

ILCHESTER *Elementary*



Family Guide
2026-2027

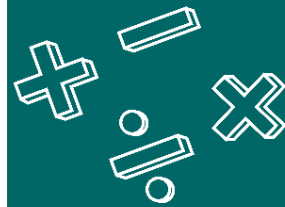


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A

ABSENCES

To report a student absence, please email the following group email address: IESabsence@hcpss.org. In your message, please include the student's first and last name, grade, teacher, reason for absence, and the number of days absent.

The school must receive a handwritten or emailed note from the parent or physician explaining a student's absence or tardiness within two school days of the student's return, or the absence/tardiness will be considered unlawful/unexcused. When a doctor's certification for a chronic illness is required and not provided within two school days of the student's return, the absence/tardiness will be recorded as unlawful/unexcused until a doctor's certificate is provided.

For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. Complete the Discretionary Absence Form (found on the IES website under School Resources). Submit the form to IESabsence@hcpss.org for the principal's approval.

For absences exceeding three days, the principal, in consultation with the administrative directors, will determine whether the absences are lawful/excused or unlawful/unexcused. If the request is for 15 consecutive days or more, the written request should be submitted two weeks in advance.

Students with unlawful absences of 10 or more consecutive school days will be withdrawn from school and may be allowed to re-enroll, upon their return, provided they meet enrollment requirements. Students returning from lawful absences have an equal number of days to complete make-up work.

REFERENCE HCPSS Attendance Policy 9010

See the Extended Absence Request Form on the School Resources page on the IES website.

ARRIVAL

- Students may arrive starting at 9:10 a.m.
- Doors close at 9:23 a.m.
- Students should be in their classrooms by 9:25 a.m. when the tardy bell rings.
- All students must be escorted to the office by an adult starting at 9:25 a.m.

ATTENDANCE

All students enrolled in HCPSS are expected to attend school regularly. Students absent for any reason should return to school with a note that explains the absence. Students presently enrolled in public schools who are lawfully absent from school may receive make-up work.

Absences for Non-Emergency Circumstances - A written request for such absences to be lawful/excused should be submitted in advance to the principal/designee. Such absences may not occur during exams or state-mandated testing periods unless authorized by the principal/designee. For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. For absences exceeding three days under this provision, the principal, in consultation with the administrative directors, will determine whether the absences are lawful/excused or unlawful/unexcused.

Attendance letters are generated monthly to parents of students whose absenteeism or tardiness exceeds acceptable state guidelines. These notices are generated regardless of the coding (lawful or unlawful) of the absence.

REFERENCE *HCPSS Attendance Policy 9010*

B

BEFORE & AFTER CARE

Howard County Parks and Recreation works with IES to offer Before and After School Care on-site (for elementary children). Please contact the Howard County Parks and Recreation for more information.

Phone: 410-313-7275 (PARK) or Website:

<https://www.howardcountymd.gov/before-after-school-programs>

BEING A READER™

Comprehensive K–2 Reading Instruction

Being a Reader™ provides comprehensive reading instruction, systematically developing both foundational skills and comprehension. This research-based program integrates rich literacy experiences with explicit social skills instruction and activities that foster students' growth as responsible, caring, and collaborative people.

Through an engaging combination of whole-class, small-group, and individualized instruction—including daily independent reading with teacher conferencing—the Being a Reader program not only develops students' reading proficiency but also their love for reading and discussing books.

Being a Reader is the stand-alone Tier 1 instruction for grades K–2.

BEING A WRITER®

Being a Writer™ is a proven, research-based writing curriculum for grades K–5.

Combining a writing process approach with guided instruction, Being a Writer™ is student-centered, rigorous writing instruction for students in grades K–5. The program's dual goals – fostering students' growth as capable, skilled writers and caring, respectful members of their classroom community – make Being a Writer unique among writing curricula.

