Highland Park Elementary School
2017-2018
Parent/Student Handbook
“Regal Eagles Reign!”

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.

Principal: Wanda L. Robinson

School Colors: Blue and Gold

School Contact Information:
> Main Office: 301-333-0980
> Fax: 301-333-0992
> Health Room: 240-455-3742
> Cafeteria: 240-455-3746 (43)
> BAC: 240-455-3744

Program Offerings
- Before and After Care Program:
  7:00 – 8:00 a.m. and 2:25 – 6:00 p.m.
- Pre-Kindergarten: Full-day program
- Kindergarten through Grade 6
- Talented and Gifted Program, Grs. 2 through 5

TAG Coordinator: Susan Y. Smith

Mascot: Eagle

School Hours:
> Breakfast: 8:00-8:15 a.m. (In classroom)
> Class Time: 8:15 a.m. - 2:25 p.m.
> Calls to Teachers: 7:35 – 7:55 a.m.
  and 2:45-3:00 p.m. (Only in cases of emergency will calls be accepted by teachers during instructional time.)

Area III Office-John E. Howard Bldg.
- Dr. Melissa McGuire,
  Area Asst. Superintendent
- Dr. Carletta Marrow, Inst. Director,
  Cluster 13, Phone: 301-669-6000
- Lanette Brooks, Sec. (240)-573-7233

Culture + Data + Performance = Outstanding Academic Achievement for All Students
2017-2020

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

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

1. Academic Excellence
2. High Performing Workforce
3. Safe and Supportive Environments
4. Family and Community Engagement
5. Organizational Effectiveness
HPES Vision and Mission

Highland Park Elementary Talented and Gifted School is a student focused, nurturing, and engaging learning environment, which provides a culture of mutual respect and high academic achievement through a rigorous instructional program that will prepare students to be college and career ready.

We strive to accomplish this vision by maintaining high expectations for teaching and learning; sustaining a safe, positive, and inviting school climate; monitoring the progress of students on a frequent basis to provide prescriptive measures as necessary; and promoting effective teamwork and communication among all members of the learning community.

❖ Agenda Books, Home-School Folders/Electronic Communication
Agenda Books/Home School Folders, and/or Edmodo, Google Classroom, Remind.com, or Class Dojo will be used as a method of home-school communication for all grades. Agenda Books will only be used for grades 2 through 6. If an Agenda Book is lost and needs to be replaced, there is a cost is $5.00 per book. Home-School folders will be given to students during the first week of school. Edmodo, Google Classroom, Remind.com, and Class Dojo will also be used as a communication device between parents and teachers and teachers and students. Edmodo, Google Classroom, and Remind.com are on-line systems that allow teachers to provide homework information; practice work; notes to parents; post calendars and announcements, etc. Once it is set up by the classroom teachers and passwords have been distributed, parents will have access to corresponding with teachers. Class Dojo is a behavior management system that also informs parents how students are performing academically in a particular content/subject area. If agenda books are utilized students will be able to record their daily assignments, homework, and other necessary information. Parents and teachers can write notes to each other in the agenda book. Parents are to check and sign the agenda book daily and respond to the teacher comments as appropriate.

❖ Arrival Time
Students that are not participating in the Before and After Care Program should arrive at school no earlier than 7:55 a.m. Staff are NOT responsible for monitoring students that arrive before this time. Parents who consistently drop their children off prior at 7:55 a.m. will be notified and then referred to the Pupil Personnel Worker and recommended for transfer to another school or reported to the office of Child Protective Services.

❖ Attendance and Absences
Students are required to attend school on time everyday. Students are late if they arrive at school after 8:15 a.m. Should a student be absent, parents are required to notify the school office by telephone on the day of the absence in addition to providing a written note when the student returns to school. A doctor’s certificate is required when a child returns to school after having any communicable diseases such as measles, chicken pox, ring worm, etc. Parents may request assignments for students who are absent for more than one day.
> Teachers need 24 hours to gather materials
> Work can only be provided for excused/lawful absences or tardys.
> Students will be allowed a reasonable amount of time to make up work.
The following is a list of lawful absences from Administrative Procedure 5113; all other reasons are viewed by the system as unexcused:
> Death in the immediate family
> Illness of child. The principal shall require a physician’s certificate from the parent or guardian of a child reported continuously absent for illness.
> Court summons
> Hazardous weather conditions
> Work approved or sponsored by the school
> School sponsored activity during the school day
> Observance of Religious Holiday
State of Emergency
>Suspension
>Lack of authorized transportation
>Other emergency or set of circumstances, which in the judgment of the superintendent or designee, constitutes good and sufficient cause for absence from school.

