



TEPS Parent & Family Handbook

2023- 2024

Thurmont Primary School

7989 Rocky Ridge Road

Thurmont, MD 21788

Phone: 240-236-2800

Fax: 240-236-2801

Web address: <https://edu.fcps.org/tps/>

Principal: Dr. Michele Baisey

Administrative Secretary: Kelly Pizza

Thurmont Elementary School

805 East Main Street

Thurmont, MD 21788

Phone: 240-236-0900

Fax: 240-236-0901

Web address: <https://edu.fcps.org/tes/>

Principal: Mr. Karl Williams

Administrative Secretary: Brenda Dodson

*Together **Everyone Proudly Succeeds***

SECTION 1: GENERAL INFORMATION

- FCPS Calendar
- School Hours
- Attendance
 - Tardiness
 - Written Excuses
 - Early Dismissal from School
 - Vacations
- School Closings or Delays
- Behavioral Expectations & Support
- Discipline
- Character Counts
- Parent Visitation
- Parent Volunteers
- Emergency Contacts
- Classroom or School Concerns
- Smoke-Free Environment
- Parent and Teacher Association (PTA)

SECTION 2: HEALTH & SAFETY

- Health Services
- Medication
- Emergency Drills
- Dress Code
- Items Not Permitted in School
- Responsible Use of Digital Technology
- Bullying & Harassment Policies
- Mental Health Resources

SECTION 3: Home and School Communication

- Conferences
- Elementary Grading, Reporting and Intervention
- Homework
- Newsletters
- Daily Folders
- School Website
- Email
- Find Out First
- Replacement of Lost or Damaged Instructional Materials

SECTION 4: SPECIAL SERVICES

- Food Services
- Breakfast
- Lunch
- Lunch and Recess
- Lost and Found
- School Parties
- School Pictures

SECTION 5: THURMONT PRIMARY SCHOOL SPECIFIC INFORMATION

- Staff Directory
- School Mission & Vision
- Arrival & Dismissal Procedures
 - Car Riders
 - Bus Riders
 - Walkers
- Lunch and Recess Schedules

SECTION 6: THURMONT ELEMENTARY SCHOOL SPECIFIC INFORMATION

- Staff Directory
- School Mission & Vision
- Arrival & Dismissal Procedures
 - Car Riders
 - Bus Riders
 - Walkers
- Lunch and Recess Schedules

SECTION 2: GENERAL INFORMATION

FCPS Year at a Glance

THE SCHOOL YEAR AT A GLANCE

2023

August 23 (Wednesday)	First Day of School
September 4 (Monday)	Schools* and Offices Closed
September 22 (Friday)	3 1/2-Hour Early Dismissal for Students
September 25 (Monday)	Schools* Closed
October 11 (Wednesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 12 (Thursday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 13 (Friday)	3 1/2-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open Full Day
October 20 (Friday)	Schools* Closed for Students
October 27 (Friday)	Schools* Closed for Students
November 22 (Wednesday)	Schools* and Offices Closed
November 23-24 (Thursday-Friday)	Schools** and Offices Closed
December 1 (Friday)	2-Hour Early Dismissal for Students
December 25-26 (Monday-Tuesday)	Schools** and Offices Closed
December 27-29 (Wednesday-Friday)	Schools** Closed

2024

January 1 (Monday)	Schools** and Offices Closed
January 15 (Monday)	Schools** and Offices Closed
January 16 (Tuesday)	Schools Closed*
January 17 (Wednesday)	Schools Closed*
February 16 (Friday)	2-Hour Early Dismissal for Students
February 19 (Monday)	Schools** and Offices Closed
March 22 (Friday)	Schools* Closed for Students
March 29 (Friday)	Schools** and Offices Closed
April 1 (Monday)	Schools** and Offices Closed
April 2-5 (Tuesday-Friday)	Schools* Closed for Students
May 2 (Thursday)	2-Hour Early Dismissal for Students
May 14 (Tuesday)	Schools** and Offices Closed
May 27 (Monday)	Schools** and Offices Closed
June 5*** (Wednesday)	2-Hour Early Dismissal/Last Day of School for Students

*BOE Determined

**State Mandated

***FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 6, 7, 10, 11 and 12. If no snow days are used, the last day for students is Wednesday, June 5. The June 2-hour early dismissal will occur on the last day of school for students. The school year will provide 180 days for students. Dates are subject to BOE revision.

