

Student-Family Handbook 2023-2024

https://education.fcps.org/yses/

2023-2024

Dear Families,

Welcome to the 2023-2024 school year at Yellow Springs Elementary! We are excited to begin a new school year and look forward to working in partnership with you.

Please review the information in this handbook, along with the FCPS Calendar Handbook and Student Code of Conduct, as they provide valuable resources to answer your questions throughout the year. Also, look for our bi-monthly newsletters sent through Find Out First and posted on our website (www.fcps.org, click on "Schools," select Yellow Springs Elementary School) for more information about our school and community.

We look forward to welcoming our new families and continuing to build bonds with our returning families. We believe parents are our first teachers and as such, we value your partnership and support. You are encouraged to be a part of our outstanding learning community! We invite you to join us in providing the best educational opportunities for your child both in school and at home.

Join the PTA, volunteer your time and energy, ask questions and seek clarification to enhance collaboration and understanding. Your support and involvement are keys to your child's success. We look forward to seeing you and your family at parent conferences, and school and family activities throughout the year.

Thank you for your cooperation, support, and involvement with us in your child's education at YSES!

Warmest regards,

Hannah Feldman

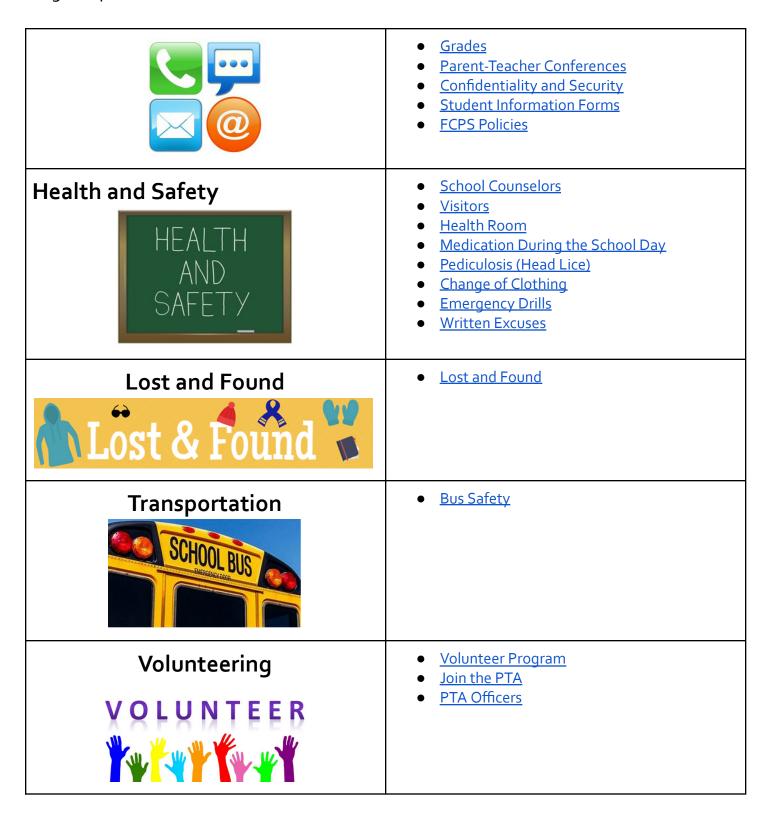
Nannah Feldman

Principal

Lisa Wrzesinski Assistant Principal

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Our colors are blue and gold and our mascot is the Eagle.

THE SCHOOL DAY

ARRIVAL AND DISMISSAL

Arrival Procedures

For the safety and welfare of the students, arrival at school is between 8:30 a.m. and 8:55 a.m. It is imperative that children do not arrive prior to 8:30 a.m. since no adult supervision can be provided prior to that time. The school day begins promptly at 9:00 a.m. Children arriving in their classroom after 9:00 will be directed to the office and will be considered tardy for school that day. If your child arrives after the front doors are closed, you will need to come into the school to sign them in for the day.

Car Riders are dropped off by the Gym entrance. The sidewalk area is our drop off zone. We ask that you pull your car into this area as far as possible before allowing your child to leave the car. Please remain in your vehicle, as our staff will be available to assist students.

Bus riders will arrive and depart the bus at the curbside nearest the front doors. Staff members will supervise children as they depart the bus and direct them inside.

