

HOLLYWOOD ELEMENTARY SCHOOL

44345 Joy Chapel Rd.
Hollywood, MD 20636
(301)373-4350
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Parent Handbook
2019 - 2020

Hollywood Elementary School
44345 Joy Chapel Road
Hollywood, Maryland 20636
Phone 301-373-4350 Fax 301-373-4355

September 1, 2019

Dear Parents and Guardians,

Welcome to all our returning families and our new families transitioning to Hollywood Elementary School. This handbook includes our vision and goals of partnership, a safe and orderly school environment, and student achievement. It also includes information on school practices and procedures. We hope that you will find it helpful as a reference for the questions you have now and will have throughout the year.

Our school enrollment this year is approximately 500 students. Your children will be served by our dedicated team of professionals who care about children, parents and families. We are looking forward to a new year and the opportunity to start or continue our partnership with you, as we provide opportunities for success for all of our students. At Hollywood Elementary School we respect the individual abilities and unique characteristics of all students.

All are welcome and encouraged to attend our School Improvement Team (SIT) meetings. We have many opportunities for you to participate. SIT team participation will provide an opportunity for communication among school staff, parents, and community so that a shared vision for the school may be developed, implemented, and maintained. Please note the following SIT meeting dates for this year:

Day	Date	Location
Thursday	17 October	Conference Room
Thursday	16 January	Conference Room
Thursday	19 March	Conference Room
Thursday	21 May	Conference Room

We are fortunate to have community partnerships with Bruster's, BJ's, Target, Chick-Fil-A, Outback, and Patuxent River Naval Air Station. We also welcome your participation in your child's learning. We invite you to join the Parent-Teacher Association and our School Improvement Team and become an active and cooperative partner in your child's education. We welcome your calls. We look forward to your visits. We encourage your assistance as a volunteer. Together, we will make a difference in the quest for educational excellence from all our students.

Sincerely,

Jennifer A. Gilman, Principal, Ed.D.

Kelly L. Dobson, Assistant Principal, Ed.S.

ARRIVAL AT SCHOOL

1. Morning buses offload students at 8:30 a.m.
2. Parents who bring children to school should remember that they may not be dropped off before 8:25 a.m.
3. Students who do not arrive on the bus must be brought into the parking lot Kiss and Ride loop for drop off. If the parent chooses to bring the child into the building, the car must be parked in the parking lot. Overflow parking is located at the soccer field.
If arrival is after 8:45 a.m., parents must accompany students to the main office for sign in.
4. Afternoon buses bringing Pre-Kindergarten children offload at 12:25 p.m.

MORNING CAR RIDERS (Kiss and Ride)

All students arriving to school prior to the official 8:30 a.m. school opening time will line up on the covered walkway just outside the main doors. At 8:30 a.m. students will be allowed to enter the building. Those students participating in the morning news program, and students going to the cafeteria for breakfast will transit to their designated locations within the building. Students are not to be visiting around the building.

To ensure safety for everyone, please review the flow of traffic in the diagram below and observe the following rules when unloading children in the Kiss and Ride area:

- Pull forward as far as possible into the designated Kiss and Ride lane before unloading.
- Unload in the Kiss and Ride area only.
- Unload from the passenger side of the car only.
- Keep “good-byes” brief.
- Remain in the driver’s seat.
- Do not pass other cars that are unloading.
- Do not park in the Kiss and Ride lane and never leave car unattended.
- Exit the Kiss and Ride promptly after unloading children.
- Overflow traffic will be directed through the parking lot.

If you arrive after 8:45 a.m. you will need to accompany your child to the office and ensure that they are safely signed in for the day. Parking is permitted (5-10 minutes) in the drop-off zone while signing in students only after 8:45 a.m.

Thank you for your support in assisting and maintaining a safe environment for all students, parents, teachers, and staff members here at Hollywood Elementary School.



AFTERNOON DEPARTURE

1. Buses begin to load at the end of the day at 3:15 p.m. (or 11:15 a.m. for Pre-K children who attend in the morning session.)
2. Early departures during the school day require that a parent enter the school, sign the child out in the office, and wait while the child is called to the office. A photo ID will be required.
3. Children returning during the day must be brought into the office to be signed back in by their family member.
4. Children cannot be picked up by anyone other than the parent, guardian, or emergency contact on record without a signed, written permission by that parent/guardian. **Photo identification is always required.**
5. Children who are not to ride the bus, but are to wait for parent pick-up, **must have a written note or telephone call to the school by 2:00 p.m.** Without a written note or phone call, the child must ride the bus. If you arrive at school to pick up your child and students have already been dismissed to buses, we will not get your child off the bus. You must then go to your child's designated bus stop to get him/her.