School Hours

Our school building opens its doors at 8:10 a.m. Until that time, students are not permitted to arrive inside the building. Classroom instruction begins promptly at 8:40 a.m. and the school day ends at 3:10 p.m. All students must be picked up by 3:40 p.m.

Attendance

Regular attendance is directly linked to student success. For that reason, absences, late arrivals and early dismissals are highly discouraged. Excused absences include illness (fever, vomiting, diarrhea, contiguous illness), medical treatment, a religious observance or a court appearance. If a student is taken out of school for an extended period of time, s/he will be granted 5 days of vacation and the remaining days will be coded unlawful. Of special note, days when school is in session for only a half-day of instruction (conference days, in-service days, etc.) a student is considered absent for the entire day if he/she is not in school. See the FCPS Calendar Handbook for additional details regarding attendance expectations and policies or review FCPS Regulation 500-25.

If your child has any continuing health problems, please alert the teacher and health room staff, so that we can respond appropriately, considering any necessary restrictions. A note from your physician must be presented to the classroom teacher if your child is unable to participate in physical education classes or recess for an extended period of time due to injury or illness. If your child has any food sensitivities or

allergies, be sure to let the teacher and cafeteria staff know. Please note that if a child stays home from school, s/he may not come onto school property for any reason.

We monitor attendance daily as a state mandate, and meet monthly as an Attendance Committee, including our School Counselor and Pupil Personnel Officer (PPW). Attendance letters are sent home at regular intervals notifying families if there are attendance concerns. If your child misses 10 or more days of school, or will be out for an extended period of time, the school may request a note from the doctor. Chronic attendance, missing 10% of the school year, is also closely monitored by the state of Maryland, as part of the *Every Student Succeeds Act*. If your child is approaching chronic absenteeism, we will invite you to a conference to discuss how we can support you. Chronic absenteeism may result in failing grades for the quarter or the school year.

Tardiness

School doors open at 8:10am and instruction begins promptly at 8:40am. Students use this time to eat breakfast, settle into class routines and organize their materials. When students are late, a parent or guardian must check them in at the office. A late pass is required for any student entering the building after 8:40am. The impact of coming to school just ten minutes late every day equates to your child missing 30 hours of valuable instructional time in one school year! Please be vigilant in getting your child(ren) to school on time.

Written Excuses

When your child is absent, s/he is required to present a note signed by a parent or legal guardian. Without a note, the absence is coded unexcused. As aforementioned, if your child has missed more than ten days of school, a doctor's note will be required, or the absence will be coded as unexcused/illegal. A written excuse from the health care provider is required when a child is not able to participate in physical education or recess. An Activity Restriction Form can be found at www.fcps.org, or you can call our health room staff. If your child has contracted a communicable disease, such as COVID, chicken pox, measles, or head lice, please alert the health room staff.

Early Dismissal from School

Early dismissals are discouraged as they interrupt the instructional day. Doctor and dentist appointments should be scheduled before or after school when possible. When appointments occur, students should return to school following the visit. Students dismissing prior to 3:30 must have a parent note for the teacher. The note should state the reason and time of the dismissal. When picking your child up early, please plan to come a few minutes early. Staff are not able to have students waiting in the office for families, as we want our students to be engaged in instruction as long as possible. Children may only leave school with a parent, guardian or an individual listed on the emergency card. When written permission has been given by parents or guardians, children may also be released to other individuals. When signing a child out, individuals **must** provide ID.

Vacations

Vacations taken during the school year are NOT encouraged. They can be a disruption to your child's academic achievement. If vacations are planned, the principal should receive a letter from the parents at least two weeks before the leaving date. This allows time to inform teachers and to organize their expectations of missed schoolwork. Students may be excused no more than twice during a school year for a combined maximum of five days. Long trips during the school year are hurtful to your child's academic performance.

Procedures for monitoring attendance:

School staff will review each case in which the student has reached more than 5 unlawful absences during a 9-week grading period, 10 unlawful absences during a semester or 20 unlawful absences during the year. School staff will also review, at least quarterly, the attendance of students who are in danger of being chronically absent. Concerns will be communicated to parents/guardians.