***Chronic absenteeism and tardiness will result in a mandatory meeting with the School Instructional Team as well as an investigation by the Pupil Personnel Worker. If absenteeism continues a referral to the office of Child Protective Services will be submitted and the student could be withdrawn and the student could be withdrawn from Highland Park Elementary.***

Attendance is monitored for each student, as well as for each class, on a weekly basis. Students with perfect attendance will receive recognition monthly and awards each quarter.

❖ **Bookbag/Backpack**
All students should have a bookbag or backpack in which to carry books, homework assignments, and supplies to and from school. Bookbags and backpacks keep students prepared for class and keep their materials organized. We ask that backpacks and bookbags be checked daily. Students are allowed to carry regular or wheeled backpacks.

❖ **Bullying (Board Policy 5143)**
Bullying, harassment or intimidation is not tolerated in Prince George’s County Public Schools. If you suspect that you are being bullied, you should complete a Bullying, Harassment, or Intimidation Reporting form, located on line or from the guidance office, and inform a responsible adult (Principal, teacher, counselor, etc.) Information on bullying can be obtained in the SRRH (Students Rights and Responsibility Handbook) as well as on the pgcps website under student or parent tab. All reports are held in confidence and severe consequences will be applied to anyone for retaliation, “getting back” at someone who reports bullying.

❖ **Bus Behavior and Expectations (Admin. Procedure 5131.1)**
Students Must:
>Be at designated stop ten (10) minutes prior to the published pick-up time.
>Ride only bus or buses assigned to them.
>They may be transported in another manner only after receipt of parent permission and principal approval.
>Remain seated while bus is in motion; keep noise down by talking in normal conversational tones; maintain normal classroom standard of conduct. Follow all instructions given by the bus driver.
>Stay away from the bus as it approaches or leaves the bus stop location.
>Not engage in activities that would endanger themselves or their companions while waiting for the bus to arrive at the bus stop location.
>Board the bus in an orderly manner, only after the vehicle has come to a complete stop, and not until they receive permission from the driver.
>Not eat, drink, or smoke on the bus.
>Never extend arms, hands, head or any object from bus windows; this is extremely dangerous and a violation of the law.
>Exit the bus in an orderly manner, while following the instructions of the bus driver.
>They should not stand while the bus is in motion.
>They should only stand when the bus is at a complete stop and only when the bus is at their bus stop location.
>Respond to the bus driver with accurate information. This includes proper name, grade, or school name, or any other needed information, especially in emergency situations.
>Obey the bus safety patrol or bus attendant.
>Not mark or deface any equipment, interior or exterior, on the school bus. Any actions that involve destruction or defacing of property will be seen as vandalism, and will be reported to the proper authorities. The pupil or the parent or guardian of the pupil will be required to pay for any damages. Students will be suspended from riding a bus for a minimum of five (5) days.
>Use appropriate language when addressing drivers, attendants, or any other Board employee. The student should refrain from using profanity or obscene gestures to threaten, describe, humiliate, respond to, or harm any driver, attendant, Board employee, or peer.
>Not throw any objects inside or outside the school bus. This includes the throwing of any item from the school bus or at their fellow students. Students are also instructed to refrain from spitting on the vehicle or from the window of the vehicle.
>Not have in their possession a radio, cassette player, CD player, or any other music playing device that is not a musical instrument for use in a class or school related activity or club.
>Not bring flammable materials onto the bus. This includes cigarettes, fluids, explosives, fireworks, acids, or any other potentially harmful or hazardous material.
>Not carry any live animals onto the school bus. This includes any pets, birds, mammals, reptiles, fishes, or insects.
>Not stand in the aisle or stairwell of the school bus located in front of the first seat to the right of the driver, or otherwise conduct themselves in a manner that would position themselves to obstruct the vision of the bus driver or bus attendant.
>Exit the school bus through the front door. They should not use the emergency exit to exit the vehicle. This is only to be done when instructed by the bus driver, practicing a fire or emergency drill, or in the case of a true emergency.

