissed.
✓ Your child is not to bring dangerous or distracting articles to school, such as guns, knives, toys, radios, tapes, chewing gum, sodas, snacks, etc. The school will confiscate these items, as well as follow appropriate protocols, when necessary.
✓ Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, school supplies, etc.
✓ Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.

Parent Portal (SCHOOLMAX)

Prince George’s County Public Schools provides each family access to the Family Portal that allows authorized caretakers to log into School Max and view their child’s student information, including current attendance record, discipline, grades, schedules, profiles, etc.

To sign up for Family Portal, go to www.pgeps.org

1. Click on the “Parents” tab
2. Click SchoolMax Family Portal
3. Click “Register here” to access Family Portal (contact the main office for assistance with Portal user name and password).
**Breakfast and Lunch Program**

Our school system uses a computerized meal program. All enrolled students are issued a 4-digit or 5-digit PIN# and a corresponding meal account. Please help your child remember their PIN#. A student’s PIN# remains the same each year as long as he/she is enrolled at Catherine T. Reed ES. At mealt ime, the students will enter their PIN# on a keypad located next to the cashier and his/her meal price will be deducted from the account. Prior to the school day beginning, all parents/students are required to bring money to the cafeteria to be deposited into your child’s account. The cafeteria manager will notify parents when a student’s account is in need of funds.

All lunch applications for free lunch can be found at [www.applyforlunch.com](http://www.applyforlunch.com). Your child’s lunch status remains the same as the previous year until the end of September. School lunch applications are also sent directly to your home and you may apply in paper format. All new students must pay for lunch until their application is reviewed. Please apply early. **If your child received free or reduced lunch last year, you MUST submit a new form. Your child will not receive free or reduced meals after September 30th if a NEW lunch form is not submitted. Please submit only one application per family.**

Once applications are submitted, you will receive an approval letter from the school system’s Food & Nutrition Office confirming your child’s status. Title I Federal funding depends on the number of applications received/approved by September 30th. It is the responsibility of the parent and students to coordinate with the cafeteria manager as it relates to the lunch program. Please make sure your child comes to school prepared for lunch.

**GOOD NEWS!!** PGCPS updated Administrative Procedure 5080 - Procedures for Students “without” funds. The purpose for this change to the administrative procedure is to provide options for students lacking funds for school meals. Prince George’s County Schools intends to treat all students with respect and dignity and prevent any embarrassment in the lunch line due to funding concerns. School administration will provide a meal voucher for up to three meals for any student that does not have lunch money on his/her account. If there are still funding concerns, after providing three meal vouchers, the student will receive an approved alternate meal for lunch. You can find more information about AP 5080 on our school’s webpage (parents tab).

You can check your child’s lunch account balance online and use your bank debit card, Visa, Discover, or MasterCard to prepay for your child’s meals. You can access this service at the [www.myschoolbucks.com](http://www.myschoolbucks.com).

**Please Be Aware:** It is Prince George’s County Public School’s policy to issue a cheese sandwich and milk to those students who do not have lunch money. Please be sure to monitor your child’s lunch account weekly. Please visit [www1.pgcps.org/foodandnutrition/](http://www1.pgcps.org/foodandnutrition/) for additional information.
**Notes from the School Nurse**

Our school has the services of two full time nurses who are mainly responsible for dispensing medications, vision and hearing screenings, keeping immunization records up to date, attending to students who become sick while at school, completing medical procedures, as well as applying first aid. Let us THANK YOU in advance for not sending your child to school ill.

If your child becomes seriously ill at school, we will contact you immediately. Children who get ill at school will need to be picked up by parent/guardian/appointed adult. If we cannot reach you immediately, we will use the emergency contact information you have provided. **It is very important to have current working phone numbers, and update them regularly as they change throughout the year.** Please remember we cannot keep seriously ill children at school. Children must be free of fever, vomiting and diarrhea for 24 hours without assistance of medication before they can return to school.

The nurses document every student’s visit and if warranted, will make attempts to contact the parent using the phone numbers on file. The nurse will provide each student with a note of their visit and the services that was provided to them that day.

