



Parkdale High School

An International Baccalaureate World School



Student/Parent Handbook

2018-2019

“Turning Up the Heat on Student Achievement”



6001 Good Luck Road

Riverdale, Maryland 20737

Phone: 301.513.5700 ~ Fax: 513.5209

The information included in this handbook is intended to supplement the contents of the Policies and Regulation Manual of the Board of Education of Prince George's County Public School System. Additional information, which pertains specifically to Parkdale High School and not contained herein, may be obtained from the Department Chairs or an Administrator.

From time to time, special bulletins may be issued for insertion in this book. Please keep this handbook accessible for reference.

Principal's Message

Greetings!

Welcome to Parkdale High School. You are part of a student body that is recognized for excellence in academic programs as well as sports, clubs, and student organizations. I encourage you to become involved in the activities offered at Parkdale High School and be a part of a proud tradition.

Your personal academic success will depend on your inquisitiveness, your preparedness, and your willingness to set high goals and focus on achieving them. The staff and administration hold high expectations for each of you and will work to assist you in attaining your goals while becoming College and/or Career Ready. This school year, Parkdale High School is "Turning Up the Heat on Student Achievement".

Parkdale High School is more than a name on a school building; it is a community of students and adults brought together to share ideas, learn from each other and bond into a family. Therefore, it is essential that all persons respect the rights of others.

This student handbook has been prepared to assist you in making decisions and choices affecting your success. I look forward to working with you as you are pursuing your educational goals and enjoying the many opportunities afforded you at Parkdale High School.

Sincerely,

Dr. Tasha Graves Henderson

Principal

Vision

Parkdale High School will be a great school committed to maintaining its diversity and preparing all students to be socially responsible lifelong learners, ready for college and/or a career in a globally competitive world.

Mission

The mission of Parkdale High School is to collaboratively work with all stakeholders to foster and sustain an emotionally and physically safe, orderly, and productive learning environment which engages students in rigorous curriculum and learning experiences that focus on developing strong literacy, critical thinking, problem-solving, and technological skills.

ADMINISTRATION

Dr. Tasha Graves-Henderson, Principal
Dr. Leroy Alicea, 9th Grade (A-L)
Mr. Garrett Tucker, 9th Grade (M-Z)
Dr. Ronald Hollis, 10th Grade (A-L)
Mr. David Mugerwa 10th Grade (M-Z)
Ms. Cecil Hawkins, 11th Grade
Dr. Lori N. Taylor, 12th Grade
Dr. Eric Vaughan, Special Education Coordinator

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2018-2019 School Calendar – Approved by Board of Education 2/1/18

July 4	Wednesday	Holiday – Independence Day – Schools and Offices Closed
August 20-22	Monday - Wednesday	Professional Duty Days for New Teachers
August 21	Tuesday	Eid al-Adha*
August 23 & 24; 27-31	Thursday & Friday; Monday - Friday	Professional Duty Days for All Teachers
August 29	Wednesday	Professional Development
August 30	Thursday	Systemic Orientation Day for Pre-K and Kindergarten Students
August 31	Friday	Systemic Orientation Day – New Gr. 6&7 Middle-Schoolers & New 9 th -Graders
September 3	Monday	Holiday – Labor Day – Schools and Offices Closed
September 4	Tuesday	First Day of School for All Students
September 10	Monday	Rosh Hashanah*
September 19	Wednesday	Yom Kippur*
September 28	Friday	Professional Development – 2-Hr. Early Dismissal for Students
November 2	Friday	End of First Quarter (44 days)
November 5	Monday	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
November 6	Tuesday	Holiday – Election Day – Schools and Offices Closed
November 7	Wednesday	Diwali*
November 12	Monday	Veterans Day (Observed) & Parent-Teacher Conferences – Schools Closed for Students
November 21-23	Wednesday - Friday	Holidays – Thanksgiving – Schools and Offices Closed
December 7	Friday	Professional Development – 2-Hr. Early Dismissal for Students
December 24-31	Monday - Monday	Winter Break & Christmas Holiday – Schools and Offices Closed
January 1	Tuesday	Winter Break – New Year’s Holiday – Schools and Offices Closed
January 21	Monday	Holiday – Martin L. King, Jr. Day – Schools and Offices Closed
January 25	Friday	End of Second Quarter (47 days)
January 28	Monday	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
February 18	Monday	Holiday – Presidents’ Day – Schools and Offices Closed
March 28	Thursday	End of Third Quarter (43 days)
March 29	Friday	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
April 15-18	Monday - Thursday	Spring Break – Schools Closed for Students and Teachers¹
April 19 & 22	Friday & Monday	Holidays – Easter – Schools and Offices Closed
April 20-27	Saturday - Saturday	Passover
May 6	Monday	First Day of Ramadan
May 27	Monday	Holiday – Memorial Day – Schools and Offices Closed
June 4	Tuesday	Last Day of Ramadan; Eid al-Fitr*
June 13	Thursday	2-Hr. Early Dismissal for Students ¹
June 14	Friday	Last Day for Students – 2-Hr. Early Dismissal – End of Fourth Quarter (46 days) ¹
June 20	Thursday	Last Day for Teachers ¹

