

Mt. Hope/Nanjemoy Elementary School

SY 2024-2025 Parent Handbook

(This handbook may be updated throughout the school year.)



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MISSION STATEMENT

We, the staff at Mt. Hope/Nanjemoy Elementary School, fully support the mission statement of the Charles County Public School System:



The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

OUR VISION

The vision of Mt. Hope/Nanjemoy Elementary School is to create the best environment where all students experience academic success, develop personal responsibility and achieve career readiness for the 21st century.

The vision includes:

- ✓ **Life-Long Learning** for school and community, Pre-K through adulthood
- ✓ **Active Parent Involvement**
- ✓ **Collaborative Business Partnerships**
- ✓ **Advanced Technology**
- ✓ **High Achievement Standards** for ALL students

Our vision at Mt. Hope/Nanjemoy Elementary School is one that we hope is inspiring to our school community. It is a vision where *everyone* is respected, *everyone* is valued, and *everyone* experiences academic success.

Beavers Follow the 3 R's

Ready!
Responsible!
Respectful!



ATTENDANCE

Regular school attendance is an important part of your child's educational development. The school's schedule is below:

9:00 A.M. Students are permitted into the building and released from buses. Please do not drop your child off before 9:00 a.m. because there will be no one to supervise them.

9:00 A.M. – 9:20 A.M. Every student will have an opportunity to eat breakfast, provided free of charge.

9:20 A.M. Any student not in the building after this time will be marked **tardy**. **Students must be brought to the office and signed in by an adult.**

9:20 A.M. – 9:30 A.M. Wake-up Mt. Hope announcements are given. Important announcements are made during this time.

9:30 A.M. Classroom instruction begins.

11:50 A.M. Any student arriving after this time will be marked absent for a half day.

1:50 P.M. Any student leaving before this time will be marked absent for a half day.

3:42 P.M. Car riders will be called for dismissal. After car riders are dismissed, students will be called by grade to board buses.

3:52 P.M. Buses will be released for departure.



According to the attendance laws presented by the Maryland State Department of Education, students in grades K – 12 are required to attend school regularly. **If students are absent from school due to illness or any other legitimate reason, they must email or bring a written excuse signed by their parent, legal guardian, or doctor.** UNLESS A WRITTEN EXCUSE IS RECEIVED WITHIN FIVE DAYS THE ABSENCE WILL BE CODED “UNEXCUSED.” Parents are expected to call the school on the third day of a consecutive absence. Letters will be sent to parents when students have chronic absences. **Parents of students with chronic absences will be asked to conference with a school administrator and the Pupil Personnel Worker to improve attendance.**

ARRIVAL POLICIES



ARRIVAL FOR CAR RIDERS

We have established procedures for dropping off children in the morning. Please help us by following these methods and any directives given by the staff members in charge at the drop-off area.

1. No cars may drive into the bus area.
2. Please enter the main parking lot near the school sign and loop around past the trailers and stop by the curb where staff members are standing.
3. Drop students off at the designated spot. We do not want children crossing the parking lot alone. It gets extremely busy, and we want to make sure the children are always supervised.
4. The staff members will give you a signal to pull up to the curb or drop off area. Please pull up as close and as far forward as you can. Cars in the front of the line that are ready to leave can then go on.
5. Do not park at the curb.
6. If you need to enter the building, please park in a parking space. There are additional parking spaces outside of the gym.
7. If you must enter the main parking lot and cannot find a space, please exit to Ironsides Road and re-enter the lot from there. It is dangerous for cars to pass through the bus lot as students are exiting the bus.
8. **Students who are dropped off may not enter the building before 9:00 a.m.** Students *should not arrive before 9:00 a.m.* because there is no adult supervision. Teachers and staff members are involved in meetings and other responsibilities. Students may enter the building when the bell rings at 9:00 a.m.

DISMISSAL POLICIES



IMPORTANT INFORMATION WITH DISMISSAL

Any changes to your child's dismissal plans must be in writing in the office. If this changes at any time, the changes must be communicated to office staff. Requests must be received by the front office staff **by 3:00 pm**. You can email the note to Mrs. Ellen Dobry (edobry@ccboe.com) and Mrs. Yushica Walthour (ywalthour@ccboe.com).

EARLY RELEASE/SIGN OUT POLICY



Only a PARENT OR LEGAL GUARDIAN may sign a child out of school early unless it is an EMERGENCY and the school is unable to reach the parent of legal guardian. That information is clearly printed on the Emergency Information Card. If a parent or legal guardian is sending someone else to pick up their child early from school FOR ANY REASON he/she must send a written note to the school, or email Ellen Dobry (edobry@ccboe.com) or Yushica Walthour (ywalthour@ccboe.com), notifying them of who will be picking up the child and giving their consent. Upon receiving a note or email from a parent/guardian the school will verify its authenticity and check the ID of the adult who signs the child out of the

