Tulip Grove
ELEMENTARY
Family Handbook

“Where Children Bloom from Great to Exceptional!”

2019-2020
3501 Moylan Drive
Bowie, MD 20715
301-805-2680
http://www1.pgcps.org/tulipgrove
A Letter from the Principal

Dear Tulip Grove Families,

The staff of Tulip Grove Elementary School welcomes you to school year 2019-2020! We look forward to the high achievements we know all of our students are capable of making. This year our students will *Bloom from Great to Exceptional* with the support of parents, teachers, and our entire school community! Because of the established partnership, we are an academic institution of excellence!

When our students come to us, they enter our doors with so many Great attributes and characteristics. Our job is to ensure they are Exceptional when they depart in 5th grade. To accomplish this, Tulip Grove Elementary School will provide each student with a differentiated, engaging, and age-appropriate rigorous instructional program. Students will have the opportunity to learn from highly effective educators that promote critical thinking, problem solving, collaboration, and inquisitiveness. Students will develop a joy for learning in a nurturing environment where taking risks and making mistakes are the norm.

Of course, your student will have to do his/her part to ensure they meet and exceed the high expectations that will be established for them. Each quarter you are encouraged to establish goals with your child and develop a plan to ensure success. Parents are also encouraged to keep an open line of communication with teachers and administration. Our school website and the PGCPS Family Portal are a great means to ensure you are fully aware of your child's academic and social progress as well as school happenings.

This handbook is provided in an effort to inform parents/guardians and students of basic school policies and procedures. Please use it as a reference when questions arise. It advances the child’s academic progress by serving as consistent two-way communication between school and home. Please review this document together with your child. We will also communicate with you through email, school web pages, monthly newsletters and periodic updates sent home with the children. Each form of communication will include school information that we hope will be helpful to you.

We are looking forward to a rewarding year working with you and your children. Please feel free to call us if you have any questions or concerns. We will do our best to assist you. I look forward to seeing and working with each of you.

Educationally,

*Jaime W. Coffen*

Mrs. Jaime W. Coffen
Principal
Tulip Grove Elementary School

"Where Children Bloom from Great To Exceptional!"
Introduction

PGCPS Vision:
PGCPS will be a GREAT school system recognized for providing education services, which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

PGCPS Mission
To provide a great education that empowers all students and contributes to thriving communities.

PGCPS Moto
Where Children Matter!

PGCPS Core Values:
1. Students are our priority and all students can achieve at high academic levels.
2. Families, students, and educators share the responsibility for student success.
3. High expectations inspire high performance.
4. All staff shares the responsibility for a safe and supportive school environment contributing to excellence in education.
5. The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community.
6. Continuous improvement in teaching, leadership, and accountability is the key to destiny.

“Where Children Bloom from Great To Exceptional!”
Tulip Grove Elementary

Philosophy

Our philosophy is simple. We exist for children and their betterment. We wholeheartedly believe that all children can learn and that it is our job to provide for the rates and learning styles of all students. Finally, we believe that all decisions must always be made in the best interest of children.

Tulip Grove Shares The PGCPS Mission

To provide a great education that empowers all students and contributes to thriving communities

Vision

It is our vision that Tulip Grove Elementary will be a world-class school where students are consistently challenged to exceed state and national norms. This vision will be realized with the teamwork of all stakeholders. It is our vision that each student will acquire the skills necessary to not just compete in but to excel in a global economy. We believe that technology integration must be maximized in every classroom. Further, we are dedicated to providing a climate of high expectation where all students and staff are valued. The environment will be safe, orderly, and nurturing. Our vision and mission will be clear and focused.

Our Motto

Tulip Grove, “Where Children Bloom from Great to Exceptional!”

The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.

“Where Children Bloom from Great To Exceptional!”
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“Where Children Bloom from Great To Exceptional!”
Tulip Grove Elementary School

I. Faculty 2019 - 2020

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<th>Name</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Jaime Coffen</td>
<td>Special Education</td>
<td>Faten Ashkar</td>
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<tr>
<td>Data Coach</td>
<td>Tonya Lipford</td>
<td>Special Ed. Paraprofessional</td>
<td>Domenica Paish</td>
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<tr>
<td>Reading Specialist</td>
<td>Madelaine Galarza</td>
<td>ESOL</td>
<td>Janet Beane</td>
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<tr>
<td>Principal’s Admin. Assistant</td>
<td>Cristel Castillo</td>
<td>Vocal Music</td>
<td>Kathleen Waronek</td>
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<tr>
<td>Registration Admin. Assistant</td>
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<td>Instrumental Music</td>
<td>Megan Weeks</td>
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<tr>
<td>Kindergarten</td>
<td>Kimberly Addai</td>
<td>Physical Education</td>
<td>Michelle Wilson *</td>
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<td></td>
<td>Kelli Kress</td>
<td>Art</td>
<td>Sean Allen</td>
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<td></td>
<td>Janet Nay *</td>
<td>Italian</td>
<td>Francesco Bologna</td>
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<tr>
<td>Grade One</td>
<td>Ryann Gates</td>
<td>Speech Pathologist</td>
<td>Delores Johnson</td>
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<td></td>
<td>Melissa Griffith</td>
<td>Occupational Therapist</td>
<td>Darlene Fitts</td>
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<td></td>
<td>Heather Segredo *</td>
<td>Media Specialist</td>
<td>Genevieve Clemens</td>
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<tr>
<td>Grade Two</td>
<td>Marsha Parr</td>
<td>Professional School Counselor</td>
<td>Justine Murdock</td>
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<td></td>
<td>Shelly Phillips *</td>
<td>School Nurse</td>
<td>Adrianne Leonard</td>
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<td>Before/After School Care</td>
<td>Reka Blackmon, Director</td>
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<tr>
<td>Grade Three</td>
<td>Julia Balsam *</td>
<td>Cafeteria Manager</td>
<td>Elizabeth Duckworth, Manager</td>
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<td></td>
<td>Marylouise Lopez</td>
<td>Cafeteria Associate</td>
<td>Nelida Almirez</td>
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<td></td>
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<td>Building Supervisor</td>
<td>M’Barek Douby</td>
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<tr>
<td>Grade Four</td>
<td>Caroletta Richardson</td>
<td>Night Lead Custodian</td>
<td>Brandon Graham</td>
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<td></td>
<td>Christopher Taylor *</td>
<td>Night Cleaner Custodian</td>
<td>Jamar Copeland</td>
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<td>Part-Time Cleaner Custodian</td>
<td>Sandy Bazan</td>
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<td>Grade Five</td>
<td>Tina Holmes *</td>
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<td>Daleisha Myers</td>
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* Department Chair