IMPORTANT CALENDAR NOTES

- There are 180 student days and 192 teacher days (195 for new teachers).
- Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPSS prohibits scheduling these events on major holidays noted with an asterisk (*) on this calendar. This restriction does not apply to state or regional events.
- Last days for students and teachers are subject to change.
- 10- and 11-month employees can refer to Bulletin M-1-19 for clarification on workdays.

¹INCLEMENT WEATHER MAKE-UP DAYS – Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 13 and the last day for teachers will be June 19; if one day is used, the last day for students will be June 12 and the last day for teachers will be June 18; if no days are used, the last day for students will be June 11 and the last day for teachers will be June 17.

Bell Schedules

REGULAR		Classroom Lunch Schedule
<i>Period</i>	<i>Time</i>	
Warning Bell	7:40 a.m.	
1A/1B	7:45 - 9:22 a.m.	
2A/2B	9:28 - 10:53 a.m.	Lunch A Annex (includes everyone in the annex, even students who are not 9 th graders)
3A/3B	10:59 - 12:54 p.m.	Lunch B English, Music, ESOL, and World Languages Depts.
Lunch A	10:53 - 11:24	Lunch C Social Studies, Business and Math Depts.
Lunch B	11:24 - 11:54	Lunch D Science, JROTC, Art, Health, FACS and P.E. Depts.
Lunch C	11:54 - 12:24	
Lunch D	12:24 - 12:54	
4A/4B	1:00 - 2:25 p.m.	

2-HOUR DELAY		2-HOUR DISMISSAL	
<i>Period</i>	<i>Time</i>	<i>Period</i>	<i>Time</i>
Warning Bell	9:35	Warning Bell	7:35
1A/1B	9:45-10:34	1A/1B	7:45-8:34
2A/2B	10:39-11:27	2A/2B	8:39-9:27
3A/3B	11:33-1:33	4A/4B	9:32-10:20
LUNCH A	11:33-12:03	3A/3B	10:25-12:25
LUNCH B	12:03-12:33	LUNCH A	10:25-10-55
LUNCH C	12:33-1:03	LUNCH B	10:55-11:25
LUNCH D	1:03-1:33	LUNCH C	11:25-11:55
4A/4B	1:38-2:25	LUNCH D	11:55-12:25

Guidance Department

Student Service Center 301-513. 240.297.1900 017			
Ms. Gladys Ball	Registrar	gladys.ball@pgcps.org	85180
Mr. Pedro Navarrete	Student Service Center Administrative Assistant	pedro.navarrete@pgcps.org	85017
Ms. India Bush	Student Service Center Administrative Assistant	india.bush@pgcps.org	85044

Professional School Counselors			
GRADE	PROFESSIONAL SCHOOL COUNSELOR	Email Address	Ext
9th Grade	Ms. Rosita Herndon	rosita.herndon@pgcps.org	85201
9th Grade	Ms. Nesa Herring	nesa.herring@pgcps.org	85024
Professional school counselors for students 10th - 12th are assigned by last name			
	PROFESSIONAL SCHOOL COUNSELOR	Email Address	Ext
A-C	Mr. Andre Keys	andre.keys@pgcps.org	85179
D-J	Dr. Willie Stroble	willie.stroble@pgcps.org	85014
K-Pa	Ms. Marsha Bastien	marsha.bastien@pgcps.org	85140
Pb-r & IB	Ms. Annie Zhang	annie.zhang@pgcps.org	85205
S-Z	Ms. Kristeal Cunningham	kris.cunningham@pgcps.org	85015

Student Registration Process and Procedures

Registration Hours: Monday - Friday: 8:00 a.m. - 2:00 p.m.

