

*Benjamin D. Foulois*  
*Creative & Performing Arts Academy*  
*Student/Parent Handbook*  
**2025-2026**



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# Welcome to

# Benjamin D. Foulois CPA Academy!

Welcome to the 2025-2026 School Year! We are grateful you have chosen Foulois to educate your scholar and look forward to partnering with you in the best interest of all student achievement. The information contained in this parent handbook should help guide you through the expectations and policies here at Foulois.



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## Who We Are...

### Our Mission

The mission of Benjamin D. Foulois Creative and Performing Arts Academy is to inspire and prepare students to be high-achievers in rigorous high school programs and colleges. We will support our students' well-being with an emphasis on character education; recruit, develop, and retain talented and passionate educators; and deliver a high-quality, arts-integrated curriculum.

### Our Vision

Benjamin D. Foulois Creative and Performing Arts Academy will be a nationally-recognized K-8 Creative and Performing Arts Academy focused on exemplary student achievement through artistic scholarship and character development.

### The Team

No one person can run the entire school by themselves, and all of our success is driven by a collection of teams all working towards accomplishing our mission and vision.

Each member of the administrative team has a set of responsibilities outlined below. While we are all happy to assist you, please approach the assigned admin team member first to have your problem solved.

### **Administrative Team**

<b>Name</b>	<b>Title</b>	<b>Email</b>
Ms. Keshia Hogue	Principal	<a href="mailto:keshia.hogue@pgcps.org">keshia.hogue@pgcps.org</a>
Mr. Sherman Hunter	Assistant Principal (Middle School)	<a href="mailto:sherman.hunter@pgcps.org">sherman.hunter@pgcps.org</a>
Mrs. Tamara Hawkins	Assistant Principal (Elementary)	<a href="mailto:tamara.hawkins@pgcps.org">tamara.hawkins@pgcps.org</a>
Teresa Barnes	Arts Coordinator	<a href="mailto:teresa.barnes@pgcps.org">teresa.barnes@pgcps.org</a>
Staff List	K-8	<a href="#">Website</a>



### Arrival

School building opens at 9:00 am. Children arriving before 9:00 am cannot be supervised and must remain outside of the building until the official start of school. If you transport your child by car, please drop your child off away from the bus loading/unloading area. **For safety's sake**, this will prevent any accidents or incidents.

Upon entry, all elementary students will report to the cafeteria. Middle school students will report to the Gym. Breakfast will be served at 9:00 am and ends at 9:15 am (***Please Note: Students bringing purchased breakfast drinks (ie., Starbucks, Chick-fil-A...) to school with the intent on consuming during lunch are prohibited and will be confiscated. Those drinks must be consumed prior to reporting to homeroom.*** Middle School Students will report to homeroom at 9:10 am. At 9:15 am, all elementary students will report to their homeroom class. Any student arriving at school after 9:25, a parent must sign their child in at the main office for a tardy slip. Tardiness places a student at a disadvantage in starting his/her day. A note should accompany your child to explain the reason for tardiness.



### Dismissal

Afternoon Announcements & Dismissal Process for students will begin at 4:00 P.M. Parents will use the "BDF Flash Pass" daily when picking up their child. Students (K - 5) who are picked up by parents/Van services will be dismissed to the cafeteria via announcement. Students in grades 6 - 8 will report to the gym for pick up. ***Please Note: Younger siblings will be with older siblings when being picked up by parents.***

***All students being picked up by car/van should be picked up by 4:10 P.M, no later than 4:20 P.M. each day. The appropriate agency will be contacted if an adult fails to meet the responsibility of picking up the student(s) on time. We will make every effort to contact a parent or the emergency designee. If a student misses the bus, it is the parent's responsibility to pick the child up promptly.***

**Important Note:** Any person picking up a child who is not listed on the child's pick-up list must provide an email or letter signed by the parent or legal guardian and a picture ID.





**Early Dismissal for all students ends at 3:30 pm.** If a student needs to be dismissed early from school, a written request (email or note) from a parent/guardian is necessary. ***No exceptions!*** The parent must come to the office and sign the early departure book and give the reason for the early dismissal. The office will then call the child to the office for dismissal. When possible, to limit student missing instruction, medical and dental appointments should be made outside of school hours. **Parents/guardians or other authorized adults will not be allowed to pick up a child without an ID.**

**PLEASE DO NOT PICK UP STUDENTS FOR EARLY DISMISSAL BETWEEN THE HOURS OF 3:30 and 4:10. CLASSROOM INSTRUCTION IS COMING TO A CLOSE AND STUDENTS WILL BE PREPARING FOR DISMISSAL AFTERWARDS.**

### **Bus Riders**

Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus.

Students on school buses will be subject to audiovisual camera surveillance with posted notification. Audiovisual recordings may be used as part of an investigation in a student discipline matter on the bus.

