

PROSPECT PARK  
SCHOOL  
HANDBOOK



PLEASE READ THE ENTIRE HANDBOOK!

PLEASE PAY SPECIAL ATTENTION TO THE NEXT THREE PAGES,  
TWO OF THE THREE PAGES MUST BE SIGNED  
AND RETURNED TO SCHOOL  
BY **SEPTEMBER 7, 2018.**

*One page must be signed for all students, Grades 1-8*

*One page must only be signed for Middle School  
students, Grades 6-8.*



# PROSPECT PARK SCHOOL

## Memorandum of Understanding

### Middle School Positive Behavior Supports/Agenda Programs 2017– 2018

The Middle School Faculty of the Prospect Park School has created a tool which combines the Positive Behavior Supports/Agenda Book Programs to help middle school students learn responsibility, accountability, organization and appropriate behavior. We believe that students develop self-esteem when they learn these skills and are able to achieve success as a result. Please refer to pages 6-9 for a complete description of these programs.

The Agenda Book is to be used as a communication tool between parent, teacher and students to monitor academic performance. **It is expected that the book will be monitored and signed daily, with a full signature (no initials please) by a parent or guardian, signifying that all given assignments and communications have been noted.** Any student who does not have a signature for three consecutive days will be issued a morning detention from 7:30 until 8:15 to be served in the Assistant Principal's office.

Each middle school student will receive an agenda book at no cost at the beginning of the school year. If the agenda book is lost, or unusable due to graffiti, etc., a new agenda book must be bought from the Assistant Principal, Mr. Wood, for five (5) dollars.

In signing this memorandum, parents and students agree to participate in the PBS/Agenda Book Program, and to become familiar with the criteria for rewards and consequences as defined in this handbook. A schedule of activity trips will be sent home in September.

If it is your intent for your student to not fully partake in the Agenda Book program (specifically, the required nightly parental signature), please be advised that your student will not be eligible for the corresponding activities that result from full participation. However, your student will be held to the same standard of behavior and academic responsibility in terms of receiving marks and disciplinary consequences that accompany such communication home as per the student handbook. The intent for non-participation must be acknowledged by signing in the correct area on the signature page.

We look forward to a successful year! ☺

***(Acknowledgement of this program is attached to front cover and needs to be returned by Friday, September 8, 2017)***

# PROSPECT PARK SCHOOL

## *PBS/Agenda Book Participation*

# *Middle School Students ONLY*

*By signing this document, I declare that my child and I have read, acknowledged, and understand the policies and procedures of the PBS/Agenda Book Programs found in the Student Handbook.*

\_\_\_\_\_ YES, my child \_\_\_\_\_  
will participate in the PBS/Agenda Program with all of the rewards associated with it.

\_\_\_\_\_ NO, my child, \_\_\_\_\_  
will not participate in the reward or parental signature portion of the PBS/Agenda Program, but will be monitored by the PBS/Agenda Program and face consequences of inappropriate behavior.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_

Fill in one for each student, please.

**PLEASE TEAR OUT THIS SHEET AND  
RETURN TO HOMEROOM TEACHER BEFORE FRIDAY, SEPTEMBER 7<sup>TH</sup>**

# PROSPECT PARK SCHOOL

## *Acceptance of Handbook Policies and Procedures*

### ***For All Students***

*I am the parent/guardian of the following child(ren) who attend(s) Prospect Park School. By signing this document, I declare that we have read, acknowledged, and understand the policies and procedures of Prospect Park School as defined in the Student Handbook.*

---

Parent/guardian signature

*Date*

---

Printed parent/guardian name

Printed names of child(ren)