**Parents should:**
>Monitor and supervise young students at bus stop locations.
>Explain conduct guidelines to their students who ride the school bus to school.
>Accompany students to and from their designated bus stop location.
>Allow Prince George's County bus drivers to enforce the guidelines set by the Board for student rider conduct.
>Refrain from approaching bus drivers/attendants at bus stops, schools, or bus lots with complaints, threats, or other negative situations. Complaints should be made to school administration or transportation administrators. Failure to adhere to this policy could cause the affected student to lose bus-riding privileges.

All students and parents will acknowledge their adherence to the bus policy by signing bus contracts at the beginning of the school year or when enrolling at Highland Park Elementary.

****Students are expected to recognize the school bus driver as the designated authority, and they are expected to follow the guidelines for student conduct listed above. Failure to comply with any of these guidelines will result in the behavior being reported and followed up with disciplinary action that may include long-term suspension from riding a Prince George's County school bus.****

****Students and Parents will be required to sign a Bus Behavior Contract and be held accountable for adhering to it.****

**Bus Driver Responsibilities:**
1. Ensure conditions at all times that promote the safety of the bus and its occupants.
2. Be on the bus during all loading and unloading of students.
3. Adhere to bus schedule times and established bus stop locations.
4. Enforce all rules and regulations firmly, fairly, and consistently.
5. Report improper bus behavior to the appropriate principal and transportation supervisor, using standard reporting forms.
6. Report any unauthorized rider to the administrator in charge.

**The School**

Administrators/designees are responsible for overseeing General Rules and:
1.) Reviewing bus rosters for each bus.
2.) Keeping students and parents informed of rules and regulations for school bus transportation, and the penalties for improper conduct in violation of those rules.
3.) Taking immediate charge of any situation which has caused a bus driver to return to the school from a trip, and where appropriate, removing the disruptive students, requesting their parents to come for the students, and permitting the bus to transport the non-disruptive pupils.
4.) Notifying the parents of students who ride specific buses where disruptive behavior is occurring. Alerting the parents that further action may be necessary if behavior does not improve. The notification letters should be mailed to the parents.
5.) Canceling bus service when conditions are unsafe and hazardous. Affected students cannot ride any bus until the bus service is restored and the issue resolved.
6.) Remaining at the school and being accessible by phone until all buses have discharged their students in the community at the end of the school day.

❖ **Cafeteria: Meal Prices**
>Students are expected to eat lunch daily. A child may bring or buy a lunch.
>Meal Prices: Breakfast: Reduced= $0.30; Regular=$1.60; Lunch: Reduced=$0.40; Regular=$2.75; Adult Breakfast = $2.75; Adult Lunch = $4.50; Milk = $0.55

❖ **Cafeteria: Payment**
The Electronic Payment Portal can be utilized for parents to place money on their child's lunch accounts. MySchoolBucks 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. Effective July 1, the Department of Food & Nutrition Services will no longer accept personal checks.
With MySchoolBucks, payments can be made 24/7 using a Visa, MasterCard, Discover credit card, or debit card. The MySchoolBucks website is owned and operated by Heartland Payment Systems and is fully compliant with all security regulations and card industry requirements. MySchoolBucks has achieved and maintains the highest security certifications in the industry, and all transactions are secured by 128-bit encryption and other precautionary security measures. To enroll visit www.MySchoolBucks.com and register for a free account.

