

# ***Glenn Dale Elementary School***

***6700 Glenn Dale Road***

***Glenn Dale, Maryland 20769***

***(301) 805-2750***

School Website: <https://www.pgcps.org/glenndale/>

## **Student/Parent Handbook (Share with your parents..thanks)**



*Home of the Gators - S.N.A.P.*

***Heather Porterfield  
Principal***

***Dr. Freda Ingram  
Assistant Principal***

***2025-2026  
Student Parent  
Handbook***



### **Arrival**

**Our staff hours are 7:00 a.m. to 2:30 p.m.** Students may enter the building at 7:20 a.m. **Students arriving BEFORE 7:20 a.m. cannot be supervised; therefore, parents or adults must remain with their children until the official start of school.** If you transport your child by car, please use our car lane service area or the drop-off area at the back of the school for all drop-offs unless a staff member directs you to a different location. Avoid parking in the **bus** loading and unloading area. Our instructional day begins at 7:45 a.m. and ends at 1:30 p.m. Dismissal begins at 1:40 p.m.

## **STUDENT ATTENDANCE**

To receive the maximum instructional benefit from classroom instruction, a child must attend daily, unless an illness or family emergency arises. **Please provide a written explanation upon your child's return to school.** It is the student's responsibility to make up all assignments when approved absences are taken.

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. Research has shown that your child's attendance record may be the most significant factor influencing their academic success.

### **Benefits of daily attendance**

By attending class regularly, your child is more likely to stay on top of 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.

**Exposure to the English language:** Regular school attendance can also help students learn and improve English by allowing them to master the skills and information they need more quickly and accurately, even in other subjects!

**Being part of the school community:** Daily attendance teaches your child good citizen behaviors. They become active participants in the school community, learn valuable social skills, and develop a broader worldview.

**The importance of education:** Your commitment to school attendance will also inform your child that education is a priority for your family. Going to school every day is a critical part of your child's educational journey.

All parent notifications regarding attendance concerns will be conducted via email, Class Dojo, phone calls, letters, SIT/RtI parent meetings, and/or home visits.

**Lawful absences include:**

- Death in the immediate family
- Illness of the child
- Court summons
- Hazardous weather conditions
- Work approved/sponsored by the school
- Observance of a religious holiday
- State emergency
- Suspension
- Enrolled students who are not in compliance with immunization requirements.
- Lack of authorized transportation (the school bus fails to pick up a student).

**Notification Procedure for Attendance Concerns:**

- Teachers will contact parents when students miss three or more days of school per quarter (it does not have to be consecutive).
- Teachers will contact parents when a student is habitually tardy (3 or more times).
- Teachers will provide the names of students with attendance concerns to our school counselor and/or the grade-level administrator after initial contact with parents/guardians has been made. A member of the attendance committee or school administration will contact parents or guardians to discuss attendance and tardiness concerns.
- A member of the attendance committee, a Pupil Personnel Worker (PPW), will send an attendance letter to the parents/guardians to share information about truancy.
- Students who consistently demonstrate attendance concerns will be referred to the School Instructional Team (S.I.T.) or 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.

**Student Tardiness**

**Any student arriving at school after 7:45 a.m. is considered late and must report to the main office to pick up a tardy slip. Parents will be contacted for habitual tardiness.** The beginning of the day is crucial for both students and teachers. When a child arrives late, the class is interrupted, and the student arriving late is behind, which can be taxing to all members of the learning environment. Additionally, arriving on time is a crucial life skill that we strive to instill in all children at a young age. Your cooperation with this will be greatly appreciated.

## Dismissal

**Aftercare dismissal** - Car and van riders will be called for dismissal as their transportation arrives at the school. If a student misses their aftercare bus, the parent must make arrangements to pick up the child promptly.

