

Charles Carroll Elementary

Student/Parent Handbook
2011-2012

Mrs. Natalie Crist, Principal
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Charles Carroll Elementary School Mission
"Our CCE learning community maximizes students' learning potential, empowering them to thrive as productive citizens."



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Westminster, Maryland 21158
Phone: 410-751-3211
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Web: <http://www.carrollk12.org/cce>

Charles Carroll Elementary School

PARENT-STUDENT INFORMATION 2011-2012

The following school-related information incorporates, by reference, all Board of Education of Carroll County policies and Superintendent's procedures. Please note that as changes are made to procedures and policies notification will be made through the school newsletters.

ABSENCE / TARDY GUIDELINES

Students are expected to attend school daily unless they are sick, there is a family emergency, or they have an appointment.

Students Scheduled For a Full Day/Half day

1. Must be in attendance 4 hours for full day to count
2. Must be in attendance 2 hours for half day

Tardy

AM Tardy: Arrive between 9:01 a.m. and 11:30 a.m.

The student must come into the office and a responsible adult must sign in the child. The child will receive a pass to go to class.

PM Tardy: Leave school after 1:00 p.m. and before 3:30 p.m.

The parent must sign the student out in the office.

Absence notes are required by law.

You may email absence notices for Charles Carroll Elementary students to

CCEattendance@carrollk12.org.

To notify the school of current day absences, please send your email to the school by 9:00 am.

As always, written notes and/or phone calls are still accepted.

Notes must include Child's name, grade, and teacher, as well as the reason for absence, the date, and the parent/guardian signature.

SCHOOL HOURS

School Office Hours - 8:00 a.m. to 4:00 p.m.

Student instructional day starts no later than 9:00 a.m. and ends at 3:30 p.m. Students may begin entering the building at 8:30 a.m. **PARENTS MAY NOT DROP STUDENTS OFF PRIOR TO 8:30**

Dismissal begins at 3:30 p.m. Buses usually depart between 3:30 and 3:45 p.m.

ATTENDANCE CERTIFICATES Attendance certificates are awarded each year as follows:

Perfect Attendance for the quarter:

Students meeting the criteria of no absences or tardies for the quarter are recognized at quarterly celebration assemblies.

Perfect Attendance for the year:

Students meeting the criteria of no absences or tardies for the school year are recognized at the end of the school year.

Exemplary Attendance for the year:

Students meeting the criteria of no more than 1 absence and up to three tardies during the school year are recognized at the end of the school year.

General Policies

BIRTHDAY TREATS / INVITATIONS

Due to the risk of food allergies, no edible birthday or party treats are permitted to be brought into the cafeteria or classroom for whole class celebrations. Instead of edible items, pencils, erasers, bookmarks and other school-related items may be substituted (no toy items). In the event of a teacher-directed, classroom-based celebration, the teacher will provide specific instructions regarding acceptable/unacceptable food & drink products.

Party invitations of any kind may not be distributed at school.

CONFERENCES

Parents are encouraged to contact teachers as needed with questions/concerns. Individual conferences may be scheduled at any time during the year upon parent request. Parents must schedule appointments in advance so that the teacher can be adequately prepared for the conference. ***Impromptu conferences during student arrival & dismissal times are not permitted to respect the morning & afternoon preparation and closure time that are essential to the needs of students.***

Dates specific to Charles Carroll will be published at the beginning of the school year through the newsletters and on the school website (www.carrollk12.org/cce).

CUSTODY ISSUES

In situations where parents are separated, divorced or do not live in the same household, the school must remain neutral. Each parent has specific legal rights in regard to school issues. A telephone call, note or letter from a parent or attorney is not sufficient notification to establish custody or restrict another parent's contact with students and teachers. **An official court order, with a seal, is required to establish custody. A copy of the most recent custody order should be on file at the school.**

ELECTRONIC COMMUNICATION DEVICES

Students:

1. Electronic communication devices must be turned off and placed out of view before entering the school building and must remain off and out of view during the entire school day.
2. The audible notification of electronic communication devices must be turned off while being transported on a school bus.
3. Students who display and/or use an electronic communication device and/or fail to follow the directions of a staff member/bus driver regarding electronic communication devices will be subject to disciplinary action. See the CCPS Parent/Student Handbook and/or the CCPS School Calendar for additional information.
4. Carroll County Public Schools is not responsible for theft or damage of a student's electronic communication device.