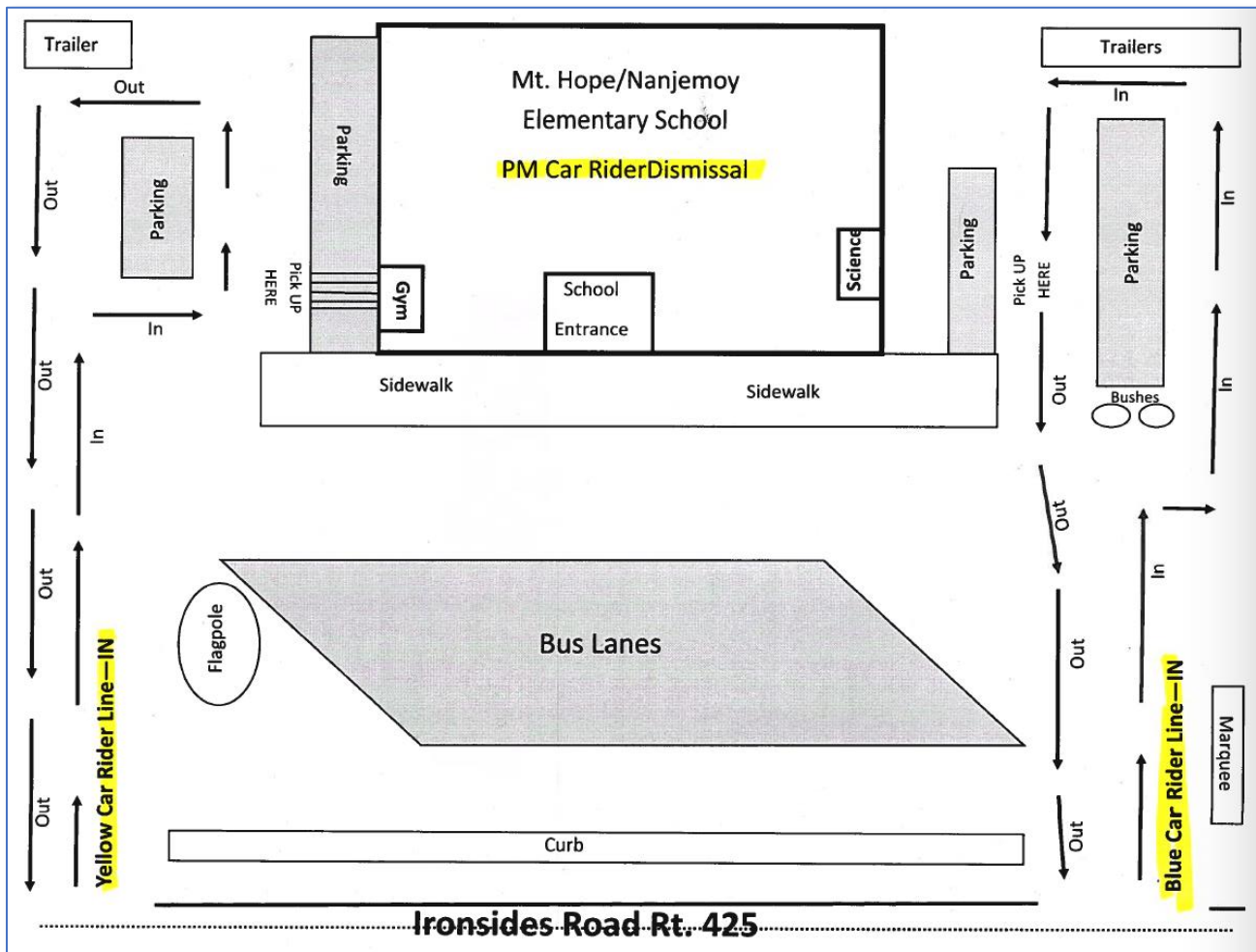
building.

The latest a child can be signed out early is 3:15 pm.

DISMISSAL FOR CAR RIDERS

Parents of students who are car riders will need to fill out the car rider form and return it to the office to receive a car rider tag. To get your tag for your car, present ID. Once you get your tag, you will not need an ID. Car rider tags must be on display to pick up your child from school. Every day, car riders will report to their designated area promptly after being dismissed from class at 3:42 p.m. Staff members will direct the traffic flow and assist students to cars for safety. To ensure the protection of everyone, do not go around cars that are stopped in the line.

At 3:42, all car riders will be dismissed to their designated area for dismissal (Science Room or Gym). Two staff members will be in the gym and the science room to meet the children. Attendance will be taken to ensure that all designated car riders are present. Parents should follow the embedded map below and drive to the designated spot to pick up their child/children. Parents will have a tag to display on their rear-view mirror. Children will be called to the dismissal area when their parent is at the designated pickup spot. Primary (Pre-K to 1st) will report to the blue line and intermediate (2nd to 5th) will report to the yellow line. **If a parent has primary and intermediate students, all of the students will be in the primary, blue line.**



DISMISSAL FOR BUS RIDERS

Students who are bus riders will be dismissed at 3:45 p.m. If you need to permanently change their bus stop this process must be handled through the Transportation department with a bus change request on the CCPS website at www.ccboe.com.

**** BUS SERVICE NOTICE ****



Riding the school bus is a *privilege*. We expect children riding the bus to behave in an appropriate manner. The safety of our students is of primary importance to us. Misbehavior, fighting, or disobeying the bus driver's instructions endangers the lives and safety of all passengers on the bus. This privilege will be taken away if a student fails to cooperate with bus safety guidelines. Students should be waiting at their designated bus stop 5-10 minutes before the time indicated by the schedule. Bus drivers will assume that if a child is not at the designated bus stop at the time of pick-up, the child will not be going to school that day and the bus driver will not wait.

For students in Pre-Kindergarten and Kindergarten an adult must be at the bus stop when the bus is due to arrive. If an adult is not at the designated bus stop on time, the student will be returned to school and an adult listed on the emergency card must pick up the child.

If there is a need to change your child's bus stop, you must complete a bus change form. The form can be submitted through a Transportation Help Ticket at ccboe.com/transportation. The form will be approved by the Central Office staff. If there is a need for an emergency change, please write a note to the office staff and permission may be granted for the day. Please refer to the Charles County Parent Handbook for complete rules and regulations.



BIRTHDAY TREATS

Due to allergies, students and their parents/guardians are not allowed to bring to school or distribute any outside food products unless the items are commercially manufactured, individually wrapped in single serving sizes, and marked with the ingredients and nutritional facts label. Parents/guardians must obtain permission from their child's teacher or school administrator prior to bringing outside food for distribution to ensure the teacher/administrator can review the timing and impact on the school day.

Only store bought, individually packaged treats are allowed to be distributed to students. Treats that are homemade, not individually packaged or purchased from fast food restaurants will not be served to students.

What's For Lunch?



BREAKFAST AND LUNCH PROGRAM

PLEASE NOTE: Our school has been awarded a state grant to provide free breakfast for all students for the 2024-2025 school year.