Homeroom

_____	_____
_____	_____
_____	_____

**Please tear out this page and return it to your child(ren)'s homeroom teacher by Friday, September 7, 2018.**

PROSPECT PARK SCHOOL HANDBOOK  
2017-2018

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# PERSONNEL

## CENTRAL ADMINISTRATION – 610-461-6700

### PROSPECT PARK SCHOOL – 610-237-6420

#### EMERGENCY DISMISSAL SCHOOL #450

Mr. Robert Kelly	Principal
Mr. Nicholas Wood	Assistant Principal
Mrs. Gabrielle Bozeman	Secretary
Mrs. Barbara Dixon	Secretary
Mrs. Brittany Garraty	Nurse
Mrs. Casey McGlade	Health Assistant
Miss Holly Curran	School Counselor
Mrs. Kim Paulina	Social Worker
Mr. Corey LaVanture	Building Maintenance

#### First Grade

Mrs. Heidi Lerro  
Mrs. Dawn Marshall  
Mrs. Patti O'Brien

#### Second Grade

Mrs. Connie Allison  
Mrs. Judy Konowal  
Mrs. Karen Lawler  
Mrs. Patricia Phillips

#### Third Grade

Mrs. Heather Friel  
Miss Wendy King  
Mrs. Alissa McGrath

#### Fourth Grade

Mrs. Cheri Cook  
Mrs. Emily Glavin  
Mrs. Elizabeth Webber

#### Fifth Grade

Miss Christa Bresnahan  
Mrs. Gail Hassel  
Mrs. Rachel Petkevis

#### Sixth Grade

Mrs. Sandi D'Alessandro Language Arts  
Mrs. Christiana Laky Math  
Mrs. Kimberly Barnhart Science/Social Studies

#### Seventh and Eighth Grade

Mr. Jim Kennedy Language Arts  
Mrs. Pam Artese Language Arts  
Mrs. Annie McDevitt Math  
Mrs. Kate Haldeman Science  
Mr. Dan McGrath Social Studies

#### Special Education:

Mrs. Amanda Hoffman LS/AS  
Ms. Caitlyn Pitone LS/AS  
Mrs. Lisa Carlucci LS/ES  
Mrs. Kathy Barnes LS/AS  
Mrs. Stephanie Martin LS/ES  
Mrs. Stacy Foreacre LS/ES  
Mrs. Sarah DiSalvo LS/ES  
Ms. Danielle Gornish LS/ES

### *Specialists:*

Mrs. Andrea Ricevuto	Title I Reading
Mr. Chris Goldberg	Technology Coach
Mrs. Margaret Gruerio	Library
Mr. Chris Gutowski	Physical Education
Mr. Dan Myers	Health/Physical Education
Mr. Jason Clayton	Health/Physical Education
Mrs. Jessica Poulsen	Music/Band
Mrs. Christina Allen	Music/Chorus
Ms. Alex Waite	Art
Mr. Mark Kannengieszer	Art
Ms. Linda Shaver	Family Living
Mrs. Gina Santini	STEM
Mr. Fiore Stabilo	6 <sup>th</sup> and 7 <sup>th</sup> Spanish
Ms. Mirna Meytas	8 <sup>th</sup> Grade French
Ms. Georgeanna Dortone	8 <sup>th</sup> Grade Spanish
Mr. Brett Rambo	8 <sup>th</sup> Grade Wellness
Dr. Elana Weinstein	Psychologist
Mrs. Kaitlyn Kealey	Speech
Mrs. Elise Sutton	OT

### *Teaching Assistants:*

Title I Para-Professional	Colleen Glackin
Instructional Assistant Spec Ed	Mrs. Lisa Kyle
Instructional Assistant Spec Ed	Mrs. Josephine Rumsey
Instructional Assistant Spec Ed	Mrs. Kathy Froio
Instructional Assistant Spec Ed	Mrs. Alisa Conmy
Instructional Assistant Spec Ed	Mrs. Chrissy Lusch
Instructional Assistant Spec Ed	Mrs. Darleen Pappas
Instructional Assistant Spec Ed	Mrs. Maryann Marigliano
Instructional Assistant Spec Ed	Mrs. Tina Michel
Instructional Assistant Spec Ed	Mrs. Dawn Bierman
Instructional Assistant Spec Ed	
PCA	Mrs. Linda DiMatteo
PCA	Ms. Oliva Marigliano
PCA	Mrs. Victoria Giordano
PCA	Mrs. Robin Rodes
PCA	Mrs. Heather Keene
PCA	Mrs. Kathy Theuer