To register your child at Parkdale High School, you must live within the school boundaries or have an approved transfer according to the policies of the Office of Pupil Accounting and School Boundaries. Biological parents or legal guardians can register students.

The following ORIGINAL documents are required: mortgage statement, deed, or current lease; current utility bill dated within 30 days or less (i.e. water, gas, electricity bills); student's birth certificate which includes mother's name; student's health record including immunizations for Hepatitis B and Varicella; student's social security card (optional); withdrawal packet from previous school (includes grades, attendance, and test scores); and parent's/guardian's driver's license. The school needs copies of these documents for our records.

Prince George's County Public Schools reminds all parents that students will not be permitted to register for school without up-to-date immunization records. Free immunizations are available for children without health insurance for Prince George's County residents. For information and to make an appointment for a free immunization, call the Prince George's County Health Department at 301-585-3300.

Process for Addressing Concerns with Your Child's Teacher

Contact the teacher directly to address your concerns. Please allow 48 hours for the teacher to respond. If further assistance is needed, next contact your child's guidance counselor and/or administrator to assist with the matter. If additional assistance is needed after taking the above steps, contact the Principal.

How to Set up a Parent/Teacher Conference

Parent Teacher Conferences are held Monday, Tuesday, Wednesday and Thursday starting at 2:30 p.m. Parents should check in with the main office secretarial staff by 2:15 p.m. in order to avoid being held up by the buses. To meet with all of the teachers, please contact your child's professional school counselor by telephone or by email to schedule an appointment. If for any reason you will be late or unable to attend your scheduled conference, please contact the guidance secretary **immediately**. If you would like to meet only with one or two of your child's teachers, please contact that teacher directly by email or calling the main office at 301-513-5700 in order to make arrangements.

Parental Shadowing and Support

Parkdale High School utilizes the support of the parent to intervene and respond to student behaviors that are inappropriate at the school level. Parent shadowing is an option to potentially avoid further disciplinary actions. Shadowing involves the parent accompanying their student to each class for the entire school day (including lunch). Additionally, this is not a time to conference with the teacher. Our school day is 7:45 a.m.-2:25 p.m.

We ask that parents arrive to the school house with their child by 7:30 a.m., at which time you will sign in and receive your child's schedule. In the event that the parent chooses not to shadow or does not complete the shadow, other disciplinary measures will be taken in regards to the student's behavior.

Graduation Requirements (Class of 2018 through Class of 2020)

Effective with the Graduating classes of 2018 through 2020 (entering freshman in Fall 2014 through Fall 2016), graduation requirements to earn a Maryland High School diploma are as follows. See the Required Subject Area Descriptions pages for further descriptions of enrollment requirements.

SUBJECT AREA	SPECIFIC CREDIT REQUIREMENTS	ASSESSMENT REQUIREMENTS
English	4 credits	Students must satisfy one of the following:
Mathematics	3 credits ✓ 1 in Algebra 1 ✓ 1 in Geometry ✓ 1 additional mathematics credit ✓ Enrollment in a math course each year in high school	<ul style="list-style-type: none"> • Meet the requirements as established by MSDE on the Maryland high school assessments for Algebra 1, Biology, English 10, and Government; • Achieve a combined score(s) as established by MSDE on the Maryland high school assessments; • Achieve a score as established by MSDE approved substitute assessments for algebra, biology, English, and government, aligned with the Maryland high school assessments such as Advanced Placement examinations, SAT I, SAT II, ACT, and International Baccalaureate examinations; • In school years 2016—2017 and beyond, if a student is unable to meet the above requirements, then they must satisfactorily complete the requirements of the Bridge Plan for Academic Validation, or
Science	3 credits ✓ 1 in Biology ✓ 2 additional credits that must include laboratory experience in any or all of the following areas: earth science,	<ul style="list-style-type: none"> • Prior to the 2016—2017 school year, if a student has taken an HSA-aligned or PARCC-aligned Algebra I and/or English 10 course and has passed the course(s) but failed the assessment aligned with the course(s) that student is exempt from completing a Bridge Plan for Academic Validation.