**Medication**

Medicine, including aspirin and cough drops, **cannot** be administered by school personnel or taken by students, without a physician's order. Students needing prescribed medication or over-the-counter medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be kept with the school Nurse.
School Uniforms

Catherine T. Reed Elementary IS a mandatory uniform school.

Each classroom teacher will work closely with the students in his/her class and their families so that we may achieve 100% uniform compliance. This will mean developing a supportive relationship with the families. Most uniform concerns can be handled at this level. As staff members identify families in need of extra support, they are to be referred to our Professional School Counselor who will verify the need and provide assistance.

Mandatory Uniform Policy Guidelines

<table>
<thead>
<tr>
<th>Shirts/ Tops</th>
<th>ACCEPTABLE (Can Wear)</th>
<th>UNACCEPTABLE (Cannot Wear)</th>
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<tbody>
<tr>
<td></td>
<td>● Navy blue Polo shirts ONLY with NO logos on the shirt. Shirts can be long or short sleeve. ● All undershirts must be worn under the shirt and cannot be visible. ● Shirts are strongly encouraged to be tucked in uniform bottoms.</td>
<td>● T-shirts are NOT acceptable ● Shirts MUST be plain in color and cannot have any design logos, characters, names or numbers of any kind. ● Undershirts and t-shirts MUST be plain (no writing) and cannot be visible -outside of the uniform. ● Students CANNOT wear another color shirt in lieu of their uniform shirt.</td>
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<tr>
<td>Other Tops</td>
<td>● Sweater/Cardigan: Solid black or navy blue sweater/cardigan</td>
<td>● Sweater/Cardigan cannot have hoods, designs, logos, characters, names or numbers.</td>
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<tr>
<td>Bottoms: Pants, Skirts, Skorts and Shorts (Warmer months)</td>
<td>● Tan khaki bottoms are REQUIRED. ● Elastic waist bottoms are allowed. ● Bottoms must have a finished hem line. ● Uniform pants are worn SECURELY around the waist with a belt (optional).</td>
<td>● No cargo pants ● No splitting or cutting of pants at the hem or bottom ● No pants with characters, letters, numbers or designs of any kind.</td>
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<tr>
<td><strong>First Uniform Coats</strong></td>
<td><strong>Second Violations</strong></td>
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<tr>
<td>Students, Skorts and Skirts must be tan khaki and fall at least 6 inches below the buttocks. Leggings may be worn under skirts.</td>
<td>Pants or shorts with patches, designs or lettering are NOT allowed.</td>
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<tr>
<td>• Skirts, Skorts and Shorts must be solid black, solid brown or navy blue soft bottom or solid black tennis shoes are acceptable.</td>
<td>• Pants cannot be rolled up or tucked into shoes or boots.</td>
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<td>• Socks/Tights cannot have characters, multi-color print, designs, holes, names or anything dangling.</td>
<td>• No leggings.</td>
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<td>• Shoes may not contain colored stripes, additional colors, characters, names, letters, and designer insignias of any size.</td>
<td>• No sandals, slippers, or flip-flops. Both feet must be fully covered.</td>
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<td>• Shoes with Velcro to secure are permitted.</td>
<td>• No leggings.</td>
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<tr>
<td>• Boots (solid black, solid brown or navy blue) are only worn when there is a snow day and during inclement weather.</td>
<td>• No sandals, slippers, or flip-flops. Both feet must be fully covered.</td>
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<tr>
<td>• Belts with designs, colorful or large buckles are NOT allowed.</td>
<td>• No belts hanging on the side.</td>
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<td>• No belts hanging on the side.</td>
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<tr>
<td><strong>Head Covering</strong></td>
<td>As is stated in the PGCPS System-Wide Dress Code for Students, “Headdress may be worn indoors for religious or health reasons only”.</td>
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**Additional Requirements/Notes**

**Jewelry:** Any jewelry worn should be small and age appropriate. Any student wearing large, cumbersome, jewelry dangling or accessories will be asked to remove said items.

**Coats and Jackets:** Students will not be permitted to wear coats or jackets during the school day except in the case of a heating emergency.