## **LUNCH PERIODS**

Grades 4 and 5 . . . . .	11:00 to 11:42 (42 minutes)
Grades 6, 7, and 8 . . . . .	11:45 to 12:15 (30 minutes)
Grades 1, 2 and 3. . . . .	12:15 to 1:00 (45 minutes)

## **HOME AND SCHOOL ASSOCIATION**

This organization is primarily interested in improving the educational opportunities of our students. One way of getting to know your child's school is to get involved in Parent- Teacher activities. Your participation, criticism and suggestions are needed if our school is to improve. You will have the opportunity to work closely with teachers, administrators, and students. We wish to be as responsive as possible to the ideas and feelings of parents and teachers.

Our Home and School representatives for the 2018-2019 school year are:

Sue Delacy- Team Lead

Victoria Giordano-Team Officer

Renee Green- Team Officer

Casey McGlade- Team Officer

Frances Nunez- Treasurer

Jamie Campbell- Co-Treasurer

[prospectparkhands@gmail.com](mailto:prospectparkhands@gmail.com)

## **ABSENCES**

In the best interest of our students, and your children, we have implemented “**OPERATION CALL BACK**”. This program will let you know as promptly as possible that your child did not make it to school.

It would be very difficult and time consuming to have the office staff call the home or workplace of each child that is absent, so your help is desperately needed. We are asking every parent to notify us if your child will be absent or late on a particular day. We can then compare the calls we receive with the attendance sent to us by the teacher to determine if any phone calls need to be made.

Your cooperation with this procedure will greatly help us in making this program a success.



# Disciplinary

## *Suspension*

Although consistent attendance is very important to school success, there are infractions/improper behaviors that are deemed unacceptable for an educational setting and will result in suspension. All students have the right to learn in a safe and non-threatening environment; therefore behavior that infringes on those rights of others will not be tolerated. Suspensions may also influence student participation in other school events and activities.

## *Independent Project:*

As we are an educational institution and our students' academic well-being is our primary concern, independent projects have been developed to be completed in lieu of an in-school suspension and/or out-of-school suspension or to lessen the number of days the student will have earned the suspension. The independent project does not, however, minimize our concern regarding the incident that necessitated this consequence. The option of a student participating in the independent project is at the discretion of the principal or assistant principal. If a project is assigned, the student will receive complete directions, a scoring rubric, due date and a contract.

**The following is an explanation of how suspensions will affect field trips & other school functions:**

## *Elementary:*

With regard to field trips and other school events: Students in the elementary program will be considered on an individual basis. Classroom teachers and the administration will determine additional consequences for suspensions and/or other inappropriate behavior.

## *Middle School:*

One incident resulting in a suspension and the student will lose the designated agenda book trip for that specific marking period. \*Please note!\*

Two separate incidents resulting in suspension during a marking period will result in the student losing any/all field trips & other special activities for that specific marking period. \*Please note!\*

Three separate incidents for the school year resulting in suspension will in turn result in the loss of any/all field trips for the remainder of the school year. \*Please note!\*

Additional suspensions may result in the loss of other school activities including, but not limited to: dances, award ceremonies, assemblies, parties, clubs, sporting events or any other special activities that may be planned by the school.

**\*\*The staff reserves the right to review each situation on an individual basis and make appropriate determinations regarding their particular situation.\*\***

## ***Detention***

Detention results as a consequence when an unwanted behavior warrants in accordance to the Interboro School District Code of Conduct. Detentions are issued for circumstances including but not limited to, second mark infractions, insubordination, disrespect to staff, and inappropriate behavior. Below is a brief explanation of the detention process for all students. For further clarification please read the section labeled “*The Process*” under *Prospect Park Positive Behavior Supports and Agenda Book Programs* on page 10.

