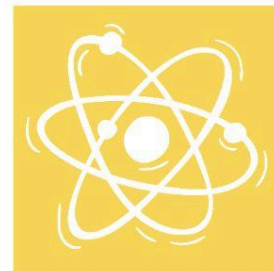


PHELPS LUCK ELEMENTARY



2025-2026

Table of Contents

A	5
ABSENCES	5
ARRIVAL	5
ATTENDANCE	6
B	6
BEFORE & AFTER CARE	6
BEING A READER™	6
BEING A WRITER®	7
BIRTHDAY CELEBRATIONS	7
BREAKFAST	7
BULLYING	7
BUS SCHEDULES	7
BUS TRANSPORTATION	8
C	8
CALENDAR OF EVENTS	8
CANVAS	8
CAR RIDERS	9
CELL PHONES, SMARTPHONES, & DEVICES	9
COLORS	9
COMMUNICATION	9
CONFERENCES	9
COUNSELOR	10
D	10
DIBELS®	10
DISCIPLINE	10
DISMISSAL	11
DRESS CODE	11
DROPPING OFF (after Arrival)	11
E	11
EARLY RELEASE OF A STUDENT	11
EMERGENCY PREPAREDNESS	12
ENROLLING A NEW STUDENT	12
F	12
FALCON FLIER	12
FAMILY FILE THROUGH HCPSS CONNECT	12
FIELD TRIPS	13
FOLDERS	13

G		13
	GUESTS	13
H		13
	HEALTH ROOM & SCHOOL-BASED WELLNESS CENTER	13
	HISPANIC STUDENT ACHIEVEMENT LIAISON	14
	HISTORY	14
	HOMEROOM CLASS PLACEMENTS	14
	HOMEWORK	14
I		14
	IEP GOALS	14
	ILLNESS	14
	INDEPENDENCE	15
J		15
K		15
	KNOWING HOW TO CONTACT YOUR CHILD'S TEACHER	15
L		15
	LUNCH	15
M		16
	MASCOT	16
	MEALS	16
	MAP - MEASURES OF ACADEMIC PROGRESS	16
	MCAP – MARYLAND COMPREHENSIVE ASSESSMENT PROGRAM	17
N		17
	NEWSLETTERS	17
O		17
	OFFICE	17
P		17
	PARKING	17
	PBIS – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS	18
	PHOTOGRAPHING, VIDEO OR AUDIOTAPING IN SCHOOLS WITH SMARTPHONES	18
	PTA – PARENT TEACHER ASSOCIATION	18
	PUPIL PERSONNEL WORKERS (PPWs)	19
Q		19
	QUESTIONS	19
R		19
	RECESS	19
	REPORT CARDS	20
	RESOLVING SCHOOL CONCERNS AND DISAGREEMENTS	20
S		20
	SCHOOL IMPROVEMENT TEAM	20
	SECTION 504	21

	SOCIAL MEDIA	21
	SYNERGY	21
T		21
	TALKING POINTS	21
	TITLE I	22
	TRANSPORTATION CHANGES	22
U		22
	UNDERSTAND	22
V		22
	VISITING PLES	22
	VOLUNTEERING AT PLES	23
	WEATHER	23
	WELLNESS CENTER	23
X		24
	EXIT	24
Y		24
	YOU	24
Z		24
	ZZZ	24

A

ABSENCES

To report a student absence, please email the following group email address: PLESabsence@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 the absence/tardiness of a student within two school days of the student's return, or the absence/tardiness will be considered unlawful/unexcused. When a doctor's certification for chronic illness has been 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 PLES website under School Resources). Submit the form to PLESabsence@hcpss.org for the principal's approval.

For absences in excess of three days, the principal, in consultation with the administrative directors, will determine if the absences will be 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 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return. 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 PLES website.

ARRIVAL

- Students may arrive starting at 8:30 a.m.
- Doors close at 8:43 a.m.
- Students should be in their classrooms by 8:45 a.m. when the tardy bell rings.
- All students must be escorted to the office (or vestibule/front doors) by an adult after 8:45 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 in excess of three days under this provision, the principal, in consultation with the administrative directors will determine if the absences will be 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

The Columbia Association works with PLES to offer services Before and After School Care on-site (for elementary children). Please contact the Columbia Association for more information.

Phone: 410-715-3164 or Email: SAS@ColumbiaAssociation.org

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 do not participate in disseminating birthday party invitations. The School Directory is available in Family File to help families with birthday celebrations outside of school. Balloons, helium, or latex are not allowed in the school building.

BREAKFAST

All students have the opportunity to have free breakfast upon arrival at school. The offerings vary each day. Students eat their breakfast in their classroom.

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 more than one mile 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/.