**Footwear:** Rain or snow boots may be worn to school. However, students will be required to change into regular shoes or tennis shoes upon entering their classroom.

**Head:** No hats or any headdress can be worn except for recognized religious or health reasons.

**Uniform Violations**

**FIRST** violation: The school representative (teacher) will contact the parents/guardians by phone, send home our uniform violation letter, and notify administration.
SECOND violation: The school representative (teacher) will contact the parents/guardians by phone, send home a second notice, and contact administration.

THIRD violation: The administration will call the parent/guardian and send home a written notification.

FOURTH violation: The administration will arrange a parent conference to reiterate the parameters of the policy and the consequences of future violations. Written notification will be sent home documenting the conference.

FIFTH violation: The student will be removed from class by administration and the student will complete classroom assignments in a designated area of the school. Parent/Guardian will be contacted and an official letter will be mailed to the parent/guardian.

Behavior Expectations

Catherine T. Reed is a PBIS school. PBIS stands for Positive Behaviors Interventions & Supports. We have created a disciplinary plan and school-wide expectations. Teachers will develop their classroom expectations based upon our PBIS model. Each parent will receive a copy of the procedures, expectations, consequences and rewards for positive behavior from the classroom teacher. Students are expected to follow all school expectations (halls, cafeteria, recess, classroom, etc.) and the County Code of Student Conduct. Violations can result in students receiving in or out of school suspension.

A Catherine T. Reed ES Roadrunner follows these expectations:

OUR “BEEPS”

1. Believe in ourselves
2. Earn and give respect
3. Eager to learn
4. Prepare for success
5. Safety first

CATHERINE T. REED ES SCHOOL-WIDE PBIS EXPECTATIONS

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Hallway</th>
<th>Bus / Outside</th>
<th>Bathroom</th>
<th>Computer Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Believe in Ourselves</strong></td>
<td>Speak Positively</td>
<td>Speak Positively</td>
<td>Speak Positively Positive Attitude</td>
<td>Speak Positively</td>
<td>Speak Positively</td>
<td>Speak Positively Positive Attitude</td>
</tr>
<tr>
<td><strong>Positive Attitude</strong></td>
<td>Positive Attitude</td>
<td>Positive Attitude</td>
<td>Positive Attitude</td>
<td>Positive Attitude</td>
<td>Positive Attitude</td>
<td>Positive Attitude</td>
</tr>
<tr>
<td><strong>Earn and Give Respect</strong></td>
<td>Use positive, appropriate language</td>
<td>Clean your area</td>
<td>Walk on 3rd tile</td>
<td>Use positive, appropriate language</td>
<td>Respect others’ privacy</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
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<td>-------------------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listen carefully</td>
<td>Speak kindly to food service personnel and staff</td>
<td>Walk quietly</td>
<td>Talk quietly</td>
<td>Speak kindly to others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Treat others how you want to be treated</td>
<td>Chew with your mouth closed</td>
<td>Face forward in a straight line</td>
<td>Listen and respect the bus driver</td>
<td>Use bathroom equipment and supplies appropriately</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Respond to silent countdown in a timely manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Eager to Learn</strong></th>
<th>Raise your hand to speak</th>
<th>Walk appropriately to class</th>
<th>Be on time to your destination</th>
<th>Return to class promptly when finished</th>
<th>Stay at your table or computer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Share ideas</td>
<td>Go straight to destination</td>
<td></td>
<td></td>
<td>Visit approved sites when using the computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Prepare for Success</strong></th>
<th>Have materials ready</th>
<th>Bring lunch from classroom / know your PIN number</th>
<th>Have a pass</th>
<th>Do not eat or drink on the bus</th>
<th>Get permission / pass</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Be on task</td>
<td>Clean table and floor area</td>
<td></td>
<td>Keep bus clean</td>
<td>Keep bathroom clean</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Be on time</td>
<td>Keep track of belongings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Keep food on tray</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clean up spills</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Know your allergies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Orderly line</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Safety First</strong></th>
<th>Follow drill procedures</th>
<th>Keep food on tray</th>
<th>Walk</th>
<th>Obey all bus rules</th>
<th>Obey bathroom rules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keep a neat area</td>
<td>Clean up spills</td>
<td>Hands by your side</td>
<td>Walk to line up</td>
<td>Report problems</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet, and objects to yourself</td>
<td>Know your allergies</td>
<td>Look ahead of you</td>
<td>Respect property</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[16]
Bullying, Harassment or Intimidation