Student safety is our priority. Students will be transported home using the assigned documented boundary bus information. **Parents requesting special arrangements for dismissal of their child must send a written note to the teacher and/or contact the main office before 1:15 pm.** If you are requesting that another adult pick up your child, the adult's name must be indicated on the emergency contact form, and they must have proper identification. **Without written notification from a parent, we will not release children to anyone other than the parent.** Special approval must be requested in advance from the principal if you wish to have your child ride a different bus temporarily. A review of available seats for the bus will be completed before approvals are granted.

**All kindergarten students who ride the bus are required to wear bright-colored safety vests for easy identification.** Kindergarten students are expected to wear their vests daily to ensure they are safely and accurately placed on their bus, and drivers know that the child is a kindergartener. **The cost of a replacement vest is \$5.00. An adult must be present at the bus stop to receive all Kindergarten students; otherwise, the students will be returned to school. Repeated occurrences may result in the student losing his/her bus privilege.** Let's work together to practice safety first and plan accordingly.



## Early Release of Students

When a student is to be excused early, a written request from the parent is mandatory. The parent must present proper identification before the student is dismissed. The office staff member will call into the classroom to dismiss your child to the office. Please schedule medical and dental appointments after school hours to avoid interrupting your child's instruction. **REMINDER: Early dismissal for students ends at 1:15 p.m. Students will not be dismissed after this time, as it interrupts the dismissal process.**

**Early Dismissal (County-wide) - Half-Day Early Dismissal time will be 11:00 a.m.**  
**School Calendar link:**

**<https://www.pgcps.org/globalassets/featured-pages/about-pgcps/docs---about-pgcps/calendars/2025-2026-school-year-calendar.pdf>**

## Inclement Weather/Snow Days/Early Closures



In the event of emergencies or inclement weather, the school may be closed, delayed, or operate on an asynchronous learning schedule. News and radio stations (WTOP, WWDC, WMAL, WRC, AND WOL) will make announcements several times during the morning. You may also receive text alerts if you have registered to be notified. Parents can also view the school system's website at [www1.pgcps.org](http://www1.pgcps.org) to find information regarding school delays and closings. Lastly, all delays will be posted to Class Dojo as early as possible.

In lieu of calling the school for delays, check your local news station, view & bookmark PGCPs's website <https://www1.pgcps.org/> (especially during the winter)—a two (2) hour delay results in a **9:00 AM** arrival time for students. Breakfast and lunch will be served in the event of a delayed opening.



## Safety Patrols & Student Clubs

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

Glenn Dale ES has many clubs and extracurricular activities for our scholars. Student Council assists the school by providing a voice and leadership from the students' perspective. Elections are held at the beginning of the year for eligible students in Grades 3-5. We will offer additional clubs and activities for students throughout the school year. Further information will be shared with families.



## 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. Arrive at the designated stop ten minutes prior to pick-up time.
2. Only ride the bus assigned by the PGCPs Department of Transportation. Students choosing to ride a bus not designated for them may lose their bus privileges.
3. Get on and off the bus in an orderly manner at your assigned stop.
4. Remain seated while the bus is in motion; keep the noise level down by speaking in low, conversational tones. Use your "inside" voice, not your recess voice.

Students are expected to adhere to the classroom and school system standards of conduct while riding 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 your 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.

During dismissal, buses are called by color (based on route number) instead of the actual bus number painted on the bus. The route number should be posted on the bus window. Please help your child learn his/her route number.



## Contacting School Personnel

At Glenn Dale Elementary, we strive to maintain an inviting environment where parents feel welcome to call and visit whenever possible. Mask-wearing is optional. Please understand that our office staff will take a message for all calls to teachers during instructional time (emergencies excluded). If you wish to speak with a teacher, we recommend using Class Dojo, emailing them, or contacting the school and leaving a message for your teacher. The school office is open each day from 7:00 a.m. to 3:00 p.m. It is recommended that parents schedule appointments or conferences with their child's teacher via email, phone call, or ClassDojo.

