

Sligo Creek Elementary School
500 Schuyler Road Silver Spring, Maryland 20910

Diantha Swift, Principal

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Parent Handbook
2011-2012

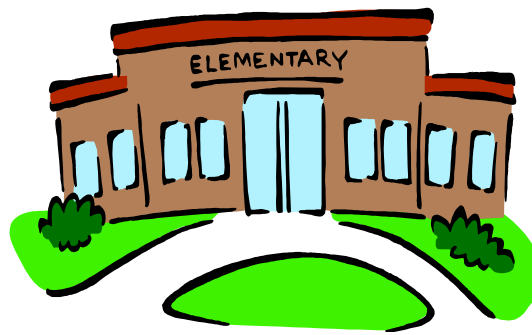


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ATTENDANCE

Daily, consistent attendance at school equates with school success. We urge students and parents to make school a priority and to schedule vacations around the school calendar.

If your child will be absent, please call the School Office as soon after 8:30 a.m. as possible. If you suspect your child has something that is contagious like chicken pox, please note that at the time of your call. The school will attempt to verify the apparent absence of any student whose parents have not called.

A dated note, stating the specific reason for an absence, signed by a parent or guardian, is required no later than one day following an absence. Excused absences from school include: illness, doctor or dentist appointment, death in the immediate family, observance of a religious holiday, or a court order. It is important that students are on time to maximize instructional time. Please try to arrange appointments during lunch, recess, or specials.

Children who arrive late (after 9:15) to school are expected to sign in at the office with a parent. Students are expected to have a written excuse for tardiness from the parent or legal guardian. TARDINESS HAS BEEN A REAL PROBLEM FOR MANY STUDENTS, AND IT NEGATIVELY IMPACTS EVERY STUDENT AND TEACHER.

Attention Parents of Walkers and Students Transported by Car:

8:50 Doors Open

9:00 All children in school

9:15 Late bell rings!

Give your child the advantage of five or ten minutes to unpack and prepare for instruction. The late bell rings at 9:15 a.m. Your child should be here by 9:00-9:10 a.m.

Thank you for your cooperation.

Children who need to leave school during the day must bring a written excuse to the School Office in the morning for approval. The parent must sign the child out when they leave school, and sign in when they return to school. If a child needs to be dismissed early, the parent should report to the office to pick up his/her child. Parents should not go to the classroom to pick up children.

The following changes in recording attendance in Montgomery County Public Schools are being implemented in accordance with the *Maryland Student Records System Manual* revised effective July 1, 2007, by the Maryland State Department of Education.

Students will be recorded as *a.m. absent*, if they arrive at school more than two hours late.

Students will be recorded as *p.m. absent*, if they leave school more than two hours early.

Students will be recorded as either *a.m. or p.m. absent*, if they are absent from school for more than two hours, but less than four hours during the school day.

Students will be recorded as *full-day absent*, if they are present for less than two hours of the school day.

Students will be recorded as *full-day present*, if they are present for more than four hours of the school day.

BEHAVIOR/DISCIPLINE

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony.

Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students best and leads to the best type of discipline: self-discipline.

In order to promote and maintain a safe and positive environment, the Guidance Advisory Committee, made up of staff members and parents, developed the Traffic Light Program. The Student Government Association provided valuable suggestions to the Program as well.

The Traffic Light Program focuses on teaching students appropriate behavior skills, instead of focusing only on punishment. Every classroom in the building has a traffic light and all staff is trained on using this system.

School disciplinary measures range from student-teacher conferences to suspension. More favored forms of school disciplinary actions include keeping children after school and parent conferences. Occasionally, a student's behavior may warrant suspension. Examples of these offenses include insubordination, obscenity, and repeated violations of school expectations. Each case is handled on an individual basis in accordance with county school board policy. (See Discipline Policy, Appendix A)

BIRTHDAYS

Students are permitted to bring in store-bought goodies to be shared with classmates. However, treats can be shared during lunch, recess, or snack. According to MCPS policy, home-baked goods are not permitted for distribution at school due to potential allergies. Parents must notify teachers prior to the day of the celebration.