- Afternoon detentions are served Monday-Thursday from 2:50-3:15 in room 216.
- Any student who skips an afternoon detention after the two days given to serve or is removed from detention for inappropriate behavior, will be assigned another detention.
- If a student needs to be excused from a detention because of an appointment, please provide written notice to the Assistant Principal the day of the detention. If there is not notice, the missed detention will be treated as a skip, and will result in an additional detention.
- If a student accumulates six (6) detentions not served, the student will be issued a morning detention (students will be required to serve the six detentions in conjunction with the morning detention). The morning detention will be held from 7:30 AM – 8:15 AM in the Assistant Principal’s office or other designated room.
- Each skipped morning detention will result in an additional morning detention assigned until the student has reached the limit of three (3) morning detentions in a marking period or trimester.
- The accumulation of three (3) morning detentions in a given marking period or trimester will result in a Saturday detention. The date of the Saturday detention will be determined by the administration. Saturday detentions will be held from 8:00 AM – 12:00 PM.
- Any student that accumulates ten (10) total detentions in a given marking period will be assigned a Saturday detention.
- Failure to report to Saturday detention will result in two (2) In-School Suspensions the week following the missed Saturday detention.

\*\*Any student involved in extracurricular activities (i.e. Middle School sports, clubs, District Band) is a student first and foremost. Therefore, any student who participates in extracurricular activities and is assigned a consequence such as a detention, must fulfill their obligations as a student and serve the consequence within the given time period. It will be the students’ responsibility to notify the activity sponsor. There are no exceptions including practice, games, or other organized events. Students who miss school conveyance because of disciplinary obligations will have to arrange other modes of transportation to their activity if they wish to participate that day.

\*\*Unserved detentions and egregious behaviors can result in the loss of privileges including, Field Day, field trips, assemblies and any other school sponsored event.

## **Prospect Park School Cell Phone Policy:**

We recognize that students may have a need to have cell phones during school hours. In these instances, it is understood that students bringing their phone to school do so at their own risk and that the school and school staff in no way are responsible for lost or damaged phones.

Students are not permitted to carry their phone on their person. Phones are to be completely turned off, not silenced, and placed accordingly in the student's locker until the end of the school day. This is in accordance to stipulations dictated by the Superintendent's office.

Students who cause a disruption or nuisance with their phones will have the phone confiscated. Any student caught using their cell phone in an inappropriate manner, including but not limited to texting, making phone calls from school bathrooms, taking pictures of other students, or posting on social media sites during the school day, will be subject to the full extent of consequences as dictated by the Interboro School District Code of Conduct.

Students may not use cell phones to contact parents for any reason, including illness. Students who need to contact their parents should do so from the office. Any student who uses their personal cell phone to contact their parent/guardian for any reason, including illness, will be subject to consequences as dictated in the Interboro School District Code of Conduct.

During school hours when your student is learning, we ask that parents do not contact students directly on their cell phones. This can cause a major disturbance and interferes with the learning and growth of your child. If you need to get in touch with your student, please call the school office. Any student who answers a text or phone call during school hours in any part of the building or on school grounds will be subject to consequences as dictated in the Interboro School District Code of Conduct.

### ***Consequences for Inappropriate use of Cell Phones as Defined Previously:***

#### **1st Violation:**

Staff member confiscates phone and the student's name is recorded by Administration. The student may pick up their phone in the main office at 2:45.

#### **2nd Violation:**

Staff member confiscates phone and the student's name is recorded by Admin. Student will receive 2 detentions. Office staff or Admin will phone parent/guardian for pick up by 4:00pm or the following morning (beginning at 7:30am).

#### **3rd Violation:**

Level 3 Infraction: Insubordination. Staff member confiscates phone and the student's name is recorded by Admin. Student will receive 4 detentions. Office staff or Admin will phone parent/guardian for pick up by 4:00pm or the following morning (beginning at 7:30am).

#### **4th Violation:**

Level 3 Infraction: Persistently Insubordinate. Staff member confiscates phone and the student's name is recorded by Admin. Student will receive 4 detentions. Office staff or Admin will phone parent/guardian for pick up by 4:00pm or the following morning (beginning at 7:30am). Student will receive 1 day ISS & a parent conference is required.

\*\*\*When a phone is confiscated, the staff member will ask the student to power-off the phone.

