Rodgers Forge Elementary

Rodgers Forge Ahead!

Student - Family Handbook
2018 - 2019

Missy Fanshaw, Principal
Michele Rowland, Assistant Principal

250 Dumbarton Road
Baltimore, Maryland 21212

Office Phone: 410-887-3582
Office Fax: 410-832-5431
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**School Vision Statement:**

R.F.E.S. empowers students to be lifelong learners and globally competitive citizens.

**School Mission Statement:**

Revitalize and enhance curriculum through the integration of technology.

Foster independence and critical thinking within a learner-centered environment.

Engage students through rigorous, responsive, and authentic learning.

Serve as a beacon to our community and school-system.

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**Rodgers Forge Elementary Code of Conduct**

I am a Rodgers Forge student, therefore:

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn, therefore:

I will do nothing to keep my teachers from teaching or anyone else from learning.

I will cooperate with my school family.

I will respect myself, others, and the environment.

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**School Hours at Rodgers Forge**

8:45 – 9:00 a.m. Students Enter the Building

9:00 a.m. Instruction Begins

3:30 p.m. Kindergarten, 4th & 5th Grade Dismissal

3:33 p.m. 1st & 2nd Grade Dismissal

3:35 p.m. Grade 3 & HotSpots Dismissal
## 2018 - 2019 Faculty and Staff Roster

**Missy Fanshaw**, Principal  
**Michele Rawland**, Assistant Principal  
**Lavaria Wilson**, Administrative Secretary  
**Bonnie Daffron**, Secretary