BREAKFAST

Students who eat breakfast at school will be permitted to enter at 8:50 a.m. Students should go directly to the cafeteria. Breakfasts are taken to the classrooms and eaten in the rooms. Students are expected to be available for learning by 9:15 a.m. in their homeroom class.

CELL PHONES

Montgomery County Board of Education Regulation COG-RA, Middle School and Elementary School students are not permitted to possess or use portable communication devices on MCPS elementary school campus or elementary school activities except by a written request waiver from a parent or guardian and upon the approval of the principal.

CHANGE OF CLOTHES

In the event that your child must change his or her clothing here at school and borrow clothing from the health room it is our expectation that the parent will clean the clothing and return it to the health room.

CONNECT ED

Connect Ed is a telephone communication system that allows for important information to be sent to all parents at the same time using the telephone. Parents are responsible for updating the school with current contact information (phone numbers, address and emergency contact information).

CONTACTING SCHOOL STAFF

If you have questions that are specific to your child's progress or a classroom issue, **please approach your child's teacher or appropriate staff member directly before bringing the concern to school administration.** It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

During certain hours of the day, teachers are difficult to reach by phone because they are in their classrooms. Ask teachers or other school staff for the best time to reach them and call during those hours. You may also leave a message with your phone number and a time the teacher can reach you. The Sligo Creek phone number is 301-562-2722. Many parents and teachers find email an effective way to communicate. The standard email address format for staff and teachers is:

First_name_Last_name@mcpsmd.org

DISCIPLINE REFERRAL

If your child is involved in a disciplinary incident during the school day, and it is deemed appropriate, you will be contacted by the school administrator.

DISMISSAL

A student who has alternative after-school plans must have a dated and signed note from parents to authorize that change, even if it is only a change for one day. These parent notes must be sent to the office in the morning. We cannot permit students to ride on a bus to which they are not assigned without this note. The note once initiated by an office staff member, will be returned to the teacher's box for the student to present to the bus driver upon entrance onto the bus.

DRESS POLICY

Students are expected to dress in a manner which is conducive to a positive learning environment. A judgment will be made by staff and/ or administration about the clothing considered disruptive, distracting to the educational setting, or inappropriate.

Examples of inappropriate attire and/ or dress include, but are not limited to:

- Bare-midriff shirts and/ or blouses
- Skirts or dresses that expose undergarments
- Clothing that inappropriately reveals the chest and back areas such as, but not limited to, shirts with large arm holes, halter tops, tube tops, and strapless clothing
- Clothing which communicate a message related to alcohol, drugs, inappropriate language, or weapons.

No head gear is allowed in the school building. This includes hats, bandanas, hoods, and scarves. The only exceptions are items associated with religious practices.

EMERGENCY PREPAREDNESS

Code Blue is used to alert staff that emergency/crisis exists at or near an MCPS facility (outside of the school). It requires all students to be accounted for and under supervision. Classroom instruction continues inside the building with controlled class change, which means staff should supervise students in the hallways and between relocatable classrooms and the main building.

Code Red is defined as an alert status indicating imminent danger exists to all staff and students. During a Code Red, staff and students must remain within their classroom or within secured area. If students are in hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff will secure their immediate area and account for students. Students will be kept away from doors and windows. In addition to fire drills, MCPS requires periodic drills of the Code Red and Code Blue emergency systems. Be advised that when the school is in a Code Red drill, it is in a lockdown situation. No one may enter or leave the building. Be aware of physical clues to alert you that the school is in a drill mode – all blinds will be closed, the front doors will be locked and a large sign will be posted on the canopy door. If you need to pick up or drop off your child, you must wait until the drill is completed.

While these drills may cause some inconvenience, it is important for the safety of our children that we have these systems in place in case of school emergencies.

Should there be a true Code Red emergency situation check the following sources for information and instructions:

- MCPS television – channel 34 (Comcast)
- MCPS website – <http://www.mcps.k12.md.us>
- MCPS information line (301) 279-3673
- WTOP radio 1500 AM or 103.5 FM
- Connect Ed

Do not call the school because this prevents staff from applying their full attention to the emergency situation at the school.

