

# Paint Branch Chinese Immersion Elementary School

Home of Busy Bees!

2018-2019  
Student/Parent Handbook



<http://www.clipartbest.com/clipart-eaiepX4c4>

5101 Pierce Avenue  
College Park, Maryland 20740

**Dr. Tricia Hairston, Principal**  
**Ms. Ruby Shu Costea, Academic Dean**

# Greetings Paint Branch Chinese Immersion School Families!

**9:15 AM to 3:25 PM**

(Breakfast will be served 8:55 AM to 9:15 AM)

## **MISSION**

It is the vision of Paint Branch Chinese Immersion Elementary School to provide education services for our multicultural population by delivering classroom instruction in Mandarin and English. Utilizing research-based strategies, real-world connections infused with technology science, math, and art, it is our goal to prepare our diverse students to be career and college ready.

## **VISION**

Paint Branch Partial Chinese Immersion Elementary School will provide a career and college-focused environment to prepare students for the global society.

## **CHINESE IMMERSION**

The Paint Branch Chinese Immersion School at Prince George's County Public Schools began in Kindergarten in 2014 and has added a grade per year. Students enrolled in the program will continue through 5<sup>th</sup> grade and have the opportunity to develop communicative and academic proficiency in both English and Mandarin Chinese. The Partial Chinese Immersion program gives emphasis to English language speakers. Students learn Chinese through content-based instruction in selected core subjects with a cross-cultural understanding of Science, STEM, Math, and Chinese language. Students read, write, listen, and speak in both languages, becoming bilingual, biliterate, and bicultural.

## **SCHOOL HOURS**

9:15 AM to 3:25 PM. **Instruction begins promptly at 9:15 and ends at 3:25 PM.** **Students are not permitted to arrive at school prior to 8:45 AM.** To receive the full benefit of the instructional program, it is important for students to be on time and present every day. Students are marked tardy after 9:30 AM and must stop in the office to receive an entrance pass for their classroom. Instruction begins at 9:15 am daily.

## **ARRIVAL**

Please do not enter the Bus Circle from 8:30 AM until 9:30 AM in the morning and 2:30 PM-3:30 PM in the afternoon, and/or anytime the cones and signs are posted. When all buses have arrived or departed, then and only then will the cones be removed and the circle is open to all traffic.

Although you may not see a bus in the circle during the AM (arrival times) or PM (dismissal) times posted, it may be that a bus is late arriving and or late picking up students. Please obey the signs posted for the safety of all students. The sign and orange cones will be removed when all buses have entered and/or departed. Staff is posted outside and inside of the building during the am(arrival) and pm(dismissal) hours

School begins at 9:00 AM. Breakfast will be served to begin at 8:55 AM. Children arriving before 8:45 AM cannot be supervised and must remain outside of the building until the official start of school. If you transport your child by car, please drop your child off on the side where the multipurpose room is located, away from the bus loading/unloading area. This will prevent accidents, more importantly, it is safer for the children.

### **TARDIES**

Any student arriving at school after 9:15 AM, should be **signed in by their parent in the front office, if not** a note should accompany the student stating the reason for tardiness. At that time the student will receive a tardy slip. Excessive tardiness places a student at a disadvantage in starting his/her day in addition to causing classroom disruption as a student settles in and has to be caught up to be with the class. Since instruction will have started when students are tardy, parents will not be permitted to interrupt classroom instruction. It is recommended that a conference is scheduled, a note sent directed to the teacher only, a phone call made or an email sent later on during that day requesting that the teacher in contact with the parent. The teacher should respond within 24 - 48 hours.

### **ATTENDANCE**

Your child should be in school on time and in classes daily. Instructional time lost cannot be made up simply by doing make-up work. Illnesses and emergencies are excused absences. Excused absences must be accompanied by a written note from a parent or a physician stating the reason for the absence. All absences without a note written by a parent or physician will be considered unexcused absences.

Paint Branch provides a rigorous and top-quality educational experience which can only be accessed through regular and timely attendance. Our administration, attendance secretary, teachers, counselor and PPW (Pupil Personnel Worker) will be monitoring student attendance.

### **EARLY DISMISSAL**

All early dismissals must take place by 2:45 PM and a note indicating what time the child needs to be picked up and by whom. This written notification is for the protection and safety of each child. The teacher will inform the office by sharing the note. Students will not be dismissed from classrooms prior to a parent or guardian arriving in the main office to sign them out. If you need to pick your child up early in person, you should be here by 2:30 PM. **Proper identification will be required prior to the release of a student. Students will not be dismissed after 3:00 PM.** After 3:00 PM, time is devoted to bus dismissal without interruption.

