

**PARENT - STUDENT HANDBOOK
2011-2012**



Ebb Valley Elementary School
3100 Swiper Rd
Manchester, MD 21102

Telephone: 410-386-1550
Fax: 410-386-1555

Robert E. Mitchell
Principal

Stacy Kowaleviocz
Assistant Principal

Ebb Valley Elementary School - Mission and Vision

“Our mission at Ebb Valley Elementary School is to safely and respectfully work together, doing our very best each day.”

Vision: In order to advance our mission, we will:

- Use mathematical thinking to keep track of my learning
- Follow my flight plan: respect self/others, build responsibility, be safe, come prepared
- Use the computer in better / more efficient ways
- Push myself to learn as much as I can
- Care for myself and my school community (environment)

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:

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

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	Carey Gaddis
Director of Facilities	Supervisor of Community & Media Relations
125 North Court Street	125 North Court Street
Westminster, Maryland 21157	Westminster, Maryland 21157
(410) 751-3177	(410) 751-3020

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

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, if any are located in the school building.

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August

- 12-19 New Teacher, Pre-Service Professional Days
23-29 Pre-Service Professional Days for Teachers and Instructional Assistants
30 Schools Open – First Day for Students

September

- 5 Schools/Offices Closed – Labor Day
29 Schools/Offices Closed – Rosh Hashanah

October

- 3 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students
21 Schools Closed for Students and 10-Month Staff – Professional Meeting Day

November

- 3 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students
14 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students
23–25 Schools/Offices Closed – Thanksgiving Holiday

December

- 9 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Professional Time for Elementary Teachers; Schools Closed for Pre-Kindergarten Students
23 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day before Winter Holiday; Schools Closed for Pre-Kindergarten Students
26-30 Schools/Offices Closed – Winter Holiday

January

- 2 Schools/Offices Closed – Winter Holiday
3 Schools/Offices Reopen
16 Schools/Offices Closed – Martin Luther King, Jr. Holiday
27 Schools Closed for Students – Teachers Work on End of Marking Period Items

February

- 10 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Professional Time for Elementary Teachers; Schools Closed for Pre-Kindergarten Students
20 Schools/Offices Closed – Presidents' Day
21 Schools Closed for Students; Professional Development Day for Teachers

March

- 5 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students
30 Last Day before Spring Holiday

April

- 2-10 Schools/Offices Closed – Spring Holiday
11 Schools Reopen

May

- 11 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Professional Time for Elementary Teachers; Schools Closed for Pre-Kindergarten Students
28 Schools/Offices Closed – Memorial Day

June

- 13 Last Day for Pre-Kindergarten Students
14 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide – Professional Time for Teachers
15 Professional Time for Teachers – Last Duty Day

Approved – 10/13/10 Board Meeting

Revised – 10/21/10

Revised – 5/25/11

Revised – 6/22/11

CARROLL COUNTY PUBLIC SCHOOLS-SCHOOL CALENDAR

2011-2012

All duty days or half days when students are not in school will be used for professional meetings, in-service activities, or workdays as determined by appropriate central office administrative personnel or the school principal.

HIGH SCHOOL GRADUATION DATES

June 6, 2012	Winters Mill High	7:00 p.m.
June 7, 2012	Manchester Valley High	7:00 p.m.
June 8, 2012	Francis Scott Key High	2:00 p.m.
June 8, 2012	Century High	7:30 p.m.
June 9, 2012	North Carroll High	1:30 p.m.
June 9, 2012	Westminster High	7:30 p.m.
June 10, 2012	South Carroll High	1:30 p.m.
June 10, 2012	Liberty High	7:00 p.m.

Carroll Springs will hold its Certificate Ceremony on Thursday, May 31, 2012 – 7:00 p.m.

Gateway School will hold its Certificate Ceremony on Tuesday, June 5, 2012 – 7:00 p.m.

Carroll county Career & Technology Center will hold its Certificate Ceremony as students complete their programs. Dates and times will be released through the school.

NUMBER OF DAYS IN SCHOOL CALENDAR

MONTH	PUPIL DAYS	TEACHER DAYS	*MARKING PERIODS
AUGUST	2	7	<p style="text-align: center;">FIRST AUGUST 30 – NOVEMBER 3</p> <p style="text-align: center;">SECOND NOVEMBER 4 – JANUARY 26</p> <p style="text-align: center;">THIRD JANUARY 30 – MARCH 30</p> <p style="text-align: center;">FOURTH APRIL 11 – June 14</p> <p>*Actual marking periods may be adjusted depending on the use of emergency closing days.</p>
SEPTEMBER	20	20	
OCTOBER	20	20	
NOVEMBER	19	19	
DECEMBER	17	17	
JANUARY	19	20	
FEBRUARY	19	20	
MARCH	22	22	
APRIL	14	14	
MAY	22	22	
JUNE	10	11	
TOTAL	<u>-4*</u> 180	<u>-4*</u> 188	

*Emergency Closing Days

If any of the four (4) 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 13th, Last Staff Day - June 14th.