Dismissal Procedures

School is dismissed at 3:25 p.m. Parents picking up students as car riders must do so <u>by 3:50 p.m.</u> During dismissal, please have your school-issued car rider pass, which will be distributed the first week of school, on the front dashboard of your car. Students will be dismissed in groups of 10 from the Gym. Please follow all traffic signage during this process and remain in your vehicle, as our staff will be available to assist students.

Bus riders board their buses in the front of the building. If a student misses the bus, parents will be notified and should have backup transportation so the child is picked up no later than 4:15 p.m. This backup transportation should be listed on the child's Student Information Card.

If a student is to go home with someone other than a parent, we must have written communication to this effect. No child will be allowed to leave school with anyone other than a parent or guardian unless **written permission** is presented to the school office. If a student is going to another student's home after school, we **must** have a note from **both** parents involved. We will no longer be able to accommodate any bus changes. The only time a bus change will be allowed, is in an emergency with Principal approval.

The front office staff must know of all dismissal changes Please send a note or email yses.attendance@fcps.org to notify the office by 3:00 p.m. of changes to dismissal. Phone calls will not be accepted. Make arrangements with your child before he/she leaves for school in the morning as to what he/she is to do at dismissal.

As a friendly reminder, please do not use cell phones during arrival or dismissal for your safety and the safety of our students and staff.

Early Dismissal

If you need to pick up your child during the school day, you must report to the office. No child will be dismissed directly from the classroom. This allows the office staff to verify the identify of the person picking up the student(s). Under no circumstances should a parent go to the classroom without first checking in at the office.

EMERGENCY CLOSINGS AND DELAYS

See pg. 5 of the FCPS Calendar Handbook for more information regarding what schools do during bad weather and emergencies.

PARTIES

In accordance with FCPS policy, two class parties are held each year. Our school staff will determine the dates. Parents, in cooperation with the classroom teacher, may help plan the parties for students. Specific information will be sent home as the year progresses.

Unfortunately, we are unable to celebrate children's birthdays with parties. Treats will not be distributed during the instructional day. Our staff will recognize student birthdays during morning announcements and by providing a non-food item treat. Students may distribute invitations for private parties at school as long as their entire class is invited.

FOOD USE FOR INCENTIVE AND PROMOTIONAL ACTIVITIES

Due to the recently amended <u>FCPS Regulation regarding Wellness [400-82</u>], food use for incentive and promotional activities are required to follow the criteria outlined below:

- For health and safety reasons, parents/visitors are only permitted to bring in food that is intended for consumption by their individual student.
- For health and safety reasons, students are only permitted to bring in food for personal consumption.
- School-based celebrations involving foods that do not meet Maryland Nutrition Standards for All Foods Sold in Schools (Smart Snacks) are limited to two (2) per school year. Schools will notify parents in advance of such celebrations so that parents/guardians may alert their child's teacher of food allergies. Schools will designate food items needed for these celebrations.

Thus, we are unable to have food (i.e. cupcakes, cookies, etc.) brought in and shared with your individual student's classmates, unless it is for one of the two designated school-based celebrations.

CONSIDERATIONS FOR DRESS

In regards to appropriate dress for school, families are reminded that students should dress in accordance with FCPS guidelines. With the air conditioning on in our building, our classrooms can be quite cool. Additionally, please think about recess and PE classes when buying shoes. Flip flops, clogs (crocs), and sandals are a favorite; however, running at recess with them is not

very safe. It is also hard to negotiate the mulch and climb the playground equipment safely with them on. Please encourage your children to wear shoes that are safe for play.

ACADEMICS

WHAT WE TEACH

Maryland is striving to create a world-class education system that prepares all students for college and career success in the 21st century. To achieve this, the State has adopted rigorous, internationally benchmarked academic standards – the Common Core State Standards – and has implemented a State curriculum and next generation assessments aligned with those standards. Accordingly, FCPS instruction is implemented in alignment with the Maryland College and Career Ready Standards for English Language Arts (ELA) and Math. Instruction in the content areas of Science, Social Studies, Art, Music, Physical Education and Health are aligned with the FCPS Essential Curriculum. This curriculum defines the objectives our students will be held accountable for learning in each content area. You may review the Maryland College and Career-Ready Standards and/or the FCPS Essential Curriculum by visiting the FCPS website at https://edu.fcps.org/essentialcurriculum/. This site has many topics of interest for parents and is the curriculum resource for our teachers as it is the curriculum hub of all content areas.

SPARK BLOCK

Our SPARK Block, an innovative instructional model which provides more personalized instruction for each student, is a dedicated 30 minute daily block of instruction, four times per week in which grade level teams deliver specific instruction based on students' need or enrichment.