### **DISMISSAL**

Dismissal starts at 3:25 PM. We cannot supervise a child after 3:45 PM. The appropriate agency will be contacted if an adult fails to meet this responsibility. We will make every effort to contact a parent or the emergency designee. Please make sure to update your family cars as often as necessary. If a student misses the bus or is suspended off the bus, it is the parent's responsibility to pick the child up promptly. There is no aftercare provided at this school. Please be on time to pick up your students. The staff members on duty still have more time on their

day. When you are late picking up your child.....this extends additional planning and preparation time for staff members.

Walkers and Car riders will be dismissed from the cafeteria exiting from those doors. These students are not permitted to exit or wait at the front of the building. Parents picking up students from the cafeteria are asked to be there at 3:15 PM. Students (who are walkers and car riders) will be brought to the cafeteria by an adult, after being dismissed from the office over the Public Address (PA) system by grade level, beginning with Pre-K and Kindergarten first. Since all bus students travel through the halls and are dismissed from the front of the building to their buses, parents picking up walkers or car riders are requested to not block the front entrance, nor congregate in the front lobby, or walk back into the building to the child's classroom without returning to the front office first to receive authorization and permission. If this policy is not followed, the parent will be considered trespassing. It is not always convenient for a teacher to speak with you at the end of the day. That is their professional planning and development time. Feel free to always make a conference appointment.

### **EMERGENCY**

In Case of an Emergency or inclement weather, school maybe closed or delayed.

Please listen to the radio and TV. (especially during the winter) and **do not call the school** because school personnel hears of the emergency closing from the radio and TV. Breakfast is served if there is a delayed opening.

You may also access the Prince George's County website at [www.pgcps.org](http://www.pgcps.org) or you can register at <http://www.pgcps.org/weather/> for school closing and/or delays. A two-hour delay results in an 11:00 AM arrival time for students. A two-hour early dismissal results in a departure from school 1:25 PM

### **STUDENT PHONE CALLS**

Students will not be called out of class to take phone calls from parents. If an emergency necessitates a child being contacted, an administrator or designee will receive the call and assist as needed. **Phone calls made for changes in dismissal procedures for your child will not be accepted without written documentation.**[See Dismissal]. If you need to contact your child, please call the office and leave a message. Students are not permitted to make calls from class on cell phones. All cell phones should be turned off and out of sight.

### **ELECTRONIC DEVICES**

Please refer to Administrative Policy #5132 for Cell Phones and other Electronic Devices. Below you will find the link: <http://www.pgcps.org/accokoek/index.aspx?id=163399>

### **BUS SCHEDULES**

The 2018-20189 bus schedules will be mailed to you by the Prince George's County Public Schools' Department of Transportation. Bus information is also available on the PGCPs website at [www.pgcps.org](http://www.pgcps.org). Please review the AM and PM bus numbers with your child.

### **SCHOOL SUPPLIES**

A required school supply list was posted on our website [www.pgcps.org/paintbranch](http://www.pgcps.org/paintbranch) or you may pick up a copy from the school. Students should come to school prepared with the necessary supplies daily. Be prepared to replenish these supplies throughout the year when necessary.

### **STUDENT AGENDA HANDBOOKS**

Students Agenda Handbooks will be required for grades 2-6 to assist with school-home communication, time management, and goal setting. The books contain important phone numbers, school calendar, and information regarding policies and procedures. Agenda Books will be distributed during the first week of school. There is a \$5.00 fee to replace lost agenda books. Please use this agenda book as a tool necessary to communicate with your child's teacher and follow-up with homework and other school assignments and or activities.

### **UNIFORM POLICY:**

Students are required to wear navy blue pants, shorts (must be fingertip length), or skirts, white polo shirts, and all black shoes (tennis shoes preferred) Monday through Thursday [No sports apparel]. On Fridays, students are permitted to wear Paint Branch spirit wear or their school uniform. There are times throughout the school year where students will have uniform-free days. These days will be announced in advance by the teacher. Please update all of your information regularly current phone numbers, addresses and /or email as well as emergency contact persons.