**PLEASE NOTE:** During times of instruction, phone messages will be taken by the front office staff and placed in the teachers’ mailboxes as not to interfere with instruction. No phone calls will be transferred to the classroom during instructional times.

"Where Children Bloom from Great To Exceptional!"
II. Arrival and Dismissal

School Hours for Students: 8:15 AM to 2:25 PM.
School Office Hours: 7:30 AM to 3:30 PM (Monday thru Thursday)
7:30 AM to 3:00 PM (Friday)

A. Arrival

Students are expected to arrive at school between 7:50 AM and 8:10 AM. **Supervision is not available; therefore, children who walk to school, ride in private cars, or arrive in a daycare van should not arrive at school before 7:50 AM.** The first bell will ring at 8:00 AM; students will be allowed to enter the classroom. Students should be in their seats and ready to learn at 8:15 AM. Breakfast service begins promptly at 7:50 AM and will conclude at 8:10 AM. You are tardy at 8:20 AM! Parents are invited to walk children to class after visiting the main office to sign in. **Please park on the street as both loops are used during arrival!** While the invitation is open to walk students to class, due to the flow of traffic during arrival and parking restrictions, parents are encouraged to allow children to enter the school independently.

Students arriving before 8:00 AM will line up on the plaza when weather permits. Each grade will have clearly marked positions to line up. Students are expected to join their proper line, stand appropriately adhering to all Tulip Grove and PGCPS rules and regulations, and wait patiently to enter the building to start their day. Tulip Grove faculty will be on duty at 7:50 AM to monitor our TIGERS. An arrival map is provided for your reference ([Fig. 1](#)). During the event of inclement weather, students will line up in the main hallway, and sit in their appropriate line.

**Fig. 1**

Students arriving before 8:00 AM will line up on the plaza when weather permits. Each grade will have clearly marked positions to line up. Students are expected to join their proper line, stand appropriately adhering to all Tulip Grove and PGCPS rules and regulations, and wait patiently to enter the building to start their day. Tulip Grove faculty will be on duty at 7:50 AM to monitor our TIGERS. An arrival map is provided for your reference ([Fig. 1](#)). During the event of inclement weather, students will line up in the main hallway, and sit in their appropriate line.

**Kiss and Ride** ([Fig. 2](#)) is available during arrival beginning at 7:50 AM. Families should travel from the direction of Tulip Grove Drive, onto Trainor Lane, and then make a right into the entrance of the South Loop. Please DO NOT allow children to exit the vehicle prior to the properly marked area. While you are in the loop, families should prepare their child to exit the vehicle. We ask that parents and other family members remain in the car, follow the directions of school personnel and signs along the loop, and quickly kiss, high-five, fist bump, or simply say “Have a great day” to their child to keep the line moving.

Once you are in front of the Drop Off Zone of the loop (clearly marked), children may exit the vehicle. Staff will be available to open doors and welcome students to school. When dropping off in the morning, please be considerate to other parents in line behind you. **For the safety of all, please be mindful of speed and signage when entering and exiting the loop and parking areas.** Drivers must exit the South Loop making a RIGHT turn ONLY back onto Trainor Lane.

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B. Dismissal

Afternoon announcements begin at 2:20 PM. If you desire to pick-up children early please do so before 2:20 pm. Early dismissals will NOT be permitted after 2:20 pm. It disrupts the flow of afternoon dismissal and jeopardizes the safety of our Tigers. Bus riders and Daycare Vans will be dismissed first, followed by parent pickups, car riders, and independent walkers or bike riders at 2:35 pm.

Parent/Caregiver Walk-Up Dismissal

At the end of the day, parents/caregivers of walkers in grades 1 to 5 choosing to walk up to Tulip Grove are asked to **park on the street and wait in the reading garden outside of the library.** In the event of inclement weather, walk-up dismissal will be located inside the library. School Personnel will provide a sign out sheet for the first couple of weeks to ensure there is a record of each child being released. In the event of a dismissal change, it is imperative to inform the front office. We will only dismiss children to those parents/caregivers whom we are familiar. Kindergarten students can be picked up from their classrooms’ exterior door. It is important these protocols are followed to ensure both loops are clear for bus, van, and car rider dismissal. **Vehicles in the pick-up loop will NOT be permitted to stop, park, and walk-up to the school.**

PM Kiss & Ride

PM Kiss & Ride service will be available between 2:25 – 2:35 PM. Parents should gather along Trainor Lane starting at the bottom of the South Loop, making a line going back towards Tulip Grove Drive, ready to make a right into the entrance of the south loop. We ask that you give school personnel your child’s name, so they can be requested from the gathering area. To expedite this process, we have initiated a new procedure. All parents participating in Kiss and Ride must have an Orange Kiss and Ride identification card. The card is our way of knowing you are approved to retrieve your Tiger from Kiss and Ride. Orange Kiss and Ride cards will be distributed during Sneak-A-Peek. If someone is picking up your Tiger without the Orange identification card, they will be required to show state-issued identification. Your child will line up in the appropriate spot once called, wait for the car to be put in park, and proceed to enter your car for pick-up. Please follow school personnel's direction to keep the line moving. At the exit of the Loop, all traffic must turn RIGHT onto Trainor Lane.

