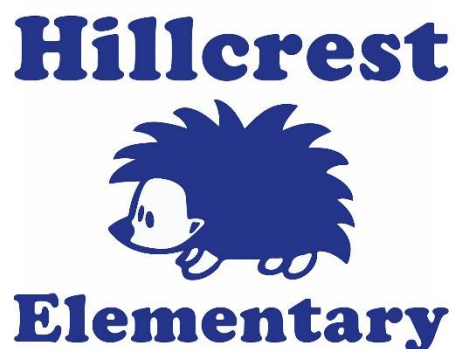


Hillcrest Elementary School

Family Handbook

2023-2024



1500 Frederick Road
Catonsville, MD 21228

School Phone: 443-809-0820
School Fax: 443-809-0821
School Nurse: 443-809-6079

Office Hours: 8:00 – 4:00 p.m.

Debita Basu, Principal
Lisa Griffin-Shortt, Assistant Principal
Robert Kesler, Assistant Principal

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PARENT'S QUICK REFERENCE

BCPS Bus Transportation	443-809-4321
Pupil Personnel Worker	443-809-6848
Shared Domicile Residency	410-887-6903
Special Education	443-809-3660
World Languages Office	443-809-6752



OUR VISION

Our vision statement paints a picture of the future when our goals are achieved.

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining, and investing in a culture of deliberate excellence for every student, every school, and every community.

OUR PURPOSE

Our statement of purpose makes clear the intent and function of the school system.

Baltimore County Public Schools will provide for every student the highest quality 21st century education in a safe, secure, and positive environment conducive to high levels of teaching, learning, and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.



OUR CORE VALUES

Our core values express our fundamental beliefs, ethics, and overarching priorities.

- Learning is BCPS' core purpose.
- Effective teaching is the most essential factor in student learning.
- Effective leaders support learning and optimum performance at all levels.
- BCPS is committed to doing whatever it takes to ensure that every student learns and succeeds, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability.
- Every student will be successful when provided high expectations and sufficient, appropriate supports.
- Organizational development is essential to BCPS becoming a world-class school system.
- Trusting relationships and commitment to BCPS core values will foster learning at all levels.
- Students, parents/guardians, employees, community members, and all BCPS stakeholders comprise Team BCPS.
- Every member of Team BCPS has value and makes important contributions towards BCPS becoming a world-class school system.
- Positive and productive relationships among all members of Team BCPS are built through meaningful communication and engagement.
- All members of Team BCPS are partners in creating, sustaining, and investing in a culture of deliberate excellence and vital to BCPS' success.

SCHOOL VISION: Hillcrest Elementary School is a professional learning committee committed to the achievement of all students. Through an integrated holistic approach, students will develop personally, socially, and academically to thrive in a global society.

SCHOOL COMMUNICATION

Calendars and Messages

The Baltimore County Public Schools (BCPS) distributes a countywide calendar and information booklet at the beginning of the school year that outlines the academic year. BCPS calendars and events are also posted on the system's Web site at www.bcps.org. BCPS uses School Messenger to reach parents and guardians by telephone. Periodically you will receive specific messages from Hillcrest Elementary about upcoming events and news. System wide messages will also be sent regarding current issues. It is important that phone numbers are current. If you are not receiving any calls or emails, please contact the main office to request an update to the contacts.

Weekly Communications

Weekly communications are the primary source of up-to-date information about the school community and upcoming activities and events.

Conferences & Communication

Open communication between parents and teachers is critical, and parent-teacher conferences, or contacts are an important component of that communication. At the end of the first marking period, schools will be closed for students for all parents/guardians to meet with teachers. To provide sufficient time for all conferences, Hillcrest teachers may expand the number of days used for conferences by meeting before or after school hours. Parents should contact the teacher during the year to discuss academic, social, and emotional progress of their child by calling, sending in a note, or emailing the teacher. A teacher may also request a conference during the year to discuss with the parent/guardian student progress, student behavior, and/or an area of concern.

School Web Site & Social Media

Visit our school Web site for information! <http://hillcrestes.bcps.org>



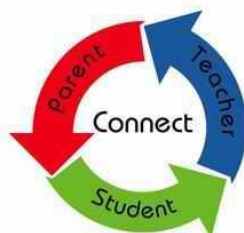
Follow us on Twitter @Hillcrest_BCPS



Follow us on Facebook @HillcrestES

Parent Information

Hillcrest Elementary believes in building partnerships with families. To provide families with information about what your child is learning and how you can help your child at home, please plan to join us as events are planned.



