

Cranberry Station Elementary School

505 North Center Street
Westminster, Maryland 21157
(410) 386-4440
(410) 386-4444 fax

2009-2010

Student Handbook



"on track to success"

County Internet Address:

<http://www.carrollk12.org>

School Website Address:

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

Judith C. Walker, Principal
Whitney A. Rohde, Assistant Principal

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Additional policies can be found in the CCPS Student Handbook

Carroll County Public Schools 2009 – 2010 School Calendar

August

25 Schools Open – First Day for Students

September

7 Schools/Offices Closed – Labor Day

18 Two Hours and Forty-Five Minutes Early Dismissal System-wide

28 Schools/Offices Closed – Yom Kippur

October

16 Schools Closed for Students and 10-Month Staff – Professional Meeting Day

29 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide

November

9 Two Hours and Forty-Five Minutes Early Dismissal System-wide

23 Schools Closed for Students – Parent Conference Day

24 Schools Closed for Students – Professional Development Day for High School Teachers;
Parent Conference Day for Elementary and Middle Schools

25–27 Schools/Offices Closed – Thanksgiving Holiday

December

3 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students

23 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day before Winter
Holiday

24 Schools/Offices Closed – Christmas Eve

25 Schools/Offices Closed – Christmas

26-31 Schools/Offices Closed – Winter Holiday

January

1 Schools/Offices Closed – Winter Holiday

4 Schools/Offices Reopen

18 Schools/Offices Closed – Martin Luther King, Jr. Holiday

22 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide

25 Schools Closed for Students – Professional Day for Teachers

February

5 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students

15 Schools/Offices Closed – Presidents' Day

16 Schools Closed for Students; Professional Development Day for Elementary and Middle
School Teachers; Conference Day for High Schools

March

15 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development
Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students

April

1 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide

2 Schools/Offices Closed – Good Friday

5 Schools/Offices Closed – Easter Monday

26 Schools Closed for Students – Non-Work Day for Teachers and Instructional Assistants

May

11 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students

31 Schools/Offices Closed – Memorial Day

June

10 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide

*Emergency Closing Days

If any of the five (5) emergency closing days are not used, the last day for student and staff are as listed below:

One (1) day not used – Last Student Day – June 9th, Last Staff Day - June 10th.

Two (2) days not used – Last Student Day – June 8th, Last Staff Day - June 9th.

Three (3) days not used – Last Student Day – June 7th, Last Staff Day - June 8th.

Four (4) days not used – Last Student Day – June 4th, Last Staff Day - June 7th.

Five (5) days not used – Last Student Day – June 3rd, Last Staff Day - June 4th.

In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal. The one-day immediately following the last student day will serve as a professional day for teachers. If further emergency days are required, the Board will request a waiver from the State Board of Education and if not granted, the school year will be extended.

CSE Staff

Principal - Judith Walker	Vocal Music Rebecca Miller
Assistant Principal - Whitney Rohde	Phys. Ed Steve Krouse Michael Jensen
Secretaries - Lisa Oxendine Sharon Kirkpatrick Lori Wonilowicz	Health Christine Barnabic
School Nurse - Susan White, RN	GT Carey Sneska
Kindergarten - Michele Bair Becky Jarboe Diana Latane Kim Kucharski	Guidance Heidi Kohls
First Grade - Kelly Martin Kellee Mulder Carol Sterner Brandi Tignall	ILA Resource Patti Love
Second Grade - Jean Repsher Christina Storie Ginnie Zawacki	Title 1 Resource Pattie Schuitt Joelle Wilson Christie Shifflett
Third Grade Missy Cougnet Jen DiLiberto Laura Hoffman Jessica Wynne	Title 1 Parent Liason Nancy Barry
Fourth Grade Leslie Bollinger Heather McKenzie Kathy Rollings Becky Waldeck	Special Education Kristen Thaxter Kathy Will
Fifth Grade Jeanne Marlo Debby Katzen Samantha Miller Janet Shearer	Speech Karie Gardner Anastasia
Special Areas: Art Jessica Belschner	Slovikosky
Media Megan Whitehead Media Clerk Tammy Reichert	Assistants Evelyn Bracken Anne Sykes Darlene Long April Jones Pat Reichert Renee Kuhn
Instr. Music Maria Arrington	Bldg Supervisor Tammy Hensley
	Custodial Staff Lee Barnes Lisbeth Casuso Norma Wriston
	Cafeteria Manager Peggy Vincent
	Cafeteria Staff Wanda Sparks Wendy Warfield Diana Mosley
	School Psychologist Melissa Leahy

WELCOME

Dear Cranberry Station Families,

Welcome to the 11th year since we opened in 1999. We continue to score above the Annual Yearly Progress expected for all students as measured by the Maryland School Assessment Program. We are especially proud of our students' reading achievement. The State of Maryland Reading Association presented our school with an award at their 2009 conference.