BIRTHDAY CELEBRATIONS

Student birthdays are announced during the morning announcements. Students receive a birthday pencil and ribbon in recognition of their day. Bigger celebrations are encouraged to take place outside the school building. Class lists are not provided to parents for birthday invitations, and school staff does not participate in the dissemination of birthday party invitations. The School Directory is available in Family File to help families with birthday celebrations outside of school. Balloons, whether helium- or latex-filled, are not allowed in the school building. Additionally, no food is permitted to be distributed on birthdays.

BREAKFAST

Breakfast is provided in the cafeteria if students choose. Breakfast is served in the cafeteria.

BULLYING

All HCPSS schools and workplaces will adhere to established procedures for preventing and intervening in bullying, cyberbullying, harassment, or intimidation. Students, employees, parents, and others engaging in bullying, cyberbullying, harassment or intimidation will be subject to disciplinary and/or legal action.

Incidents of bullying may be reported using a printed form available in each main school office, school counseling office, media center, and health services office or at <https://stopbullying.hcpss.org/>.

REFERENCE *HCPSS Policy 9460*

BUS SCHEDULES

Bus schedules can be accessed on the HCPSS Transportation. Students must ride their designated bus.

REFERENCE <https://www.hcpss.org/schools/transportation/>

BUS TRANSPORTATION

HCPSS provides bus transportation for all elementary school students who live a designated distance from their assigned school. Transportation services are provided for certain students with disabilities, depending on their special needs and school assignment.

Students are expected to be at their bus stop five minutes before the scheduled pick-up time to exercise safe behavior on school buses and to adhere to the following rules, which are posted on each bus:

- Follow directions from the driver the first time they are given
- Stay seated at all times while the bus is in motion.
- Keep all parts of your body inside the bus.
- Keep hands, feet, legs, arms, personal property, and your voice to yourself.
- No eating, smoking, drinking, or vulgar language at any time on the bus.

Unsafe behavior on the bus may result in temporary or permanent loss of riding privileges.

Cameras are used on school buses. Video and audio recordings are used to assist in the investigation of complaints on school buses. For more information, please call 410-313-6732 or visit www.hcpss.org/schools/transportation/.

Parents may reach out to their child's school administrator to register a concern or ask a question.

C

CALENDAR OF EVENTS

Link our calendar of events with yours. Visit our school website at IES.hcpss.org/calendar to stay up to date on all school events.

REFERENCE [HCPSS Calendar](#)

CANVAS

Canvas is a web-based learning management system, or LMS. It is used by HCPSS to help manage course learning materials, including online course content. It is also used to communicate about skill development and learning achievement.

CAR RIDERS

At dismissal, the car-riding child(ren) will be met by a parent or daycare provider in the car loop. The car loop goes through the parking lot. Students should wait with IES staff until the vehicle

pulls to a stop. Students should only enter the car from the passenger side to avoid moving vehicles. Drivers should remain in the car. Please review “Dismissal Procedures” for directions. Please prepare children to buckle/unbuckle themselves and open/close doors themselves.

Please note: When picking up your child, do not park and pick up, especially off Ilchester Road.

CELL PHONES, SMARTPHONES, & DEVICES

Students are permitted to have cell phones on school grounds. Cell phones must be off and in backpacks during the school day. Students are responsible for their cell phones, and the school assumes no responsibility for lost or stolen cell phones. Students are expected to use cell phones responsibly when traveling to and from school.

Students with cell phones on and out of their backpacks during the school day will have their phones collected. Parents/guardians must pick up the cell phone from the office.

Other devices, such as smartwatches, are permitted, but only for non-texting purposes, including communication and internet searches.

REFERENCE [HCPSS Policy 8080](#)

CHEETAH CHATTER

The Cheetah Chatter is the weekly school newsletter. It is published using www.smore.com. The school will issue an email every Friday morning at 7:00 a.m. Newsletters can be found on the IES website's main page.

COLORS

Our school colors are teal and navy blue!