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Grade One</th>
<th>Grade Two</th>
<th>Grade Three</th>
<th>Grade Four</th>
<th>Grade Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Guth</td>
<td>Jenny Evans</td>
<td>Jennifer Erdman</td>
<td>Katie Lark</td>
<td>Sarah Hashimoto</td>
<td>Michael Houk</td>
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<tr>
<td>Marianne Lohr</td>
<td>Sarah Mercer</td>
<td>Beth Siuta</td>
<td>Jessica Rossi</td>
<td>Sam Lenox</td>
<td>Michelle Manley</td>
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<tr>
<td>Michele Paris</td>
<td>Melinda Mercer</td>
<td>Lynn Traynor</td>
<td>Cathy Rickels</td>
<td>Amy Piunti</td>
<td>Lisa Schultz</td>
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<tr>
<td>Kindergarten Assistant</td>
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<tr>
<td>Michele Dinsmore</td>
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<tr>
<th>Physical Education</th>
<th>Library/Media</th>
<th>Art</th>
<th>Vocal Music</th>
<th>Instrumental Music</th>
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<tbody>
<tr>
<td>Bev Celenza</td>
<td>Pete Holden</td>
<td>Karen Kotapish</td>
<td>Lisa Tierney</td>
<td>Margaret Few (M,T,TH)</td>
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<tr>
<th>ESOL</th>
<th>Instructional Assistant</th>
<th>Reading Specialist</th>
<th>Special Educator</th>
<th>STAT</th>
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<tbody>
<tr>
<td>Courtney Gover</td>
<td>Allison Wohltmann</td>
<td>Karrie Cook</td>
<td>Rose Hunter</td>
<td>Katie Schmidt</td>
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<tr>
<td>Xiang Li</td>
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<td></td>
<td>Kelly Menzies</td>
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<tr>
<td>Personal Assistants</td>
<td></td>
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<td>Passport Teacher</td>
<td>Nabely Solakian (W)</td>
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<tr>
<td>Myla Avillo</td>
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<tr>
<td>Sally Riordan</td>
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<thead>
<tr>
<th>Speech and Language Pathologist</th>
<th>Physical Therapist</th>
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<tr>
<td>Mary Kay Brooks (M-TH)</td>
<td>Deb Stillman</td>
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<tr>
<th>Guidance</th>
<th>Occupational Therapist</th>
<th>School Psychologist</th>
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<tbody>
<tr>
<td>Lisa Ludwig</td>
<td>Vikki Seidenman</td>
<td>Holly Frisch (M,TH)</td>
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<thead>
<tr>
<th>Nurse</th>
<th>Building Operations Supervisor</th>
<th>Cafeteria Manager</th>
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<tbody>
<tr>
<td>Gail Shapira</td>
<td>Kim Whye</td>
<td>Marta Perdomo</td>
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<td></td>
<td>Building Service Workers</td>
<td>Cafeteria Assistants</td>
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<td></td>
<td>Magdalena Dawson</td>
<td>Pat Williams</td>
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<td></td>
<td>Bassey Kalu</td>
<td>Bill Sinton</td>
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<td></td>
<td>Dean Martin</td>
<td>Lois Berman</td>
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**PTA**  
Co-Presidents: Michele Delvecchio and Chris Millard
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>20 (M)</td>
<td>Administrative &amp; Supervisory Personnel Meeting</td>
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<tr>
<td>March</td>
<td>30 (Th)</td>
<td>Orientation for Students Entering Grades 6 and 9</td>
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<tr>
<td>September</td>
<td>3 (M)</td>
<td>Labor Day – Schools and Offices Closed</td>
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<tr>
<td>March</td>
<td>29 (W)</td>
<td>Systemwide Professional Development Activities</td>
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<tr>
<td>October</td>
<td>8 (M)</td>
<td>Columbus Day*</td>
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<tr>
<td>November</td>
<td>19 (F)</td>
<td>Systemwide Professional Development Day/MSEA Convention – Schools Closed for Students – Teachers on Duty or at the Convention</td>
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<tr>
<td>November</td>
<td>21 (M)</td>
<td>Dr. Martin Luther King, Jr. Birthday – Schools and Offices Closed</td>
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<tr>
<td>December</td>
<td>21 (M)</td>
<td>Dr. Martin Luther King, Jr. Birthday – Schools and Offices Closed</td>
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<tr>
<td>January</td>
<td>25 (F)</td>
<td>Second Marking Period Ends – Schools Close 3 Hours Early for All Students – Grade Reporting and Data Analysis** – Teachers on Duty</td>
</tr>
<tr>
<td>February</td>
<td>7 (Th)</td>
<td>Report Cards Distributed</td>
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<tr>
<td>March</td>
<td>18 (M)</td>
<td>Presidents’ Day; Washington’s Birthday* – Schools and Offices Closed</td>
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<tr>
<td>April</td>
<td>5 (F)</td>
<td>Third Marking Period Ends – Elementary and Middle Schools Close 3 Hours Early for Students – Grade Reporting and Data Analysis** – High Schools in Session Full Day – Teachers on Duty</td>
</tr>
<tr>
<td>May</td>
<td>6 (M)</td>
<td>PreK and Kindergarten Conference Day – No Preschool-3, PreK, or Kindergarten Sessions – Teachers on Duty</td>
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<tr>
<td>May</td>
<td>7 (T)</td>
<td>PreK Conference Day – No Preschool-3 or PreK sessions – Teachers on Duty</td>
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<tr>
<td>May</td>
<td>24 (F)</td>
<td>Last Day for Seniors</td>
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<tr>
<td>May</td>
<td>27 (M)</td>
<td>Memorial Day Observed – Schools and Offices Closed</td>
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<tr>
<td>June</td>
<td>28-31 (T-F)</td>
<td>Commencement Exercises</td>
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<tr>
<td>1-7 (S-F)</td>
<td>Commencement Exercises</td>
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<td>5 (W)</td>
<td>Systemwide Professional Development Day – Schools Closed for Students – Teachers on Duty; Eid-Al-Fitr*</td>
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<tr>
<td>12 (W)</td>
<td>Assessment Day*** – Elementary, Middle, and High Schools in Session Full Day – Last Day of Classes for Preschool-3 and PreK</td>
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<tr>
<td>13 (Th)</td>
<td>Assessment Day*** – Elementary and Middle Schools Close 3 Hours Early for Students – Grade Reporting and Data Analysis** – High Schools in Session Full Day – Teachers on Duty</td>
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</tr>
<tr>
<td>14 (F)</td>
<td>Assessment Day*** – Last Day of Classes – Elementary and Middle Schools Close 3 Hours Early for Students – Grade Reporting and Data Analysis** – High Schools in Session Full Day – Teachers on Duty; Flag Day*</td>
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<tr>
<td>4 (Th)</td>
<td>Independence Day – Schools and Offices Closed</td>
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<tr>
<td>5 (F)</td>
<td>Summer School Teachers on Duty</td>
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<tr>
<td>8 (M)</td>
<td>Summer School Begins</td>
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<tr>
<td>2 (F)</td>
<td>Summer School Ends</td>
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- **Total Pupil Days:** 184-185
- **Total Teacher Days:** 195

* Schools open with appropriate exercises OR appropriate exercises to be scheduled on the school day prior.

** GRADE AND Data Recording, Data Analysis – Principals and teachers will have time for grade and data recording, data analysis/progress assessment.

***ASSESSMENT DAY – High schools will have the opportunity to administer traditional final exams or to use alternative assessment procedures. Test administration may be scheduled on Friday, June 14, 2019, as long as another make-up testing date is available for students who were unable to test due to religious observance.

## The school year will end on Friday, June 14, 2019. However, depending on the number of emergency closure days used (e.g., full-day closures, delayed openings, or early dismissals), the school calendar may be adjusted (e.g. re-designation of professional development days, planned early releases, etc.) in order to meet the minimum required student days/equivalent student hours.