11. You will receive a confirmation email with a link to activate your account.
12. Add your students using their school name and student ID.
13. Make a payment to your students’ accounts with your credit/debit card.
4. If you have any questions, contact MySchoolBucks directly:
   • parentsupport@myschoolbucks.com
   • 1-855-932-5226
   • Visit myschoolbucks.com and click on Help/FAQ’s – See
   • http://www1.pgcps.org/communications
   • more
   • atns/press.aspx?id=195368#sthash.aBR3C.dpuf

❖ Lunch Refunds, Transfers, and Donations

> Please complete FNS Cafeteria Refund Request Form for:
* Refunds of $20.00 or less
* Disbursed at school’s cafeteria between September 1st – May 31st
> Please complete Food Nutrition Services Mailed Refund Transfer Request Form for:
* Refunds of $20.01 or more;
* Request of refunds by mail of any amount;
* Refunds of any amount between June 1st – August 31st;
* Balance Transfers from one student account to another;
* Donations to Principal’s Lunch Loan Account
> Completed FNS Mailed Refund Transfer Donation Request Forms may be returned via:
> Fax: (301)637.4512
> Scan and Email: FNS.Refunds@pgcps.org
> Mail: Food & Nutrition Services Accounting Office-Refunds
13300 Old Marlboro Pike T-1
Upper Marlboro, MD 20772

***Note: Lunch Applications are located online and should be completed and submitted in that manner.***
(https://www.myschoolapps.com/Home/PickDistrict)

❖ Portable Electronic Devices (PEDs)

PGCPS values the use of technology as an important tool to enhance the educational environment and encourage student innovation. Students are allowed to possess a portable electronic device (PED) while on school property, school buses, and during field trips and other school sponsored events. However, it is a violation of the PGCPS Code of Student Conduct to use such devices in a manner that will disrupt the school environment or impact the safe operation of the school bus. If permitted by school administrators, students may use PEDs during the school day for instructional purposes, and at other times approved by the principal/designee. When students do not have permission to use PEDs, the devices must be turned off and be stored in the student's pocket, backpack, purse, locker or vehicle. If a student uses the PED without permission, or refuses to comply with a reasonable request by authorized school personnel, including school bus drivers, to turn off or store PEDs, the student will be referred to the school principal for an appropriate response. In limited, emergency circumstances, principals may confiscate PEDs until the student's parent/guardian comes to the school to retrieve it. (Guidelines for the acceptable use of PEDs are continued in Administrative Procedure 5132.)

❖ Suspected Child Abuse and Neglect (Admin. Procedures 5145) (Physical, Sexual, Mental Abuse)

No student should be subjected to physical, sexual, or mental abuse. Unfortunately, abuse can happen to any child regardless of race, socio-economic status, religion, or culture. If a student feels he or she is being abused, the student should contact the counselor or the school administrator.

If a parent feels his/her child is being abused, the parent should contact the school's counselor or the school administrator. If you have reasonable suspicion of child abuse or neglect, you must contact your local Department of Social Services or the Police Department. Prince George’s Department of Social Services may be reached at their Hot Line 301-909-2450 or during the evenings and weekends at 301-699-8605.
**Communication: Conferences**

At least two conferences must be scheduled during the school year. The classroom teacher will send written notification before the end of the first reporting period to schedule a conference. Parents can request a conference with the teacher at any time during the school year. Parents who wish to set up a conference with the Principal, TAG Coordinator, or Professional School Counselor should call the main office to leave a message or email them directly.

**Delayed Opening/Early Closing**

Emergency Dismissal Form

PGCPS administrative policy requires that the school have a plan for each family. The plan should describe how the child would be cared for if school is dismissed early due to an emergency situation or inclement weather.

- 1-hr. Delay = Arrival 9:15 a.m. Bus pick-up 1 hour late.
- 2-hr. Delay = Arrival 10:15 a.m. Bus pick-up 2 hours late.
- Breakfast is provided.
- Field trips are cancelled.
- Pre-kindergarten is cancelled.

**Early Closings**

It is pertinent that all parents/families sign-up to receive the automatic alerts from the school system via text message, email, and/or voice mail. This will allow parents to know immediately if an early closing will occur. Parents are advised not to call the school or radio stations in cases of a school emergency. By adhering to this, the school is able to keep telephone lines within the school open.

**Dismissal**

> Begins at 2:25 p.m.
> Students will not be called from classrooms after 2:00 p.m. except in cases of an emergency.
> In an effort to maintain the safety of everyone in the building ALL visitor’s must sign-in and present their I.D. to the office staff and receive a visitor’s pass.

