

# Northview Elementary School

## Student Handbook

### 2024 - 2025

*"Where we grow deep roots to reach for the stars."*

#### Welcome

The staff of Northview Elementary would like to welcome you to the 2024 - 2025 school year! We developed procedures to assist in making this an enjoyable and productive school year and to foster a positive working relationship. We are excited to see you and look forward to a rewarding return to school. Please contact your scholar's teacher or administrative staff with questions or concerns.

#### The School Day

The school hours are 7:30 - 1:40 p.m. For safety, the building doors remain locked at all times. We provide a visitor's pass upon entry. Please ring the doorbell and show identification on camera.

Students may enter the building at 7:10 a.m. at their designated entrance. Students are considered late starting at 7:25 a.m. Starting at 7:25 a.m., students will go through the main entrance. At 7:25 a.m., they will be marked as tardy by the assigned staff member standing at the entrance. The instructional day begins promptly at 7:30 a.m. Parents/Guardians are permitted to enter the building if a parent/teacher meeting is scheduled 24 hours in advance. We want to preserve the learning environment with advance notice of visits. Please contact the teacher to request a conference or classroom visit. Same-day requests will not be honored.

#### Attendance

All students are required to attend school daily. In cases of an absence, provide a written note stating the reason for the absence within **three days** of returning to school. If a student misses a graded class assignment or test, the absence note is not received within three days, and/or the absence is unlawful, the assignment receives a failing grade. The Board of Education defines an unexcused absence as "indifference of parents or students, uncertified illness, family illness, and vacations." Students with unexcused absences or are frequently tardy will be referred to our School Instructional Team and the Pupil Personnel Worker for PGCPS.

The State of Maryland recognizes the following as lawful absences from school: death in the immediate family, student illness, quarantine, court summons, tornado or hurricane, religious holiday, or a state of emergency. Students with excused absences are allowed to make up work for full credit.

***Per the county attendance policy, students shall receive a zero for any day(s) of unexcused absences, which will be averaged with other daily grades. Please note: Family trips are not considered excused absences. Teachers are not required to provide make-up work for unexcused absences.***

#### Bus Transportation

School bus transportation is defined as a student's entitlement to ride a school bus, without cost, to and from school following the Public Laws of the State of Maryland. Understand that transportation is provided only for those students who exercise the following responsibilities:

1. Be present at the designated stop five to ten minutes before pick-up. **(During the first two weeks of school, bus routes are not finalized; please arrive early)**
2. Students must ride only the assigned bus unless a signed note by the parent is presented to the office for approval before they ride an alternate bus, on a limited basis, and only if space on the alternate bus is available.
3. Remain seated while the bus is in motion: keep the noise level down.
4. Do not extend your arms, head, or any object from the bus; this is extremely dangerous.

Any child who fails to comply with these bus rules may be denied bus privileges. Parents are responsible for providing transportation to and from school.

## Morning arrival by personal vehicles

To ensure the safety of all students, staff, and parents, we ask that you follow all instructions from staff members who are directing traffic by doing the following:

- Please pull into the drop-off area in front of the school and remain in the right lane closest to the curb.
- Please do not allow your student(s) or driver-side occupant to exit on the driver's side, nor should you exit your vehicle while in the drop-off area. You may only exit your vehicle during drop-off if you pull into a parking space and safely escort your student to the drop-off sidewalk. Leaving your vehicle in the carpool area and any area except a parking space poses a severe risk to you and your student(s). We will remind you to remain in your vehicle while in the drop-off area.
- **Please do not back into a parking space. Students often exit their parked vehicles and risk getting hit by backing in vehicles.**
- Please ask your student to remain in the car until you can safely exit your car.
- Please follow the one-way flow of traffic.
- Visiting the bus driveway between 6:30 a.m. and 8:30 a.m. and 12:30 pm - 2:30 p.m. **is unlawful**, as buses may be present at any point during these times.
- Courtesy towards all students, staff, and other parents is expected and greatly appreciated.
- Please consider turning right into the parking lot from Northview Drive; it moves faster. However, please do not make a U-turn on Northview Drive to do so.
- Please do not park/stop along Northview Drive and allow passengers to exit the vehicle. It is not courteous to the cars waiting in the carpool line, and it is dangerous.

## Afternoon Dismissal

Students dismiss school at 1:40 p.m. The walkers, car, and van riders dismiss immediately following the bussed students. Bus riders are dismissed directly from their classrooms and will exit the building through the front doors and proceed to their assigned bus. Teachers escort all other dismissed students to the south side of the building and wait at the front until their parent/guardian arrives. We expect walking students to go directly to their homes upon dismissal. If the teacher and parent **pre-arrange** a student to remain after school, a permission note that includes the date, the student's name, departure time, and the parent's signature is sent to the school office. Bus students must ride their assigned bus unless the parent/guardian has provided a note stating specific alternate arrangements to the teacher and front office for approval and to avoid confusion at dismissal. Students are not permitted to remain on the school campus following dismissal.