Our students successfully demonstrate the 4R's. We have been recognized as an outstanding school by the state of Maryland for the fifth year in a row! We were also recognized as a Green School by the State of Maryland which recognizes our initiatives to improve our environment at school and in the community.

We welcome our new staff members. Please see the August newsletter for our staff changes.

We also welcome our new students and their families to Cranberry Station. We look forward to seeing the 1st - 5th grade parents at the September 3rd Back to School Night.

Sincerely,

Judith C. Walker
Principal

Our Vision

Cranberry station will be a safe and nurturing learning community focusing on academic excellence, open communication, and the needs of all the students and staff.

Our Mission

Cranberry station will prepare successful students who think strategically, demonstrate the 4 R's, and strive for academic excellence.

INSTRUCTION

Curriculum

Our students will be held accountable for learning a set of essential objectives in Integrated Language Arts, Math, Science, Social Studies, Health, Physical Education, Music, Media and Art at each grade level. A copy of the Voluntary State Curriculum for grades K-5 is available at our school.

We are using children's literature, the Harcourt Brace and Jovanovich basal series "Trophies", and are continuing to use leveled books to support our reading program. We are using Investigations and Scott Foresman materials to support our math benchmarks. We also use our county's Hands-On Science program, and our county-written social studies, health, and special areas curriculum as we teach the voluntary state curriculum.

Grouping

In elementary schools, students are placed in a heterogeneous (mixed ability) setting for most of the day. Within that setting, children have the opportunity to work and mix in various grouping structures for a variety of purposes. Our goal is for students to receive a healthy balance of classroom grouping structures: total class; cooperative heterogeneous teams; homogeneous (same ability) groups; and, individuals. Teachers have the flexibility to accomplish essential objectives using the combination of grouping structures which best help students master the essential curriculum.

Teachers will help meet the individual needs of students by regrouping students in Integrated Language Arts and Mathematics into small groups for instruction.

Homework

Homework is a necessary part of the learning experience. It provides opportunities for your child to practice and reinforces learning. You can develop routines to establish necessary study habits:

1. Become interested in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and academic progress.
2. Remember that homework is your child's responsibility. Realize that your child must be permitted to make a mistake in order to learn from it. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher.
3. Establish a regular homework time each day and give it priority in your schedule.
4. Provide a quiet, well-stocked place to work. Assigned amounts of homework should match with the age and instructional level of your child. Expect a reasonable amount of homework which is approximately ten minutes per grade level. (for example, third grade = 30 minutes of assigned homework) If your child is spending a much longer time completing homework, please let your child's teacher know.

Make up Work

Absent 1 day: teachers will give any written work to your child when he/she returns and he/she will have a day to complete and return it.

Absent 2 or more days: call the school office by 8:35 am to request any missed written work. It can be picked up in the school office between 3:00 - 4:00 pm or it can be sent home with another student.

Family Emergencies: If students miss school for family emergencies, a death in the family, etc., they will be given time when they return to school to complete missed work.

Vacations: We do not put together packets of school work ahead of time for students to take on vacations. Please avoid taking students out of school for vacations.

Library Books and Textbooks

Students are expected to show responsibility in the care and use of books. Parents will be billed for lost or damaged books.

Assessment

Students are assessed for reading level and skills and math level and skills using county assessments, running records, and spelling assessments. This information also helps teachers plan lessons that match student's needs.

This spring, 3rd, 4th, and 5th graders will take the Maryland State Assessment . You will receive a copy of your child's results before the end of the school year.

Reporting System

An interim report will be sent to you when there is a need to communicate about your child's performance. The interim report will be issued mid-way through the marking period and must be signed and returned to school. Every student in Grades 1-5 will receive an interim during the 1st marking period and as appropriate during the other 3 marking periods.

Report cards are issued four times a year in Grades 1-5: November, February, April, June. Report cards are issued two times a year in Kindergarten: February and June.

Parent-Teacher Conferences

Parent-Teacher conferences will be held in October, November, and as needed in Grades 1-5. These enable you to discuss your child's progress in achieving the Essential Curriculum in each content area. During the conference, you will have an opportunity to look at your child's work as you learn about your child's strengths and needs. In addition, teachers will ask for your suggestions and answer questions concerning your child. Check the monthly school newsletters for more information on scheduled conference days.

Additional parent-teacher conferences may be held at the request of either the parent or the teacher at any time to discuss child's school performance. Please contact the school to arrange a conference.