*All students should be picked up no later than 2:35 PM.*

"Where Children Bloom from Great To Exceptional!"
Independent Walkers & Bike/Scooter Riders (Grades 3 to 5 ONLY)

With proper paperwork and permission (TGES Dismissal Plan) submitted to the main office in advance, students in grades three through five (younger sibling may be escorted home by students in grades three through five) may walk home when independent walkers are called. It is recommended that parents and families review the proper path to and from school with students prior to the first day along with an in-depth review of the following (from the PGCPS website):

**WALKING SAFETY RULES FOR STUDENTS**

- Use the same route every day and avoid shortcuts.
- Walk with other students.
- Use sidewalks. If there are no sidewalks, walk facing traffic as far to the left as possible.
- Use designated crosswalks, street corners and traffic-controlled intersections when crossing the street.
- Always look both ways before crossing the street.
- Avoid using alleys, canals, train tracks, cutting through yards and open fields.
- Do not get into a stranger’s car

**WALKING SAFETY RULES FOR PARENTS**

- Ensure your child leaves early enough to get to school on time.
- Choose the safest route between home and school and practice walking it with your child until they can demonstrate traffic safety awareness.
- Teach children to recognize and obey traffic signals and pavement markings.
- Teach children to never accept a ride from strangers.
- Encourage children to report unusual activity to a teacher or administrator.

If you and your child decide they will bike/scooter to and from school, they MUST have proper safety equipment and a lock for their bike/scooter. State law requires children of elementary age to wear helmets. Neither bikes or scooters will be allowed to enter the building for any reason. Tulip Grove Elementary is NOT RESPONSIBLE for theft or damages to bikes/scooters on school property and injuries that may occur on the ride to and from school. Please review rules and expectations prior to the first day of school, along with the path they will travel. We recommend reviewing the “Walking Safety Rules for Students/Parents” when designing a routine and path for your bike/scooter rider. If you are permitting your child to ride his/her bike to school or home, this must be clearly stated on their Dismissal Plan.

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Bus Riders

If your child rides a school bus, please discuss with him/her the following Student Bus Rider Responsibilities as determined by the school system:

- Be at designated stop ten minutes prior to pick-up time.
- Ride only the bus you are assigned to by PGCPS Department of Transportation.
- Get on and off the bus at your assigned stop.
- **Remain seated while the bus is in motion**; keep noise down by talking in normal conversational tones only; maintain normal classroom standard of conduct.
- No eating or drinking on the bus; no animals or other non-school related objects should be taken onto the bus.
- Do not extend arms, hands, head, or any object from windows, or throw any object from the bus.
- **A responsible adult or designee is expected to meet Kindergarten children at the bus stop. If the bus driver is uncertain if the child will have a responsible escort at the stop, they will return the child to school.**

According to regulations issued by the Board of Education, students who are not bus riders may not ride a bus. In addition, students may not ride a bus different from the one they are assigned. If your child is to go home with a bus rider, please contact the school administration for authorization. Regulations prohibit parents from riding the buses to and from school.

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If a child is to follow a different dismissal protocol, parents must send a note to the teacher indicating the date and change. A child may not visit another child’s home after school or be transported by a person not in your family without prior parent approval. This rule is for all children’s safety. If a student does not bring a note to school, we will insist that he/she follows the normal dismissal routine. Once a student has boarded the bus, the student will not be removed from the bus.

1. **Student Dismissal Expectations (please review with your child)**
   - Remember the items and materials which must be taken home and have them ready.
   - Walk quietly in a single line during dismissal. Stay to the right of the hallway.
   - Go directly home/to a friend’s house.
   - The building and classrooms are secured at 3:15pm. Parents and students will not be able to access the building without an escort.

C. **Early Dismissal**

No child is permitted to leave the building during the school day without written permission from home and approval from the school office. If it is necessary for a student to be dismissed early from school, parents are asked to send a note to the child’s teacher. The note will be given to the school office for verification. When arriving to pick up children for early dismissal, parents must report to the front office and present government issued identification. Office staff will notify the teacher that you have arrived and your child will meet you in the office. **If an adult other than individuals listed on the emergency contact document are picking up a child, that person must be designated in writing. They will be required to present Photo ID. Photo ID will also be requested from individuals on the emergency contact document if they have never been to the school.** This precaution is in the interest of maintaining your child’s security. **Early dismissals will NOT be permitted after 2:20pm. It disrupts the flow of afternoon dismissal and jeopardizes the safety of our Tigers.** Following that time, you will have to wait for normal dismissal procedures. This helps ensure a smooth dismissal for all.

Unless the office has been notified in writing, no changes will be made to a student’s regular dismissal routine. When possible, if you alter your child’s dismissal routine, please discuss the changes with your child in advance.