## Phone Calls and Cell Phone Policy

Students will **not** be called out of class to take phone calls. In the event of an emergency, an administrator or designee will field the call and provide assistance as needed. Please call the office and leave a message if you need to contact your child.

**Students are not allowed to use their cell phones in school unless their teacher has granted permission. If your child has a cell phone, our school policy is to turn it off during the school day and place it in their backpacks. Students violating this policy may risk having their cell phones confiscated and held until a parent comes to school to pick them up. Please encourage your child to follow the cell phone policy.**



## Parent Conferences

Communication is a vital component of the educational program. We believe it is very important for parents to contact their child's teacher regarding their child's progress. Conferences may be in person or via Zoom. Contact your child's teacher to schedule conferences in advance at a time that is convenient for all parties.



## CLASS DOJO IS HERE!!

We are a Class Dojo school. **Every classroom teacher is required to utilize Class Dojo to communicate with families.** It is an excellent tool that connects teachers, 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 view and send messages to your teachers and receive "real-time" communication regarding your child's performance in school.

## School Communication with Parents

School administration and staff communicate with parents frequently. Parents are encouraged to sign up to receive important school-related text messages by visiting PGCPs's website. Ways to Stay Informed

- PGCPs website ([www.pgcps.org](http://www.pgcps.org))
- ClassDojo (teachers will send home a code to parents to join)
- Social media sites ([facebook.com/pgcps](https://facebook.com/pgcps), [Twitter](#) and [Instagram](#): @PGCPs)
- PGCPs-TV (Channel 96/38)
- Local media outlets for updates
- [E-alerts through SchoolMessenger](#)
- PGCPs Weather Line [301-952-6000](tel:301-952-6000) (option "1")



### All Visitors (**Welcome Back-We Missed You**)

PGCPs Administrative Procedure 0500 (School Visitors). This policy governs the procedures for visitors to Prince George's County Public Schools. This policy states the following applies to classroom visits by parents or guardians:

- Such visits are at the principal's discretion but will not be permitted during testing.
- Classroom visits and/or conferences by parents/guardians must be arranged at least 24 hours in advance.
- Parents may be permitted to observe or participate in the evaluation process for infants, toddlers, or students enrolled in early childhood programs or settings with special education or related services.
- Classroom visits and conferences must be conducted in a manner that does not interfere with the classroom activities of any student in the class.
- The principal may limit repeated or lengthy visits that disrupt the educational environment.

Permission to visit the school may be revoked if the visitor fails to comply with the stated purpose of the visit or violates any policy or procedure.

### **Parents/Guardians interested in volunteering or chaperoning a field trip must:**

- Undergo a fingerprint check at least 15 business days before your volunteer activity. Fingerprinting Office Information. The fingerprinting office is located at 14201 School Lane, Upper Marlboro, MD 20772, Room 131, or can be reached by calling (301) 952-7831.
- Website: <https://www.pgcps.org/offices/humanresources/fingerprinting>
- Undergo a Child Protective Services (CPS) clearance, at least 15 business days in advance of volunteer activity.
- Complete the required SafeSchools training modules each school year, before



engaging in volunteer activity. <https://www1.pgcps.org/required-training/>

The school office staff and teachers are responsible for the safety of all students in the school. **ALL** visitors must stop by the office first. Visitors must present their registration, birth certificate, or contact form to visit classrooms. Parents and relatives are always welcome at Glenn Dale and may visit at any time if they are listed on the form and are 18 years or older. **All visitors to the building are required to have state-issued photo identification. A copy of the identification 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, safety reasons, and instructional considerations, children who are not enrolled in our school will not be permitted to visit classrooms. Additionally, we kindly request that parents visiting the classroom refrain from using cell phones and conferencing with the teacher. An appointment may be made for conferencing. Parents are not permitted to take pictures or videos within the building without prior authorization. Violators will be asked to leave the building.