	life science, physical science	See Assessment Requirements pages in Administrative Procedure 6150 for additional information and specific information on government.
Social Studies	3 credits √ 1 in U.S. History II √ 1 in Local, State, and National Government √ 1 in World History	
OTHER REQUIREMENTS		
Fine Arts	1 credit	
Physical Education	0.5 credit √ Personal Fitness	
Health Education	0.5 credit √ Health Issues	
Technology Education	1 credit	

<p>Completer** and Electives</p> <p>**Completer refers to a specified sequence of courses required for completing graduation requirements</p>	<p>2 credits of either World Language or American Sign Language (both credits must be in the same language per local requirements) and any remaining credits in electives</p> <p><u>OR</u></p> <p>2 credits of Advanced Technology Education and any remaining credits in electives</p> <p><u>OR</u></p> <p>Complete (4-9 credits) a Maryland State Department of Education (MSDE)-approved sequence of courses</p> <p>and any remaining credits in electives</p>
<p>Credits: Twenty-one (21) credits are required. Per COMAR 13A.03.02.01C, PGCPs has notified the Maryland State Department of Education (MSDE) that four (4) credits must be earned after completion of Grade 11.</p> <p>Enrollment: The student shall satisfactorily complete four years of approved study beyond the 8th grade unless on an approved option.</p> <p>Student Service-Learning: The student shall complete a locally-developed, state-approved program that includes service-learning infusion in designated courses, preparation, reflection and a specified number of hours of independent service.</p>	

Grading Policy (*Prince George's County Public Schools 2 Administrative Procedure 5121.3*)

1.) Grades will be used on report cards for all courses taken for credit. The grades will be reported in a numeric scale from 0 to 100.

2.) Final numeric grades will be converted to alpha grades. The grades eligible for use on report cards are A, B,C, D, E, F, I, N, P, UC and W, with no plus or minus signs.

Interpretation of letter grades is as follows:

- A = Excellent progress toward meeting course objectives and learning outcomes (90-100%).
- B = Above average progress toward meeting course objectives and learning outcomes (80-89%).
- C = Average progress toward meeting course objectives and learning outcomes (70-79%).
- D = Below Average progress toward meeting course objectives and learning outcomes (60-69%).
- E = Failure toward meeting course objectives and learning outcomes (0-59%)
- I = Incomplete. The "I" grade may be used temporarily for secondary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.
- N = No Grade. The "N" grade may be used only for transfer students and only for one quarter.
- P = Pass (credit bearing).
- F = Fail (not credit bearing).
- UC = University or College grade pending.
- W = Withdrawn. The School Instructional Team agrees to allow a student to drop a course after twenty (20) school days from the start of a year-long course or ten (10) days in a semester course. If a student receives a "W" in a college or online course, a "W" will be the grade earned in the high school course.

3.) Factors used to determine student grades must include the following items:

- Class Work
- Homework
- Assessment

4.) Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student completed the entire assignment and made a good faith effort. Good faith effort is evidenced by the student displaying persistence, striving for accuracy, time on task, and/or trying an alternative method to solve a problem (which may not be accurate). It is also a display of thinking as a student works to sort through ideas, apply context or figure out how to solve problems. If a student does no work on an assignment, the teacher shall assign a grade of zero.

Testing

Information is forthcoming!

Student Service Learning Requirements

All students are to earn a minimum 24 independent service hours as a graduation requirement. These hours are earned by students while exclusively participating in local non-profit community service learning projects. Students at Parkdale High School are encouraged to excel in this area to contribute 100 hours or more of service to benefit the community as well as open opportunities for various scholarships.

DEADLINES for submission of the Student Service-Learning Verification Form are as follows:

- October 15 (for any independent hours obtained between July and August 30)
- January 31 (for any independent hours obtained between September 1 and January 31)
- July 15 (for any independent hours obtained between February 1 and June 30)

Work Study/Released Time/Concurrent Enrollment

As the result of special programming (i.e., cooperative vocational experience, cooperative office experience, vocational development work experience, released time) some students are authorized to depart from school before the conclusion of the scheduled day. Students are required to depart the building within five minutes of their last scheduled class. Students who fail to comply with these regulations are subject to having this privilege revoked. In the event of delayed opening, students in these programs should follow these procedures:

1 hour delay:

- CRD students: Attend school, depart at scheduled time
- Released time: Attend school, depart at scheduled time
- Concurrent enrollment: Attend school/university class as indicated