6. Children that will be picked up from school at the end of the day will be called at 3:15 p.m. Photo ID will be required. Parents are to sign the children out prior to 3:15 pm. A student pick-up slip will be issued to the parent to give to the staff members in charge of releasing the students. Parents are asked to then wait outside in the breezeway to pick up their child(ren).
7. Student dismissal will be as follows:
Car riders will be called to line up at the exit door closest to the main office.
 - Patuxent Hall students will be dismissed to exit through the door farthest from the office.
 - Potomac Hall students will be dismissed to exit from either door near the main office.
8. Please remember the instructional day ends at 3:15 p.m. **If you need to pick up your child prior to dismissal, please be in the office by 2:55 p.m. This will avoid disrupting the end of day classroom procedures, end of day announcements, homework clarification, and for the safety of our students. Parents arriving after 2:55 p.m. may sign out students for the 3:15 p.m. dismissal Please make every effort to schedule appointments following the school day.**

AFTERNOON CAR RIDERS (CAR TAGS)

For those students that will consistently be picked up in the afternoon we have established a “car tag” system. Parents need to complete a CarTag Request Form in the main office and will then be assigned a student pickup number and given a car tag. This tag must be displayed from the rearview mirror of the car when picking up students in the afternoon. The assigned number will be associated with your child(ren) for the entire school year. The Car Tag program should alleviate the need for entering the building during daily pickup. **You should not arrive at the school to begin lining up in front of the school until 3:00 p.m. This will allow for deliveries and student pickups prior to dismissal.**

- The car tag lane is directly in front of the main building. After approximately ten cars are in the car tag lane, the traffic will be directed to flow around the parking lot and wait at the designated area for the line to move up.
- In order for students to be picked up in the carpool, the driver must have a current Hollywood car tag displayed in their window.
- Please wait in your car for students. This will allow us to maintain a positive traffic flow and dismiss all the students in a timely manner.
- Please do not pass other cars unless directed by school personnel.

Whether you are dropping off or picking up, please be respectful of our staff that are assisting with directing traffic and follow the flow of traffic as indicated in the diagram on the previous page. This will help ensure your student’s safety and help keep traffic flowing in the most efficient way. Thank you for your cooperation.

TRANSPORTATION

1. Children who are able to obey the bus rules will be transported by bus.
2. Children who endanger the safety and well being of others may lose the privilege of riding the school bus.
3. Parents who support bus drivers and encourage their children to obey transportation rules are modeling for their children that they believe in obeying the rules and behaving in a safe manner.
4. Pre-K and Kindergarten Students: To ensure safety, a parent or responsible person (at least 13 years old) must be on time to meet the bus at the bus door at the assigned stop. This includes morning, midday and afternoon loading.
5. In the event a student requires a bus pass to go home to a different address, the following information must be provided in writing: Your child's name and parent contact information (address and phone number), name of student to ride home with, including his/her complete address, parent name and contact number, bus child is to ride, date of transport, and any medical concerns.

SAFETY PATROLS

Hollywood Elementary has a AAA sponsored Safety Patrol Unit. A safety patrol's job is to always model appropriate, safe behavior, remind students of the safety rules, to assist them in safe transitions throughout the building, and to assist the bus driver with bus passenger safety procedures. Patrols receive instructions in safety guidelines and procedures during their training and regular patrol meetings. Duties of all patrols are listed below:

- Encourage students to observe safety rules at all times.
- Report for duty on time with proper equipment.
- Know and help enforce "fairly" all building and bus rules/regulations.
- Report to the patrol sponsor, administrators, and staff members supervising patrol stations.
- Provide assistance to Kiss and Ride supervisor as requested.
- Attend and participate in all patrol meetings and training sessions

Safety patrols are selected first from fifth grade students, and then from fourth grade students. Patrols are selected with input from teachers, administrators, and patrol sponsors. Consideration is based on student interest, academic achievement, commitment, a sense of responsibility, and attitude toward others. In most cases, students who are dedicated to their school work will be dedicated to patrol responsibilities. A parental permission form must be submitted with the student application.

LOST AND FOUND

Please label outer clothing and lunch boxes so that it can be returned. When jackets, coats, sweaters, hats, and gloves do not come home with students, please encourage them to check the Lost and Found (usually located in the cafeteria on the stage steps) for missing items.