Our grade level teams work together once a week in a planning session called the Accelerated Learning Process (ALP). During ALP, teachers select a priority standard either in Math or Reading to focus on and then create a common formative assessment (pre-assessment or quiz). This pre-assessment provides teachers an idea of what each student needs in order to better understand the priority standard.

Based on the results of the formative assessment, teachers will assign students to flexible groups across the grade level for the SPARK Block of instruction. Students move to the

assigned class for 30 minutes four times per week. They may be working with a different teacher and a different group of students than those in their homeroom class. Students may be in an enrichment group for one priority standard but not for another priority standard based on the pre-assessment data collected. At the end of the five week SPARK Block, students will take a post-assessment to determine next steps or a new priority standard will be selected and the cycle begins again. Students still receive their normal instruction in Reading and Math through their classroom teacher. The SPARK block is in addition to that instruction!

ORGANIZATION FOR INSTRUCTION

In elementary school, students are placed heterogeneously in classrooms for most of the day. Our math and reading groups are generally heterogeneous – meaning that most math and reading groups will have a range of students. Re-teaching and enrichment opportunities are available in all groups. Teachers, administrators, specialists, and teachers use multiple criteria when making placement decisions in reading and math. Consideration is given to:

- classroom participation
- performance on county and state assessments
- information provided by specialists (literacy specialist, math specialist, resource teachers, and speech language pathologist)
- social interactions
- work habits

TFSTING

See page 33 of the FCPS Calendar Handbook for information regarding 2023-2024 testing.

ATTENDANCE

ATTENDANCE

Research is clear on the fact that attendance patterns and punctuality have a direct impact on a child's academic achievement. Please make every effort to support your child(ren)'s program by having him/her in school every day. 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. Attendance is very important to us and will be closely monitored. Our School Attendance Committee meets every other week to review student attendance. A series of letters will be sent to contact parents/guardians of students with a high rate of absenteeism.

ABSENCES FROM SCHOOL

The school day for all students grades PK-5 is 9:00 a.m.-3:25 p.m. Morning announcements begin promptly at 8:55 a.m.

Students arriving after morning announcements, need to sign in at the office. Parents must park their car and walk their child into the office.

An absence for any portion of the day, for any reason, is presumed to be unlawful unless a note stating the reason is submitted to yses.attendance@fcps.org or to the teacher within the same term of the absence.

If you are planning on taking your student out of school for an extended period of time, the student will be given 5 days of vacation time and the rest of the absences will be unlawful. Please notify the front office prior to the vacation at vses.attendance@fcps.org.

See pg. 38 of the FCPS Calendar Handbook - for the complete Attendance Policy.

STUDENT BEHAVIOR AND EXPECTATIONS

BEHAVIOR EXPECTATIONS

Management (procedures, routines, rules, and consequences) provides the basis for predictability and reliability, which in turn creates a safe structured environment where learning can occur. A self-disciplined student is better able to perform and learn. All students are expected to demonstrate our school-wide expectations of

<u>S</u>trive for Excellence <u>O</u>wn our Actions <u>A</u>lways show Respect <u>R</u>eady to Learn

Building strong relationships is also an important part of our behavior management program.

Bullying of any type, whether in the classroom, at lunch, at recess, or on the bus, will be addressed promptly. To achieve these high behavioral expectations for our students, requires cooperation and understanding between the school and home. Our rules and routines are taught through a framework during the first few weeks of school so that all students are aware of the expectations. Students are expected to follow the established routines and rules for their individual classrooms and for the school. Failure to follow these routines or rules will result in progressive actions from re-teaching the routine, to warnings, time-outs, parent conferences, and up to and including discipline referrals to administration. If your child is seen by an administrator for behavioral purposes, you will receive a phone call. Information about discipline can be found in the Student Code of Conduct, School Year 2023-2024 and selected regulations are included below:

FCPS Discipline Regulation 400-08 FCPS Suspension and Expulsion Policy 408 and Regulation 400-04 FCPS Bus Discipline Procedures Regulation 400-57

ITEMS NOT PERMITTED AT SCHOOL

Cell Phones

FCPS regulation states that "Electronic Devices including cell phones must be powered off at all times during the school day, while aboard a school bus or other school-sponsored vehicle, and during after-school activities. Electronic devices placed in vibrate or other non-audible modes are not considered powered off for purposes of this regulation. Electronic devices with camera and recording functions may not be used to take or transmit any image at any time on school premises, even if the use of the cellular phone is otherwise permitted."