1. Parent Notification - 3 days When a student has accumulated 3 days of unlawful absence in any marking period, administration must notify parents/guardians, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.
2. Parent Notification - 5 days When a student has accumulated 5 days of unlawful absence in any marking period, administration must notify parents/guardians, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.
3. Parent Notification - 10 days When a student accumulates 10 absences, lawful or unlawful, administration must notify parents, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.
4. Parent Notification - 20 days When a student accumulates 20 absences, lawful or unlawful, administration will notify parents, either by mail or electronically. Parents of secondary students shall be informed that the student may fail or lose credit if unlawful absences exceed 10 days in a semester or 20 days in the entire school year.
5. Parent Notification – Chronic Absence Following the quarterly review, administration will notify parents/guardians, either by mail or electronically, when students have missed 10% of school days completed.

School Closings or Delays

School closings due to inclement weather or equipment failure, will be announced on major radio stations. The following media forms are available:

- WFMD (Frederick) 930 AM WQSI
- (Frederick) 820 AM
- WFRE (Frederick) 99.9 FM WAFY
- (Frederick) 103.1 FM
- WMAL (Washington) 630 AM WTOP

- (Washington) 1500 AM
- Frederick Cable Vision – Channel 18

School closing information is also available on the school system website – www.fcps.org and Find out First.

School Delays

On days that school is delayed two hours due to inclement weather, students will not be permitted into the building before 10:10 a.m. Supervision of students is not available prior to the stated times.

Behavioral Expectations & Support

In order for students to be able to learn, the school climate must be one that is safe and orderly. Children need opportunities to build both their brain power and heart power. Using the acronym ROAR, there are four behavioral expectations in place at both schools:

Responsibility

Ownership

Academic Engagement

Respect

When a classroom disruption requires assistance beyond which is able to be provided by the teacher, a student may be offered support from the administrator or school counselor. The administrator or school counselor will work with the student to help them redirect the inappropriate actions in a more positive and constructive manner. As the administrator or school counselor works with the student, the behavior may warrant:

- Time out of the classroom to reflect and reset
- Opportunities to take responsibility and repair the harm
- Consequences such as lunch or after school detention
- Parent conference to discuss behavioral challenges and needs

TES and TPS will also use the **Habits of Work** expectations. These habits of Work will be taught in each classroom and will help students establish the following, **Learner Agency, Self Advocacy, Perseverance, and Social Responsibility**. Together with the characteristics of ROAR, TPS and TES students will develop the ability to demonstrate self management and self control.

Responsibility <i>Learner Agency</i>	Ownership <i>Self-Advocacy</i>	Academic Effort <i>Perseverance</i>	Respect <i>Social Responsibility</i>
<p>I can be prepared for learning.</p> <p>I can complete my work.</p> <p>I can fix my mistakes to keep learning.</p>	<p>I can be honest and trustworthy.</p> <p>I can ask questions when I need help.</p> <p>I can accept new challenges.</p>	<p>I can keep working even when it's hard.</p> <p>I can try to solve problems by myself before I ask for help.</p> <p>I can participate by asking questions and sharing my ideas.</p>	<p>I can show kindness with my words and actions.</p> <p>I can work well with others to solve problems.</p> <p>I can be an active listener.</p>

Discipline

When needed, a ROAR reminder may be the tool used to communicate the issue or concern with student behaviors that are disruptive to the school environment, as well as the learning of others and self. This is also a resource used to alert parents or guardians of an issue that has occurred at school. The tool is also used to help school staff to set goals for the student so they can use the feedback provided to ensure they are self regulating and maintaining appropriate behaviors in the school environment.

A student REFERRAL is used to document the student behavior infraction, communicate with parent / guardian, as well as the result or disciplinary action.

Information about discipline can be found in the calendar handbook and selected regulations are included below.

- FCPS Discipline Regulation: <https://apps.fcps.org/legal/documents/403-01>
- FCPS Suspension and Expulsion: <https://apps.fcps.org/legal/documents/408> & Regulation 400-04: <https://apps.fcps.org/legal/documents/400-04>
- FCPS Bus Discipline Procedures: <https://apps.fcps.org/legal/documents/400-57>

Character Counts

All schools will promote a healthy and inviting school climate in which all members of the school community understand and practice the system's established CHARACTER COUNTS! pillars - trustworthiness, responsibility, respect, fairness, caring and citizenship are integrated throughout the essential curriculum and guide the actions of the staff members of our school. Please encourage your child(ren) to aspire to behave in accordance with these pillars in order that our school climate can be safe and healthy.