D. **Change in Dismissal Routine**

In cases of poor weather conditions or other local emergencies, changes in the dismissal routine may be modified. Local school personnel are not responsible for the final decision to close school. The Superintendent or designee will make such decisions. These decisions concerning early morning closings are generally made prior to 5:00 AM. Radio stations and television stations within the Washington Metropolitan area then provide an announcement. The goal is to contact the stations in time for early morning broadcasts that begin between 5:00 and 6:00 AM. This information may also be accessed on the Prince George’s County Public Schools web page at [www.pgcps.org](http://www.pgcps.org). Parents can sign up to receive e-mails about delayed openings and early closings at [http://www1.pgcps.org/weather/](http://www1.pgcps.org/weather/)
E.  Changes in School Hours

When schools are closed early or all day, all evening activities are cancelled, and school buildings are not available for after-school activities by other public or private organizations.

1.  Delayed Openings

Delayed openings will be either one or two hrs.

- **One-hour delay** – All buses run one hour later than normal. School begins one hour later, 9:15 AM.
- **Two-hour delay** – All buses run two hours later than normal. School begins two hours later, 10:15 AM.

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

2.  Early Closing

Early closing decisions are made by the Superintendent of Prince George’s County Schools, not the individual school. This information will be posted on the county website and televised on local TV stations. When in doubt please contact the front office.

It is most imperative that you make plans in advance for your child’s care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make decisions now, before the emergency, so that your child will know where to go when you are not home. Be sure to keep the emergency cards you sent in the first week of school up to date. Childcare providers should be made aware of any changes as well. **If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.**

3.  Half Day/Two-Hour Early Dismissal

Several times during the school year, the students will have a half-day or two-hour early dismissal of school. At Tulip Grove, this means that the school day will end for students at 11:25 AM (half day) or 12:25 PM (2-hour early). Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school unless they are enrolled in the TGES Before & After Care Program.

4.  Three-Hour Early Dismissal

Several times during the school year, the students will have a three-hour early dismissal of school. At Tulip Grove, this means that the school day will end for students at 11:25 PM (3-hour early). Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school unless they are enrolled in the TGES Before & After Care Program.
III. Attendance

A. Attendance
All students are expected to attend school regularly in accordance with The Public Schools Laws and Bylaws of Maryland 1984. According to Bylaw 13A.08.01.02, “Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions: death in the immediate family, illness of the child, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or the local school system, or the state education agency, observance of a religious holiday, or state emergency.” Excessive absences will result in a referral to the Pupil Personnel Worker for further investigation.

B. Tardiness
Children may enter the school building beginning at 7:50 AM each day. They are expected to be seated and ready for the school day to begin at 8:15 AM. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of announcements and instructions that have already been given. In addition, arriving on time is a habit that we work to establish with all children at a young age. We urge parents to make every effort to have your child at school on time each day. Students arriving late, after 8:20 AM, must report with their parent/guardian to the office to obtain a late pass to take to their teacher. Excessive tardiness may result in a referral to the Pupil Personnel Worker for further action.

C. Absence
When a child is absent, you will receive an automated call from us via the School Communication System (SCS). When the child returns to school after an absence, you must send a note to the teacher explaining the reason for the child’s absence. When your child is absent, parents are asked to contact the main office, as well as your child’s teacher to inform them of the absence. Teachers will review missed work when a child returns to school after an excused lawful absence. Parents are encouraged to contact the teacher to obtain missed assignments.
IV. Health at School

A. Health Room

The Health Room is located in the main office. A nurse is available during the school day to handle minor injuries and illnesses that occur. If an injury or illness requires parental and/or medical attention, the School Nurse (or other school personnel) will notify the parent/guardian or designated emergency contact. Please ensure the most updated contact information is shared with the main office and teacher.

B. Absence for Illness

Attendance at school is very important – if a child is not present, he/she cannot learn. However, if your child has a fever, is vomiting, coughing, sneezing, ill with a bacterial or viral infection, or is extremely uncomfortable from other symptoms, please keep him/her at home until he/she is fever free for 24 hours.

Certain medical conditions require proof of treatment before your child can be readmitted to school. Please use the following guidelines before sending your child back to school.

- **Pink eye or ringworm of the scalp** requires a doctor’s note indicating that treatment is in progress and the student may return to school.
- **Ringworm of the body or extremities** requires proof of treatment (such as sales receipt and packaging from treatment product, or a doctor’s note); lesions must be covered while at school.
- **Head lice** require proof of treatment as stated above, and the student **must be free of all nits** before returning to school.

C. Medications at School

The Board of Education has a policy regarding the administration of medication at school. Please read the following information carefully. As much as possible, you are urged to give medications at home before and after school. If a student must take any medication (prescription or non-prescription) during the school day, or must keep medication at school for an emergency situation (e.g., severe reaction to insect bites, asthma) a completed Physician’s Authorization for Medication form must be submitted to the office and retained on file at the school. These forms are available in the Health Room.

All medications sent to school must be in a sealed container, which is properly labeled by a pharmacist with the student’s name, the name of the medication, the physician’s name, the date, and the directions for administration. An over-the-counter medication must be in the original container with the proper labeling attached. All medications that are controlled substances (e.g., Ritalin, Dexedrine, Adderall) must be brought to the Health Room by the parent, guardian, or other designated adult. **NO medications** may be in the possession of the student. The only exception to this is students with a medical doctor’s permission to keep inhalers in their possession at all times. It will be the responsibility of the parent to pick up any medication at the end of the school year. No medication will be sent home with a student. Any medication left after the last day of school will be discarded.

It is very important for the safety of all of our students that we have your complete cooperation in following these guidelines. If you have any questions, please contact our school nurse.