Bullying, harassment or intimidation is not tolerated in Prince George's County Public Schools. If you suspect that your child is being bullied, you are entitled to complete and submit a Bullying, Harassment or Intimidation Reporting Form and inform your child’s teacher as well as someone from the Administration team. We will address all bullying concerns immediately. Your child's safety is a priority. The reporting form can be obtained online, from the school’s main office, or from our the Professional School Counselor.

Please review Board Policy # 5143 regarding Bullying, Harassment or Intimidation

Grading and Reporting

The Office of the Deputy Superintendent for Teaching and Learning has updated Administrative Procedure 5121 - Grading and Reporting effective August 15, 2016 (link below). Here is a summary of the changes to AP 5121:

- Students and/or parents may request one additional opportunity to improve a score on a qualifying assessment, activity, or assignment that demonstrates knowledge of course content, skills, and standards.
- Teachers are expected to enter graded student work into their electronic grade book and return student work within a specified time period.
- Changes to grade percentages per quarter have been made for various content areas.

Please view our school website for a video link regarding the revisions made to Administrative Procedure 5121 - Grading and Reporting.

Report Cards

A letter system of marking is used for Pre-Kindergarten thru Grade 1

(See Administrative Procedure 5121.1) UPDATES EFFECTIVE - AUGUST 15, 2016

(Quarterly) -- Pre-Kindergarten, Kindergarten, and Grade 1:

PR = Proficient – child can demonstrate indicator independently 90 – 100%
IP = In Process – child can reliably demonstrate indicator 80 – 89%
EM = Emerging – child demonstrates indicator with assistance 70 – 79%
ND = Needs Development - child does not demonstrate indicator 50 – 69%
(Quarterly) -- A six-letter system of marking is used for 2nd through 5th Grade:
A = Excellent progress at the level of instruction indicated 90-100%
B = Above Average progress at the level of instruction indicated 80-89%
C = Average progress at the level of instruction indicated 70-79%
D = Below average progress at the level of instruction indicated 60-69%
E = Unsatisfactory progress (failure) at the level of instruction indicated below 60%
I = Incomplete

Honor Roll Qualifications

Students in Grades 2-5 who qualify for each level of honor roll will be recognized in quarterly assemblies. The following criteria will be used to identify honor roll students at each level:

Principal’s Honor Roll: Students with a 4.0 GPA or higher with no grade on the report card below a “A.”

Honor Roll: Students with a 3.0 GPA or higher with no grade on the report card below a “C.”

Grading Factors

K-1 (All Subjects) - Class Work = 55%; Homework = 5%; and Assessment = 40%

Grades 2-5

<table>
<thead>
<tr>
<th>Reading/Language Arts, Science, Math &amp; Social Studies:</th>
<th>Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% - Homework</td>
<td>50% Classwork</td>
</tr>
<tr>
<td>35% - Classwork</td>
<td>20% Homework</td>
</tr>
<tr>
<td>50% - Assessments</td>
<td>30% Assessments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Education</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% Classwork</td>
<td>Grades 1-3</td>
</tr>
<tr>
<td>10% Homework</td>
<td>60% - Classwork</td>
</tr>
<tr>
<td>20% Assessments</td>
<td>10% - Homework</td>
</tr>
<tr>
<td></td>
<td>30% - Assessments</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Grades 4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% – Classwork</td>
</tr>
<tr>
<td>20% - Homework</td>
</tr>
<tr>
<td>30% - Assessments</td>
</tr>
</tbody>
</table>

Cell Phone Policy

Prince George’s County Public Schools (PGCPS) permits the use of Personal Electronic Devices (PEDs) for instructional purposes during the school day, and at other times with the approval of school administrators. School administrators are encouraged to approve staff requests to permit students to use PEDs for instructional use or at other appropriate times on school property. The school system assumes no liability for theft, loss, damage or unauthorized use of student-owned PEDs possessed by students on school property. Please refer to Administrative Procedure Policy 5132 for additional information.