### **HOMEWORK POLICY**

Homework is assigned Monday through Thursday. To promote meaningful and enriched homework opportunities, there will be times when projects or reading logs will need to be completed on a weekend. Each teacher will share his/her expectations at the Back -to- School night activity.. Please find opportunities for family learning fun! A trip to the ballpark can be enriched by a visit to the concession and having students total the cost of the purchases or a look at the team statistics will help put math in a real-life perspective, you can read menus or the labels in the food aisle. Please visit museums or take in community cultural activities. Please enjoy a learning lifestyle with your child.

1. Minimum of 2 homework assignments (Reading and Math daily) except Fridays
2. Minimum of 2 SchoolMax grades per week per subject for core subjects and one grade per week for all other subjects.

### **PARENT CONFERENCES**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please schedule conferences in advance for a time that is convenient for all, (i.e., before or after school, during teacher planning periods, etc.). Our phone number is 301-513-5300. All parents are **required** to attend at least one parent-teacher conference during the school year. Feel free to make conference appointments when necessary.

## **VISITORS**

The school staff is responsible for the safety of all students in the school, therefore it is required that **ALL** visitors to the school must sign in at the Main Office with your state-issued identification to receive a visitor's pass. You must be a parent or guardian of a specific student, and be listed on the student registration or contact form in order to visit classrooms or observe. To observe the classroom, you must schedule your visit with school, telephone number 301-513-5300. At no time is a parent able to confront the teacher or speak with the child. A time of 30-45 minutes is recommended. Scheduling a conference may be a better alternative.

## **STUDENT INFORMATION CARDS**

During the first week of school, your child's teacher will be sending home an emergency contact form for you to complete. **Having this information returned promptly and correctly is of utmost importance.** A record of this information is kept in the school office, in the event you need to be contacted if an emergency occurs. Please make sure all names, telephone numbers, addresses and email addresses are accurate and clearly written. Please list all names and telephone number of persons who can be contacted in case you cannot be reached. It is necessary to update, change and or modify names, addresses, telephone numbers and email addresses during the year. The school system often sends out emergency dismissal or late information on email.. It is necessary that you as the parent update and keeps these numbers current. It may be the difference between you knowing about an early dismissal or your child's school being relocated because of an electrical outage or lack of water.

## **STUDY TIPS**

### ***A Successful Student...***

- Brings notebooks/binder, loose leaf paper, two pencils, and any other materials necessary to class daily.
- Asks questions if he/she doesn't understand the discussion or if he/she has a problem. Is an active participant in the classroom, listens well and takes part in discussions?
- Plans his/her work and schedules times for homework (with the television turned off) each day; makes sure he/she understands the assignment before he/she leaves class.
- They should have homework every day [See Homework Policy].
- Uses what he/she learns, identifies how each subject applies to the others.
- Strives to do his/her best, not just enough to get by.

## **SUGGESTIONS FOR PARENTS**

- Encourage your child to come home immediately after school is dismissed.
- Your child is not to bring dangerous or distracting items to school, such as electronic games, spinners, guns, knives, toys, chewing gum, etc. These items will be confiscated and appropriate consequences will follow. Parents may be required to come to school to retrieve these items.
- Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, school supplies, etc.
- Instruct your child **never** to converse with a stranger, **never** to accept a gift from a stranger, and **never** to get into a car with a stranger.
- Your child must get plenty of sleep each night for him/her to learn and do his/her best in school.

### NURSE

Our school does not have the services of a nurse. **Please do not send sick children to school.** If your child becomes ill at school, we will contact you immediately and request that your child be picked up as soon as possible. If we cannot reach you, immediately we will use the emergency contact information you have provided. **It is very important to have current up to date, working phone numbers.** Please understand that we cannot keep seriously ill children at school. Children must be free of fever, vomiting, and diarrhea for 24 hours without the assistance of medication before they can return to school. Please support us in this practice.

### MEDICATION

Medicine, including aspirin, cannot be administered by school personnel. Students who need to take prescribed medication or over-the-counter medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication (in its original packaging) and form must be left in the office with the secretary.

### UNIFORMS

**Paint Branch Elementary School is a MANDATORY UNIFORM school.**

Uniforms are worn Monday-Thursday. Fridays are reserved for Paint Branch Spirit wear or school uniforms only. Students are required to wear navy blue pants, shorts and skorts [must be fingertip length], or skirts, white polo shirts, and all black shoes (tennis shoes preferred). No shoes of a variety of colors, i.e., neon or camouflage are permitted, etc. Monday through Thursday [No sports apparel]. Hoodies and sweaters are not to be worn around the waist. They can be worn in the classroom for comfort. If not, they must be hung up in the classroom.

