



Margaret Brent Regional School

Helpful Information for Parents

Arrival and Dismissal

School Hours for Students are 9:30 a.m. to 3:40 p.m.

School Office Hours are 8:30 a.m. to 4:30 p.m.

Arrival

No student should report to school prior to 9:30 a.m. as there is no supervision for their safety until after that time. Students who eat breakfast may enter the building at 9:30 a.m. **It is very important for all students to come to school on time every day.** All students will enter the building through the main doors. All bus riders will be escorted into the building by an adult through the main doors, cafeteria doors, or the secondary hallway doors. Students should be in their seats and ready to learn before or at 10:00 a.m. Parents are encouraged to escort their child into the building and a staff member will escort the child to their classroom.

We are working to improve our attendance, because we must have a 94% attendance rate to meet the Maryland State Standard!

Transportation Coordinator: Mr. Collier is the transportation coordinator for the school. There are two additional co-captains to assist with collecting attendance data from the bus drivers.

AM Duty Posts: All Staff are involved in the arrival of the students. All staff must report to the front of the building to retrieve students from the bus. In addition, we have several staff members located throughout the building for additional assistance. There is at least one staff member in the following location: main lobby, secondary hallway, top of the hill, parking lot.

PM Duty Posts: All staff are involved in the dismissal of all of the students. There are two staff members on

Dismissal

Afternoon announcements begin at 3:25 p.m., then we start dismissal. Children that are picked up by a parent or guardian will be dismissed once the adult arrives. Parents are expected to pick up their children on time. In the event of a late arrival, parents are required to inform the school no later than 3:45pm so adult coverage can be arranged. Students may not return to class for items or materials after dismissal. We do not have after-school activities at the school for students.

If a student does not bring a note to school, we will insist that he/she follow the normal dismissal routine. Verbal permission will not be accepted. Once a student has boarded the bus, the student will not be removed from the bus. If you do not wish for your child to ride the bus on a particular day, a note must be received by 1:00 p.m. Again, this regulation is for all children's safety.

Get ready to go home by 3:30 p.m.

Early Dismissal

Occasionally, you may have to check your child out of school to go to the doctor or dentist. If you must do this, the child must be signed out of the Main Office. **Parents are not to enter classrooms at this time, and under no circumstances are they to leave with a child from the classroom.**

REMEMBER, ALL VISITORS AT ALL TIMES MUST SIGN-IN IN THE MAIN OFFICE. THIS IS FOR THE SAFETY AND PROTECTION OF ALL OUR CHILDREN.

Parents are asked to send a note to the child's teacher. The note will be given to the school office for verification. When arriving to pick up children for early dismissal, parents must report to the main office. Every adult that wishes to pick up a child from school **must show a valid, government issued picture ID.** There will be no exceptions. Office staff will notify the teacher that you have arrived and your child will meet you in the office. If a child is being picked up by an adult outside the family, that person must be designated on the child's Student Information Sheet, or have a note from the parent or guardian on record, and they must show a valid, government issued picture ID. This precaution is in the interest of maintaining your child's security. This helps ensure a safe and smooth dismissal for all.

Unless the office has been notified in writing, no changes will be made to a student's regular dismissal routine.

Change in Arrival / Dismissal Routine

In cases of poor weather conditions or other local emergencies, the dismissal routine may be modified. **Local school personnel are not responsible for the final decision to close school.** The superintendent or designee will make such decisions. These decisions concerning school/early morning closings are generally made prior to 5:00 a.m. The goal is to tune in to the stations in time for early morning broadcasts that begin between 5:00 a.m. and 6:00 a.m. This information may also be accessed on the Prince George's

County Public Schools web page at www.pgcps.org. Parents can sign up to receive e-mails about delayed openings and early closings at www.schoolsout.com. In addition, the school system's cable television station, Channel 96, will broadcast a "crawl" message.

Decisions regarding early dismissal (when schools close half-day, or one or two hours early) are also communicated to area radio and television stations for broadcast. During emergency weather conditions, parents should monitor the weather reports on television or radio and listen for announcements concerning school operations.

Visitors

Visitors (including parents) to Margaret Brent Regional Center must report to the main office immediately upon entering the building.

Visitors must show a valid, government issued ID, sign in, and obtain a pass before proceeding throughout the building. This pass must remain visible at all times. **Visitors should not go to the classrooms without an appointment set by the teacher or administration.** Please be mindful that instruction is our business and is sacred to our school. Upon leaving the school, all visitors must report to the office and sign out.

If a court has ordered restrictions against any persons regarding visitations with your child, please provide the office with copies of the court orders.