Approved Use of PEDs in Schools:

1. 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. Students may not use PEDs while getting on or off the school bus.

2. Students are encouraged to use PEDs for instructional purposes, with school administrator approval.

3. 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, etc.

4. The school principal or designee may allow additional times for students to use PEDs at school, such as during lunch period, in approved designated areas, or during the following times:
   a) Before or after the school day on school property
   b) During after school, evening or weekend extracurricular activities while on school property;
   c) While attending school sponsored or school related activities on or off school property; or
   d) In an emergency situation with the permission of a school employee or administrator.

Prohibited Use of PEDs in Schools:

1. Using PEDs at any time other than those specified above.
2. Using PEDs in bathrooms.

3. "Sexting" or the taking and/or transmission of nude/sexually explicit photos/videos or any other inappropriate photos/videos while in school.

4. Unauthorized or unlawful sharing or electronic posting of images taken or stored on PEDs during school hours and/or on school property.

5. 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.

6. Using PEDs in any manner that reflects violations in the Student Rights and Responsibilities Handbook.

   Administrators, faculty, and staff may request at any time that students must turn off and put away PEDs. Failure to do so may result in disciplinary action and possible confiscation 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.

**Responses to Alleged Violations of this Procedure:**

Any staff member, student or individual having knowledge or reasonable suspicion of alleged violations of this procedure should promptly report this information to the school principal/designee. The school principal/designee will respond to alleged violations of this procedure in accordance with the Student Rights and Responsibilities Handbook. The school principal may confiscate a PED if he/she reasonably believes that confiscation is necessary to help protect the health, safety or welfare of students or staff. The school principal shall take reasonable measures to label and secure the item until such time the PED is returned to the student or parent/guardian.

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**Computer Technology.** Students using technology (computers and the Internet) on the school premises must adhere to the following guidelines:

- No illegal activity.
- No “chat rooms” or “chat lines” not part of a class activity.
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
- No use of equipment for commercial purposes.
- Must not impede network operations.
- Must not interfere with others’ work or use another’s account.
- Must not misrepresent one’s own identity.

**Board Policy # 10101**

- Must not disclose one’s identity on the Internet.
Parent Involvement

Studies have shown that parent involvement in their child’s school is an important factor that contributes to positive outcomes for students. At Catherine T. Reed, parents are valued members of the school family and are key to maintaining the supportive environment, high standards, and community spirit that we enjoy. We offer many opportunities for parents to become involved in the school and its many functions. Grandparents and other relatives are equally appreciated and welcome. There are many ways for parents to volunteer in the classrooms and throughout the school. Please review the volunteer screening requirements below for more information.

All parents who wish to visit their child’s classroom for an informal observation, must check in the Main Office and wait for the office to notify the teacher. After the visit, parents must report to the office to sign out. Parents are not allowed to speak with or engage with other students and may not hold a conference with the teacher during informal classrooms. Parents are encouraged to schedule parent/teacher conferences in advance to discuss student concerns or highlight student successes; this should occur separately from informal classroom visitations.

Volunteer Screening

Please Note: PGCPS has updated Administrative Procedure (AP) 4216.6 (Volunteer Services) and AP 4215-Criminal History Checks. Changes to these policies includes one-time volunteers at a school event (i.e. career day, book fairs, school dances, etc.) do not have to complete a commercial or fingerprint background check. However, if a volunteer wishes to assist with more than one event at a school during the school year, to chaperone a field trip or participate in other volunteer events, the individual must complete the full background check and CPS clearance.

PGCPS has updated Administrative Procedure (AP) 4221 - Employee and Adult Use or Entrance of Student Restrooms. Employees and other adults are prohibited from entering or using student restrooms on PGCPS property during the school day. You can view these policies on our school’s website (parent tab).