#### **Girls**

White polo shirt  
Navy blue pleated skirt or jumper  
Navy blue pants, or skort  
Navy blue sweater or vest  
All Black shoes or sneakers  
White, Navy or Black Socks  
**NO JEANS, CARGO PANTS or SHORTS**

#### **Boys**

White polo shirt  
Navy blue pants  
Navy blue sweater or vest  
Dark Belt (Black or Blue)  
All Black shoes or sneakers  
White, Navy or Black Socks  
**NO JEANS, CARGO PANTS or SHORTS**

***DENIM CLOTHING of any kind is not acceptable.***

### FINANCIAL HARDSHIPS

Parents/guardians who are not able to purchase the mandatory uniform due to financial hardship must submit a letter of explanation to the principal. The principal and the uniform committee will review the hardship request to determine the assistance needed. Parents/guardians requesting assistance will receive a response within 15 days of the received request.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The good education is largely dependent upon the maintenance of effective learning conditions within the classroom. Successful and continued maintenance of these classroom conditions is dependent upon good judgment and compassion by the teacher, understanding, and leadership by the administrator and support of the Board of Education, the parent(s)/guardian(s) and students. Below you will find the link to the Students Rights and Responsibilities Booklet:

[http://www1.pgcps.org/student\\_rights\\_responsibilities.htm](http://www1.pgcps.org/student_rights_responsibilities.htm)

Students can expect to face suspension and/or expulsion if they commit any of the following violations:

- Possession or Use of Weapons
- Possession, Use or Distribution of Alcohol, of Controlled Dangerous Substances, Controlled or Drug Paraphernalia
- Arson
- False Alarms
- Possession of Fireworks or Explosives (Snappers)
- Inciting Others to Violence and Disruption
- Physical Attack and/or Threat Thereof
- Shakedown and/or Strong Arm
- Fighting
- Theft
- Vandalism and/or Destruction of Property

Other violations classified as persisted disobedience are: (May result in suspension)

- Cheating
- Continued Class Disruption
- Disrespect
- False Reports
- Forgery
- Gambling
- Insubordination

## **BUS CONDUCT**

Transported students are given a bus assignment and are to ride that bus **and that bus only** to and from school. Riding a bus is a privilege and good behavior is required to maintain a safe environment on each bus. The school supports the driver in maintaining safe bus riding habits. **Anyone who violates the safety standards will be suspended from the bus and parents will then be responsible for providing the child's transportation. Students are not permitted to ride any bus other than that which is assigned.**

## **BEHAVIORAL EXPECTATIONS**

Each grade level has developed its own classroom standards. Each parent will receive a copy of the rules, consequences for behavior, as well as age-appropriate incentives and rewards.



Students are expected to follow all school rules (halls, cafeteria, classroom, etc.) as well as the County Code of Student Conduct. Violations may result in suspension from school.

### **REPORT CARDS**

#### **Kindergarten & Grade 1**

**(See Administrative Procedure 5121.1):**

**(Quarterly)**

PR = Proficient – the child can demonstrate indicator independently 90 – 100%

IP = In Process – the child can reliably demonstrate indicator 80 – 89%

EM = Emerging – the child demonstrates indicator with assistance 70 – 79%

ND = Needs Development - the child does not demonstrate indicator 50 – 69%

#### **A six-letter system of marking is used for grades 2<sup>nd</sup> – 6<sup>th</sup>**

**(Quarterly)**

A = Excellent progress at the level of instruction indicated 90 – 100%

B = Above Average progress at the level of instruction indicated 80 – 89%

C = Average progress at the level of instruction indicated 70 – 79%

D = Below Average progress at the level of instruction indicated 60 – 69%

E = Unsatisfactory progress (failure) at the level of instruction indicated 50 – 59%.

I = Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

Letters that report unsatisfactory progress are sent home mid-way through each reporting period if children are at a “C”, “D”, or “E” level work. With this warning and some additional help from home, it is our hope that the unsatisfactory grades can be brought up before the report cards are issued. Parents are asked to sign the bottom portion of the form and return it to the teacher. Continuously failing grades on report cards lead to retention in the current grade, for the following school year. According to the new grading policy, the lowest score that a student can receive on completed assignments is “50%”. A score of “0” will be given to students who do not attempt to complete or failing to submit an assignment.

### **HOMEWORK EXPECTATIONS**

Homework will be given to students **on an increasing basis** as children progress in school. All students will have reading book logs that must be completed and signed by parent/guardian. It is recommended that parents set aside 15 – 60 minutes each evening for children to read, practice spelling, math and do assigned homework. **Homework must be complete.** Grade 6 students should allow a longer period. This is an important pattern in establishing responsibility when children are young.