"Where Children Bloom from Great To Exceptional!"
V. Student Life

A. Student Rights

Prince George’s County Public Schools does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, national origin, religion, or handicapping conditions. Tulip Grove Elementary respects the rights of students and will ensure that all students will be treated equally and fairly. Student rights are outlined in the Students’ Rights and Responsibilities Handbook (SRRH):

- A free public education in a safe learning environment where high standards are stressed.
- Freedom of speech, press, assembly, and religion
- Due process of academic, attendance, and disciplinary measures
- Inspect, review, and seek to amend educational records
- Access to prevention and intervention programs

B. Student Responsibilities

Along with rights come responsibilities. Each student is expected to:

- Help create and maintain a safe and orderly school conducive to learning. Tulip Grove Elementary has a zero-tolerance for fighting of any kind regardless of who is the aggressor.
- Know and obey all school rules and regulations.
- Come to school each day on time and ready to learn.
- Work to your full potential in all academic and extracurricular activities.
- Obey all instructions from all school employees in a positive manner.
- Ask questions to ensure understanding.
- Dress according to PGCPS dress code.
- Accept responsibility for actions.

To view the SRRH in its entirety please visit the PGCPS Web page. There is a link directly to the handbook under the student tab on the right hand side. Click more to access the handbook.

1. Code of Student Conduct

The basic policy of the Board of Education regarding student conduct and discipline is found in the Administrative Procedure 10101 Code of Student Conduct. The Student Code of Conduct can be found in the SRRH. All personnel in the Prince George’s County Public Schools use this Code as they work with children. At the start of the school year, our Professional School Counselor will review the Student Code of Conduct with all students.

The staff at Tulip Grove Elementary School works with children in a positive manner in order to maintain good order at all times. Students understand that rules are made so that they will be able to learn and function in a safe environment. Staff members communicate with parents regarding problems that a child may be having with
discipline. Parents are encouraged to provide as much support as possible in this area. It is extremely important for students to realize that school personnel and parents are working cooperatively. With your support for the guidelines, which we have established for our students, all children at Tulip Grove Elementary will have the opportunity to get an excellent education in a very safe, secure environment.

2. **General School Guidelines**

If all students understand and follow these guidelines, we can make Tulip Grove Elementary School a safe and pleasant place to be. If everyone respects the rights of others to get a good education, we can all work and learn in a positive learning environment. Show everyone that we are the BEST!

- Everyone should show respect for all people at school. This respect can be demonstrated by the way we act towards others, the way we speak, and consider others.
- Everyone should show respect for property to include: books, furniture, and lavatories. Vandalism of our school will not be tolerated. Such acts may result in suspension and/or monetary cost for repairs.
- Accept responsibility to come to school prepared with books, homework, lunch money, instruments, etc.
- Come to school on time and be ready to work. Accept responsibility, and do one’s work to the best of one’s ability when it is assigned.
- Cooperation should be shown as we work together in small or large groups; taking turns is important and needs to be developed; class jobs are important in this area.
- Our school should be a calm building—we work calmly in class and do not disturb others; we come into school calmly in the morning and leave calmly in the afternoon; we are quiet when entering the lunch room, sit down and then we talk softly for the rest of the lunch period; we are quiet again when it is time to throw our trash away; we are quiet when we go to the multi-purpose room for an assembly and we sit quietly until it begins.
- We use proper language and good manners—foul language is unacceptable.
- Only appropriate items for instruction should be brought to school. Toys should only be brought to school when the teacher permits. No toy weapons of any kind are acceptable.
- Appropriate clothing should be worn (for your safety during recess and Physical Education, soft-soled or closed toe shoes are recommended.)
- Fighting is not permitted at Tulip Grove under any circumstances. If it occurs, a phone call will be made to parents. A fight may result in suspension of at least one day from school.
- Found items do not become the finder’s property, but should be turned in to the teacher.

3. **Bullying/Conflict Resolution**

Based on national, state, and local interest, all students at Tulip Grove Elementary School will be educated on bullying and conflict resolution. Through classroom guidance lessons and classroom discussions, they will learn the definition of bullying and various strategies needed to deal with conflict at school. If a student has a problem with a conflict at school, they will be able to utilize peer mediation or small group counseling with the School Counselor. At certain times, conflict becomes a disciplinary matter. When this happens, the Principal or Administrative designee will investigate the situation and render disciplinary action on a case-by-case basis. This comprehensive program will ensure students learn the life skills needed to solve problems with peers while understanding that adults will be available to intervene when needed.

"Where Children Bloom from Great To Exceptional!"
4. **PGCPS Dress Code**
   - No hats or “skull-caps” are to be worn at any time. Headdresses can be worn indoors for religious or health reasons only.
   - Shirts and blouses should be continuous from neckline to waist. The mid-section should never be visible. Tank tops or muscle shirts are not allowed.
   - Clothing with vulgar language, obscene pictures, weapons, drugs/alcohol, drug paraphernalia and/or tobacco products are not allowed.
   - Identifiable gang/crew clothing or paraphernalia are not allowed.
   - See-through clothing is not allowed.
   - Skirts, dresses, shorts, and spandex skirts should be no shorter than the individual's fingertip level.
   - Pants should be secured at the waist; no sagging below waist to expose undergarments.
   - **Tights, stretch pants, leggings, and spandex body suits must be worn with clothing long enough to cover the buttocks.**
   - Shoes must be worn. (For your safety soft-soled or closed toed shoes are recommended for recess and Physical Education).