SCHOOL VISITATION & CONTACT INFORMATION

Office and Entrance

For the safety of all students and staff, outside doors are always locked.

Students must enter the school through their designated doors. If you need to visit the office; will first need to push the buzzer located on the right side of the door and wait for instructions.

If a student forgets something necessary for the school day, the item can be dropped off at school.

Grounds

The school grounds are for the use of students during the school day. The grounds provide open space for the students to play in a healthy environment. Please do not litter on the school grounds.

ANIMALS IN SCHOOLS

Domestic pets are prohibited in school buildings or on school property. Animals that are allowed in school buildings and/or on grounds are those used for ADA compliance, such as service animals that perform some functions that individuals with disabilities are unable to perform, or those used in science programs, as approved by the principal and Office of Science.

Smoking is not allowed at any time on BCPS property. The Board of Education of Baltimore County is committed to providing a tobacco-free work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, Baltimore County Public Schools prohibits the sale and use of any form of tobacco in any school system property at any time regardless of whether students are present.

Student Contact Information

The information sheets with emergency information for your child must be returned to the school by the end of the first week of classes. This information is recorded into an electronic database to assist staff in contacting parents for routine procedures as well as for emergencies.

****Whenever contact information changes, parents must notify Hillcrest Elementary at (443) 809-0820.**

Custody Arrangements

If there is a custody situation with your child, please make an appointment early in the year to meet with the secretary, principal, or professional school counselor to discuss this matter. *Custody papers and other related legal documents are required to be on file at school.*

ARRIVAL & DISMISSAL PROCEDURES

School Hours

8:40 a.m.-3:40 p.m.

Bus Information

Bus transportation is available to students based on their enrollment address. If you have any questions or concerns about bus transportation, please contact BCPS Office of Transportation at 443-809-4321, or Rob Kesler by phone at (443) 809-0820, email to rkesler@bcps.org. All students are required to board and disembark at their designated bus stop location. Students are **not permitted** to ride the bus to go to a friend's house.

Morning Drop-Off Procedures

8:40 a.m. – all students may enter the building

No staff members are on duty to supervise students prior to 8:40 a.m.

Students are not to be left unattended by parents, guardians, or daycare providers prior to 8:40 a.m.

Drop-Off Location – Car riders will be dropped off in the car rider line.

All students will enter the building through the designated door for their grade level.

8:55 a.m. – Students are considered late and will receive a late pass from the office.

Please note that continued tardiness will result in a referral to the pupil personnel worker.

NOTE: A carpool number is not required for morning drop-off, it is required for afternoon pick-up.

Afternoon Carpool Pickup Procedures

If you wish to pick up your children at dismissal each day, you will need to follow these guidelines to ensure the safety of our students:

Complete a Carpool Registration Form – this can be obtained at the main office if you need an additional copy.

Display Carpool Number in Vehicle Windshield – two copies will be issued.

As you enter the car loop from Frederick Road, the number should be displayed for staff members to easily see. Cars with no numbers will be asked to park and enter the main office to sign out the child.

3:40-3:55 p.m. – students are dismissed by number when their car arrives

3:56 p.m. – parents, guardians, or daycare providers must park and sign out the child from the office

Staff members are off duty at 3:55 p.m.

*Continued late pickup will result in a referral to the pupil personnel worker.

Changes to Regular Dismissal Plans

Students will not be called to the office for **dismissal after 3:00 p.m.** Changes to your child's normal dismissal plan must be made in writing and email, phone calls will not be accepted. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and will avoid any confusion regarding dismissal. In the case of a family emergency, please contact one of our administrators (443) 809-0820.

Late Arrivals

It is very important that all students arrive to school on time. A late arrival means that your student starts the day at a disadvantage. All students are expected to be in their seats and ready to begin the instructional day at 8:55 a.m. Students arriving after 8:55 a.m. are considered late and should follow these guidelines:

1. Enter through the front door and report to the office.
2. Students will receive a late slip which they are to give to the classroom teacher.
3. A staff member will walk students to class, if necessary.

Leaving Prior to School Dismissal

If it is necessary for you to pick up your child prior to the end of the day:

1. A note should be sent to each classroom teacher which includes the date and time of pickup.
Students will not be called to the office for dismissal after 3:00 p.m.
2. When you arrive, an office staff member will need to see photo identification before calling your child to the office for dismissal.
3. Please sign the dismissal log provided by one of our office secretaries.

