

Summer Institute K-4
Phelps Luck Elementary School
5370 Old Stone Ct, Columbia, MD 21045

Summer Institute 5-9
Howard High School
8700 Old Annapolis Rd, Ellicott City, MD 21043

Dear Parents/Guardians,

The Summer Institute exists to provide daily experiences that help youth develop a strong commitment to learning. Our teachers offer innovative teaching methods that are multi-sensory, hands-on, and designed to enrich student achievement.

Because we know that promoting a positive, safe, and structured environment is a critical element in the success of any program, we encourage your partnership and support in the implementation of the Six Ps of Excellence. We are requesting that you and your child review the Six Ps and reinforce these principles at home on a regular basis. You can find the Six Ps on the last page of this handbook.

This parent handbook offers general information and will be useful in understanding the guidelines of the Summer Institute. Should you have additional questions or comments, please feel free to bring them to the attention of your child's Program Administrator.

We look forward to a productive and wonderful summer of learning and growing with you and your child.

Sincerely,

Summer Institute Administrators

HCPSS Vision

Every student and staff member embraces diversity and possesses the skills, knowledge and confidence to positively influence the larger community.

HCPSS Mission

HCPSS ensures academic success and social-emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

HCPSS Commitments

VALUE: Every HCPSS stakeholder feels happy and rewarded in their roles and takes pride in cultivating the learning community.

ACHIEVE: An individualized focus supports every person in reaching milestones for success.

CONNECT: Students and staff thrive in a safe, nurturing and inclusive culture that embraces diversity

EMPOWER: Schools, families and the community are mutually invested in student achievement and well-being.

HCPSS Outcomes

Student Centered Practices

Students acquire the skills, attributes and knowledge necessary to become global citizens and obtain meaningful and rewarding employment in a dynamic, international workplace.

Each and every student receives a high-quality education through access to individualized instruction, challenges, supports and opportunities.

Student voice is infused throughout the educational experience to inform teaching and create learning experiences that engage and inspire all students.

Graduation rates among all high schools and demographic groups are at exemplary levels.

All students have authentic learning experiences, including equitable opportunities to earn college credit or industry certification, to prepare students for future careers and life.

High-quality special education services are delivered in a consistent and collaborative manner.

Inclusive Relationships

Students' mental health and social-emotional learning are nurtured through skill development, collaborative dialogue and a restorative culture in our classrooms and communities.

All students see diversity and inclusion reflected in the curriculum and respect the contributions of all populations.

Collaboration with families and the greater community prepares all students to be ready to learn.

Transparent, open and accessible communication helps to ensure that parents, guardians and community members trust in the integrity of the school system and are active and valued

SUMMER INSTITUTE

VISION

Summer Institute seeks to encourage, promote and support access to diverse learning opportunities for all students through academic and enrichment courses in an inspiring, engaging and supportive environment.

MISSION

The mission of the Summer Institute is to promote and encourage the achievement of all students in Howard County Public School System.

In partnership with teachers, administrators, families and community, the Summer Institute staff strives to provide unique opportunities for students to maximize their academic potential.

All staff will assist students to actively foster the development of the personal attributes needed to be successful in school and in life by modeling

the Six Ps:

Prompt

Productive

Polite

Persistent

Prepared

Proud

Computer Use/Internet – Students

When students are using computers in the classroom or in the computer lab, a staff member must always monitor them. All students will complete an HCPSS Contract, which outlines expectations for student computer use. In addition, teachers must preview all websites that will be used during the course of a lesson. The only exception to this is when students are doing an internet search for information. Students must use only age-appropriate search engines that are in compliance with HCPSS guidelines. (Ex. www.yahooligans.com, www.ajkids.com, www.rcls.org/ksearch.htm)

Dress Code

Clothing should not unduly expose or reveal skin and undergarments. This may include tank tops, halter-tops, tops that are strapless, low cut or expose midriff, or pants worn low or loose, which expose skin or undergarments. If a child is inappropriately dressed, an Administrator will contact parents.

Expected Student Behaviors • HCPSS Code of Conduct

Students must:

- Engage in learning activities and take school work seriously
- Take responsibility for their own behavior
- Be polite
- Respect the personal, civil, and property rights of others
- Attend the Summer Institute daily; be on time and prepared to learn
- Complete assignments on time
- Speak appropriately
- Dress appropriately
- Exhibit self-control
- Seek alternatives to verbal or physical conflicts
- Cooperate with others
- Behave ethically

When students need to be reminded about the expectations, the following consequences will be used:

- **Warning** – Students will be reminded of program expectations and HCPSS policies.
- **Time Out/Lunch Detention** – After the second warning, Grades K-4 students will be sent to the Time Out area to complete a reflection form; Grades 5-9 students will serve a lunch detention where they will complete the reflection form. This form will be shared with the classroom teacher for follow-up.
- **Referral** to the Summer Institute Office – Any physical aggression or repeated misconduct will be brought to the attention of an Administrator. The teacher describing the incident will complete an Incident Report, and the parent will be contacted.