BREAKFAST AND LUNCH PROGRAM

1. A healthy breakfast and lunch are important to a child's attention to learning.
2. Please be certain that your child has breakfast. It is available at school if you make that plan and send money.
3. A menu with both breakfast and lunch choices are posted monthly on our school website.
4. Money for meals may be brought to school and will be applied to the student's meal account in the cafeteria. Checks made payable to HES, are greatly appreciated. It is not necessary to send money daily with your child. School meals may be paid for via computer or smartphone by creating an account with "My School Bucks". This site may be accessed from the HES website.
5. Children can learn to be responsible for making lunch choices at home if the menu is posted and checked each night by the parent and child.
6. Parents who read the menu each night with their children help them know when to bring and when to buy, thus avoiding hunger and food waste at breakfast and lunch when they refuse to eat food they do not like.
7. Qualifications for free and reduced meals will be determined by applications completed each year. All information must be verified by school system personnel.
8. Meal prices for students are as follows:

Breakfast:	\$1.45
Lunch:	\$2.75
Milk:	\$.50
Reduced Breakfast:	\$.20
Reduced Lunch:	\$.30
Adult Breakfast:	\$2.25
Adult Lunch:	\$4.00

DAILY SCHEDULE

1. The full school day is from 8:30 a.m. until 3:15 p.m. An early dismissal day is 8:30 a.m. until 1:15 p.m.
2. Students in grades K-5 attend the full day, from 8:30 a.m. until 3:15 p.m.
3. Students in Pre-Kindergarten attend half day.
 - * Students in the morning sessions attend from 8:30 a.m. until 11:15 a.m.
 - * Students in the afternoon sessions attend from 12:30 p.m. until 3:15 p.m.

EMERGENCY CLOSING

Sometimes school is closed due to inclement weather. Local radio stations will be informed before 6:00 a.m. Tune in to channel 96 (local cable TV), www.smcps.org, www.schoolsout.com, WPTX – AM 920, WMDM – FM 97.7, or WSMD – FM 98.3, and most local television stations. Please be sure to leave an emergency number where you can be reached if you are the parent of a Pre-Kindergarten or Kindergarten child for unannounced early dismissals.

FIELD TRIPS

1. Class field trips will be scheduled through the transportation department. Information and a permission form will be sent home prior to the trip.
2. All students must have their parent/guardian sign a permission slip to participate in the field trip.
3. Each field trip is educationally designed for a certain grade level student. While we appreciate parents' time and assistance as Hollywood volunteers, we cannot honor requests that younger children (in or out of school) be allowed to accompany parents on school sponsored field trips.
4. All chaperones must be a registered SMCPSS volunteer, and must review the SMCPSS Volunteer Training video each school year prior to working with students.
5. All chaperones will ride the bus and assist the teacher and students as the need arises.
6. Parents may drive to a field trip location and meet the class for the activity. They may not act in the capacity of a chaperone unless the student numbers limit any adults from riding with the teacher and students.
7. All requests to have your child **ride home from a field trip** must be submitted to the school administration **forty-eight (48) hours in advance**.
8. Students may not ride home from a field trip with anyone except their own parent or guardian.

VOLUNTEER PROGRAM

Thank you to all our parents, guardians, grandparents, and other community members that give the gift of their precious time to our students here at Hollywood Elementary School. All potential volunteers must complete a SMCPs volunteer application which can be accessed through the SMCPs website. The approval process may take up to several weeks to complete.

All approved SMCPs volunteers must review the Volunteer Training video annually, prior to volunteering.

SCHOOL ENVIRONMENT

1. Your child's safety and comfort is a high priority at Hollywood Elementary School.
2. Building access is by the front door only.
3. All persons visiting the school must sign in at the office.
4. Anyone visiting or volunteering during the school day must display an official SMCPs identification badge or a volunteer or visitor's sticker from the office.
5. No one should walk between parked buses to reach the front door.
6. Schools are drug free zones and smoke free zones and any person who "manufactures, dispenses, distributes or possesses with intent to distribute certain controlled dangerous substances" within 1,000 feet of school property will be guilty of a felony offense. This includes school vehicles.

MEDICINE

If medicine is required during the day, an SMCPs medical form must be on file in the office, which gives the school authorization from the doctor. Medicine cannot be transported on the bus and must be brought to school by an adult

SAFETY AND SECURITY

The primary goal of Hollywood Elementary School is the safety and security of each child. We have a comprehensive safety plan in place and conduct a number of drills throughout the school year to prepare for many types of emergencies. Fire drills are conducted regularly. Evacuation drills, lockdown drills and weather drills are practiced at various times during the school year. When the school conducts a lockdown drill, the school doors are locked, classroom doors are locked, and no one is allowed in or out of the building. In a real emergency requiring lockdown, a procedure is in place for retrieving children at the front door with proper identification. Thank you for your cooperation and flexibility as we make every effort to protect the children's safety, as well as respect the rights of the parents.

ATTENDANCE

School attendance has a huge impact on a student's academic success starting in prekindergarten and continuing through high school. SMCPS' student attendance policy is based on the premise that success is dependent upon a continuous and consistent classroom instructional experience. Parent(s)/legal guardian(s) may monitor school attendance through the Home Access Center (HAC) (under "Quick Links" on HES website). A student is counted present for a full day if the student is in attendance four or more hours of the school day. A student is counted present for one-half (1/2) day if in attendance for at least two hours of the school day, but less than four hours.

