

# TAYAC ELEMENTARY SCHOOL

*WE EXCEED BEYOND EXPECTATIONS*



## PARENT/STUDENT HANDBOOK

2023-2024

*Principal:* Dr. LaTonya Wright

*Assistant Principal:* Dr. Avalin Cumberland

Office Staff Hours: **7:00 a.m. – 3:15 p.m.**

Educator Hours: **7:15 a.m. – 2:45 p.m.**

School Hours: **7:45 a.m. – 1:55 p.m.**

8600 ALLENTOWN ROAD  
FORT WASHINGTON , MARYLAND 20744  
Phone: 301-749-484

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## Principal's Message

I'm humbled and thrilled to be the principal of Tayac Elementary School. I have over 24 years of educational experience in Prince George's County Public Schools. I love being an educator and I am here to serve the Tayac ES community. My goals are to love, listen, learn, and lead. I am excited about our upcoming school year and I look forward to the great experiences to come. It is my hope that you will join me and work together to give our children all the love and educational experiences they deserve.

## Mission Statement

Tayac ES will create a school culture that fosters positive relationships with all stakeholders. We will provide all children with a safe and supportive learning environment in which students can explore their creativity, take intellectual risks, and reach their full potential as learners. Utilize necessary tools and resources along with academic and behavioral supports to cultivate a caring, safe, and effective learning environment in which all students can achieve social, emotional and academic success.

## Vision Statement

Tayac ES will provide a student-centered, high quality education working in unison with the home and community partners to nurture our students and prepare them for responsible service in the community.

## School Motto and Slogan

We Exceed beyond Expectations  
We Give Wings to a Child's Dreams

## School Culture Statement

**Tayac ES fosters:**

- T- Teamwork, Collaboration, and Communication
- E- Effective Teaching and Learning Practices
- S- Safe and Caring Learning Environment

## Hashtag

#TheeTayacTakeover

## Pledge

I am a Tayac Eagle. I will S.O.A.R. Be Safe, On Task, Act Responsibly, and Show Respect.

## General School Information

School Colors:	Navy Blue and White
School Accent Colors:	Yellow and Gold
School Mascot:	Buddy the Eagle
Facebook Page:	Tayac ES Eagles
Twitter Handle:	@TayacES
School Website:	<a href="https://www.pgcps.org/schools/tayac-elementary">https://www.pgcps.org/schools/tayac-elementary</a>

## School Day

Students may arrive between 7:30 a.m. - 7:45a.m.

School begins - 7:45 a.m.

Students are tardy - 7:46 a.m.

Early dismissal ends - 1:15 p.m.

School ends - 1:55 p.m.

*If your child is a walker, car rider or van rider, they must arrive at school between 7:30am-7:45am. Students enter the building at 7:30am and have breakfast in their classrooms from 7:30am-7:45am. Students arriving after 7:45am must be escorted by a parent and sign-in at the designated area or main office. Parents that are escorting their child in the building must have their physical state issued I.D. Parents without their I.D. will be asked to return to get their physical state issued I.D. **(NO EXCEPTIONS)***

*If your child is a walker, car rider or van rider, they must be picked up no later than 2:00pm. When students are not picked up on time they are considered unattended minors. In the instances where the parent or emergency contacts can not be contacted, the School District's Pupil Personnel Worker (PPW), police department, and Child Protective Service may be contacted. In addition, wellness checks may also be conducted by the police department.*

## Special Openings and Closings

2-Hour Early Dismissal - 11:55 p.m.

3-Hour Early Dismissal - 10:55 p.m

Students must be picked up on time. Students who are not picked up on time are considered unattended minors. In the instances where the parent or emergency contacts can not be contacted, the School District's Pupil Personnel Worker (PPW), police department, and Child Protective Service may be contacted. In addition, wellness checks may also be conducted by the police department.

2-Hour Delayed Opening - School starts at 9:30 a.m.

3-Hour Delayed Opening - School starts at 10:30 p.m

Students must arrive at school at the appropriate time. Students who arrive prior to appropriate start time are considered unattended minors. In the instances where the parent or emergency contacts can not be contacted, the School District's Pupil Personnel Worker (PPW), police department, and Child Protective Service may be contacted. In addition, wellness checks may also be conducted by the police department.

## Quick Link: Go To Guide

### Tayac Elementary School Day-to-Day Operations

The Principal oversees the daily operations of an individual school building. The Principal is primarily in charge of overseeing the students and faculty/staff in that building. They are also responsible for building community relationships within their area.

Person To Contact	Email Address
LaTonya Wright, Principal	<a href="mailto:latonya.wright@pgcps.org">latonya.wright@pgcps.org</a>

The Assistant Principals may oversee a specific part or parts of a school's daily operations.

Person To Contact	Email Address
Avalin Cumberland- Thompson	<a href="mailto:avalin.cumberland@pgcps.org">avalin.cumberland@pgcps.org</a>

### Student Records & Attendance

Person To Contact	Email Address
Carmen Brito	<a href="mailto:carmen.brito@pgcps.org">carmen.brito@pgcps.org</a>

### Specific Information Within The Classroom

Information about direct instruction in the area of content in which they specialize. Classwork. Homework. Current Grades. Specific information regarding the students academics/behavior within the class. Google Classroom Codes. Messages sent from a teacher in SchoolMax. Please reach out to the educator of record.