   **Students violating the dress code will have their parents contacted to secure proper clothing.**

5. **Portable Communication Devices**
Students are allowed to be in possession of Portable Electronic Devices (PED). However, students may not use such a device in a manner that will disrupt the school environment. **PED may not be used when students are getting on and off the bus and during the school day unless approved by administration for instructional purposes.**

   *If PED is not used in accordance with Administrative Procedure 5132 administration will secure the device and return it to the parent. The school is not responsible for such devices if they are lost, stolen or damaged. Additional information can be found in the SRRH and Administrative Procedure 5132.*

6. **Computer Technology**
Students using technology (computers and the Internet) on the school premises must adhere to the following guidelines:

   - No illegal activity.
   - No “chat rooms” or “chat lines”
   - No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
   - No use of equipment for commercial purposes.
   - Must not impede network operations.
   - Must not interfere with others’ work or use another’s account.
   - Must not misrepresent one’s own identity.
   - Must not disclose one’s identity on the Internet.

7. **Banned Substances and Items**
Students may not possess alcohol, tobacco products, illegal drugs, or weapons/weapon look a-likes while on school premises, on a school bus, or under the care of school staff.
Possession implies having a substance or item on one’s person, with one’s personal property, or under one’s control.

According to the PGCPS Code of Conduct paragraph XIII.1., “For students enrolled in grades K through 5, the Principal may use discretion as to consequences for possession or use of a weapon.” Consequences may include suspensions. The Code also describes a weapon as any firearm, knife, razor, defensive weapon, martial arts device, tool, or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm or one that gives the appearance of such an item.

8. Books and Materials

Board of Education Policy 616.1 states that pupils must return textbooks and/or other educational materials as were originally assigned to appropriate school personnel in a satisfactory condition, or reimburse the school for lost or damaged textbooks and/or other education materials, or make other satisfactory arrangements with the principal concerning the textbooks and/or other education materials.

All textbooks that are used by students for homework on a regular basis should be covered throughout the school year. Please DO NOT use contact paper on textbooks! This includes mathematics, reading, spelling, science, and social studies. Any type of book cover or sturdy paper may be used. Because of the increase in textbook costs and the budget restrictions, we urge parents to help us as we attempt to teach our students responsibility in taking care of school property.

9. Homework

The Board of Education recognizes homework as an integral and necessary part of the educational program for each student. Homework is a learning activity related to instruction presented within the school. The purposes of homework are to reinforce, supplement, and enrich work done in the classroom, provide for individual interests, promote competency in skills and content learning, help students to manage time effectively, apply acquired knowledge, and enable students to use a variety of sources of information.

At the beginning of the school year, the teacher will send home a copy of the homework policy for his/her class. Students are expected to write down their daily homework assignments. Parents are urged to provide support for their children as they do their homework. Suggestions to help promote good homework habits are to:

- Provide a quiet place to study.
- Set a specific study time.
- Follow through with the homework assignment.
- Maintain a supply of pencils, paper, and other supplies at home.
- Check the work assigned.
- Encourage your child to do his or her best.

Please be sure that the work your child hands in is his or her own work - not that of an assistant. If your child indicates that he or she has no homework for several days, please contact his/her teacher.

"Where Children Bloom from Great To Exceptional!"
C. Breakfast/Lunch

The price of a student breakfast is $1.60. Students have a choice to bring a lunch or purchase a lunch at school for $2.75, including milk. Children who bring lunch from home may purchase a carton of milk or juice for $0.65 during the lunch period.

Free and reduced lunch applications will be sent home at the start of the school year and are also available on the PGCPS website. Parents who believe their child(ren) qualify for the free or reduced lunch program should return the applications as soon as possible. Once verified, the reduced student lunch price is $0.40 and reduced student breakfast price is $0.30.

These prices may change each year and you will be updated as this information becomes available.

1. Lunch Accounts

Tulip Grove Elementary uses a computerized meal program. All enrolled students are issued a 4 or 5-digit PIN# and a corresponding meal account. It is important that each student memorize his/her PIN#. This number is confidential; therefore the number must not be given to other students. At mealtime, the students enter their PIN# on a keypad located next to the cashier. Meal, milk, and a la carte costs for purchased items are deducted from the account at the time of purchase.

Money can be deposited in a student’s account at any time in any amount up to $99.99 (cash or money order checks are no longer accepted). Parents are encouraged to maintain money in their child’s account. This ensures that each student account has sufficient money in case a lunch is forgotten or misplaced. Students may bring money to school to add to their account. However, we strongly encourage parents to take advantage of the online system found at www.pgcps.org under the parent tab on the right side of the website.

MySchoolBucks, owned and operated by Heartland Payment Systems, is an online payment service that provides parents the ability to securely pay for meals, monitor student cafeteria purchases, make tuition payments for Before and After School Extended Learning programs, and receive email notifications for low account balances. With MySchoolBucks, payments can be made 24/7 using a Visa, MasterCard, Discover, credit or debit card, and mobile app.

- Online Payment Service & Mobile App

If you have any questions call our Cafeteria Manager.

2. Lost / Forgotten Lunch

No child will have to go without lunch. If a child has not brought a lunch from home and does not have sufficient money in his or her account to cover the cost of lunch, we will attempt to contact the parent to provide funds; if they are not available we will use the Emergency Account. We simply ask that parents reimburse the school the following day so that our Emergency Lunch Fund is not depleted. If this continues for multiple days your child will be served a cheese sandwich, milk, and fruit in accordance with PGCPS policy.

