

Parent & Student Handbook

Patuxent Elementary



Dr. HeNina Bunch
Principal

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Mission

The mission of Patuxent Elementary School is To become a great school, with great students, a great staff, and a great community as we challenge every student to demonstrate higher levels of proficiency in all subjects while taking personal responsibility for his/her learning.

Vision

Positive learning environment where staff, students and community work together to ensure students are nurtured and supported to exceed expectations, respect differences, and apply critical thinking skills today and beyond.

We Believe

1. Every teacher should come to work prepared to unlock students' learning potential.
2. Persistent effort and hard work produce success.
3. Our students should be encouraged to discover the world through reading, writing, science, technology, math, Investigation, and problem analysis.

This is best accomplished through structured communities committed to children **and is** characterized by

- ❖ Strong instructional leadership.
- ❖ High expectations for success.
- ❖ Emphasis on teaching and learning.
- ❖ Safe and orderly school environment.
- ❖ Frequent monitoring of students' progress.
- ❖ Data-Driven instructional adjustments to student programs, including opportunities to improve their work.
- ❖ High levels of accountability.
- ❖ Supportive and responsive services.
- ❖ Meaningful parent/community involvement.

Mandatory Uniform Policy

Patuxent Elementary School has adopted a mandatory uniform policy Monday through Friday. This policy requires our students to wear the school's official uniform colors (consistent with the school system's Dress Code Policy). All students in Pre-K, and Kindergarten through Grade 5 are required to wear uniforms as follows:

Girls:

- **Tops:** Regulation powder blue blouses or oxford shirts only. **No white shirts.**
- **Bottoms:** Solid navy blue jumper or pleated skirt; or; navy blue shorts or long pants
- **Socks:** White or navy socks.
- **Shoes:** Dark shoes are required. **No sandals, flip-flops, sliders, mules, pumps, sneakers with lights or rollers are permitted.**

- Please note that on the days girls have P.E. class, they can wear the biker-style shorts under the jumper or skirt. (**Jeans are not permitted under uniform skirts or jumpers**).
- During the winter months, white or navy leggings may be worn along with the appropriate uniform socks. **Multi colored socks, leggings, are not permitted.**

Boys:

- **Tops:** regulation powder blue shirts or oxford style shirts
- **Bottoms:** Navy blue shorts or long pants
- **Socks:** Navy blue
- **Shoes:** Dark shoes are required. **No sandals, sliders, flip-flops. Sneakers with lights or roller are permitted.**
- **Ties:** Navy blue ties are permitted and encouraged.
- **Belts:** Belts **are required** and must be navy or black.

All Students

Tennis Shoes on Gym Days:

- All students must wear (non-scuffing) tennis shoes in the Gym.
- Tennis shoes should be worn only during P.E.
- At all other times, black shoes should be worn.
- White or navy socks or stockings must be worn every day.

Tops and Socks

- Students should refrain from wearing colorful, multicolored socks or hosiery. White or regulation powder blue shirts/ blouses only.
- Shirts and blouses must be tucked in each day. Parents, please buy shirts and blouses that fit to avoid shirts that make your child uncomfortable when they are tucked in.

Not Permitted:

- Oversized shirts
- Collarless shirts
- Colorful Belts
- Chain Belts
- Ruffled blouses
- Pumps
- Sandals
- Dangling and/or oversized earrings
- Pants that are pulled down below the waistline

Book Bags

- For safety reasons, we are requesting parents not purchase book bags on wheels. We have had several accidents during the past few years. Students have tripped and injured themselves and others.

Attendance

Daily attendance is extremely important at Patuxent. All students are expected to attend school regularly in accordance with the Public School Laws and By-laws of Maryland. The state recognizes there will be occasions when a student may have to be absent from school.

Lawful Absences (considered Excused):

- Death in the immediate family
- Illness
- Quarantine
- Court summons
- Inclement weather
- Observance of religious holidays;
- State emergency
- School approved work or activity
- Suspension.

Absence from school for any reason other than those listed above is considered an Unlawful Absence.

Upon returning to school from an absence:

- A student is required to bring a written note from his/her parent or guardian stating the reason for the absence or complete the [Absence Notification link](#).
- Students with excused absences at any grade level are expected to complete any missed work. If the work is not completed, a zero may be given and included in the overall grade. Please note that make-up work is only provided for excused absences.