Staff and Visiting Adults:

1. Shall turn off the audible notification on their electronic communication device during the school day.
2. Shall limit the use of electronic communication devices in school, to emergencies or to facilitate school system business and shall refrain from using electronic communication devices in the vicinity of students.

FIELD TRIPS Field trips are planned as learning activities to supplement classroom instruction. Out-of-school field trips require parent permission for students to attend. Parents will receive advance notice of any planned field trip, including information as to the date, time and the cost.

Parents invited as chaperones must ride the bus. Chaperones must have completed the appropriate volunteer training at least seven school days prior to the date of the field trip and been approved for permission to volunteer in Carroll County Public Schools.

Chaperones are expected to remain with the trip from beginning to end and conduct themselves in a manner consistent with a school/learning environment and in adherence to all CCPS policies.

Pre-school children & siblings may not attend field trips with K - 5 students.

A child leaving on a field trip bus must return to school on the bus before being signed-out/dismitted. Parents may not sign out a student while on a field trip unless an emergency situation exists.

Payment for all field trips must be in the form of a check or money order made out to CCE. Cash will not be accepted to pay for trips.

HOMEWORK

Meaningful homework assignments can have a positive impact on student learning. Homework assignments shall be related to course outcomes, rigorous and relevant to students, and differentiated to account for individual differences among students.

Purposes of Homework:

- Prepare for subsequent lessons.
- Practice or review to strengthen concept and skill development.
- Evaluate what students know by applying, extending, or integrating their knowledge and understanding through projects or other assignments.

Though homework may be an important factor in helping students to achieve, homework grades will not directly be reflected in the student curriculum area grades.

Homework quantity and quality will be reflected in the Work and Social Habits grades as indication of student responsibility for learning.

HONOR ROLL

Honor Roll is used to recognize students' high academic progress along with outstanding skills in special area classes and work habits. Students in grades 3, 4 and 5 are eligible each marking period. There is a school-wide recognition for students who achieve honor roll.

Following are the honor roll criteria for each marking period:

A student must have all As and Bs with As in Math and Language Arts; have no Ns, and have at least 12 Os in Special Area Classes and Work Habits.

MEDICATION PROCEDURES AND MEDICAL CONCERNS

STUDENTS MAY NOT TRANSPORT ANY MEDICATION TO/FROM SCHOOL.

This is a violation of the Carroll County Public Schools' Drug Policy and may result in student suspension. A written physician's or nurse practitioner's order, parental consent and instructions must be obtained before **ANY** medication can be given. All medications must be in their original container and clearly marked for the particular student. All medications, prescriptions, homeopathic preparations, herbals, and over the counter (in manufacturer's over-the-counter recommended dosage and guidelines), shall have a signed physician's or nurse practitioner's order and parent signature for the medication to be administered at school. Ibuprofen and acetaminophen do not require a physician's or nurse practitioner's order.

A note from a parent or guardian to the physical education teacher is acceptable as an excuse from active participation in the physical education program for no more than 3 consecutive days of physical education participation. If a student is to be excused beyond 3 consecutive days, a physician's statement is required. The physician's statement must state the nature of the disability/illness & the length of time the student's activity is restricted. A physician's note is also needed to release a student from prescribed restrictions. **Please note:** Students excused from Physical Education Classes will also be excused from physical activity at recess.

**PERMISSION TO PHOTOGRAPH, VIDEOTAPE OR AUDIOTAPE
AND Use of Student Work on Websites or in Publications**

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or the school website, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website by the school system unless such notification is received. It is also assumed that any student work can be used or posted as well.

PERSONAL POSSESSIONS

Students are not permitted to buy or sell chances, tickets, food/drink products or similar items on school property or on buses.

Students are not permitted to trade, borrow or bring expensive items to school.