**Please Note:** School Staff are not responsible for students after 3:00 p.m. unless they remain for school clubs or programs. Parents who do not pick up their child by 3:00 p.m. will be reported to the Pupil Personnel Worker for an investigation into their residency which could result in possible withdrawal from the school.

**Emergency Contact Forms**

All parents/guardians are required to complete an emergency contact form for each child enrolled in Highland Park Elementary School. This form should be updated anytime there is a change in contact information or a change in persons permitted to pick-up your child.

**Finger Printing/Background Check**

Mandatory Requirement for all individuals who plan to volunteer, chaperone field trips, assist teachers, tutor, and/or mentor in the Prince George’s County Public School’s System. Complete the application and submit the applicable fees. Commercial Background Check = $7.00 (Cannot be used for field trips); Online Commercial Background Check = $7.26 (Cannot be used for field trips); Finger Printing = $56.57; Duplicate Receipt = $5.00.

**Location:** 14201 School Lane, Room #128, Upper Marlboro, Md. 20772, (301-952-6775) 8:00 a.m. – 3:45 p.m. (Note: It takes 7 days from time of submitting application for fingerprinting/background check before clearance is received, so please get applications in at least 2 weeks in advance.)

**Fire Lanes and Reserved Parking Areas**

> Please adhere to the NO PARKING in the FIRE LANE sign. The Fire Lanes at the school carry a fine of approximately $200.00.
> Please refrain from parking in the RESERVED SPACES at the front of the building.
> Reminder: Only Persons with HANDICAP TAGS are allowed to park in the handicap spaces.

**Grading Policy**

Grading policies will be created in accordance with PGCPS Admin. Procedure 5121. All Graded assignments will be based on 100 points. The Grading criteria will be presented at Back to School Night by each teacher. These documents should be maintained throughout the school year. Grades will be entered into Schoolmax on a weekly basis by each teacher and can be viewed by parents via the Parent Portal.
❖ **Health**
If a child becomes ill at school, he/she will be sent to the Health Room to rest until he/she is able to return to class. In more severe cases, the parent/guardian is notified and requested to take the child home. Parents/Guardians must come or send someone immediately! School personnel are not permitted to apply or administer medication. School personnel may not treat injuries that occurred outside of normal school hours. Do not send children to school requesting this service. Legally we can only provide first aid for in school sickness and/or accidents. Should a child need medication of any kind it must be brought by the parent to the school, not by the student. Medication cannot be left in the classroom with the teacher, or in a student’s possession. It must be maintained in the health room with a signed authorization from the physician. (Physician's Medication Authorization forms)

❖ **School Communication:**
> Monthly School Newsletter:
Each month the principal will send home a newsletter with important information. Please read and refer back to as necessary.
> Automatic Call-Outs (Robo Calls):
The school will also send out automatic calls regarding upcoming events and reminders through Blackboard Connect.
> School Website:
The school’s website will also be maintained and provide important dates and information.
> Quarterly Conversations w/the Principal:
Coffee and Conversation with the Principal sessions will be held quarterly.
> Teacher Communication:
Teachers are expected to send home regular (weekly or bi-weekly) communication to parents focused on instruction, interventions, classroom support, and materials needed.

❖ **Student Behavior Expectations:**
**PBIS Program (Positive Behavior Interventions and Supports)**
The PBIS Program is the framework used for implementation of our school-wide discipline plan. The Eagle Points of Pride are reinforced daily in order to have students always thinking about positive behavior choices. (Points of Pride: Respectful, Responsible, Safe, and Prepared). This program is aligned with the school systems SRRH (Students Rights and Responsibility Handbook) and rewards positive behavior, while allowing students to reflect and conference about minor infractions. A color coded system is used for students to self monitor their behavior in the classroom, with blue being the highest level of positive behavior and red being the lowest or negative behavior. Continuous student disruption, disrespect, insubordination, and all acts of violence will result in student suspension. Inappropriate behavior on the school bus or at the bus stop will result in verbal or written warnings followed by bus and/or school suspension.

❖ **School Supplies**
Each grade level teacher will provide parents with a school supply list in August and January of each school year. All supplies should be labeled with your child’s name on them. Each child should have paper and pencil daily.