Documentation of an absence must be sent to school within three days of absence, either with a written note, a phone call, email, or through the school website portal. The following reasons are deemed lawful absences:

- Death in the immediate family;
- Student illness, for which the principal may require a physician's certificate;
- Court summons;
- Hazardous weather conditions;
- Work if approved or sponsored by the school;
- Observance of a religious holiday;
- State of emergency;
- Suspensions;
- Lack of authorized transportation; and
- Other circumstance, which in the judgment of the principal, constitutes a sufficient cause for absence from school.

Here are a few practical tips to help support regular attendance:

1. Ensure children go to school every day unless they are sick.
2. Make sure children keep a regular bedtime and establish a morning routine.
3. Select clothes and pack backpacks the night before.
4. Avoid scheduling vacations or doctor's appointments when school is in session.
5. Talk to teachers and counselors for advice if a child feels anxious about going to school.
6. Develop alternative plans for getting to school if something comes up.

LIBRARY/MEDIA

A computer USB thumb/flash drive is optional for students in grades 3-5 so that computer assignments may be saved and worked on at a later date. Please contact the media specialist if additional information is needed.

PROGRESS REPORTS

Progress reports are issued four times per year. Special area reports are provided two times per year. Interim progress reports are issued electronically on a quarterly basis for students in grades four and five, and can be accessed through Home Access Center.

PARENT CONFERENCES

Parents are encouraged to make appointments for conferences with teachers by calling the school or emailing the counselor or appropriate teacher.

HOME ACCESS CENTER (HAC) INFORMATION

The Home Access Center program helps parents monitor their children's academic performance from a remote location. In addition, the teachers can post specific notes about the student to their parents. Using this school management system allows you to check the daily attendance of your child(ren). Specific assignment marks or report card grades can also be viewed. Interim Progress Reports for students in grades three through five may be accessed through Home Access Center. Daily assignments and homework can be viewed or posted using this application. All student administrative information will be kept on this program. Parents/guardians can request passwords to the program in person from the main office. Please be sure to bring photo identification.

PARENT PARTICIPATION

- Hollywood Elementary School is committed to partnering with parents in educating their children.
- Parents who have a "tell me about school today" time with their students at home find this to be very helpful.
- Parents are appreciated as volunteers at school and home. All volunteers must be approved through SMCPSS, and participation in the Volunteer Orientation Training is required every school year prior to working with students.
- Parents are invited to contact administrators and/or teachers from time to time to talk about students' progress.
- Parents are invited to become members of the School Improvement Team (SIT). The School Improvement Team monitors progress toward school goals, addresses issues of building needs through the capital improvement process, and share information about educational issues that impact our students.
- Parents are invited to join the Hollywood PTA which supports our educational program and coordinates fundraising and special programs. Membership forms will be available at the first PTA meeting and open house.

Student Dress Code

Hats and Caps

- All hats and caps must be removed as students enter the building unless worn for religious or health reasons (office approval).

Shirts and Blouses

- Shirts and blouses should be continuous from the neckline to the waist of the pants/skirt/skort. Shirt straps must be at least two (2) inches wide over the shoulder or covered by a sweater, jacket, or other shirt and in any case, strapless shirts/dresses may not be worn. The midriff area (front and back) must not be visible at any time even when seated.

No undergarments should be exposed:

- ◆No muscle shirts
- ◆No bare midriffs
- ◆No low-scoop necks
- ◆No see-through clothing
- ◆No spaghetti straps (straps must be at least 2 inches in width)
- ◆No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia, tobacco products or gang insignias

Skirts and Dresses

- Skirts, dresses, and spandex skirts should be approximately one (1) inch below the fingertips.
- Dress straps should be at least two (2) inches wide over the shoulder or covered by a sweater, jacket, or other shirt and in any case, strapless shirts/dresses may not be worn.

Pants, Shorts, and Skorts

- Pants should be secured at the waist: no sagging below the waist to expose undergarments.
- Tights, stretch pants, leggings and spandex body suits may additionally be worn with clothing which already meets the skirt/dress directives.
- Shorts/skorts should be approximately one inch below the fingertips.
- Pajama pants may not be worn.

Shoes

- Shoes must be worn properly. No flip flops are allowed in elementary school.
- Shoes with wheels may not be worn.

Jewelry and Accessories

- No jewelry or accessories such as belts and chains that may be used as a weapon, that looks like a weapon, or that creates a disturbance may be worn.

Consequences for not following the dress code

Parents will be called to bring a change of clothes to school or some will be provided.