Students are not permitted to bring toys or sporting goods to school unless otherwise directed in writing by a teacher.

The school is not responsible for the loss, theft, damage of electronic devices that students may bring in to school, such as cell phone, handheld game systems, etc.)

DRESS CODE

Students of CCPS are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day. The requirements included, but are not limited to:

Head Coverings:

Hats, sunglasses, or head coverings of any kind, including bandanas and visors, shall not be worn in the school building unless approved for religious or medical reasons.

Shirts shall:

- Cover the entire back (i.e., no cutout backs, no shirts that tie in the back).
- Cover the midriff area (bottom of the shirt must meet the top of the lower attire at all times).
- Cover undergarments (i.e., muscle shirts and under armor shirts are considered undergarments and must have a shirt over them.)
- Not be see-through.
- Fit modestly so that all cleavage area is covered.
- Have two straps, one on each shoulder (no tube tops or halter tops).

Shorts/Skirts/Skort/Pants:

- Skirts, skorts, and shorts should not be excessively short. The guideline for "excessively short" is clothing that exposes the upper half of the thigh while standing and does not meet the tips of the fingers when arms are extended at side.
- Pants will cover undergarments at all times and not be excessively long as to drag on the floor.
- No shoes with wheels shall be worn.
- No bedroom slippers shall be worn.
- No chains which could inflict significant bodily harm if used as weapon, spiked clothing or accessories shall be worn.
- No mutilated, cutout or ragged clothing shall be worn that exposes the bare skin between the upper chest and mid-thigh or creates a significant distraction.
- Underwear shall not be showing and shall not be worn as outerwear.
- Clothing shall not convey advertisements for condoms or other birth control

- devices, stated or implied.
- Clothing shall not convey messages that express hate, racial slurs, or sexual harassment.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo; tobacco, alcohol or drug use; gang symbols; weapons; or sexual activity.

Violations

A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Student failure to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action.

Requests for Exceptions

Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations may occur at the discretion of the school administration.

Charles Carroll Elementary Recommendations:

In addition to the above policy, clogs, sandals, and flip-flops are discouraged due to safety concerns. A teacher may request that a student not participate in an activity if the teacher feels it is unsafe for the student to do so.

CAFETERIA

The Food Service Program is again offering parents the opportunity to purchase an annual meal plan or to pay for meals using a monthly payment plan. All students will receive information and a form for this program. We encourage parents to sign up early to receive the most benefit from either meal plan. As in the past, parents can pay using a variety of means – credit card, check, or money order. Parents should call the CCPS Food Services Department to pay by credit card, or if there are questions. (410-751-3040)

Prepaying for meals is a win-win situation for students and staff! Lunch lines move at a faster pace when students and staff aren’t dealing with the money. Students who prepay don’t need to worry about forgetting lunch/breakfast money. Mrs. Shandrowski, the cafeteria manager, keeps track of the meals and notifies parents when students have almost used the prepaid amount, to allow time for additional meals to be prepaid without a break in the routine.

Complete lunches are served and include a half pint of milk. Milk, ice cream/snacks can be purchased separately. Children may purchase lunch in advance or pay cash for lunch. Breakfast is also available each morning. In the event of lost or forgotten breakfast/lunch money or a forgotten lunch, students may borrow money from the cafeteria. Prompt repayment is essential.

Elementary Breakfast	\$1.25	Reduced Breakfast	\$.30
Elementary Lunch	\$2.00	Reduced Lunch	\$.40
Milk	\$.50	Ice Cream	\$.75

Children may bring a packed lunch. **Students are not to bring carbonated beverages (soda) as part of a packed lunch.** Due to various allergies and conflicts resulting from sharing in the cafeteria, **we strictly reinforce no sharing of money or food in the cafeteria.**

FARMS

Early in the school year every family will receive an application to apply for free or reduced price meals. Information on the application is strictly confidential. Families are encouraged to take advantage of this opportunity to reduce family expenses, if qualified.

Please note that “extras” such as ice cream and cookies may not be available to students every day of the school year. On early dismissal days the lunch schedule is altered to accommodate the earlier dismissal time. Due to the number of students being served in a shorter amount of time, selling “extras” is not always possible.