Contingency Plan for School Evacuation

In the event of an emergency evacuation of the school for a sustained period of time, students will walk with their teachers to Highland View Elementary School. This constitutes a portion of our contingency plan for unusual circumstances far beyond the usual and routine fire drill procedures. It is urgent in the event of an emergency or disaster that we have up-to-date emergency information on your child. Please keep the school office informed of any changes in emergency contact and/or day care arrangements.

EMERGENCY SCHOOL CLOSING

In case of emergencies that make it impossible for Montgomery County Public Schools to open, information will be broadcast over local radio and television stations, beginning at 6:00 a.m. Please listen to local news and weather stations for updates. Schoolsout.com and the Montgomery County Public Schools website are two additional means of getting the message to parents. **DO NOT CALL THE SCHOOL.**

Delayed Opening--In the event of snow or other hazardous weather conditions, school may open two hours later than usual to assure bus safety. All students who normally ride school buses will be picked up two hours later than their regularly scheduled pick-up time on delayed opening days. Students may enter the building at 11:00 a.m. on delayed openings and classes begin at 11:15 a.m.

Early Dismissal-- When early dismissal of students is necessary due to inclement weather, school will close 1 1/2 hours early. Buses may run late because of hazardous road conditions. A lunch period will be scheduled for students prior to dismissal. Early dismissal is 12:50 p.m.

Announcements will be made on local radio and television stations. Parents are urged to tune in to local news stations to find out about school closings.

In the event of an early closing, it is essential that children know what they are to do and where they are to go. Parents should give children specific instructions, which should also be on file at the school. If changes are made to these instructions, the school should be notified.

FIELD TRIPS

If your child is participating on a school sponsored field trip, it is our expectation that the child will travel with the school on MCPS buses and NOT in parents' private cars.

FRENCH IMMERSION

In an effort to support the total immersion experience it is our expectation that students in the French Immersion Program will speak French at all times except when speaking with non-French speakers.

HOMEWORK

Homework is an integral part of school and learning. It is expected that students spend time nightly on extending their attainment of skills and knowledge. If your child never has homework or is consistently spending two or more hours a night on homework, please contact your child's teacher. A Homework Policy will be distributed during the first week of school.

ILLNESS/MEDICATIONS

A child who is ill is routinely sent to the School Health Room. The school nurse or school health technician will assess the child, contact the parent or guardian, and send the child home if necessary. Any child with an elevated temperature of 100 degrees or above is sent home. It is recommended that your child be free from fever for 24 hours before returning to school.

It is likely that some time during the school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, the school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed. For more information, contact the School Community Health Nurse, or the school health technician at 301-562-2722 and read the information below.

Please call the school if your child is absent due to illness.

MEDICATION POLICY

In the event that your physician decides that your child needs to receive medication at school during the school day, [MCPS Form 525-13](#), Authorization to Administer Prescribed Medication, must be completed and on file. Forms are available in the School Office and in the Health Room.

If you don't have access to the proper form, a written order on the physician's stationery or prescription pad is acceptable, provided it includes the following information:

- a. Your child's name
- b. Name of medication being ordered
- c. Dosage
- d. Time of administration
- e. Possible side effects

The first full day's dosage of any new prescription must be administered at home, meaning your child should be on medication 24 hours before returning to school. Medication must be brought to the school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. Medication must be properly labeled by a pharmacist. Over-the-counter medication, e.g., aspirin and/ or cough syrup must also be prescribed by a physician as noted above and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

Head lice are a common occurrence among school children. Once discovered it should be treated promptly as well as reported to the school health room for appropriate monitoring. Children may not report to school until they are nit free.

LIBRARY/MEDIA CENTER

Library services, under the direction of a full-time library media specialist are available to students during the times that classes visit the media center. Children may check out books and return books during the school day at specified times. Children may check out two books at a time for up to two weeks. Books may be checked out more frequently, if the children wish. If books are lost, fees for the books are to be paid directly to the media center.

LOST & FOUND

Found articles of clothing, hats, gloves, lunch boxes, and other items will be periodically displayed throughout the year during special events. Children should check the Lost and Found area for missing possessions. The Lost and Found storage area is in the gym. Eye glasses and other delicate items are secured in the main office. PLEASE LABEL ALL CLOTHING.