Arrival at School

Students may enter the building at 7:15 a.m. to report to the classroom. All students may eat breakfast free of charge provided they arrive at 7:15 a.m. Late arrival may result in students missing breakfast. All students must be in their seats by 7:30 a.m. prepared to begin schoolwork.

Car Riders

For the safety and efficiency of our arrival and dismissal procedures, we ask all parents using the car rider system to follow these guidelines:

- Students must be dropped off and picked up in the designated car circle.
- Parents should remain in their vehicles at all times.
- Treat the process as a "Kiss and Ride" system—pull up, drop off/pick up your child, and proceed promptly.

Lateness

Students who arrive at 7:31 a.m. or after, are considered late. Students who arrive late must report to the office **with their parents** and obtain a tardy slip before reporting to the classroom.

Dismissal

All students are dismissed at 1:40 p.m. Parents may pick up their students early, provided early dismissal is completed prior to 1:15 p.m.

Only parents, guardians or designated parties listed on the student's Family Card are allowed to sign students out for early dismissal.

Parents must arrive before 1:15 p.m. for an early dismissal. Parents are not permitted to pick up their children from classrooms. Parents must report to the office, provide picture ID, and sign-out students.

Teachers may not keep students after school for any reason unless they have a written, signed note from the parents confirming they may do so. Students are not allowed to come to the office to make last minute phone calls to parents to get permission to remain at school. Teachers must have prior approval in writing from parents.

Bus Riders Responsibilities

"Riding the bus is a privilege, not a right. All students are expected to conduct themselves in accordance with PGCPs Student Rights and Responsibility expectations. Students who consistently fail to follow behavior expectations will lose bus-riding privileges."

"Reading While Riding." Students are expected to have a book to read during their short ride to and from school.

Additional Student Expectations

- Be at a designated stop ten minutes prior to pick-up time.
- Ride only the bus to which the student is assigned.
- Remain seated while the bus is in motion
- Keep noise at a minimum by talking in normal conversational tones.
- Maintain a normal classroom standard of conduct.
- Refrain from eating or drinking on the bus; no toys, or other non-school related objects.
- Do not extend arms, hand or any object out the bus windows, or throw any object from the bus. This is extremely dangerous.

If your child needs to ride a different bus than the one normally assigned, or does not ride the bus on a particular day, a written note must be sent to the office and teacher two (2) days prior to ensure he/she is allowed to get on the intended bus. Same day phone call changes will not guarantee desired outcomes. Failure to follow procedure will result in the Administrator/designee making a final determination regarding your child's transportation home. Also, requesting a temporary change in the bus your child rides is not guaranteed.

The bus driver becomes the supervisor of students while they are being transported. Students are expected to show respect and deference to the driver as he/she needs to be focused while driving the bus. Distractions may result in mishaps and student injuries.

Family Forms

Family Forms (also considered Emergency Forms) are used to contact parents, guardians, and other parent-selected adults in the case of an emergency. The information provided on this form is extremely important. The form must be completed accurately, and signed by the parent/guardian. School personnel will not accept changes in student's dismissal procedures or schedule by phone and/or at the last minute. Changes need to be submitted in writing at the beginning of the day (to the teacher). Any changes in emergency contacts, addresses or phone numbers must be forwarded to the school immediately. If your address changes, an updated registration form is required along with proof of new residence.

Health Room

The school nurse or school office personnel monitor all injuries and illnesses in the health room. Medical treatment is limited and restricted; therefore, it is extremely important to write emergency contacts and phone numbers on all family cards and inform the school office whenever a change is made. Parents are notified of injuries or illnesses as soon as they can be reached.

Medication

Students are permitted to take medication (with documentation from a doctor) at school only when absolutely necessary and only under supervision of school health personnel. Every effort should be made to reserve the administering of medication for non- school hours.

All medication must be brought to the health room by an adult and accompanied by the Physician's Medication Authorization form available in the health room. This includes all over-the- counter medication. Appropriate containers and directions for taking the medication must be included. Physician's Verification must be on file to address any food allergies or change in diet/ menu.

Lunch/Breakfast Program

Breakfast is free to all Patuxent students. It is served between 7:15-7:30 a.m. Lunch is also free for students during the 25-26 SY.

Online Payment is highly encouraged. To pay online go to [My School Bucks](#). You can also view the menu for our school at [Patuxent Elementary School Menu](#). Lastly, you can apply online for free or reduced lunch at [Lunch Application](#).

School Closures

In case it should become necessary to delay the opening or close school because of the weather or other emergency conditions, an announcement will be broadcast over the following radio stations: WRC, WPGC, WWDC, WGAY, WMAL, WOL, WTOP, WEAM, before 6:30 a.m.

