



# Carrolltowne Elementary

Theresa L. Ball, Principal

Shavon T. Showers, Assistant Principal

6542 Ridge Road

Sykesville MD 21784

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

Absence Hotline: 410-795-5673

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

### *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.*

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

### Principal's Corner

It is hard to believe that a few short weeks ago, I was wishing everyone a safe and content summer! The weeks have been very busy with the construction winding down, meetings, summer moving and cleaning. Our kindergarten, first, second, fourth and fifth grade classrooms are complete which means that students in these grades will be coming into their brand new classrooms to stay this year! Third grade has a new home also, although it continues to be in portables. Third grade students will be in the back portables this year with three teachers in each of the portables, along with Mrs. Nightingale our Gifted and Tal-

ented teacher.

Welcome Mrs. Heinlein and Mr. Dundore! Mrs. Heinlein replaces Mrs. Carr in third grade. Mrs. Carr left late in the summer to take a position with Howard County schools. Mr. Joe Dundore will be joining us as a second vocal music teacher replacing Mrs. Ready. Kimberly Henninger, a Stevenson University Intern in kindergarten last year, will be Julie Hinton's long-term substitute while Mrs. Hinton enjoys her newest, Grant Leo Hinton, at home for awhile.

The remainder of our staff remains the same, although some assignments have changed. Mrs. Campion will now be our fifth teacher in fourth grade. Mrs. Fliegel and

Mrs. Graham will be special education resource teachers this year. Mrs. Gearhart will be teaching a combined 1st/2nd grade and, Mrs. Mann will be teaching a combined 4th/5th grade classroom.

This first newsletter is packed with information about attendance, arrival, dismissal policies and procedures in general. Please review and save for future reference or, visit our website for access throughout the year!

We are looking forward to seeing everyone on the 24th of August at our Open House! Enjoy the remaining days of summer with your family and friends!

*Mrs. Ball & Mrs. Showers*

2009. Issue 1

August/September  
Back-To-School Issue

### BUS ROUTE INFORMATION

Information regarding bus routes will appear in the Carroll County Times on August 17th. You may visit the Carroll County Public Library to receive this information or go online to:

[carrollcountytimes.com](http://carrollcountytimes.com)

### CLASSROOM ASSIGNMENTS

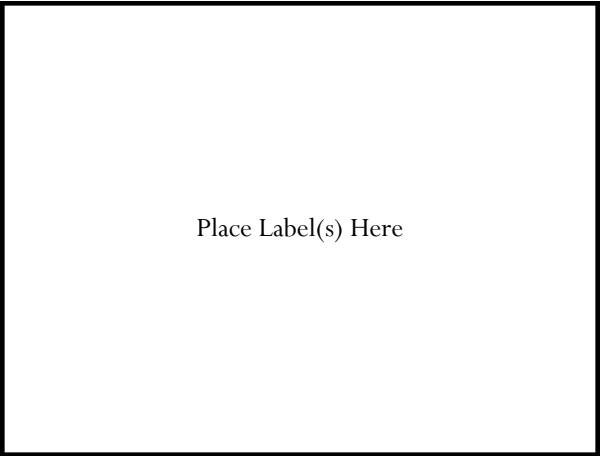
Per Carroll County Public School Regulations, elementary classroom assignments will not be printed in the newspaper. The teacher assignment for your child/children can be found on the label below. Information about class assignments will not be given over the phone for safety reasons.

### NEW FAMILY ORIENTATION

New families in the Carrolltowne Community are invited to attend the New Family Orientation to be held on Monday, August 24<sup>th</sup> from 1:30 – 2:00 p.m. in the cafeteria. This is an informal gathering to answer any additional questions our new families may have.

### OPEN HOUSE

Students and parents are invited to attend Carrolltowne's Open House on Monday, August 24<sup>th</sup> 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 24<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.