Person To Contact	Email Address
Teacher of Record	Visit Tayac ES website

### Personal, Social, and Academic Concerns

Person To Contact	Email Address
Kathy Giles-Harris (Personal, Social, & Academic)	<a href="mailto:kathy.gilesharris@pgcps.org">kathy.gilesharris@pgcps.org</a>
LaTasha Verna (Persona & Social)	<a href="mailto:lverner@innovativetherapy.org">lverner@innovativetherapy.org</a>

### Special Education

Person To Contact	Email Address
Michelle Robinson	<a href="mailto:michelle.robinson@pgcps.org">michelle.robinson@pgcps.org</a>
Marissa Howard	<a href="mailto:marissa.howard@pgcps.org">marissa.howard@pgcps.org</a>

**Principal's Administrative Assistant and Bookkeeper**

Person To Contact	Email Address
Trina Small	<a href="mailto:trina.small@pgcps.org">trina.small@pgcps.org</a>

**Computer Technology**

Computer Distribution. Tech Support. Computer-related issues or questions that may arise regarding technology (including issues with email, the internet, viruses, etc.) **Issues with passwords and emails. Standardized Testing.** please contact:

There are NO loaner chargers. If a student needs a charger, they have to pay \$30.

Person To Contact	Email Address
Kimberly Johnson	<a href="mailto:kim3.johnson@pgcps.org">kim3.johnson@pgcps.org</a>

## Arrival

Students should not arrive before 7:30 a.m. (Staff members are not responsible for students who arrive before this time.) No student will be allowed into the building or be supervised before 7:30 a.m. All students must be in their Homeroom before 7:45 a.m.

**Late Arrivals (Students)**

Students are considered late at 7:46am. This means that students should be inside their classroom by 7:45am. At 7:46 am students must be escorted to the front door by an adult, buzzed in by the main office, show their physical I.D. in the camera, and sign the child in at the main office. A member of the Tayac ES staff will accompany the student to their classroom. In the instances where this procedure is not followed the School District's Pupil Personnel Worker (PPW), police department, and Child Protective Service may be contacted. In addition, wellness checks may also be conducted by the police department.

**\*\*\*New Procedure - Morning Arrival Kiss and Ride**

The Morning Arrival Kiss and Ride area will serve as the staff parking for employees and the Kiss and Ride area for student arrival. As a means to ensure that staff members are able to park and enter the building in a timely manner to receive students by 7:30am, parents will not be allowed to park in the staff parking lot. The Kiss and Ride area will open at 7:20am - 7:40am. **(Remember students are late at 7:46am and should be escorted and signed in by a parent.)** Only Tayac Staff members and PGCPs employees will be able to enter the parking lot prior to 7:20am. Parents should drive in the Kiss and Ride area and a staff member will receive the student from the vehicle. Parents that would like to walk their child to the front door should park at the White Church Parking Lot and walk their child to the front door.

## Attendance

To receive the maximum instructional benefit from classroom instruction, a child must be in **attendance** daily. Each child who resides in Maryland and is five (5) years old or older, and under 18 shall attend a public school during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in public schools to children of the same age, or is exempted by law. **For each absence, the parent/guardian must**

**communicate the reason for the student's absence with written documentation no later than three days after return to school.** It is the student's responsibility to make-up all assignments. Please refer to **Board Policy 5113** for more information regarding the Attendance Policy.

Unlawful absence and/or truancy is defined as the act of a student being absent from school for a day or any portion of a day or from an individual class or any portion of a class for any reason other than those defined as a lawful excuse for absence from school. This definition applies to students over 16 years of age as well as students under 16 years of age.

a. At all grade levels, students with unlawful absence(s), including so-called "cut days," **shall receive a zero** for any day(s) of such absence(s). The zero(s) will be averaged with other daily grades.

b. Teachers are not required to provide make-up work for students when their absences are unlawful.

Maryland State Law requires students to attend school regularly. Students are expected to be in school except for the following reasons:

- **Death in the immediate family** (i.e., parent, guardian, brother, sister, grandparent), or extended family and close non-relatives. ~ 4 days maximum
- **Illness of the student.** The principal may require a physician's certificate from the parent/guardian of a student that is reported absent for illness at least three school days. If absences reach six days a physician's certificate will be required. If needed, student medical care may be available at a Prince George's County Public Schools Wellness Center
- **Mental Health Day.** Students may receive as an excused absence one (1) day of absence in each semester of each school year for a student's mental health needs. ~ 2 max for the year
- **Pregnancy** and parenting related conditions
- **Court Summons**
- **Hazardous weather conditions** that would endanger the health or safety of the student when in transit to and from school.
- **Observance of a religious holiday**
- **State emergency**
- **Suspension**
- **Lack of authorized transportation.** This shall not include students denied authorized transportation for disciplinary reasons.
- **Health exclusion**, which includes immunizations and other health related communicable or contagious diseases.
- **Absence due to Military Families.** PGCPSS supports the Interstate Compact on Educational Opportunity for Military Children. A lawful absence shall be granted to students while visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat supporting posting. Accordingly, students must receive missed homework assigned during the time they were absent. Military orders may be requested.

Absences for any reason not listed above are considered **unexcused** and the student may receive a zero in all classes for work missed unless approved by the principal. When a student returns, a note with the following information is required: the date and explanation of absence, home or work number of the parent or guardian and the parent/guardian's signature. A doctor's note may also be required. No student will be excused without a note from the appropriate person(s).