If you need the prices for school lunches, they are as follows:

- Lunch price: \$2.80
- Reduced price: \$0
- Milk: \$0.75

Payment should be made directly to the child's meal account in the cafeteria. Be sure to include the child's meal number on your check or money envelope. You can also pay for your child's lunch online by going to www.mypaymentsplus.com.

Applications for free/reduced meals must be completed for each child at the beginning of each school year. Forms can be picked up at school or you can apply online by going to www.ccboe.com, scroll to the bottom of the page, and click on the "School Meals" icon. You may re-apply during the school year if there is a change in your income status. If you have any questions about eligibility, please contact the Food and Nutrition Services Department at Central Office.

CELL PHONE POLICY



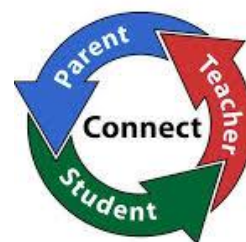
Charles County Public Schools allows the possession and use of cell phones and other electronic devices by students. It is the intent of the Superintendent to ensure that this allowance does not disrupt the learning environment, after school activities, or the safe transportation of students. Students are permitted to use cell phones while attending (but not participating in) general public events that occur after-hours and are open to the community. The following conditions outline the standard expectations for the possession and/or use of cell phones and electronic devices by students at school, on the bus or on other school-chartered vehicles.

Elementary school students may not possess or use cell phones on school property except under the following conditions:

1. A student may only bring their phone or device to school, after a written request from the parent or guardian for specific (non-social) purpose, and upon receipt of **written approval from the principal**.
2. Once approved, student must keep their phone or device powered completely off (no vibrate or silent mode) and inside their bookbag, locker or cubby throughout the entirety of each school day, unless other arrangements are made with the teacher.
3. Once approved for school, students may use their phone service or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time; examples include: phone conversations, loud music, videos or electronic games.

COMMUNICATION/CONFERENCES

Communication between school and home is essential to the academic and social progress of your child. *Two-way* communication is very important. Teachers often telephone parents and guardians when there is a concern or a positive point to share. If you, as a parent or guardian, have a concern, please contact your child's teacher before or after school. As it pertains to emails and phone call messages, please allow up to 48-hours for a reply.



If you want to request a conference with any of the staff members that work with your child, you may send a note or call the school. Staff members are generally available to conference with you before school in the mornings or directly after school in the afternoon. Conferences cannot be guaranteed during the school day due to the instruction process. However, virtual conferences do provide additional flexibility.

If a concern or question arises, please follow our preferred chain of communication:
-Step One: Contact the teacher via email (Synergy email as well) or phone.
-Step Two: Schedule a conference with the teacher to address the concern(s).

- Step Three: If unresolved, contact Assistant Principal (AP), Mrs. Peterson.
- Step Four: If unresolved, contact Principal, Mr. D'Ambrosio.

ParentVUE is an application that permits parents to access their students' information via computer or an app for mobile devices. Parents will be able to see all their children's CCPS information from one account. Each parent will have a separate account/login. In the beginning of the school year, parents will see address/parent information, emergency contacts, schedules, immunization record, and school contact information.

COUNSELING

The goals of the School Program at Mt. Hope/Nanjemoy are to facilitate the personal and academic growth of students, promote the effective development of students' interpersonal skills and to improve understanding and application of the decision-making process. These goals are primarily met through individual, group and classroom guidance, in addition to parent and teacher conferences.

DISCIPLINE

1. Charles County Public School System Code of Conduct:

This policy will always be in effect. A copy of this booklet is given to each student during the first week of school. Please review the information found inside this pamphlet and sign the agreement with the county code of conduct.

2. Mt. Hope/Nanjemoy Elementary School Code of Student Behavior:

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and have maximum opportunity to learn. Fighting, stealing, showing disrespect towards others, using obscene language, and destruction of school property **will not** be tolerated. Students who break the rules or cause serious problems will be sent to the assistant principal or principal. Disciplinary action will occur and may result in suspension from school.

3. Classroom Code of Student Behavior:

We have established a Positive Behavior Intervention and Support Program (PBIS) to focus on positive behavior in our school. Our school motto is "*Beavers are Ready, Responsible and Respectful*".

Classroom teachers develop classroom rules with the children at the beginning of each year and our school-wide discipline plan will be followed. These rules will be communicated to the students and parents at the start of the school year. The procedures below will be followed as part of our school-wide discipline:

- Level I The teacher will talk with the student and begin to address the problem. The student will receive a verbal warning.
- Level II A Level II behavior report will be sent home for parent signature. The teacher will issue a classroom consequence.

Level III When the classroom teacher has exhausted all resources, the child will be referred to the assistant principal or principal.

Discretion will be used in applying these procedures. The sequence of steps taken may vary in individual cases due to teacher recommendations, the seriousness of the offense, or the time interval between referrals. For example, very serious misconduct might result in suspension on the first referral.

DRESS CODE

The dress code standards for Mt. Hope/Nanjemoy Elementary are consistent with the dress code standards of Charles County Public Schools:

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff at all times.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, technical education, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, sexual acts or violence, or obscenities.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff.

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Note: Administrators have the flexibility to exercise their judgment to determine if a student's attire is considered disruptive, distracting, or a safety hazard. Exceptions may be granted for medical or religious reasons.



EMERGENCY CLOSING OF SCHOOLS



During bad weather, there is always the possibility that schools may close early. If you are to be away from home at such times, your child should know where to go if the schools close early.

When in doubt about early dismissal due to bad weather, listen to the local radio or television stations. There are different ways you can find out about any inclement weather: contact the hotline at (301-934-7410) for a recorded message or visit

www.ccboe.com for continuous updates; sign up for Citizen Notification Service (CNS) for text/email notifications; follow CCPS on Twitter @ccps; check Facebook for updates at Charles County Public Schools; or opt-in for text message notifications from CCPS - text Y or YES to 67587. Feature available only to CCPS students, parents and staff.