## Early Dismissal

Please be at school no later than 1:15 p.m. to request your student for early dismissal. This will avoid confusion during dismissal. When planning an early dismissal, please send your student's teacher a note indicating the departure time so the teacher can prepare class and homework assignments. When picking your child up for early dismissal, park in an available parking space and proceed to the main office. Please do not enter the bus lanes or park at the school's entrance, as it impedes traffic flow during arrival and dismissal.

## Delayed Openings/Emergency Closures

Due to emergency conditions, announcements/schedule changes occur on local radio and television stations. Broadcasts occur before 6:30 a.m. and other times during the day should an emergency arise. The announcements refer to one or two-hour delays. One-hour delay: School begins one hour later than usual. All buses run one hour later than normal. Two-hour delay: School begins two hours later than normal. Buses will run two hours later as well. Champions before and aftercare will also delay the specified time as well. Early Closing: Schools closing

before the regular closing time will be broadcasted over local radio and television stations and by Schoolmessenger, school buses will be in operation to transport students.

Changes affecting the entire school system are announced on the major news stations and on the school system's website's main page.

## School Lunch Program

School breakfast and lunch are available daily. Breakfast is consumed in the classroom upon arrival at 7:10 a.m. and concludes at 7:25 a.m. Students can receive a hot lunch or bring a bag lunch from home. Milk and assorted juices are available for purchase.

A la carte sales of snacks and beverages will be served in all schools by Maryland State Department of Education Smart Snack Standards.

Meal prices for the school year 2024-2025:

- Students eligible for free and reduced-price meals - no cost (**you must apply annually**)
- No-cost breakfast in the classroom
- Elementary lunch - \$2.75

A computerized meal program system is in operation. Each student is assigned a four (4) digit personal identification number (PIN). Every student enrolled in the school system receives a PIN. Students keep the same PIN until graduation with continuous enrollment. Students new to Prince George's County Public Schools receive a PIN after school opening. Parents are encouraged to keep up with their child's account balance using the School Bucks app.

### **School Concerns**

Please plan to reach out to your student's teacher early in the school year to establish a working relationship and address any concerns. If you have a concern, please contact your student's teacher before contacting an administrator. Our teachers return calls/emails within 24-48 hours. In addition, our Professional School Counselor is available to help you resolve any problems related to your child's well-being. Our counselor is skilled in assisting students in adjusting to the beginning of the year.

### **Back-to-School Night**

Information concerning Back-To-School Night will be sent home with your child at the start of the school year. The evening events start promptly at 6:00 p.m. The Parent-Teacher's Organization (PTO) has membership information at 5:45 p.m. So plan to come early to beat the rush and consider joining a great team.

Please note that Back-To-School Night is an opportunity for parents to acquaint themselves with the instructional program and procedures of their child's classroom and to ask general questions. We ask that you not engage the teacher in conversations about your child. Signing up for a parent/teacher is the best way to dedicate time to address your student's needs.

### **School Standards and Expectations**

At Northview, we focus on identifying and supporting desired behaviors in the school setting and teaching positive and appropriate behavior instead of punishing misbehavior. We have adopted the Positive Behavior Interventions and Supports System (PBIS) to assist us in that goal.

Teachers track the SOAR behavior points students earn daily to chart their progress toward a monthly SOAR event. During the first weeks of school, our teachers, staff, and administrators explicitly teach and model the SOAR behavior expectations.

We invite you to participate by reinforcing the SOAR qualities at home. Our SOAR Scholars come prepared each day with a pencil, paper, and homework, always follow the directions of all teachers and staff members, wear appropriate school attire, leave all toys at home, including games, radios, earphones, and other non-approved electronic devices, and be respectful, responsible and courteous to others at all times.

### **Student's Rights and Responsibilities**

The Student's Rights and Responsibilities are based on the knowledge that a positive, safe, and orderly learning

environment in schools starts with an involved school community. It is expected that individuals in this community possess a knowledge and understanding of the basic standards of acceptable behavior and conduct so that each member respects the rights of all individuals to be treated equally and fairly.

The [Student's Rights and Responsibilities handbook](#) is published on the Prince George's County Public Schools (pgcps.org) website and linked for your convenience. The information in the Student's Rights and Responsibilities handbook will help develop knowledge and understanding by describing a positive learning environment. The handbook specifies conduct and what is considered disruptive to such an environment, standardizes and unifies those procedures to respond to disruptive behavior, and assumes the student's rights in disciplinary situations. Equally important is the information concerning parents, teachers, staff, and administrator roles and responsibilities. Please take time to familiarize yourself and your student with the information in this important document and contact our staff if you have questions.