## Behavior

Good discipline is essential to academic success; however, good discipline is not something that just happens. Discipline –like mathematics and reading – must be taught. We believe that it is possible to maintain disciplined,



productive learning environments without excluding students from school except in the most severe instances. Four words provide the recipe for discipline at Tayac ES: Prevention, Intervention and Progressive Discipline. Utilizing a common sense, age-appropriate, 5-level discipline approach, school environments will thrive. As discipline improves, academic performance improves. The Students Rights and Responsibilities Handbook is used to implement the 5-level discipline approach. In addition, as a means of being preventative students are referred to the counselor and the student support coach to communicate needs and concerns.

### Reentry Conferences

When a student has been suspended from school the parent is required to accompany the student to school on the first day the student returns to school. The parents, students, and administrators will participate in a reentry conference. The goal of the reentry conference is to model and teach strategies to prevent the desired behavior and to teach replacement behaviors.

**Link** | [Students Rights and Responsibilities Handbook](#)

**Link** | [Manuel des droits et responsabilités de l'élève.pdf](#)

**Link** | [Manual de Derechos y Responsabilidades del Estudiante](#)

## School Birthday Parties and Class Celebrations

School birthday parties/celebrations will occur once a month for all students celebrating a birthday or class accomplishment during the month. The celebrations are allowed on the day designated by the administrative team. The celebrations will be held the last 45 minutes of the day 1:10pm -1:55pm. Due to frequent interruption of instruction, food deliveries for birthday parties should take place from 12:00pm-1:00pm on the designated day of the celebration. The delivery time window is important as we will have support staff available to assist with the celebration needs and maintain operations in the main office. The main office will receive the food deliveries and ensure that the class receives the food. Parents will not be able to attend the celebrations. As a means to accommodate students' food allergies and food safety there are specified businesses where food can be purchased (Wegmans, Giant, Shoppers Food Warehouse, BJ's, Costcos, Sam's Club, Ledos and Papa John's Pizza). Pizza and cupcakes/cakes from other businesses will not be allowed. Party bags will also be allowed. If candy is shared please refrain from chocolate and peanut based candies. As a means to protect students and to give parents the opportunity to inspect the content of the party bags, students will open their party bags at home.

### **School Birthday Party and Class Celebration Dates:**

Sept. 29, Oct. 30, Nov. 30, Dec. 22, Jan. 31, Feb. 27, Mar. 21, April 30, May 24, Jun. 12

## Breakfast and Lunch

All parents/guardians should complete a lunch application form at the beginning of each year. You may do this through Myschoolapps.com and receive notification within 48 hours. Should you choose to complete a paper application, the wait time can be up to 3 weeks. You will be responsible for paying for your child's lunch until a decision has been made.

*Remember we are a Title I school and that status is based upon the number of students who receive free and reduced meals.*

The cafeteria is now computerized. All students have a pin number that must be entered daily. (For the 2023-2024 school year, students will receive a new 6-digit pin.) They may either pay daily or in advance, in which case the money will be held in their account until needed. **Breakfast is free for all students.** Teachers should ask all students in the morning if they have their lunch money. In the event of a student forgetting their lunch money, have the students notify a parent

immediately using the telephone located in the classroom. The cost for lunch is \$2.75. The cafeteria will not issue loans for breakfast or lunch.

#### Pre-Pay for Student Meals Online:

My School Bucks is a quick and convenient way to ensure your student always has money on their lunch account. Please take the time to set-up an account today by visiting the following website: [www.myschoolbucks.com](http://www.myschoolbucks.com)

#### Commercial Food Eating During Lunch Time

Tayac ES participates in a federally funded breakfast and lunch program. Therefore, commercial breakfast and lunch is prohibited. Food from restaurants with logos marked on the cups/bags/boxes will not be allowed.

Eating lunch in the cafeteria is a **privilege** extended to all students; however, along with privileges come responsibilities. **When these responsibilities are not appropriately met, the privilege of eating in the cafeteria may be withdrawn.**

## Bullying, Harassment or Intimidation

Bullying, harassment or intimidation is not tolerated in Prince George's County Public Schools. If you suspect that your child is being bullied, you should complete and submit a Bullying, Harassment or Intimidation Reporting Form. Prior to completing the form please ensure that your child has communicated the concerns to an adult at the school. The reporting form can be obtained from our Counselor, the Main Office, or <http://stopbullying.pgcps.org/>.

## Bus Transportation and Safety

Prince George's County Public School operates a free bus service for eligible students. **This is a privilege not a right.** A student's bus privilege **may be taken away** if he/she does not follow the rules for bus riders. Students are expected to ride their assigned bus and will not be permitted to ride a different bus without a written request from a parent and prior approval from the office. For a safe and enjoyable ride to and from school, you will be reminded frequently about the rules for good behavior on the bus.

Make sure you follow these rules:

1. Remain seated until the bus stops.
2. Keep the aisles clear.
3. Use quiet voices.
4. Follow the directions of the bus driver.
5. Enter and leave the bus in an orderly manner.
6. Form a first-come first served line in your community while waiting for the bus.

Transported students are given a bus assignment and are to ride that bus **and that bus only** to and from school. Riding a bus is a privilege and good behavior is required in order to maintain a safe environment on each bus. The school supports the driver in maintaining safe bus riding habits. **Anyone who violates the safety standards will be suspended from the bus and parents will then be responsible for providing the child's transportation.**

Link | [Board Policy # 5131](#)

## Cafeteria Standards

1. Students may talk softly while at the table.
2. At times during the lunch period there will be quiet time in order to allow the duty teachers to make announcements, etc.
3. Food will be eaten properly and is **NEVER** shared.
4. When the teacher signals students that lunchtime is over, all talking stops and attention is given to the teacher in charge.
5. Commercial food, candy and sodas are not allowed during lunch.
6. Students will receive the opportunity to use the bathroom in class before entering the cafeteria.