COMMUNICATION

Please contact us at any time. You can do so by simply stopping in, by phone, (410) 313-2524 or by email,

- Principal: Edward Cosentino at edward_cosentino@hcpss.org
- Assistant Principal: LaShonne Wright at lashonne_wright@hcpss.org

CONFERENCES

Formal Parent–Teacher Conferences occur following the 1st and 2nd marking periods. A parent may request a conference throughout the school year by contacting the teacher in advance, and does not have to wait for the scheduled dates in the school calendar.

COUNSELOR

School counselors implement the Howard County Core Curriculum for School Counseling, which includes goals and activities for all grade levels across academic, career, and social/emotional development. School counselors collaborate with school staff, parents, and other agencies to support student achievement. School counselors also help students and their families cope with crises in their lives that relate to academic achievement. Parents are encouraged to contact their child's school counselor for assistance if their child is having trouble coping with school, family, or community issues. Ilchester's school counselor is Ashley Harig. Her email addresses are: ashley_harig@hcpss.org

D

DIBELS®

DIBELS ® (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one-minute) fluency measures that can be used to regularly detect risk and monitor the development of early literacy and early reading skills in kindergarten through fifth grade.

DISCIPLINE

Discipline is progressive. Our primary goal is to teach our students the expected actions and behaviors. If consequences are necessary, students will receive either an Incident Report (IR) or a Disciplinary Office Referral (ODR).

Incident Reports (IRs) are the lowest level of reporting for situations involving a violation of the student code of conduct. The teacher or staff will discuss the incident with the student. As a follow-up, the parent/guardian will be notified of the situation. The Incident Report will be sent home as a follow-up to serve as school-to-home communication. The Incident Report will be submitted to the office and recorded in our student management system, Synergy. If the situation is part of a pattern or recurring issue, or involves physical harm toward another student or staff member, the Incident Report will be submitted to the school administration. School administrators will determine whether to issue an **Office Disciplinary Report (ODRs)**. Students involved in office-managed situations will meet with a school administrator, and parents/guardians will be contacted. Possible disciplinary action will be taken. ODRs will also be recorded in our student management system to track any emerging patterns or trends.

School is a learning community, and we all must work together to ensure a positive learning environment for all students. We know students make mistakes, and that is part of the learning process. Discipline is not meant to be punitive but rather restorative and, when needed, part of the learning process. We need parents/guardians to help reinforce our behavioral expectations in situations that may arise at school.

REFERENCE: [HCPSS Student Code of Conduct](#)

DISMISSAL

We have a staggered dismissal at IES. Dismissal starts at 3:55 p.m.

The schedule is:

- 3:55 p.m. Car riders and walkers
- 3:58 p.m. Bus riders and aftercare

DRESS CODE

Student dress and appearance must be consistent with the school system's responsibility to ensure that school environments are healthy, safe, and conducive to student learning. Please refer to HCPSS Dress Code Policy 9210. It is a violation of this policy for any student to wear attire that interferes with the school's educational mission, disrupts the school environment, or could endanger the health or safety of the student or others during school hours and school activities.

DROPPING OFF (after Arrival)

If you are dropping your child off in the mornings after 9:25 a.m., please park and accompany your child inside the building to sign him/her in.

E

EARLY RELEASE OF A STUDENT

To minimize disruptions to the classroom, the early release of students should be limited to emergency situations and unavoidable circumstances. Parents are asked to avoid scheduling non-related school activities that conflict with or interfere with IES's regular dismissal times. Students may not be released from the office after 3:30 p.m. Once dismissal starts, your child will depart as scheduled. For your child to be released to anyone other than the parent/guardian, that person **MUST** be listed on the family file and present photo identification.

Any dismissal changes require **WRITTEN NOTIFICATION** to the teacher or the front office by 12:00 p.m. on the day of impact. Phone calls to the front office may be accepted in emergencies. Please remember that teachers may be unable to check emails during the school day. Everyone's cooperation in this regard is important to ensure safe and smooth school operations.

EMERGENCY PREPAREDNESS

How will my child's school handle an emergency situation?