Since most conferences are scheduled for short periods of time, some planning on your part can add to the success of a conference. Think about what you want to learn in the conference and write down questions and concerns. Talk with your child ahead to find out what she/he likes and doesn't like about school. Plan to arrive a few minutes early. Remember, if you are involved with schools in a positive manner, you can help your child be more successful in school.

Non-Resident Pupils

The Board of Education recognizes as its first responsibility the education of school age children who are bona fide residents of Carroll County. Only such bona fide residents are eligible for free school privileges.

A child is a bona fide resident if that child actually lives within Carroll County with a parent or other person who has legal custody or legal guardianship of the child. **If your place of residence changes during the school year, it is your legal responsibility to notify the school of the change and provide a BGE bill as verification of that residence. All students must provide verification of residence in their school records.**

Attendance

School law requires all children to be in school each day. The school year consists of 180 regularly scheduled school days. The school day is from 8:35 am - 3:05 pm.

Children who come to school every day on time are more successful in school. They practice good habits that they will use through high school. Bringing your child to school late or letting them stay home from school when they are able to attend causes them to get behind the other students in their class.

Students have the opportunity to earn attendance awards each marking period as well as for the entire school year.

Students that are present, and not tardy, from 8:35 am – 3:05 pm every day during a marking period, will receive a perfect attendance award for that marking period. Students that are present, and not tardy, from 8:35 am – 3:05 pm every day during a school year, will receive a perfect attendance award for that school year.

Students that are absent/tardy two days or fewer during a marking period will receive an excellent attendance award for that marking period. Students that are absent/tardy two days or fewer during the school year, will receive an excellent attendance award for the school year.

The Maryland State Department of Education Attendance Policy

- **A student is counted present for ½ day if in attendance for at least two hours of the school day but less than four hours.**
- **A student is counted as present but tardy if the student is in attendance four hours of the school day.**

Verifying Student Absences

Cranberry Station Elementary School **REQUIRES** verification of every student absence. We will accept one of the following from the parent or legal guardian:

- A **PHONE CALL** to 410-386-4440 between 9:00 am - 11:30 am on the day of the absence (no follow up note required)
- An **EMAIL** to lwwonil@k12.carr.org on the day of the absence (no follow up note required)
- **FAX** a note to (410) 386-4444 on the day of the absence (no follow up note required)
- A **WRITTEN NOTE** signed by the parent or legal guardian upon the return of the student

The following information should be included in your message/note:

- Student name
- Date(s) of absence
- Reason for Absence
- Parent/Guardian Printed Name
- Parent/Guardian Signature
- Daytime Contact Phone Number

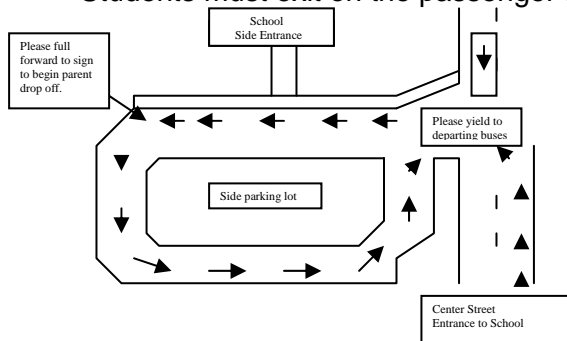
Failure to verify a student's absence as lawful ***within five school days of the student's return*** will result in the absence being considered unlawful. A copy of the verification document will be kept in the student's file. Thank you for your help in verifying your child's absences in a timely manner.

Arrival

Children may not come in to the building before 8:15 a.m., since no adult supervision can be provided before that time. If needed, childcare is available in the school cafeteria before and after school by the YMCA (410) 848-3660.

Car Traffic Patterns – The safest way for your child to get to school is on the bus. If you must drive your child to school, please follow the procedure below for the safety of all students:

- Pull to the side of our building where we conduct parent drop off in the lane marked with cones
- Pull all the way up to the "Parent Drop Off" sign or to the car directly in front of you.
- Students must be ready to exit the car immediately (this is not the time to sign homework, give your child money, etc.) If your child is not ready, park the car and walk your child to the sidewalk.
- Students must exit on the passenger side



DISMISSAL

Parent pick up students will be dismissed from their classroom to the parent pick up line after the 3:00 announcements. Bus students will be dismissed at 3:05. Students should not be picked up before 3:05 p.m. or they will be marked tardy in the afternoon.

