

Capitol Heights Elementary School



**PARENT/STUDENT
HANDBOOK
2017-2018**

**614 Suffolk Avenue
Capitol Heights, MD 20743
301-817-0494**

Ms. Nina Lattimore, Principal
Ms. Raneeka Doharty, School Counselor
Ms. Wendy Frederick, TAG Coordinator
Mr. Mauricio Salinas, Dual Language Coordinator

Dear Parents/Guardians,

I'd like to welcome everyone to Capitol Heights Elementary School. It is our goal to ensure the success of every student by creating a community of lifelong learners who are literate in society's basic skills and are thus equipped for a lifetime of service and good citizenship. Together we can reach these goals.

The Prince George's County Public School System Goals focus upon:

Academic Excellence: Accelerate the achievement for all students and minimize the achievement disparities among all groups of students.

Safe & Orderly: Create a safe and supportive learning environment that promotes accelerated achievement.

High Performance Workforce: Ensure and maintain a work environment of respect and mutual collaboration among work force personnel that demonstrates a commitment to providing a positive learning environment for all students.

Family/Community Engagement: Educate students in schools that are family-friendly, and welcoming environments

Capitol Heights Elementary School goals integrate the county goals.

We believe that consistency is important for students to feel safe and comfortable in school. It is important for children to come to school every day and be on time. It is important for the children to come to school prepared to do their very best. Capitol Heights Elementary participates in the PBIS programs and strategies. Our three PBIS rules are **Respectful**, **Responsible**, and **Ready**. Staff will teach students about these rules and will reinforce their use throughout every school day.

Please come and actively participate in school activities. If you are able to volunteer, please sign up. We appreciate your help in any way that you can give of your time and talents. Please feel free to call (301-817-0494) at any time if you have questions or concerns.

We are looking forward to a very happy and productive school year.

Sincerely,
Nina Lattimore
Principal



One School, One Team, One Goal, One Belief—No Limits to Student Success

Dear Parents/Guardians,

How We Share School News

We truly enjoy our community support. We identify and share resources with our school community via monthly newsletters, phone calls, and materials available in our office. Physical education activities are shared via our school newsletter. School nutrition updates are placed in our main office, along with health information by our school nurse. Monthly lunch schedules are sent home and placed in our main office.

Our teachers share school and classroom updates via Bloomz. Bloomz is wireless App that many of network providers have available on their system. This year our district will also use Blackboard Connect. This application will allow families to connect with our school team via text messaging.

Due to privacy issues parents of special needs students are in constant communication with our school team regularly. Parents are informed of the number of services hours their children receive in the classroom as well outside of the classroom in their annual IEP meetings. Parents of students who have special health care needs communicate with the school nurse and our team create emergency health care plan for students while their in school.

Sincerely,
Nina Lattimore, Principal

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PURPOSE OF THE PARENT AND STUDENT HANDBOOK

The goal of this handbook is to ensure that everyone works together to make this a successful school year for our students. This handbook will help us in this effort by providing parents and students with information about Capitol Heights Elementary School (CHES).

The staff of Capitol Heights Elementary strives to enable the handbook to serve as a helpful resource for families to provide academic and behavioral support for our children. Please carefully read the handbook in order to become increasingly familiar with standard school policies, procedures, and student expectations. Please know that all CHES parents have access to their child's educational portfolios. **All students (disabilities or special health care) are included in our educational environment.**

We treasure our CHES families as our partners in the pursuit of equity and excellence for all of our students. Thank you for your partnership to prepare our future leaders.

Our Mission: Capitol Heights Elementary is a place where everyone is someone special. The school is organized and designed to facilitate and enable teachers to teach and children to learn. Our educational goal is to make learning so exciting that students will experience the joy of discovering new ideas and building new skills. The ultimate goal is to help them develop a love of learning. We believe that all students have the right to a quality education. We firmly believe that all students have the right to attend school, to learn, and to play in a positive, and safe environment.

Our Mission (student speak): Our mission is to contribute our minds, hearts, and character as we design a better tomorrow.

School Motto

One School, One Team, One Goal, One Belief; "No Limits to Student Success"



School colors—Blue and Scarlet Red

School Mascot—Cougars

Web Page

<http://www1.pgcps.org/capitolheights/wipage.aspx?pageid=175285&LangType=1033>

School Hours/ Arrival/ Tardy Policy/ Absences

SCHOOL HOURS

Main Office hours: 7:00am – 5:00pm

Student Arrival time: 8:45am

Instructional start time: 9:05am

Instructional end time: 3:20pm

ARRIVAL

Students are expected to be in attendance every day. Regular school attendance teaches responsibility and establishes a daily routine for students. It is equally important that students report to school on time. There is no supervision before 8:45 a.m. for students who are not enrolled in the before school program. Upon arrival, students are to go directly to the gym and stand/sit in their grade level area.