## 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 case you need to be contacted (e.g., in an emergency). Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to include the name and telephone number of a person who can be contacted if you are unavailable. It is your responsibility to update your school record in Synergy if your address or telephone number changes. Your records must be kept up to date.



## Study Skills

### ***A Successful Student...***

- Bring notebooks or binders, loose-leaf paper, two pencils, and any other necessary materials for daily class.
- Is an active participant in the classroom, listens attentively, and contributes to discussions.
- Ask questions if they don't understand or if they have a problem.
- Plan their work and schedule times to complete all assignments.

- Make sure they understand the assignment before they leave class.
- They use what they learn and identify how each subject applies to the others.
- Strives to do their best every day!

## **Homework Expectations**

Most teachers will provide homework to students increasingly as children progress in school. Students may receive weekly book logs that must be completed and signed by a parent or guardian. It is recommended that parents set aside 20-30 minutes each evening for children to read, practice spelling, learn math facts, and complete assigned homework. Please review your child's homework before they turn it in to ensure the best grade possible. Homework questions should be directed to the classroom teacher via email or ClassDojo.

## **Take-Home Friday**

Some students will bring home a folder containing vital information on Fridays (for example, special announcements, completed student work, brochures, upcoming school activities, etc.). Please locate this folder, review the forms, and remove any completed assignments. If you have any questions, please contact your child's teacher.



Studies have shown that parental involvement in their child's school is a crucial factor in students' positive outcomes. At Glenn Dale, parents are valued members of the school family and are vital to maintaining a 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 informal observations must check in at 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 classroom visits, as this can disturb the learning environment. 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

PGCPS provides volunteer guidance information in Administrative Procedure (AP) 4216.6 (Volunteer Services) and AP 4215, Criminal History Checks. Some changes to these policies include exempting one-time volunteers at school events (e.g., career day, book fairs, presenters, parent night, family day events) from completing a commercial or fingerprint background check. However, in instances where a volunteer wishes to assist with more than one event at a school during the school year (such as chaperoning a field trip or participating in other volunteer events), the individual must complete the full background check and CPS clearance.

Security Process: Fingerprinting & CPS Clearance

### VOLUNTEERS MUST:

- Complete an [online volunteer application](#). This must be done annually.
- [Undergo a fingerprint check](#) - at least 15 business days in advance of volunteer activity. Results must be received prior to engaging in volunteer activity.
- Undergo a Child Protective Services (CPS) clearance - at least 15 business days in advance of volunteer activity
- Complete the required online SafeSchools training course(s) each school year - prior to engaging in volunteer activity.

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.
- Protecting the safety and well-being of students by training volunteers on the appropriate boundaries and relationships with students.
- Thoroughly monitoring volunteers' activities protects the safety and well-being of students, staff, and other volunteers.

Parents or volunteers working in a classroom on an ongoing basis must complete a full fingerprint background check and Child Protective Services (CPS) clearance at least 15 days before the volunteer activity, including the day of a field trip, overnight trip, or activity on or off school property.

All volunteers (including PTA members) must undergo specific training on reporting suspected child abuse and neglect procedures. We are committed to ensuring that our volunteers understand their role and are aware of the parameters governing access to and interaction with students at school. These parameters include wearing proper identification at all times, working with children in plain view, and the prohibition on using student restrooms.

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). Adult bathrooms are easily identifiable. **All volunteers must use the designated adult restrooms.**

### **Fingerprinting Costs:**

#### Services and Fees

- Fingerprinting and Child Protective Services(CPS) Clearance \$59.75  
For all PGCPS employees, volunteers assisting on campus more than once each school year with students and/or chaperoning on field trips, and independent contractors. Fee may be waived if volunteer parent or guardian has a child in the Free and Reduced Meal Program (FARM). The parent or guardian must bring a copy of the FARM letter to the fingerprint office to qualify for the free fingerprint.
- Commercial Background Check \$14  
(online only at [www.myschoolbucks.com](http://www.myschoolbucks.com)) – Only referees, athletic officials, and independent contractors who do not have unsupervised access to students may utilize the Commercial Background Check

### **Interaction Among Volunteers, Students, and Employees**

**PGCPS 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 for identifying types of conduct deemed inappropriate with students, offering employees, volunteers, and contractors an opportunity to recognize and correct problematic behavior, and outlining consequences for failing to do so.