### **Parent Responsibilities**

Daily, please do the following:

- Provide a quiet place for your student to study each evening.
- Check the backpack daily for notes or important reminders.
- Make sure your student gets plenty of rest.
- Spend 15 to 30 minutes per day reading with your student.
- Try to schedule out-of-school appointments after school hours or when school is legally closed.
- Ensure timely arrival daily. We promote the idea that "early is on time, and on time is late."

### **Assigned work**

Teacher assignments are integral to the elementary school instructional program and should be completed by the deadline. Adhering to deadlines is a lifelong skill best learned early. If, for any reason, a student is "legally" absent from school, it is their responsibility to make up all missed assignments. Teachers are not required to provide make-up work for unexcused absences; a zero will be averaged with other daily grades.

### **Grading Policy**

- Teachers must give students two (2) grades per week in the core subject areas of reading, math, science, and social studies.
- Parents can check Synergy (the PGCPSS New Grading platform) on Tuesday morning for graded assignments posted for the previous week. Staying abreast of your student's progress in each subject is best. Information will be provided regarding accessing Synergy at Back to School Night.

### **Policy on Bullying and Teasing**

Bullying, harassment, and intimidation have no place at Northview. In the hallways or online, such behavior can create hostile learning environments that interfere with students' academic performance and emotional and physical well-being. Harassment is motivated by actual or perceived characteristics, such as race/ethnicity, gender, religion, sexual orientation, physical or mental ability, or socioeconomic status. Bullying behavior is threatening and intimidating and repeatedly occurs over time with the intent to cause harm. Bullying is unwanted behavior that involves a real or perceived power imbalance. The behavior is repeated over time with the intent to cause harm. Bullying may include making threats, spreading rumors, attacking someone physically or verbally, and deliberately excluding someone from a group. **This behavior is unacceptable.**

### **System-wide Dress Code**

**Headdresses** may be worn indoors for religious or health reasons only. Skirts, dresses, shorts, and spandex skirts should be no shorter than fingertip length when the student's arms are hanging straight down at their sides. **Shirts and blouses** should be continuous from the neckline to the waist. The entire midsection should not be shown. No tank tops or muscle shirts. **Tights, stretch pants, leggings, and spandex body suits** must be worn with clothing long enough to cover the buttocks. **Pants** should be secured at the waist – no sagging below the waist to expose

undergarments. No clothing with vulgar language, obscene pictures, weapons, drug/alcohol, drug paraphernalia, tobacco products, pictures or language, identifiable gang/crew clothing or paraphernalia, or see-through clothing is permitted. Failure to adhere to the dress code will result in being asked to provide appropriate alternate attire for the day. Students must wear appropriate shoes for PE. Slippers are not permitted. Crocs are not recommended due to an increased risk of injury.

### **Health Room Services**

A trained **Registered Nurse** provides health services to assist students who become ill or injured during the school day. The school's policy is that all sick children should be sent home rather than remain at school. Parents will be contacted if a child becomes ill or is injured during school. It is of utmost importance that you keep the school informed of how you may be reached in an emergency involving your child. Please notify us immediately when your phone number or name change has been recorded in the system. Also, inform us of any changes to the name or telephone number of your emergency contact person(s).

Students must have a doctor's statement sent to the school to be exempted from physical education activities. The doctor should state the reason for the exemption and the expected dates. If the student is to be excused for one or two days only, a note from the parent will be accepted.

### **Medication**

Students are permitted to take medication at school only when necessary. A Medication Authorization Form must be on file for each situation. The school system policy states that school personnel cannot accept medication unless the receipt is completed on the appropriate form. Please see the Health Room Aide or School Nurse for a copy of the Medical Authorization Form. It is against PGCPHS Health Service policy for students to carry medication of any type on them or in their book bags.

### **Volunteers**

We welcome available adults to volunteer at school and attend field trips, provided a current background check is on file in the main office. There are many opportunities to volunteer, such as working with students in small groups, assisting teachers and staff with creating instructional materials, morning drop-off, chaperoning field trips, and recording, keeping, and making copies.

Volunteers seeking a background check can apply for one for a nominal fee at the Sasscer Building in Upper Marlboro. Instructions for obtaining a background check are on the school system's website.

### **Birthday Parties**

We know that students enjoy celebrating their special day with their teachers and classmates. Our priority is to keep the focus on education and learning. We do everything possible to minimize disruptions and distractions during the school day. Therefore, we will **not** have birthday parties during the school day. However, if parents would like to recognize their child's birthday during the school day, they may come and pass out a treat for each student **only** during lunch. Our staff is not permitted to pass out any treats for birthdays. All treats must be store-bought and marked peanut-free. **Parties cannot occur in the classroom under any circumstances.** Additionally, students are not permitted to pass out party invitations at school.

We look forward to welcoming you and your student back to school and invite you to partner with us to make it a rewarding educational experience. We value your feedback and suggestions and hope you will contact us with any questions.