EMERGENCY INFORMATION

Each student must have *updated* and *complete* emergency information on file in the school office. One copy of this information goes to the school nurse, so if your child becomes ill or has an accident at school, the nurse has your emergency phone numbers to contact you in a timely manner. This form also gives the school permission to release your child to the care of ambulance personnel if needed.



Please remember that your child will **ONLY** be released to individuals listed on the emergency card if the parent or guardian cannot be reached.

If there is a custody question between parents, please alert the school office. If no legal papers are on file in the child's cumulative record, either parent has the right to pick up the child. Please keep this in mind if some of the policies seem to cause you a little inconvenience.

FIELD TRIPS

Field trips are an important part of the school program and serve as an extension of the curriculum. In order to go on a scheduled field trip, the student must bring a signed permission slip from home, and sometimes a small fee. Before each field trip a letter will go home giving details as to what each student will need.



If for some reason (other than illness) a student does not go on a class field trip, they should still come to school. Appropriate assignments and a supervised place to work will be provided. If your child cannot afford the cost of the trip, we encourage you to contact the teacher to see if something can be arranged.

Interested parents are sometimes needed to assist the classroom teacher on a field trip. The number of adults needed depends on the age of the children and/or the place to be visited. Parent chaperones must leave younger siblings at home so that their full attention can be placed on the children they are supervising.

All volunteers are required to complete the Parent Volunteer Approval Process. Information on this can be found on the county website home page under the Volunteer icon.

HOMework

Homework is *independent* practice for the student. The purpose of homework is not to introduce new material, but to provide practice on content that the student has been taught. The purpose of homework is to help the student:

1. Improve skills
2. Become an independent worker
3. Learn to use books and other resources for learning
4. Increase understanding and knowledge
5. Express thoughts creatively



How much homework should be assigned?

- ✓ Time: 15 minutes per day in kindergarten to a maximum of 60 minutes per day in Grade 5.
- ✓ Frequency: An expected minimum of two times per week to a maximum of four times per week.
- ✓ No mandatory assignments to be made over extended holidays or weekends

This time includes all content areas that are assigning homework, projects, or practice, including special areas. Teachers should communicate among grade levels to balance out assignment times. Only one long-term project can be assigned per quarter for each grade level. This includes all teachers and all content areas.

Homework will no longer be included in your child's academic grade, but it will continue to be a part of their personal responsibility indicator.

Please check your child's book bag daily for any communications from the school. Take time to read all the weekly information sent home as it may contain important information from the school.

ILLNESS, INJURY AND MEDICATION

When a child is injured, the only first aid we are allowed to administer is washing out a cut or wound, applying a Band-Aid, or applying an ice pack. We will treat injuries that are not serious and return the child to class. In the event of a serious or questionable injury, every effort will be made to contact the parent at home, work, or by using the emergency form. The same procedure will be used to contact you should your child have an illness at school.

Please be sure to report all changes to any of your contact information!

Medication should be given at home whenever possible. If it is necessary that a child receive medication during school hours, a form must be completed and signed by your child's doctor. This form is available at the school nurse's clinic.

Children are not permitted to have any form of medication in their possession. Over-



the-counter medications are not to be brought to school. This policy is to protect your child and the other students at school.

**** TO SEND OR NOT TO SEND ****

How does a parent decide when to send a child to school or not?

- Maryland State Law is very specific – It requires parent(s) to send a child to school every day. The daily decision should always be weighed in favor of sending your child to school. In other words, unless there is a serious reason – **SEND YOUR CHILD TO SCHOOL!**

But suppose my child complains of not feeling well...what then?

- Take your child's temperature. If their temperature is 100° F or higher, then they should remain at home in bed for the day.

Suppose my child vomited in the middle of the night?

- If your child threw up during the night or before school, then they should remain at home in bed. Do not give any solid foods, but when the vomiting has slowed, give clear liquids for the rest of the day, so that your child will not become dehydrated. If there is no fever and your child is feeling better (no vomiting),

send them to school the next day. If vomiting lasts longer than a few hours or you have any questions, call your child's doctor.

Suppose my child has asthma and has an attack during the night or before school? Should they be sent to school?

- Make sure your child has received a treatment and is no longer wheezing – if your child has medication at school, then notify the nurse and make sure that there are current doctor's orders and medication for your child before sending them to school.

What if my child has a cold or sore throat?

- Take your child's temperature – if they have a temperature of 100° F, they should remain at home in bed – if the sore throat lasts for more than 3 days, your child will need to see the doctor for a throat culture.

Sometimes we get up late. Should I send my child then?

- **YES – BEING LATE IS BETTER THAN BEING ABSENT.**

Some ideas that may help to ensure that your child is on time.

- Make sure your child has a regular bedtime that is early enough so your child gets at least 7 hours of sleep.
- Have the next day's clothes picked out the night before.
- Put the cereal bowls (or non-perishable breakfast items) on the table the night before.
- Give your child an alarm clock. Help your child decide how much time they need to get ready in the morning. Help set the alarm clock.

Sometimes my child says they are sick. I let them stay home from school, but then they feel better and wants to play. What should I do?

- If you, as a parent, have decided that your child is too sick to be in school – your child should be in bed. If your child feels well enough to play – bring them to school.

When children are in school, they learn IMPORTANT SKILLS needed to SUCCEED in LIFE.

LOST AND FOUND

The following suggestions are made to assist parents regarding their child's personal belongings:

- Clearly label your child's book bag, coats, jackets, sweaters, caps, boots, gloves/mittens, lunchbox and accessories with their full name and grade.
- When an article is lost, don't let time elapse before trying to locate it.
- Do not send items of sentimental value or large sums of money to school with your child.
- Lost and found items are placed in a large box located in the nurse's hallway.
- Encourage your child to check the lost and found if they are missing an item.

Please recognize that the school will not take responsibility for the loss or damage of items such as, but not limited to, eyeglasses, retainers, and coats.

