

<http://www.carrollk12.org/ces/>

6542 Ridge Road Sykesville MD 21784

410-751-3530\* 410-751-3534 (Fax)

Call our Absence Hotline: 410-795-5673 or

Report Absence via email: [cesattendance@carrollk12.org](mailto:cesattendance@carrollk12.org)

# Carrolltowne Elementary

## *Our Vision:*

*Carrolltowne Elementary is committed to ensuring each student acquires the skills and knowledge base necessary for life-long success. Individual student success will be achieved through hard work, collaboration, networking, differentiated instruction and the support of the school community.*

## *Our Mission:*

*The mission of Carrolltowne Elementary is to support and motivate students to become confident and responsible learners.*

## **Principal's Corner :**

To our returning families, welcome! To our new families, welcome to Carrolltowne Elementary! I would also like to welcome and introduce our newest staff members:

**Kelly Dorsey and Claire Casey**

as our new first grade teachers;

**Laura Wilkerson** as our new second grade teacher; **Jo**

**Vratarich** as our new clerical in the office, **Karen Alderman**, as our new Behavioral Specialist, and **Tom Canfield** as our new Pupil Personnel Worker.

Each of our newest staff members brings a variety of prior experiences and enthusiasm with them to Carrolltowne and to their positions.

**Orientation for new families** is planned for August 29<sup>th</sup> at 1:30 p.m. Open House for all families and students is scheduled from 2 to 3p.m.

**Carrolltowne's Back to School Night** will be held on Thursday, September 1st from 6 to 8 p.m. The format will be the same as last year with a 10 minute general session in the cafeteria for parents, then a forty-five minute session with grade levels. Two sessions will be planned to accommodate parents with children in multiple grades.



Mary Ellen O'Neill, Carrolltowne's newly elected PTA President, will be welcoming parents during our general sessions. PTA membership committee members will be available to sign-up families for membership.

We will once again hold a volunteer training in our school cafeteria immediately following the second Back to School night session at approximately 8:10 pm. This training is offered only to Carrolltowne Parents. We encourage all of our parents to participate in this training in order to be able to volunteer in the school and attend field trips. Volunteer's who trained in the 2010-2011 school year are only valid until the September 30, 2011 expiration. Please renew your volunteer training at the Back to School night so that you have no lapse in your services!

*We are looking forward to a great year!*

*Vicki R. Winner, Principal and*

*Shavon T. Showers, Assistant Principal*

## **BACK TO SCHOOL ISSUE**

**August/Sept 2011**

### *Dates to Remember:*

**Aug 29—New Family Orientation, 1:30pm, Open House 2:00-3:00 pm**

**Aug 30—First Day of School!**

**Aug 30—Kindergarten Parent BOO HOO Social, Cafeteria, 9:15 AM**

**Sept. 1— Back to School Night, 6—8 p.m.; Volunteer Training, 8:10 pm (CES Parents Only)**

**Sept 5—SCHOOLS/OFFICES CLOSED, LABOR DAY**

**Sept 6— PTA Meeting, Media, 7pm**

**Sept 29—SCHOOLS/OFFICES CLOSED, ROSH HASHANAH**

**Oct 3— Early Dismissal 1 p.m.**

## **Celebration!**

**Carrolltowne**

**Elementary** was one of several Carroll County Schools recognized as a **PBIS GOLD** exemplar school at the June Western PBIS Regional Meeting. MSDE recognized schools for meeting predetermined benchmark standards. Thank you to our staff, students and parents for supporting our Cardinal R.U.L.E. PBIS efforts!

## CARDINAL CAFÉ COMMUNIQUE

aka Cafeteria News

Tired of trying to figure out what to pack in your child's lunch? Let us do the thinking for you! Purchase the annual meal plan and you'll never worry about lunch again. The annual meal plan has two easy payment options: one lump sum payment at the beginning of the year or an installment plan where money is directly debited from your checking or savings account monthly. Applications are available online at [www.carrollk12.org](http://www.carrollk12.org). Click on school lunch menu on the right hand side, then click Food Services at the top of the screen, and finally click on the meal plan option on the left hand side of the screen. You may also pick up an application at the school front office.

The prices for the 2011- 2012 school year, starting August 30, 2010 are:

### Elementary School Breakfast:

- \$206.25 for the year which reflects a 15 meal discount; or pay \$25.00 per month on the installment plan.

### Elementary School Lunch:

- \$340.00 for the year which reflects a 10 meal discount; or pay \$40.00 per month on the installment plan.

For those of you not wanting to commit to a whole year or month at a time, consider prepaying for lunch and/or breakfast. Students may bring in cash or check and pre-pay for any number of meals over two. Prepaid lunches/breakfasts are a great way to ensure your child has money for each meal and they last for the entire school year. **Please specify on your check or envelope if you are purchasing both lunch and breakfast and the number of each type of meal you would like.** Breakfast is \$1.25 and lunch costs \$2.00. A check without that information will be entered as lunches only. Prepaid breakfasts and lunches are not interchangeable. Each transaction is entered as a set number of lunches and/or breakfasts.