SCHOOL SAFETY & SECURITY

Carroll County Public Schools are required to practice 10 fire drills, 2 storm/tornado drills and 2 lockdown drills while school is in session to promote safe and smooth execution of these procedures in the event of a real emergency. Specific procedures and staff assignments are written and are included in red Emergency Folders, which are posted in every room in the school. If you are ever a visitor or volunteer in school when a drill is being held, please join the nearest class/staff member and follow the procedures being implemented. Remaining quiet during drills is essential so that timely and urgent information can be clearly communicated.

Charles Carroll Elementary has magnetic locks and a camera security system installed at the main entrance doors to promote the safety and security of all those within our building. Only staff members with magnetic identification cards will be able to unlock the front door to gain access to the school.

During bus arrival/dismissal and parent drop-off/pick-up, staff members will be on duty at the main doors and cafeteria door to supervise those entering and exiting the building.

During the school day; all exterior doors are locked and set for exit-only operation.

From **9:00am until 4:00pm**, visitors/volunteers will need to press the intercom button to speak to someone in the main office. They will confirm the visitor's/volunteer's identification before releasing the magnetic lock to allow entry. **PLEASE GET IN THE HABIT OF CARRYING PICTURE ID WITH YOU WHEN VISITING CHARLES CARROLL!** If there is any question regarding a visitor's identity or purpose, an administrator will respond.

All visitors are to report to the main office upon their arrival to sign in and get a badge.

Doors will be unlocked at 4:00 when there are after school activities.

VISITORS

Parents and adult family members are welcome to visit and observe classes throughout the year. When visiting the school, we ask that all visitors follow the same school rules and codes of conduct that is required of students and staff.

Visitors desiring to observe or to meet with staff members should arrange their visit 24 hours in advance to ensure the time is appropriate and does not interfere with instruction.

For safety reasons and to minimize classroom distractions, non-school-aged children/siblings are not permitted in classrooms unless otherwise specified by school staff.

For the safety of all students, any visitor to the school must report directly to the office upon arrival, sign in and obtain a visitor badge. Please wear your badge/label where it is visible. Staff members are trained to stop any individual not wearing a visitor/volunteer badge or label, and to ask him/her to report to the school office.

VOLUNTEERS

Volunteer Program – Making A Difference Together

In Carroll County, volunteers have strengthened ties to the community by involving all citizens in the critical matter of educating our youth. Volunteers are those who offer their time, effort, and/or talents without receipt of monetary compensation or student-learning hours to benefit students in our school system. Volunteers are recognized as a valuable resource and play an important role in the education of all students.

The Carroll County Public School Volunteer Program utilizes the skills of Level I and Level II Volunteers.

Level I Volunteers (guest readers, business representatives, concession stand operators, etc.) must annually register at a school site before volunteering.

Level II Volunteers (classroom helpers, chaperones, mentors, etc.) are required to complete an annual training session at least seven (**7**) school days prior to volunteering. The school must receive notice that the chaperone's application to volunteer has been approved.

Volunteer training sessions are held at school sites and regional locations throughout the school year. A list of training sessions can be obtained by accessing the following sources:

- **CCPS website** (<http://www.carrollk12.org/>)
- **Educational Television - Channel 21**
- **Carroll County Times and Carroll County edition of the Baltimore Sun**
- **school newsletters/bulletins**

Additional information may be obtained by contacting Jane Farver, CCPS Volunteer Program Coordinator at 410-386-1536 or ejfarve@carrollk12.org. We acknowledge the dedication of our volunteers and recognize how their involvement in the school system helps students achieve.

BULLYING/DISCRIMINATION/HARASSMENT/HAZING/HOSTILE ACTS

Acts of bullying, discrimination, harassment, hazing, hostility or other forms of intimidation on the part of students or employees will not be tolerated. This includes verbal, physical, or written conduct or an intentional electronic communication. Any student, parent, or close adult relative who has a complaint regarding these forms of intimidation should report the matter to a school administrator. The person making the complaint will be given the opportunity to complete the Harassment/Intimidation Report Form. All incidents will be investigated in a manner consistent with Carroll County Public Schools procedures.