TARDINESS

Being punctual to school is important. It is critical that students be on time each morning. When the tardy bell rings, students and teachers are to be in class ready to learn. Students arriving late to school are required to obtain a late pass before being admitted to any classroom.

ABSENCES

Anytime a student returns to school after an absence, a note signed by a parent or guardian MUST be brought from home. If a student is going to be absent, please call the school office before 9:30 a.m. Acceptable excuses for students' absences are illness, death in the family, a school sponsored event, an activity that has been previously approved by the school administration, and/or a religious holiday.

Students who have excused absences will be permitted to make up any missed assignments. The student will be permitted to make up work for each excused absence per the school make up policy.

Dismissal / Afternoon Pick up-Dismissal / Emergency Dismissal Information

DISMISSAL

Students must leave the school grounds immediately after dismissal. Early dismissal ends at 3:00 p.m. After that time, parents/guardians must pick up their children in the gym or parking lot. Students will be called to report to their car. All students who are not picked up by 3:50 p.m. will remain in the school office. Parents are responsible for picking up their children on time.

Afternoon Pick Up/Dismissal

- Dismissal will begin at 3:25 p.m.
- Please drive into the school parking lot and follow the directions of staff on duty.
- Your child will be seated in the gym and will be dismissed when you arrive at our gym door.
- **Please do not walk up to the front of the school (main office) to have your child(ren) called down. Please see the arrival and dismissal policies and procedures handout.**
- **Please note that for the first couple of weeks of school the dismissal process may take longer as we work out any adjustments.** Nevertheless, it is still the parent's responsibility to pick up his/her child directly after school.

EARLY DISMISSAL

If your child will need to be dismissed prior to the end of the school day, we ask that you come to the school office and sign him/her out with a school employee. The office staff will send for your child. **Early dismissal ends at 3:00 p.m.** Following that time, regular dismissal will commence. **Only individuals listed on the EMERGENCY CONTACT FORM will be allowed to pick up students from the school during the school day.** A valid picture ID will be required for any individual picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card and/or the person does not have valid photo identification, the student will not be released. **Parents must contact the school before 2:00 p.m. to change a child's dismissal procedure for the day.**

EMERGENCY DISMISSAL INFORMATION

An Emergency Information Card will be sent home with each child for parents to give specific plans for children during emergency situations. It is the parent's responsibility to return the required card to school and to make sure that Capitol Heights Elementary School has updated contact information if or when the emergency contact information changes. In addition, the procedures for emergency dismissal should be discussed with each child.

Delayed Opening and Early Closing Dismissal / Illness / Medication / Injury

DELAYED OPENING AND EARLY CLOSING DISMISSAL

If it is necessary to delay the opening of school because of inclement weather conditions, please watch the school closing announcements on your local news channels or check the school district website @ www.pgcps.org.

TWO-HOUR DELAY

School will begin two hours later than normal. All fieldtrips will be cancelled. EARLY CLOSING FOR INCLEMENT WEATHER, EMERGENCIES, AND OTHER ISSUES – Dismissal of schools prior to the regular closing time: An announcement will be made prior to 10:10 a.m. if possible. All after-school activities and events will be cancelled. Food services will provide breakfast and lunch.

ILLNESS

The importance of regular attendance cannot be over emphasized, however, students should not be sent to school when they are ill. If a student becomes ill during the school day and it appears that they would be best cared for at home, a parent will be contacted to pick the student up. **Those sent home with fever, vomiting or diarrhea should not return to school until they have been free of each symptom for 24 hours.**

School administration and the school nurse must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures) or new diagnosis. This heightens awareness in case of emergency. Please keep the school informed of phone number changes and emergency contact information.

MEDICATION

Medicines, including over-the-counter ones, are forbidden in school. If it becomes absolutely necessary that a child takes medicine while he/she is in school the parent must provide a signed Physician's Authorization Form for medicine to the school nurse along with the labeled medication. The label must match the form signed by the child's physician. This form can be obtained through the Prince George's County Public Schools website at www.pgcps.org via Health Services or from the school nurse. All medications are secured and will only be administered by the school nurse or the Certified Medication Technician.

INJURY

The Procedures listed below will be followed for an injured student:

1. Teachers will send the student to the nurse's office if the injury is minor.
2. Teachers will notify the nurse's office if the student is unable to be moved.
3. Trained personnel will administer basic first aid.
4. The parent (s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The paramedics will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.

6. An accident report will be completed and filed for every accident.

*Immunizations / School Breakfast and Lunch Program /
Cafeteria Behavior / Cost*

IMMUNIZATIONS

Students entering the school system must be compliant with their immunizations, unless exempt for religious or medical reasons. If not, they are given 20 calendar days to become compliant before being excluded from school. For a list of recommended immunizations per grade level or immunization catch up schedule you may access the section for parents under Health Services on the Prince Georges County Public School website at www.pgcps.org or see the school nurse.