Two (2) days not used – Last Student Day – June 12th, Last Staff Day - June 13th.

Three (3) days not used – Last Student Day – June 11th, Last Staff Day - June 12th.

Four (4) days not used – Last Student Day – June 8th, Last Staff Day - June 11th.

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.

DESCRIPTION - EBB VALLEY ELEMENTARY SCHOOL

Ebb Valley Elementary School is located in the northern part of Carroll County in the town of Manchester. Our building opened in 2008. Our school serves approximately 500 students in Kindergarten through Grade 5 with approximately 65 staff members. The school mascot is the Eagles.

Ebb Valley Elementary School	410- 386-1550
North Carroll Middle School	410-751-3440
Manchester Valley High School.....	410 -386-1673

CCPS CENTRAL OFFICE PHONE NUMBERS

Carroll County Board of Education	410 - 751-3000
Mr. Stephen Guthrie, Superintendent of Carroll County Public Schools.....	410 - 751-3128
Mr. Steven Johnson, Assistant Superintendent of Instruction	410 - 751-3138
Mr. Jonathan O’Neal, Assistant Superintendent of Administration	410 - 751-3127
Mrs. Cindy McCabe, Director of Elementary Schools.....	410 - 751-3009
Mrs. Cindy Eckenrode, Elementary Supervisor	410 – 751-3153
Mr. Russell Gray, Director of Special Education.....	410 - 751-3033
Mr. Mike Hardesty, Director of Transportation	410 - 751-3229
Mr. Mark Bugbee, Pupil Personnel Worker	410 -751-3135
Mrs. Marge Hoffmaster, Supervisor of School Health Services	410 -751-3124

TOWN OF MANCHESTER PHONE NUMBERS

Fire/Police/Medical Emergencies	911
Manchester Police Department	410- 239-6900
Maryland State Police	410- 386-3000
Manchester Fire Department	410- 239-2286
Lineboro Fire Department.....	410-374-2197
Manchester Town Office	410- 239-3200
Manchester Post Office	410- 275-8777
Carroll County Health Department.....	410- 876-2152
North Carroll Public Library.....	410- 374-3395

ARRIVAL / DISMISSAL PROCEDURES

Morning Car Riders

Students are to remain in their vehicles, in a single file line, until 8:15 a.m. when doors are open and supervision is provided. All students should be in the building by 8:35 a.m. Parents should only drop off students once their vehicles are completely stopped at the doors outside of the cafeteria. **ALL** students are to follow the sidewalk to the front entrance of the school. Please remind your children to **walk** on the sidewalk to the main entrance. Parents are not to escort their child to their lockers or classrooms. Students are encouraged to walk to their classrooms or lockers by themselves or with a staff member if needed.

Afternoon Dismissal

Afternoon classes end at 3:10 p.m. and dismissal begins at approximately 3:15 p.m. Every time a child leaves early from school, a note should be given to the teacher in the morning. Pick-up before dismissal time should be limited to minimize schedule disruptions and is **STRONGLY DISCOURAGED.** **Parents picking up their child before 3:15 p.m. must report to the office to sign them out.** Students who leave before 3:10 p.m. are marked tardy. **We do not accept telephone calls to change dismissal for any student,** except in cases of emergencies. Notes can be faxed to 410-386-1555.

Permanent Parent Pick Up:

If your child will be parent pick up every day, please let the office know in writing and we will automatically put them on our parent pick up list each day.

Occasional Parent Pick Up:

A written note **must** be sent in with your child informing us that he/she will be parent pick up that day. **We do not accept telephone calls to change dismissal for any student,** except in cases of emergencies. Notes can also be faxed to 410-386-1555.

If you are picking your child up from school at 3:15 p.m. instead of having him/her riding the bus, you are to report to the cafeteria to do so. Parents must sign out their children before they can be dismissed. Dropping by at the spur of the moment to pick up your child from school is **STRONGLY DISCOURAGED.** The outside doors by the cafeteria will be unlocked at 3:10 p.m. for parents to enter. To keep dismissal orderly, parents are asked to wait in the cafeteria until their child has been dismissed to them. Please do not enter school by the office and walk through the building to the cafeteria.