## Child Abuse/Neglect

School personnel are required by state law to notify Child Protective Services about possible neglect or abuse. Discipline measures from parents or other adults that leave bruises or wounds on a child must be reported for further investigation.

## Conference Requests/Calls To Teachers

We welcome and encourage parent involvement in your child's education. Teachers schedule formal report card conferences at least once a year. Parents are encouraged to communicate with teachers utilizing ClassDojo and email. You may contact the school office between 7:30 a.m. and 3:15 p.m. with a message for a teacher. If you wish to schedule a conference with the Principal, teacher, or other staff members, please be certain to call our office 24 hours ahead of time to request your appointment. Our schedules frequently do not allow time for unscheduled conferences during the instructional day.

## Dismissal

Students are dismissed at 1:55pm. Students in Pre-Kindergarten through Second grade are dismissed from the gym. Parents should line up behind their prospective grade level signs. The parent should communicate the name of the student to the Tayac ES staff member and the staff member will release the student to the parent.

Students in grades 3-5 will be dismissed from the side of the school building. Students will be lined up behind their grade level signs. The parent should communicate the child's name to the teacher and the students will be released to the parents. **Students are not allowed to go with their parents prior to joining the grade level lines.** This will ensure that the teacher is aware of who the student was released to in case of an emergency.

Students that ride the school bus and after care vans will be dismissed from the front door. Parents are not allowed to stand at the front door and take their child prior to them getting on the bus during dismissal. If you miss the early dismissal cut off time. Please pick your child up at their prospective bus stops or childcare facilities.

Parents should have one standard method of transportation. The school will not be responsible for which day a child will take different modes of transportation home. If this attention is needed the parents can pick the child up from their bus stop or prospective daycare facilities.

Early Dismissal

When a student is to be excused early, the parent/guardian/authorized person rings the front door and states the purpose and the child's name. **The parent/guardian must present picture identification (licenses, state issued ID, passport) in order to pick up a child.** (Only individuals listed on the child's emergency contact file will be able to pick up students.) The office will then call the child to the office for dismissal. **No exceptions!** When possible, medical and dental appointments should be made after school hours. Early dismissal ends at **1:15 p.m.** Following that time, you will have to wait for normal dismissal procedures. This helps ensure a smooth dismissal for all. All students leaving early must be picked up by an adult whose name appears on either the Schoolmax or the Emergency Contact Form. The adult must show proper identification, i.e. driver's license, military, State ID, or passport etc. If the adult's name is listed, the child will **NOT** be released – **NO EXCEPTIONS!** Parents are not allowed to request that a student be sent to the main office for early dismissal. The teacher will be informed of your child's early dismissal by the main office staff. **Board Policy # 5117.**

## Drills (Mandatory)

To ensure the safety and security of staff and students, the Tayac ES community will participate in various drills throughout the school year. The purpose of these drills is to ensure that in the event of a real emergency, staff and students will know what to do. The following drills are mandated from Prince George's County Public School System. Notification of the drills will be shared on Class Dojo.

- Fire Drill
- Earthquake
- Reverse Evacuation Drill
- Code Red Drill
- Code Blue Drill

If your child rides a bus, then they will also be participating in the following mandated drills:

- Evacuation Drill
- Reverse Evacuation Drill

## Emergency Contact Information

Please make sure you have completed an emergency contact form. The form communicates to staff what they need to know about you and your child in an emergency situation. In addition, the emergency contact form is referenced if staff needs to quickly determine if someone is authorized to pick your child up from school. The emergency contact form should be updated anytime your personal information changes (phone number, address, student pick-up authorization, medical information). Students will not be released to anyone who is not listed in SchoolMax, emergency form, or birth certificate. In the instances where the parent or emergency contacts can not be contacted, the School District's Pupil Personnel Worker (PPW), police department, and Child Protective Service may be contacted. In addition, wellness checks may also be conducted by the police department.

## Emergency School Closings

If there is no school, a delayed opening, or it is necessary to close schools during the day due to inclement weather or road conditions, the announcement will be broadcasted over the radio and the television. Stations WTOP, WWDC, WMAL, WRC and WOL, will make announcements several times during the morning. Please listen to the radio and T.V. (especially during

the winter). You may also access the Prince George's County website at [www.pgcps.org](http://www.pgcps.org) for school closings and delays. A two-hour delay results in a 9:30 a.m. arrival time for students. Breakfast is served if there is a delayed opening. In case of a local school early dismissal, it is imperative that parents discuss and review with their children what they are to do in the event of an early dismissal. Each child should know exactly where to go. Babysitters/Daycares should be made aware of plans as well.

## Family Portal

School Max (Family Portal), a computer generated student information system allows parents the ability to monitor their child's progress online. Once registered you can view your child's attendance, grades, discipline information. If you have not already done so, or have children new to Prince George's County Public schools, please email [avalin.cumberland@pgcps.org](mailto:avalin.cumberland@pgcps.org) to get support to obtain your child's student ID number. In the subject line of your email please include Family Portal Support Needed.