## **Prospect Park School Dress Code Policy:**

Prospect Park staff are required by the Superintendent of Schools to enforce the Standard of Dress Requirements as dictated by the Interboro School District found on page 11 of the Interboro School District Student Handbook. As such, students are only permitted to wear colors as indicated: black, tan (khaki), gray, yellow/gold, or white. Please note that the Standards of Dress Requirements does not allow for clothing purchased from outside organizations (i.e. local clubs or sports teams) whose colors are not listed previously and whose lettering is not Interboro School District specific. However, clothing purchased from organizations under the canopy of the Interboro School District (i.e. drama club, band, etc...), is a different color, and whose writing on the clothing is Interboro School District specific, is allowable. For clarification of what is acceptable under the Standard of Dress Requirements, please refer to page 11 of the ISD Student Handbook.

### **Bags**

Bags, including by not limited to, book bags, drawstring backpacks, and large purses, are not permitted to be carried throughout the building. All forms of the previously mentioned items are to be stored in homeroom or a personal locker. Wristlets or clutch type items are permissible if they meet the requirements of being no larger than three (3) x six (6) inches. Please consult the administration should there be a question of a permissible item.

### ***Consequences for Violation of the Standard Code of Dress as it is Presented in the Interboro School District Student Handbook:***

#### **1st Violation:**

Staff member writes description for the parent to see, for example “inappropriate shorts length”, with a “B-Mark” in the Agenda Book and then the staff member refers the students to Nurse, if necessary, & the student will receive appropriate & clean clothing. Students will also have the option to phone home to request that an alternative clothing choice be brought to school in a timely manner, but students must return to class in the provided clothing until their parent/guardian arrives.

#### **2nd Violation:**

All above steps, plus Office Referral Form from Admin (2 detentions).

#### **3<sup>rd</sup> Violation:**

Level 3 Infraction: Insubordination. All steps from 1st violation, plus 1 week (4) detentions

#### **4<sup>th</sup> Violation:**

Level 3 Infraction: Persistently Insubordination. All steps from 1st violation, plus 1 day ISS & a parent conference is required.

## **Prospect Park School Field Day Eligibility:**

To fully participate in Field Day, students must be passing all major subjects for the 4<sup>th</sup> marking period. If a student is not passing a class on the Field Day date, the student will remain in school for the beginning of the day to make up work/assignments that their teachers assign. **Students may go out to Field Day as soon as this assigned work is completed.**

Students that owe detentions from previous infractions leading to Field Day and have failed to serve them will do so during the Field Day activity. Each detention is 25 minutes in length. The student will serve the number of detentions multiplied by 25 minutes (i.e. 2 detentions would equal 50 minutes of missed Field Day activities).

***\*\*\* Students MAY NOT CUT off the sleeves or bottoms of their Field Day shirts.***

## **Bathroom Policy:**

Each wing of Prospect Park School has bathroom facilities for both male and female students. Individual restrooms are located in the nurse's office and the gym for use by any student desiring a greater amount of privacy than the public restrooms afford.

# *Prospect Park School*

## *Positive Behavior Supports AND Agenda Book Programs*

Dear Parents/Guardians:

We have utilized the Agenda Book Program since the 1999-2000 school years. Due to the positive results we have observed over the years we will continue to use this process. We have also integrated a school-wide Positive Behavior Support program to compliment the use of the Agenda Book. School-wide Positive Behavior Support is a proactive approach to discipline that promotes student behavior and increased learning. We feel that these combined programs support student academic success through organization, documentation and communication, as well as monitoring behavior more efficiently and effectively through the implementation of a reward/reinforcement system for positive performance.

An important observation that we have made is how vital the participation of parents/guardians and families are to the success of this program. The process will not progress unless we receive encouragement from the home. We thank you in advance for your continued support and input regarding these programs. We are dedicated to developing programs that will assist our students and your children in preparation for their future.

Thank you!