### **HONOR ROLL QUALIFICATIONS**

Students in Grades 2-6 who qualify for each level of honor roll will be recognized in quarterly ceremonies. The following criteria will be used to identify students at each level:

- **Principal's Honor Roll:** Students with a 4.0 GPA with no grade on the report card below an "A."
- **Honor Roll A/B:** Students with a 3.0 GPA or higher with no grade on the report card below a "B."
- **Honor Roll:** Students with a 3.0 GPA or higher with no grade on the report card below a "C."

GRADING FACTORS		
Reading/Language, Math, Science (STEM), Social Studies	Grades K-1	Homework- 5% Assessments- 40% Classwork- 55%
	Grades 2-5	Homework- 15% Assessments- 50% Classwork- 35%
	Grade 6	Homework- 10% (15%-Science) (20% Social Studies) Assessments- 50% (40% Social Studies) Classwork- 40% (35%-Science) (40% Social Studies)
Physical Education	Grades K-6	Homework- 10% Assessments- 20% Classwork- 70%
Health	Grades K-6	Homework- 20% Assessments- 30% Classwork- 50%
Art	Grades K-5	Homework- 5% Assessments- 20% Classwork- 75%
	Grade 6	Homework- 20% Assessments- 30% Classwork- 50%
Vocal Music	Grade K	Assessments- 10% Classwork- 90%
	Grades 1-3	Homework- 10% Assessments- 30% Classwork- 60%
	Grades 4-6	Homework- 20% Assessments- 30% Classwork- 50%

### **BREAKFAST AND LUNCH INFORMATION**

During the first week of school, all children will be given an application for free and reduced lunches to take home to their parents. Every family is requested to complete the form even if they think it will not be approved subsidized meals. . The county policies change every year so it is imperative that this form be completed. Please keep in mind we are required to provide every parent with the opportunity to apply. It is the responsibility of the parents and students to

coordinate with the cafeteria manager as it relates to the lunch program. Parents or students are required to bring money to the cafeteria at the beginning of the week before classes begin for the day. Intermediate students can be responsible for turning in their money at the beginning of the week prior to the start of class. You may also register with [www.myschoolbucks.com](http://www.myschoolbucks.com) to monitor your child(ren)'s lunch account. When registering you will need your student's id number and school name. Please make sure your student comes prepared for lunch.

**It is the county policy that a cheese sandwich and milk are given to those students who do not have lunch money.**

#### NEW PRICES

Lunch -\$2.75 (daily); \$13.75 (weekly); \$55 (monthly)

Extra Milk - \$0.55

Breakfast – Free for All Students

#### TEXTBOOK POLICY

Board Policy #6161.1 provides that commencing with the school year 1976-1977, no pupil may be advanced to a higher grade unless the pupil, in addition to receiving a passing grade, returns all education materials to the appropriate personnel reimburses the school for lost or damaged materials or makes other satisfactory arrangements with the principal.

Textbook replacement charges for lost or damaged books are provided to all parents at the beginning of the year when you sign the textbook letter.

#### **PARENT INVOLVEMENT OPPORTUNITIES**

##### SCHOOL VOLUNTEERS

If you are interested in becoming a volunteer for field trips etc. , please call 301-513-5300 and ask for the Community Outreach Assistant. Your interest and involvement are always appreciated. To volunteer, you must have at least a commercial background check which can be done online or at the Sasscer Administration Building in Upper Marlboro.

#### FUNDRAISERS

Your participation in our fundraising efforts this year is very important. Money from fundraising is always used and goes directly to supporting the students of Paint Branch Chinese Immersion School. Thank you for your continued support.

#### **SCHOOL PTA. Please Join Paint Branch Facebook**

<https://www.facebook.com/PaintBranchElementarySchoolPta/>

#### **Student Resources**

[clever.pgcps.org](http://clever.pgcps.org)

<http://www.aplusmath.com/>

<http://www.funbrain.com/>

<http://www.aaaknow.com/>

<http://www.m-w.com/>

<http://www.whitehouse.gov/>

<http://www.nasa.gov/>

<http://www.ipl.org/youth/>

<http://www.kidsclick.org/>

#### Parent Resources

<http://www2.scholastic.com/browse/parentsHome.jsp>

<http://www.tnpc.com/>

<http://family.go.com/parenting/ms-learning/>