Failure to Comply with the HCPSS Code of Conduct can result in dismissal from the Summer Institute.

Health Forms/Health Room Procedures

The Summer Institute Office must have **completed** Health Forms for each student in Family File. If your student was enrolled in an HCPSS school for the 2018-2019 school year those forms have already been completed. Whenever a student needs to visit the Health Room, a Health Room Pass will be provided by the teacher and given to the student. After the student has visited the Health Room, the pass will be completed by the Health Room Nurse/Assistant and returned to the teacher, documenting the action taken by the Health Room Nurse/Assistant. It is the responsibility of the Health Room Nurse/Assistant to notify parents and/or appropriate medical personnel when deemed necessary.

The information provided on each child's Health Form would be utilized in instances of illness or injury. Parents must complete a new Health Form if any of this information changes.

All student medications (prescription and/or over-the-counter medicines) are to be given to the Health Room Nurse and will be secured in the Health Room. Each medication must be clearly labeled and accompanied by a medication order signed by a doctor. **Medications should be dropped off on June 27th and picked up by parents on the final day of the program (July 28th).**

Teachers cannot administer any medication to children.

Late Arrival and Early Dismissal

Any student who arrives to the Summer Institute after 8:30 a.m. must be signed in by a parent/guardian in the appropriate Summer Institute Office. If a child arrives late and is without a parent, the parent will be contacted and will be asked to submit a letter explaining the lateness.

When picking up a child prior to program dismissal, parents/guardians need to sign their children out on the Early Dismissal Log. If possible, parents need to notify the appropriate Secretary **before** the scheduled program dismissal time.

Parents are not to go to the classroom to pick up children, and teachers should not dismiss students to parents.

Leaving With Others

The names of all adults who are authorized to pick up a child should be listed on the child's emergency card. Parents/guardians who want their children to leave school with someone other than the parent/guardian or other adult listed on the child's emergency card are required to write a note stating the name(s) of the adult(s) that will pick up their child(ren). The adult is required to present a photo ID to the Summer Institute Office **and** to sign the child out. Children will not be permitted to leave with any adult who does not have proper ID.

Lunch Guidelines

The cafeteria is an area where we expect that all students will eat lunch in a safe and pleasant atmosphere. Students are expected to follow the directions of the adults in charge and to observe the

following Rules and Expectations:

- Follow the Six Ps
- Receive permission before leaving seat
- Always walk
- Use appropriate voice and language
- Leave a clean cafeteria for others

When students need to be reminded about the expectations during lunch, the following consequences will be used:

- **Warning** – Student will be reminded of program expectations and HCPSS policies.
- **Time Out** – After the second warning, student will be sent to the Time Out area where he/she will complete a reflection form; students in grades 5-9 may lose recess privileges. Reflection forms will be shared with the classroom teacher(s) for follow-up.
- **Referral** to the Summer Program Office – Any physical aggression or repeated misconduct will be brought to the attention of the Administration. The teacher describing the incident will complete an Incident Report, and the parent will be contacted.

Recess Guidelines

Activities on the playground will be under the close supervision of staff members at all times. Contact games are not permitted. Activities will be held indoors in classrooms when there is a Code Orange or Red. On days when the grassy areas are too wet or muddy, students may be restricted to the blacktop area. Students are not permitted to engage in any activities using the school's playground equipment that may pose a threat to their own safety or the safety of other students.

Students are expected to play in a safe and friendly manner and to:

- Follow directions the first time they are given
- Follow the Six Ps
- Use appropriate language.

The following consequences will be used for any misconduct that is judged to be a threat to the safety of students or adults.

- **Warning** – Student will be redirected to review rules.
- **Time Out** – Students who ignore warnings are sent to the quiet area for a minimum of ten minutes.
- **Referral** to the Summer Institute Office – Any physical aggression or repeated misconduct will be brought to the attention of an Administrator. An Incident Report will be completed by the teacher describing the incident, and the parent will be contacted.

Student Absences

Daily attendance is necessary for student success. If you know that your child will be absent, please contact the program's secretary.

Phelps Luck ES, Grades K-4:Secretary: Jomika Tatum jomika_tatum@hcpss.org

Student Progress

Parent(s)/guardian(s) will receive a progress report addressing academic progress and learning behaviors at the end of the program.