School suspension is a possible option. Students are expected to observe the following rules for safety and courtesy on the bus.

- Ride only the bus you are assigned by PGCPD Department of Transportation.
- Remain in your seat while the bus is moving and keep noise down by talking softly.
- No eating or drinking on the bus.
- Keep arms, head, and hands inside the bus.
- No objects should be thrown on or out the window of the bus



- A responsible adult or designee is expected to meet Kindergarten children at the bus stop. If an adult is not present, the bus will bring the Kindergarten student back to school/bus lot. Kindergarten students must wear a safety vest while on the bus.

**Please be Advised:** Fighting of any nature or vandalism to the bus will result in a bus suspension. Parents will then be responsible for providing transportation to and from school.

It is encouraged to have continual reminders with your child/children about their bus riding responsibilities.



To receive the maximum instructional benefit from classroom instruction, a child must be in **attendance** daily. Lawful absences from school are death in the immediate family, illness of the student, religious holiday, court summons, activity approved and sponsored by PGCPs, or state emergency. Please email the office and your child's teacher when your child is going to be absent ***and provide a written explanation upon the child's return to school.*** It is the student's responsibility to make-up all assignments. Make up work must be turned into your child's teacher by the established due date.

**PLEASE NOTE:** Family vacations, annual community youth sports tournaments, illness of another family member and babysitting younger children are NOT lawful reasons for absenteeism.

According to **Administrative Procedure 5113**, a ***chronically absent student*** is enrolled in school for at least 10 days and is absent 10% or more of the school days while enrolled at that school. *For example, a student who is enrolled in a school for 30 days and is absent three of those 30 days, is considered chronically absent.*

Also, ***habitually truant students*** are students who have been enrolled in a school for 91 or more days in a school year and are unlawfully absent from school for a number of days or a portion of days equal to or in excess of 20% of the school days within a marking period, semester, or year. There may be legal consequences when a student is habitually truant. ***Please review [A.P. 5113](#) for more information concerning student attendance, absence, and truancy.***



In cases of poor weather conditions or other local emergencies, changes in the start or end time of school day may change. The Superintendent or designee will decide to delay the opening, close early, or close schools for the entire day. A decision to delay opening or close schools is generally made before 5 a.m. The goal is to contact both television and radio stations in time for early morning broadcasts to announce the decision between 5a.m. and 6 a.m.

Delayed openings will either be one or two hours.

- **One-Hour Delay** – All buses run one hour later than normal. School begins one hour later, 10:30 a.m.
- **Two-Hour Delay** – All buses run two hours later than normal. School begins two hours later, 11:30 a.m.

**Please do not drop your child off prior to these times...there will be no adult supervision.**

- **Two-Hour Early Dismissal**-All buses run two hours earlier than normal. School closes two hours earlier, 2:10 p.m.
- **Three-Hour Early Dismissal**-All buses run two hours earlier than normal. School closes two hours earlier, 1:10 p.m.
- Parents can sign up to receive emergency notification from PGCPs by visiting:  
<https://www.pgcps.org/weather/>



During the first week of school, an emergency contact sheet will be sent home for you to complete. **Having this information returned promptly and correctly is of utmost importance.** A record of this information is kept in the school office, in the event you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of each individual who can be contacted in case you cannot be reached.

**Please notify the school if you change addresses, email, or telephone numbers during the year. It is very important that your records are kept up to date.**

### **Breakfast/Lunch Program**

Breakfast is available in the cafeteria between 9:00 - 9:15am. Parents must be certain lunch accounts have sufficient funds for breakfast and lunch. Each student is assigned a PIN number, which will remain the same as long as they attend this school. Money can be applied to lunch accounts daily, weekly or monthly. Meals are no cost to students who are eligible for free or reduced priced meals. Parents are encouraged to complete the lunch application to determine eligibility for meal benefits. Households can complete an application at [MySchoolApps.com](http://MySchoolApps.com). Online applications are processed within 24-48 hours. Students who are not eligible for free or reduced-priced meals must pay for their meals. See [Meal Prices](#). **Food deliveries (GrubHub, UberEats, DoorDash etc.) are prohibited.**



Parents are strongly encouraged to deposit money online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Foullois is not responsible for lost or stolen money brought to school. Breakfast and lunch menus are available at the [PGCPS Food and Nutrition web page](#).

## **Health Services**

Our school has the services of a full time nurse who is mainly responsible for dispensing medications, vision and hearing screenings, keeping immunization records up to date as well as applying first aid. **Please do not send sick children to school.** If your child becomes seriously ill at school, we will contact you immediately. Children who get ill at school will need to be picked up by parents and taken home. If we cannot reach you, immediately we will use the emergency contact information you have provided. **It is very important to have current working phone numbers, and update them regularly as they may change.** Please remember we cannot keep seriously ill children at school. Children must be free of fever, vomiting and diarrhea for 24 hours without assistance of medication before they can return to school. Proof of treatment must be provided for pink eye, ringworm, and head lice before a child can return to school.