Parent Visitation

Throughout the school year, we encourage and welcome parents/guardians to visit the school. Extended visits should be arranged in advance with the classroom teacher or administration. We encourage parents/guardians and/or grandparents to have lunch with their child(ren). Remember, Maryland State Law mandates that all visitors present a government issued ID, sign in at the front office, and wear a visitor's badge before going to any part of the building. Please don't be offended if a staff member stops you and asks you to return to the front office to sign in and take a visitor's badge. This practice is in place for the safety of all children.

Parent Volunteers

Volunteers can provide excellent supplementary help to both students and staff members. Volunteers generally begin their work with children the first week in October. Younger siblings may not accompany parents to the classroom or the volunteer workroom, as they tend to distract students from the task at hand. Anyone wishing to become a volunteer will need to attend the volunteer orientation

There are two parties held each school year: Valentine's Day and End of Year. (As protocol and guidance will allow) Homeroom parents and classroom teachers, with the help of students, will plan and coordinate activities. Homeroom parents may call to solicit donations or assistance for these events.

Emergency Contacts

In the event that we should have a true emergency at school it is imperative that we have current emergency contact information – including daytime phone numbers, available to us at school. As daycare arrangements and daytime workplace numbers change, please send a note reflecting these changes to your child's teacher. She/he will forward it to the office staff to be changed on your child's information cards.

Classroom or School Concerns

If you have concerns about your child's instruction, instructional materials or discipline, please speak to the classroom teacher first. After conferring with the teacher, if concerns continue to exist, please contact administration.

Smoke-Free Environment

The Frederick County Board of Education has adopted a tobacco-free school environment policy. The sale or use of tobacco products in any form is prohibited in the school building or on school grounds at all times, year-round.

Parent and Teacher Association (PTA)

The education of children is a cooperative enterprise between home and school. The local PTA was established to support our cooperative efforts and offers many opportunities for students and families. Parent involvement is the heart of our PTA, meeting monthly throughout the school year. The PTA encourages all families to join and volunteer their time planning and implementing PTA activities and events. Please feel free to contact a board member if you are interested in becoming a member of the TPS/TES PTA.

SECTION 2: HEALTH AND SAFETY

Health Services

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Provide basic first aid (cleaning with soap and water, applying ice and/or bandages)
- Monitor the health room visits and chart each student's visit
- Monitor immunization records

Each student must present proof of proper immunization and a birth certificate prior to entering school for the first time. When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians or a designated adult will be contacted by telephone and asked to pick up the child. Parents/guardians have primary responsibility for their children's health. In view of this, a student information card including correct address and telephone numbers should be completed during the first week of school. Any changes should be shared with the office immediately.

Medication

There are occasions when it is deemed necessary by a health care provider for a child to receive medication during the school day. Before any medication can be given, prescription or non-prescription, it is necessary that you provide the school with a completed Physician's Medication Authorization form. This form can be obtained from the school office and must be completed by a licensed health care provider, as well as, the parent/guardian. NO MEDICATION will be given without this form. Parents/guardians are welcome to come to school to administer the medicine. In addition, children are permitted to self-administer non-medicated lotions, salves, cough drops, etc. with a parent note.

County policy determines that:

1. No medication (prescribed or over the counter) will be administered in school without a physician's written authorization on a Medication Authorization Form which is available either from your doctor or on the FCPS website.
2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school by an adult. All medication must be in the original container. If the medication is over the counter, it must be supplied in an unopened container. Medicine cannot be sent to school in backpacks or carried to school by a student.
3. The first full day's dosage of any new prescription will not be given in school.
4. The school must have on file in the pupil's health folder a Physician's Authorization for Prescription and Non- Prescription Medication form.
5. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration. Previous dosage must be discontinued by physician before new dosage can be administered.

6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
7. One week after expiration of the health care provider's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed. Parents will be notified of the date and time to pick up medications at the end of the school year. This is typically on the last day of school.
8. The Frederick County Public School System does not assume responsibility for non-medically prescribed medication or medication administered by the pupil himself. No child is allowed to keep any medication on his/her person.
9. Notify the school, including the teacher, if your child has any continuing health problems such as allergic reactions to bee stings or food, asthma, heart murmur, etc.

Emergency Drills

To prepare the children for potential emergencies related to fire, weather and/or safety, a minimum of ten various drills are held each year. These drills will be held throughout the school year and at various times of the day and in various weather conditions.