Safety procedures require that parents/guardians:

- **Yield to all incoming buses.** Buses have the right-of-way.
- Never call for a child to cross any road or lane of traffic to reach his/her vehicle.
Staff members are instructed to keep children safe and will not allow this unsafe practice.
- Please be sure you have fully completed information in the Emergency Contact packet that is sent home the first week of school. Stop in the office if you need to make any changes to your information.
- Be courteous to the staff members who supervise dismissal. They work very hard to keep all children safe.

ATTENDANCE

School law requires all children to be in school each day. The school year consists of 180 regularly scheduled school days. The student instructional day is from **8:40 a.m. – 3:10 p.m.** Regular attendance is vital for a successful school experience. Student achievement is directly related to attendance. Please have your child attend school regularly. If your child is reluctant to attend, please contact the school so we can address any problems together.

Ebb Valley Elementary School will code attendance as follows:

Students Scheduled for a Full Day

A student is counted present for a full day if the student is in attendance four hours or more of the school day. 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 in attendance for less than two hours of the school day is counted absent for the day.

Students Scheduled for a Partial Day

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled.

*Example: A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day** A student scheduled for a two hour block of time will be counted present for ½ day if the student is in attendance for one hour.*

A written excuse, an email, or a phone call from the parent/guardian is required for all student absences. Written excuses must be received upon your child's return to school and contain the date of the absence, the reason and the signature of the parent/guardian. Absence excuses can be emailed to EVEAttendance@carrollk12.org. Parents/guardians can also report absences by calling 410-386-1550. Failure to provide the school with an absence excuse will result in an "unlawful" absence. **Please instruct your child to turn all notes in to their homeroom teacher.**

If your family is going on vacation, please send a note **in advance** informing the teacher and office of the day(s) your child will be absent. Vacations are an excused absence only if a parent note is received in advance and approved by the principal.

If your child needs to leave school early, a written note stating the time and reason for the early dismissal should be turned in to the homeroom teacher in the morning.

Attendance rewards are given out quarterly to those students with perfect attendance. A child can have no more than 3 tardies per quarter and still qualify for perfect attendance. At the end of the year, children will receive certificates for Perfect Attendance and Outstanding Attendance. Perfect Attendance includes 0 absences with no more than 3 tardies and Outstanding Attendance includes 3 or less absences with no more than 3 tardies.

Absences exceeding three (3) consecutive days due to illness require a signed doctor's note. Please notify the school nurse of any known communicable diseases such as strep, chickenpox, pink eye, etc. If your child will be absent for any reason other than illness, prior notice is required in writing.

A written excuse from the physician is required when a child is not able to participate in physical education.

Regular, punctual attendance is extremely important to student learning and student success. It also helps students establish good habits, develop responsibility, and respect their education. Student attendance is monitored on a regular basis. When there is a concern about the pattern or frequency of student absences or tardies, parents/guardians will be contacted by the school.

Students who exhibit poor attendance:

Procedures for Attendance Concerns:

If a student is absent for three (3) school days

- Teacher will call home
- Teacher will document the call.

If a student is absent 10% or more - Guidance Counselor, Nurse, Behavior Support Specialist, Special Education Case Manager etc. will initiate contact

- Phone call to the parent
- Meet with the student
- Meet with the student and parent
- Letter one(1) Guidance Letter will be mailed
- All contact attempts will be documented.

If a student is absent 10% or more

- Assistant Principal will initiate contact
 - Phone call to the parent
 - Meet with the parent
 - Meet with the student and parent
 - Attendance contract should be considered
- Letter two (2) Assistant Principal Letter will be mailed
 - All contact attempts will be documented

If a student is absent 20% or more

- Principal and or PPW will discuss next course of action
- PPW will hold a conference with the student and the parent to develop a plan to improve student attendance. Note: PPW's will not intervene until school based procedures have been implemented.
 - Attendance contract if not already implemented
 - Medical Verification could be required
 - Referral for Community Conferencing could be initiated
 - Referral to Department of Juvenile Services or State's Attorneys' Office as determined by the PPW.
 - All contact attempts will be documented
 - PPW will summarize the attendance conference in a letter to the parent
 - PPW may meet with the parent and student at Student Services

BEFORE AND AFTER SCHOOL CARE

Before/After School Day Care located at Ebb Valley Elementary is available through Celebrée. Celebrée leases spaces at Ebb Valley Elementary School. This is a privately owned daycare and is not affiliated with Ebb Valley Elementary. Celebrée's Hot Spot at Ebb Valley opens at 6:30 a.m. and closes at 6:00p.m. Call 410-374-5026 (Hampstead Office) or telephone Celebrée's Ebb Valley Hot Spot (410-374-6227 or 443-375-1724) for more information and prices.