**PGCPS 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.

**PGCPS 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 they must 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.



### **Suggestions for Parents**

- ✓ Visit your child's school and classroom. This is a partnership. We need your support.
- ✓ Your child must get plenty of sleep each night so that they can learn and perform their best in school.
- ✓ Encourage your child to come home immediately after school is dismissed.
- ✓ Your child should not bring dangerous or distracting items to school, such as guns (toy or real), knives (toy or real), weapons of any kind, toys from home, radios, chewing gum, or sodas. The school will confiscate these items and follow appropriate protocols when necessary.
- ✓ Place names on all articles of outer clothing, such as coats, gloves, hats, caps, sweaters, raincoats, and school supplies.
- ✓ Instruct your child to **never** converse with a stranger, **never** accept a gift from a stranger, and **never** get into a car with someone they don't know. Follow the Stranger Danger Safety Protocol.

We welcome you to explore the support we provide to our families. Find out what your child should know, how to navigate distance learning, who to contact if you need help, and more. We are committed to supporting our families so all students, regardless of background or experience, have access to high-quality learning environments, a broad array of educational opportunities, and effective support systems that equip them to graduate college and career-ready.

**<https://www.pgcps.org/parents>**

Prince George's County Public Schools provides each family with access to the Family Portal, which allows authorized caregivers to log in to School Max and view their child's student information, including grades, current attendance record, discipline, schedules, and profiles.

**[ParentVUE Support for Parents and Guardians-](https://www.pgcps.org/offices/information-technology/technology-training-and-instructional-technology/parentvue-support-for-parents-and-guardians)**

**<https://www.pgcps.org/offices/information-technology/technology-training-and-instructional-technology/parentvue-support-for-parents-and-guardians>**

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Beginning with the 2024-25 school year, Synergy will replace SchoolMAX as the student information system for Prince George's County Public Schools. Families will now use ParentVUE, replacing Family Portal, to access important information about their students.

ParentVUE is the portal that allows parents and guardians to view information about their student, including classroom assignments and scores, attendance, transcripts, graduation status, and more. In ParentVUE, families can also update their phone numbers and emergency contact information, as well as access the Online Registration (OLR) Application.

## **Fundraisers - We Need Your Help**

Your participation in our fundraising efforts this year is very important. Money from fundraising is always used to support the students of Glenn Dale. Thank you for your continued support. We will have several fundraisers available throughout the year.

## **Parent/Teacher Association (PTA) Positions Available this Year**

Our PTA plays a supportive part in our school community. Our PTA members strive to enhance student learning and enrich the lives of our students within the school. The PTA team serves as a forum for parents to gain knowledge and express their opinions about what is happening in their school. PTA meetings are held monthly on the second Tuesday (unless otherwise noted). We will share PTA meeting information and updates on Class Dojo and the Glenn Dale ES website (<https://www.glenndalepta.org/home>). We hope you will become a member of your PTA. We need your support.

**Birthday “parties” are NOT allowed in school.** We celebrate our students' birthdays by giving them a **“Shout Out”** during the morning announcements. Birthday students come to the office to pick up their birthday pencils and book markers. Birthday cupcakes and balloons are not permitted due to potential allergy concerns and safety considerations. Families are allowed to bring treat bags with prepackaged goodies, such

as cookies, pretzels, pencils, crayons, or small trinkets. The birthday student may receive a “dress down” pass and wear a birthday sash or crown that recognizes their birthday. Teachers may plan a break to play birthday songs and dance, or have a free-choice activity to distribute the treat bags.