❖ **Tardiness**
Children who arrive after 8:15 a.m. are marked tardy. If later arrival is due to a delayed bus, students will not be marked tardy. Tardy students must secure a pass from the office before going to class. Chronic tardiness will require parents to participate in a mandatory School Instructional Team Meeting to create a plan for improvement. A report will also be submitted to the PGPCS Pupil Personnel Worker. Students arriving 15 or more minutes late for school miss valuable instruction during a nine-week period.

❖ **Unacceptable Items for School**
Students are not to bring or be in possession of the following items while at school:
- Expensive Jewelry or clothing
- Excessive amounts of money
- Toys
- Unapproved electronic devices
- Gum, candy, sunflower seeds, etc.
- Stuffed animals
- Balls (Basketballs, Footballs, Soccer Balls, etc.)
- Nail clipper/file/knife combinations
- Playing cards, dice
- Fidgets (Unless prescribed for medical reasons)
- Slim (Unless requested for Art classes or special projects)
Any student in possession of these items will have them confiscated by the teacher or administrator.

❖ **Uniform Requirements/Policy**
All students are to dress in the proper attire. Students will be asked to remove unacceptable attire/accessories and/or parents will be called
to bring proper attire to school. If students persist in violating the uniform expectations, they will be subject to suspension. Outlined below are the uniform requirements for girls and boys at Highland Park Elementary School.

**Girls Uniform**
- Navy or Navy & White plaid skirts/skorts or jumpers
- Navy knee length shorts
- Navy slacks
- White or Lt. Blue button front blouse (short or long sleeve)
- White or Lt. Blue polo top (short or long sleeve)
- Dark belt
- Navy or White cardigan sweater
- Navy or Black Hooded Jacket or pullover w/out decorations (HPES Spirit wear hooded jacket or pullover is permitted.)
- Navy or White Tights or knee socks (stripes and other patterns or colors Are Not to be worn)
- Black shoes
- Regular cut or low-rise Sneakers w/o sparkles or lights. No wheelies allowed.
- Boots are to be worn during the winter when it is extremely cold or during inclement weather only.

**Items that Should Not be worn with the uniform**
- Ponchos
- Excessive jewelry
- No large chains, bandanas, or scarfs hanging from waist or worn around neck
- Large flowers or bows or other distracting hair accessories
- Hats/Caps inside the building, unless for religious reasons

**Boys Uniform**
- Navy Pants or Navy knee length shorts
- White or Lt. Blue button front shirts (short or long sleeve)
- White or Lt. Blue polo top (short or long sleeve)
- Dark belt
- Navy cardigan sweater
- Navy or Black Hooded Jacket or pullover w/out decorations (HPES Spirit wear hooded jacket or pullover is permitted.)
- Black or white socks
- Black shoes
- Sneakers (Regular or low rise cut)

**Items that Should Not be worn with the uniform**
- Hats/Caps inside the building, unless for religious reasons
- Colored or jeweled belts
- Athletic wear

> No large chains, bandanas, or scarfs hanging from waist or worn around neck.

****All students should have shirts and blouses tucked in at the waist at all times.****

**Note:** Students should refrain from wearing or bringing anything to school that will be a distraction to teaching and learning.

❖ **Visitors**
1. ALL visitor’s MUST report to the office upon entrance into the building. They must present a valid, picture I.D., be scanned, sign-in, and receive a pass.
2. Parents will not be permitted to conference or talk with a teacher prior to the end of the school day unless a meeting has been previously scheduled.
3. Parents/visitors who arrive at school before 2:00 p.m. will have their child(ren) called down to the office for dismissal or may remain in the front foyer until their child is dismissed.
4. Parents that arrive after 2 p.m. must wait until their child is dismissed during the normal dismissal sequence which begins at 2:25 p.m. for bus riders or 2:35 p.m. for car/van riders and walkers.
5. By adhering to this, the school staff is able to maintain a safe and orderly dismissal process.

❖ **PTA (Parent-Teacher Association)**
- The PTA meetings every 2nd Tuesday of the month, unless otherwise announced. This organization provides an avenue for parents and teachers to work collaboratively in the enhancement of the school.
- A small fee is required to become a member.
- Every parent is welcome to join!