SCHOOL BREAKFAST AND LUNCH PROGRAM

CHES participates in the federal school lunch program and follows the PGCPS lunch menu and calendar. Lunch is served in the cafeteria daily. Students who bring lunch from home are able to purchase milk or juice. Occasionally, students lose or forget lunch or lunch money. When this happens, the student should report to the office after opening exercises (before 9:30 a.m.). A parent will be contacted and asked to deliver the money or a lunch to school. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. **Students are not allowed to bring sodas or candy to school. Any soda or candy bought to school will be discarded.**

PREPAYMENT FOR MEALS

All parents will be encouraged to pre-pay for lunch through <https://www.myschoolbucks.com>. **No checks will be accepted.**

FREE/REDUCED PRICED LUNCHESES

An application for Free or Reduced Price meals are available online. Parents must apply for this benefit yearly. **Parents please see Mrs. Doharty or Mr. Salinas for assistance.** The application should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent promptly. CHES can receive additional funding for our free/reduced allocation. The deadline for submitting applications is September 30, 2017.

BREAKFAST AND LUNCH MENUS

Monthly breakfast and lunch menus will be sent home at the beginning of each month in the CHES homework folder. As an added convenience, parents may view breakfast and lunch menus online at <http://www.pgcps.org/~lunch/webdocs>.

CAFETERIA BEHAVIOR

Lunch is a time when students enjoy socializing with other classmates and friends, however, students are expected to use proper table manners during the consumption of meals. Student lunch periods are 30 minutes in length. Students are expected to use indoor invoices and display proper table eating etiquette during this time. Please review good table manners with your child.

MEAL PRICES

	DAILY	WEEKLY	MONTHLY
BREAKFAST (PRE-K-5)	FREE	FREE	FREE
REDUCED PRICE LUNCH (PRE-K-5)	\$0.40	\$2.00	\$8.00
FULL PRICE LUNCH (PRE-K-5)	\$2.75	\$13.75	\$55.00

METHODS OF PAYMENT

CASH	School cafeteria staff persons can receive cash payments.
ONLINE PAYMENTS USING A DEBIT OR CREDIT CARD	<p>VISIT www.MySchoolBucks.com to set-up, review, and add money to your child's account.</p> <p>The account balance follows the student as long as they are enrolled in a Prince George's County Public School.</p>

Field Trips / Participation / Chaperones / Permission / Payment

FIELD TRIPS

PARTICIPATION

Participation in field trips is a privilege. Students serve as representatives of the school. We ask that each parent review proper behavior with your child to ensure the safety of all students. **If a student has a pattern of disruptive behaviors, he/she will not be permitted to attend school sponsored field trips.** Unless otherwise stated, all students are required to be in full school uniform on field trip days. Any student that is not in full school uniform the day of a field trip will not be permitted to attend and will not be provided a refund.

CHAPERONES

Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Additionally, all chaperones must have a background check completed with the PGCPS security office prior to requesting/fulfilling a chaperone assignment.

PERMISSION

Written permission must be given for students to participate in field trips. A field trip permission slip will be sent home with details about the trip that will take place. Please make sure that you send the forms back in a timely manner so that we can adequately prepare for the field trip. Without a signed field trip permission slip and/or money, the student will not be permitted to participate. Please be mindful of the date to return permission slips and money as late payments cannot be accepted.

PAYMENT

All field trips must be paid with cash or a money order. Capitol Heights Elementary School cannot accept checks. Payment plans are accepted as long as final payment is made by due date (Teacher discretion).

EARLY DISMISSAL AFTER A TRIP

Early dismissal after a field trip is strictly prohibited.

STUDENTS NOT ATTENDING THE FIELD TRIP

Students not attending the field trip will be divided into other classrooms and expected to complete a review work packet.

School Dress Code / Uniform

SCHOOL DRESS CODE/ MANDATORY UNIFORM POLICY

Capitol Heights Elementary School is a uniform school. A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Capitol Heights Elementary School reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the school uniform. Male students are only permitted to wear the prescribed boy's uniform. Female students are only permitted to wear the prescribed girl's uniforms.

Daily Male Uniform

- Solid (ALL) brown, black, or navy blue DRESS TYPE shoe (i.e. Dockers, Loafers, Bucks, etc.) .
- Solid (ALL) brown, black, grey, white, or navy blue socks.
- Solid (ALL) brown, black or navy blue belt.
- Ties are required for "Dress for Success" days.
- Blue khaki pants (NO JEANS). *Khaki uniform shorts may be worn when weather permits. Shorts should not be worn between the months of October and February.*
- Solid Navy Blue Sweater (No patterns, name brand logos, additional colors, zippered or sweat hooded shirts).
- Solid White, Light Blue, or Navy Blue collared shirt (polo) may be worn.