All Howard County Public Schools have a multi-hazard emergency plan in place. The specifics of each plan vary by school site. The response to each incident will differ based on its specifics. The flexibility of the plan is key to the success of the response. In general, each plan includes the Incident Command System; development of evacuation, shelter-in-place, and lockdown procedures; an Incident Command Kit containing key information and supplies; designation of two or more appropriate evacuation sites; provisions for training personnel and updating the plan; and response actions for specific types of incidents. All school plans are reviewed annually. For additional information on specific procedure details, please click on the following link. <https://www.hcpss.org/safety/>

ENROLLING A NEW STUDENT

Follow this link for information on how to enroll a student: <http://www.hcpss.org/enroll/>

F

FAMILY FILE THROUGH HCPSS CONNECT

Family File is essentially your child's emergency procedure information file. Information from this file helps us stay connected to you during the school day or in an emergency. Be sure to opt for text messages (text "YES" to 67587) as well, so you're always "in the know." Please fill out your emergency procedure information via HCPSS Connect on the HCPSS website for more details. The Family File must be reviewed annually and whenever any information in the Family File changes. That includes, in particular, phone numbers, email addresses, and medical information.

FIELD TRIPS

Information on upcoming field trips will be sent home with students as plans are finalized. A child may not accompany his/her class unless a parent has given written permission.

Field trip fees can be paid by check (made out to Ilchester Elementary School), cash, or online. Online payments for field trips are accepted using Visa and Mastercard. A 4% convenience fee is charged by the payment processing company. If paying online, please visit the main page of the IES Website. Look for Essential Applications and Online Payments (located on the lower left side).

G

GUESTS

You are welcome to visit your child's classroom. According to the HCEA Negotiated Master Agreement, Article 10, Section I, visitors must obtain administrator approval after coordinating a date and time with the teacher.

H

HEALTH ROOM & SCHOOL-BASED WELLNESS CENTER

The Health Room in Howard County Public Schools plays a vital role in supporting students' overall well-being and academic success. It serves as a safe, supportive space where students can receive care for minor injuries, manage chronic health conditions, take prescribed medications, and get support for physical or emotional concerns that may arise during the school day.

HISTORY

Ilchester takes its name from the historic town of Ilchester in Somerset, England, reflecting the English heritage of many early Maryland communities. Originally known as Dismal Mill, the area grew into an important milling village along the Patapsco River during the late 1700s through the efforts of the Ellicott family. The arrival of the Baltimore & Ohio Railroad and the establishment of St. Mary's College helped shape Ilchester into a thriving center of industry, transportation, and education during the nineteenth century. Today, Ilchester's rich history of innovation, learning, and community continues to inspire the students, staff, and families of Ilchester Elementary School.

HOMEROOM CLASS PLACEMENTS

Developing class lists is a very challenging endeavor. Each year, we work hard to establish balanced classes that take into account students' gender, academic levels, and behavioral needs.

Some classroom adjustments may occur during the year due to student growth. We promise to ensure that each child is appropriately challenged and supported.

HOMework

Homework should be an independent activity, one in which your child demonstrates their understanding of the skills taught. If your child has difficulty completing such assignments, please inform your teacher.

I

IEP GOALS

The Individualized Educational Plan (IEP) is a plan or program developed to ensure that a child with a disability identified under the law, who is attending an elementary or secondary educational institution, receives specialized instruction and related services.

We work on these goals daily to help our students achieve their objectives. If you have questions or concerns regarding specialized education for your child, please do not hesitate to contact edward_cosentino@hcpss.org.

ILLNESS

If your child has a fever, he/she may return to school 24 hours after being fever-free without medication. If your child vomits, please contact the school nurse prior to returning to school.

INDEPENDENCE

This is a goal for all students. We encourage them to do as much as possible while at school.

INTO READING

"Into Reading" is a comprehensive English Language Arts (ELA) program, specifically a reading curriculum, designed for grades K-6. It's published by Houghton Mifflin Harcourt (HMH) and is research-based, aiming to cultivate strong readers, writers, and lifelong learners. The program emphasizes explicit and systematic instruction across all literacy strands, including reading, vocabulary, English language development, foundational skills, and writing. It's designed to be inclusive and culturally relevant, reflecting a diverse world and fostering a welcoming classroom environment.