BIRTHDAYS

We will recognize our student's birthdays with a "Happy Birthday" book of their choosing, provided by the Ebb Valley PTA. If parents would like to bring in birthday treats for all the children, the treats will need to be non-edible. Stickers, erasers, or other non-food items are acceptable for treats.

Students may not distribute invitations during school. A directory of students' names and addresses will be available for each grade level so that invitations can be mailed from your home.

Due to the increasing number of students with potentially life threatening food allergies, parents cannot send in birthday food items for other children. We will continue to have food for the whole class during classroom parties at times because it is monitored by teachers and permission will be granted in advance by parents. We appreciate your help in keeping all our students safe and healthy.

BULLYING

The staff at Ebb Valley Elementary believes that in order for children to be successful in their learning, they need to feel safe and comfortable in their environment. Staff members are vigilant to bullying situations and to addressing the concern immediately. If you feel that your child has been a victim of a bullying situation, please ask your child if they told the adult in charge at the time. If you feel your child is unable or unwilling to advocate for himself/herself, please contact your child's teacher, guidance counselor or a school administrator. Also, if you fear that your child could be a bully, please contact the school as well. Steps will be taken to resolve bullying issues immediately and to provide support for the students involved.

BUS POLICIES

Students will be allowed to select one A.M. and one P.M. bus and must adhere to these choices. Students will **NOT** be given permission to ride another bus to or from school simply by bringing a note to school. Changes can be made only in cases of “emergency or extenuating circumstances” and only with the principal’s or assistant principal’s approval. Requests deviating from this policy should only be based on a one day emergency need. (The definition of **an emergency** is something requiring the parent’s immediate attention that could not have been addressed in advance. A scheduled doctor’s appointments are not an emergency nor are scheduled Early Dismissal dates.)

Requests to change buses for such things as rotating work schedules, parties and special outings will not be approved. Request for permanent changes in a bus stop must be made in writing.

Parents are responsible for the safety of their children from the time they leave home in the morning until they board the school bus and at the end of the day from the time the bus departs the unloading area until the child reaches home. This means that **discipline at the bus stop is the responsibility of parents**. It is suggested that parents take turns at stops where large numbers of children wait.

It is the Department of Transportation’s policy to “drop off students even if parents are not at the bus stop.” Please make arrangements with a friend, family member or neighbor in the event you are delayed getting to the bus stop. It would also be helpful to plan with your student what he/she should do in the event no one is at the bus stop when they get off.

Video Camera on Buses

All Carroll County Public School buses are equipped with videotape capability. From time to time, students will be videotaped as they travel to and from school. Video/Audio cameras are placed on school buses to protect students and staff and to 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.

Pupils who misbehave on the bus may have their riding privileges suspended. Parents will be notified when their child is reported to the office for inappropriate bus behavior.

SUSPENSION OF BUS RIDING PRIVILEGE

First Offense:	Bus driver will warn the student
Second Offense:	School administrator will send a letter to the parent.
Third Offense:	School administrator will suspend bus riding privilege up to one week.
Fourth Offense:	School administrator may suspend bus riding privilege for one week or more.

Smoking, fighting and other unsafe actions result in immediate suspension.

The following is posted in each school bus:

DON'T LOSE YOUR RIDING PRIVILEGE: FOLLOW THESE RULES:

Do not be loud or boisterous.
Be courteous, use no profane language,
Do not eat, drink, or smoke on the bus,
Do not be destructive; keep the bus clean.
Keep head, hands and arms inside the bus.
Stay in your seat while the bus is in motion.

THE DAILY DOZEN OF BUS RIDING:

1. Be at the stop five minutes before pick-up time.
2. Walk safely to the bus stop and wait in a safe, orderly manner.
3. Watch your step and use the hand rail when getting on and off the bus.
4. Take your seat promptly and remain seated for your ride to and from school.
5. Sit in the seat facing front; keep your book bag and other articles out of the aisle.
6. Always keep your hands and head inside the bus.
7. Report any damage that you see to the driver.
8. Eating, smoking or using vulgar language is not permitted.
9. Your conduct should be quiet and orderly so the driver is not distracted from the important job of driving.
10. Your driver is responsible for the safe operation of the bus; listen to the driver's instructions.
11. Wait until the bus has come to a complete stop before leaving your seat.
12. Cross ten feet in front of the bus with the warning lights only upon discharge and if you live on the opposite side of the road. Be sure you check traffic both ways too.

Items NOT ALLOWED on the school bus are glass containers, large musical instruments, bulky items, live insects or animals, electronic games and tape or CD players.