## Fifth Grade Parents - Transition to Middle School

The transition to middle school begins in March. Students transitioning to middle school are required to update proof of residency. This will require parents to submit a current lease, deed, or mortgage statement. In addition, the parent will be required to submit two pieces of mail. Junk mail and cell phone bills can not be used. It is important to complete this process early so that student records can be transitioned to their new school in a timely manner. This process should be completed despite the location of the students' middle school.

## Hallway Standards

1. Walk quiet in the halls on the silver line.
2. Students need a pass when in the hall.
3. Students should leave the room two at a time unless specified by an administrator.

## Health Room

The health room is located in the main office. If a student becomes involved in an accident or becomes ill during school hours, he/she should report to the teacher on duty and then to the health room. Parents will be notified and, if necessary, are responsible for picking up the student. If your child becomes seriously ill at school, we will contact you immediately. Children who get ill at school will need to be picked up by parents and taken home. If we cannot reach you immediately, we will use the emergency contact information you have provided. **It is very important to have current working phone numbers, and update them regularly as they may change.** Please remember we cannot keep seriously ill children at school. Children must be free of fever, vomiting and diarrhea for 24 hours without assistance of medication before they can return to school.

Please have your child's immunization up to date prior to the beginning of the new school. Your child's physician should complete a "Health Inventory" form so that the nurse can identify any medical condition, should there be any. If you know your child is sick, **please do not send them to school.**

## Internet Use

You will have the ability to use the World Wide Web at Tayac Elementary School. You are not to visit any inappropriate websites. If one comes up on your computer please let your teacher know immediately. Failure to properly use technology/internet may result in the student losing this privilege.

## Medication

Students needing medication while at school must have a completed "PHYSICIAN'S MEDICATION AUTHORIZATION FOR PRESCRIPTION AND NONPRESCRIPTION MEDICATION" form to be completed by the doctor. You may obtain this form from the school. **This form must be updated every year.** Medication must be brought to school in the pharmacy's prescription container labeled with the child's name, dosage, directions, and duration of time medication is to continue. All medication is kept locked in the school's health room for the safety and well-being of the students. Please do not send any medicine to school or ask us to send it home with a child. As with prescription medication, the nurse is not permitted to give your child aspirin, cough drops, or any over the counter medications without the properly completed forms.

## Money/Valuables/ Personal Possessions

Under normal circumstances children should not bring any money to school. You will be advised when teachers ask students to bring money for field trips, school pictures, book clubs or fundraisers. Do not allow your child to bring toys, trading cards, sports equipment or electronics of any kind to school. The school **does not** assume responsibility for students' possessions, which may be misplaced, lost or stolen. All items confiscated by teachers or administration will be locked in the office and returned only to a parent/guardian.

## Monitoring Mondays

"Monitoring Mondays" is an initiative designed to support continued partnership between parents and teachers, as they work together to monitor student attendance and academic progress. Utilizing the Family Portal, parents will be able to monitor students attendance and grades every Monday, at 12 Noon. Following, parents are to review students' completion of grades assignments and overall attendance. If concerns arise, parents should contact their child's teacher. We Exceed beyond Expectations and we are certain that through a shared commitment, students' achievement will flourish. If you have trouble accessing Family Portal please contact [Avalin.cumberland@pgcps.org](mailto:Avalin.cumberland@pgcps.org).

## Parent Volunteers Chaperones Parent Ambassadors

Parent volunteering in the classroom benefits students, parents, teachers, and the school. These benefits focus on student achievement, school events, field trips, career awareness, and communication. Parents are allowed to volunteer time and service. Examples of volunteer experiences are listed below.

- School Beautification
- Support Tayac Community Booster Club
- Cutting and Laminating items
- Monitoring Recess
- Organizing Classroom and Office

- Bulletin Board Set-up and Take Down
- Class Event Support (Field Trips, Birthday Celebrations)
- Labeling and Preparing Class Materials
- Main Office Support
- Tutoring
- Creating Class Centers or Activity
- Parent Ambassador
- Fundraiser Assistance
- Book Fair Support
- Food Donation and preparing food for distributions.
- Schoolwide Events (Field Day, Carnival, Career Day, Awards Ceremonies, PBIS Events)
- Promotion Ceremonies (Pre-Kindergarten, Kindergarten, and Fifth Grade)

PGCPS District requires parents to complete the volunteer process. This process is lengthy and may require 6-8 weeks to complete the process. This means we need to get the volunteer process complete ahead of time. If you would like to know the status of your Volunteer Process, please contact [avalin.cumberland@pgcps.org](mailto:avalin.cumberland@pgcps.org)

PGCPS Link | [Volunteer Information](#)

Tayac ES Link | [Volunteer Google Form](#)

## Parent Code of Conduct

The PGCPS Code of Conduct for Families, Volunteers, and Visitors applies to all who interact with schools and offices in Prince George's County Public Schools (PGCPS). It also applies to those who are present at school, in person or virtually, and school-sponsored activities, meetings, and/or functions during and outside of school hours. In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities. Penalties for lack of adherence to this Code of Conduct are outlined. Tayac Elementary School will hold all visitors accountable for appropriate behavior. Failure to adhere to these policies could result in visitors being banned from the school for up to a year. Remember we are the models for our students.