MONEY AND VALUABLES



Students are cautioned not to bring large sums of money to school unless they are paying for a school function or depositing money in their meal account. If the money is for school, it should be in an envelope with the student's name, classroom teacher's name, and the function (lunch money, book fair, field trip, etc.) Make checks out to Mt. Hope/Nanjemoy Elementary School. A fee will be assessed for any checks that are returned from the bank.

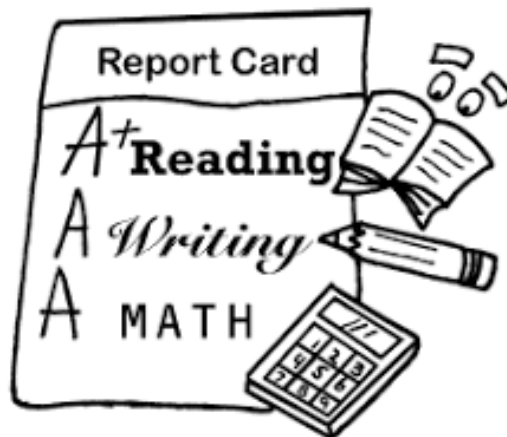
Radios, cameras, battery-operated games, large amounts of cash, cell phones, iPads, or other similar items should not be brought to school. The school will not take responsibility for the loss or damage of any of the above items. Please monitor carefully what your child brings to school.



PARENT/TEACHER ORGANIZATION (PTO)

Our school has a PTO that is dedicated to supporting our students and staff by involving parents and the community in a wide variety of school functions. You will receive regular communications from the PTO to let you know what they are planning and how you can become involved. We encourage you to attend monthly meetings. Many decisions are made during these meetings that affect your child. Look to hear more about the monthly meetings. All parents are encouraged to join this extremely worthwhile group.

REPORT CARDS:



Report cards for grades K-5 are issued to students four times a year. Pre-K report cards are distributed at different times and are combined with a conference with the teacher. Interim reports for grades K-5 are issued midway through the nine-week grading period. Communicate with your child's teacher immediately whenever you have a question or concern.

The report card for grades Pre-K through Second uses the following codes for reporting a student's performance: Consistently Demonstrates, Developing, and Needs Improvement.

The grading code for grades Third through Fifth is based on two criteria: Performance (A, B, C, D, or F) and progress (1, 2, or 3).

A full explanation of the report cards for all levels is printed on the back of each individual report.

TITLE I PROGRAM

What is Title I?

Title I of the Elementary and Secondary Education Act is the largest federally funded education program that provides extra support to students who are academically at-risk in public and private schools. Through Title I, the government allocates funds to school districts around the country based on the number of low-income families in each district. Title I funds are designed to help close the achievement gap between disadvantaged students and their peers. The purpose of Title I is to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. There are two models for Title I programs:

School wide Programs

School wide programs allow for all students and families in high poverty school zones (over 40% poverty) to be eligible for Title I services. Title I school wide programs are based on a comprehensive plan of academic support that details how all instruction, assessment resources, and highly qualified teachers support the academic achievement of all students.

Targeted Assisted Programs

All Title I resources and support are focused on an identified group of students and families. In Targeted Assisted Programs, all instruction, resources, and a highly qualified staff support the improved academic achievement for the identified students and families.

What are the Benefits of Title I?

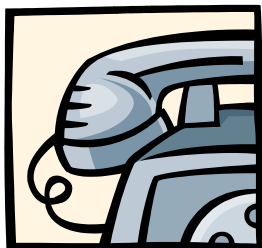
A Title I program will provide your child with educational support beyond the regular classroom. Some benefits may include but are not limited to the following:



- Increased parental involvement

- Increase in technology
- Smaller classes or specialized instruction spaces
- Additional teachers and aides
- Additional training for school staff
- Extra time for instruction
- A variety of teaching methods and materials

TELEPHONE USE



Students are only permitted to use the telephone in an emergency. They will not be allowed to call for band instruments, homework, questions, permission slips, money, etc. Please check with your child prior to leaving the house to make sure your child has everything! Together let's create responsible students at Mt. Hope/Nanjemoy.

VISITORS TO THE BUILDING

Parents and guardians are always encouraged to visit the school. **All visitors must first report to the office to sign-in, show PHOTO ID and receive an identification badge.**

Those who wish to observe in the classroom or recess are required to plan the visit in advance with the individual teacher and school administration. Parents may visit the classroom at the school's invitation or request to make a formal observation of a classroom. A visit must be made at least two school days before it. Parents and guardians may schedule up to two classroom observations of 45 minutes in duration each grading period. Parents are prohibited from video and/or audio taping in the classroom setting.



Aside from parent observations with the administration, Mt. Hope/Nanjemoy will have a volunteer program where parents, guardians, and grandparents will be able to come into the building and volunteer. Volunteers will not be allowed in the classroom; however, volunteers will be utilized to create a stronger system of support for our staff and students.

Although volunteers are not paid staff members, they are expected to follow CCPS policies, rules and procedures at all times. As part of security measures in place, CCPS recognizes the need to properly train and screen volunteers. CCPS has procedures for all volunteers who have contact with students. This includes volunteers who work in CCPS schools as well as those who attend special events, like field trips, with children. CCPS requires all volunteers to complete a background screening. Volunteers must also fulfill school-based and safe schools training requirements. Volunteers interested in serving in CCPS schools must complete the screening annually. Additional information, and a link to the background screening, is posted on the school system website at www.ccboe.com.

WITHDRAWAL OF STUDENTS

If you are moving and need to withdraw your child from school, please come to the office a few days prior to the withdrawal date. This will give us ample time to complete the necessary paperwork and ensure the return of any library, classroom books or any other checked out materials. It will also give the classroom teacher time to gather your child's belongings in time for them to be able to take them with them.

If you are leaving us, we hope your family's experiences here at Mt. Hope/Nanjemoy has been positive. We wish your child much success in their next school.