The Wellness Policy (Board policy 0116) encourages families to find healthier food alternatives for celebrations (i.e., birthday celebrations) 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 sourced from licensed commercial vendors. Additionally, food items such as carrot sticks, celery, and fruit slices must be pre-packaged. **We suggest purchasing healthier snacks (pre-packaged sliced apples, carrots, and fruit) to celebrate your child’s birthday. 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 in the class. All healthy items must be approved in advance and must be pre-packaged, labeled with the ingredients, and purchased from the store. Parents are asked to be present during the recognition to assist with the logistics.**



## Breakfast and Lunch Program

[Food and Nutrition Information](#). Our school system uses a computerized meal program. All enrolled students will be 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 they are enrolled at our school. At mealtime, the students will enter their PIN# on a keypad located next to the cashier. **Meals remain at no cost to all students.**



## Medication

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





## Notes from the School Nurse

Glenn Dale has a full-time nurse (Nurse Moss) who is mainly responsible for dispensing medications, vision and hearing screenings, keeping immunization records up to date, attending to students who become sick while at school, and completing medical procedures, as well as applying first aid. Let us **THANK YOU** in advance for not sending your child to school ill, possibly infecting others.

If your child becomes seriously ill at school, we will contact you immediately. A parent, guardian, or appointed adult must pick up children who become sick at school. If we cannot reach you immediately, we will use the emergency contact information you have provided. **It is essential to maintain current working phone numbers and update them regularly, as they are likely to change throughout the year.** Children must be fever-free, vomiting-free, and diarrhea-free for 24 hours without the use of medication before returning to school.

The nurses document every student's visit and, if warranted, attempt to contact the parent using the phone numbers on file. The nurse provides each student with a note detailing their visit and the services provided to them that day.

### ***Glenn Dale Elementary Uniform Enforcement Policy***

***Glenn Dale Elementary is a school that requires a mandatory uniform.*** The uniform policy will be enforced for all students in Kindergarten through grade 5. Each classroom teacher will work closely with the students in their class and their families to ensure 100% uniform compliance. If any parent is experiencing hardship with uniforms, please contact the school, and we will be happy to assist. School Uniform Requirements:

**Bottoms** - NAVY BLUE pants, jumpers, skirts, shorts, or skorts.

**Shirts** – WHITE or LIGHT BLUE (dress or polo, long or short sleeve, NO LOGOS) with a collar.

**Sweater/Vest** – NAVY BLUE (the sweater or the vest is optional). Hoodies are not allowed unless they are purchased from Glenn Dale (Fundraiser)

**Shoes** - Leather full-coverage shoes, sneakers or tennis shoes, and boots. Students cannot wear Crocs, heels, or open-toe shoes (safety concerns)

**Socks**: Blue or white socks or tights.

**Belts** – Black. (Baggy-styled pants are not acceptable for school).

**Earrings**- Posts or hoops no larger than a quarter.

**Head Covering—The PGCPs System-Wide Dress Code for Students states,**  
“Headress may be worn indoors for religious or health purposes only.”



The official uniform consists of navy blue, light blue, and white colors. ***The following are the accepted uniform items for all students:***

**3-5 bottoms (a combination of pants, shorts, skirts, dresses, skorts)**

**5-7 tops (blouses, shirts)**

**1-2 sweaters/vests**

***DENIM CLOTHING of any kind is not acceptable unless permission has been granted.*** The Board of Education has established the following uniform violation procedures:

- **First violation:** For a first violation, the child's teacher contacts the parent(s) or guardian(s).
- **Second violation:** For a second violation, the teacher refers the student to the grade-level administrator, who will contact the parent(s) or guardian(s)
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- **Repeated violations:** Repeated violations will be deemed as persistent disobedience or insubordination and will be dealt with following the Code of Student Conduct.

Let's work together for the success of our children. Thanks for your cooperation.