[Code of Conduct for Families, Volunteers, and Visitors](#)

[Código de conducta para familias, voluntarios y visitantes](#)

[Code de conduite pour les familles, bénévoles et visiteurs](#)

## Playground Standards

1. Games will be played on the section of the playground designated for that activity.
2. Students must have permission from their teacher to leave the playground.
3. Physical contact sports and group chasing games are not permitted.
4. Students are not allowed to bring their personal toys or sports equipment.

## Portable Electronic Devices (PED)

**Approved Uses of PEDs in Schools:**

1. Students are encouraged to use PEDs for instructional purposes, with school administrator approval.
2. Students are permitted to use PEDs while riding to and from school on PGcps buses, as long as it does not impact the safe operation of the school bus.
3. The school principal or designee may allow additional times for students to use PEDs at school in approved designated areas.

#### **Prohibited Uses of PEDs in Schools:**

Students are **prohibited** from using PEDs in the following manner on school property:

1. Using PEDs in locker rooms or bathrooms at any time.
2. Using PEDs while getting on or off the school bus.
3. "Sexting" or the taking and/or transmission of nude or sexually explicit photos or videos in school.
4. The unauthorized or unlawful sharing or electronic posting of images taken or stored on PEDs during school hours and/or on school property.
5. Taking, uploading or sharing photos, recording audio, or capturing video during the school day in a manner that reflects bullying, harassment, intimidation or cyber bullying.
6. Using PEDs in any manner that reflects violations in the Student Rights and Responsibilities Handbook.

**D. At times when PED use is not permitted, PEDs must be turned off or on silent mode and stored in a back-pack, book bag, pocket, purse, locker, vehicle, etc.**

**E. Administrators, faculty, and staff may request at any time that students turn off and put away PEDs. Failure to do so may result in disciplinary action and possible confiscation by the school principal. School administrators are required to consult with parents/guardians regarding a student's misuse of a PED and appropriate responses in accordance with the Student Right and Responsibilities Handbook.**

## Progress Reports and Report Cards

Interim Progress Reports will be issued at the middle of the quarter for all students. Report cards are completed four times a year. Final report cards are issued after the close of the school year. Parent/Teacher conferences have been scheduled for twice a year. Parents may request additional conferences by contacting the school. If your child appears to be having difficulties, do not wait until the scheduled conferences, call the school and schedule a convenient time to meet with your child's teacher.

Parents are encouraged to register for a SchoolMax Family Portal account which gives families real-time access to grades, attendance, and discipline.

### **Administrative Policy 5121.1**

*(Quarterly)*

Grading Policy Website:

<http://www1.pgcps.org/grading/>

Below is an overview of the policies, however all educators are expected to be knowledgeable of these policies and procedures in full. This information comes from Administrative Procedure 5121.1 linked above.



### 1. Prekindergarten Levels

Levels 1 - 4: developmental levels leading up to approximately three years of age;  
 Level 5: approximately three years of age;  
 Levels 6 - 7: progress toward entry to kindergarten;  
 Level 8: approximate entry to kindergarten;  
 Level 9: approximate end of kindergarten.

### 2. 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%

### 3. 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%  
 I = Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.  
 P = Pass (credit bearing). F = Fail (not credit bearing).

### Reading Level

ABL = Above Grade Level  
 OGL = On Grade Level  
 BL = Below Grade Level  
 Below Grade Level (BGL), On Grade Level (OGL), and Above Grade Level (AGL) designations on report cards should be determined by weighing multiple forms of assessments; formative and summative.

Factors used to determine K – 5 student grades include the following: (see attachment)

- Class Work
- Independent Assignments
- Assessments

## Standard Communication

All parents should be given access to Class Dojo. Class Dojo is the communication system that allows staff members to communicate with parents in real time. Parents will need to be added to Class Dojo by the teacher.

Weekly Communication - The week at a glance will be posted on Class Dojo for parent review.

Monthly Communication - A monthly Tayac School Calendar will be sent home by the students. This calendar may also be shared on Class Dojo.

Emergency Notification- Emergency Notification will be shared on Class Dojo.

Updates and Reminders- Updates and Reminders will be posed by a variety of staff members throughout the day.

## School Visits

Upon arrival at the building, parents must use the intercom system and state their name and purpose. Upon confirmation of a predetermined meeting, visitors must show their physical I.D. to the camera. After the I.D. is captured by the camera, visitors will be buzzed in and directed to report to the office. In the office, the visitor must present a current government

issued I.D. Once scanned into the Raptor system, parents will be issued a badge which must be worn at all times while in building. The parent will then be escorted to their designated meeting. **Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any policy or procedure.**

Classroom observations and/or conferences by parents/guardians **must be arranged with administration at least 72 hours in advance.** The rules for classroom observations are as follows:

1. Visitors can not interfere with the classroom activities of any student in the class.
2. Parents/guardians will not be allowed to interact with their child or any other student.
3. Parents will be unable to speak with the teacher. **Should you need to conference with the teacher, please contact them on ClassDojo to schedule an appointment.**

## Tayac Community Booster Club

Tayac Community Booster Club is the parent organization that supports students, teachers, and the community. Parents may join Tayac Community Booster Club by email [TayacCBC@gmail.com](mailto:TayacCBC@gmail.com). The email should include the student's name, your name, teacher's name, contact information, availability, and interest. Members of the Tayac Community will notify you to volunteer, serve at events, support fundraising efforts, and to support the teacher's classroom needs. There is no cost to join the Tayac Community Booster Club however your time and service is needed.

## Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and covered. You will be required to pay for lost or damaged books.