J

K

KNOWING HOW TO CONTACT YOUR CHILD'S TEACHER

Teachers may be contacted by email, phone, or through Talking Points. Teachers' emails are on our website under "Our Staff." Please refrain from extended or lengthy emails. When email becomes lengthy, it is often best to communicate by phone or in person.

You can contact the teacher by phone by leaving a message with our front office at (410) 313-2524. Please allow 24-48 hours for the teacher to respond to the email. Teachers may not have access to their emails during the school day. If you require a more timely response, please leave a message with the office.

Additionally, teachers utilize the Talking Points app to facilitate communication between home and school. Teachers explain how they use Talking Points during Back-to-School Nights.

L

LUNCH

Lunchtime is scheduled for 30 minutes. Students may bring their own lunch or choose to have lunch provided by the school. Some students qualify for the Free and Reduced Meals program

M

MASCOT

Our school mascot is the Cheetah. His name is Chester.

MEALS

Breakfast is available in the morning. Lunch is available from the cafeteria kitchen. Some students qualify for free or reduced lunch.

If you do not qualify for Free or Reduced Lunch, you may bring cash or use the LINQ app account to pay for school meals.

HCPSS utilizes LINQ Connect for all aspects of food and nutrition. LINQ Connect is a secure, online portal that allows families to view breakfast and lunch menus, make online payments to

their child's meal account, monitor their child's accounts, schedule recurring payments and/or low balance alerts, and submit an online application for the Free and Reduced Meals program LINQ Connect can easily be [accessed online](#) or via a mobile app.

Parents/guardians can create an account to make online payments to their child's meal account, monitor their child's account, schedule automatic, recurring payments, set up low-balance alerts, submit a Free and Reduced Meals program application, and more.

Free and Reduced Meals

Students from households that meet federal income guidelines are eligible for free or reduced-price meals. To apply, families should complete the application sent home on the first day of school, sign it, and return it to the school, or mail it to the Food and Nutrition Service Office (address on application), or parents can apply online at <http://www.myschoolapps.com>.

School lunch menus, nutrition information and additional information about the program are available at www.hcpss.org/foodservice. Contact the Food and Nutrition Service Office at 410-313-6738.

MAP - MEASURES OF ACADEMIC PROGRESS

(MAP) Assessments are computer-adaptive achievement tests in Mathematics and Reading.

How will teachers use this information?

Teachers use a variety of tools, including formative assessments, state and local assessments, and MAP data, to monitor students' progress and link them to appropriate interventions and enrichment opportunities. The MAP reports provide teachers with additional information about students' instructional strengths and needs. Teachers will use this information to guide classroom instruction and create flexible groupings to better differentiate lessons by content. Teachers can also engage students in goal setting using MAP information and other performance data available in the classroom.

MCAP or MSTAR

The Maryland Comprehensive Assessment Program (MCAP) or Maryland System of Testing and Academic Readiness (MSTAR) assessments of Maryland College and Career Ready Standards (MCCRS) will build a pathway to college and career readiness by the end of high school, mark students' progress toward this goal from grade 3 through high school, and provide teachers with timely information to inform instruction and provide student support.

N

NEWSLETTERS

Our newsletter, The Cheetah Chatter, is published each Friday electronically using a web-based newsletter program called Smore. The newsletter is sent to the parent/guardian by e-mail at 7:00 a.m. each Friday. It is also available on our website <http://ies.hcpss.org/>. If you ever miss a newsletter, we archive the year's volume on our website.

O

OFFICE

Our office can assist you in various ways. (410) 313-2524.

Office hours are 8:00 a.m. – 4:30 p.m.

P

PARKING

Please park in an available parking spot in our parking lot. Parking is not permitted in front of the building between the following times due to bus access for our school and Bonnie Branch Middle School:

- Mornings: 8:00 a.m. – 9:45 a.m.
- Afternoons: 2:45 p.m. – 4:30 p.m.