Place Label(s) Here



## Arrival and Dismissal Information

### SCHOOL START AND DISMISSAL TIME:

Classroom instruction begins at 9:15 a.m. with dismissal from the building at 3:45 p.m. Students may begin entering the building at 8:45 a.m. when busses begin arriving. Students will not be able to enter the building prior to 8:45 a.m. Please keep this in mind during inclement weather days.

### PLEASE NOTE THE FOLLOWING TRANSPORTATION POLICY:

All students are eligible and encouraged to ride buses, however, there will still be two walker lines this school year. **If you live very close to the school, and want your child to be a walker, you will need to send a note with your child on the first day of school stating that your child will be a daily walker. Please identify in your note which walker line your child should be placed in at the end of each day. There are two walker lines at Carrolltowne, Slacks Road Walkers and Macbeth Walkers. Your child will be identified as a walker for the entire school year unless you send in a note providing us with a different method of dismissal for that day.** The Slacks Road Walker Line exits the building by the Instrumental Music Room, proceeds along the path past the playground, up the steps to Slacks Road. The Macbeth Walkers Line exits the building through the gym doors, down the steps onto the blacktop and along the path leading to Macbeth Road (near the corner of Gemini Drive).

### STUDENT DROP-OFF

In order to maintain safety for all students and staff, it is important that parents/adults drive slowly, **stop** at the **STOP** sign, and monitor pedestrian traffic.

### PARENT PICK-UP:

If your child is going to be a Parent Pick-Up, please send in a note on the first day of school stating that your child will be a Parent Pick-up for the school year. Your child will be dismissed to the school cafeteria awaiting your arrival between 3:45-4:00 p.m. Parents will enter the cafeteria through the side door adjacent to the visitor parking lot. Parents must sign their child out each day. Staff members are on duty at arrival/dismissal areas each day.

### KISS & GO ZONE

The *Kiss and Go Zone* will again be enforced this year. Students are to walk to their classrooms without the assistance of parents. This school policy allows us to monitor the safety of the halls, decrease disruptions to the start of the school day, and decrease disruptions to morning duties and routines for both students and staff. There are staff members on duty throughout the building to monitor students and to assist them if needed. Staff members will gladly walk with your child if they need any assistance. Teachers have many responsibilities in the morning as the students are arriving. If a parent has a scheduled appointment with the teacher or is helping the teacher/school with a project, he/she may go to the suite *after* signing in with the front office in our visitor book and volunteer logging computer system. If an emergency arises and it is necessary to speak with a teacher during morning arrival, parents must report to the office. Office staff will contact the teacher and see if he/she is able to meet with the parent at that time.

### DISMISSAL CHANGES:

Parents, in addition to writing a note and/or faxing a request (410-751-3534) for a "change of dismissal" to the office, you may now **email** the information to our attendance secretary, **Donna Farnum** ([dmfarnu@k12.carr.org](mailto:dmfarnu@k12.carr.org)), with a carboncopy (cc) to both Lanna Wharton ([lpwhart@k12.carr.org](mailto:lpwhart@k12.carr.org)) and Donna Glasscock ([djglass@k12.carr.org](mailto:djglass@k12.carr.org)). **Mrs. Farnum will respond to your request with a confirmation reply. It is up to the parent to follow-up with a phone call if a confirmation reply is not received.** Like the handwritten note and/or fax, the **email notification must be received prior to 3:30 p.m.** in order for the change of dismissal to be processed. We hope this will be helpful to parents without access to a fax machine.

### LATE ARRIVALS AND EARLY DISMISSALS:

Any student arriving to school **at or after** 9:15 a.m. must report directly to the office and **be accompanied by a parent or guardian to be signed in** and to receive a "late" pass.

Students being dismissed **prior** to 3:45 p.m. must be signed out by a parent/guardian. **The child will not be called to the office for dismissal until the parent/guardian arrives in the office.** Late arrival and early dismissals will be reported on the student's progress report as a tardy.