We also request that parent volunteers follow the same practice. If volunteers need to use their cell phone, we ask that they step outside of the building.

Weapons

Weapons or look-alike weapons, including toy guns, squirt guns, toy swords, etc. are not permitted on school property, including automobiles. See pg. 40 of the FCPS Calendar Handbook for more information.

Additional Items Not Permitted

In addition to the above regulation items, the following items are also **not** permitted at school:

- Toys, video games, trading cards (including Pokemon cards)
- Hard footballs
- "Wheelies" (shoes with wheels on the bottom)
- Portable radios, iPods, walkman, electronic games
- Valuable possessions, including money, except for lunch
- Tobacco products
- Drugs or look-alikes
- Beepers/pagers/laser pointers

CAFETERIA

SCHOOL BREAKFAST AND LUNCH

Breakfast and lunch are served every day that school is in session. Breakfast will be served in the cafeteria each morning and student breakfast is \$1.60. Students are to report to the cafeteria immediately after they arrive at school if they plan to eat. Student lunch is \$2.65. See pg. 24 of the FCPS Calendar Handbook for more information regarding breakfast and lunch options at school.

PREPAID MEAL ACCOUNTS

Parents may take advantage of the options to prepay your student's meal account. Prepaid meal accounts help the lunch lines go faster and provides students more time to eat and relax. They also give you peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost. FCPS uses the LINQ Connect program, one of the most widely used and secure online payment solutions available today. This program allows you to put money on your child's account without any fees, and allows you to monitor their spending. For more information on the LINQ Connect program, click here.

FREE AND REDUCED PRICED MEALS

Free and reduced-price meals area available to families with limited ability to pay. Eligibility is based on family size and income guidelines developed by the U.S. Department of Agriculture. We encourage all families who feel they qualify or are not sure if they qualify to fill out the

electronic free and reduced-price meal benefit application online. Electronic applications may be accessed <u>here</u>. Paper copies are available in the front office.

LUNCHROOM PROCEDURES

In order for students to enjoy lunch and to practice appropriate social skills, **SOAR** behaviors are emphasized at lunchtime. In our lunchroom, being respectful, being responsible for our actions and caring for others are special areas of focus. During the lunch shifts, there are at least three staff members in the cafeteria to monitor and assist children. Students sit with their class during lunch and are encouraged to use "inside voices" while chatting with friends.

COMMUNICATION

COMMUNICATION WITH YSES

As we value communication between home and school, several different forms of communication are used. All staff members may be reached through their direct telephone extensions and by email. All FCPS employees can receive email by using firstname.lastname@fcps.org. While all teachers strive to return communications as quickly as possible, please allow up to 24 hours for emails to be returned.

Thursdays are designated as our "take-home day." Communications will be sent home in Thursday Folders. Please ask your child for this folder each Thursday and have them return it to school on Friday. There will be a bi-weekly Thursday Newsletter (Eagle Express) which will be sent out via Find Out First and posted on our website. If you want a paper copy, you can request one from the front office. The Eagle Express will include important school and PTA information. Our grade level team newsletters will also be sent via Find Out First and posted to our website the first Thursday of each month. If you wish to receive a paper copy, please request one through your child's teacher. We encourage you to take time to look over these communications, as they will keep you informed of all the special happenings in your child's class and throughout the school. You can sign up for FCPS Find Out First and YSES Find Out First on the fcps.org website. Communication is important to us!

CONTACTING STAFF MEMBERS

Teachers and instructional assistants are not able to accept phone calls during the instructional day. Please leave a message for staff members on their voicemail. All staff have voicemails that can be accessed through the main phone number: 240-236-1700. In addition, teachers will provide families with their direct extension, as well as their email addresses, at the beginning of the school year.

REPORT CARDS AND ACHIEVEMENT

See page 32 of the FCPS Calendar Handbook for information on Report Cards and Achievement.

GRADES

Schoology is Frederick County Public School's selected learning management system to support course management, communication, and collaboration opportunities PK-12. During the school year, teachers will use the Schoology gradebook to record students' grades in each subject. We highly encourage you to create a Parent Account which will link to your child's account. For more information on this platform and how to access your student's assignments and grades throughout the school year, you can click here.

PARENT-TEACHER CONFERENCES

Conferences are scheduled for October 11, 12, and 13. See page 6 of the FCPS Calendar Handbook for the schedule. Since these conferences are scheduled for short periods of time, think about what you want to learn from the conference and make notes of specific questions you would like to ask before your meeting. Conferences are a prime time for you to learn and share information about your child's school experience and performance.