2 hour delay:

- CRD students: Not required to attend school.
- Released time: Attend school, depart at scheduled time
- Concurrent enrollment: Attend school/university class as indicated

Student Rights and Responsibilities Handbook

To ensure students continue to learn in a safe and supportive environment, PGCPSS developed the Student Rights and Responsibilities Handbook. This handbook is designed to outline the expectations for students and parents/guardians, as well as the procedures to teach

students decision-making and problem-solving skills, along with consistently applying rules, expectations and discipline in our schools. Please review the contents of this handbook with your child and make sure they are aware of the opportunities and their rights and responsibilities as a member of the Prince George's County Public Schools community. [Click here](#) to view the handbook in its entirety. Important segments of the handbook listed below.

Electronic Devices

Students may use Personal Electronic Devices (PEDs) during the school day for instructional purposes, and at other times approved by the principal/designee, and/or during assigned lunch periods. When students do not have permission to use PEDs, the devices must be turned off and be stored in the student's pocket, backpack, purse, locker or vehicle. If a student uses the PED without permission, or refuses to comply with a reasonable request by authorized school personnel, including school bus drivers, to turn off or store PEDs, the student will be referred to administration for an appropriate response. In limited, emergency circumstances, principals may confiscate PEDs until the student's parent/guardian comes to the school to retrieve it.

The school system does not govern the personal use of technology outside of school. In instances where the use of devices create a threat to students, staff or administration within the school environment and impedes opportunities for learning, or impacts the safe operation of the school bus, the school will apply disciplinary action in accordance with the Student Rights and Responsibilities Handbook. Social Media misuse includes internet/computer and the misuse of other electronic devices that may have the impact of substantially disrupting the educational environment. Social media is inclusive of, but not limited to, web-based and mobile technologies, social networking sites, blogs, instant messaging, twitter, social blogs and video based sites such as YouTube. The most common misuse of social media is harassment via cyber bullying. When cyber bullying takes the form of harassment of protected classes, it may be prosecuted as a violation of a person's civil rights.

Tips: Students Should • Maintain privacy by not sharing passwords and/or codes • Use telecommunications in school for educational purposes only under the direction of a teacher. • Use telecommunications or PEDs in school at other times, such as during lunch periods and extracurricular activities, if approved by school administrators. • Report acts of cyber bullying, harassment or sexual harassment to school staff. Do not respond to the harasser.

Tips: Students Should Not • Share usernames or passwords. • Access and/or use social media websites on school equipment. • Access social media sites while in school, on school property or while attending school sponsored events. • Post photographs, videos and tweeted messages of fights or threats of fights on social media sites. • Use electronic devices to distribute/post abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, sexually explicit or illegal material including photos and comments. Violations in the Student Rights and Responsibilities Handbook, Board Policies, and school rules while using social media websites may result in a disciplinary response.

Bullying & Harassment or Intimidation

What Is Bullying, Harassment or Intimidation? Bullying, harassment and intimidation are anti-social behaviors that are characterized by intent to cause harm and an imbalance of power. Bullying, harassment and intimidation is intentional behavior that includes verbal, physical, written or intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. Bullying, harassment or intimidation may be motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability or is threatening or seriously intimidating; and, occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school. Bullying, harassment or intimidation may be repeated or have the potential to be repeated. Bullying, harassment or intimidation includes discrimination. Who Reports Allegations of Bullying, Harassment or Intimidation? Anyone can report allegations of bullying, harassment and intimidation. Students, parents, teachers, school administration, other staff, school volunteers or the community-at-large may report these behaviors. How Do I Report Bullying, Harassment or Intimidation? Reports of bullying, harassment or intimidation may be made directly to a teacher, counselor, security or administrator. Reporting is not tattling or snitching. Reporting is providing information to an adult to address behavior that must be stopped. All reports should be documented in writing on the Bullying, Harassment or Intimidation Reporting Form ([Click Here](#)). The form is available from security..

What Happens After the Report Is Submitted?

Once the report is submitted to the school, a prompt investigation will be conducted. Findings of the investigation will be documented on the Bullying, Harassment or Intimidation Incident School Investigation Form. The school will notify parents of the victim and the offender regarding the outcome of the investigation once the investigation has been completed. The notification must respect the confidentiality of the victim and the offender. Therefore, specific information related to disciplinary consequences will not be provided (Administrative Procedure 5143 Bullying, Harassment or Intimidation). If bullying, harassment or intimidation is substantiated, the school team should develop a plan of support.