School personnel cannot administer medications; this includes Tylenol, Motrin, and cough syrup. Students who need to take prescribed medication or over-the-counter medication must have the appropriate form signed by the physician and parent before the medication can be brought and given at school.

The medication and form must be left in the office with the Nurse. **No medications may be in the possession of the student except with written permission from a medical doctor.** Parents are responsible for picking up medication at the end of the school year. Medications will not be sent home with a student at the end of the school year.

## **Parent Communication and Visitation**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please schedule conferences in advance for a time that is convenient for all, i.e., before or after school, during teacher planning periods, etc. Our phone number is: 301-817-0300. All parents are encouraged to attend at least one parent-teacher conference.

Parents are always welcome at Benjamin D. Foulis and may visit at any time. Please contact your child's grade level administrator at least 24 to 48 hours ahead of the desired visit to confirm testing is not occurring during your scheduled visit. ***Classroom visitations will not exceed 1 hour***, unless approved by administration. In order to visit the classroom you must be on the registration or emergency contact form in order to visit classrooms. **ALL VISITORS** must report to the main office and have their identification scanned to receive a visitor's badge before visiting any classroom.

If you have any questions or concerns please don't hesitate to contact the grade level administrator for clarification. The school office is open each day from 8:30 a.m. to 4:45 p.m.

**When asking to speak with a teacher, please keep in mind that we cannot call the teacher from the classroom nor can we transfer calls during instructional time.** A message will be taken and the teacher will return your call as soon as possible.

### **Phone Calls to Students**

Students will not be called out of class to take phone calls from parents. If an emergency necessitates a child being contacted, an administrator or designee will assist as needed. **Phone calls made for changes in dismissal procedures for your child will not be accepted without written documentation** (See Dismissal). Cell phones must be turned off during the day at school. If you need to contact your child, please call the office and leave a message.

**Please Be Advised: Students are NOT allowed to make calls/texts from their cell phones during the instructional day. Sending texts to your child during the instructional day will potentially have your child's phone taken due to cell phone policy violation.**

Every effort should be made to limit the use of cell phones at school.

### **Everyday Reminders**

- ✓ Encourage your child to come home immediately after school is dismissed.
- ✓ Your child is not to bring dangerous or distracting articles to school, such as guns or toy guns/knives, toys, radios, tapes, chewing gum, sodas, snacks, electronic games, etc. The school will confiscate these items and report to security.
- ✓ Electronic games and media players are not allowed in school. If a student brings one to school, it will be confiscated and not returned until the end of the school year.
- ✓ Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, school supplies, etc.
- ✓ Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
- ✓ It is imperative that your child gets plenty of sleep each night for him/her to learn and do his/her best in school.



# THINGS YOU NEED TO KNOW

**(SEE PAGES 11 - 20)**



# Dress Code Policy



## **DRESS CODE**

**Student Dress Code:** The following are the guidelines governing student dress in accordance with Prince George's County Public School Policy:

<b>HEAD</b> <ul style="list-style-type: none"> <li>Headaddresses can be worn indoors for religious or health reasons. Hats, bonnets, or bandana's may not be worn inside the building.</li> </ul>	<b>SHIRTS AND BLOUSES</b> <ul style="list-style-type: none"> <li>Shirts and blouses should be continuous from neckline to waist. <b>NO portion of the midsection should be shown.</b> All shirts must have sleeves/straps that are a minimum of 2 inches wide. <b>No strapless shirts.</b></li> <li>No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia and tobacco products.</li> <li>No identifiable gang/crew clothing or paraphernalia.</li> <li>No see-through clothing.</li> </ul>
<b>SKIRTS, DRESSES, AND SHORTS</b> <ul style="list-style-type: none"> <li>Skirts, dresses, shorts, and skorts should be approximately six (6) inches below the buttocks, or no shorter than fingertip level.</li> <li>Shorts should be secured at waist: no sagging below waist to expose undergarments. Shorts should not have "holes" or "shredded" openings that reveal parts of the legs, thighs and/or buttocks to exposed skin or undergarments. Shorts with "holes" or "shredded" openings must have covering (ex. tights, leggings, shorts, football tights/girdles) underneath.</li> <li>"Biker/Spandex" shorts must be worn with an upper covering (ex. shirt, sweater) that is approximately six (6) inches below the buttocks, or no shorter than fingertip level.</li> <li>Dresses must have straps that are at least two (2) inches wide. <b>NO strapless dresses.</b></li> </ul>	
<b>PANTS</b> <ul style="list-style-type: none"> <li>Pants should be secured at waist: no sagging below waist to expose undergarments. Pants should not have "holes" or "shredded" openings that reveal parts of the legs, thighs and/or buttocks to exposed skin or undergarments. Pants with "holes" or "shredded" openings must have covering (ex. tights, leggings, shorts, football tights/girdles) underneath.</li> <li>Tights, stretch pants, leggings, and/or spandex body suits must be worn with an upper covering (ex. shirt, sweater) that is approximately six (6) inches below the buttocks, or no shorter than fingertip level.</li> </ul>	
<b>SHOES</b> <ul style="list-style-type: none"> <li>Flip flops, shower shoes, "slipper" type shoes and "cros" are prohibited, as they do not provide secure and safe footwear for students. Sandals that fasten securely around the ankle or heel are permitted.</li> </ul>	
<b>Outerwear</b> <ul style="list-style-type: none"> <li>Students are permitted to wear sweaters, sweater vests, and sweatshirts for added warmth while in the building. Students may wear "hooded" sweatshirts, <b>however; they are not permitted to wear their "hoods" while in the building.</b></li> <li>Coats, jackets, vests, and other similar cold weather clothing are not permitted to be worn in the building. Students are to place such garments in their lockers or other areas designated by teachers and staff.</li> <li>Gloves, scarves, earmuffs, and other similar cold weather clothing are not permitted to be worn in the building.</li> </ul>	
<b>Bookbags</b> <ul style="list-style-type: none"> <li>Bookbags with wheels are prohibited...they will not fit inside the school lockers</li> </ul>	

## **Rights & Responsibilities**

*Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. Good education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher; understanding and leadership by the administrator and support of the Board of Education, the parent(s)/guardian(s) and students.*

### **Student Rights**

- ☐ A free public education
- ☐ Education in a safe learning environment
- ☐ Due process for disciplinary measures
- ☐ Access to prevention and intervention programs

### **Student Responsibilities**

- ☐ Follow all rules at school, online, and on the bus

- ☐ Come to class on time and ready to learn
- ☐ Accept responsibility for actions
- ☐ Maintain and uphold the highest standards of conduct and demeanor

### Parent Rights

- ☐ Be treated with courtesy and respect by all members of the school community
- ☐ Expect reasonable protection for their child from harm while at school
- ☐ Inspect, review, and seek to amend educational and disciplinary records
- ☐ Be informed of school policies and administrative decisions

### Parent Responsibilities

- ☐ Assume primary responsibility for the discipline of the scholar
- ☐ Respond to school personnel requests for information and meetings
- ☐ Update contact information in Schoolmax annual (or as needed)
- ☐ Collaborate with school staff to ensure behavioral supports are implemented

### Teacher Responsibilities

- ☐ Exhibit an attitude of respect for students that has a positive influence
- ☐ Maintain an atmosphere that contributes to positive student behavior
- ☐ Communicate behavioral expectations and concerns with students and parents
- ☐ Elevate reports of bullying, harassment, or intimidation to administrators

### Administrator Responsibilities

- ☐ Creating and maintaining a safe and orderly environment
- ☐ Promote communication and collaboration with stakeholders
- ☐ Consistently Enforce the Students Rights & Responsibilities Handbook
- ☐ Process reports of bullying, harassment, or intimidation

### Discipline Communication Forms

**“Notice of Concerns”:** Will be sent by the teacher of record to communicate with parents regarding issues with student academics, attendance, and/or behavior.

**“Removal from Class” or “Administrative Time-Out”:** One of these forms will be sent by a school administrator to document that student behavior interfered with the instructional environment and student was removed to receive support for a period of time.

**PS-74:** A major incident or infraction occurred that violates the student code of conduct and is documented by a school staff member.

**In-School Suspension:** Students will receive educational services separate from class.

**Out-of-School Suspension:** Students will receive educational services at home via digital/hardcopy classroom assignments provided by teacher of record.



**Disciplinary Responses:** Foulois uses progressive discipline to support student misbehavior. These are general methods used to redirect student behavior and the level of intervention will be dependent on student infraction, grade level, and social-emotional development.