IMPORTANT CONTACT INFORMATION

Mt. Hope/Nanjemoy Elementary
301-753-1761 (local)
301-246-9453 (fax)
www.ccboe.com/mthope/ (website)

Food & Nutrition Services at Central Office
301-392-5575 (main)

Transportation at Central Office
301-934-7262 (main)
301-932-6610 (secondary)

Inclement Weather Hotline
301-934-7410 (main)
301-932-6656 (secondary)
www.schoolsout.com (website)

Home-School Partnership

We believe that families play an important role in their child's education; therefore, we provide opportunities for families to be involved. At Mt. Hope/Nanjemoy, we will:

- Involve parents in decisions regarding the spending of Title I funds and the 1% family engagement budget.
- Offer a flexible number of meetings at times that are convenient to parents.
- Provide information about school programs in a timely manner and in a language parents can understand.
- Provide interpreting and translation services, transportation, and childcare.
- Help parents understand State academic standards and local academic assessments.
- Show parents how to monitor their child's progress and work with educators to improve their child's achievement.
- Educate school staff on how to work with parents as equal partners in their child's educational process.
- Coordinate and integrate family engagement programs and activities with Federal, State, and local programs.
- Maintain a virtual and in-person Family Resource Center.
- Provide full opportunities for the participation of parents with limited English proficiency, with disabilities, and of migratory children.
- Encourage parents to join our school's Title I DADvisory Council, PTO, and School Improvement Team.
- Hold an annual meeting to discuss our school's role and requirements in implementing the Title I program and your right to be involved in your child's education.

Community Partners

Mt. Hope/Nanjemoy Elementary collaborates with business partners and community groups to increase family engagement by coordinating and integrating outreach, training opportunities, and resources for the school community.

Ways to Volunteer

We welcome and encourage volunteers in our school! Volunteers may serve as mentors, tutors, non-paid coaches or club sponsors, chaperones, reading/math partners, parent group organization officers, and more. All volunteers must complete a training and background check. More information may be found on the CCBOE website. If you would like to be a volunteer, please contact our family liaison.

Family Workshops & Activities

Attend Mt. Hope/Nanjemoy's family workshops and activities to learn how to support learning at home. Training and materials will be provided.

Workshops are subject to change and may be held virtually. Look for flyers, information on Synergy and on our website.

- **September:** Back-to-School/Open House, Dinner with Dad Event
- **October:** Family Math/STEM Night, Technology/Web-Based Training
- **November:** DADvisory Resource Event, Report Card Training
- **December:** Winter Concert
- **January:** Social-Emotional/Behavior Workshop feat. Family Game Night
- **February:** Grandparents' Day
- **March:** One Book, One School Family Reading Night
- **April:** Student Assessment Programs, Parent Resource Night
- **May:** Annual Title I Meeting & Summer Backpack Program
- **PTO Meetings:** 3rd Tuesday of the month (childcare provided)

Interpreters, childcare, and transportation are available by request.

Parent Feedback & School Improvement

Please give your feedback by completing surveys and participating in Title I workshops and meetings, the DADvisory Council, PTO, and School Improvement Team. If you would like a copy of our School Improvement Plan, please contact our parent liaison.



Scan the QR code to complete a short feedback form on the Compact/Plan. If you are unable to complete this form online, paper copies are located in our Family Resource Center.

Your parent liaison is here to support you!

Betty Clark, Title I Family Liaison
bclark@ccboe.com
301-753-1761



Mt. Hope/Nanjemoy Elementary School

2024-2025

Title I Home/School Compact & Family Engagement Plan



Mr. Louis D'Ambrosio
Principal

Mrs. Brittani Peterson
Assistant Principal

Mrs. Betty Clark
Family Liaison

9275 Ironsides Road
Nanjemoy, MD 20662

Phone:
301-753-1761

Website:
mthope.ccboe.com

Twitter:
[@MtHopeNanjemoy](https://twitter.com/MtHopeNanjemoy)

This document was developed with Mt. Hope/Nanjemoy families using input from the Annual Title I Meeting held on June 5, 2024 and the 2024 Annual District Level Family Engagement Survey.

Mt. Hope/Nanjemoy Staff

As a school, we will share the responsibility to improve academic achievement and achieve high standards in the following ways:

- Listening and showing respect to families and students.
- Maintaining open communication with families and students on students' academic achievement.
- Setting high expectations for our students.
- Providing high quality and well-planned instruction.
- Providing encouragement.
- Demonstrating professional behavior and being positive role models.
- Providing information in agenda books.
- Enforcing school and class rules fairly.
- Creating a welcoming, positive, and safe learning environment.
- Providing opportunities for parent-teacher conferences.
- Providing progress reports.
- Providing families with contact information.
- Providing families with a variety of opportunities to be involved in their child's education such as Title I workshops, family nights, DADvisory Council, PTO, School Improvement Team, and volunteer programs.
- Attending PTO meetings and other school events.

A TEACHER
OPENS MINDS
AND TOUCHES
HEARTS ♥

Parents/Guardians

As parents/guardians, we will support our children's learning in the following ways:

- Making sure that homework is completed and returned.
- Making sure my child comes to school on time and regularly.
- Keeping in contact with teachers and keeping communication open.
- Keeping communication open with my child by talking with them on a daily basis.
- Making sure my child understands and follows school rules.
- Providing my child with supplies (if additional supplies are needed, contacting my child's teacher).
- Encouraging my child.
- Making sure my child gets plenty of rest.
- Providing a quiet area for homework/homework center.
- Reviewing and signing my child's agenda book.
- Returning school papers in a timely manner.
- Volunteering when possible.
- Being respectful to school staff.
- Teaching my child to be respectful to school staff, other students, and bus drivers.
- Being a positive role model for my child.



Charles County
Public Schools

Working together to achieve excellence for every student.

Students

As students, we will share the responsibility to improve our academic achievement by:

- Always doing our best.
- Being respectful of our classmates and teachers (example: speaking kind words and keeping our hands to ourselves).
- Completing all assigned classwork.
- Being responsible for homework.
- Making sure we have our agenda book/homework sheet and that they are completed and signed by our parent/guardian.
- Getting ready for school on time and being prepared.
- Following the 3 R's – Ready, Responsible, and Respectful on the bus and at school.