Teacher duty days will not exceed 191.
## Rodgers Forge Elementary School
### 2018-2019

### August
- 22 Teachers and Staff on Duty
- 30 **New** Parent Meet and Greet 6:00-7:30 PM
- 31 Sneak-a-Peek 2:30-3:30 PM

### September
1. **School Closed – Labor Day**
2. Opening Day 8:45 AM: Grades 1-5
3. Volunteer Training 6:30 PM
4. Back To School Night 7:00 PM
5. Kindergarten Screening Sessions (by appt.)
6. Boo-Hoo Breakfast 8:45 AM
7. First Full Day of Kindergarten 8:45 AM
8. Kona Ice 3:35 PM / Spirit Day
9. Schools Closed – Rosh Hashanah
10. Schools Closed – Rosh Hashanah
11. Rita’s Celebrity Scoop 3:45-5:00 PM
12. Schools Closed – Yom Kippur
13. Pinwheels for Peace
14. 6th Grade Yearbook Signing 3:35 – 4:20 PM
15. PTA Meeting 6:00-7:00 PM

### October
1. Fall Parent Workshops & Student Fun Night 6:30-8:00 PM
2. Interim Reports distributed – Grades 4-5
3. Spirit Day
4. RFES Color Run 8:30 – 10:30 AM
5. School Improvement Team 3:45 PM
6. Generations Day AM
7. Schools Closed for Students/MSTA for Teachers
8. PTA Pre-Parade Parent Breakfast 8:30-9:15 AM
9. Halloween Parade 9:15 AM

### November
1. Spirit Day
2. Election Day – School Closed
3. Coffee w/Counselor 5:15-6:00 PM
4. PTA Meeting 6:00-7:00 PM
5. Individual Pictures Make-up
6. 9th Grade Yearbook Signing 3:35-4:20 PM
7. 12-16 American Education Week
8. 19-30 Star Lab
9. 22-23 School Closed: Thanksgiving Holiday
10. Distribution of Report Cards
11. PTA Greens Pick-up
12. School Closed for Students- Elem. Conferences

### December
1. Interim Reports distributed – Grades 4-5
2. Spirit Day
3. Winter Music Concert 6:30 PM
4. Winter Break Begins at Dismissal

### January
1. School Re-Opens
2. Spirit Day
3. School Improvement Team 3:45 PM
4. Coffee w/Counselor 9:15-10:00 AM
5. School Closed: MLK Birthday observed
6. PTA Meeting 6:00-7:00 PM
7. 3-Hour Early Dismissal/2nd Marking Period Ends

### February
1. Spirit Day
2. Distribution of Report Cards
3. Jump Rope for Heart 3:45-5:00 PM
4. School Closed - President’s Day observed
5. Celebrating Differences Day AM
6. Interim Reports distributed – Grades 4-5

### March
1. Read Across America Day/Spirit Day
2. PTA Meeting 6:00-7:00 PM
3. School Improvement Team 3:45 PM
4. School Play 7:00 PM
5. Kick Off for Patriot and Defender Program
6. Coffee w/Counselor 9:15-10:00 AM

### April
1. STEAM Night/Coffee House 6:30-8:00 PM
2. Spirit Day
3. 3-Hour Early Dismissal/3rd Marking Period Ends
4. Grade 5 Panoramic Picture
5. Individual and Class Pictures
6. Kindergarten Round-up (by appointment only)
7. Grade 3 Recorder Concert 6:30 PM
8. Kona Ice 3:35 PM
9. Spring Break begins at end of day
10. School Reopens from Spring Break
11. Distribution of Report Cards

### May
1. Spirit Day
2. Kindergarten Conference Day; Schools Closed for Kindergarten Students Only
3. Teacher Appreciation Week
4. Interim Reports distributed – Grades 4-5
5. Last Day for Patriot and Defender recitations
6. Book Fair
7. Coffee w/Counselor 9:15-10:00 AM
8. PTA Movie Night 6:00 PM
9. PTA Meeting 6:15 PM
10. Spring Concert 6:30 PM
11. School Closed – Memorial Day
12. Patriot and Defender Assembly 9:30 AM
13. School Improvement Team 3:45 PM
15. Sports Day for Grades 3-5
16. Kona Ice 3:35 PM

### June
1. Volunteer Breakfast 8:45 AM
2. Professional Development Day/School Closed for Students
3. Spirit Day
4. PTA Meeting 6:00-7:00 PM
5. 3-Hour Early Dismissal
6. Grade 5 Farewell 9:15 AM
7. Last Day of School/3-Hour Early Dismissal

* Dates may change if the calendar is amended by the Board of Education

** The RFES School Store opens October 9th, and will be open on Tuesdays for Grades K, 2 & 4 and Thursdays for Grades 1, 3 & 5 from 8:45-9:00 AM. Students must report to homeroom before visiting the School Store. First Friday of each month has been designated as a “Spirit Day”. Students are encouraged to wear red and white or Peacemaker tie dye t-shirts to show RFES pride!
**Arrival Procedures**

Children are expected to come to school regularly and on time. For the safety and welfare of the students, it is imperative that no children arrive at school before 8:45 a.m. since no adult supervision can be provided prior to that time. Students need to be in their classrooms by 9:00 a.m. Anyone arriving after the 9:00 bell must obtain a late pass from the main office. Grades one through five will enter through the cafeteria doors. Kindergarten students will enter through the kindergarten doors. Bus riders will enter the main door. All students are to report directly to their classrooms.