Emergency Early Dismissal Plan

If all BCPS schools close early due to inclement weather, excessive heat, or other emergency, your child will be sent home according to the early dismissal plan identified on your child's Student Contact Information sheet for the current school year.

When it is decided that schools are to be closed for inclement weather or excessive heat, announcements will be made by local television and radio stations. Please note that Hillcrest Elementary is not required to call parents concerning county-wide school closings. The only exception is if Hillcrest Elementary is the only school to close due to an emergency such as a power outage. In that case, school staff must have direct contact with parents (phone or email) to release students.

Delayed Openings & Early Dismissals

All buses will run during delayed openings and early dismissals. Arrive at your bus stop the appropriate number of hours prior to the normal pickup time/drop-off time.

1 Hour Delay: Students may enter the building at 9:40 a.m. Our instructional day will begin at 9:55 a.m. Breakfast will be served.

2 Hour Delay: Students may enter the building at 10:40 a.m. Our instructional day will begin at 11:55 a.m. Breakfast will not be served.

1 Hour Early Dismissal: We will begin dismissal at 2:40 p.m. Lunches will be served.

2 Hour Early Dismissal: We will begin dismissal at 1:40 p.m. Lunches will be served.

3 Hour Early Dismissal: We will begin dismissal at 12:40 p.m. Lunches will be served.

Please check the following sources for weather related closings and delays:



BCPS Web site www.bcps.org



@BaltCoPS



www.facebook.com/BaltCoPS



BCPS Information Line 410-887-5555



The Education Channel, Comcast Cable Channel 73



All Local Radio and Television Stations

ATTENDANCE

Mission and Goals of Baltimore County Public Schools (BCPS)

In order to provide the opportunity for greater academic, career, and social success, it is the goal of Baltimore County Public Schools to ensure that students attend school on a regular basis. Good attendance positively impacts academic performance and leads to maximum student potential. In an increasingly technological society, our students need to graduate from school with academic and life survival skills that will make them competitive and socially secure in modern society.

Baltimore County Public Schools is committed to finding ways to encourage students to attend school regularly. School personnel, parents, and communities must work together to keep students focused on the goals of finishing school and earning a high school diploma. Schools are encouraged to implement policies that support system wide attendance goals and maintain high expectations concerning student attendance. The development and implementation of the school system's goals must have the direct involvement and cooperation of parents and the community.

The Code of Maryland Regulation (**COMAR**) 13A.08.01 (Students – general Regulations) requires that all public-school systems have a student attendance policy. Baltimore County Public Schools Attendance Policy 5120 complies with state law.

Attendance Rate

Attendance is reported on each report card. In the attendance area, you will see the number of days absent, the number of days late, and the attendance rate (the percentage of enrolled days present). Attendance is important to student achievement. The Maryland State Department of Education's standard for satisfactory attendance is 94%. Many school systems have adopted an Exemplary Attendance rate of 96% or better with no unlawful absences. With the knowledge that absenteeism affects a child for a lifetime, Baltimore County Public Schools encourages families and students to set high attendance expectations.

Parent Responsibility

First and foremost, the parent/guardian is responsible for his/her child's regular on-time school attendance under the Maryland Compulsory School Attendance law. In addition, the parent/guardian is expected to provide their child with a signed, written statement accounting for the reason and date(s) of the absence to be presented upon the child's return to school for excused absences. At the discretion of the principal, a written statement from a physician may be required in the case of excessive or extended absences. Absences not accounted for in writing by the parent or doctor will be coded "other unlawful."

ABSENCES: SPECIAL CIRCUMSTANCES

"Take Your Child to Work Day": Students should be marked excused and coded 08, "Work approved or sponsored by the school, LEA, or the State Department of Education, accepted by the local superintendent of schools, the school principal, or their designees as reasons for excusing students"

Lawful Absences

Death in Family
Illness of the Child
Court Summons
Religious Holiday
Suspension

Make-up Work (Rule 5120)

Students absent for lawful reasons may request make-up work. It is the responsibility of the student, or his/her parent/guardian to request missed assignments for each lawful absence. Teachers will provide students the opportunity to complete missed work for excused absences. Students are provided the same number of days to complete and submit make-up work. All other absences (including vacations) are considered unlawful.