Student Property

Students should not bring electronic devices to the Summer Institute. Personal electronic devices, including headphones, are not permitted, except as permitted by countywide policy. Staff will not accept responsibility for any student's personal property. All cell phones need to be off and out of sight during the course of the program. The Summer Institute is not responsible for the loss or damage of electronic devices, including headphones. Items confiscated from students will be submitted to the Program Office. Depending on the number of infractions (see below), the student and/or parent can pick up the item from the Program Office at the end of the day.

When may students use electronic devices, including cell phones?

Electronic devices may be used before 8:30 a.m., after 3:00 p.m., and during non-instructional times such as lunch. Cell phones, headphones, and other electronics may not be seen, heard, or used during instructional times from 8:30 a.m. to 3:00 p.m. If they are, staff members will confiscate these items. **Summer Institute is not responsible for the security of these items at any time, and they must be kept out of sight during the school day.** A student who needs to contact a parent/guardian during the school day should report to the program office for assistance. Consequences for violating this rule are as follows:

- a) 1st infraction - Confiscation (student pick up after school day)
- b) 2nd infraction - Confiscation & parent contact (student pick up)
- c) 3rd infraction - Confiscation & parent contact, lunch detention (parent pick up)

Visitors

All visitors must stop at the Summer Institute Office to sign in and receive a Visitor's Badge, which must be worn at all times during their visit.

Howard County Public School System Policies

Below are highlights from a few important HCPSS policies. For more information about these and other policies, see the back of the HCPSS calendar.

Please visit www.hcpss.org/aboutus/policies for full text versions of the HCPSS policies.

Safe and Supportive Schools (Policy 1040)

The Board of Education of Howard County is committed to providing a safe, engaging, and supportive school climate. The

Board believes that fostering a school climate in which individuals are valued, and their safety and rights are protected, is essential to its mission.

All students, employees, parents, and third parties of the Howard County Public School System (HCPSS) share responsibility for the health, safety, and general welfare of students and for establishing and sustaining a safe and supportive school climate. Employees bear a professional responsibility to monitor student behavior and respond accordingly to both observed and reported violations of policy.

Discipline (Policy 9200)

The Howard County Board of Education is committed to providing a safe, engaging, and supportive school environment. The Board believes that the teaching of expected school behaviors is the shared responsibility of Howard County Public Schools (HCPSS) staff, parents, and community members. The Board believes in an environment where clear expectations for appropriate behaviors are communicated, appropriate behavior is taught, and inappropriate behaviors are addressed in a manner that is conducive to learning.

The Board believes effective discipline strategies meet students' varied behavioral and developmental needs. The Board expects the use of a continuum of discipline strategies that fosters positive behaviors, and monitors and addresses any disproportionality. To this end, the Board's student discipline policy sets forth the expectation of discipline that is fair, equitable, consistent, and reflective of a restorative approach. (See also: <http://www.hcpss.org/about-us/student-code-of-conduct/>)

Discrimination (Policy 1010)

The Board of Education is committed to providing an educational and work environment that is free from discrimination, fosters equitable opportunities, and values diversity and commonality. The Board prohibits discrimination on the basis of race, color, creed, national origin, immigration status, religion, physical, mental, or educational disability, pregnancy, age, gender, gender expression, gender identity, genetic information, sexual orientation, marital status, veteran status or socioeconomic status in the educational program, including co-curricular and extra-curricular activities, and in the workplace.

The Board recognizes its responsibility to promote worth, dignity, respect, and safety and therefore prohibits discrimination through curriculum, instruction, professional development, and resource selection.

Employees, students, and third parties share responsibility for the health, safety, and general welfare of students and for creating and ensuring an environment free from discrimination.

Employees, students, and third parties may be subject to disciplinary action or consequences for discriminatory behavior even when the behavior does not rise to the level of discrimination as defined by prevailing federal and state laws.

Bullying, Cyberbullying, Harassment, or Intimidation (Policy 1060)

The Board of Education is committed to providing a safe, engaging, and supportive school and work environment that values diversity and commonality. The Board is also committed to fostering a climate where individuals are valued and their safety and rights are protected. The Board prohibits acts of bullying, cyberbullying, harassment, or intimidation because they compromise the learning environment and well-being of students, employees, and community.

The Board recognizes that Howard County Public School System (HCPSS) employees must be knowledgeable regarding bullying and victimization in order to promote an environment where opportunities for bullying, cyberbullying, harassment, or intimidation do not occur.

Wellness through Nutrition and Physical Activity Policy (Policy 9090)

The Board of Education of Howard County recognizes the connection between health and wellness and student achievement and that students need nourishing foods and physical activity in order to grow, learn, and thrive. The Board recognizes its responsibility to provide a safe and healthy learning environment for all students. The Board recognizes that staff wellness is also an integral part of a healthy school environment and believes that promoting staff wellness fosters improved health status, improved morale, greater commitment to the health of students, and positive role modeling opportunities.