- ☐ Reminder of School Rules (verbal warning)
- ☐ Code of Conduct Assembly
- ☐ Character Education Lessons
- ☐ Notify Parent/Guardian
- ☐ School-based mentor
- ☐ Incentives and Rewards
- ☐ Time-Out
- ☐ Parent Conference
- ☐ Mental Health Support from Guidance Counselor or School Psychologist
- ☐ Referral for mental health support outside of school-based staff
- ☐ Parent Shadow
- ☐ Referral to SIT/SST
- ☐ Referral to 504 or IEP team
- ☐ Development of FBA/BIP
- ☐ In-School Suspension
- ☐ Out-of-School Suspension
- ☐ Alternative Educational Placement

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

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



**Prince George's County Public Schools  
Board of Education Policy #5132  
Cellphones and Other Electronic Devices In Schools**

**Purpose:**

The Prince George's County Board of Education's Policy on cellular ("Cell") telephones and other personal electronic devices (PEDs) is designed to ensure that the use of cell phones and PEDs does not interfere with the teaching and learning during the school day. The Board of Education believes that there is a need for a district-wide policy with uniform guidelines regarding the use of cell phones and other electronic devices and consequences that apply to all Prince George's County public school students. This Policy applies to all students enrolled in Prince George's County public schools, including public charter schools.

**Policy:**

For the purposes of this policy, the term "cell phone" includes, and is not limited to, iPhones, "smart" phone, Internet enabled phones, and other personal electronic that are capable of placing and/or receiving telephone calls, text messages, "sexting", creating and distributing videos, taking photographs and the like. The term "School Property" includes parking lots, school buses, and outside or inside all areas of the school building.

- A. Students are permitted to use cell phones only during the following times:
  1. Before school hours on school property
  2. After school hours on school property;
  3. At after-school or athletic activities, only with the permission of the coach, instructor, program director or administrator. The school personnel listed in this paragraph shall have the discretion to determine the use of cell phones for students participating in extracurricular activities while attending school sponsored or school related activities on or off school property;
  4. At evening or weekend activities inside or on school property;
  5. An emergency situation with the permission of the teacher, instructor, coach, program director or administrator, or;
  6. For approved instructional use by the student's teacher.
- B. The use of cell phones and PEDs for any purposes, including telephones calls, text messaging, taking photographs and other functions is not permitted at any other time on school property. Images taken or stored on cell phones or PEDs during school hours and/or on school property may not be shared or posted electronically.
- C. Cell phones or PEDs may not be visible during regular school hours. Cell phones or PEDs may not be visible during regular school hours. Cell phones or PEDs may be stored in the student's locker or backpack/purse or carried on the student's person so long as the phone or PED is not visible or completely turned off, not simply on "silent:" or "vibrate" mode during the school day.
- D. Each school shall designate a staff member to address student violations of this policy.
- E. Penalties for students found to be in violation of this policy shall be as follows:
  1. **First offense:** The student's cell phone or PED will be confiscated and returned to the student at the end of the school day. The school is not responsible if the cell phone or PED is lost or damaged while confiscated. The school assumes no liability for theft, loss or damage of cellular telephones and other PEDs possessed by students on school property or held by the school officials during the confiscation period.
  2. **Second offense:** The student's cell phone will be confiscated and returned only to the student's parent or guardian. The school is not responsible if the cell phone is lost or damaged while confiscated. The school assumes no liability for theft, loss or damage of cellular telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period.
  3. **Third Offense:** The student will be prohibited from bringing a cell phone or PED to school for the remainder of the school year.
  4. **Fourth Offense:** Students committing repeated violations of this Policy shall be subject to additional disciplinary action consistent with the Code of Student Conduct.

**Administrative Procedures**

The Superintendent is directed to promulgate procedures to implement the requirements of this policy and to publish the procedures in the normal course of business. This includes the development of appropriate disclosure to parents or legal guardians of this Policy and a requirement for parents and legal guardians to acknowledge receipt of this Policy.

Policy Adopted  
6/17/10

## **Pupil Progress Reporting/Homework Policies**



Every student will have the opportunity to earn grades that reflect his/her ability to demonstrate learning. In reporting to parents/guardians, a grade is used to indicate the performance of each student in relation to the attainment of learning outcomes of an approved curriculum. Teachers will maintain a record of each student's work, progress, and attendance on a weekly basis. Teachers will grade and give a score for all student assignments, when appropriate, including class work, independent work, written assignments, projects, and labs. All grades will be entered weekly in TeacherVue within the PGCPs Synergy Student Information System.

Students and/or parents may request one additional opportunity to improve a score on a qualifying assessment, activity, or assignment that demonstrates knowledge of course content, skills, and standards. An assessment, activity or assignment is considered qualifying if the following criteria are met:

- 1) The student completed and submitted the original assessment, activity, or assignment by the due date.
- 2) The student participated in the teacher-facilitated re-teaching (before, during, or after school) within five school days following the return of the original graded work.
- 3) Within ten school days of receiving the returned original graded work, the student completed and resubmitted the new assessment, activity, or assignment. **(The higher grade shall be the grade of record.)**

4) If the work is not eligible for reassessment, that must be identified in writing on the rubric at the time of original assignment. Final research reports and projects that culminate a unit of study, or final semester or marking period exams may not be reassessed.

**Please Note:** Make-up work can not be submitted 5 school days prior to the end of the quarter to ensure teachers have time to grade all outstanding work.