Daily Female Uniform(s)

Option 1:

- Solid (ALL) brown, black, or navy blue DRESS TYPE shoe (i.e. Mary Janes, Loafers, etc.) .
- Solid (ALL) brown, black, grey, white, or navy blue socks.
- Solid (ALL) brown, black or navy blue belt.
- Red or Blue Ties (optional)
- Blue khaki pants (NO JEANS). *Khaki uniform shorts may be worn when weather permits. Shorts should not be worn between the months of October and February.*
- Solid Navy Blue Sweater (No patterns and or additional colors or zippered sweat hooded shirts). .
Solid White, Light Blue, or Navy Blue collared shirt (polo) may be worn.

In lieu of blue khaki pants, girls Pre-K-5 are permitted to wear khaki "skorts".
OR...

Option 2:

- Blue jumper (Grades Pre-K-5).
- ***When wearing school jumper:***
 - * White Peter Pan blouse.
 - * Solid (ALL) brown, black and or navy blue shoes.
 - * Solid (ALL) brown, black and or navy blue, black socks or tights.
- ***Additional Option in lieu of the jumper..***
 - * Navy blue “skort” along with the peter pan blouse, solid black and or navy blue shoes, and solid brown, black, and or navy blue socks or tights.

Hair / Shorts / Jewelry / Physical Education (PE) Uniforms /Parental Custody /Guardianship/Family Rights and Privacy Act/SchoolMAX Family Portal

HAIR

Hair must be neat and clean. Hats, head wraps, head scarves, bandanas, and the like may NOT be worn. Any hairstyle that is deemed disruptive to the learning environment by school administration is strictly prohibited.

JEWELRY

Excessive and expensive jewelry is not permitted. Students with nose, lip and facial piercings will be required to remove the jewelry while attending school or any school related event. Earrings must be no larger than dime-sized and studs are preferred.

PHYSICAL EDUCATION (PE) UNIFORMS

During scheduled P.E days students must wear sneakers in order to participate. In the event students are not wearing the appropriate shoe, they still will be allowed to attend that class; their participation in the Physical Education class may be limited, relative to the activities, at the teacher’s discretion.

PARENTAL CUSTODY/GUARDIANSHIP

Parents or guardians should submit a copy of any legal documents, which indicate who has legal custody of the child and their school records. This will be kept in his/her permanent student file. In the absence of legal documentation, school officials will only release the student and/or records to those individuals whose name appears on the student’s data card.

FAMILY RIGHTS AND PRIVACY ACT

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child’s educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

SCHOOLMAX FAMILY PORTAL

Parents/guardians are encouraged to check their child's/children's grades, attendance and disciplinary actions on SchoolMax. You can access the SchoolMax Family Portal database from the PGCPS website’s homepage. Contact the school counselor to obtain login access.

Grading Scale

GRADING SCALE

Grades K and 1

- a. In reporting to parents/guardians, a grade is used to indicate the performance of each pupil in relation to the attainment of learning outcomes and approved curriculum.
- b. A student enrolled for twenty-one (21) days or more after the start of the quarter must receive a grade for that grading period.
- c. The grades of students who transfer into Prince George's County Public Schools from an accredited/approved school will be averaged with grades earned at Capitol Heights Elementary School for similar subjects to determine a marking period grade.

Interpretation of the meaning of grades as they appear on the report card are as follows:

Kindergarten and Grade 1

PR= Proficient - child can demonstrate indicator independently 90-100%
IP= In Process - child can reliably demonstrate indicator 80-89%
EM= Emerging - child demonstrates indicator with assistance 70-79%
ND= Needs development - child does not demonstrate indicator 50-69%

Grades 2-5

A= Excellent Progress at the level of instruction indicated 90-100%
B= Above Average progress at the level of instruction indicated 80-89%
C= Average progress at the level of instruction indicated 70-79%
D= Below Average progress at the level of instruction indicated 60-69%
E= Unsatisfactory progress (failure) at the level of instruction indicated below 60%.

All Capitol Heights Elementary School students are required to meet the Prince George's County Public School System requirements for promotion to the next grade.

For more information on the PGCPSS Promotional Policy visit www.pgcpss.org.

Honor Roll for Capitol Heights Elementary School is A's and B's in all subject areas on the report card in a quarter.

Principal's List for Capitol Heights Elementary School is all A's in every subject area on the report card in a quarter.

Homework Policy

HOMEWORK POLICY

The purpose of homework is to reinforce important skills that were taught throughout the day and develop good study habits in children early on in their academic lives.

Guidelines for Homework

Grade K – 5: not to exceed 60 minutes nightly

ALL STUDENTS SHOULD READ AT LEAST 20 MINUTES NIGHTLY. (Which should be included/accounted for in the minutes listed above.)