Information about emergency drills and preparedness is available at: <https://www.fcps.org/sem�>

Dress Code

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive to classroom and school procedures. Students will be asked to hang up their hats, put down their hoods, coats, jackets and outerwear vests upon entering the classrooms. Clothing must provide adequate covering. State health regulations require the wearing of shoes in public places at all times. Students are not to wear clothing which advertises alcohol, drugs, tobacco and/or clothing that supports or implies violence. If a student wears an article of clothing that is inappropriate, he/she may be asked to turn the shirt or shorts inside out, or asked to wear an article of clothing given to them from our clothes closet.

It is good practice to send in a change of clothes for our pre-k and kindergarten students that teachers can leave at school, in the event that a child has a spill or accident and requires dry clothes.

Items Not Permitted in School

Valuable personal items, tobacco products, weapons (including pocket knives, stars and look-alikes), athletic equipment, toys and electronics devices are not permitted in school. **Phones may accompany students to school, but need to be turned off while school is in session unless registered with Bring Your Own Device (BYOD) and being used as an academic resource in the classroom under the supervision of the classroom teacher.** Items, other than tobacco and weapons, will be retained in the office at the discretion of administration and a parent will be called to come collect them. Pets of any kind are not permitted on school property at any time.

Student Firearm Possession Notice: *It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object which is used in a way that can physically harm another. This school is committed to providing each of you with a safe environment, and we will do all we can to carry out that responsibility including, if necessary, conducting searches of student lockers.*

Additional information on Promoting a Drug-Free, Alcohol-Free and Tobacco-Free Environment can be found in Policy 112: <https://apps.fcps.org/legal/documents/112>

Responsible Use of Digital Technology

Every year students receive age/grade level appropriate instruction in the safe and responsible use of technology. Digital citizenship lessons, facilitated by a school media specialist, include instruction on digital access, etiquette, laws, communication and literacy. Information on the responsible use of digital technology can be found in <https://apps.fcps.org/legal/documents/400-73>

Bullying & Harassment Policies

Everyone has the right to feel respected and be treated with dignity. At FCPS we believe schools must be safe, provide an optimal environment for achievement and be free from violence. Information and resources related to bullying and harassment can be found at: <https://www.fcps.org/student-services/questions-or-concerns> or through <https://apps.fcps.org/legal/documents/400-48>

Mental Health Resources

FCPS prioritizes the social, emotional, behavioral and mental health of all students, families and employees. Resources are available to support members of your family on the following FCPS website: <https://www.fcps.org/mh-resources>

SECTION 3: HOME AND SCHOOL COMMUNICATION

Conferences

In the fall, 15-minute parent-teacher conferences will be scheduled for all students to discuss programs.

Conferences will be held on the following dates:

- **Wednesday, October 11th:**
 - School opens 4 hours late
 - Children attend school in the afternoon – 12:40-3:40 (Doors open at 12:10)
 - Conferences from 3:40-7:40
- **Thursday, October 12th:**
 - School opens 4 hours late
 - Children attend school in the afternoon – 12:40-3:40 (Doors open at 12:10)
 - Conferences from 3:40-7:40
- **Friday, October 13th:**
 - Children attend school in the morning – 8:10-11:40
 - School dismisses 3.5 hours early
 - Conferences from 12:40-3:40

A spring conference may be scheduled based on teacher or parent concerns. Additional meetings can be requested by either the parent or the teacher. Parents are asked to write a note or call the teacher to arrange a mutually convenient time within school hours. Advance notice is necessary to arrange coverage. The conference period offers an opportunity for both the parent and teacher to freely discuss any concerns the child may have which directly affect school performance. This type of conference should develop better parent-teacher understanding and cooperation. Emergency meetings can be addressed with administration.

Elementary Grading, Reporting and Intervention

Teachers collect a minimum of one grade per content area per week for all students. Grades, as well as missing assignments, are updated and reported on Schoology. Report cards will be sent home at the end of the four grading periods. During a grading period, your child's teacher may also send home an interim report indicating areas of strength and/or areas that need improvement. Please sign the envelope and return it to school within five days.

Additional information about grading can be found in <https://apps.fcps.org/legal/documents/500-06> .