A student will receive a failing grade ("E") for assignments, tests, or quizzes when the following occurs:

- 1) A student has cheated on a test, quiz, or assigned project.
- 2) A student fails to produce work within an assigned timeframe.
- 3) A student who has been lawfully absent fails to produce make-up work in a reasonable timeframe.
- 4) A student who has been unlawfully absent will not be permitted to submit missed assignments.
- 5) A student does not demonstrate satisfactory progress at the level of instruction indicated (below 60%).

Elementary students will receive grades in the subject areas of Reading, Oral and Written Communication, Math, Science, Social Studies, Health, Music, Dance, Drama, Physical Education, Technology, Art, Work Habits and Social Skills. Middle school students will receive grades in the subject areas of Math, Science, Social Studies, Reading and Creative Arts courses. Student progress is communicated through graded assignments, interim progress reports, parent conferences, and report cards. ***Grades and progress can be monitored through ParentVue within the PGCPs Synergy Student Information System. Log on and monitor progress weekly:***

**For more information regarding ParentVue see link below:**

**[ParentVUE Support for Parents and Guardians](#)**

**Report Cards:** Student report cards are issued four times during the school year. Report cards will be sent home, which must be signed and returned to acknowledge your receipt. However, the final report card will be mailed to the home address at the end of the school year.

The grades eligible for use on report cards are A, B, C, D, E, I, PR, IP, EM, ND with no plus or minus signs. Reading level grades are ABL (above grade level), OGL (on grade level), and BL (below grade level).

Interpretation of grades is as follows:

### **Kindergarten and Grade 1**

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

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

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

ND = Needs Development - child does not demonstrate indicator 50 – 69%

### **Grades 2 – 5**

A = Excellent progress at the level of instruction indicated 90 – 100%

B = Above Average progress at the level of instruction indicated 80 – 89%

C = Average progress at the level of instruction indicated 70 – 79%

D = Below Average progress at the level of instruction indicated 60 – 69%

E = Unsatisfactory progress (failure) at the level of instruction indicated 50 – 59%.

I = Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

### **Grades 6-8**

A = Excellent progress toward meeting course objectives and learning outcomes 90 – 100%

B = Above Average progress toward meeting course objectives and learning outcomes 80 – 89%

C = Average progress toward meeting course objectives and learning outcomes 70 – 79%

D = Below Average progress toward meeting course objectives and learning outcomes 60 – 69%

E = Unsatisfactory progress (failure) toward meeting course objectives and learning outcomes 50 – 59%

I = Incomplete. The “I” grade may be used temporarily for secondary students who have been lawfully absent

from school and have not had an opportunity to make up missed work in a timely manner.

**Interim Progress Report:** Interim Progress Reports are sent home midway through each grading period.

The report lists all the subject areas and comments, regardless of passing/failing concerns. A copy of the report will be sent home. Interim Progress Reports are notification to parents of student academic success and failures.

**Honor Roll:** The purpose of the honor roll is to recognize and honor students who have attained outstanding academic success. Students in Grades 2 - 8 are recognized at two levels: Principal’s Honor Roll and Honor Roll.

The following criteria are used to identify students at each level:

Principal’s Honor Roll – Students with at least a 4.0 GPA with no grade on the report card below an “A”.

Honor Roll – Students with at least a 3.0 GPA or higher with no grade lower than a “C”.

**Grade Appeals:** Parents may submit a grade appeal form within five days of receiving the report card if they believe there is a discrepancy in the grade the child received. The form should be submitted to the grade level counselor, grade level administrator, and teacher of record. ([Grade Appeal Form](#)).

## Academic Support

A typical instructional program will provide accurate support to meet the needs of approximately 80-90% of a given class. However there are times where the general education class and curriculum does not meet the needs of the scholar. To remediate this discrepancy, the instructional team will want to meet with you to collaborate and determine what additional supports need to be in place to support student learning.

Please be advised that a meeting is NOT a guarantee that students will receive additional support, rather an opportunity to discuss the areas of concern and how and/if the school can meet the needs of the scholar. Your participation is vital to the success of your scholar's academic career.

**School Intervention Team (SIT):** Will meet to discuss concerns regarding academic progress, attendance, and/or discipline.