Students missing as much as 20% of class time within each grading period are subject to a failing classwork grade.

Parent Notification

Students who have an attendance rate of 94% or below and/or more than 4 days tardy each marking period will be informed through written communication from an administrator.



SCHOOL SAFETY

UNIVERSAL EMERGENCY RESPONSE PROCEDURES

There are four emergency response procedures. Note that there are two variations of procedures to address special circumstances. Each procedure, for example a fire drill, is practiced throughout the school year. Note: This information comes from the Critical Response and School Emergency Safety Management Guide for BCPS.

A. Evacuation (For use when conditions outside are safer than inside)

When announcement is made, or alarm sounded:

- Take the closest and safest way out as posted
(Use secondary route if primary route is blocked or hazardous)
- Take roll book for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance, report according to Student Accounting and Release procedures using *Emergency Attendance Sheet*
- Wait for further instructions

B. Alert Status (For use in securing access to the building, usually a community emergency event)

- Secure the facility by locking all doors from the inside. (Do not chain any doors)
- Inform staff of "Alert Status"
- Inform students in an age-appropriate way
- Post staff near the front entrance of the building to allow entrance and exit with identification
- Conduct classes and activities within the building in a normal manner

C. Lockdown (For use to protect building occupants from potential dangers in the building or outside)

When announcement is made, or alarm sounded:

- Students are to be cleared from the halls immediately and to report to the nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Pull down blinds, turn off lights
- Stay away from all doors and windows and move students to interior walls and sit on floor
- BE QUIET!
- Wait for further instructions
- Complete *Emergency Attendance Sheet*

C1. Shelter in Place (For use in external gas or chemical release)

When announcement is made, follow the Lockdown procedure with the addition below:

- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release) using coats, blankets, or rugs

<p>D. Severe Weather Safe Area (For use in severe weather emergencies)</p> <p>When announcement is made, or alarm sounded:</p> <ul style="list-style-type: none"> ■ Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous) ■ Occupants of portable classrooms shall move to the main building to designated safe areas ■ Take roll book for student accounting ■ Take attendance; report according to the Student Accounting and Release procedures using <i>Emergency Attendance Sheet</i> ■ Assist those needing special assistance ■ Do not stop for student/staff belongings ■ Close all doors ■ Remain in safe area until the “all clear” is given ■ Wait for further instructions 	<p>D1. Drop, Cover, and Hold (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p>When the command “Drop” is made:</p> <ul style="list-style-type: none"> ■ DROP – to the floor, take cover under a nearby desk or table and face away from the windows ■ COVER – your eyes by leaning your face against your arms ■ HOLD – on to the table or desk legs, and maintain present location/position ■ Assist those needing special assistance ■ Wait for further instructions
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SCHOOLWIDE BEHAVIOR MANAGEMENT PLAN

To establish a positive learning environment, it is critical to create a school climate upon which teachers feel supported, students are treated fairly, parents are well informed, and the office runs efficiently. It is understood by the Hillcrest family that the creation of a safe and orderly school environment will foster increased student achievement and security. A school-wide behavior plan has been established as a common thread binding the classroom, the home, and the office to a consistent approach to behavior management and discipline. It is our goal to remain committed to the plan and to be responsive to school discipline data on a quarterly basis.

Hillcrest Elementary School

Effective instruction is best carried out in a structured yet nurturing environment. This code is posted in each area of the building, and the school community will enforce it through recognition of desired behaviors and consistent enforcement of school-wide discipline procedures. The Code of Conduct is recited daily during morning announcements:

Hillcrest Elementary Code of Conduct ***I am responsible. I am respectful. I am safe.***

Classroom Expectations:

Each classroom will utilize the Code of Conduct as the foundation of their classroom discipline program. Teachers may choose to develop classroom rules with wording which is age-appropriate, aligned with the school-wide Code of Conduct.

Hallway Expectations:

Students are expected to be quiet and stay to the right side of the hall.

Bathroom Expectations:

Each class will take bathroom breaks prior to lunch and all specials. Students should only be sent to the bathrooms during lunch, specials, recess, and assemblies in the event of an emergency. Students will be sent

on an individual basis only when necessary. Students are expected to refrain from talking and horseplay, dispose of trash properly, show respect for privacy, and use all facilities as they are intended to be used.