Homework

Assigned homework is a decision made by classroom teachers. Assigned amounts of homework should be proportionate to the age and instructional level of the child. Expect a reasonable amount of homework which is approximately ten minutes per grade level. (For example, third grade = 30 minutes of assigned

homework. Homework provides opportunities for your child to practice and reinforce learning. You can develop routines to establish necessary study habits:

- Become interested in your child's homework by inviting him/her to share the assignment with you.
- Remember that homework is your child's responsibility. Realize that your child must be permitted to make a mistake in order to learn from it. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher.
- Establish a regular homework time each day and give it priority in your schedule.
- Provide a quiet, well-lit place to work.

Additional information about homework can be found in [FREDERICK COUNTY PUBLIC SCHOOLS Reg. No. 500-15 Subject: HOMEWORK GUIDELINES Issued](#)

Newsletters

You can expect to receive news from a variety of sources throughout the school year. Your child's teacher, grade level team, PTA and administration will share important information via newsletters that will be posted online through our website. Principal newsletters will be published via FindOutFirst on the first and third Monday of each month. Please also check in your child's take-home folder for information and for additional notices pertaining to special events and programs.

Daily Folders

Students will bring home their Cougar folders daily. The folder has both a "Stay at Home" and "Return to School" section. Written information, fliers, newsletters, invitations to special events, permission slips and more will be sent home in your child's daily folder. Classwork will be sent home via the daily folder as well. Please be sure to check your child's book bag EVERY night, taking out any information from the "Stay at Home" side of the folder and returning any paperwork from the "Return to School" section.

School Websites

You may visit our school websites using the addresses below to keep up-to-date with what is happening. The website will be periodically updated.:

- Thurmont Primary School - <https://edu.fcps.org/tps/>
- Thurmont Elementary School - <https://edu.fcps.org/tes/>

Email

Every staff member at Thurmont Primary and Thurmont Elementary can be contacted through email. All of the addresses follow the same format. For example: `firstname.lastname@fcps.org` (ex. – `michele.baisey@fcps.org`).

FindOutFirst

FindOutFirst (FOF) is a free email service offered by FCPS. It allows parents, students, guardians, and the public to receive up-to-date information on schools of their choosing. This is one way to receive accurate information such as school closings, delayed openings, and emergencies. If you have provided us with your email address, you will automatically receive FOF emails. To check and/or add information, log in at www.fcps.org/fof.

TES and TPS also use a program called **One Call Now**. This tool allows us to send brief voice or text messages to parents/guardians about important information directly to phones.

Replacement of Lost or Damaged Instructional Materials

Students are responsible for the care and appropriate use of all instructional materials. If/when materials are lost or damaged, replacement of the item is the responsibility of the family.

Information on replacing lost or damaged instructional materials can be found in <https://apps.fcps.org/legal/documents/500-32>

Fees

1. The fee for lost or damaged print and non-print media materials, as well as other instructional materials, shall be assessed at the current replacement cost.
2. The fee for lost equipment shall be assessed at the fair market value of the item as determined by the Purchasing Department.
3. The fee for damaged equipment shall be assessed at the actual cost of repairing the item. (This includes student technology and devices)
4. Items not returned within two weeks after the due date will be considered lost and the student will be assessed accordingly.
5. If fees are not paid, the principal shall follow Regulation 400-32.

SECTION 4: SPECIAL SERVICES

Food Services

Free and reduced cost meals are offered to those families who qualify. Applications and guidelines are distributed the first week of school. Contact the school cafeteria if you have any questions.

- The Thurmont Primary School Cafeteria phone number is 240-236-2817.
- The Thurmont Elementary School Cafeteria phone number is 240-236-0918

Free and Reduced Meals

Online applications for free and reduced-price school meal benefits for the 2023-2024 school year can be found [HERE](#).

We encourage all families to complete the free and reduced-price meal benefits application to determine your child's eligibility!

Remember- The federal waivers that existed during the pandemic that allowed free meals to all students regardless of need are expired. Meal service and prices will go back to the way they were in 2019 before the pandemic.

Breakfast - TES and TPS will offer FREE BREAKFAST to all students in the classroom.

During the 2023-2024 school year, all students may purchase a free breakfast from the cafeteria. Students may eat breakfast from 8:10-8:40am daily during arrival.

Lunch - \$2.65

During the 2023-2024 school year, students may purchase lunch from the cafeteria. Some students may qualify for free or reduced prices. Lunch menus can be found [here](#).