Additionally, a student that does not complete class work in class during the scheduled time may have to complete class work as an additional homework assignment.

Each student will be given time during class to write their homework assignments in their Daily Agenda Books. Thus, it is the sole responsibility of the student to make sure that he/she has written down the correct homework assignment. After completing the homework assignment, the parent/guardian(s) should review the assignments.

Homework should be completed by students. Parents may help in the following ways:

- Show an interest in your child's work.
- Provide a consistent place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

If the student is still unable to complete the assignment, please contact your child's teacher for further clarification/assistance.

Study Skills / Grievance Procedure / Volunteer Hours / Communications

STUDY SKILLS

Capitol Heights Elementary School takes educating our students very seriously. Here are a few tips on how parents can assist their child work toward academic success. Please make sure your child does the following:

- Come to school prepared to work with all necessary supplies.
- Ask for help from school personnel if assignments need to be explained further.
- Have a specific quiet place at home to study, away from distractions such as television, radio, etc.
- Take home all necessary books/documents needed for assignments.
- Review and proofread all assignments after completion.
- Use the public library regularly and check out books to READ!
- Normalize bedtime and wake-up times so that your child gets enough rest.
- Be proud of your child's performance at school and celebrate their success at home.
- Take advantage of any after school and/or Saturday school tutoring sessions.

GRIEVANCE PROCEDURE

If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem and be sure that you have all of the FACTS from all parties involved.
2. Arrange a conference with the teacher (s) involved.
3. If not resolved, arrange a conference with the school administration.

PARENT VOLUNTEER S

Parents have many opportunities to volunteer their time both at school and at home. Any parent (s) interested in volunteering at the school should speak with your child's teacher first. In order to volunteer in a classroom parents must be fingerprinted at the PGCPs Board of Education.

COMMUNICATION

Communication is absolutely essential for success in any human endeavor. Capitol Heights Elementary School administrative team and staff recognize this and strive to facilitate open and frequent communication with parents at all times. Capitol Heights Elementary School communicates between school and home via:

1. Homework folders
2. Daily student agenda books
3. SchoolMax Parent Portal
4. Parent/Teacher conferences
5. Progress Reports
6. Report Cards
7. Telephone calls
8. Email/ Bloomz App
9. Parent Teacher Organization
10. Family Surveys
11. Student Surveys
12. Scheduled meetings with the school administration

From time to time, surveys may be sent home to ask your opinion and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, your child's agenda book is the teacher's primary means of communicating to you homework assignments, daily student behavior, test scores, etc. It is imperative that you ensure that your child has his/her agenda book each day and that you check your child's agenda book daily for teacher correspondence. Please make sure that you check your child's backpack daily for informal notes from the teachers and/or from our staff.

Please feel free to consult with your child's teacher regarding any questions that you may have. It is the desire of the Capitol Heights Elementary School administrative team and the faculty to be of service to both parent and student, and every teacher welcomes the opportunity to speak with any parent about their child's progress. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hours.

Parents are asked not to attempt to meet with a teacher before or after class unless a conference has been scheduled.

School sponsored parent conferences will be scheduled throughout the school year for each student. It is important that every attempt be made to attend these meetings to keep abreast of the progress of your child. If you are unable to keep your scheduled appointment, please contact the school to reschedule for a more convenient time.

Telephone /Visitors / Text Books Materials and Supplies

TELEPHONE

The school has a business telephone to help transact the business of the school and the lines must be kept open.

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Please do not ask the staff to deliver messages to students except in an emergency.

VISITORS

Visitors, including PARENTS, are NOT permitted to go to their child's class unannounced during school hours because this disrupts the student's normal routine and instruction. If you would like to visit your child's class you will have to make an appointment with your child's teacher. For the safety and protection of all students, visitors (including parents) must sign-in and out in the main office and obtain a written pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

TEXTBOOKS, EQUIPMENT, MATERIALS AND SUPPLIES

The textbooks issued for student use are the responsibility of the student and/or parent. Any damaged or lost books must be paid for before another book is issued for student use. **Any student who has not paid for a lost book will not be permitted to participate in school activities, field trips, dances, etc. if they have an outstanding lost book debt.** Parents that are interested in purchasing a textbook for student use at home should contact a school administrator.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed

Labels / Lost and Found /Birthday Party Policy/ Computer and Internet

LABELS

Please label all personal property such as: lunch boxes, sweaters, raincoats, uniforms, etc.

LOST AND FOUND

Throughout the school year, lost items are turned into the coat rack near the gymnasium. If a student loses an item, he/she may go to this area to claim an item that belongs to them. Any item of value, such as jewelry, etc., will be kept in the office for identification prior to return. Lost items such as coats, sweaters and jackets will be placed in a "Lost and Found" area near our gymnasium. These items will be available for parents and students to look through as needed. Due to high volume, the "Lost and Found" items will be donated to charity after a minimum of two months. There are many items lost and never claimed each year. We strongly advise that you label all clothing and personal property so that misplaced items may be returned.