LUNCH

The lunch/recess period is one hour. Menus are sent home on the first day of each month. Hot lunches are served daily with alternate choices. We will be participating in the SNAP program again this year; a system that sets up individual accounts for student monies to purchase lunch. The SNAP program is able to block students from purchasing snacks (ice cream). If you do not want your child to purchase ice cream you may contact Ms. Davey, cafeteria manager. Reminders will be sent home when a student's balance starts to get low. Checks can be submitted at any time to deposit

money into an account. Please note the 10 cent increase in the price of lunch for elementary students, effective on August 31, 2009. Eligible low-income students will continue to receive meals that are either free, or if reduced price, at 30 cents for breakfast and 40 cents for lunch. School lunch prices are as follows:

Lunch - \$ 2.50 Milk - \$.60
 Reduced Lunch - \$.40 Chips - \$ N/A
 Breakfast - \$ 1.30 Cookies - \$ N/A.
 Reduced breakfast - \$0 .00 Ice Cream – **Friday Only**

Free or reduced lunches are available to eligible students. Guidelines and application forms are available in the school office.

A student who forgets his/her lunch or money will be given a hot lunch. The school will loan the student money, however, the parent should reimburse the school on the following school day. If a student does not have lunch money for more than 3 days and has not reimbursed the school the lunch money owed that student will receive a jam sandwich, fruit and milk for lunch on the fourth day and thereafter.

Lunch/Recess Schedule

TIME	LUNCH	RECESS
10:45 – 11:15 a.m.	Grade 5	Grade 4
11:15 – 11:45 a.m.	Grade 4	Grade 5
11:45 – 12:15 p.m.	Grade K	Grade 3
12:15 – 12:45 p.m.	Grade 3	Grade K
12:45 – 1:15 p.m.	Grade 1	Grade 2
1:15 – 1:45 p.m.	Grade 2	1

NOTE: Students are not permitted to share food during their lunch session.

MARKING PERIODS

MARKING PERIOD	MARKING PERIOD ENDS
1st	October 28 th
2nd	January 20 th
3rd	March 29 th
4th	June 12 th

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled on an appointment basis in November. These conferences provide a planned opportunity for parents and teachers to discuss a child's achievement and to plan cooperatively for continued student progress. Parents can email or call teachers to arrange for a conference at any time during the school year.

PICK UP AND DROP OFF PROCEDURES

For parents who drop off and pick up their children to/from school, a "Kiss and Ride" area will take place at the front of the school. We are asking parents to refrain from using the SSIMS parking lot to drop off students. The front of the building is a place designated for dropping off and/or picking up passengers. As parents circle around in the parking lot, they should move up to the farthest position marked along the curb closest to school. This area may not be used for parking or standing. Parents cannot leave their vehicles unattended in this area. **Please remember, parents must exercise patience and caution when using the Kiss and Ride area. Students should exit to the curb side at all times. Vehicles are not to pass other vehicles on the left, whether or not the cones are in place. Under no circumstances are parents to drop students off in the back parking lot.**

Walkers – Walkers are dismissed from the canopy area. Parents of walkers are to meet their children outside under the canopy and not in the building in front of the main office.

Car Riders – Car riders are dismissed from the grand staircase.

You may use the any legal spaces in the parking lot or the upper lot, or other streets near the school for pick-up and drop-off purposes if you wish to walk and meet your child. **The bus lane is off limits to vehicles other than school buses between the hours of 8:30 & 9:30 a.m. and 2:30-4:00 p.m. Due to the safety of our students and staff, parents may not park behind the portables.**

Please make clear arrangements with your child as to your afternoon pick up plan. Make sure your child knows what to do if you are unexpectedly late. If this happens, your child may be told to return to the school office as part of your contingency plan.

PLAYGROUND AND RECESS PROCEDURES

Our primary concern is the safety and security of our students. In our effort to eliminate or minimize injuries and accidents during recess we are asking parents to review the following outdoor recess procedures with students.