What is Title I, Part A?

Title I, Part A of the Elementary and Secondary Education Act (ESEA) is the largest federally funded education program that provides financial assistance to local school systems and schools to ensure that disadvantaged students have the opportunity to receive a high-quality education and reach proficiency on challenging state academic standards and assessments by providing additional academic support and learning opportunities. School systems must apply for the Title I, Part A grant every year. Eligibility in the Title I program is based on the school's Free and Reduced Meals (FARMs) rate.

What are the benefits of Title I?

A Title I program will provide your child with educational support beyond the regular classroom. Some benefits may include, but are not limited to:

- Increased opportunities for family engagement
- Additional teachers and instructional assistants
- Supplementary instructional materials
- Increased technology in schools
- Tutors and specialized instructional support
- Additional professional learning opportunities for staff

FREQUENTLY USED TERMS

1:1	One device for each student
504 Plan	Accommodations for students with disabilities
BOE	Board of Education
CCPS	Charles County Public Schools
District Level and Districtwide	Refers to all CCPS Title I Schools
ELL	English Language Learner
ESOL	English for Speakers of Other Languages
ESSA	Every Student Succeeds Act
FRC	Family Resource Center
IA	Instructional Assistant
IEP	Individualized Educational Plan
MCAP	Maryland Comprehensive Assessment Program
PD and PL	Professional Development & Professional Learning
PFE	Parent and Family Engagement
PTO	Parent-Teacher Organization
SEL	Social-Emotional Learning
SIP	School Improvement Plan

CCPS MISSION: The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.



Let us know how we can improve the Title I family engagement program!

Online – Scan the QR code or click/enter the link below in your browser to complete the online feedback form. <https://bit.ly/DistrictLevelFEP>

In-person – Complete a paper feedback form located in your school's Family Resource Center.

By phone or email – Contact your school's parent liaison to give your feedback over the phone or by email.

Thank you to our community partners!

- Participating Barbershops (Barbershop Books)
- Beyond the Classroom, Inc.
- Maryland SNAP-ED
- Reading Holiday Project
- Stella's Girls, Inc.



WE ARE HERE TO SUPPORT YOU!

If you have questions about the CCPS Title I family engagement program or District Level Family Engagement Plan, please contact:

Jennifer Bowling
Title I Family & Program Coordinator
301-392-5552 / jbowling@ccboe.com



Charles County Public Schools

Working together to achieve excellence for every student.

Title I District Level FAMILY ENGAGEMENT PLAN SY 2023-2024



Office of Title I
5980 Radio Station Road
La Plata, MD 20646
301-392-5520



www.ccboe.com/departments/title-i
Twitter: @CCPSTitleI

Arin Bonner, Director of Title I Programs

The Title I District Level Family Engagement Plan was developed with families using feedback from the 2023 Annual District Level Family Engagement Survey and school-based Annual Title I Meetings.

CCPS Family Engagement Policy: Charles County Public Schools (CCPS) and the Board of Education recognize that families play an important role in their child's education as well as prepare them for academic achievement and lifelong learning. Our schools, families and community must be actively involved in developing strong programs and policies that support the academic success of every student. The purpose of the District Level Family Engagement Plan is to support and promote a strong partnership between the school, student and home.

HOME-SCHOOL PARTNERSHIPS

To ensure that parents/families are equal partners in their child's education, we will:

- Help them understand State academic standards and local academic assessments.
- Show them how to monitor their child's progress and work with educators to improve their child's achievement.
- Provide them with materials and training to help them work with their child to improve their academic achievement.
- Educate school staff on how to work with parents/families as equal partners in their child's educational process.
- Coordinate and integrate family engagement programs and activities with Federal, State, and local programs, including public preschool programs and parent resource centers.
- Offer interpreting/translation services, childcare, and transportation.
- Offer school-related programs, meetings, and other activities on days and at times that are convenient to parents/families.
- Provide full opportunities for the participation of parents/families with limited English proficiency, with disabilities, and of migratory children.
- Encourage them to join their school's advisory groups such as the PTO, Title I DADvisory Council, and School Improvement Team.

VOLUNTEERS

We welcome and encourage volunteers in our schools! Volunteers may serve as mentors, tutors, non-paid coaches and club sponsors, chaperones, reading/math partners, parent group organization officers, and more. All volunteers must complete a training and background check. More information may be found on the CCBOE website. If you would like to volunteer, please contact your school's parent liaison.

INITIATIVES & WORKSHOPS

The Title I Office and schools work together to offer a variety of districtwide initiatives and family engagement workshops to improve student academic achievement.

Districtwide Initiatives:

- ASTA-USA Document Translation Services
- Barbershop Books
- DADvisory Council
- Early Childhood Program
- Mentoring Programs
- Parents Make the Difference Newsletter & Web Content
- Summer Backpack Program
- Title I Parent Liaisons

School-Based Family Engagement Workshops:

- Annual Title I Meeting
- Back to School Night / Meet & Greet / Open House
- Chat & Chew / Pastries with Principal
- Parent-Teacher Conferences
- Reading, Math and STEM Nights
- Social-Emotional Learning Workshops
- Technology and Web-Based Program Training
- Understanding Student Progress and Data

Note: Initiatives and workshops are subject to change.

FAMILY RESOURCE CENTERS

Visit your school's FRC to get information on:

- Upcoming Title I workshops and school-based events
- School subscriptions and web-based programs
- Parenting and family support services
- Community partnerships
- Maryland College & Career Readiness Standards

To view the Title I Office's online Family Resource Center, please visit <https://bit.ly/DistrictFamilyResourceCenter>.