*Parents will receive phone alerts and e-mails from the CCPS Alert Now rapid communication system utilizing contact information from emergency cards. Please check your information for accuracy!*

## Carroll County Volunteer Program: Making a Difference!

Level II Volunteers (classroom helpers, tutors, chaperones, mentors, etc) are required to attend an annual training session at least seven (7) school days prior to volunteering. School Days are defined as days when schools are open for students. Scheduled training sessions for the 2009-2010 school year will be available by mid-August. Many schools include volunteer training sessions with other school activities/events, so look for dates and times in school newsletters and e-school updates. Volunteer training obtained during

the 2008-2009 school year is valid through *September 30, 2009*. Plan to attend a volunteer training session before October 1, 2009 to avoid a break in your volunteer service.

Thanks in advance for supporting student achievement by volunteering in our schools.

Additional information about the school system's volunteer program can be obtained by contacting :

Jane Farver, CCPS Volunteer Program Coordinator at [ejfarve@carrollk12.org](mailto:ejfarve@carrollk12.org) or

## CCPS Gifted and Talented Program

The **CCPS Gifted and Talented** Program is designed to meet the needs of highly able learners and maximize student achievement. Gifted and Talented teachers, in collaboration with classroom instructors, will continue to provide a continuum of interventions designed to meet the needs of Gifted and Talented Education Program participants. This may include in-class instruction, pullout groups, and/or resource development with classroom teachers. A Referral and Review Team will determine student eligibility for interven-

tions. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance. Although students are not formally identified until the beginning of third grade, Gifted and Talented teachers will continue to provide a range of services for grades K-5, including the Primary Education Thinking Skills for grade 2. Look for more information concerning the upcoming Gifted and Talented Education Program Orientation Night.

## Cafeteria News



If your financial situation has changed you may qualify for free or reduced lunch. Applications are given to each student at the

beginning of the school year and are accepted throughout the school year. Once approved, your child's status is strictly confidential. Working parents who qualified for aid won't lose eligibility during the year if their financial situation improves.

## Kindergarten Boo-Hoo Social

The PTA would like to invite parents of kindergarten students to attend the 2nd Annual Kindergarten *Boo-Hoo Social* that will be held in the school cafeteria on the first day of school. Immediately following your child's arrival to Carrolltowne you may go directly to the cafeteria to enjoy refreshments and talk with other kindergarten parents. Tissues or horn blowers will be provided depending on your perspective!



## Volunteer Training Session:

The first training session at Carrolltowne Elementary will be held immediately following Back-to-School Night sessions on August 27th. The session will begin at approximately 8:10 PM. You must be present for the ENTIRE session to be considered trained! Please plan to join us!

Future training dates at Carrolltowne are: Sept 1, Sept 14, **\*Oct 1 (\*6:30 PM prior to PTA Meeting)**, Oct 22, and Nov 10. All sessions begin promptly at 7:00 PM. Please plan to arrive by 6:50 PM in the cafeteria. Other dates and locations can be obtained by clicking on the Volunteer Training link on the CCPS website at:

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

## 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.

Schoolkidz Kits to be picked up in the lobby on:  
August 13 from 2-4PM  
and 6-7:30PM  
August 14 from 9-11AM

## Dates to Remember:

Aug 13—Schoolkidz Pick-up, 2-4PM & 6-7:30 PM, Lobby

Aug 14—Schoolkidz Pick-up, 9-11 AM, Lobby

Aug 24—New Family Orientation, 1:30-2:00 PM, Cafeteria

Aug 24—Open House, 2:00—3:00 PM, Cafeteria

Aug 27—Back To School Night, Session I @ 6:00PM, Session II @ 7:05 PM

Aug 27—Volunteer Training, 8:10PM, Cafeteria

Sept 1—Volunteer Training, 6:50 PM, Cafeteria

Sept 3—PTA Meeting, 7:00 PM, Media



**Sept 7—SCHOOLS/OFFICES CLOSED, LABOR DAY**

Sept 14—Student Fall Pictures,

**ORDER FORMS DUE ON SEPT. 14TH!**

Sept 14—Volunteer Training, 6:50 PM, Cafeteria

**Sept 18—2 Hour and 45 Minute EARLY DISMISSAL, Dismiss at 1:00 PM**

Sept 25—Wall Celebration, 6-8:30PM

**Sept 28—SCHOOLS/OFFICES CLOSED, YOM KIPPUR**

## PTA

Show your support of our students by joining the PTA. A portion of the dues directly benefits our Carrolltowne students. We are very fortunate to have such an active and involved organization in our school community. The PTA provides a great deal of support to the students and our school by allowing us to extend and enrich the instructional program. PTA meetings are held on the first Thursday of each month. The first monthly PTA meeting will be held on **Thursday, September 3rd.**