The Prospect Park Staff

# The Process

## Goals:

- ☑ Complete homework
- ☑ Complete class work
- ☑ Stay on task
- ☑ Provide student signature
- ☑ Meet behavioral expectations presented in the attached Prospect Park Pledge

## The Agenda Book Program: Process for Documenting Academic and Behavioral Performance:

- If a student does not meet the academic/behavioral goals listed above they will receive a letter “A” or “B” in red ink in their agenda book. *No parent signature, being unprepared, etc. are designated as academic marks (“A”). Insubordination, inappropriate language, harassment, uniform violation, technology violation, disruption and chewing gum are designated as behavior marks (“B”).*
- A student that does not turn in homework will have the incident recorded in their agenda book, as a mark. The teacher may issue a “teacher detention” upon their discretion where the student will have to meet with them after school on that day. The mark and detention may be taken away if the student reports to the teacher after school to complete any work. If the student fails to attend the teacher detention, a referral for a cut detention will be issued to the office. The student will then be subject to consequences according to the Student Handbook and Interboro Code of Conduct.
- If a student receives two (2) letter marks per day they will receive an office detention. The teacher will complete an Office Referral Form and submit it to the Assistant Principal. Each additional mark will constitute an additional detention. The detention will be served after school from 2:50-3:15. Students cannot enter the detention room after 2:50. Students MAY complete homework or study but they may NOT use electronic devices. Students may serve the detention the day it is assigned or the following day. If it is not served on one of those 2 days, the student will be assigned an additional detention by the Assistant Principal. Further skipped detentions will result in further consequences, including but not limited to detentions, suspensions, etc. Students MAY serve their detention with a teacher as long as the following conditions are met—1) The student makes arrangements with the teacher prior to the 2:45 bell; 2) The student receives extra help, completes makeup work or homework, studies, etc. from 2:50-3:15; 3) The detention is served the day it is assigned or the day after; and, 4) The student informs the teacher that he/she has an office detention and asks the teacher to inform the assigned detention duty teacher that the student is with him/her.
- If a student receives numerous detentions and continues to struggle with the program, a staff member will be individually assigned to that student as a mentor.
- If a student does not receive any letter marks in a day they will earn a “thumbs up” during last period. If a student receives a predetermined number of “thumbs up” they will be invited to attend a reward activity planned for that marking period.
- Five or more office detentions OR a suspension will eliminate the Program’s reward trip for that marking period.

- If pages are missing, destroyed or if the agenda book is lost or left home, an automatic detention is given. The student will be given a temporary agenda sheet for the day. Students may still earn a “thumbs up” stamp for a positive substitute agenda sheet ONLY if they serve a detention that day for forgetting the agenda book. If they do not attend detention that day, they forfeit the opportunity to earn the “thumbs up”.
- If a student whites out a mark/note, tears out or covers up a mark/note, they will be sent to the Assistant Principal and the student will receive a 1 day in-school suspension.
- If Agenda books are permanently lost or destroyed, then students must buy a new book.
- Agenda books must be taken home every night and signed (no initials) by parent/guardian (comments are welcomed).
- Any teacher may give a detention apart from the agenda book program.
  
- \*Please note\* - Beginning in January each school year, 5<sup>th</sup> Grade students will become eligible to serve PM Detention with students from grades 6<sup>th</sup>-8<sup>th</sup> in the designated location (Room 216). Prior to January, 5<sup>th</sup> grade students may be assigned detention (2:50-3:15) to be served with their teacher within the classrooms or office.



## AGENDA BOOK COMMUNITY SERVICE STATEMENT:

When a student does not attend a field trip they may volunteer to give back time and energy to Prospect Park School in the spirit of community service. Students could perform tasks that would help beautify the school or support a staff member such as cleaning/straightening up areas (window sills, dusting, cleaning desks, etc.) organizing bookshelves, filing/organizing, helping in a classroom with younger children, weeding/gardening, beautifying the playground area, assisting the custodial staff, etc. We have found that the students take great pride in helping around the school.