## **Behavior Expectations**

Glenn Dale is a PBIS school. PBIS stands for **P**ositive **B**ehavior **I**nterventions & **S**upports. We have created school-wide expectations. Teachers will develop their classroom expectations based on our PBIS model. Each parent will receive a copy of the classroom teacher's procedures, expectations, consequences, and rewards used to encourage positive behavior. Students must follow all school expectations (halls, cafeteria, recess, classroom, etc.) and the County Code of Student Conduct.

## **Guidelines for Conduct**

Education cannot proceed without an atmosphere of good order and discipline, which is necessary for effective learning. Effective learning conditions are essential for good education within the classroom. The successful and continued maintenance of these classroom conditions depends on sound judgment, empathy, and compassion by the teacher and students, purposeful school leadership, and support from parents and guardians.

Each teacher has developed their own classroom expectations. Each parent will receive a copy of the expectations, consequences for behavior, and the classroom incentive and recognition plan. Students are expected to follow all school rules and the County Code

of Student Conduct. Violations may result in parent shadowing requests, conferences, and suspension from school, if necessary.

The following are examples of school violations. Please review the list below:

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

Other violations classified as persistent disobedience are:

(May result in parent conferences, shadow appointments, or school suspension)

- Cheating
- Continued Class Disruption
- Disrespect
- False Reports
- Forgery
- Gambling
- Insubordination



### **Bullying, Harassment, or Intimidation**

Bullying, harassment, or intimidation is not tolerated in Prince George's County Public Schools. Suppose you suspect that your child is being bullied. In that case, 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 concerns about bullying immediately. Your child's safety is a priority. The reporting form can be obtained online, from the school's main office, or from our Professional School Counselor, Ms. Washington.

[\*\*Please review Board Policy # 5143 regarding Bullying, Harassment or Intimidation\*\*](#)

## Grading and Reporting

[Administrative Procedure 5121 - Grading and Reporting](#) - includes expectations and procedures related to grading and reporting. Please review and share any concerns with your teacher or school administration.

### Report Cards

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

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

PR = *Proficient* – a child can demonstrate the indicator independently 90 – 100%

IP = *In Process* – a child can reliably demonstrate indicator 80 – 89%

EM = *Emerging* – child demonstrates indicator with assistance 70 – 79%

ND = *Needs Development* - a 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 honor roll will be recognized during quarterly honor roll assemblies.** The following criteria will be used to identify honor roll students at Glenn Dale ES:

**Principal's Honor Roll (All A's):** Students earning all A's for the reporting period.

**A/B - Honor Roll:** Students earning 3.0 or greater for the reporting period.



### Grading Factors Percentages (K – 2)

	Reading, Math, Science, Social Studies	Health	PE/Art	Music K – 2	
Homework	5	20	10	30	--
Classwork	55	50	70	60	--
Assessment	40	30	20	10	--

### Grading Factors Percentages (3 – 5)

	Reading, Math, Science, Social Studies	Health	PE/Art	Music 3 - 5	
Homework	15	20	10	--	30
Classwork	35	50	70	--	50
Assessment	50	30	20	--	20



### **Progress Reports**

All students will receive Progress grades midway through each quarter. The purpose of the progress report is to make parents aware of their children's progress in school at the midpoint of the quarter. We ask that you use this report and information from speaking with your child's teacher to determine how to provide additional support at home. Continuously failing grades on report cards should be referred to the School Instructional Team (SIT/RTI) by the teacher or parent for discussion and strategies to improve. Retention may be recommended for cases where improvements are not occurring. The SIT/RTI team will share more with families. SIT/RTI referral contact is our school counselor, Sharon Washington. According to the new grading policy, the lowest score that a student can receive on completed assignments is "50%". A score of "0" may be given to students who do not attempt to complete or fail to submit an assignment.