## Technology

All students registered in Prince George's County Public Schools ("PGCPS") will be issued a computing device (such as a Chromebook, laptop, tablet, iPad or eReader) and a power adapter to support their learning. All devices and accessories assigned to students are the property of Prince George's County Public Schools and on loan to the student. Fees may be assessed for any student who loses or damages a PGCPS issued device at home or school as listed below.

The use of the computing device is a privilege, not a right. Appropriate and responsible use, as outlined in the Administrative Procedure 0700 (IT Services Acceptable Usage Guidelines) and below, is expected at all times. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal. All students are required to participate in the Inventory Reconciliation process upon request by producing all PGCPS devices and accessories assigned to them. This process will be conducted annually as a districtwide initiative to confirm the accuracy of the data in the Asset Management System.

Link | [English Student Agreement](#)

Link | [Spanish Student Agreement](#)

## Uniform Policy (Mandatory)

Tayac Elementary School has a **mandatory uniform** policy in effect for the 2023-2024 school year. Students are expected to wear:

<u>Mandatory Uniforms</u>	
Tops	<b>Navy Blue</b> Polo Shirt, Oxford Shirt, or Blouse. <b>Navy Blue</b> Jacket and/or Sweater or Tayac Sweatshirt (Optional) **Shirts should not have graphics on the front or back of the shirt.
Bottoms	<b>Navy Blue</b> Trouser, Docker Pants, Pleated Skirts, Skirt Jumpers, shorts, dresses. **Leggings should not replace pants and must be ankle length. **Skirts and shorts must past the student's fingertips
Socks/Tights	<b>Black, Navy Blue or White</b> <b>Navy Blue</b> Leggings may only be worn under skirts and jumpers **Leggings should not replace pants and must be ankle length.
Shoes	<b>Black</b> Closed Toe Leather Shoe or Tennis Shoe or <b>White Sneakers</b> <b>**Crocs and open toed shoes are not allowed**</b>
Belts	Solid <b>Black or Brown</b>
Jewelry	Earrings must be smaller than a quarter. Necklaces and Bracelets are not recommended. If worn and they become a distraction to the learning environment, it may be taken by an adult.
Head Coverings	<i>As stated in the PGCPs System-Wide Dress Code for Students</i> , Headdress may be worn for religious or health reasons <u>only</u> .
<u>Inclement Weather Attire</u>	
Tops	A matching turtleneck may be worn underneath the uniform shirt.
Sweater/Vest/ Coats/Jacket	<b>Navy Blue</b> Sweater, Vest, Coat, Jacket **Sweaters, vests, coats, and jackets should not have graphics on the front or back of the shirt. ** Students may wear hoodies however the hood can not be on their heads during the school day.
Footwear	Rain/Snow Boots may be worn to school. Students will be required to change into their uniform shoes, upon entering their classrooms. <i>Heelies</i> (Shoe/Skate Combination)

\*\*\*\*Students will only be allowed to dress down on designated days, all other times, students must be in full uniform.

### Additional Uniform Information

1. Shirts are to be worn tucked into the pants, with belts showing.
2. Belts should be solid black or brown in color and may not contain ornamental buckles (i.e. Bullets, Metal, Skull Heads, etc.)
3. Skirts, Dresses and Shorts must comply with the PGCPs fingertip policy.
4. It is required that tennis shoes should be worn for Physical Education classes. Teachers will provide a schedule indicating when Physical Education classes will occur, so that students wear appropriate footwear.
5. On specified days, students may be allowed to wear appropriate specified attire, with administration approval. (Spirit Day, Field Day, Career Day, etc.)
6. The Booster Club will sell school spirit wear throughout the school year.

## Vest (Pre-K and Kindergarten Students)

Safety is our first priority and I need the support of parents to keep our students safe. Prekindergarten and kindergarten student bus arrival/dismissal is currently a concern that needs to be addressed. Each Prekindergarten and kindergarten were given a safety vest at the beginning of the year. The safety vest is worn by students as a means to safely get our children to and from school. Specifically, the safety vest is worn to let bus drivers know that this student should not be let off the bus without supervision. Given that we have a shortage of bus drivers and there are often substitute drivers, the bus drivers are not familiar with the students to determine their grade level and safety needs. When the vest is worn the following occurs:

- Students will not be put off the bus without a responsible adult to greet them.
- Students will be brought back to the school in the event there is nobody to get them off the bus.

If the safety vest is not worn, prekindergarten/kindergarten students may be put off the bus without proper supervision and underage children being put off at a bus stop without proper supervision is a safety issue.

All prekindergarten and kindergarten students were issued a safety vest. **Parents are responsible for making sure their child has their vest on prior to leaving home in the morning. Parents please encourage your child to keep the vest on while on the bus.** Prekindergarten and kindergarten students should arrive at school with their safety vest on. This will help teachers easily identify students who have their safety vest for dismissal. **If students do not have a vest a \$5.00 replacement cost will need to be paid (while supplies last).** Teachers are required to make sure all bus riders have a safety vest prior to getting on the bus. **As a means to protect students and follow safety guidelines set by the district, students will not be able to ride the bus home if they don't have a safety vest at school. Parents will need to pick their child up from school.**

This policy will strictly be enforced. **Please plan to pick your child up at 1:55pm if they do not come to school with their safety vest. Parents plan accordingly and** inform any adult that may be responsible for getting your child to school in the morning. The adult should know that your child should have their vest upon arrival.