Parent pick up procedures will be as follows:

1. A written note with a parent/guardian's signature must be sent in with your child informing us that he/she will be parent pick up that day. **For the security of each student, telephone calls are not acceptable except in the cases of emergencies.** Notes can also be faxed to 410-386-4444 by 2:00 p.m. Please call the school to verify that we have received the fax.
2. When parent pick up dismissal is announced, students will report to the side door.
3. To keep dismissal orderly, parents are asked to wait in line outside the door as students will be dismissed one at a time by the staff member on duty. **This is for the safety and security of your child.** If the staff member on duty is not familiar with you, you will be asked to show photo ID that must match the name given by the parent as to who is picking up the child that day.
4. Students are to be picked up by 3:15 p.m. Students who are not picked up by 3:15 each day will come to the office to make a phone call home.
5. If your child will be picked up everyday, please let the office know in writing.

YMCA STUDENTS

YMCA students will be dismissed to the cafeteria at 3:05 p.m. If your child will be attending the YMCA as a "drop in" and is registered in the program, please make sure your child is aware of the day that he/she is attending the YMCA program. When this occurs, please notify the school office and your child's teacher in writing.

Bus Transportation

One A.M. and one P.M. stop location shall be allowed for each transported student.

Students are not allowed to ride another bus or get off at a different stop during the school year. Exceptions will be made **only in case of an emergency** or when an extenuating circumstance exists and must be approved by the Principal or Assistant Principal ahead of time.

It is the parent's responsibility to meet their child at the bus stop or make provisions for their child's safety if they will not be there. Bus drivers will drop off students even if a parent is not present. This will be the procedure for all students including Kindergarten, except for students riding a Special Education bus.

The following items **are not** to be transported on the school bus - glass containers, large musical instruments, bulky items, live insects or animals or medicine. Students are not permitted to chew gum or eat on the bus.

Riding the school bus is a privilege. It is important that all students are aware of their responsibility for bus safety.

Boarding the Bus

- A. Be at the bus stop **five minutes before pick-up time**.
- B. Use a safe walking route to your stop and use proper crossing procedures should you cross a road.
- C. Wait in a safe, orderly manner away from traffic.
- D. Respect the rights of property owners at your stop and along your walking route.
- E. Wait until the bus comes to a complete stop before moving forward to board.
- F. Board in an orderly manner, without pushing or shoving, at your stop or at your school.
- G. Use the grab rail and watch your step.

On-Board Procedures

- A. Take your seat promptly and remain seated for your ride to and from school.
- B. Sit in the seat facing front; keep your feet, books and other articles out of the aisle.
- C. Always keep your hands, arms and head inside the bus.
- D. Your conversations should be quiet and your conduct orderly so that the driver is never distracted from the important job of driving.
- E. Eating, drinking, smoking or using vulgar language is never permitted.
- F. Do not damage any part of the bus, and report any damage you see.
- G. The emergency door handle should be used only for emergencies.
- H. Never sit in the driver's seat or tamper with any equipment or controls.
- I. Should your bus have a breakdown or an accident, remain seated and follow your driver's instructions.

Unloading the Bus

- A. Wait until the bus comes to a full stop before leaving your seat.
- B. Get off the bus only at your assigned stop.
- C. Watch your step and use the grab rail; move promptly away from the bus. Do not try to touch the bus or something from under the bus.
- D. If necessary to cross the road, do so at least 10 feet in front of the bus.
- E. Cross without undue delay, with the warning lights, but be sure you check the traffic both ways, too.
- F. Go directly home by a safe route; play after you get home.
- G. Never throw any object at the bus or any motor vehicle.

Video Cameras on School Buses

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by the authorized Carroll County Public Schools personnel.

Consequences for Inappropriate Bus Behavior

Appropriate bus behavior is a priority of Carroll County Public Schools and Cranberry Station Elementary. The privilege of riding the bus may be taken away if a student's behavior jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

The procedures for suspending a child's bus riding privilege are as follows:

<u>First offense</u>	Bus driver will warn the student.
<u>Second offense</u>	School administrator will send a letter with a copy of the referral and will attend a "Bus Safety School" session with a staff member before dismissal.
<u>Third offense</u>	School administrator may suspend bus riding privileges for up to one week and student will attend a "Bus Safety School" session.
<u>Fourth offense</u>	School administrator may suspend bus riding privileges for one week or longer and student will attend a "Bus Safety School" session.

The following offenses are considered to be very serious and will cause immediate suspension from the bus for up to 5 days.

- < physical abuse/contact with driver
- < throwing objects at the driver (no matter what the object)
- < doing inappropriate actions
- < threatening the driver
- < fighting
- < matches/lighters/any type of flame or fire
- < drugs or alcohol
- < weapons
- < firecrackers/smoke bombs
- < vandalism
- < throwing objects out the window

Students who have had bus riding privileges suspended are still required to attend school regularly. Parents will have to make other arrangements for getting their child to and from school.