Cafeteria Expectations:

Students will enter and exit the cafeteria in an orderly manner. Each class has assigned tables, students will remain with their class throughout the lunch period. To be respectful of our school and others, students will pick up and dispose of their trash at the appropriate time. Teachers will pick up their class at the designated time and escort students quietly and safely back to class.

Discipline

Through the consistent use of the PBIS program, teachers will monitor and manage behaviors within the classroom setting. Should behaviors continue and/or escalate, students will be referred to the school administrators.

Discipline Referrals

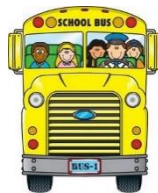
Any student who is seen by the administrator, will have a referral sent by the teacher, or referring staff member. Discipline referrals will be handled on an individual basis by the school administrator.

BCPS Student Handbook

All students have the right to a safe and orderly learning environment. In our efforts to support learning for all students, it is expected that each student behaves in a manner that will not interfere with his/her learning, or the learning of others. It is important for students to assume responsibility for their behavior. Each student is provided training and a copy of the BCPS Student Handbook at the start of each school year, or upon enrollment. Parents are asked to review the Student Handbook with their child, sign and return the Student Handbook Acknowledgement Form within 5 school days.

BCPS Students' and Parents' Guide to Transportation

Transportation provided by the county requires students to uphold the same behavioral expectation as those in the school. When a student's behavior distracts the driver, it places the bus and the students' safety in jeopardy. When this happens, the student may be denied the privilege of riding the bus to ensure the safety of others. Bus drivers are responsible for students from the time they enter the bus until they exit the bus. A parent does not have to be present at the stop for the driver to release the children; however, parents are responsible for the supervision of their children from the time the children leave home in the morning until they board the school bus. Additionally, parents are responsible for the supervision of their children at the end of the day from the time the school bus departs the unloading area until the children reach home.



GRADING & REPORT CARDS

Clear, consistent, and effective communication between parents/guardians and teachers is essential to the educational process. There are four reporting periods during the school year for students in grades 2 – 5. Students in kindergarten will receive a Kindergarten Progress Report in November and in May at the Kindergarten Conferences. Students in first grade will receive their first quarter report card at a scheduled parent conference. First grade students will then receive a report card for the remaining three quarters as scheduled.

Kindergarten

Kindergarten Progress Reports evaluate student progress in Personal and Social Development, Language and Literacy, Mathematics, Science, Social Studies, The Arts, and Physical Development.

Key:

- I Independent – The child is consistently demonstrating and extending a desired skill.
- P Progressing – The child is in the process of acquiring and demonstrating a desired skill.
- E Emerging – The child is beginning to demonstrate a desired skill.
- N Not Demonstrating – The child is not demonstrating the desired skill.

Grades 1, 2, & 3

Student progress is reported differently in the primary grades and intermediate grades. In the primary grades, students do not receive an overall grade for each academic subject. In addition to the effort grade for each subject, students are scored on each domain from the Maryland College and Career Ready Standards using the following report card codes.

Achievement Codes:

- CD Consistently Demonstrating
The student acquires and applies the concept or skill consistently with minimal teacher support.
- P Progressing
The student acquires and applies the concept or skill frequently and needs additional teacher support at times.
- N Needs Improvement
The student acquires and applies the concept or skill rarely or does so with much teacher support. Additional practice is needed.
- NA Not Applicable

Effort Codes:

- 1 Very Good
- 2 Satisfactory
- 3 Needs Development
- NA Not Applicable

Grade Calculations:

Grades are determined by content area, course, and grade level through a balance of major and minor assessments.
Major: 60-70% of quarterly grade
Minor: 30-40% of quarterly grade

Grades 4 – 5

In the intermediate grades, students receive an overall achievement grade for each academic subject using a traditional 100-point grading scale and achievement grades: A, B, C, D, or E. Students are also scored on each domain from the Maryland Common Core State Standards using the following report card codes.

Achievement Codes

A	Outstanding (90%-100%)
B	Very Good (80%-89%)
C	Satisfactory (70%-79%)
D	Poor (60%-69%)
E	Unsatisfactory (less than 60%)
NA	Not Applicable

Effort Codes:

VG	Very Good
S	Satisfactory
N	Needs Development

Domain/Subject Codes:

1	Very Good
2	Satisfactory
3	Needs Development
NA	Not Applicable

Grade Calculations:

Grades are determined by content area, course, and grade level through balance of major and minor assessments.