Additional conferences may be held at the request of the parent, teacher, and/or an administrator at any time during the year. Both parents and school personnel may freely discuss any problems that directly affect your child's school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities. For example, in the morning before school begins, your child's teacher is busy making final preparations for the school day,

and greeting and tutoring students. Therefore, this would not be an appropriate time for an unscheduled conference. If you have concerns about your child, please contact his/her classroom teacher via note, email, or phone call. During student hours, our classroom extensions go directly to voicemail so you can still leave your child's teacher a message.

If an interpreter is needed for conferences, please notify school staff two weeks prior to a conference so that arrangements can be made.

CONFIDENTIALITY AND SECURITY

In the school setting, we are very conscious about privacy issues regarding our students and staff members. Throughout the year, teachers post student work for display. If you do not want your child's work displayed, please let his/her teacher know early in the year that you do not want his/her work posted. Additionally, the PTA newsletter will not include student names unless a parent is contacted first and gives permission.

See pg. 4 of the FCPS Calendar Handbook for information regarding Media in Schools.

As we are always security minded, all requests for anyone other than the parent/guardian to pick up a child should be made **in writing** unless it is an emergency. If an adult other than a parent/guardian picks up a student, even at the parent's request, we will ask to see identification such as a driver's license. Please keep your child's emergency card updated with the name of a local person to call if you are unavailable.

During the school day, all exterior doors are locked. You must sign in at the office each time you wish to go back to the classroom areas. Thank you for working with us and helping us to maintain a safe learning environment.

STUDENT INFORMATION FORMS

See pg. 4 of the FCPS Calendar Handbook for more information.

FCPS POLICIES

See the FCPS Calendar Handbook for a listing of notable policies beginning on page 38.

HEALTH AND SAFETY

SCHOOL COUNSELORS

The YSES school counselors work with students in a variety of settings: total class, small group, and individually. Areas that are emphasized include personal and school growth, decision-making, self-esteem, and positive interactions with others. Our school counselors also work closely with outside agencies to meet the needs of our students and families. If you would like to speak with our counseling staff please call our school office.

VISITORS

See pg. 43 of the FCPS Calendar Handbook for more information regarding visitors to our building.

HEALTH ROOM

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

- Administer medication
- Provide health care
- Monitor the health room and chart each student's visit
- Monitor immunization records
- Check for Pediculosis, as needed

If a child sustains a serious injury or shows an elevated temperature, the parents/guardians or your emergency contact as noted on your child's emergency card, will be notified. For this reason, your correct, current address and telephone number must be on file in the office by the first week of school. Each year, hearing and vision screenings are provided by the Health Department to students in kindergarten as well as those in first and fourth grade.

MEDICATION DURING THE SCHOOL DAY

1. Medication must be transported by an adult and provided to school staff in the pharmacy bottle, correctly and completely labeled.

- 2. No medication (prescribed or non-prescribed, over-the-counter) will be administered in school without the parent's/guardian's written authorization and a health care provider's statement or prescription. Parental consent and a health care provider's statement or prescription label are required for each illness and each medication order.
- 3. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container.
- 4. The first full day's dosage of any new prescription must be given at home.
- 5. The school must have on file a <u>Physician's Authorization for Prescription and Non-Prescription Medication form</u>, which must be signed by the a licensed health care provider and the parent/guardian.
- 6. The parent must submit a new form to the school each time there is a change in dosage or time of administration.
- 7. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
- 8. 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 disposed of.
- 9. The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to the school to administer the medication. No child is allowed to keep any medication on his/her person.
- 10. Please notify the school if your child has any health problems such as asthma, allergies to bee stings or food, or if your child contracts a communicable disease such as measles, chicken pox, flu, etc. In addition, if your child has any restrictions for play due to health-related issues, the school should be informed.

Hand washing with soap and water is available to students throughout the day to help prevent the spread of communicable diseases. Hand sanitizers are also available and used in the classrooms.

PEDICULOSIS (HEAD LICE)

Students found to have evidence of head lice will be excluded from school immediately according to Frederick County Public Schools procedures. The following procedure is used if students are suspected of having head lice:

- A student is identified as having head lice by phone call, teacher referral, or class check.
- The student is then checked by the health office technician or office staff. If nits or lice are found, the parent/guardian is contacted and must pick up the child. A letter that provides treatment information is sent home with the child.
- A total check is made in the student's class, as well as siblings of the student, as soon as possible.
- The student's name is entered in a log recording the dates of initial identification and ten day recheck.
- To return to class, the student must present proof of treatment in the form of a register receipt, box label, or prescription and be free of lice and nits.
- The child is checked before returning to the classroom and then rechecked in ten days.