We appreciate that our parents model the safe crossing of Dumbarton Rd and Stevenson Lane. Crossing guards will be on duty to ensure safety. A drop-off lane is also available for students who are driven to school in the morning. Please drive through the lane on Dumbarton Road marked with cones to drop off your child. Parents are asked to refrain from dropping off students at another location near our school.

**Tardiness**

It is the family’s responsibility to get their child to school on time. Student tardiness is disruptive to the educational program. No student will be admitted to class after the 9:00 bell without a late pass. Parents are responsible for accompanying their child to the front office to obtain a late pass when a child is tardy.

**Regular Dismissal**

Kindergarten walkers are dismissed at 3:30 p.m. from the Kindergarten door. All other grade levels will be dismissed through the cafeteria doors after hearing their grade level announced. Bus riders will be dismissed from the main lobby at 3:30 after their bus has arrived. Parents/students needing to come into the school after hours must check in with the main office. **No parking is permitted in the bus loop during dismissal.**

**Early Dismissal**

To sign a child out for early dismissal, parents will report directly to the office, sign the child out, and wait there until the child has been called from class. Children will not be released to any other person without written permission from the parent/guardian. Children may be released to the designated emergency contact on the child’s emergency card. **Due to class scheduling and dismissal, we will not call for a child after 3:15 p.m. except in the case of an extreme emergency. Early departures should occur only in extreme situations.** Doctor/dentist appointments, etc. should be scheduled before or after regular school hours to minimize the loss of instructional time.

If there is a change in the way your child travels home from school, please send in a note that morning to inform the school of the change. **Emails are not acceptable as notification of a change.** If a change of dismissal is needed during the middle of the day, the office should be called.

**DOGS ARE NOT PERMITTED ON SCHOOL GROUNDS DURING ARRIVAL AND DISMISSAL.**
Student Absences

Since research shows that student achievement is directly related to attendance, regular on-time attendance is vital for your child’s school success. It is disruptive to your child’s education to schedule vacations or extracurricular activities during school hours. Please refer to the school calendar when making your family vacation plans. When parents choose to remove a child from school, for any length of time other than excused absences, it is the responsibility of the student to get the missed assignments from a classmate. Teachers are not expected to provide work ahead of time or provide alternate assignments.

Absence Procedures

The law requires a written excuse any time a child is absent. Excused absences include illness, bereavement, religious observance, and family emergencies. The excuse must be received by the school within two school days and contain the date of absence, the reason, and the signature of the parent/guardian. Without this information, the absence is coded “unlawful”. A written excuse from a physician is required for long-range absences due to illness.

BCPSOne

BCPSOne is a fully integrated system that brings together all of the district’s programs and initiatives around student data, assessments, curriculum, instruction, reporting, and analysis into a single user-friendly platform.

Through BCPSOne, parents will have access to an on-line grade system. Schoology will extend to schools a full-featured grade-keeping application used to record, report, and monitor student performance. It will also allow parents and guardians to stay informed and engaged in their child’s education by providing access to grades, transcripts, schedules, attendance, and various other data elements.

BCPSOne is also a key project that supports the Instructional Digital Conversion whereby all students will be able to engage in and access personalized learning in the classroom using electronic devices. This project will assist in driving the district towards an environment that allows teachers to not only gear learning to each individual student but also expand the time they have available to actively engage students one-on-one.

One-Card Identification System

Baltimore County Public Schools has implemented a One-card Identification system for all students and staff. This card system identifies who belongs in our schools and will be used by students for checking out library materials. This identification system is one more step in improving our student and staff safety and security.
School Closing

Inclement Weather

When it is decided that schools are to be closed for inclement weather, local television and radio stations will make announcements. The information will also be posted on the BCPS website at www.bcps.org. These announcements are made for the cancellation of school, as well as for delayed openings and early dismissals.

Delayed Openings
One-Hour delay - Rodgers Forge opens at 9:45 a.m.
Two-Hour delay - Rodgers Forge opens at 10:45 a.m.

Early Dismissal
One-Hour Early - Rodgers Forge dismisses at 2:35 PM (Follow normal lunch schedule)
Two-Hour Early - Rodgers Forge dismisses at 1:35 PM (Follow normal lunch schedule)
Three-Hour Early - Rodgers Forge dismisses at 12:35 PM (Follow modified lunch schedule)

When Baltimore County Public Schools close early for inclement weather, after-school care (HotSpots) is also closed.

Transportation

Bus Students
- Parents are encouraged to supervise their child/children at the bus stop.
- Remember the driver is in charge. Appropriate behavior is expected.

Procedures when a child misses his/her bus after school:
- Child should report to the school office.
- Parents/Emergency contact is notified and arrangements are made to have the child picked up.
- Parents are encouraged to call the school office immediately if their child does not get off the bus.