BIRTHDAY PARTY POLICY
(GRADES PRE K-5 ONLY)

Student birthday celebrations may be held during your child’s scheduled lunch time. Birthday treats may also be shared at 2:30pm in the classroom. If materials for the party do not arrive by 2:30 p.m. the party will be canceled and may or may not be rescheduled. **Parents must contact the child’s teacher if you wish to celebrate your child’s birthday.** Only individually wrapped refreshments will be permitted. If you plan on having a cake, a parent must be available to cut and distribute the cake.

COMPUTER AND INTERNET ACCEPTABLE USE

Capitol Heights Elementary School adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN’ S INTERNET PROTECTION ACT.

Educational Purpose

Capitol Heights Elementary School’s Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high quality personal research. You may not use the Capitol Heights Elementary School network for entertainment purposes (except for those periods of time that the school has designated as “open access” when school is not in session).

Capitol Heights Elementary School has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Capitol Heights Elementary School disciplinary code and the law in your use of the network.

A. Internet Management

Embracing the Internet as a critical and essential component in today’s world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people.

As part of our commitment to Internet security we offer Firebox 700, a web-blocker application by Watch Guard Technologies. Firebox 700 provides Capitol Heights Elementary School with the ability to block objectionable material and captures the window when questionable material is accessed.

B. Student Internet Access

The Web is a global database system providing access to information from around the world. Students may have access to Internet web information resources through their classroom, library, or school computer lab. E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world.

C. Unacceptable Uses

The following uses of the Capitol Heights Elementary School Network are considered unacceptable:

1. Personal Safety and Personal Privacy

You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, home address, etc. This information may not be provided to an individual, organization, or company including web sites that solicit personal information. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

You will not attempt to gain unauthorized access to the Capitol Heights Elementary School Network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

4. Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that could cause damage or danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information about another person.

6. Respecting Resource Limits

You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. You will not download large files to the computer desktop. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

8. Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

9. Inappropriate Access to Material

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parent’s instructions in this matter.

D. Disciplinary Actions

The Capitol Heights Elementary School's Network is a limited forum; therefore, the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Capitol Heights Elementary School disciplinary code or the law.

Your principal and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

Capitol Heights Elementary School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected

violation and an opportunity to present an explanation before a neutral administrator or will be provided with notice and opportunity to be heard in the manner set forth in the Capitol Heights Elementary School disciplinary code.

E. Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the Capitol Heights Elementary School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available on the web site: <http://netizen.uoregon.edu>

PTA/Student Rights/School Wide Discipline Policy/ Cell Phones & Electronic Devices

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTSA.

The faculty/staff and administration hope that all of the parents will become active members supporting the school and the association. Officers will be elected yearly according to the school's bylaws and district/state guidelines.

The PTSA will sponsor fundraisers throughout the school year to support the school. PTSA board meetings are held regularly and are open to any Capitol Heights parent, staff, student, or stakeholder who are members. All members who have paid their current dues are eligible to vote on issues brought before them for consideration during the general PTSA meeting.

All communication/information given by the PTSA will need Principal approval, prior to dissemination. The PTSA and the school will work collaboratively to support the needs of all students at Capitol Heights Elementary School.

To contact the Capitol Heights Elementary School PTSA, send emails to: capitolheightsptsa@gmail.com

STUDENT RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion.

Parents who have a conflict with a student other than their own child are requested to speak to the administration. **At no time may parents approach the student directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

SCHOOL WIDE DISCIPLINE POLICY

As a part of our code of conduct policy and school management system Capitol Heights Elementary School will implement the Positive Behavior Management System (PBIS). Any violation of rules and regulations harmful to the rights and privileges of others will not be condoned. Discipline will be both corrective and instructive and designed to foster growth and understanding in the student. Appropriate responses to misbehavior are determined by the age and maturity of the student. Our decisions are aligned to the Prince George's County Public Schools Student Rights and Responsibilities Handbook. Our PBIS system will incorporate rewards and interventions. The school wide expectation is that all Capitol Heights Elementary School students are Respectful, Responsible, and Ready to Learn. Each student will be prepared, respectful, have integrity, engage in decision making and exhibit excellence at all times.

CELL PHONES and ELECTRONIC DEVICES

All cell phones should be powered off during school hours and can only be used before, after school or during instruction by the student. If a staff member has reason to believe that a student is using a cell phone for any reason during school hours the staff member will give one warning for the student to put the cell phone away. If the student does not comply an administrator will confiscate the cell phone and it will be made available for parent pick up by the end of the school day.