Emergency School Closings and Delays

The Carroll County Public School System is now using the AlertNow Rapid Communication Service to provide parents with information from their child's schools and the school system. **AlertNow replaces eSchoolnewsletter and is capable of delivering both e-mail and phone alerts at no charge to parents.** You do not have to sign up for the new system. All information is taken from emergency procedure cards. AlertNow was piloted in six schools last year and we have had very positive feedback. We are excited about the new capabilities AlertNow offers and believe it will greatly enhance our communication with parents and our school communities.

In the event that it becomes necessary to close schools for the entire day because of inclement weather (snow or heat), the announcement will be made **no later than 6:30 a.m.** through the following media sources: *WTTR, Channel 3 and 21 - Prestige Cable (Westminster); WHVR/WYCR (Hanover); WGET (Gettysburg); WFMD, (Frederick); WTHU (Thurmont); WBAL, WCAO, WCBM, WRBS, WPOC, Lite 102, WMIX, WMAR-TV, WBAL-TV, WJZ-TV, WQSR, WWLG AM, WASA, WANN, V103 (Baltimore); WMAL, WTOP, Fox Channel 5, WRC-TV4, WUSA Channel 9 and WJLA-TV (Washington, DC); WJEJ/WWMD (Hagerstown) ; WCRH (Williamsport); WAFY-KEY 103, WXTR (*

If weather conditions are such that the opening of schools might be delayed one (1) hour or more, the notification will be made by the same time and through the same stations as for the closing of schools. In addition to the possibility of schools being closed, delayed or dismissed early due to winter conditions (snow, ice), there is the possibility of early dismissal due to excessive heat. On days when temperatures are forecasted to exceed 95 degrees and humidity is expected to be above 50 percent, parents should be prepared for the possibility of an early dismissal. If schools will be dismissed earlier than usual, notification will be made through the same stations. Please keep tuned to your radio or TV on inclement weather days.

- A. **School Opening Delayed One (1) Hour:**
School will begin at 9:35
- B. **School Opening Delayed Two (2) or Three (3) Hours:**
School will begin at 10:35 for a two hour delay and at 11:35 for a three hour delay
- C. **School Closing To Be One (1) Hour Earlier Than Usual:**
Dismissal time will begin at 2:05 p.m.
- D. **School Closing To Be Two (2) Hours Earlier Than Usual:**
Dismissal will begin at 1:05 p.m.

Scheduled (monthly) 2 hour 45 minute early dismissal
Dismissal will begin at 12:20 p.m.
- E. **School Closing To Be Three (3) Hours Earlier Than Usual:**
Dismissal time will begin at 12:05 p.m.

Parents can keep youngsters safe by arranging emergency back up care. Children should be taught what to do and where to go when schools close unexpectedly and parents/guardians are not at home.

DISCIPLINE

4R's - Respect, Responsibility, be Ready, Re-think

Our students are taught to follow the 4R's in every area of the school at all times. Every student has brought home a brochure that explains what the 4 R's look like in each area of the school. Please read over this and return the tear off slip to your child's teacher.

Students who do not follow the school's 4R's may receive the following opportunities to practice more appropriate behavior:

1. redirection by the teacher
2. classroom time-out
3. support room time-out
4. office time-out

The support room is a quiet room, supervised by an assistant where children complete a problem solving sheet. The problem solving sheet helps students by having them identify the problem, what choices they had, and what choice they will make the next time to solve the problem in a positive way. The assistant is available to talk with the student and help them complete the sheet. We ask that parents review the sheet with their child and help him/her understand that he/she can make good choices! Continued visits to the support room will result in an office referral. Parent conferences will be scheduled at the school's or parent's request to develop a plan for students who frequently do not follow our 4R's.

Serious Offenses - Students will be referred to the office immediately for fighting, stealing, insubordination and other offenses that are deemed serious and jeopardize the safety of students or cause a disruption to the classroom. Students referred to the office may receive time-out, an in-school suspension or a suspension out-of-school. In all cases the situation will be investigated and parents will be notified by telephone or in writing. We will work together to solve problems and support students in achieving self-discipline. Please contact the school anytime you have a question regarding discipline.

Items Not Permitted in School

Valuable personal possessions (eg. head sets, electronic games, portable radios, cd players, i pods, toys, etc.)	Athletic equipment such as bats, hard balls, etc.
Tobacco products	Lighters, matches
Weapons or look-alikes (including pocket knives, plastic guns)	Chewing Gum
Drugs, or drug paraphernalia, or look-alikes, alcoholic beverages, all medicines must be hand carried to the health room by an adult	Shoes with wheels - any shoes with wheels, must have the wheels taken out and left at home.
Inappropriate print material (including adult magazines or books)	Clothing containing inappropriate slogans, language, pictures or advertisements
Trading Cards that are valuable including Pokeman, Baseball, etc.	Beeper, pagers, laser pointers, lights, or items that can injure others

Students bringing in any of the above items may have them confiscated until a parent comes to school to pick the item up. Dangerous items may also result in a student being suspended from school. Cell phones may not be used during school hours and must be kept in lockers during the day.