Acceptable Outdoor Activities during Recess

1. Rings, tetherball, hopscotch, volleyball, basketballs and jump ropes are acceptable activities on the blacktop area.

2. Grassed area is to be used for activities that have been taught by the physical education teacher for the grade level using the area.
3. Running and chasing are permitted on the grass areas only.

Not Acceptable Outdoor Activities during Recess

1. Haphazard running and chasing games on the blacktop are not permitted.
2. Baseball and football games are not permitted – at any time.
3. Children are not to throw or kick dirt, stones, sticks and debris on the playground or climb trees.
4. Children are not to wrestle on school grounds.
5. Children are not to hit one another even playfully and to tease other students. Tag games are not permitted.

Responsibilities of Playground Aides and Use of Discipline

1. Since the primary responsibility of the aide is the supervision of all youngsters on the playground, he/she shall not participate in or umpire any games or activities.
2. If playground rules are being broken, aides are expected to speak to the child in question in a constructive manner and tone. Example: “John/ Jane, please do not run on the blacktop. You may run into someone or you may fall and skin your knee. You may run on the grass areas.”
3. If a student continues to break playground rules and not follow the direction of the aides he/ she may lose minutes of their recess play time.

REPORT CARDS

Standard report cards will be issued four times during the school year: November, February, April, June). The final report card will be mailed home in June. Kindergarten report cards will be issued in January and June.

[See Marking Periods above.](#)

Withholding of Final Report Card--Students who have not fulfilled all financial obligations or who have not returned all books will have their final report card withheld until all obligations are met. After obligations are met, final report cards may be picked up in the school office by parents.

SAFETY

Buses--Parents are responsible for student safety at bus stops (school safety patrols assist). Students who wish to go home with a classmate after school (either walking or riding a different bus) must bring a note to the office in the morning for verification. The bus drivers will not allow students on buses without written parent/school permission. Permission will be granted only if space is available.

For problems concerning bus routes and stop locations, contact Transportation at 301-879-1060.

The bus schedule is enclosed in the summer mailing to parents. Parents can locate the bus stop on the schedule that is most convenient for them. During the first weeks of school, bus loads are adjusted to accommodate the number of riders on each bus, so it is important that your child begin riding the bus at the start of school.

CROSSING GUARD--The safety division of the Silver Spring City Police will post a crossing guard daily at the intersection of Wayne Avenue and Dale Drive. Our guard is on duty from 9:00 to 9:30 a.m. and from 3:15 to 3:45 p.m. daily. Please teach your child to use the services of the Crossing Guard. Using the Crossing Guard is a safe practice to be emphasized. We are encouraging parents and students who use the main entrance to use the sidewalk at all times. Do not cross the traffic in the front circle.

PATROLS--Sligo Creek has a fine group of responsible boys and girls serving as school safety patrols. They go on duty at 8:45 a.m. and 3:20 p.m. Mr. Julian Brinson, Physical Education Teacher, is the patrol sponsor. Parents should impress upon their children the importance of following patrol instructions.

TRAFFIC AND PARKING--Please obey the no parking signs in the bus lane, handicapped spaces and reserved spaces at the front of the school. The bus lane is marked with yellow paint. Parking is available in the upper lot at Silver Spring International Middle School **If you have to drive your child to or from school, please remember to use the legal drop-off at the front of the school. Parents must be patient when using this area. As always, the bus lane is off limits to automobiles between the hours 8:30-9:30 a.m. and 3:00-4:00 p.m.** Please do not leave cars unattended along the curb in the drop-off and pick-up area under any circumstances.

SAFETY: ACCESS CONTROL SYSTEM

Sligo Creek is among 52 Montgomery County Public Schools in which new access control systems (ACS) with an enhanced level of visitor and access management during the school day. The ACS consists of a surveillance camera installed at the main entrance and a second camera installed at a location selected in consultation with our school's cluster security coordinator. The ACS has audio capabilities and sends the visitor's image to selected computers in the main office. Staff will utilize a remote strike release locking system that controls visitor entry to the building. Upon arrival at the main entrance, signage will prompt the visitor to press an alert button. Office staff will provide controlled entry to the building and communicate instructions to report directly to the main office for sign-in procedures. Visitors who arrive at the secondary entrance will be instructed to enter through the main entrance. In order to ensure the successful implementation of the ACS, all other entrances to the school must remain secured at all times.