No pictures may be taken with a cell phone by a student on school grounds without permission of administrative school staff. Distribution of images or content that is deemed to be offensive using a cell phone (including texts, images, voice messages, emails, etc.) is not acceptable and may result in disciplinary action.

Messaging of any type during a testing session or when the recipient of the message is in a testing session will be viewed as academic misconduct regardless of the content of the message. If possession or use of cell phone becomes a persistent problem in the classroom or school area then the student may lose their privilege to carry a phone on school grounds.

Text Messaging, mobile email, and other file transmissions are prohibited unless permission is given by administration prior to transmission.

Use of images or audio content captured on school grounds is prohibited unless permission is given by administration prior to capture.

Any electronic device capable of transmitting information falls under this policy such as but not limited to: iPod, iTouch, iPad, Media Players, video camera, digital camera, etc.

Search and Seizure Policy / Lockers

SEARCH AND SEIZURE POLICY

Capitol Heights Elementary School reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved or missing item. Such a search may be conducted without the student or parent's permission, and registration of the student in the school constitutes parental consent to such searches. Items that may be searched include, but are not limited to the following:

Student desks -Backpacks - Purses –All Pockets –

If unauthorized, stolen, or illegal items are found in the searches, the school reserves the right to confiscate such items. These items may or may not be returned to the parent. When they are returned, it will be only to the parent. If illegal items are found, the principal will schedule a parent conference to discuss what action is to be taken. Our protocol will be aligned to the Student Rights and Responsibilities Handbook, which may or may not include contacting the legal authorities.

Search and Seizure / Student Code of Conduct

SEIZURE

When conducting searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of school or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy.

Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil shall be notified by the school principal or his/her designee of items removed from the locker.

Student Rights and Responsibilities

Prince George's County Public Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success.

Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. One of the most important lessons education teaches is discipline. While it is not a formal subject, it underlies the entire educational process. Discipline is the joint responsibility of students, parents, family, staff, and administration. Discipline includes self-control, character development, orderliness, and efficiency. Proper conduct and consideration of others are goals of student discipline.

The Student Rights and Responsibilities Handbook sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Student Rights and Responsibilities Handbook will be administered uniformly and fairly, without partiality or discrimination.

WHEN AND WHERE THE STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK APPLIES

The Student Rights and Responsibilities Handbook applies before, during, and after school: "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.

When a student is using school telecommunications networks, accounts, or other district services. This includes text messages, phone calls, letters, notes, emails, and Internet communication.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Student misconduct is classified into three levels. In addition to these three levels of discipline, a student may be suspended for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. Capitol Heights Elementary School staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct.

At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions. A suspension may be issued for up to one day. The Principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

Any student involved in the investigation of a possible violation of the student code can be required to complete a written statement of their recollection of events upon request of school staff. Failure to do so will be viewed as interference in the performance of school personnel's duties and insubordination and will result in consequences being levied. Any false information given in these statements will be viewed in the same manner with the same or greater consequence.

SHORT-TERM SUSPENSION

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

Anti-Bullying

ANTI-BULLYING POLICY

The Prince George's County Public Schools' board prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal, or wireless hand

held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

“Harassment” is conduct that meets all of the following criteria:

- is directed at one or more pupils; • substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Capitol Heights Elementary School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. Capitol Heights Elementary School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Capitol Heights Elementary School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Capitol Heights Elementary School requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm

- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention

- Referral to disciplinarian

Examples of Remedial Measure Personal / Referral Services / Environmental

- In-school suspension during the school week for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

EXAMPLES OF REMEDIAL MEASURES PERSONAL

• Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.

- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and

REFERRAL SERVICES TEAM, PEER MEDIATION, ETC.

- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Environmental (Classroom, School Building, or School District)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to Family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups

- Law enforcement involvement (e.g., school resource officer, juvenile officer)
- Capitol Heights Elementary School requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy.

School Activities / Maintaining Class Progress

All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Capitol Heights Elementary School requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. Capitol Heights Elementary School prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial actions for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. Capitol Heights Elementary School prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements. Capitol Heights Elementary School requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus.

SCHOOL ACTIVITIES

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays). Students who are suspended out-of-school (OSS) are to be removed from campus immediately following due process and are not to be on school grounds for any reason while suspended.

MAINTAINING CLASS PROGRESS

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal. A suspended student must request work prior to serving their suspension. Requests made after the suspension may not be granted.

Hallway Expectations

HALLWAY EXPECTATIONS

Students are expected to conduct themselves in an orderly and courteous manner in our hallways. When in the hallways at Capitol Heights Elementary School, students are expected to:

Walk in a quiet, single-file line on the right side of the hallway.

Students are to refrain from running, pushing, shoving, hitting or tripping other students.

Students are to refrain from slamming doors, or walls, or yelling.

Students are not to jump, touch lights, doorframes, ceiling tiles, walls or school clocks.