**School Support Team (SST):** Will meet as follow-up to the SIT meeting and will include the parent to share concerns regarding academic progress, attendance, and/or discipline. School counselors will contact you if necessary to attend an SST meeting:

- Elementary School Counselor, Rona Hammond-Colbert ([rona.hammondcolbert@pgcps.org](mailto:rona.hammondcolbert@pgcps.org))
- Middle School Counselor, Gale Reynolds ([gale.reynolds@pgcps.org](mailto:gale.reynolds@pgcps.org))

**504 or Individual Education Plan (IEP):** Once a student is identified through a medical professional or school team as having exceptional learning needs, a plan will be developed in collaboration with the parents to provide specific accommodations and/or modifications to the instructional program. A member from our special education team will contact you to attend an IEP meeting:

- Special Education Coordinator, Charlotte Watson-Bell ([charlotte.watsonbell@pgcps.org](mailto:charlotte.watsonbell@pgcps.org)) IEP
- 504 meetings will be scheduled by our school counselors, Ms. Hammond-Colbert & Ms. Reynolds

**Talented & Gifted (TAG):** Students are tested in grades 1st-3rd grade to determine if they qualify for enrichment through our talented and gifted program. Students in the TAG program will receive additional pull-out instruction. Questions or concerns about this program should be directed to:

- Media Specialist: Deborah Haw ([deborah.haw@pgcps.org](mailto:deborah.haw@pgcps.org))
- Please be advised for middle school students (Gr. 6 - 8) there is no TAG program, rather students take honors courses.

**Parent Conferences:** Parents having concerns about student academic progress, attendance, and/or discipline may request a parent conference with the teacher. If problems persist, then a meeting with the instructional school team may be requested. Typically, parents can schedule a conference by contacting the teacher in which the student is experiencing difficulties and arrange a date and time that works best for all parties. However, contact your child's grade level guidance counselor to set up a conference (Ms. Colbert, Elementary Counselor & Ms. Reynolds, Middle School Counselor at 301-817-000. ***All parent conferences will be scheduled on Mondays of each week between the following times. If school is closed on a Monday, the conference will be rescheduled for Friday of the same week. Please be Advised: The conference schedule fills up quickly during the school year. Please contact your child's school counselor to schedule a conference as soon as possible when requesting a conference:***

Grade	Time
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3rd-5th	10:45 - 11:35
6th-8th	1:30 - 2:30
Kindergarten-2nd	3:00 - 3:50



### **Field Trips**

The purpose of a field trip is to provide educational experiences to enrich the curriculum. Field trips are an integral part of the instructional program and are arranged as a natural outgrowth of current units of study in the classroom to broaden students' experience and understanding.

All students are expected to participate on field trips and parents are encouraged to participate in field trips as chaperones. Written parent permission is required for all field trips, accompanied by the required fee by the date indicated. Late payments will not be accepted due to our fiduciary duty to the district and vendors. All students are expected to maintain school standards of behavior during the school day and away on field trips. Students failing to follow this standard may be required to be accompanied by a parent.

Monies for all field trips will be due in advance of the field trip and according to the date specified on the Permission Slip. Families having difficulty paying for trips must contact the principal **AHEAD** of the field trip.

**Payments will only be accepted via MySchool bucks. Late payments will not be accepted.**

### **Admin Incentive Activity/Trips**

The Admin Team will host behavior incentive field trips based on 1st, 2nd, and 3rd-quarter behavior. Activities will commence after each quarter. Only students who have no behavioral issues resulting in emails/calls home, temporary removal from class at admin level, or in-school/out-of-school suspensions are invited to participate in the field trips.

The Administration Team is asking all available parents and guardians to complete the PGCPs volunteer process to chaperone these field trips.

**Chaperones/Volunteers:** If you are interested in becoming a school volunteer, please contact your child's teacher or our PTO president.

All Volunteers are required to complete either a commercial background check or a full fingerprint background check to attend field trips, volunteer in the classroom, assist with book fair, school dances, field day, evening events, or any other one-time event. All volunteers must be at least 18 years of age. The fee is currently \$7.00 annually. Online



commercial background check fee is \$7.26 annually. For an overnight field trip, chaperones must complete a full fingerprint background check and form. The fee is currently \$62.25. The full fingerprint background check lasts for the duration of your child's enrollment in any Prince George's County Public School.

All background checks must be initiated through the PGCPs Fingerprinting Office before performing duties. Additionally, all volunteers must have CPS background clearance and complete all Safe school videos.

**\*\*Be advised that prices may change annually.\*\***

**The main office MUST have copies of these documents (Fingerprinting Receipt and confirmation of completing Safe School Videos) on file. Call the Fingerprinting Office at 301-952-6775/[Link](#) for additional information regarding application to volunteer.**

### **Parent Teacher Organization (PTO)**

The PTO will host monthly meetings with the school community. You are encouraged to attend to hear what is going on within the school community and get involved. The PTO has a great partnership with administration and teachers that develops opportunities to enhance the learning environment for all of our scholars. Your participation in our fundraising efforts this year is very important. Money from fundraising is always used and goes directly to supporting the students of Benjamin D. Foulois. Thank you for your continued support. Please visit the PTO website for additional information: <https://fouloispto9.wixsite.com/benjamindfouloiscrea>