End of 1 st Marking Period: November 3 rd	Report Cards Distribution: November 14 th
End of 2 nd Marking Period: January 19 th	Report Cards Distribution: January 29 th
End of 3 rd Marking Period: April 5 th	Report Cards Distribution: April 16 th



ADDITIONAL PARENT INFORMATION

Volunteer Training & Screening Process

Volunteers are utilized in a variety of meaningful ways throughout the building. Although many volunteers prefer to help in the classrooms, our special area teachers need additional support as well. We urge you to consider volunteering during the school year.

All volunteers are required to participate in a training. This is an opportunity to review school procedures as state law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures.

To manage the volunteer training, application, and screening process there are procedures which need to be followed. If you have not been trained this year and are planning on attending a field trip or volunteering in any way, please call the front office for more information. Please keep in mind that each school year the process must be started over again.

https://cos.bcps.org/departments/communications/family_and_community_engagement/b_c_p_s_volunteers

Field Trips

To extend learning activities, teachers may schedule field trips. When a field trip is scheduled, teachers will send home detailed information, permission slips, requests for payment, and chaperone information. It is imperative that the permission slip be signed by the parent/guardian and returned along with any money needed to cover the cost of the trip. If your child is absent on a field trip day, we are unable to reimburse the field trip fee.

Supervision on Field Trips

There are several items that are important for you to be aware of when you are a field trip chaperone.

- Chaperones are required to complete volunteer training before attending a field trip.
- *Volunteer training and the submission of documentation to the school must be completed a minimum of 2 weeks prior to the date of the field trip. ** It is highly recommended that this be completed in September.*
- The teacher is the trip leader, is responsible for all decisions, and oversees students and chaperones.
- When you chaperone, we need your supervisory help; Although we want you to enjoy the trip, remember that your first responsibility is to supervise students.
- Never take students off-site without the prior knowledge and approval of the teacher-in-charge.
- Cell phones should be left in your pocket or purse and only used in an emergency.
- Since this is an educational activity, siblings are not allowed to attend.
- Chaperones must abstain from smoking/tobacco products and drinking alcohol while supervising students.

Cell Phones & Other Electronic Devices

In accordance with the BCPS Student Handbook, cell phones and other electronic devices that are brought to school must be turned off and stored appropriately. Cell phones and other electronic devices may not be used during school hours or while being transported on the bus unless prior permission is given. Students who do not abide by this rule will have their cell phones and other electronic devices held for parent pickup.

Lost and Found

A lost and found collection is maintained by the school. Items not claimed at the end of each month will be donated to charity. Please label your child's apparel and lunch bag/box for easy identification and return. Lost glasses and keys are held in the main office.

Money

Please make sure that all money sent to school is in a sealed envelope with your child's full name and teacher's name clearly written on the outside of the envelope along with the purpose of the money. This process must be followed for field trip money, yearbook money, as well as any event which requires money. Please remind your child to give the clearly labeled, sealed envelope to the classroom teacher upon arrival. If you have any questions about sending money into school, please contact your child's teacher.

Locker Searches

The principal may conduct a search of the school, including students' lockers. Students have the responsibility to cooperate with school officials who conduct reasonable searches and seizures under federal and state laws and regulations as well as BCPS' policies and rules.

Moving or Moved?

If you are moving or have moved, according to the Board of Education Policy and Superintendent's Rule 5140 *Students: Enrollment and Attendance*, "A parent shall notify the school of any change in the domicile or change in the reason for which special permission was approved. Failure to notify the school within fifteen (15) business days of any change may result in the student being withdrawn from school."

If you need to withdraw your child from Hillcrest Elementary, please contact the main office at 410-887-0820. The office will provide the necessary paperwork so that the transition to the new school will be smooth. Please give the office staff at least a 2-day notice to prepare the paperwork.

Dress Code

To ensure safety, flip-flops and open-toed shoes are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students who wear flip-flops or sandals will not be allowed to participate in PE or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times; however, students must be able to change in and out of their shoes quickly and independently.

Playground Safety

Students are asked to abide by the following rules on the playground or at recess: students must have tennis shoes to use playground equipment, use all equipment as it is intended to be used, refrain from standing or sitting on railings or equipment, keep two hands on playground equipment at all times, climb down safely from equipment, take turns to avoid overcrowding, move on the monkey bars in the assigned direction, move safely through open space, refrain from playing chase or tag, and leave mulch on the ground.