HEALTH & SAFETY

Healthroom

The health nurse is on site to provide the following services:

- Administer medication
- Provide health care
- Monitor the health room and chart each student's visit
- Monitor immunization records
- Check heads to control Pediculosis (Head Lice)
- Monitor communicable diseases
- Provide training programs and inservices

Immunizations/Physicals

Each student must present proof of proper immunization and health inventory (physical) prior to entering school for the first time. Students **will not be admitted to school** unless this information is provided. All students must have grade appropriate immunizations in order to start school. For the school year 2009-2010 **all students** must have the following immunizations:

- Age Appropriate DPT
- Age Appropriate POLIO
- One Measles (**after** the first birthday)
- One Rubella (**after** the first birthday)
- Second Measles, Mumps, Rubella

In addition, all students must have received the following immunizations:

- Varicella (Chickenpox) or date of disease verified by doctor
- Hepatitis B series (3)

Carroll County Health Department offers walk-in immunization clinics **every Friday** from 10:00 a.m. - 2:00 p.m. at their office at 290 S. Center Street, Westminster, MD 21157. You may call (410) 876-4900, (410) 857-5000 or (410) 875-3390 for additional information and hours.

PLEASE BRING YOUR CHILD'S IMMUNIZATION RECORD WITH YOU.

Injuries/Illnesses

When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians or a designated adult will be contacted by telephone and asked to pick up the child since parents/guardians are considered to have primary responsibility for their children's health. In view of this, **emergency cards** including correct address and telephone numbers must be completed during the first week of school and returned to the office. Any changes that should occur during the school year should be shared with the office immediately.

Medication

Taking medication during school hours is discouraged. There are occasions, however, when a physician considers it necessary to administer medication during the school day. In these cases, The Carroll County policy determines that:

1. MEDICATION PROCEDURES: Per Maryland Regulations (COMAR), **all medications** (prescription and over-the-counter), excluding Ibuprofen (Advil) and Acetaminophen (Tylenol) **must have a Doctor's Order and Parent Permission** for the medication to be administered in school. This change was implemented with the 2000-2001 school year. Parents can still bring in Acetaminophen (Tylenol) and Ibuprofen (Advil) for administration in school without a Doctor's Order.
2. Nurses will continue to administer Acetaminophen and Ibuprofen according to the recommended dosage on the package with parent permission. We are sorry to cause this inconvenience, but Carroll County Public Schools are required to follow these State Regulations.
3. Your Physician may fax a copy of the medication order to the school nurse at 410-386-4444.
4. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. **All medication must be in the original container. Student's may not transport medication to school.** This is a violation of Carroll County's Drug Policy and may result in a suspension.
5. The first full day's dosage of any new prescription will not be given in school.
6. The school must have a Medication Consent Form on file in the health room, whenever medication is administered at school. **(A Medication consent form can be found on the CCPS website. Just do a search for "medication consent form".)**
7. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
8. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
9. One week after expiration of the physician's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed. Medications left over at the end of the year must be picked up by the last day of school or medication will be destroyed.
10. If a child receives daily medication in the health room, you will be notified when a refill is needed.

SERVICES

Guidance

School guidance services are essential to the growth and development of each youth and are the right of every Carroll County student. The guidance curriculum in Carroll County is broadly based on three goals that were established by the Maryland State Department of Education. These goals are:

Goal I Facilitate the personal and academic growth of a student

Goal II Encourage the development of educational and career decision-making skills of students

Goal III Promote the development of interpersonal skills of students

The foremost emphasis of the Carroll County Elementary Guidance Program is on developmental and preventive counseling. This is implemented through the following five unique components which include: full school programs, classroom guidance, small group counseling, short term individual counseling and parent education.

The way in which these components are specifically implemented is based on the individual needs of each school as determined by the school counselor, administrators, staff members and parents. Students can be referred for individual and group guidance services by the counselor, other faculty members, parents or students themselves.

If a student requires more individual counseling than the school counselor is able to provide, a referral can be made to one of the community agencies listed on the next page.

Community Agencies

In addition to the school guidance counselor, there are many community agencies that can be of assistance in a family crisis:

Youth Services Bureau
332 140 Village Rd. JCK Center, Suites 1-5
Westminster, MD 21157
(410) 848-2500 or (410) 876-2500

(Work with children in and/or out of the school setting. Also works with families.)