PBIS – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS is a research-based behavior system that uses incentives and acknowledgments to motivate students to make positive choices. Each PBIS school identifies three to five easy-to-remember behavioral expectations for students, which are communicated frequently and reinforced with student acknowledgments. Staff members make a point of calling attention to moments when a student demonstrates desired behaviors. This positive reinforcement applies to all students and provides an excellent model for those who need extra encouragement to make appropriate choices.

PBIS is an important aspect of Ilchester Elementary School. Ilchester Elementary School staff is committed to working with students and their families to promote a safe and nurturing

environment in all school settings. Look for specific information in the Cheetah Chatter to learn about the specifics of our PBIS Program.

PHOTOGRAPHING, VIDEO OR AUDIOTAPING IN SCHOOLS WITH SMARTPHONES

Parents have the right to expect a certain level of protection and privacy for their children while their children are in the care of HCPSS. As a protective measure, parents and others who are not school employees who intend to photograph, videotape, or audiotape students in school or on school grounds during the regular instructional day using smartphones, cell phones, or other devices must have prior approval from the building administrator. This does not apply to photographing, videotaping, or audiotaping during extracurricular activities, such as public concerts and athletic events.

Classrooms, lunchrooms, etc., are not open public property, and the principal has the right to control public access. Individuals who violate these guidelines will receive an initial warning. Repeat violations may result in the issuance of a no-trespassing letter. To learn more, visit <https://www.hcpss.org/about-us/handbook/wellness/#photos> on the public use of student photographs.

PTA – PARENT TEACHER ASSOCIATION

The PTA is an integral part of the IES community, working closely with the administration and staff to offer a range of activities and programs to IES families. Many wonderful volunteers make PTA-sponsored activities possible.

The PTA consists of officers, administrative representatives, standing committee chairpersons, and special committee chairpersons. The officers are nominated and elected annually in May and are available year-round to address issues.

PUPIL PERSONNEL WORKERS (PPWs)

Pupil Personnel Services works with school staff, students, parents, and community members to identify and prevent problems that adversely affect educational success.

Pupil Personnel Workers (PPWs) recognize that behaviors such as absenteeism, disruption, and disrespect hinder students' ability to achieve their full academic potential. PPWs also serve to ensure equity and consistent implementation of student-related laws, regulations, school policies, and procedures, resulting in a safe, nurturing, and academically stimulating environment. PPWs ensure that these policies, structures, and resources support the school system's mission, beliefs, and goals.

Q

QUESTIONS

If you have any questions, please contact any staff member, Ms. Wright, Assistant Principal, or Mr. Cosentino, Principal.

R

RECESS

Recess is 30 minutes daily. Recess is an opportunity for students to engage in physical activity, socialize, and refocus their attention on academics for the remainder of the day. Generally, it is assumed that students will be outside for recess when the temperature, combined with the wind chill, is not below 20 degrees Fahrenheit or the heat index reading is below 95. Children with certain health conditions may need special accommodations during extremely hot or cold weather. Parents of those children should provide medical documentation and may be consulted to determine if other arrangements are necessary.

REPORT CARDS

Report cards are issued quarterly as indicated on the HCPSS calendar. Report cards are accessed through Family File.

RESOLVING SCHOOL CONCERNS AND DISAGREEMENTS

Parents are encouraged to direct their concerns to the person most closely involved when concerns arise (i.e. classroom teacher, bus driver, related arts teacher, paraeducator). However, if an informal process fails to resolve the matter, a parent may file a formal complaint and seek review at a higher administrative level. In both processes, the intention is to protect confidentiality and preserve the dignity of all individuals involved.

Informal Process

The first step in resolving concerns and issues is to address them with the school staff member most directly involved, to reach a mutually effective resolution.

The second level of resolution is to contact a member of the school's administrative team. The administrator will take into consideration the needs of all parties as well as all applicable HCPSS policies and procedures.