2023-2024 TITLE I SCHOOLS

C. Paul Barnhart	Mt. Hope/Nanjemoy
Dr. Gustavus Brown	Dr. Samuel A. Mudd
Indian Head	J. C. Parks
Daniel of St. Thomas Jenifer	J. P. Ryon
Arthur Middleton	Eva Turner

EFFECTIVE COMMUNICATION STRATEGIES

To ensure that we effectively communicate with parents/families, we will:

- Use a variety of ways to communicate with parents/families such as CCPS and school websites, Synergy/ParentVUE, conferences, phone calls, text messages, emails, newsletters, flyers, school calendar, social media, and Family Resource Centers.
- Provide interpreting and translation services to ensure that information related to school and parent/family programs, meetings, other activities, and written communication are shared in a format and language that parents/families can understand.
- Explain frequently used terms so that parents/families may better understand student achievement and progress.
- Utilize parent liaisons to be a bridge for communication between schools and families.

SCHOOL IMPROVEMENT PLANS

School Improvement Plans outline the goals, strategies and actions schools will take to improve the quality of education that students receive. Contact your school's parent liaison to review your school's School Improvement Plan.



Complete surveys and evaluations to give your feedback!

- **Annual District Level Family Engagement Survey** – This survey is distributed to Title I families at the end of the school year. Results are used to improve the quality of the District Level Family Engagement Plan, districtwide initiatives, and to evaluate school climate.
- **Annual Title I Meeting** – All Title I schools hold an annual meeting in the spring so that families may give their input on school improvement, the Home-School Compact/Plan, family engagement workshops, school-sponsored events, volunteer programs, and the Title I budget.
- **Event Evaluations** – Evaluations are distributed at the end of all family engagement events.

Request to Bring Cell Phone or Personal Electronic Device (Includes Smart Watches) to Mt. Hope/Nanjemoy Elementary School

CELL PHONE AND PERSONAL ELECTRONIC DEVICES

Charles County Public Schools allows the possession and use of cell phones and other personal electronic devices by students. It is the intent of the Superintendent, to ensure that this allowance does not disrupt the learning environment, after-school activities, or the safe transportation of students. Students are permitted to use cell phones while attending (but not participating in) public events that occur after-hours and are open to the community. The following conditions outline the standard expectations for the possession and/or use of cell phones and electronic devices by students at school, on the bus or on other school-chartered vehicles:

Elementary School

- Students may only bring their phone or device with approval from the principal.
- Once approved, students must keep their phone or device powered completely off (not on vibrate or silent mode) and inside their book-bag throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
- At Mt. Hope/Nanjemoy, devices are **NOT** stored in the main office. Students are completely responsible for their devices. Devices may not be out of bookbags, even when powered off, during the school day. It is the student's responsibility to remember to abide by these rules.
- Once approved students may use their phone or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited on speaker.

Please note the following additional guidelines governing all school levels:

- Cell phones or electronic devices with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the phone or device is otherwise permitted.
- Violations of these expectations will result in consequences as specified in the Levels of Response section of the CCPS Code of Conduct.
- The use of a cell phone or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.

Name of Student _____

Grade _____ **Teacher** _____

Parent Name _____ **Date** _____

I am requesting that my child be able to bring a cell phone/electronic device to school for the 2024-25 school year. My signature below indicates that I have reviewed the guidelines above and agree to adhere to them. Violations of these expectations will result in consequences as specified in the Levels of Response section of the Code of Student Conduct.

Parent Signature _____ **Date** _____

Student Signature _____ **Date** _____

Administrative Approval: **Approved** **Not Approved**

Principal's Signature _____ **Date** _____



Mt. Hope/Nanjemoy Elementary School

9275 Ironsides Road. Nanjemoy, MD. 20662

301.753.1761 (phone) | 301.246.9453 (fax)

<https://www.cboc.com/schools/mthope/index.php>

Lou D'Ambrosio, *Principal* • Brittani Peterson, *Assistant Principal*

Classroom Placement Change Request

In order for your classroom placement change to be considered, the following criteria must take place:

- Your child has to be enrolled in his/her assigned class for at least 3 weeks.
- A parent/teacher conference must have been held. Please provide date: _____
- A scheduled parent observation must have been held. Please provide date: _____

Once you have completed all of the above criteria, please complete the information below and submit to Principal D'Ambrosio for consideration.

Today's Date: _____

To Principal D'Ambrosio:

I am writing this request for your consideration of a classroom placement change for :

_____ Currently, he/she is in Mr./Mrs.
(Student's name)

_____ 's class. The reason for my request is:
(Teacher's name)

Thank you for your consideration.

(Parent's Signature)

Parents, please know that many factors go into creating classes. We must consider academic levels, whether or not a child has been identified as gifted, receives special education services or has a 504 plan. To ensure heterogeneous classes, we also consider race, ethnicity, and gender. Therefore, your request will be considered but not necessarily guaranteed.



Charles County
Public Schools

Working together to achieve excellence for every student.

CCPS Updated nondiscrimination statement – July 1, 2024

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Dr. Mike Blanchard, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event. CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts). (7/2024)

Charles County Public Schools is committed to providing all persons with an educational environment free from sexual discrimination. Title IX of the Education Amendments of 1972 states that no person in the United States shall, on the basis of gender, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any educational program or activity that receives federal financial assistance. Sexual discrimination includes sexual harassment, sexual assault and sexual violence and is characterized as unwelcome conduct of a sexual nature that interferes with an individual's ability to learn, study, work, achieve or participate in school activities. If any individual wishes to file a complaint of sexual discrimination, they should contact the school's Title IX Coordinator, Mrs. Marisa Kindall or Mr. Gerald Jenkins, at (301) 753-1761, or speak to any school-based administrator. All complaints may be resolved either informally or through a formal investigation process set out in Superintendent's Rule 5116, found here: [Title IX - Charles County Public Schools \(ccboe.com\)](https://www.ccboe.com/TitleIX). The Rule also outlines supportive measures available to the parties through the Title IX Coordinator or school-based administrator, including counseling, mental health services referral, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures determined by school officials to be legally permissible and necessary to protect the safety or educational or employment activities of a party.