Children receiving free and reduced lunch are entitled to one breakfast and one lunch per day at schools that serve breakfast. The cost for breakfast is \$.30 and lunch is \$.40. Information on applying for free and reduced breakfast and lunch will be placed in your child's Carrolltowne Folder. Just complete the application and return it to the school office.

**Lorrie Brown, Cafeteria Manager**



## Healthy Habit: Handwashing

**HANDWASHING POLICY:** REMEMBER THAT THE SINGLE MOST IMPORTANT WAY TO STOP THE SPREAD OF COLD OR FLU GERMS IS GOOD HANDWASHING! Thanks to all students, staff, and families for practicing good handwashing at home and at school. Our program here has been very successful. Carrolltowne Elementary will continue to require all staff and students to adhere to our handwashing policy. A copy of the policy is printed below. Please help to promote good handwashing at home. Thank you.



### CARROLLTOWNE

#### HANDWASHING POLICY

- 1.) All faculty, staff, students, and their families will be educated about the need for proper handwashing to prevent the spread of food allergens (and or germs).
- 2.) The school will promote thorough handwashing after eating breakfast at home (before arriving at school) to prevent the spread of any possible food allergens to any surfaces in the school such as computers, books, gym equipment, musical instruments, and all other classroom supplies.
- 3.) All students, faculty, and staff will adhere to the handwashing policy before and after eating lunch, or after eating any snack or food while in the school building.
- 4.) The procedure for handwashing will be done using the attached Proper Handwashing Technique with soap and water, or by using approved hand wipes for 15-30 seconds.
5. Classes going straight to specials or recess after lunch, without returning to the suite, will use their hand wipes in the cafeteria. All other classes will use their hand wipes immediately upon returning to the classroom.
6. Students are allowed to carry small individual containers of waterless gel for their own personal use.



#### Helpful Hint:

Sing the alphabet song 2 times while washing your hands to ensure that your hands are clean!

## Nurse's Notes

### MEDICATION PROCEDURES:

Just a reminder that **all medications (prescription and over-the-counter), except Tylenol or Advil must have a Doctor's Order and parent permission for medication to be administered in school.** There are no exceptions.



**Medication for students while in school:** Parents should make every effort to arrange for medicine to be taken outside of the school day. However, there are occasions when it is determined by a physician or a dentist that a child must receive medication during the school day, either on a regular schedule or in the event of an emergency (such as bee stings, asthma or diabetes). When these circumstances occur, the physician or dentist must give written approval and specific directions regarding administration. **The Medication Forms must be filled out by the physician,** and are available from the school or from the Student Services Department. These medication consent forms are to be used for both prescription and over-the-counter medications. Students are not allowed to transport medications to or from school. Depending on the circumstances, violations of the Medication Policies could be considered a violation of the Carroll County Public Schools Drug and Alcohol Policies, and carry the same consequences as other drug violations. **No medication will be administered by the school unless it is in the original container marked for the individual student, and accompanied by the appropriate written permission and directions.**

It is a CCPS policy that students may carry chapstick and non-medicated cough drops as deemed appropriate by the parent. These are not medications, and do not need to come through the Health Room. Please just write a note to your child's teacher, and remind your child that they may not share either of these items.

### FOOD ALLERGIES:

Due to the ever increasing numbers of serious and life-threatening food allergies among our students, **food for all class events must be cleared through teacher/room mother with parents of allergy students before** celebrations/events. We need everyone's cooperation to provide a safe environment for all of our students and staff. The Safe Table Procedure is posted in the cafeteria. Carrolltowne uses nonfood rewards in the classroom. Due to the number of students with food allergies, only non-food items may be sent into school to celebrate a student's birthday. Non-edible items may be shared with the entire class.

### LATEX ALLERGIES:

Due to the presence of Latex allergies, there can be none of the following in the school building at any time, or for any function: **no latex gloves, koosh balls, or balloons.** (Mylar balloons are safe, since they do not contain Latex)

### ABSENCE/ILLNESS:

Parents may report an absence by calling the absence hotline 410-795-5673. We ask that you try to call prior to 8:30 am and leave a message with the following information: your child's name, teacher, and reason for the absence or late arrival. Parents must follow -up by providing written verification of their child's absence from school upon return. The absence/early dismissal/late arrival form is available on the

school website. Parents may also e-mail an absence to [cesattendance@carrollk12.org](mailto:cesattendance@carrollk12.org). Schools may request a physician's note outlining any restrictions/accommodations if a student has been absent for an extended time, been hospitalized, had surgery, or suffered a significant injury. Students with health conditions which may require frequent and/or extended absence should contact the school to see if supplemental educational support would be available.

**Please help us to be aware of any communicable diseases in a timely fashion.** If you pick your child up from school for any reason during the school day, they must be signed out in the office.



**Students** who have a **temperature of 100.0** or above or vomiting, may not attend school and should remain home until fever free/not vomiting for **24 hrs** without medication.



### Asbestos Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires all buildings owned or leased by the Board of Education of Carroll County to prepare and make available all asbestos management plans. The building asbestos management plans are available for review at the individual Carroll County school locations and at the Office of Plant Operations, located at 191 Schaeffer Avenue, Westminster, MD 21157.