SCHOOL HOURS

Normal school hours are 9:15 a.m. to 3:25 p.m. for grades kindergarten through five. Children should arrive between 8:50 a.m. and 9:00 a.m., and are considered late by 9:15 a.m. For the safety of our students we request that you not drop children off prior to 8:45 a.m. We will contact the parents of any student dropped off prior to 8:45 a.m. School Office hours are 8:30 a.m. to 4:30 p.m.

School Hours

Office Hours	8:30-4:30 p.m.
First Bell	9:00 a.m.
Late Bell	9:15 a.m.
Grades K-5	9:15-3:25 p.m.
Early Dismissal	12:50 p.m.

TELEPHONE CALLS

Students will be called to the telephone from classrooms only for serious emergencies.

VISITING CLASSROOMS

Parents are encouraged to visit the school and may observe their children's classrooms. It is requested that you arrange a visit ahead of time by calling your child's teacher or sending a note beforehand, since the class may be having a test or be out on a field trip. As you enter the building, please report to the office to sign the visitor's log book and receive an identification badge. Upon leaving the building, you must sign out and return the visitor sticker. While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, make a separate conference date. Parent comments are encouraged and valued. Parents are asked to take into account when visiting that much precedes and follows the segment of the day observed.

Acronym List

The following are some frequently-used acronyms at SCES (Sligo Creek Elementary School):

AYP Adequate Yearly Progress – standard that a school must meet under the No Child Left Behind Act

BCR Brief Constructed Response – a short written response used across the curriculum

DCC Downcounty Consortium (consortium comprising Blair, Einstein, Kennedy, Northwood, and Wheaton High Schools, and their feeder elementary and middle schools)

ECR Extended Constructed Response – a longer written response used across the curriculum, except in math

ELL English Language Learners

IEP Individual Education Plan

MAP Math Acceleration Program

MCPS Montgomery County Public Schools

MSA Maryland School Assessment – used to assess student and school performance to determine whether a school has met AYP for purposes of the No Child Left Behind Act

NCLB No Child Left Behind Act

PBIS Positive Behavior Intervention Support

PTSA Parent Teacher Student Association

SCES Sligo Creek Elementary School

SIP School Improvement Plan

504 – Refers to Section 504 of the Rehabilitation Act of 1973. Section 504 means that accommodations/ services are intended to give a qualified student with a disability equal opportunity to learn or perform in school in spite of his/her disability

School Calendar 2011-2012

Aug. 29	First day of school	
Sept. 5	Holiday-Labor Day	School closed
Sept. 28	Early Release	Early Release
Sept. 29	Rosh Hashanah	School closed
Oct. 21	MSTA Convention	School closed
Oct. 28	1 st marking period ends	
Oct. 31	Professional Day for teachers	No school for students
Nov. 10	Early Release	Early Release/parent conference
Nov. 11	Early Release	Early Release/parent conference
Nov. 23	Early Release	Prior to Thanksgiving
Nov. 24	Holiday-Thanksgiving	Offices & schools closed
Nov. 25	Holiday	Offices & schools closed
Dec. 26	Holiday-Christmas	Offices & schools closed
Dec. 27	Winter Break	No school for students & teachers
Dec. 28	Winter Break	No school for students & teachers
Dec. 29	Winter Break	No school for students & teachers
Dec. 30	Winter Break	No school for students & teachers

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Jan. 2	Holiday-New Year's Day	Offices & schools closed
Jan. 16	Holiday-Martin L. King, Jr. Day	Offices & schools closed
Jan. 23	Professional day	No school for students
Feb. 1	Report Cards distributed	
Feb. 20	Holiday-Presidents' Day	Offices & schools closed
March 2	Early Release	Early Release
March 29	3 rd marking period ends	
March 30	Professional Day for teachers	No school for students
Apr. 2	Spring Break	No school for students & teachers
Apr. 3	Holiday-Primary Election	Offices & schools closed
Apr. 4	Spring Break	Offices & schools closed
Apr. 5	Spring Break	Offices & schools closed
Apr. 6	Holiday-Easter	Offices & schools closed
Apr. 9	Holiday –Ester	Offices & schools closed
Apr. 12	Report cards distributed	
May 28	Holiday – Memorial Day	Offices & schools closed
June 12	Last day of school for students	
June 21	Report cards mailed	