### **School Enrollment**

All students desiring to attend Foulois during their elementary years, kindergarten through 5th grade, must apply via the lottery. The lottery application window typically opens November through January. To apply, parents (new to Prince Georges County Public Schools) should go to their neighborhood school to generate a PGCPs student ID#. If a student is coming from another PGCPs school the student number can be found on the student report card or in ParentVue. To register at any PGCPs school (**All registration is to be completed online**), the following documents are required:

- All students must be 5 by September 1
- Birth Certificate
- Proof of Residency (ex; mortgage statement, rental agreement, or shared housing form)
- Two Bills to Verify Residency (water bill, tax bill, utilities, bank statement, etc)
- Immunization Record



- Special Education or 504 Documentation
- The lottery drawing is held at the beginning of March. Lottery results can be viewed online beginning in late March by visiting the PGCPS “Lottery Status & Updates” page.

### **Auditions (Middle School Only, Grades 6th - 8th)**

All students desiring to attend Foulois during their middle school years, grades 6-8, from outside the Foulois program must audition. All students will be provided with the audition criteria as identified by the PGCPS creative arts website:

(<https://offices.pgcps.org/creative-and-performing-arts/>). To be considered for an audition all applications must be submitted by the deadline and the students must attend the auditions as scheduled. Students may only audition for one creative arts discipline, so be certain it is the area of focus that your child is passionate about, because it will be a three year commitment. Once an offer is accepted, students are placed in the area they auditioned for for the remainder of their middle school experience. Students will have the opportunity to take 9-week elective courses to continue their exposure to the arts.

\*\*\*A waiting list will be established for those applicants not offered placement in Foulois CPA Program via the lottery and audition. The waiting list remains active until September 30, at which time it expires.\*\*\*

### **Assessment**

Students that attended Foulois during their elementary years are offered continuous enrollment for middle school. However, students in 5th grade will be assessed based on audition criteria in order to identify the right fit and placement in one of the art forms as their major. **This major will be the core creative arts focus for the duration of their middle school experience.** Students will have the opportunity to take 9-week elective courses to continue their exposure to the arts.

### **Creative Art Discipline Offerings for the 2024 - 2025 school year:**

-Dance	-Chorus	-Orchestra	-Drama
-Visual Arts	-Band	-Media Arts	-Piano



**Yonder Pouch Policy for Grades 5-8** At Benjamin D. Foulois Creative and Performing Arts Academy, we are committed to fostering an environment that prioritizes academic excellence, creativity, and focus. To support these goals, we are implementing the use of Yonder pouches for students in grades 5-8 to securely store their electronic devices, including cell phones and earbuds, during the school day. This policy will take effect on January 6, 2025.

## **Purpose**

The purpose of the Yonder pouch policy is to minimize distractions, promote engagement in the classroom, and create a safe, focused learning environment for all students.

## **Procedure**

### **1. Device Collection:**

- Upon arrival at school, all students in grades 5-8 must place their electronic devices (cell phones, earbuds, smartwatches, etc.) into their assigned Yonder pouch.
- Students will secure their pouches and retain them throughout the school day. Devices will remain inaccessible but in the student's possession.

### **2. Pouch Locking:**

- Pouches are equipped with a secure locking mechanism that ensures devices cannot be accessed until the end of the school day.
- Staff will be available to assist students with locking their pouches as needed.

### **3. Device Retrieval:**

- At dismissal, students will unlock their pouches at designated unlocking stations supervised by staff.
- Empty pouches will stay in the classroom and students will retrieve them each morning

### **4. Emergency Access:**

- In the event of an emergency, staff will have access to unlock pouches to allow students to use their devices.
- Parents who need to contact their child during the school day should call the school's main office.
- In order to prevent "daily" emergency calls, we strongly suggest pre-planning discussions with your student prior to leaving home.

## **Expectations for Compliance**

- All students are expected to fully comply with the Yonder pouch policy.
- Students must not attempt to tamper with, damage, or unlock the pouch outside of designated areas or times.
- Failure to comply with this policy will result in disciplinary actions in accordance with the school's Code of Conduct.

## **Lost or Damaged Pouches**

- Each student will be assigned a Yonder pouch. Students are responsible for maintaining their pouches in good condition.
- If a pouch is lost or damaged, the student's parent/guardian will be required to cover the replacement cost.

### **Parent and Guardian Support**

We ask for your full support in reinforcing this policy. By working together, we can ensure that students remain focused on their education and creative pursuits while maintaining responsible use of technology.

## Acknowledgement Receipt

I \_\_\_\_\_, (Parent/Guardian) of \_\_\_\_\_  
(Student)

I have received and read the Parent/Student handbook. I  
acknowledge that I have read and understand the following Policies.

Policy # 5132 Cell phones and other electronic Devices in Schools



Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_