Anyone volunteering in Prince George’s County Schools for more than one event must have completed the full background fingerprinting and CPS clearance. This is completed through PGCPS fingerprinting office located in the Sasscer Administration Building. The fingerprinting office is located at 14201 School Lane, Upper Marlboro, MD 20772 - Room 131 or by calling (301) 952-7831. The Student Safety Task Force Committee reviewed and amended the volunteer policy (A.P. 0106). To ensure student safety and community involvement through the recruitment and utilization of volunteers, the Board of Education is committed to:
● Protecting the safety and well-being of students, staff and other volunteers in our schools by thoroughly screening, selecting and supervising volunteers at our schools.
● Protecting the safety and well-being of students by training volunteers on the appropriate boundaries and relationships with students.
● Protecting the safety and well-being of students, staff and other volunteers by thoroughly monitoring the activities of volunteers.

All volunteers (including PTA members) will be required to undergo specific training on reporting suspected child abuse and neglect procedures. We are committed to ensuring our volunteers understand their role and know the parameters set for access to and interaction with students at school, including wearing proper identification at all times, working with children in plain view, and the prohibited use of student restrooms. All volunteers must only use the designated adult restrooms.

Parent/Volunteers working in a classroom on an ongoing basis must complete a full fingerprint background check and child protective services (CPS) clearance at least 14 days in advance of the volunteer activity, including the day field trip, overnight trip or activity on or off school property. The cost for a commercial background check is $7.00 (volunteer pays). The online commercial background cost is $7.26. The cost for a full background check is $61.07.

A parent helping in a classroom on a weekly basis is an example of volunteering that requires a full fingerprint background check and CPS clearance. For more information about the fingerprinting background, Child Protective Services (CPS) clearance, and commercial background screening process, please review Administrative Procedure 4215 -- http://www1.pgcps.org/security/index.aspx?id=188863

Interaction Among Volunteers, Students and Employees

PGCPS updated Administrative Procedure 4219 - Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers. The purpose of this Procedure is to state a clear prohibition against inappropriate relationships and interactions between employees, independent contractors, volunteers and students. This procedure will provide a framework of the types of conduct that is deemed inappropriate with students; an opportunity for employees, volunteers and contractors to recognize and correct problematic behavior; and consequences for failing to do so. You can view this policy on our school’s webpage (parents tab).

PGCPS updated Administrative Procedure 4218 - Dating and Sexual Relationships Among Students and Employees, Independent Contractors and Volunteers. The purpose of this Procedure is to state a clear prohibition against dating and sexual relations between
employees, independent contractors, volunteers and students. You can view this policy on our school’s webpage (parents tab).

PGCPS has updated Administrative Procedure 5145 - Reporting Suspected Child Abuse and Neglect. The purpose of this procedure is to notify all employees and volunteers of Prince George’s County Public Schools (PGCPS) that it is mandatory that they make a direct report when they have reason to suspect a child has been physically or mentally abused, a child has been sexually abused, whether physical injuries sustained or not; and evidence of child neglect. You can view this policy on our school’s webpage (parents tab).

Parent Power

Open communication with parents is a priority at Catherine T. Reed. There are communication tools that are utilized to ensure that parents and teachers remain connected throughout the school year. For instance, students in grades K–1 maintain Homework Folders and grades 2 - 5 utilize the Agenda Book. Homework Folders and Agenda Books will keep you informed of daily assignments. School Max is another great resource for our parents. In addition to these methods, we will also use Class Dojo. You are encouraged to communicate with the teachers using all of these resources, to include e-mail and parent/teacher conferences. We appreciate your cooperation and support as we work to build a strong and effective partnership.

Fundraisers

Your participation in our fundraising efforts this year is very important. Money from fundraising is always used and goes directly to supporting the students of Catherine T. Reed. Thank you for your continued support. We will have several fundraisers available throughout the year.

Parent/Teacher Association

Our PTA will encourage families to help their children, their school and the community. Our PTA is a large part of our school community. Their meetings are held one Tuesday evening of each month. We hope you will become a member of your PTA. Important information about the PTA will be shared throughout the school year.