**SLIGO CREEK ELEMENTARY SCHOOL
TRAFFIC LIGHT PROGRAM**

The goal of the Traffic Light Program is for our students to develop an understanding of appropriate behavior. When this occurs, a very positive and productive learning environment will result.

The Traffic Light Program focuses on teaching students appropriate behavior skills, instead of focusing only on punishment. We will reinforce appropriate behavior so students can gain the understanding that they are responsible for and must accept the consequences of their actions.

Each day, students and staff members are expected to follow the Sligo Creek Way. The Sligo Creek Way consists of school-wide rules which promote a positive learning environment, respect for others, and an increased sense of responsibility.

The Traffic Light Program is reviewed in homerooms during the first week of school. Following is a description of the Program:

- Every room in the building has a traffic light. All children start their day on the GREEN light (Making Good Choices). Each student has a clothespin to indicate where he or she is on the traffic light.
- If a student does not follow the Sligo Creek Way, he or she will be asked to move his or her clothespin to the next level (light) on the traffic light. At each level, there is a consequence for the behavior:

Light	Consequence
RED	<ul style="list-style-type: none"> • Phone call home • Lose recess
ORANGE	<ul style="list-style-type: none"> • Visit "Think Chair" • Lose 10 of recess
YELLOW	<ul style="list-style-type: none"> • Move clothespin
GREEN	<ul style="list-style-type: none"> • Making good choices



- Students who reach the ORANGE or RED light by lunch/recess time will lose 10 minutes or their entire recess that day. Students who move to the RED or ORANGE light after recess will serve their consequence the following day.
- Students who are on the RED light before lunch and recess can move their clothespin back to GREEN in the afternoon for a fresh start. They have already had their consequence and are given the opportunity to follow the Sligo Creek Way in the afternoon.

Think Chair:

The Think Chair is a designated area in each classroom where the students remain for 2 – 5 minutes to process what happened or to have an opportunity to take a break, not as a punitive measure. Students in grades 2 – 5 are asked to indicate which rule or rules in the Sligo Creek Way they did not follow and are asked to write what they will do next time. Students in Kindergarten and 1st grade will draw what they did and what they should have done. Teachers are asked to talk with the student after his or her time in the Think Chair to reinforce making good choices.

Loss of 10 minutes (ORANGE light consequence):

Students who are on the ORANGE light before lunch and recess will have their consequence that day. Their consequence is to lose 10 minutes of recess. This time is monitored by a paraeducator on duty outside in the recess area.

Loss of entire recess (RED light consequence):

Students who are on the RED light before lunch and recess will have their consequence that day. These students will spend their recess time in the classroom reading or doing other work.

*We do not tolerate students putting their hands on other students at SCES. Should this occur, these students will move their clothespin directly to the RED light and will be sent to the office.

Specials, Lunch and Recess:

The Sligo Creek Way must also be followed during lunch, recess, and specials. A specific sheet will travel with the class to each of these areas. Consequences can be given for behavior during specials, lunch and recess.

Incentives:

Positive behavior recognition and supports are critical to establishing an effective school environment. These incentives should motivate the students to model the Sligo Creek Way and continue to respond appropriately. Classes are rewarded with green tickets daily for modeling the Sligo Creek Way. Individual classrooms and/or grade levels will determine their own incentives. School-wide recognition occurs when one class at each grade level receives the green banner for having the most green tickets the previous week. In addition to the green banner recognition, school-wide celebrations will occur throughout the year.

School discipline is a joint effort by the parents, students and staff. The cooperation of all stakeholders can promote a sense of mutual respect and understanding. We need your support and cooperation to help each student reach his or her fullest potential. When students see that you support their best efforts, they are given a real incentive to strive for excellence. Together we can make this school great for all children to learn.