Children who bring a bag lunch from home may purchase a half pint of milk (regular, low-fat, skim, chocolate) and/or water and juice. Milk purchased a la carte (not as part of a meal) is \$0.60. Children packing their lunches need to bring their own supplies and utensils. The cafeteria cannot provide napkins, straws, and utensils.

Parents are always welcome to join their children for lunch. Adult lunches are \$4.25. It is not necessary to contact the school if you are planning to join us for lunch. All you will need to do is sign in at the front desk.

Lost and Found

Each year, large numbers of student personal items accumulate in the school's lost and found. But in the absence of having a name on the items, we are unable to return these items to families. To help alleviate the problem of lost articles, please put your child's name on personal items. If your child loses something,

have him/her check the lost and found. Lost items will be on display each day. If they are not claimed within a reasonable amount of time, they will be donated to a charity.

School Parties

We will hold two parties each school year: Valentine's Day and End of Year (As Protocol/ Guidance will allow). Homeroom parents and classroom teachers, with the help of students, will plan and coordinate activities. Homeroom parents may call to solicit donations or assistance for these events. Younger siblings may not accompany parents to the classroom and/or participate in school parties.

Students may only distribute invitations to birthday parties if inviting the entire class. If the entire class is not invited, invitations should be mailed to the children who are invited to attend. The school is not able to share the addresses of other families. Due to food allergies, students are not permitted to share birthday cakes or cupcakes with their class or at lunch. You are welcome to send in a lunchtime treat for your own child to celebrate. The teacher needs to be notified in advance so they can alert the person that will be on duty.

School Pictures

There are two opportunities to have school pictures taken each school year. Individual pictures are taken in both Fall and Spring. A class photo is also taken in the Spring. The dates for these pictures will be announced through flyers and in newsletters. These photos will be used in our TEPS school yearbook. The purchase of school pictures and yearbooks is optional.

SECTION 5: THURMONT PRIMARY SCHOOL SPECIFIC INFORMATION

Staff Directory - Please see school websites for staff directory and information.

- Thurmont Primary School - <https://edu.fcps.org/tps/>

School Mission & Vision

We all work, learn and care together so that we grow in our brain, heart and body power!

Arrival & Dismissal Procedures

Car Riders

ARRIVAL – Students who are driven to school are to be dropped off at the front door located at the right. Parents are asked to remain in a single line in the drive lane and allow students to exit the car only when at the sidewalk. Staff members will be on duty to assist the children. Please have your child ready to exit the car as you pull up to the drop off area. Do not allow children to exit on the driver’s side of the vehicle. If parents are planning to walk their child(ren) into the school building, they must park their vehicle in the largest parking lot in the front right area of the building and enter the building through the main office door. Children arriving by car later than 8:35 a.m. must be escorted into the building and parents are to report to the office in order to complete a late pass. Cars will not be allowed to park in front of the building. This area is reserved for bus and car traffic only.

DISMISSAL – Students who are picked up from school by car will move to the car-rider hallway. Parents are asked to remain in a single line in the drive lane with a sign identifying children to be picked up in the right passenger side front window area. Duty persons will call for the child and the child will be supervised as they enter the car on the passenger side only of the vehicle. **CHILDREN WILL NOT BE DISMISSED TO CROSS THE DRIVE LANES AND MEET PARENTS.**

Bus Riders

ARRIVAL – Bus riders will arrive via bus and depart the bus at the curbside nearest the front main door. Staff members will supervise children as they depart the bus and direct them to the front door.

DISMISSAL – Children will remain in classrooms and listen for their bus to be called via the intercom Monday through Thursday. On Friday, students will line up by bus number in the gymnasium and will be dismissed via the intercom. Children will board the bus under the supervision of a staff member. In order to ensure a safe bus ride for all our students we will focus on having all riders follow our school rules as they relate to bus riding:

- Follow Directions – (Sit on Seat, Quiet Voice)
- Let Others Ride – (Keep Your Hands and Feet to Yourself)
- Respect Others
- Respect Property
- Tell the Truth

Riding the school bus is a privilege which can be temporarily or permanently revoked by the administration, if students do not follow the safety bus rules. The bus driver's primary duty is to transport children in a safe manner. This requires cooperation by students. Please encourage your children to contribute to bus safety. A fall and spring emergency bus evacuation drill is held each year. At this time, children are taught to use the Emergency Exit at the back of the bus. These drills are required by state regulation. Children are no longer allowed to ride buses to a friend's home. Students must only ride the bus assigned to them.