TRANSPORTATION

At the beginning of the year, parents/guardians will complete a form that specifies their child's preferred mode of transportation to and from school on a usual daily basis. Any changes to those specifications on any given day will need to be sent to the office in writing.

Bus: All children must follow the general rules of safety when riding to & from school each day. Discipline at the bus stop is the responsibility of parents/guardians.

Children are permitted to ride only their regularly assigned bus, with one regularly assigned a.m. stop & one regularly assigned p.m. stop. Any request to change a bus or bus stop must be approved by a school administrator. Requests will be considered for emergency purposes only.

Dated notes for potential bus changes from parents/guardians must be sent to the office requesting permission. If approved, a bus pass will be issued to the student from the office.

Musical instruments too large to be held on a student's lap, glass items, live animals, balloons, and all other items which may distract the driver or pose a safety risk, are not permitted on the bus.

Students who disregard bus-riding procedures may have their bus riding privileges suspended. Parents will be notified when their child is referred to the office for inappropriate bus behavior.

Arrival by Car: Students who are brought to school by car are to be dropped off at the side parking lot by the cafeteria door between 8:30 and 8:55 a.m. and will be met by a staff member.

Students arriving after 8:55 a.m. must enter through the main entrance at the upper lot. The transporting adult must park in an appropriate parking space and walk the child safely into the main office.

Dismissal for Parent Pick-up Prior To the End of the School Day:

Parents/Guardians wishing to pick up a student prior to dismissal must do so through the office. Students leaving prior to 3:30 p.m. will be coded on their attendance record with an afternoon tardy.

For the safety of every student, a parent/guardian needs to send a written, signed note to school notifying the teacher of the time and date the student will be dismissed and the adult responsible for getting the child. The student will be dismissed when the adult arrives at the office.

Dismissal for Parent Pick-up at the End of the School Day:

Students will be dismissed from the cafeteria at 3:30 p.m. A written, signed note must be sent in with your child informing school personnel that he/she will be a car rider that day. To keep students safe and dismissal orderly, parents are asked to wait in their cars, in the car rider loop, until students have been

dismissed to them.

For the safety and security of every student, parents/guardians should send in written, signed notes with their children in the mornings for any exceptions to their general dismissal procedures. Telephone calls are not acceptable except in the cases of emergencies. For your convenience, notes can be faxed to 410-751-3934 prior to 1:00 p.m.

WEATHER-RELATED CLOSINGS - If it becomes necessary to close schools because of inclement weather, the announcement will be made through local radio stations & television. **Make a plan for your child in the event of an early closing. Your child will likely feel more secure knowing how he/she will be transported (bus or parent pick-up) and who will receive him/her upon arrival.**

**CARROLL COUNTY PUBLIC SCHOOLS
LEGAL NOTICES IN PUBLICATIONS**

The Board of Education of Carroll County in its operation of the Carroll County Public Schools (CCPS) is required to include one or more legal notices in many of their publications and handbooks. A Notice of Non-discrimination is required on most publications for external distribution. In addition, the ADA Accessibility Statement is required on all publications pertaining to events to which the general public is invited.

If your publication relates to recruitment or employment, or if it announces a system-wide program or activity, you must include the statement below:

NOTICE OF NON-DISCRIMINATION

The Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.

The CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. The CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
410.751.3068

If your publication does not relate to recruitment or employment, or if it announces a program that is not system wide, you should include the statement below:

NOTICE OF NON-DISCRIMINATION

The Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, disability, or age in its programs and activities. The CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-discrimination policies:

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The following statement about program accessibility should be used on advertisements, brochures and flyers publicizing events to which the general public is invited:

ADA ACCESSIBILITY STATEMENT

The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop
Director of Facilities

125 North Court Street
Westminster, Maryland 21157
(410) 751-3177

Carey Gaddis
Supervisor of Community & Media
Relations
125 North Court Street
Westminster, Maryland 21157
(410) 751-3020