Car Riders
- Students should be dropped off in the Drop-Off Lane near the cafeteria doors on Dumbarton Road.
- Cars are not permitted in the driveway in front of school during the arrival or dismissal of students.
- Parking is not permitted on Dumbarton Road in front of the school. Please observe all traffic signs to avoid receiving a ticket.

Walkers
- Students should cross only where there is a crossing guard. Crossing guards are located at Stevenson Lane & Lanark Court and at Dumbarton Road in front of Rodgers Forge Elementary.
- Kindergarten walkers enter and depart through the K-doors.
- Grades 1 - 5 walkers enter and depart through the doors outside the cafeteria.
Visitors

Parents/guardians are always welcome to visit our school; however, for security reasons all non-staff adults including volunteers must sign in at the school office and wear a visitor’s badge. The visitor’s badge is a symbol for our students and staff that you have signed in and have a purpose to be in the building. On the first visit, parents will be asked to share their driver’s license with the front office staff to obtain clearance to enter the building. This Baltimore County Public School procedure is in place to ensure the safety and security of our school for the students. Due to instructional and insurance reasons, younger siblings or other children (out of town friends or relatives) may not attend class parties, volunteer, or visit for the day.

No one will be permitted to interrupt teachers between the hours of 8:45 a.m. and 3:35 p.m. Parent conferences are strictly prohibited during the arrival and dismissal of students. If a parent wishes to observe in their child’s classroom, they may send a request to the teacher and the office to schedule an appointment.

Books and Supplies

The school loans textbooks, library books, and materials for regular class work to the students. Students are responsible for caring for texts and returning them in good condition. Parents will be asked to pay the cost for lost or damaged school materials. Students are expected to provide their own notebooks, paper, and miscellaneous supplies. A list of these supplies is sent home at the end of the previous school year in the report card and can be found on the school website http://rodgersforgees.org.

Class Structure

Students in grades K-5 have been assigned to heterogeneous classrooms for instruction. These educational settings promote small group instruction designed to specifically meet the needs of all students in each academic subject. Learner-centered environments are designed to promote student choice and collaboration.

Digital Learning Environment

Students in grades K-5 will have full access to the HP EliteBook Revolve 810 G2—a combination notebook computer and tablet using Windows 10. This 1:1 technology is able to extend educator capacity to engage students with tools that are intuitive to them, differentiate instruction and provide timely feedback to support more rigorous demands. Like a notebook, the HP EliteBook PC comes with a keyboard and plenty of power for writing classroom assignments, taking notes, or completing assessments. Like a tablet, the device has a touch screen for ease of use and the ability to download and use applications in order to access the latest mobile learning technology. These devices will be used by students at school only, and will not go home in the evenings.

Guided Reading

In the fall, students in grades 1-5 will receive an individualized reading assessment to determine their guided reading levels. The leveling system used is Fountas & Pinnell Benchmark Assessment System. At the end of each quarter, those students reading below grade level will be re-leveled in an effort to closely monitor their progress. Each student’s reading level will be recorded on their report card. Kindergarten students will be initially leveled after winter break. The levels range alphabetically from A to Z, with level A representing the lowest level and level Z the highest. Results of the assessment provide teachers with important information about each student as a reader. Teachers will use this information as one data point to help their students become better readers. The goal will be to introduce them to increasingly challenging books and meet the varying instructional needs of each child through small group instruction. In the classroom, your child will work on his/her instructional level and when reading independently at home and in school, their independent level.
All students engage in a rotation of four special areas each week. Library-Media, Vocal Music, Physical Education and Art are each 50 minutes and provide an opportunity for students to creatively extend their learning experiences. Students in grade 4 participate weekly in Exploratory Music. This course allows students to explore and play a variety of instruments throughout the year. 5th graders have the option of learning to play an instrument of their choice and take lessons during the school day. Students leave regular instruction to attend these music lessons and are responsible for making up any missed work while out of the classroom. The band and orchestra play as a full ensemble two times a year at the Winter and Spring Music Concerts.

**Passport Spanish Program**

The Passport Program launches conversational Spanish instruction at Grade 4 to give students time to graduate proficient in a second language. The Passport approach combines weekly face-to-face instruction for 30 minutes with an online, self-paced program. Passport teachers have traveled, studied, and lived abroad, and bring a wealth of experience to the classroom, including K-12 and postsecondary teaching experience.

**Report Cards**

Report cards are issued at the end of each marking period, in November, February, April, and June. Students in grades 1 and 2 do not receive letter grades. These are introduced in grades 3, 4, and 5. Kindergarten students do not receive report cards. Parent conferences will be scheduled in November and May to review Kindergarten Progress.

Interim reports for intermediate students are sent home at the mid-point of each marking period to identify areas where your child may need improvement or is making good progress. Please check the calendar for the exact dates for interim and report card distribution.