Asbestos management plans are required by the Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials (ACM), if any are located in the school or building.

## Join Us!

### NEW FAMILY ORIENTATION

New families to the Carrolltowne Community are invited to attend the New Family Orientation to be held on Monday, August 29th from 1:30 – 2:00 p.m. in the cafeteria. This is an informal gathering to introduce you to our office staff, school nurses and support staff; and, to answer any questions.

### OPEN HOUSE

Students and parents are invited to attend Carrolltowne's Open House on Monday, August 29th from 2:00-3:00 p.m. Students will have the opportunity to meet their teachers and visit their classrooms. There will not be time on August 29<sup>th</sup> for individual conferences. If you need to conference with your child's teacher, a time should be scheduled for a later date and time. Students should visit their classrooms with their parents/guardians. Office staff, administration, and school nursing staff will be available to assist parents with questions. Additional forms and information will be on your child's desk in a Carrolltowne folder for pick-up on Monday, August 29th.

### Back-to-School Night

Join us Thursday, September 1st for Back-to-School Night. Two sessions will be offered with the first session beginning at 6 p.m. in the school cafeteria. After some general announcements and information by the administration and PTA, parents will be dismissed to their children's classrooms for grade specific presentations. At 7:05, a second session will begin in the cafeteria for general information (same as 6 p.m. session) and parents will again be

dismissed to their children's classrooms.

### PTA Membership

Members of the PTA will be available during Open House and Back to School Night to register families for membership. Our PTA supports families and students through their community events, fundraisers and tremendous number of volunteer hours. Please support their efforts by joining this year. Cash and checks will be accepted for payment: \$8.00 for one parent; \$12.00 for a couple. Remember to bring supermarket club cards to register and support local store fundraising for Carrolltowne Elementary PTA.

### Volunteer Training

Parents and guardians interested in volunteering in the schools and classrooms and/or accompanying a student on a field trip need to be trained seven school days prior to the beginning date of volunteering and/or filed trip date—NO EXCEPTIONS. Our first volunteer training for Carrolltowne parents only will be immediately following our Back to School Night on Thursday, September 1st. Other-volunteer trainings will be held at Carrolltowne Elementary throughout the year as well as neighboring elementary, middle and high schools. Please visit the Community and Media page on the CCPS website to keep updated.

<http://www.carrollk12.org/Assets/file/CCPS%20News/volunteer11-12.pdf>



### CARROLL COUNTY PUBLIC SCHOOLS

#### ADA COMPLIANCE STATEMENT

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, 410-751-3177. 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](mailto: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, 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.

## Emergency Cards

Your child's emergency card must be completed and returned to school by **Thursday, September 1st**. Please review **all the information** on the card and complete and/or edit the card with all the information required. Emergency cards will be placed in the student's Carrolltowne Cardinal folder. These folders will be available to your child at the open house on Monday, August 29th. If you are unable to attend the open house, students will receive their folders to bring home on the first day of school.

## Party Invitations & Lockers, Backpacks

Please be sure that all invitations to private outside events (birthday parties, etc.) **are delivered outside the school setting**. Delivering invitations within the classroom is not allowed due to the interruption to classroom instruction and, due to the disruption caused by students upset over not receiving an invitation. Teachers and staff are not allowed to provide address or phone number information. Thank you for your understanding!

Students should not have backpacks with wheels in kindergarten, first, second, fourth and fifth grades due to the lockers. Backpacks with wheels will not fit in the lockers. Students in third grade may have the option of the backpack with wheels as they do not have lockers in the portables.

## Parent Opportunity



The Judy Center will be holding **Come Learn with Me Groups** at Carrolltowne Elementary School this year. These groups are for children ages 0-5 and their parents. The groups focus on activities and information that promote school readiness skills using the MMSR as a foundation. This is a **free program**.

If you are interested in joining a program for you and your child ages 0-5, join us at...

Come Learn with Me at Carrolltowne Elementary School  
(first portable to the right of the front door as you approach the school)

Wednesdays 10-11:15 AM or 1-2:15PM

Free to Carroll County Residents

Call 410-751-3016 for more information.

Registration required.

Copy of immunizations required for registration.



# Cardinal R.U.L.E.

R = Ready to Learn

U= Use My Manners

L= Learning for Now and Later

E=Every Time and Place Counts

- Doors open at 8:45 AM - Bell rings to begin instruction at 9:15 AM
- Dismissal begins at 3:45 PM

PARENTS ARE ENCOURAGED TO SEND ALL STUDENTS ON THEIR NORMAL BUS BEGINNING THE FIRST DAY OF SCHOOL. THIS HELPS TO ESTABLISH ROUTINE AND MONITOR STUDENT BUS COUNTS. *Thank you!*



*Welcome to the 2011-2012 School Year!*

## Carrolltowne Elementary

PTA Sponsored

Kindergarten Boo-Hoo

August 30th \*9:15\* School Cafeteria

Parents of Kindergarten Students



Place Label(s) Here