D. Recess

The Recess period is a regular part of the school program for grades Kindergarten through Five. It consists of a daily, supervised, period of free play on the playground. All children are expected to participate in recess unless they have a medical problem, which prevents them from doing so. If a medical condition exists, it should be substantiated by a doctor’s certificate, which should be sent to the teacher. If a teacher does not receive such a note, the student will participate in the recess program. During inclement weather, recess is held indoors.
E. Reporting Student Progress

1. Weekly Evaluations

Classroom teachers will communicate their policy for monitoring and reporting student progress. Each student has a Folder, which is used to bring home graded papers, classwork, and a weekly evaluation from the teacher. Parents are requested to review your child’s work, school information and communications from the teacher and make certain that the folder is returned to school in accordance with the teacher’s policy. This is a good opportunity to write your child’s teacher a note if you have any questions. The interest you show in this weekly report will convey to your child the importance you place on his/her daily performance and will have a definite influence on his/her achievement. All parents have access to their child’s grades at all times via the Family Portal of SchoolMax. Information on how to sign up is located at www.pgcps.org under the Parent Tab or contact our Media Specialist.

2. Progress Reports

A progress report will be sent home with all students at the midpoint of each grading period or as soon thereafter. If you have questions about the progress report, please contact your child’s teacher.

3. Report Cards

Our county reporting system for grades K-5 provides for four report cards to convey pupil progress during the school year. In addition, at least one parent-teacher conference will be scheduled during the year. Parents or teachers may request a conference at any time to discuss a child’s progress in school. Please do not hesitate to notify your child’s teacher with any praise or concerns that you may have. At any time during the year, parents may access their child’s grades through the SchoolMax Family Portal.

Kindergarten and first grade will receive letter grades PR (Proficient), IP (In Process), EM (Emerging) and ND (Needs Development). Students in grades 2-5 will receive letter grades of A, B, C, D, or E based upon individual performance according to the teacher’s calculation of the students’ performance each quarter. Guidelines established by PGCPS for the determination of these grades will be distributed to you at the beginning of the school year and can be found on pgcps.org.

In accordance with PGCPS Policy, students in grades 2-5 will receive Honor Roll for a Grade Point average of 3.0 or higher with no grade lower than a C and Principal’s Honor Roll for a grade point average of 4.0. We will have quarterly Awards Ceremonies to recognize and celebrate student accomplishments!

Please see the PGCPS Calendar on pgcps.org for grading period windows and report card distribution dates.

F. Birthdays in School

Unfortunately, parties at school are not permitted. Parents are asked to make arrangements with the teacher at least 24 hours in advance. Students are invited to bring in small treats that can be shared at lunch with all classmates or at an agreed upon time by the parent and teacher. Please send store purchased treats: chips, cupcakes, cookies, etc. No cakes please. When deciding what to bring, please take into consideration food allergies. Homemade food items, balloons, and decorations are NOT permitted.
VI. Parent Involvement

A. Communication

The staff at Tulip Grove Elementary School strives to maintain clear paths of communication among the school, the students, and our students’ families.

1. Mrs. Coffen’s Notes

Each month Mrs. Coffen will send Principal Notes, which will provide strategies to support the home school connection, upcoming school events, and important school information. These messages are sent via email. All parents are invited at the start of the school year to sign up for emails. *Individual teachers may send updated newsletters or emails with relevant grade-level information.*

2. Class Folder

On a designated day, your child will bring home a Class Folder. It will contain classwork, information from your child’s teacher, important dates, and a communication from your child’s teacher to keep you informed of your child’s progress.

3. Telephone Calls to School

If you need information, have questions, or concerns, feel free to call the school. Teachers are available to take telephone calls before school between 7:30 AM and 7:50 AM or after school between 2:35 PM and 3:00 PM and time permitting during their planning period. You may call and leave a message or e-mail your child’s teacher. Please expect a response within 24 hours.

4. Telephone Calls from School

Due to the limited number of telephone lines, students will be allowed to use the telephone only for emergencies. Students may use the telephone only after permission has been obtained from the front office staff.

B. Visitors

Parents and/or legal guardians of students are welcome to visit their child’s classroom. All visitors to Tulip Grove must report to the main office immediately upon entering the building. PGCPS states that visitors must show identification, sign in with the front office staff and obtain an electronic RAPTOR visitor pass before proceeding throughout the building. This pass must remain visible at all times. Visitors wishing to conference with their child’s teacher must secure an appointment with the teacher; discussions with teachers during instructional time are not permitted.

If a court has ordered restrictions against any persons regarding visitations with your child, please provide the office with copies of the court orders.

If you bring something to your child during the day, please come to the office for assistance. Students will be called to the office to retrieve items.
C. Classroom Visitation

Classroom visitation provides parents with an opportunity to observe the great things happening within the classrooms and to view your child in his or her daily setting. It is vital that you make an appointment with the office and teacher prior to your visit in order to eliminate interruptions to instruction and/or classroom schedules and to ensure safety. The classroom visit is for observation purposes; not the time to have a parent/teacher conference. Also, please refrain from using cell phones, laptops or other electrical devices unless authorized by the school’s administration.

D. Volunteers

Students feel a sense of pride when they see their parents and other familiar adults helping in their school. Parent volunteers are eagerly sought at Tulip Grove. We can use support in any capacity you feel comfortable with providing. We encourage ALL of our families to be a part of all that we do – We can’t do it without you! Board of Education Policy now requires that volunteers undergo fingerprinting, a Child Protective Services Clearance, and SafeSchools Video Training Modules to ensure the safety of students, staff, and fellow volunteers at all school sites.