Family and Children's Services
22 N. Court St., Westminster, MD 21157
(410)876-1233
(General Services)

Carroll Hospice
95 Carroll St., Westminster, MD 21157
(410)876-8044 or (410)857-1838

(Bereavement crisis and support for families dealing with cancer and other terminal illnesses.)

Junction, Inc.

P.O. Box 206, Westminster, MD 21157

(410) 848-6100 or (410)876-1788

(Drug treatment and support for families as well as general services for children and adults)

There are also many private programs, therapists, psychologists and psychiatrists in the area and surrounding areas. Please contact the school guidance counselor for additional information and/or a list of referrals.

Before and After School Care

The Carroll County YMCA School-Aged Care leases space at Cranberry Station Elementary School. This is a privately owned daycare and is not affiliated with Cranberry Station Elementary. The YMCA opens at 7:00 a.m. and closes at 6:00 p.m. For more information, contact Carolyn Walker at the YMCA at 410-848-3660.

GENERAL INFORMATION

1. To stop the problem of lost articles, ALL personal belongings should be marked clearly with your child's name. All lost and found articles are turned into the office or box in front of the gym. Please have your child check the lost and found whenever an item is missing. All lost and found articles left at the end of the year will be donated.
2. Make checks payable to CRANBERRY STATION ELEMENTARY SCHOOL for field trips. Please do not combine lunch money and field trip costs on one check.
3. At Cranberry Station we follow the Carroll County Student Dress code. The complete policy is found in the Carroll County Student Handbook. As a reminder, please do not send your child school with:
 - short tops with the midriff or undergarments showing
 - thin strapped tops that show bra straps
 - pants that hang below undergarments
 - pants that drag on the floor
 - clothing with references to drugs, alcohol, sexual activity, racial slurs, or inappropriate language
 - shoes with spikes/cleats or wheels (wheels must be left at home)
 - clothing with large holes or tears
 - hats or head coverings unless approved for religious or medical reasons
 - skirts, shorts, or skorts, should not expose the upper half of the thigh while standing

Flip flops and loose fitting open toed sandals have become very popular, but they are unsafe for outdoor recess and gym class. Students must wear tennis shoes on PE class days. Students wearing these sandals will not be able to participate in any running or kicking activities during PE class or at recess due to the possibility of personal injury.

4. We do not use classroom time to celebrate children's birthdays with parties or snacks. Treats may be sent in and will be distributed to students during lunch - please make arrangements with the teacher first. The school cannot give out student names, addresses, and telephone numbers for party invitations. Party invitations are not to be

distributed in class unless every child in the class is invited. Due to an increase in food allergies, please check with your child's teacher before sending food items to school.

5. Classroom teachers and home room parents will plan appropriate seasonal activities during the year. Home room parents may solicit donations from parents and guardians. At the beginning of the year, each child will bring home a permission form to release your home phone number to the home room parent and a form to fill out to make us aware of any food allergies or dietary restrictions. Please complete the form and return them to your child's teacher as soon as possible.
6. Individual pictures will be taken by Larry Allen & Company in the Fall. Class pictures and individual pictures will be taken in the Spring, as well as the 5th grade panoramic as part of their "Just Say No Club." All picture orders are PRE-PAID. School yearbook orders are taken and prepaid in January and yearbooks arrive in late May.
7. Parents are always welcome to visit our school. As you know, the need for security has become more essential during the past few years. When visiting, always check at the office first before going to a classroom. At that time you will be asked to sign in and wear an identification badge during your stay. The front door is the only door to be used to enter the school.
8. The teachers and staff welcome the opportunity to discuss a child's progress at any time. Please contact the school if you wish to set up a conference.

9. Permission to Photograph, Videotape or Audiotape

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.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

Use of Student Work on Websites or in Publications

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child's work being displayed on school websites or in publications unless such notification is received.

10. CAFETERIA INFORMATION FOR SCHOOL YEAR 2009-2010

Breakfast: served daily from 8:15 - 8:40

Lunch - \$2.00

Reduced Lunch - .40cents

Milk - .50 cents

Breakfast - \$1.25

Reduced Breakfast - .30 cents

Ice cream and Snacks - .75 cents

Adult Lunch - \$3.25

Adult Breakfast - \$1.75

School lunch and breakfast can be purchased in several different ways.