Sexual Harassment

Any conduct that violates the policy on discrimination or harassment committed by any student of either sex against students is inappropriate behavior. Conduct that is of a sexual nature is the most commonly reported form of sexual harassment. This conduct may include overt sexual solicitation, inappropriate touching, sexual jokes and inquiries about a person's sex life. This includes unwanted sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual, but rather are directed at individuals based on their gender, such as profanity or rude behavior that is gender-specific. These issues must be brought to the

attention of school administration. Unresolved concerns may be elevated to the Director of Student Engagement and School Support. Remember, all types of bullying, harassment or intimidation are reported on the reporting form.

Uniform Policy (Daily Expectation)

Pants: Khaki (tan)

Shorts: Khaki (tan)

Skirts or Skorts: Khaki (tan)

Shirts: Black polo, dark green polo, white polo or white button-down oxford.

Head Coverings: As stated in the PGCPSS System-Wide Dress Code for Students: "Headdresses may be worn indoors for religious or health reasons only."

Blazers, Sweaters & Fleece Jackets (optional): Black, dark green or white

Parkdale parents, students, teachers, and administrators formulated the student dress policy for Parkdale High School. It reflects standards held in common by the Parkdale Learning Community and incorporates the Prince George's County Public Schools System-Wide Dress Code for Students.

- All slacks must be appropriately sized to eliminate bagging or sagging. Slacks are worn at the natural waistline. Female and male students wear solid-colored slacks in Khaki (Tan).
- Students may wear khaki (tan) colored shorts that must be at least 12 inches below the buttocks.
- Female students wear khaki (tan) colored skorts and/or mid-calf skirts that are worn at the natural waistline.
- Female and male students wear solid-colored shirts with collars and may choose long or short sleeve in Black, White or Dark Green.
- ***Head Coverings:*** As is stated in the PGCPSS System Wide Dress Code for Students. "Headdresses may be worn indoors for religious or health reasons only." **All hats/hoods must be removed before entering the building.**
- Mid-section should not show. No tank tops or muscle shirts. No clothing with vulgar language, obscene pictures, weapons, drug/alcohol or drug paraphernalia and tobacco products.
- No identifiable gang/crew clothing or paraphernalia
- No see-thru clothing
- Skirts, dresses, shorts, and spandex skirts should be approximately six (6) inches below the buttocks or no shorter than fingertip level.
- Pants should be secured at the waist, no sagging below waist to expose undergarments.
- No pajamas or loungewear. Tights, stretch pants, leggings and spandex body suits must be worn with clothing long enough to cover the buttocks.

Student Identification

All students are required to wear their school ID throughout the school day. Students who do not have an ID will be required to follow the process to retrieve a temporary ID.

Policy and Procedures

Attendance Procedures (*Prince George's County Public Schools 2 Administrative Procedure 5121.3*)

All students are expected to attend school regularly in accordance with the Maryland Public School Laws and may be excused from school for only the following reasons specified: death in immediate family [PGCPS defines the immediate family as father (step-father, male legal guardian); mother (step-mother, female legal guardian); uncle (brother of parent/legal guardian/step-parent); aunt (sister of parent/legal guardian/step-parent); brother (step-brother); sister (step-sister); grandfather and grandmother.], illness of student (The principal or a pupil personnel worker shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness), court summons, physical or mental incapacity, activity approved or sponsored by the school, state of emergency, hazardous weather conditions that would endanger the health or safety of the student, observance of a religious holiday and suspension. The following are examples of UNEXCUSED absences: missed the bus, overslept, my parent brought me to school late, babysitting/work, car trouble, vacation or any other activity that is not related to school.

Each student is required to present a written note from the parent/guardian with the following information: student's full name, actual date of the absence, reason for the absence and contact number. The note must be received by the attendance secretary no later than five days after the student returns from the absence. Students with excused absences will receive a yellow slip to submit to their teachers and request their missed assignments.