The administrator will confirm that the parent has attempted to resolve the issue or concern with the classroom teacher or other school-based staff member, when appropriate.

If the concern requires the involvement of other Central Office departments, the administrator will assist the parent in accessing the appropriate office and provide a synopsis of the concern to that office. Central Office personnel will respond to the parent within 10 school days and inform the principal of the response.

If an assistant principal works to resolve a concern and a parent is not satisfied with the outcome, the parent should then contact the principal. The principal must be involved in resolving the concern before proceeding to the formal process.

S

SCHOOL IMPROVEMENT TEAM

Each school has a School Improvement Team, made up of school staff, parents, and other community members, that oversees efforts to improve instruction and academic performance at that school. Ask us about participating in the IES team.

SECTION 504

Howard County Public Schools (HCPSS) recognizes and supports all students' right to access education opportunities. Our student population is strengthened by our commitment to embrace all learners, including those with disabilities. Section 504 of the Rehabilitation Act of 1973 guarantees that students with disabilities have the ability to access a free, appropriate public education and are protected against discrimination.

Students who meet the Section 504 eligibility guidelines will have a Section 504 Plan developed for use in school. The plan specifies the nature of the impairment, the major life activity affected by the impairment, the accommodations necessary to provide access based on the student's needs, and the person(s) responsible for implementing the accommodations.

Any student who may need a Section 504 accommodation plan should be referred to their school's Section 504 Team to determine whether an evaluation is needed. Students whose evaluation results meet federal Section 504 guidelines are eligible for a Section 504 accommodation plan. Questions or concerns may be directed to: Ms. Wright, Assistant Principal at lashonne_wright@hcpss.org.

SYNERGY

Synergy is the Student Information System (SIS). It manages student registration, records, report cards, and schedules. To access information in Synergy, visit HCPSS Connect at <https://www.hcpss.org/connect/>.

T

TALKING POINTS

TalkingPoints is a two-way, multilingual communication platform designed to facilitate communication between teachers and families, particularly those who speak different languages. It allows teachers to send messages to parents and guardians in their preferred language, using automated translation to bridge the language gap. The app is free for teachers in the US and offers features such as message translation, group messaging, and file attachment.

TRANSPORTATION CHANGES

If your child's transportation to and/or from school is changing, please let the office and your child's teacher know in writing. Changes needed after the start of the school day should be communicated with the front office at 410-313-2524.

U

UNDERSTAND

It is OUR goal to understand how your child learns. We approach each conversation and interaction with this intent. Your partnership is essential for us to meet this goal.

V

VISITING IES

We welcome visitors to our school. American Education Week, held in November, offers an excellent opportunity for school visits. At other times, visitors are asked to follow the procedures below to limit interruptions to instruction and ensure maximum safety for all.

Per the HCEA Negotiated Master Agreement, Article 10, Section I, visitors must have administrator approval after coordinating a date and time with the teacher.

All visitors are required to complete an online training. See the "Volunteering at IES" section below.

Sign in at the front office and receive a visitor badge. Visitors are required to provide a photo ID.

VOLUNTEERING AT IES

According to HCPSS Board Policy, all parent volunteers, including field trip chaperones, must complete a Confidentiality Training Course to protect the privacy of our students, staff, and schools. Please complete this course before registering to volunteer at your child's school.

The course takes about 5 minutes to complete. To take the training course, click on the following link. <https://www.hcpss.org/parents/volunteer-information/>

WEATHER

Weather-related closing information is automatically emailed to you from the Central Office and posted on the HCPSS.org website. If you would like to receive text alerts, please text "YES" to 67587.

X

EXIT

Please enter and exit through the office, and be sure to scan your visitor badge upon arrival and departure. We need to know who is in the building at all times to account for everyone in an emergency.

Y

YOU

You are a very important factor in your child's success! Please partner with us and remember to join the PTA.

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Make sure your child gets plenty of sleep for school. Elementary-aged children operate best with 10 hours of sleep.