Early school closings will also be announced. If you do not hear the announcement, you should assume school is open. You may also find school closing information on PGCPs website at pgcps.org. Parents are urged to sign up for PGCPs Notifications at [Alerts & Notifications](#).

Concerns And Resolutions

When a concern arises, please address the initial concern with your student's teacher or the appropriate school level personnel. It is expected that parents will make every attempt to resolve matters with the teacher and at the building level. If you are not able to resolve the concern with your child's teacher, or require additional guidance, please contact the principal by calling the office. Remember, teachers are not available during instructional hours to discuss student concerns but if you leave a message by calling the office, message them in Class Dojo or email them, they will respond within 48 business hours.

Visitors

Parents, students and staff have a rightful expectation that each student and staff will be kept safe from harm while in the building. Therefore, all visitors (including parents and guardians) are required to adhere to the visitors' guidelines.

Visitors are persons not employed by PGCPs and/or whose work site is not Patuxent. Parents are encouraged to visit the school during the instructional day. Parents who plan to meet with teachers are asked to call the office at 301-952-7700 to arrange their visit at least 24 hours in advance.

All visitors must present a government photo id in the office upon arrival; sign-in and secure a visitor's badge from the office to visit only specified room(s) or school personnel as indicated on the sign-in visitor-log. Visitors may not roam the building or move from room to room if the room was not specified in the office.

Visitors for Classroom Observation

We welcome parents in our classrooms as you are our partners. We do ask that all visitors/parents requesting to observe their child adhere to the visitors' guidelines. Visitors who wish to observe their child in class, must schedule classroom visits with the principal/designee, in advance of the visit. Approved observers will be given a visitor's pass upon arrival. Approved observers are expected to go only to their child's classroom as indicated on the sign-in sheet. All visitors are to return to the office to sign-out upon completion of the visit. If a visitor arrives at the classroom without a pass, the teacher will direct him/her back to the office.

Visits/observations may not last longer than 30 minutes and are not guaranteed to be granted for the desired date and/or time. When observing, please adhere to the observation guidelines.

Guidelines for observing a Student During Instruction

- Sit away from all students (including yours).
- Sit so as not to obstruct the view of students and teacher
- Position yourself so that you can clearly observe your child without sitting next to him/her or in close proximity to the other students.
- Observe silently and unobtrusively. Do not speak, interact, or engage your child, another other child, or the teacher, during your visit.

If, while observing, a question or concern arises concerning your child's organization, attentiveness, self-control, respect, following of direction, completion of assignments, class participation, having appropriate materials, etc. jot these concerns down and discuss them with the teacher at a later time (on phone, etc.).

Visitors who are, or become, hostile, belligerent, loud, lewd, use foul or inappropriate language or who behave threateningly or in any way inappropriately, will not be allowed to remain in the building and will be asked to leave. ***Unprofessional, inappropriate, threatening, or disruptive behavior could result in parents being legally banned from the building.***

Parent Communication

All school newsletters to parents will be posted on the Patuxent ES website and Class DOJO. Parents are encouraged to check the school website regularly and sign up for access to Class DOJO for information and updates. Additionally, parents will receive occasional school Robo-calls and text messages with updates. It is important that the school has current/accurate contact information.

In addition, each teacher will clearly provide parents with preferable means of communication. Teachers may use PGCPs email or other county approved means of electronic communications. Teachers may also use agenda books, notebooks, or student logs to communicate about individual students. Teachers are strongly discouraged from using personal emails or cell phones.

School communications include ParentVUE. This "real time" grading system allows parents to keep up with their student's academic progress. Parents are expected to monitor their child's grades and assignments using School Max.

Lastly, we have a Twitter page for our school. Our handle is [@PatuxentEagles](#).

Parent Conferences to Address Academic Concerns

Parents are expected to be proactive by utilizing ParentVUE to view assignments and grades. While teachers may initiate contact with parents to discuss student progress, we highly recommend parents monitor their student's grades in ParentVUE. If parents have concerns about their student's progress, parents are encouraged to request a

conference with the teacher(s). In addition to teachers posting weekly grades in Synergy, PGCPs also provides parents with four quarterly report cards and four interim progress reports, as well as one/two mandatory conference opportunities which parents are encouraged to utilize.