# 2023-2024 PGCPs School Calendar

## Prince George's County Public Schools 2023-2024 School Calendar

APPROVED BY THE BOARD OF EDUCATION 3/23/23

2023	
July 4	Independence Day – Schools and Offices Closed
August 16-18	Professional Duty Days for New Teachers
August 21-25	Professional Duty Days for All Teachers
August 22 & 23	Professional Development
August 25	Student Orientation Day
August 28	First Day of School for All Students
September 4	Labor Day – Schools and Offices Closed
September 16-17	Rosh Hashanah* (starts at sunset 9/15)
September 25	Yom Kippur* (starts at sunset 9/24) – Schools and Offices Closed
October 9	Indigenous Peoples' Day & Parent-Teacher Conferences – Schools Closed for Students
October 20	Professional Development – Schools Closed for Students
November 2	End of First Quarter (45 days)
November 3	Professional Day for Teachers – 3-Hr. Early Dismissal for Students
November 10	Professional Development – Schools Closed for Students
November 12	Diwali*
November 22-24	Thanksgiving Break – Schools and Offices Closed
December 25-29	Winter Break & Christmas – Schools and Offices Closed
2024	
January 1	New Year's Day – Schools and Offices Closed
January 2	Winter Break – Schools and Offices Closed
January 15	Martin Luther King Jr. Day – Schools and Offices Closed
January 19	End of Second Quarter (44 days)
January 22	Professional Day for Teachers – 3-Hr. Early Dismissal for Students
February 19	Presidents' Day – Schools and Offices Closed
February 20	Parent-Teacher Conferences – 2-Hr. Delayed Opening for Students
March 4	Professional Development – Schools Closed for Students
March 11	First Day of Ramadan (starts sunset of 3/10)
March 25-28	Spring Break – Schools Closed
March 29 & April 1	Spring Break/Easter Holidays – Schools and Offices Closed
April 4	End of Third Quarter (46 days)
April 5	Professional Day for Teachers – 3-Hr. Early Dismissal for Students
April 9	Last Day of Ramadan
April 10	Eid al-Fitr* (starts at sunset 4/9) – Schools and Offices Closed
April 23	Passover* (starts sunset of 4/22)
April 23	Primary Election Day – Schools and Offices Closed
May 27	Memorial Day – Schools and Offices Closed
June 13	2-Hr. Early Dismissal for Students <sup>1</sup>
June 14	Last Day for Students <sup>1</sup> and End of Fourth Quarter (45 days) – 2-Hr. Early Dismissal for Students
June 16	Eid al-Adha* (starts at sunset 6/15)
June 19	Juneteenth – Schools and Offices Closed
June 20	Last Day for Teachers <sup>1</sup>

**IMPORTANT CALENDAR NOTES** – There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change. 10- and 11-month employees can refer to Bulletin M-1-23 for clarification on workdays.

**<sup>1</sup>INCLEMENT WEATHER MAKE-UP DAYS** – Three inclement weather make-up days are built into the school calendar. The last day for students is June 14 if all three built-in inclement weather days are used; June 13 if two of the three days are used; June 12 if one of the three days are used; and June 11 if no days are used. The last day for teachers is June 20 if all three built-in inclement weather days are used; June 18 if two of the three days are used; June 17 if one of the three days are used; and June 14 if no days are used.

**RELIGIOUS HOLIDAYS** – Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPs prohibits scheduling these events on major holidays noted with an asterisk (\*) on this calendar. This restriction does not apply to state or regional events.

# Expectations for Optimal Learning

## PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I shall strive to:

- See that my child is punctual and strives for 100% attendance, and contact the school if my child is absent.
- Support the school in its efforts to maintain proper discipline. [Student Rights and Responsibilities Handbook](#)
- Ensure my child wears their uniform daily.
- Establish a time and place for homework and check the work nightly.
- Talk with my child about his/her school activities every day.
- Attend conferences, look at school work, and monitor my child's progress through SchoolMax Family Portal.
- Limit my child's TV/Computer time and help select worthwhile programs.
- Adhere to all expectations listed in the [Code of Conduct for Families, Volunteers, and Visitors](#).

## TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to:

- Provide homework assignments for students a minimum of Monday through Thursday.
- Encourage students and parents by providing information about student progress and the instructional program monthly.
- Provide motivating authentic learning experiences in my classroom.
- Explain my behavioral and academic expectations, instructional goals, and grading system to students and parents.
- Provide students and parents with graded papers and update grades in SchoolMax on a weekly basis
- Provide written feedback to students to improve their academic performance.

## STUDENT AGREEMENT

It is important that I work to the best of my ability; Therefore, I shall strive to:

- Work to achieve 100% attendance.
- Wear my uniform daily or follow the Prince George's County Public Schools Dress Code.
- Come to school each day with pens, pencils, paper, a charged PGCPs technological device, and other necessary tools for learning.
- Work as hard as I can on my school assignments and complete all independent activities.
- Follow the [Student Rights and Responsibility Handbook](#).

## PRINCIPAL AGREEMENT

It is important that all students achieve. Therefore I shall strive to:

- Create a welcoming, safe, and orderly environment for students and parents.
- Communicate to students and parents the school's mission and goals.
- Reinforce the partnership between parents, students, and staff.
- Act as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate staff development and training for teachers and parents.

Tayac Elementary School Student Handbook Parent Acknowledgement page:

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* My signature is an acknowledgement that I have read this entire handbook and I am aware of the policies and procedures outlined in its content.