Students are to refrain from touching any school artwork or class projects displayed in the hallway. ***There are several safety alarms throughout our hallways and touching them may trigger them. Students are not to touch these alarms and may face disciplinary consequences should they do so.**

General Classroom Expectations Each teacher will provide their students with a copy of their classroom rules and procedures. Students are expected to abide by these guidelines at all times. Whether the class is being supervised by the teacher, other staff member, guest teacher, substitute teacher, volunteer or parent, students are expected to conduct themselves by:

- Arriving at each class and being seated on time.
- Bringing the required materials to class daily.
- Following classroom rules and procedures established by their teacher, as well as other school rules.
- Receive permission before leaving the classroom or school area.
- Cooperate with the teacher.
- Be courteous and kind to all classmates as well as all students in the school.

Parking Lot / Student Personal Property / School Activities / Assemblies

PARKING LOT

It is imperative that all parents follow the direction of the traffic team.

Dismissal begins at 3:25. Please pick your child up each day by 3:35.

If you wish to exit your and wait for your child in the gym, please make sure your car does not block another vehicle Do not conference with your child's teacher/staff member in the pull up lanes.

Please drive slowly and follow the directions of the staff members directing traffic. Excessive speed or reckless operation is forbidden and may result in notification of proper authorities.

A staff member will direct students to proceed to their cars when the lot is safe. Though any traffic jam is frustrating, please remember that we are all in this together and to be courteous and kind for our students' sake.

Parking for any length or time in Fire Lanes or spaces identified as "Handicapped Only" without proper permits is forbidden and may result in notification of proper authorities.

STUDENT PERSONAL PROPERTY

CHES students are allowed to bring the items necessary for proper functioning at school. Such items would include pencils, ink pens, erasers, rulers, protractors, tissues, etc. Any other items, such as iPods, MP3 players, portable gaming devices, cameras, playing cards, toys, etc., are not allowed unless required or permitted by school personnel (in writing). Items of great personal or monetary value should not be brought to school as their presence may be a distraction. Also, reimbursement or replacement for the loss or damage of these items will not be the responsibility of Capitol Heights Elementary School.

ASSEMBLIES

On some days throughout the year students will participate in assemblies. This is a time of fun, learning, team and school spirit. During assemblies students and families are expected to act responsibly and respectfully.

When entering, leaving, or during the assembly, each student should:

- Walk quietly in a single-file line with their teacher or designated staff member.
- Enter the assembly quietly and quickly following any directions given for seating.
- Pay attention and NO TALKING during the assembly except when asked.
- Show positive actions only; no put-downs, boos, or laughing, etc.
- Excessive noise will be requested to be controlled and then students will be removed if not remedied.
- Leave quietly and quickly following their teacher or designated staff member.
- Leave in a single-file line.

Fundraising /Parental-Guardian Contact/Helpful Reminders

FUNDRAISING

Capitol Heights Elementary School will conduct fundraisers during the school year. Money raised from fundraisers assists our school greatly in purchasing items for our students and staffs that we could not purchase otherwise and can help make up any shortages in the school experience. When fundraising is done, we try to select the least troublesome ones we can find. We do ask our school families to do their part in supporting the effort.

PARENTAL-GUARDIAN CONTACT

It is critical that parents inform the main office, IN WRITING OR VIA EMAIL, when a phone number for work, home or cell has changed. It is imperative that we keep this information current. In order for teachers to contact you regarding your child's academic progress or for the school nurse to contact you in case of an emergency, we must have current phone numbers on file. We will gladly send home additional family emergency contact forms at your request, or you may send updated information to Ms. Tawanda Wade, the Principal's Secretary. She will update the phone numbers in the school system's database. We appreciate your support!

HELPFUL REMINDERS TO FAMILIES

1. Work with your child's/children's teachers to support their learning in school and at home.
2. Share the handbook information with your child/children as appropriate.
3. Read to and with your child/children frequently.
4. Speak with your child/children about respecting others, being responsible, the importance of integrity, and being a good citizen.
5. Review the PGCPS Student Rights and Responsibility Handbook periodically with your child/children.
6. Keep the school emergency contact information and parent contact information current.
7. Please join the PTSA. The organization welcomes your membership and support.
8. Write your child's name on their belongings such as backpacks, lunch box, and outerwear clothing.
9. Please be reminded that students should only bring items that their teachers have requested; toys, electronic games, and cards games must remain at home.
10. Feel free to communicate with school staff; do not hesitate to communicate with questions via email, by calling the school, or in person.
11. Check your child's/children's backpack every evening for teacher notes, homework assignments, graded papers, etc.

***THE ENTIRE CAPITOL HEIGHTS ELEMENARY SCHOOL FAMILY
WELCOMES YOU TO ANOTHER GREAT ACADEMIC SCHOOL YEAR!!***