Parent Conferences to Address All Other Concerns

It is our intention to collaborate and solve all matters together. In order for children to be successful, the staff and parents must communicate. Therefore, we expect parents to make several attempts to resolve concerns with their child's teacher(s) as these concerns arise. If parents find they are unable to resolve the concern(s) adequately with the teacher, it is recommended that the matter be brought to the attention of the next appropriate school personnel (principal/designee, nurse, school counselor, etc.) for further guidance and support.

Bullying, Harassment, Or Intimidation

Bullying, harassment or intimidation is **not tolerated** in Prince George's County Public Schools. If you suspect your child is being bullied, you should complete a Bullying, Harassment or Intimidation Report Form using the following [link](#). We are particularly mindful to ensure the alleged victim feels safe to report an incident. Reporters are confidential (when possible). There are severe consequences for retaliation, "getting back" at someone who reports bullying.

PTA Needs You

The Parent-Teacher Association (PTA) is a vital part of our academic and social program. In light of our new college and career readiness standards, all stakeholders have a vested interest in ensuring our students succeed. Therefore, staying connected to a network of school parents is critical. In addition, the challenges inherent in parenting are minimized when you are able to share ideas, express your concerns, and be a part of the solution to promote learning in school.

Before And After School Child Care

Before and After school child care is available at Patuxent through **Alphabest**. The office hours are 7:00-8:00 a.m. and 1:00-6:00 p.m. For additional information please call Alphabest at 240-682-5964 or call 301-952-7700 and ask to be transferred to the Before & After Service.

Cell Phone Use and Other Personal Electronic Devices (PED)

Use of cellphones and text messaging while in school is prohibited and subject to disciplinary actions by the administration. All devices must be in the off position and placed in book bags. Students may not use their PED, or the school's devices to take unauthorized pictures, videos, etc. of staff or other students. This is strictly prohibited. If a

device is confiscated, the infraction will be treated as a disciplinary matter and parents must come to the school to pick up the device.

We also ask parents to refrain from talking on their cell phones while in the building, especially while in the office and classrooms. Using personal cell phones in these areas can be very distracting and negatively competes with the normal course of business.

Behavior

PGCPS is committed to providing a safe and orderly learning environment conducive to rigorous instruction. Students must maintain appropriate behaviors at all times whether face-to-face or in an approved online instruction. Setting clear behavior expectations for students is essential for creating a positive and effective learning environment. Please use the following [link](#) to view the Student Rights and Responsibilities Handbook that goes over behavior expectation and appropriate responses to misbehavior.

Celebrations

All Parties or celebrations are to be approved by the Principal.

Only classroom birthday parties are allowed for grades K-5. The only exception is Pre-K as they may have birthday parties at the teacher's discretion. Birthday parties in grades K-5 may only take place with the consent of the teacher and prior approval from the principal. We will allow parents to celebrate students' birthdays in Grades K-5, if the teacher elects to have his/her lunch in the classroom with the students. The party will be held in the classroom during the **scheduled lunch time only and should not exceed that time.** Parents are welcomed to the party and may bring one other person. All items must be store bought and sealed.

Field Trips

Field trips are an integral part of the instructional program. The purpose of a field trip is to provide educational experiences to enrich the curriculum. Parental permission is required for all field trips as noted via the field trip permission form.

(No Exceptions). All students are expected to attend field trips. All fees for field trips are non-refundable after the contract has been signed and the bus secured.

To support the mission and vision of our school, we ask parents to consider chaperoning these events. Teachers will contact parents of students with special considerations to solicit support, prior to a field trip. Arrangements will be made at that time for you to accompany your child or provide a suitable surrogate.

To volunteer in Prince George's County Public Schools, all individuals must complete an **online application** each year. This includes PGCPs employees and returning volunteers.

Requirements include:

- **Online Application:** Found on the PGCPs website. Returning volunteers can renew using their existing Volunteer ID Number (VIN) and email.

- **Background Check:** A criminal background check is required for volunteers who work with students or have access to confidential information. Fingerprinting may be necessary based on the role.
- **Online Training:** Required for specific roles like chaperones, mentors, and tutors. Topics include child abuse reporting and student safety.

To find opportunities, contact your child's school directly. PGCPs employees must apply through the Oracle Self-Service system.

All chaperones and volunteers must have fingerprinting clearance from PGCPs on file before participation. All fingerprinting must be processed at least two weeks prior to the trip or the school volunteer visit. The school must have evidence of clearance, in advance of the trip or the school volunteer visit. If the student-to-chaperone ratio for a field trip is not met, the field trip will be canceled.