Birthday Parties

We enjoy being a healthy school (body, mind and spirit); therefore, cakes, cupcakes, sugary juices, etc. are not acceptable for birthday celebrations. We suggest purchasing healthier snacks (pre-packaged slice apples, carrots, fruit) to celebrate your child’s birthday. Additionally, birthday recognitions will take place during the final 15-20 minutes of the school day or during the student’s lunch time. Parents must contact the child’s teacher at least one week in advance to request this recognition. Parents must coordinate with the teacher regarding class allergies, healthy alternatives, and the number of students. All healthy items must be approved in advance and must be packaged, labeled with the ingredients, and purchased from the store. Parents are asked to be present during the recognition to assist with the logistics.
For school-wide recognition, each child will receive a birthday card and a birthday pencil. In addition, the school will wish each student a happy birthday over the announcement. In K-1 grades, lunch duty staff may organize the “birthday song” on each child’s birthday. Students in grades 2-5 can have this done by request.

The Wellness Policy (Board policy 0116) encourages families to find healthier food alternatives for celebrations (i.e. birthday celebrations) in order to give students a consistent message through the school environment. To reduce the risk of foodborne illness and allergic reactions, food served in schools must be from licensed commercial vendors and sources, and food items like carrot sticks or celery, fruit slices, must be pre-packaged. **Birthday “parties” are NOT allowed in school.**

There are many opportunities for celebrations to occur as part of the curriculum especially as a culminating activity. They should tie directly into the outcomes for the unit being taught. (For example, a Mexican fiesta with ethnic food, costumes, Spanish songs, etc. after a first grade unit on Mexico.) These are encouraged as they provide authentic experiences for the students. Parents are always welcomed. **ONLY store bought items are permitted.** All celebrations are to be approved by the Principal and scheduled in advance.

### 2017-2018 School Year Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>Holiday* – Independence Day  Schools and Offices Closed</td>
</tr>
<tr>
<td>August 21-23</td>
<td>Monday - Wednesday</td>
<td>Professional Duty Days for New Teachers</td>
</tr>
<tr>
<td>August 28-31</td>
<td>Monday - Thursday</td>
<td>Professional Duty Days for All Teachers</td>
</tr>
<tr>
<td>August 30</td>
<td>Wednesday</td>
<td>Professional Development</td>
</tr>
<tr>
<td>August 31</td>
<td>Thursday</td>
<td>Systemic Orientation Day for Pre-K and Kindergarten Students</td>
</tr>
<tr>
<td>September 1</td>
<td>Friday</td>
<td>Professional Duty Day for All Teachers</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<tr>
<td>------------</td>
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<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 1</td>
<td>Friday</td>
<td>Eid al-Adha**</td>
</tr>
<tr>
<td>September 4</td>
<td>Monday</td>
<td>Holiday* – Labor Day – Schools and Offices Closed</td>
</tr>
<tr>
<td>September 5</td>
<td>Tuesday</td>
<td>Systemic Orientation Day – New Gr. 6&amp;7 Middle-Schoolers &amp; New 9th-Graders</td>
</tr>
<tr>
<td>September 6</td>
<td>Wednesday</td>
<td>First Day of School for All Students</td>
</tr>
<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 (Observed) &amp; Parent-Teacher Conferences –</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<td>--------------</td>
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</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>Date</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------</td>
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<td>----------------------------------------------------------------------</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>
</tbody>
</table>
June 14  | Thursday  | Last Day of Ramadan  
June 15  | Friday  | Inclement Weather Make-Up Day – Last day for students if two inclement weather days are used  
June 15  | Friday  | Eid al-Fitr**  
June 18  | Monday  | Last Day for Teachers *(Subject to change due to inclement weather)**  
June 26  | Tuesday  | Holiday* – Primary Election Day – Schools and Offices Closed  

180 student days • 192 teacher days • 195 days for new teachers

*All schools and offices closed

**Except for Diwali, holiday begins at sunset of the preceding day. PGCPS prohibits scheduling of any meetings or activities during or after the regular school day (exceptions for state or regional events, and Parent-Teacher Conferences, which are scheduled annually on the federal holiday to support parent attendance).