Administrative Procedure 4215 - Criminal History Checks and 4216.6 – Volunteer Services

Effective August 18, 2016, parents/guardians and other individuals interested in volunteering for school system activities and events are required to complete: (1) a fingerprint background check, (2) child abuse/neglect clearance from CPS at least 15 days in advance of the activity/event, and (3) complete the required SafeSchools training modules each school year prior to engaging in volunteer activity. Access to videos: [www1.pgcps.org/required-training/](http://www1.pgcps.org/required-training/) click on the first blue box (Volunteer/Parent Training)

- **Cost:** $62.25 *(Costs may be reduced or waived for parents/guardians who qualify for Free and Reduced Meals (FARMs). Please bring a copy of your FARMs eligibility letter from the Department of Food and Nutrition Services.)*
- **CPS clearances are free**, but the paperwork must be notarized. PGCPS staff provides notarization on site free of charge.
- Credit card, money order, and cash accepted

Both the fingerprint background check and the CPS clearance may be completed in the following offices:

- **PGCPS Sasscer Administration Building, 14201 School Lane, Upper Marlboro, MD 20772**
  - Background Unit
  - Monday-Friday • 8 a.m.- 4:45 p.m.
  - (Summer hours Monday-Thursday 7 a.m.-5:15 p.m.)
  - Phone: 301.952.6775

- **Hughes Barney Investigations, 9315 Largo Drive West #100, Upper Marlboro, MD 20774**
  - 301-333-1728
  - Monday-Friday • 8 a.m.-5 p.m.
  - Monday and Wednesday • 5-7 p.m. (by appointment only)
  - 1st & 3rd Saturday of the month • 8 a.m.-noon (by appointment only)
  - http://hbinvestigations.com

**Fingerprint background check & CPS clearance** - Please provide a copy of your receipt to the school office for their records at least 15 days before the activity/event. This gives our staff enough time to receive results and notify you and the school principal if there are any adverse findings on your record that may prevent your participation in the event/activity.

"Where Children Bloom from Great To Exceptional!"
E. PTA

We are proud to have a very active PTA that supports our school in so many beneficial ways. If you would like to join our PTA efforts, please seek a member of the Executive Board. PTA will have bi-monthly meetings and these dates will be communicated via the school communication system, newsletter, or flyers. Please use the following email to communicate with all PTA board members:

  tulipgrovepta@gmail.com

2019-2020 PTA Executive Board

President
Natalie Aguayo

Vice President
Jaime Thorpe

Treasurer
Leo Espinal

Recording Secretary
Caroline Koertvelyessy

Membership Chair
Breanna Queen

All parents are encouraged to show their support for the outstanding work done by joining the PTA and attending regular meetings. PTA will notify parents of monthly meetings via the school communication system, newsletter or flyers. Information regarding PTA functions will be included in our monthly newsletters and on our Tulip Grove Elementary School website. Please actively participate to demonstrate your support!
**PGCPS Dates to Remember (2019–2020)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 29</td>
<td>Orientation Day for Pre-K and Kindergarten Students</td>
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<tr>
<td>August 30</td>
<td>Orientation Day for New Gr. 6&amp;7 Middle Schoolers &amp; New 9th Graders</td>
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<tr>
<td>September 2</td>
<td>Labor Day Holiday – Schools and Offices Closed</td>
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<td>September 3</td>
<td>First Day of School for All Students</td>
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<td>September 27</td>
<td>Professional Development – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>October 1</td>
<td>Rosh Hashana*</td>
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<td>October 9</td>
<td>Yom Kippur*</td>
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<td>October 18</td>
<td>Professional Development – Schools Closed for Students</td>
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<td>October 27</td>
<td>Diwali*</td>
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<tr>
<td>November 5</td>
<td>End of First Quarter (45 days)</td>
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<td>November 6</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>November 11</td>
<td>Veterans Day &amp; Parent-Teacher Conferences – Schools Closed for Students</td>
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<tr>
<td>November 27-29</td>
<td>Thanksgiving Holidays – Schools and Offices Closed</td>
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<tr>
<td>December 23-31</td>
<td>Winter Break &amp; Christmas Holidays – Schools and Offices Closed</td>
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**2020**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 1</td>
<td>Winter Break &amp; New Year’s Holiday – Schools and Offices Closed</td>
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<tr>
<td>January 20</td>
<td>Martin L. King Jr. Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>January 24</td>
<td>End of Second Quarter (45 days)</td>
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<td>January 27</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>February 17</td>
<td>Presidents’ Day Holiday – Schools and Offices Closed</td>
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<td>March 30</td>
<td>End of Third Quarter (45 days)</td>
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<td>March 31</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>April 6-9</td>
<td>Spring Break – Schools Closed for Students and Teachers</td>
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<td>April 9-16</td>
<td>Passover</td>
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<td>April 10 &amp; 13</td>
<td>Spring Break &amp; Easter Holidays – Schools and Offices Closed</td>
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<tr>
<td>April 24</td>
<td>First Day of Ramadan</td>
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<td>May 23</td>
<td>Last Day of Ramadan</td>
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<td>May 24</td>
<td>Eid al-Fitr*</td>
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<tr>
<td>May 25</td>
<td>Memorial Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>June 12</td>
<td>3-Hr. Early Dismissal for Students</td>
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<tr>
<td>June 15</td>
<td>Last Day for Students and End of Fourth Quarter (45 days) – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>June 18</td>
<td>Last Day for Teachers</td>
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</tbody>
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"Where Children Bloom from Great To Exceptional!"
Tulip Grove
ELEMENTARY

“Where Children Bloom from Great to Exceptional!”