- 1) Carroll County School Food services offers a package where as you can pay for a student's lunch, breakfast or both, for the entire school year. Information will be forth coming on how to do this if interested.
- 2) Multiple meal tickets, for breakfast or lunch can be purchased increments of 5 or more. Payable by cash or check, payable to Cranberry Station Elementary Cafeteria. Tickets may also be purchased the same way for students on our reduced lunch and breakfast program. When purchasing tickets please include student's full name and teacher. This assures that credits are applied to the correct account. You must specify if payment is for both breakfast and lunch. If not, credits are applied to lunch accounts only. Meal tickets are held by the cafeteria manager. When your child enters our meal line they will tell the cashier their name, and a ticket will be marked. When your child is down to one ticket left you will be notified via your child. Please take a moment to check your child's backpack for any notifications in regard to last ticket used or a charge slip stating your child had to charge a meal that day. Purchase no more meal tickets than you know your child will use by year's end. Remaining tickets cannot be carried over to the next school year and cannot be reimbursed.

PLEASE REMEMBER: Ice cream and milk are a daily cash purchase. These items cannot be deducted from student's breakfast or lunch account.

Late Openings - If for any reason school opens late, cereal and toast will be served for breakfast.

Lunch Charge Policy

Due to the large number of students who come to school without a lunch or lunch money the following policy will apply to all students:

Students are allowed to charge lunch or breakfast 1 time ONLY during the school year. If a student forgets their lunch or lunch money we will give the student a regular lunch, along with a charge slip. It will have the student's name, date, grade, teacher and amount of charge. This is a two part form. Student gets a copy to take home and the cafeteria keeps the other. Charge money is to be returned the next school day. PLEASE, consider purchasing a few tickets to cover these times. We try very hard to keep the student's experience in our cafeteria a positive one.

If your child forgets his/her money again anytime during the school year they will be given a cheese sandwich and a milk, along with a \$1.00 charge. Money is due the next school day.

CUSTODY OF STUDENTS

When parents are separated or divorced, either parent, regardless of custodial status, may inspect and review his/her child's school record unless there is a court order, or other legal document, which specifically denies such access by one of the parents. Unless otherwise specified in a court order:

- the custodial parent/legal guardian shall make all educational and medical decisions for the child.
- the non-custodial parent may visit the school/observe instruction, attend *conferences*, view school records, receive school communications, and pick the child up from school (if identified on the emergency card or with written permission from the custodial parent).
- a step-parent may pick a child up from school (if identified on the emergency card).
- persons sharing joint custody may both make educational and medical decisions. If parents disagree, the decision of the resident parent will be recognized and implemented, as appropriate. Consent/requests/decisions from either parent are sufficient.

Please refer to the Student Services Manual for complete administrative regulations pertaining to custody.

Parental Rights, and Restrictions Regarding Access to Students and Student Information

<i>Guardianship</i>	Enroll / Withdraw	Educational Decisions	Pickup the Student	IEP Decisions	School Records	Visit School/ Observe	Teacher Conferences	Receive Routine Communications
<i>Legal Guardian, Temporary Guardian, or Guardian ad litem</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Standby Guardian (parent or legal guardian is incapacitated)	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6	Yes, 6
CUSTODY								
Joint Custody	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sole Custody/Legal Custody/Custody	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3	Yes, 3
Non-custodial Parent *	No, 12	No, 7, or *	No, 1 or 2 or 7, or *	Yes, 7	Yes, 7	Yes	Yes	No, 8, or *
Physical Custody	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SEPARATION								
Non Primary Care Parent	No	Yes, 5	No, 1 or 2	Yes	Yes	Yes	Yes	No, 8
Primary Care Parent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OTHER								
Foster Parent	Yes, 9	Yes, 9	Yes, 9	No, 11	Yes, 9	Yes, 9	Yes, 9	Yes
<i>Partner of Parent</i>	No	No	No, 2	No	No	No, 10	No, 10	No
<i>Power of Attorney</i>	Yes, 6	No, 7	No, 2	No, 7	No, 7	No, 7	No, 7	No, 7
<i>Step Parent</i>	No	No	No, 2	Yes	No	No, 10	No, 10	No
<i>Split Custody</i>	Yes, 4	Yes, 4	Yes, 4	Yes, 7	Yes, 4	Yes, 4	Yes, 4	Yes, 4
<i>Shared Physical Custody</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

1. Unless with written permission of the custodial parent
 2. Unless on emergency card
 3. Only this parent may make decisions
 4. This parent only makes decisions for the child(ren) for whom they have custody
 5. This parent may make decisions when the child(ren) is in his/her care
 6. With approval of the Pupil Personnel Worker
 7. Unless specified in the legal document/court order

8. Unless requested in writing annually
 9. Unless otherwise specified in writing by the placement agency
 10. Unless with written permission from the parent or accompanied by the parent.
 11. Unless the person is designated as a parent surrogate by CCPS.
 12. Unless with written, notarized permission of the custodial parent.
 *Once the noncustodial parent is granted written, notarized permission to enroll the child in school, he/she has the same educational rights as the custodial parent.