# OVERALL PROGRAM GOALS

## What would we like to accomplish?

- Improve academic performance
- Improve test results
- Track homework
- Improve time management
- Improve organizational skills
- Monitor behavior
- Encourage accountability
- Monitor progress/success
- Improve home and school communication
- Improve attendance and promptness to school

## What are the ground rules?

- Students will attend school AND arrive to school on time
- Students will carry their agenda books to every class
- Students will record assignments and homework
- Students will use agenda books as hallway passes
- Students will be responsible for the care of their books
- Students will only write essential information in the books
- Teacher comments and documentation will also be included
- Success will be rewarded
- Students having difficulties will be mentored
- Students will be given support in maintaining agenda book

## How will participants be informed of the process?

- Students will be given direction regarding the programs
- Parents will receive information about the programs
- Staff will meet regularly to evaluate and modify the programs
- All students will receive their first agenda book free
- Lost books must be replaced by the student at a cost of \$5.00

## How will the students be monitored and rewarded?

- Teachers will monitor agenda books
- The ultimate responsibility of the book and the process lies with the students
- Teachers will formally assess academic/behavior success each marking period to determine incentives
- Additional rewards/incentives are included in these programs

## What are parental responsibilities?

- Parent involvement is a vital part of success of these programs
- Parents need to review and sign the agenda book each night
- Questions, concerns, and suggestions are welcomed!

## **Dismissal ID Tags: 1<sup>st</sup> and 2<sup>nd</sup> Grade Students:**

In order for 1<sup>st</sup> & 2<sup>nd</sup> grade students to exit the school as safely as possible, there will be three designated areas for supervised dismissal:

- Bus riders
- Parent/guardian pick-up
- Walkers with siblings/neighbors

Each family will receive four Dismissal ID tags on colored cardstock (1st Grade: **Green**. 2<sup>nd</sup> Grade: **Blue**.) Your child's full name will be printed on the front of each card. If you're picking up your 1<sup>st</sup> or 2<sup>nd</sup> grade student from school at 2:45, these tags **MUST** be shown to the school staff at the exit on the 10<sup>th</sup> Avenue side of the building. These cards must also be shown to bus drivers or monitors in order for your child to be released from the bus. **NO CHILD WILL BE RELEASED TO AN ADULT WITHOUT A DISMISSAL ID TAG.** This is for your child's safety and security.

Any parent or designee not presenting a Dismissal ID tag at dismissal or bus pick-up will be asked to go to the school office to present identification (driver's license or photo id) before the child can be released. If Dismissal ID tag is not presented at the afternoon bus stop (by a parent or designee) an attempt to verify identification with the school office will be made. Students may need to be returned to their community school if identification cannot be verified by the bus driver or monitor.

### **Back Up Plan:**

It is recommended that parents/guardians take a photo using their cell phone (of the official school issued Dismissal ID Tag) in the event that the Dismissal ID tag is forgotten at pick up time.

For orderly dismissal of students, those with the actual Dismissal ID Tag will be called first and cell phone photos will be called last.

*Additional Dismissal tags will be available in the school office, if you need a replacement. Parents/guardians are responsible for the safe-keeping of these important cards.*

# PROSPECT PARK PLEDGE

As a school community we are POSITIVE, PRODUCTIVE and PROUD  
and we say no to bullying!

## MATRIX

EXPECTATIONS	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND
<i>POSITIVE</i>	Use manners Use quiet voices Use appropriate language	Use manners Honor privacy of others Quietly wait your turn	Use manners Be patient and wait your turn Keep hands and feet to self	Use manners Share Take turns Use kind words
<i>PRODUCTIVE</i>	Walk on the right Stay on task	Complete in a timely manner Return promptly to your class	Follow directions Use inside voices Eat your own food	Use equipment correctly Keep hands and feet to self Enjoy yourself
<i>PROUD</i>	Keep hands and feet to self Pick up trash Keep tops of lockers clear	Keep walls clean Pick up trash Use toilets, sink, soap and paper towels correctly	Use kind words Keep the table and floors clean Stack trays neatly	Line up at signal Be a good sport Keep area clean

\*Each classroom will develop individual expectations for positive, productive and proud behaviors within the classroom setting