The Board further acknowledges the necessity for the Howard County Public School System (HCPSS) to ensure a coordinated approach to school health. The Board acknowledges the necessity to ensure that the school environment promotes and protects students' ability to learn by providing nutrition education, physical activity, and a variety of healthy food and beverage choices. The Board believes schools have a responsibility to help students develop the skills, knowledge, and attitudes necessary to adopt and maintain a healthy lifestyle.

Civility (Policy 1000)

The Board of Education of Howard County is committed to modelling and fostering an environment of mutual respect and civility between and among all stakeholders including members of the Board of Education, students, school system employees, parents, service providers, and each member of the community. The Board recognizes a culture of civility is critical to the success and well-being of students employees, and community members and is a necessary first step to establishing and maintaining relationships and a culture that recognizes the worth and dignity of the individual.

Child Abuse and Neglect (Policy 1030)

It is the responsibility of the Howard County Public School System to provide a safe, engaging and supportive school environment for all students. The Board of Education affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. The Board therefore acknowledges the necessity for the school system to ensure that employees and service providers are able to recognize and report instances of abuse and neglect of children and vulnerable adult students. The Board further acknowledges the necessity for the school system to collaborate with child and adult protective service agencies, both private and governmental.

Student Assault and/or Battery on Staff (Policy 9270)

The Board of Education recognizes the need for a school environment that is safe, secure, and nurturing. This environment must allow staff to be free from any assault and/or battery by students. Therefore, any assault and/or battery by a student directed towards a staff member or service provider is strictly forbidden.

Tobacco-Free Environment (Policy 1050)

The Board of Education of Howard County recognizes the serious health problems and environmental hazards associated with using all tobacco products, exposure to nicotine and secondhand smoke. The Board acknowledges the necessity for the school system to ensure that the school environment promotes and protects students' and employees' health and ability to learn by providing tobacco prevention education and resources. The Board believes schools have a responsibility to help students develop the skills, knowledge, and attitudes necessary to adopt and maintain healthy lifestyles and is therefore committed to maintaining a tobacco-free, smoke-free, and nicotine-free environment for the health and safety of all students, employees and the public in the Howard County Public School System (HCPSS).

Weapons (Policy 9250)

The Board of Education of Howard County is committed to providing a safe and nurturing school environment. The presence of weapons on school property or at any school-sponsored activity threatens this commitment. Therefore, the possession or use of any type of weapon on school property or at school-sponsored activities is strictly forbidden, except as provided herein.

Summer Institute Theme 2019: Prepare Now. Thrive Later!

***When we focus on the strengths and talents of our students,
it increases engagement, which in turn increases academic growth!
Summer Institute will celebrate one overarching commitment each week
through fun school-wide activities!***

I. Week of July 1st: *Value* ...Start with the Goal in Mind and Keep it Kind!

Activity: Goal Setting Activities: Believe in Your Dreams! Set goals for yourself for the Summer Institute! Put your best foot forward!

Activity: Friday, July 5th: Positive Post-It Day! It's Cool to be KIND! Leave positive messages on post-it notes and place them around the building! You can even leave a note for a teacher or friend! Let's show kindness and appreciation!

II. Week of July 8th: *Empower* ...My Future's So Bright! Creating Excitement for the Future

Activity: Wednesday, July 10th: Our Future's So Bright, We Have to Wear Sunshades! : Wear your favorite shades/sunglasses!

Activity: Friday, July 12th: Future Friday!- Career Day: What do you want to be when you grow up? Dress like your favorite career!

III. Week of July 15th: *Connect* ...Engage in Positive Experiences in School: Spirit Week!

Activity: Monday, July 15th: Wacky Tacky Day: Dress as wacky as you can!

Activity: Tuesday, July 16th: Friends/Twin Day! : Spread kindness and show how much you care! Dress alike with ALL of your friends!

Activity: Wednesday, July 17th: Rep Your School Day! : Wear your school colors and paraphernalia!

Activity: Thursday, July 18th: Sports Day! : Represent your favorite sports team!

Activity: Friday, July 19th: Crazy Hair Day! : Be the confident YOU and rock your crazy hairstyle!

IV. Week of July 22nd: *Achieve* ...Celebrate Effort and Achievement!

Activity: Throughout the week: Write thank you notes and notes of appreciation to your teachers and friends you've met throughout the summer on an ice cream note!

Activity: Goal Setting Reflection: Take the time to reflect on the goals you made at the beginning of Summer Institute!

**The Six Ps of Excellence
Summer Program Students Are...**

Prompt

We get started on our work right away; we use time wisely

Productive

We complete all assignments and we work steadily on them until they are complete

Polite

We are always respectful to adults and our peers

Persistent

We never give up even when the work is hard

Prepared

We bring a positive attitude and we are ready to learn

Proud

We always strive to do our best!