**Achievement Testing**

Throughout the year, all of our students will be involved in MAP (Measure of Academic Performance) testing. The MAP test is a pair of tests, one in reading and one in mathematics, which students will take on a computer three times during the school year. There is no time limit on the tests, but most students take from 45 – 60 minutes to complete each test.

The MAP test results provide information on your child’s general knowledge in reading and mathematics. Much like how a growth chart illustrates your child’s height from one year to the next, MAP tests measure student growth in reading and mathematics skills from fall to spring and from one year to the next. The MAP test results will not be used as part of your child’s grade in a content area. Just as one tool doesn’t give you a full picture of your child’s physical growth, no single assessment can give a full picture of your child’s knowledge and skills. MAP scores provide one part of that picture of student growth.

In the spring, students in grades 3-5 will take the PARCC assessments in ELA and math. The PARCC assessments are aligned to Maryland’s College and Career Ready Standards and will measure the essential critical thinking and problem solving skills that students need to be successful in college and careers. The computer-based tests will provide accurate and timely information about what individual students are learning and whether they are on track or need extra help.
Homework

Homework is a necessary part of the learning experience. It provides an opportunity to reinforce skills and concepts. Assignments are broken down into two categories: homework completed for practice or preparation for instruction (not graded) and homework completed to evaluate learning (graded). Teachers will clearly indicate the purpose for each assignment with students. Parents can develop routines to establish effective study habits in the following ways:

- Establish a regular homework time each day and give it priority in your schedule.
- Remember that homework is your child's responsibility. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher.

To obtain homework for a sick child, a parent can send a note to school or an email to the teacher when the absence is reported. Teachers will adapt and adjust the amount of homework based on individual and class needs. Teachers will not provide homework or make-up work in advance for planned absences.

Communication

As partners in your child's education we welcome opportunities to communicate with you. The school will send home electronic copies of the Rodgers Forge Chronicle (hard copies are available upon request) once a month regarding special programs, announcements, and general school information. Teachers will regularly communicate about class activities and plans through a class/grade newsletter. The PTA newsletter will highlight upcoming events and important information. It is imperative that we have updated and current email addresses throughout the year in order to ensure effective home/school communication.

We hope you will follow us on Twitter @missyfanshaw or @RodgersforgeES and our Rodgers Forge Facebook page. This is the best way to follow exciting daily events happening at school.

If a question or concern arises, parents should feel free to contact teachers and staff during the school day by leaving a message at the front office, e-mails, or notes. Our teachers will return your call or email as soon as they are able. It should be noted that teachers only routinely check their email before or after school and during their planning time. Our school policy is to respond to parents within 24 hours.

The next step in the communication process is provided by the principal/assistant principal. The administrative team works together with the faculty and parents on issues that cannot be resolved at the classroom teacher level.

Conferences

In addition to report cards and interim reports, many teachers and parents find conferences to be a helpful way of communicating academic progress. To arrange a conference with your child's teacher please send them a note or email. The teacher will contact you to arrange a mutually agreeable conference time. In November, schools are closed to provide teachers with opportunities to meet with parents. Please refer to the calendar for this date. If an interpreter is needed for conferences, please notify school staff two weeks prior to a conference so that arrangements can be made.
Reading

Rodgers Forge is pleased to have a Reading Specialist on the staff. The reading specialist assists in the implementation of the classroom reading program by helping individuals, small groups, and whole classes acquire competency in reading or broaden their reading abilities and apply reading skills in a variety of content areas.

Speech and Language Therapy

The speech and language pathologist provides individual and small group therapy to children diagnosed with learning needs in these areas. The pathologist also consults with teachers and parents to assist the child.

Student Support Team (SST)

The Student Support Team consisting of educational specialists, parents, and the Assistant Principal, meet to assist classroom teachers in resolving academic, behavior and/or health difficulties experienced by students. Its mission is to identify students who are at-risk of school failure and to provide them with the type of academic, communication, social/emotional, and behavioral support needed to succeed in school. Student Support Teams are designed to serve as a first level of intervention when difficulties in school arise.

Special Education

Students receiving special education services are afforded a continuum of indirect and/or direct services delivered in a variety of settings depending upon the individual needs of the student. Some students receive services in the general education classroom, while others may receive services in a resource room. The special education teachers work with students, staff, and parents to provide an appropriate education for children identified with educational disabilities. The special education teacher may observe the child in the classroom, administer the screening, and may refer the student for additional screening by the Rodgers Forge IEP team.

When a child has been identified, the special education teacher:
- works with the parents and teachers to develop an individual education plan (IEP), which may include direct instruction, individual curriculum modification, adaptation, or adjustment
- serves as a liaison with educational therapists
- may work with the child in and out of the classroom
Behavioral Expectations

The staff at Rodgers Forge Elementary School is committed to providing a safe secure teaching, learning, and work setting that promotes individual wellbeing, and provides positive, respectful, and caring environments for everyone. In order to achieve this goal, a plan to promote responsibility centered discipline has been developed. Students at RFES are encouraged to be Peace-Makers!