Parents can help with their child's attendance by: Encouraging their children to attend school every day, making doctor's appointments at the end of school day or on days school is closed. Make sure that students catch the bus in the morning and are at the bus stop prior to the scheduled pickup time, and know your child's bus route number. Use early dismissals only when absolutely necessary. Plan family trips and meetings around the school calendar.

Tardiness

Students tardy to school unexcused will report to the main office to sign in from 7:45 a.m. - 8:00 a.m. Students arriving after 8:00 a.m. will report to the attendance office. A pass will be issued to the student and he/she may report to class. Tardies are logged in and progressive discipline steps will be applied. If a student has an excused note for being tardy, they are to report the main office. The parent is welcome to accompany the student but is not required. **Expectation:** All students will be in class on time. Students who arrive late to class should be allowed into the classroom and marked tardy. Teachers should record **Unexcused Tardy** in SchoolMax, along with their time of arrival

Early Dismissal (*Prince George's County Public Schools 2 Administrative Procedure 5121.3*)

Parents/guardians must present a valid photo ID (passport, driver's license, etc.) when coming to pick up a student during the school day or at dismissal. In accordance with AP 5117 the individual picking up a student must provide name, date and time, and relationship to the student on the log for early release and/or dismissal.

Unauthorized Departure

Leaving school or a school-related activity without proper documentation from an appropriate school official (i.e. attendance secretary) is unauthorized departure. It is not permitted and is taken very seriously. Those students who choose to leave school grounds unauthorized will receive infractions.

Transportation

Requests for bus information or expressions of your concerns about transportation problems may be made by calling the school and speaking directly to the administrator responsible for transportation. Specific bus route information is provided below. If your student's bus is late, please call the bus lot directly to make them aware of the problem: [Bus Lot Contact Information](#) Additionally, the bus tracking information can be found here: [General Transportation Directory](#)

Late Bus

When a student's bus arrives late to school, he/she must report directly to the main office where a late bus pass will be issued to excuse the tardiness. Students are responsible for giving this form to their first period teachers.

Lunch Procedures:

Each student is assigned to a lunch period. It is expected that students report to the cafeteria within five minutes of the bell. 1. Students are encouraged to go to their lockers and the lavatory, but may not loiter in the halls. 2. Parkdale High School does not have an open lunch policy, therefore, students are not permitted to leave the school grounds at lunch (or anytime) without authorization. 3. All students are required to wear their school ID. 4. Students are responsible for disposing of all waste materials after lunch. 5. Taking food out of the cafeteria is not permitted. 6. Students are not permitted to leave the cafeteria to report to a teacher's class unless prior arrangements have been made. The student must have received a pass from that teacher. 8. Outside food is not permitted (McDonald's, Chipotle, etc.).

Obligations/Fines

Students may accumulate fines during the school year for various reasons (i.e. ID replacements, library fines, lost textbooks etc.). Students with outstanding fines are encouraged to resolve obligatory differences immediately.

Lockers

Each student is assigned a locker at the beginning of the year. The school will distribute lockers and the combination. Students are permitted to go to their lockers in between classes. Students are not permitted to share lockers with other students for any reason.

Student Parking

Absolutely NO STUDENTS are PERMITTED to DRIVE or PARK on school property without a valid Parkdale High School Student Parking Permit. Student Parking Permits are available, on a limited basis, for a fee of \$20/school year. Students who are chronically tardy and fail to follow the school and district's policies and procedures are subject to revocation of their parking privileges. For more information, contact the school's Security Office at 301-513-5700 Ext. 85005.

Extracurricular Clubs and Organizations

Parkdale High School provides a wealth of opportunities for students to become involved in clubs and organizations. Students are encouraged to participate and are required to be in good standing academically.

Student Government Association

Student Government Association Executive Board provides an opportunity for students to: Develop a familiarity with general political procedures and policy, network with other student representatives from around the state, practice and develop leadership skills, develop expertise in general assembly procedures, acquire relevant information regarding NASC issues, participate in service learning projects, participate in general assemblies and regional caucuses, evaluate national legislation and objective/goals, learn skills by attending workshops that enhance leadership development and develop ideas for implementation at future school based SGA Executive Board Meetings. Sponsor: Ms. Adams, room 264.

Tutoring Opportunities

Those students who are need of additional support should speak with their teachers about tutoring. Most tutoring sessions are based on need and made available upon request. The teachers are here to help but the students must take the initiative to request extra assistance when it is needed beyond the regular classroom instructional time. Students who are receiving tutoring before school, lunchtime, or after school must get a pass from the teacher prior to the tutoring session.