If you bring something for your child during the day, you may be asked to leave it at the main office.

Classroom Visitation

Classroom visitation provides parents with an opportunity to observe the great things happening within the classrooms and to view your child in his or her daily setting.

It is vital that you make an appointment with the teacher or administrator in order to eliminate interruptions to instruction and/or classroom schedules, and to ensure safety.

Volunteers

All volunteers – such as mentors , interns, tutors, chaperones, and volunteers **must undergo a fingerprint background check, child**

protective service clearance, and training on PGCPs Mandatory Reporting of Child Abuse and Neglect, PGCPs Student Safety Procedural Changes, and Bloodborne Pathogen Exposure Prevention, at least 14 days in advance of the day field trip, activity on or off school property. A fingerprint background check must be initiated through the PGCPs Fingerprinting Office before performing duties and the child protective services clearance must be initiated through Human Resources. Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for free and reduced priced meals, may request waiver of the background check fee by providing a copy of their eligibility letter from the PGCPs Department of Food and Nutrition Services. For additional information, please contact the Fingerprinting Office at **301-952-6775**.

Exceptions: Volunteers do not have to complete a fingerprint background check if they are **escorted and under the supervision of a PGCPs employee at all times** while on campus for a **one-time event**, such as parents/guardians volunteering for career day, book fairs, school dances, etc. However, these volunteers must still provide a copy of their government issued identification to be scanned into the Raptor Visitor Management System, as required by Administrative Procedure 0500, when visiting school property.

Volunteers receiving a fingerprint background check will receive a two-part receipt documenting completion. Please bring the yellow receipt to the school as it is required to be kept on file.

All visitors to the school are required to come directly to the main office, and be prepared to show, a valid, government issued photo ID. We appreciate your support in keeping our children safe. If you have any questions, please do not hesitate to call.

Attendance

Daily Attendance

All students are expected to attend school regularly in accordance with The Public Schools Laws and Bylaws of Maryland 1984. According to Bylaw 13A.08.01.02, "Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

- death in the immediate family,
- illness of the child,
- health quarantine,
- court summons,
- hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school,
- work or activity approved or sponsored by the school or the local school system, or the state education agency,
- observance of a religious holiday, or state emergency.

Excessive absences will result in a referral to the Pupil Personnel Worker for further investigation.

Family vacations and babysitting younger children are not lawful reasons for absenteeism, and will not be counted as such.

Tardiness

Students are expected to be seated in their classroom and ready to learn at 10:00 a.m. 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 announcements and instruction that has already been given. In addition, arriving on time is a habit that we work to establish with all children at a young age. We urge parents to make every effort to have your child at school on time each day. Students arriving late, after 9:45 a.m., must report with their parent/legal guardian to the office to obtain a late pass to take to their teacher. **Excessive tardies may result in a referral to the Pupil Personnel Worker for further action.**

Students late without a note have 48 hours to produce a note. Students who are late because of school buses will not be penalized and will be provided with a late pass. Students who are late because of transportation of any type other than school buses will not be excused. Trips, traffic and vacations are not considered excused late arrivals.

Absence

When the child returns to school after an absence, you must send a note to the teacher explaining the reason for the child's absence. Parents are encouraged to contact the teacher to obtain missed assignments.

Students who are absent one or two days must submit a note from the parent/legal guardian to their teacher within **two days** of their return to school stating the date and reason for the absence and a phone number where the parent can be contacted during the day. Students who are absent three or more days must bring in a note from their physician. Students who are absent for reasons not stated in under daily attendance or who fail to provide an acceptable note within 48 hours, will have their absence marked as **unexcused, and they may not be allowed to make up the work they missed in class.**

If a student is going to be absent from school for more than three days for medical reasons, the parent/legal guardian needs to inform the school so that arrangements can be made for make-up work.

Changes in School Hours

When schools are closed early or all day, all field trips are cancelled.

Delayed Openings

- **One-hour delay:** All buses run one hour later than normal. School begins one hour later, at 10:45 a.m. Student drop-off time 10:30 a.m.
- **Two-hour delay:** All buses run two hours later than normal. School begins two hours later, at 11:45 a.m. Student drop-off time 10:30 a.m.

Early Closing

Early closing decisions are made by the superintendent of Prince George's County Public Schools. It is most imperative that you make plans in advance for your child's care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make decisions now, before the emergency, so that your child will know where to go when you are not home. Child Care providers should be made aware of any changes as well. If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.

Early Release/Half Day

At times during the school year, the students may have a half day of school. At Margaret Brent, this means that dismissal will begin at 12:30 a.m. Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school.