According to PGCPs, Unless you are here for a school-initiated one-time special event, in a non-classroom localized area of the building, fingerprinting is required. Parents/chaperones/visitors are required to apply for the Fingerprinting Background Check (\$62.25) in order to chaperone any field trip. The Commercial Background Check (\$7.00) only allows parents limited access such as, to volunteer at different events within the school. It does not allow parents to volunteer daily at the school. The fingerprinting costs are subject to change. Parents hold the responsibility to ensure they meet the PGCPs fingerprinting requirements. Use the following [link](#) for more information.

Safety Patrols and TV News

Students are selected for these positions on the basis of grades, teacher recommendations, and student interest. Safety patrols assist in getting students to and from school safely, on the bus. They are trained by the Prince George's County Police Department Safety Division and Patuxent staff and are supervised by the Safety Patrol and/or TV Sponsor(s). TV News persons are required to report to school by 7:15 am each morning. Please note that both roles may occasionally require students to miss instructional time. It is the **student's responsibility** to complete all missed classwork and stay up to date with assignments.

Standards for Electives

All K-5 students are required to take P.E., Music, Art, and Spanish – and receive grades. In addition, some students participate in our pullout talented and gifted (TAG) program. They are provided the opportunity to follow the county pullout TAG curriculum. TAG students are not required to “make-up” class work missed due to TAG pullout. Finally, many grades 4 and 5 students elect to take Instrumental Music. The instrumental music teacher works hard to ensure these students don't miss the same subject consistently. However, students who elect to take instrumental music must make-up for missed class assignments.

Please Keep In Mind

If students come to school every day, on time, with the appropriate materials and a cooperative attitude, the Patuxent teaching staff will be able to spend 100 percent of the day educating students. Let's strengthen our home-school partnership this year and guarantee academic growth and academic success for every student.

CONCERNS	1st Responder	2nd Responder
504 Concerns	Ms. Williams, Professional School Counselor	Child's Teacher
Attendance Concerns	Ms. Betsy Lee, Registrar	Ms. Williams, Professional School Counselor
Before & After School	Alphabest Director	
Breakfast/Lunch Program	Ms. Lisa, Cafeteria	Office staff
Building Concerns/Grounds	Mr. Boateng, Building Supervisor	Ms. Butler, Night Lead Custodian
Building Usage	Ms. Hall, Secretary II	Dr. Bunch, Principal
Bullying	Classroom Teacher	Ms. Williams, Professional School Counselor
Bus Incidents	Mr. Jackson, Transportation Lead	Mrs. Baynham, Assistant Principal
Career Day	Ms. Williams, Professional School Counselor	Ms. Hall, Secretary II
Counseling	Ms. Williams, Professional School Counselor	
ELD	ELD Teacher	Classroom Teacher
Fundraisers	Ms. Hall, Secretary II	Dr. Bunch, Principal
Grades/Honor Roll, Etc.	Classroom Teacher	Mrs. Baynham, Assistant Principal

Health - Student Concerns	Ms. Norris, School Nurse	
Instrumental Music	Instrumental Music Teacher	
Level 1 & II Discipline	Classroom Teacher	Mrs. Baynham, Assistant Principal
Level II & III Discipline	Mrs. Baynham, Assistant Principal	Dr. Bunch, Principal
Lunchroom Incident 4-5	Ms. Crosby	Classroom Teacher
Lunchroom Incident K-1	Ms. Mixon	Classroom Teacher
Lunchroom incidents 2-3	Ms. Williams	Classroom Teacher
Physical Education	Mr. Jackson, P.E. Teacher	
Reading Challenge	Ms. Mixon, Resource Teacher	Mrs. Baynham, Assistant Principal
ParentVUE	Ms. Betsy Lee, Secretary/Registrar	Ms. Hall, Secretary II
School Pictures	Classroom Teachers	Ms. Hall, Secretary II
Senior Activities - 5th	5th Grade Teacher(s)	
Social Studies Program	Classroom Teacher	
Spanish	Spanish Teacher	Spanish Teacher
Special Education	Ms. Crosby	Ms. Phillipson
Speech	Speech Pathologist	Ms. Crosby
STEM Fair & Environment	Classroom Teacher	
TAG	Ms. Mixon, Resource Teacher	Ms. Williams, Professional School Counselor
Testing	Ms. Mixon, Resource Teacher	Ms. Williams, Professional School Counselor
Vocal Music	Ms. Thorpe	