At the end of the day, bus riders will walk from their classroom, in line, to the bus. From there, they must follow the driver's directions while riding the bus. Students should know their bus number and where to get off the bus.

To whom do I speak regarding a bus concern? 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 PLES.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 PLES 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, please refrain from parking along Old Stone Court or High Tor Hill. Please wait in the car loop line.

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](#)

COLORS

Our school colors are red and black!

COMMUNICATION

Please contact us at any time. You can do so by simply stopping in, by phone, (410) 313-6886 or by email,

- Principal: Edward Cosentino at edward_cosentino@hcpss.org
- Assistant Principal: Sandra Anderson at sandra_anderson@hcpss.org
- Assistant Principal: Kelly Grenzer at kelly_grenzer@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 in the areas of 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 crisis events in their lives as they 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. PLES' school counselors are Andrea Stremmel (full-time) and Christina Salapata (part-time). Their email addresses are: andrea_stremmel@hcpss.org and christina_salapata@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 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 as a 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**. 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 potential patterns or trends that may emerge.

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 more restorative and part of the learning

process when needed. 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 due to our high number of students at PLES. Dismissal starts at 3:15 p.m.

The schedule is:

- 3:15 p.m. Car riders, walkers, and aftercare
- 3:17 p.m. Bus riders are staggered based on their grade level.

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 educational mission of the school, is disruptive to the school environment, or could endanger the health or safety of that student or others during school hours and school activities.

As a result of the COVID-19 pandemic, students are permitted to wear personal protective equipment during school hours.

DROPPING OFF (after Arrival)

If you are dropping your child off in the mornings after 8:45 a.m. please park in a parking space and accompany your child inside the building to sign him/her in.

E

EARLY RELEASE OF A STUDENT

In order 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 PLES's regular dismissal times. Students may not be released from the office after 3:00 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 front office by 12:00 p.m. of the impacted day. Phone calls to the front office may be accepted in case of an emergency. 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 the specifics of that particular incident. 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

FALCON FLIER

The Falcon Flier is the weekly school newsletter. It is published using www.smores.com. An email from the school will be issued every Friday morning at 7:00 a.m. Newsletters can be found on the main page of the PLES website.

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 the case of 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 there is a change in any information provided in the Family File. That especially includes 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 PLES), 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 PLES Website. Look for Essential Applications and Online Payments (located on the lower left side).

FOLDERS

On Thursdays, your child will bring home important papers and any completed work for your review. Please keep an eye out for this important means of communication.

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 the overall well-being and academic success of students. It serves as a safe and supportive space where students can receive care for minor injuries, manage chronic health conditions, take prescribed medications, and receive support for physical or emotional concerns that may arise during the school day.

At Phelps Luck Elementary School, the Health Room also functions as a *School-Based Wellness Center*, offering expanded services in partnership with the Howard County Health Department. This enhanced model provides access to additional health and wellness resources, helping to remove barriers to learning and ensure that all students are healthy, present, and ready to thrive. Through collaboration with families, healthcare providers, and school staff, the Phelps Luck Health Room and Wellness Center is committed to promoting a healthy, safe, and nurturing environment for every student. Enrollment is required for the School-Based Wellness Center.

HISPANIC STUDENT ACHIEVEMENT LIAISON

The Hispanic Student Achievement Liaisons are assigned to one or more specific schools. Under the guidance of the Hispanic Achievement Specialist, they collaborate with students, staff, families, and community members to accelerate the academic achievement of all Hispanic students.

HISTORY

The neighborhood of Phelps Luck is named for the land grant, Phelps His Luck, patented to Walter Phelps in 1695

HOMEROOM CLASS PLACEMENTS

The development of class lists is a very challenging endeavor. Each year, we work hard to establish classes that are balanced, taking into account student 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 where your child demonstrates the understanding they have 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) 313-6886. 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 Falcon. His name is Freddy Falcon.

MEALS

Free breakfast is provided to all students every day if a child wants what is offered. 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 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 pieces of information regarding students' instructional strengths and needs. Teachers will use this

information to help guide instruction in the classroom and create flexible groupings to better differentiate lessons based on content. Teachers can also engage students in goal setting using MAP information and other performance data available in the classroom.

MCAP – MARYLAND COMPREHENSIVE ASSESSMENT PROGRAM

The Maryland Comprehensive Assessment Program (MCAP) 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 Falcon Flier, is published electronically each Friday 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://ples.hcpss.org/>, Twitter, and Facebook. If you ever miss a newsletter, we archive the volume for the year on our website.

O

OFFICE

Our office can assist you in various ways. (410) 313-6886.

Office hours are 7:45 a.m. – 4:00 p.m.

P

PARKING

Please park in an available parking spot in our visitor's parking lot. Please do not park along Old Stone Court.