*Parents will receive phone alerts and e-mails from the CCPS AlertNow rapid communication system utilizing contact information from emergency cards. Please check your information for accuracy!*

## AlertNow Rapid Communication System

The Carroll County Public School System is now using the *AlertNow* Rapid Communication Service to provide parents with information from their child's school and the school system. *AlertNow* replaces eSchool-newsletter and is capable of delivering both e-mail and phone alerts at no charge to parents.

Parents and guardians will not need to subscribe to this communication system. All contact information will be taken from the student information system, which is based on the information provided on the emergency procedure cards. This will provide schools with the flexibility to target newsletters and other communications to parents of students by grade, homeroom teacher, bus number, and other criteria.

## 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 will not have lockers in the portables.

## Emergency Cards

Your child's emergency card must be completed and returned to school by **Thursday, August 27<sup>th</sup>**. 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 24<sup>th</sup>.

If you are unable to attend the open house, students will receive their folders to bring home on the first day of school.

# Carrolltowne's Refrigerator Page

**TWO HOUR FORTY-FIVE MINUTE EARLY DISMISSALS:**

(1:00 P.M. Dismissal)

**SYSTEM WIDE EARLY DISMISSALS:**

Sept 18, Oct 29, Nov 9, Dec 23, Jan 22, Mar 15, Apr 1, June 10

**ELEMENTARY ONLY EARLY DISMISSALS:**

Dec 3, Feb 5, May 11

Students who attend the Early Childhood Special Needs (ECSN) classes *will not* attend school on these early dismissals days.

Lunch and Specials schedules are altered on these days. Please refer to the *2 Hour and 45 Minute Early Dismissal Lunch Schedule* to the right.

**2 HOUR AND 45 MINUTE  
EARLY DISMISSAL LUNCH SCHEDULE**

Kindergarten—10:30-11:00

Fourth Grade—10:45-11:15

First Grade—11:10-11:40

Fifth Grade—11:20-11:50

Second Grade—11:45-12:15

Third Grade—11:55-12:25

**Special Schedules will rotate on these days.**

## Daily Lunch and Specials Schedules

**Lunch Schedules:**

Kindergarten—11:20-11:50

First Grade—11:45-12:15

Second Grade—12:05-12:35

Third Grade—12:20-12:50

Fourth Grade—12:40-1:10

Fifth Grade—1:00-1:30

**Specials Schedules:**

Fifth Grade- 9:20-10:20

Kindergarten—10:20-11:05

Second Grade—11:05-12:05

First Grade—12:35-1:35

Third Grade—1:35-2:35

Fourth Grade—2:35-3:35



*Parents will receive phone alerts and/or e-mails from the CCPS AlertNow rapid communication system utilizing contact information from emergency cards. Please check your information for accuracy!*

## LATE OPENING AND EARLY DISMISSAL SCHEDULES

Grade	1 Hour Late Opening	2 Hour Late Opening	1 Hour Early Dismissal	2 Hour Early Dismissal
<b>Prep A.M.</b>	Schedule 10:15 - 11:45	Schedule 11:15 - 12:50	Dismiss as usual	Dismiss as usual
<b>Prep P.M.</b>	Schedule 1:10 - 3:45	Schedule 2:10 - 3:45	Dismissal at 2:45	Canceled
<b>Grades K thru 5</b>	Schedule 10:15 - 3:45	Schedule 11:15 - 3:45	Dismissal at 2:45	Dismissal at 1:45