Fundraising and Selling of Goods

Fundraising and/or selling of goods on school grounds must be approved by Administration in writing. Any student found selling goods of any type without approval from administration will receive an infraction and items will be confiscated.

Peer Mediation

Experiencing a conflict or need to talk? Reach out to our Peer Mediator Teacher, Ms. Hilliard. She can be found in office A143 and each lunch period.

Community Resource Advocate

Do you have a problem that prevents you from learning or are in need of a listening ear? Feel free to see Ms. Dana Brown in office 214.

Health Room

The Health room is located in the main building. Except for emergencies, students will only be admitted with a pass and he/she must be wearing a student ID. Students are not permitted to leave the building, go home, or loiter in the lavatory should they become ill. If a student is too ill to remain at school, the school personnel will notify a parent/guardian. Please ensure that the school has the most current and up to date telephone numbers. When the parent/guardian is contacted, the student will be released upon their arrival. Students who need to take prescribed medication or over the counter medication, even aspirin, require a physician's written authorization. Students are not permitted to have any medication in their possession (even over-the-counter medicines). All medication must be left in the health room where it is kept under lock and key. Any change in the medical status of a student excluding colds, flu, etc., should be brought to the attention of the school nurse immediately. The school nurse for medical reasons are secured from the Health Suite or main office, after proper evaluation and initial care has done all early departure slips. Students not having written proof of all required immunizations on file prior to the first day of school will be excluded from school until such compliance is met.

Textbooks

The teacher distributes textbooks. The textbooks are issued on a book issuance form to each student and students are solely responsible for them until they are returned at the end of the year. Books are to be: Free from writing, marking and defacement, and brought to class daily. If a book is lost or damaged the student is responsible for paying for it. When textbooks are returned at the end of the year, students must receive the pink slip that serves as a receipt that the book has been turned back into the teacher.

Field Trips

Field trips are great way to extend student learning beyond the classroom. Any student who attends a field trip must have their school ID and, unless otherwise directed, wear their school uniform. All students participating in a field trip must have a permission slip filled out by the parent/guardian before leaving school property. Students attending the field trip are excused from their classes and make up work will be provided to those students upon request when they return to class. The student must submit the work based on the time frame stipulated by the teacher.

Parental Support

High school is a new experience that fosters more responsibility for your child. Although they are old enough to make some of their own decisions they still need their parent/guardian to provide guidance and monitor their progress. The following tips may be helpful: Set realistic goals, expect your child to get to school and class on time every day, schedule parent conferences quarterly, review school max weekly, work together with your child's teacher, counselor and administrator and if you have questions or concerns make a phone call or send an email, know the dates that progress reports and report cards are coming out, and if you don't receive a copy contact the school. Encourage your child to be involved in school activities and show support by attending the performances or games, make sure that your child is not spending too much time online, on the phone, texting, playing video games or watching TV. These things can sometime interfere with school performance.

Alternative Education Options

In the event that Parkdale High School's comprehensive educational program is not the best fit for your student, we have provided a few options for your family to make the best decision in regards to your pupil's academic success. Additional information may be obtained from your child's guidance counselor.

- **Alternative High School-** Tall Oaks Vocational High School serves as an alternative high school for students in grades 11-12. The school focuses on students with both academic and relational supports to foster a positive learning environment. Students must be least 16 years of age to attend this educational option. An interview and completion of an application are required prior to enrollment. Tall Oaks is located at 2112 Church Road, Bowie, Maryland 20721. The school hours are from 9:30-4:10. For additional information call 301-390-0230.
- **Evening High School-** Evening high school is held Monday through Thursday evenings from 5:15 PM until 9:10 PM. This program goal is achieved through concurrent enrollment, which allows students to attend their base (day) school and evening high school. Students who are not enrolled in day school are accepted if they are in pursuit of a high school diploma. Crossland High School (301) 449-4994; Northwestern High School (301)-985-1460
- **Community Based Classroom-** The typical candidate for CBC is a recent high school dropout who is no more than 10 credits away from graduation and needs a more flexible schedule to accommodate daycare arrangements, work schedules, or other issues that interfere with their academic success. CBC is located at 5150 Annapolis Road, Bladensburg, MD. (301) 985-5149