Parking is not permitted in front of the building between the following times due to bus access:

- Mornings: 8:00 a.m. – 9:00 a.m.
- Afternoons: 2:45 p.m. – 3:45 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 it a point to call attention to moments when a student demonstrates desired behaviors. This positive reinforcement is for all students and provides an excellent model for students who need extra encouragement to make appropriate choices.

PBIS is an important aspect of Phelps Luck Elementary School. Phelps Luck 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 Falcon Flier to learn about the specifics of our PBIS Program.

PHOTOGRAPHING, VIDEO OR AUDIOTAPING IN SCHOOLS WITH SMARTPHONES

Parents have a right to expect a certain level of protection and privacy for their children while they 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 PLES community, working closely with the administration and staff to offer a range of activities and programs to PLES 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 throughout the year to address issues.

The PTA meets monthly from September to May to conduct its business and exchange important information. All are welcome and encouraged to attend. Meetings are normally held on the first Wednesday of each month at 7:00 PM. In addition to monthly meetings, the PTA normally holds four general meetings each year. At these general meetings, the PTA reports key information to the general membership and presents issues on which the general membership may vote. For example, the general membership votes on the budget at the September general meeting and votes on the officer nominations at the May general meeting.

PUPIL PERSONNEL WORKERS (PPWs)

Pupil Personnel Services works with school staff, students, parents, and community members in the identification and prevention of problems that adversely impact educational success.

Pupil Personnel Workers (PPWs) recognize that behaviors such as absenteeism, disruption, and disrespect prevent students from achieving their maximum 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. McGraw or Ms. Grenzer, Assistant Principals, 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 academic attention 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 less than 20 degrees Fahrenheit or the heat index reading is less than 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, when an informal process fails to provide a resolution, 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 level in resolving concerns and issues is to address them with the school staff member who is most closely and directly involved, in order 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, which oversees the process of improving instruction and academic performance in that school. Ask us about participating in the PLES 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 the need for evaluation. Those students whose evaluation results meet the federal guidelines regarding Section 504 are eligible for a Section 504 accommodation plan. Questions or concerns may be directed to: Mrs. Grenzer, Assistant Principal at kelly_grenzer@hcpss.org.

SOCIAL MEDIA

We maintain an active presence on social media platforms, including Facebook and Twitter. These platforms help give parents a window into what's going on in our school on a daily basis. Additionally, we will send tweets and Facebook posts to the community informing parents/guardians of updates on our website, important information, and reminders, and just fun things going on in our school. Follow us on Twitter at twitter.com/hcpss_ples and on Facebook at facebook.com/phelpsluckelementary.

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 like message translation, group messaging, and the ability to attach files.

TITLE I

Title I is a federally funded program that is part of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) of 2015. Title I is designed to close achievement gaps and ensure all children have an opportunity to access a high-quality education by providing funding for supplemental academic services and supports.

The amount of Title I funding that HCPSS receives is based primarily on countywide census data. HCPSS then allocates the funds to designated Title I schools, chosen based on grade span (HCPSS only designates elementary schools as Title I) and the percentage of students receiving Free and Reduced Price Meals (FARMs).

Currently, all Title I schools in Howard County operate as Schoolwide programs, enabling the overall education of all children attending the school to be improved.

At Phelps Luck Elementary School, Title I funds help provide a welcoming environment for our students and families. We also provide programs specifically designed for families to learn how to support their children at home. Look for grade-level family engagement events throughout the school year.

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 410-313-6886.

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 PLES

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 PLES” section below.

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

VOLUNTEERING AT PLES

According to HCPSS Board Policy, all parent volunteers, including field trip chaperones, are required to complete a Confidentiality Training Course on protecting 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.

WELLNESS CENTER

School-based clinics are located in 11 elementary, middle, and high schools in the Howard County Public School System, including Phelps Luck Elementary School. They are made possible through a partnership between the Howard County Health Department and the Howard County Public School System. The goal of the program is to keep kids in school, healthy, and ready to learn.

School-Based Wellness Centers - In-person Visit

- Sick care
- Treatment of injuries
- Health education, physicals, and immunizations for children without a healthcare provider
- Management of chronic health problems, such as asthma and obesity, with you and your child’s regular health provider.
- School-Based Wellness Centers - Telemedicine Visit
- Sick care for problems involving the lungs, eyes, ears, nose, mouth, throat and exposed skin.
- Sprains and strains.

Parents are always welcome to join the visits from their phones, computers, or in person at the health suite.

Telemedicine visits are at NO CHARGE regardless of insurance status.*

If your child has health insurance and the insurer only pays part of the bill, you will NOT be responsible for any unpaid balance.

(If you are a patient of Klebanow & Associates or Columbia Medical Practice and use the Program's virtual platform, these visits are billed the same as office visits.)*

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.

Z

ZZZ

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