Failure to follow expected routines and rules will result in progressive actions from verbal re-direction, verbal warning, complete Peach contract (a reflection about the inappropriate actions that will be sent home), Peace Maker, parent conferences, office referrals, and in the most serious instances, after-school detention or suspension.

Parents are requested to refer to the Baltimore County Public School Student Behavior Handbook for specific information regarding student behavior. Every child receives a copy of the handbook, which is reviewed with them at school by school personnel in September. Parents will be asked to verify with their signature that they have reviewed the Behavior Handbook with their child at home.

Character Education Program

At Rodgers Forge we promote students being Peace Makers as they follow the RFES Code of Conduct. Part of this character education program fosters collaboration and team-building by creating six different "houses" comprised of students from kindergarten to fifth grade, along with all our teachers and staff. Houses will meet monthly throughout the year to learn about the virtue of the month and to celebrate accomplishments.

Celebrations

Birthdays are an exciting time for children. At school we celebrate these events with a special announcement and a birthday ribbon. Should parents wish to send something extra to school, please limit those to small trinkets, stickers, pencils, etc. Another alternative is to purchase a special game for your child's class to use during recess. Food is not permitted for birthday celebrations. Party invitations or Valentines that include all classmates may be distributed at school. In all other cases, invitations should be mailed or delivered from home. The school office is not authorized to release addresses or telephone numbers. The Buzz Book is a beneficial tool that is created by the PTA to compile addresses and telephone numbers of families who give their permission. A Buzz Book is included with each PTA membership.

Clothing

Parents should help children select clothing for school that reflects positively on them and on the school community. Inappropriate dress or grooming can be disruptive to the educational program. Dressing appropriately for the weather will allow students to play outside comfortably, weather permitting, each day. Hats are not to be worn in the building during instruction. The BCPS Student Behavior Handbook includes more specific information regarding the student dress codes for Baltimore County Public Schools.
**Toys and Cards**

Toys, trading cards, and playing cards are to remain at home. Since students attend school to learn, these cause a distraction and disruption to the instructional day. Electronic toys are also strictly prohibited from school.

**Library**

Children are encouraged to select and read books from the school library. Each class is assigned a weekly library period. Books are due the following week. Students are not fined for overdue books, but must return books before selecting additional reading materials. We will require parents to pay the cost for replacement of lost or damaged materials. Books may be donated to the library in honor of a student's birthday. Students will also have access to multiple titles online.

**Cafeteria**

Lunch is served everyday that schools are open. Students may bring lunch from home or purchase a lunch from the cafeteria. Choices of two different lunches are available most school days. If a child forgets his/her lunch and there is no money on the debit card, the school will provide a simple alternative.

Menus are sent home monthly. Additionally, they are also available on the BCPS website. The price for lunch is $2.90. The price for reduced lunch is $0.40. Snacks and beverages range in price from $.50 - $1.00. The Office of Food and Nutrition will provide information regarding the price of each item offered to students.

Also available to students is the *Grab & Go Breakfast* program. Breakfast will be served every school day from 8:45-9:00. The breakfast costs only $1.40, the reduced price breakfast is $.30.

**Please note:** Due to the number of students at each lunch setting, parents/guardians are not allowed to eat lunch with the students.

**Nutrition Express Account**

When buying lunch, students may pay cash daily or use the Nutrition Express Account. The Nutrition Express Account is a debit account program available to students to purchase menu items. Information and applications will be sent home to parents in September and are available in the school office. Use of this account is encouraged. Benefits of the Nutrition Express Account include: no lost lunch money as the money is placed on the child's personal account, parent supervision of purchases using the system's ability to track each purchase, "emergency" money placed into the account to cover those days when money or lunch are forgotten, and you can write one check for all the children who attend the same school.
Emergency Drills

A variety of drills to practice safe and orderly procedures in the event of an emergency are held each year. In all of these, the primary concern of any drill is the safety of the students. All adults in the building are trained to protect students from harm and to be responsible for the children in their care.

Fire, Evacuation, Severe Weather, and Lock-Down drills are included in our drill schedule to provide students opportunities to practice procedures to keep them safe.

Field Trips

All field trips at Rodgers Forge are considered part of the curricular program and have specific educational goals. Teachers are encouraged to use the many resources in the Baltimore area to enrich our curriculum. These off-campus educational opportunities are considered an extension of the classroom where we represent our school, our community and ourselves.

A signed permission slip is required for each trip. Students may not go on a field trip without written permission.

The following guidelines apply to Rodgers Forge students when off campus during an educational program:

- Field trips are considered part of the learning program. Students who interfere with the learning process may be excluded from participation.
- Appropriate behavior is expected.
- Parents who wish to chaperone must participate in the Parent Volunteer Training Program offered on-line. A certificate of completion must be turned into the office prior to the field trip.
- Money cannot be refunded if your child is absent on the day of the trip.
- If the cost of a field trip creates a financial hardship for any family, the parent is requested to contact the administration.