Walkers

Children who walk to and from school will walk on the designated footpath and enter the building via the car-rider door. Please remember that parents are responsible for the general safety and behavior of their children from the time they leave home until they arrive on school property.

Lunch and Recess Schedules

Grade Level	Lunch Times	Recess Times
Pre-Kindergarten	11:30-12:00	11:10-11:30
Kindergarten	12:00-12:30	11:40-12:00
First Grade	12:20-12:50	12:50-1:10
Second Grade	12:40-1:10	12:20-12:40

SECTION 6: THURMONT ELEMENTARY SCHOOL SPECIFIC INFORMATION

Staff Directory: Follow link to TES school Website

<https://edu.fcps.org/tes/>

School Mission & Vision**IF the TES Learning Community...**

Creates a teaching and learning environment that develops collective Teacher Efficacy, provides opportunities for students to develop a mindset that builds resilience, and promotes the use of strategies that allow for application and transfer of knowledge.

Then the TES Learning Community...

- Engage in ownership of learning
- Apply knowledge to demonstrate an understanding of learning
- Acquire and transfer the knowledge and skills they need to succeed in the classroom and beyond

Arrival & Dismissal ProceduresCar Riders

ARRIVAL – Students who are driven to school are to be dropped off at the front of the building. **Please do not drop off until 8:10am each morning as there is no adult supervision at TES until that time.**

We ask that car riders pull all the way up in our loop to help ensure a safe arrival (And Dismissal).

Parents are asked to remain in a single line in the drive lane and allow students to exit the car only when at the sidewalk. Staff members will be on duty to assist the children. Please have your child ready to exit the car as you pull up to the drop off area. Do not allow children to exit on the driver's side of the vehicle. If parents are planning to walk their child(ren) into the school building, they must park their vehicle in the largest parking lot in the front right area of the building and enter the building through the main office door. Children arriving by car later than 8:35 a.m. must be escorted into the building and parents are to report to the office in order to complete a late pass. Cars will not be allowed to park in front of the building. This area is reserved for bus and car traffic only.

DISMISSAL – Students who are picked up from school by car will be called down once we identify the student name on the Car Rider Tag (Please place this tag in the passenger window to help with a safe and efficient car rider line experience). Parents are asked to remain in a single line in the drive lane with a sign identifying children to be picked up in the right passenger side front window area. Duty persons will call for the child and the child will be supervised as they enter the car on the passenger side only of the vehicle. **Please help keep students safe: CHILDREN WILL NOT BE DISMISSED TO CROSS THE DRIVE LANES AND MEET PARENTS.**

Bus Riders

ARRIVAL – Bus riders will arrive via bus and depart the bus at the curbside nearest the side cafe and Gmm doors. Staff members will supervise children as they depart the bus and direct to class and or breakfast in the cafeteria.

DISMISSAL – Children will remain in classrooms and listen for their bus to be called via the intercom. Children will board the bus under the supervision of a staff member. In order to ensure a safe bus ride for all our students we will focus on having all riders follow our school rules as they relate to bus riding:

- Follow Directions – (Sit on Seat, Quiet Voice)
- Let Others Ride – (Keep Your Hands and Feet to Yourself)
- Respect Others
- Respect Property
- Tell the Truth

Riding the school bus is a privilege which can be temporarily or permanently revoked by the administration, if students do not follow the safety bus rules. The bus driver’s primary duty is to transport children in a safe manner. This requires cooperation by students. Please encourage your children to contribute to bus safety. A fall and spring emergency bus evacuation drill is held each year. At this time, children are taught to use the Emergency Exit at the back of the bus. These drills are required by state regulation. Children are no longer allowed to ride buses to a friend’s home. Students must only ride the bus assigned to them.

Walkers

Children who walk to and from school will walk on the designated footpath and enter the building via the front door to enter and the side doors to dismiss. Please remember that parents are responsible for the general safety and behavior of their children from the time they leave home until they arrive on school property. Students should not arrive before 8:10 as there is no adult supervision until that time.

2023-2024 - Lunch and Recess Schedules

Grade Level	Lunch Times	Recess Times
Third Grade	11:20 - 11:50	11:00 - 11:20
Fourth Grade	12:05 - 12:35	12:35 - 12:55
Fifth Grade	12:40 - 1:10	1:10 - 1:30