## **Textbook Policy**

Board Policy #6161.1 provides that no pupil may be advanced to a higher grade unless the pupil, in addition to receiving a passing grade, returns all education materials to the appropriate personnel, reimburses the school for lost or damaged materials, or makes other satisfactory arrangements with the principal.

Textbook replacement charges for lost or damaged books are provided to all parents when you sign the textbook letter at the beginning of the year.

**Class Supply List** - Listed on Glenn Dale ES website.

**School Year Calendar** - [PGCPS School Year Calendar](#)

## **PBIS: S.N.A.P EXPECTATIONS SCHOOLWIDE**

**Please review with your child**

<b>School Zones</b>	<b>Safe</b>	<b>Noble</b>	<b>Accountable</b>	<b>Prepared</b>
<i>Classroom</i>	<ul style="list-style-type: none"><li>• Keep hands, feet, and other objects to yourself</li><li>• Walk</li><li>• Report any problems to an adult</li></ul>	<ul style="list-style-type: none"><li>• Share</li><li>• Raise your hand and wait to be called on</li><li>• Respect others' property</li><li>• Use kind words</li><li>• Listen when others are speaking</li><li>• Work cooperatively with others</li></ul>	<ul style="list-style-type: none"><li>• Keep area clean</li><li>• Actively participate</li><li>• Follow directions</li><li>• Take ownership of your actions</li></ul>	<ul style="list-style-type: none"><li>• Have all materials</li><li>• Ready to learn</li></ul>
<i>Hallway</i>	<ul style="list-style-type: none"><li>• Keep all body parts to yourself</li><li>• Walk on the right side of the hallway</li><li>• Walk in a single file line</li><li>• Face forward</li></ul>	<ul style="list-style-type: none"><li>• During transition walk/wait quietly</li><li>• Keep hands off walls</li><li>• Whisper during instruction time</li></ul>	<ul style="list-style-type: none"><li>• Travel with a pass</li><li>• Return within 5 minutes</li></ul>	<ul style="list-style-type: none"><li>• Use correct pass when traveling independently</li></ul>
<i>Cafeteria</i>	<ul style="list-style-type: none"><li>• Eat your own food</li><li>• Stay in your seat</li><li>• Follow traffic pattern</li><li>• Stay at assigned table</li><li>• Place all trash in can</li></ul>	<ul style="list-style-type: none"><li>• Stay at your place in line</li><li>• Use manners</li><li>• Wait silently in line to be served and to be dismissed</li><li>• Use inside voices</li></ul>	<ul style="list-style-type: none"><li>• Get all items you need before sitting</li><li>• Clean up your area</li></ul>	<ul style="list-style-type: none"><li>• Know your PIN</li><li>• Have your lunch box and any money you need</li></ul>
<i>Bus</i>	<ul style="list-style-type: none"><li>• Remain seated</li><li>• Face forward</li></ul>	<ul style="list-style-type: none"><li>• Use quiet voices</li></ul>	<ul style="list-style-type: none"><li>• Follow directions</li></ul>	

	<ul style="list-style-type: none"> <li>• Keep body and belongings inside the bus</li> <li>• Sit with feet, legs and belongings clear of the aisle</li> </ul>		<ul style="list-style-type: none"> <li>• Ask for help when you need it</li> <li>• Keep your area clean</li> </ul>	
<i>Bathroom</i>	<ul style="list-style-type: none"> <li>• Report any problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy/property</li> </ul>	<ul style="list-style-type: none"> <li>• Silence</li> <li>• Go in, take care of your business, and leave</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission</li> <li>• Use a pass</li> </ul>
<i>Arrival/Dismissal</i>	<ul style="list-style-type: none"> <li>• Get off/on one at a time</li> <li>• Walk to bus in a line</li> <li>• Stay on sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>• Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>• Get off bus quietly</li> <li>• Know/Listen for bus</li> <li>• Go directly to assigned bus/location</li> </ul>	<ul style="list-style-type: none"> <li>• Have all materials packed and ready to go</li> </ul>