Please note: Parents cannot volunteer at school or attend field trips without completing the Parent Volunteer Training. The training can be completed on-line in 30 minutes or less and is required by Baltimore County Public Schools. To be trained to volunteer please visit: http://www.bcps.org/community/volunteer_info/

Completed volunteer certificates and applications must be submitted to the front office as record the training has been completed.
Guidance

The counseling program is designed to assist students and families through the social/emotional issues that arise during the elementary school years. The goal of the program is to permit students to maximize their ability to focus on their main task—learning. Through either individual or group discussion with the counselor, students are offered a listening ear and guidance for coping with individual issues or socialization that impact their education in a healthy classroom environment.

The school counselor supports the social, emotional, and academic development of our students by:

- meeting with students, individually or in small groups
- teaching classroom guidance lessons
- coordinating the monthly school themes on character education
- providing and coordinating parent education
- coordinating and planning Career Day

The school counselor supports and consults with teachers. The counselor works with staff through informal discussions and workshops to increase their understanding of children. The counselor observes students and makes helpful suggestions to the classroom teachers. The counselor may request parent conferences and may suggest outside professional consultations. The counselor helps parents work with the school to promote their children’s sense of responsibility and independence. When given signed permission from a parent, the school counselor consults with and communicates with private therapists that students work with outside of school. The counselor is a resource for parents to learn more about child development, the parent/child relationship, communication and problem-solving techniques.

School Pictures

School pictures are taken twice a year. It is optional for parents to purchase pictures. All students will have individual pictures taken in the fall. In the spring, individual and class pictures are taken. The class picture is available for purchase separately from the individual pictures. An additional panoramic picture is available to our fifth grade class.

School Store

The Rodgers Forge Elementary PTA operates the school store for the convenience of families and students. Parent volunteers and 4th grade students staff the school store on Tuesday and Thursday mornings. Basic school supplies and novelties are sold. Students must report to homeroom and check in with their teacher before visiting the school store.
Immunizations

State laws require specific immunizations for students entering school. Your child may not begin school unless the required health forms have been filed with the school nurse. The school nurse will notify parents if immunization records are not up to date.

When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians are considered to have primary responsibility for their children's health. In view of this, an emergency card including correct address and telephone numbers must be completed during the first week of school. Any changes should be shared with the office immediately.

Medication

There are occasions when a physician considers it necessary to administer medication during the school day. In these cases, the Baltimore County policy determines that:

- No medication (prescribed or non-prescribed) will be administered in school without the parent's/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and for each medication ordered.
- 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. Children are not permitted to bring medication on the bus.
- The school must have on file in the student's health folder a “Physician's Medication Authorization for Prescription” and/or “Discretionary Medication” form before any medication can be administered.
- The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
- All medication will be stored in a secure area in the school and accessible only to authorized personnel.
- No child is allowed to keep any medication on his/her person.
- 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.
Parents are invited to participate in the parent organization (PTA). At the beginning of each school year, information is sent home about membership, direct donation, and the PTA’s volunteer program. PTA meetings are typically scheduled once a month on a pre-determined date at 6:00 p.m. in the school library. Our afterschool program, HotSpots, will provide childcare for all RFES students who have parents attending the PTA meeting. The PTA meetings are listed in the RFES calendar. Additionally, the PTA will facilitate a paper directory, called the Buzz Book which will lists scheduled PTA and school events, along with the names and phone numbers of students, PTA officers, and committee chairpersons. A PTA newsletter, published monthly, further describes PTA activities.

Volunteers are an essential support system at Rodgers Forge. They help at school, as well as with home activities. Please note: Parents cannot volunteer at school or attend field trips without completing the Parent Volunteer Training. The training can be completed on-line in 30 minutes or less and is required by Baltimore County Public Schools. To be trained to volunteer please visit: http://bcps.org/community/volunteer_info

Completed volunteer certificates and applications must be submitted to the front office as record the training as been completed.

School Improvement Team

To monitor continuous school progress, a School Progress Plan is created each year that includes goals, objectives, and strategies to address the unique needs of our children and to show evidence that quality is provided for all. The SIT (School improvement Team), which includes the administration, members of the staff, parents, and/or community members, is responsible for reviewing performance on the implementation of the School Progress Plan. The SIT meets once every quarter during the school year.

Withdrawal of Students

When a child needs to be withdrawn from Rodgers Forge Elementary, please contact the school office in writing with the withdrawal date as soon as the date is known. A Maryland Student Transfer Record Form will be prepared and given to the student on his/her last day at our school. All other student records will be sent to the child’s new school, via USPS, when RFES receives a request from that school. Our school does not transfer records by fax or email to protect the confidentiality of student information.

Lost and Found

The Lost and Found is located in bins and shelving outside of the recreation room. Your child’s lunch box and outer garments should be clearly labeled with first and last name. Rodgers Forge Elementary cannot assume responsibility for lost or damaged property.