You are encouraged to regularly screen your child for the presence of head lice. Should you find evidence of head lice, please call the school so that proper checks can be made.

If you have questions regarding health issues, contact the School Health Technician

CHANGE OF CLOTHING

All Kindergarten students, and any older students who are having toileting issues, are asked to have a change of clothes in their backpacks, otherwise the family will be called to bring a change of clothes. This policy ensures that students have the least amount of interruption to their learning. In certain cases, YSES may be able to provide clothing, but this is not a quarantee.

EMERGENCY DRILLS

To prepare children for potential emergencies related to fire, weather, or safety, a minimum of sixteen 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.

WRITTEN EXCUSES

A written excuse from a physician is necessary for restriction from physical education and recess activities. Students will play outside, weather permitting, throughout the entire school year so please dress them appropriately.

LOST AND FOUND

LOST AND FOUND

Each year, large numbers of students' personal items accumulate in the school's lost and found. In the absence of having a name on the items, we are unable to return these items to families. Please LABEL all of your child's items to help alleviate the problem of lost articles. Lost and found items are kept on a rack outside of the cafeteria and several times a year these items are put on display for children to look over and "find" some of their long-lost belongings. During Winter Break, Spring Break and at the end of the school year, all unclaimed items will be donated to a charitable organization.

TRANSPORTATION

BUS SAFETY

See pg. 23 of the FCPS Calendar Handbook for specific bus rules and expectations. We encourage you to review this important information with your child. Remember riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked by the school administration if the misconduct of any student jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

VOLUNTEERING

VOLUNTEER PROGRAM

A volunteer is any interested person who is willing to donate his/her time to support our school. Yellow Springs is fortunate to have many dedicated volunteers who work to support our students and school community. Some volunteers work directly with students in the

classroom, others assist with preparation of materials to be used in the instructional program, and others assist with landscaping! Some volunteers may even provide services from home by completing tasks (cutting, drawing, etc.) or offering babysitting for other volunteers. There are numerous opportunities and ways to volunteer at YSES. Our students and staff would be most grateful for any time you can offer. *Volunteers who work in the building or are chaperones on a field trip must complete a virtual Volunteer Orientation every year prior to coming into the school or going on a field trip.* The volunteer training process is automated and incorporated into the FCPS visitor management system (VMS) and must be completed annually. The volunteer training and registration may be completed by clicking here.

JOIN THE PTA

Yellow Springs Elementary has a very active PTA. The dates and times for our meetings, which are held every other month, are published in the Eagle Express. Families and staff are encouraged to participate in the PTA and to attend school functions that are sponsored by this wonderful organization. Our PTA is responsible for providing cultural arts programs, extra field trips, educational materials, and valuable learning sessions especially tailored to parent needs and requests. Please see our website for PTA contact information.

Select

your FindoutFirst news:

www.fcps.org/fof

- ★ Emergency closing emails
- ★ Calendar updates
- ★ School newsletters
- ★ Job openings
- ★ BOE action
- ★ News releases
- ★ TV/Video programs
- ★ More

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youtube.com/user/ FCPSmaryland

watch

FCPS TV

Live on Comcast 18 and at www.fcps.org/TV

- ★ Learn about snow closings and emergency bulletins
- ★ View Board meetings
- ★ Explore news for children and teens
- ★ See inside the classroom

Visit

www.fcps.org

- ★ Calendar, menus, bus schedules, news
- ★ Emergency bulletins
- ★ Career options
- ★ Student forms
- ★ School profiles



Engage

with your child's schoo

- ★ Visit the school's website
- ★ Select your school's FindOutFirst email news options
- ★ Monitor grades, attendance and assignments
- ★ Attend conferences
- ★ Reach teachers via phone and email
- ★ Volunteer

Receive

One Call Now info:

- ★ Emergency texts and calls
- ★ Student attendance communications

Learn More

FCPS Public Affairs Department

301-696-6900

The FCPS Public Affairs Department produces this Calendar Handbook.

FCPS does not discriminate based on ancestry, age, color, disability, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex or sexual orientation.



191 S. East Street • Frederick, Maryland 21701 Information 301-644-5000 Public Affairs 301-696-6900