CARE OF BOOKS

Students will be responsible for all books and supplies loaned to them during the school year. This includes all library books as well as text books. Parents will be billed for lost or damaged books.

CONFERENCES

Parents are encouraged to schedule teacher conferences throughout the year. **Parent-teacher conferences will be held on October 25th, November 2nd, November 10th and March 6th from 3:45 p.m. until 7:15 p.m.** These conference dates enable you to discuss your child's progress in achieving the Essential Curriculum in each content area and special area subjects. During the conference, you will have an opportunity to examine actual samples of work to determine your child's strengths and needs. In addition, you may provide input and ask questions concerning your child's program. Check the school newsletter 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 freely discuss any problems that directly affect your child's school performance. Please contact the teacher to arrange such a conference.

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

CURRICULUM

Our students will be held accountable for learning a set of objectives in English Language Arts, Math, Science, Social Studies, Health, Physical Education, Music, Media and Art at each grade level. We are using children's literature, the Macmillan/McGraw-Hill basal series "Treasures", and leveled books to support our reading program. We are using Scott Foresman materials to support our Math benchmarks. We also use the CCPS Science, Social Studies, Health and Special Areas curriculum as we teach the voluntary state curriculum.

CUSTODY

We are confronted almost daily about custody issues. Parents should keep the school updated in regard to custody documents. Unless there is a court document, both parents have equal rights in regard to access to students and student records. It is parental responsibility to produce documents for the school. When in doubt about custody issues and how the school will respond, schedule a conference with the principal.

CUSTODIAL AND NON-CUSTODIAL PARENTS/ ACCESS TO STUDENTS AND STUDENT INFORMATION

Parents are the natural guardians of their children under the law and both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated and/or divorced. In many cases of separation or divorce, school personnel are asked to make decisions regarding release of records, school visitations, and release of the child from school. The following regulations have been developed to protect the safety/welfare of the child, maintain neutrality as much as possible regarding parents' rights and provide a safe learning environment for the child.

The Custodial Parent:

- has the **obligation to provide a copy of any court order restricting the rights of the non-custodial parent** if related to school matters.
- is the legal custodian of the child through court order. The child normally lives with this parent and is sent to school in the morning from his/her home and is to be returned to this home at the end of the school day.
- receives day-to-day communication, correspondence, report cards, and other school related information, is welcome to visit the school, observe classroom instruction, and review student records and be informed annually about the child's progress.
- is notified when the non-custodial parent seeks school-related information.

The Non-Custodial Parent:

Depending on the custody order, the Non-Custodial Parent may maintain certain parental rights, even though a separation/divorce has occurred. Unless there is a court order that specifically states otherwise, the Non-Custodial Parent:

- is entitled to receive copies of report cards, school newsletters, interim reports and other information that pertain to the child's education and which is routinely sent to or available to the parent who has custody. **Requests for this information must be made annually in writing to the principal and should include the non-custodial parent(s) name, address, and type of information desired.** The custodial parent shall be notified when such a request has been made.

- is welcome to visit the school, observe classroom instruction, review student records, and be generally informed about the child’s educational progress, unless forbidden by court order provided to the school by the custodial parent.
- The non-custodial parent may not take the child away from school without the written consent of the custodial parent, unless permitted by court order. If the court order provides the non-custodial parent permission to remove the children from school it can only occur, on any given day, with the knowledge of the custodial parent.
- Court orders granting “reasonable visitation” do not include visitation during the school day and any request to visit with the children at school should not be granted. However, unless the court order states otherwise, the non-custodial parent may observe classroom instruction.
- A non-custodial parent, unless restricted by a court order, may participate equally in educational decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

Joint Custody is a situation where both parents have responsibilities for the child or children. These responsibilities are defined by a court order. Unless specified otherwise in that order, each parent can make educational and emergency medical decisions, have access to student records and can transport a student to and from the school. The attorney for CCPS has directed that the release of a child to a parent who has joint custody but not “physical custody” requires the approval of the parent with that legal designation. Unless the court order is on file in the school, and states otherwise, school officials will honor either parent’s requests. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue

Step Parent: A step parent, as a result of marriage to the child’s natural parent, often has contact with school officials. In this section, the following apply:

- The school will consider the natural parents as the ones to make educational and emergency medical decisions. A step parent can make medical decisions only as listed in the appropriate section of the emergency procedure card.
- A step parent may not register a child for school, nor withdraw a child from school.
- The school will not release the child to the step parent, unless the step parent is listed in the appropriate section of the emergency procedure cards.
- A step parent is welcome to visit the school and observe classroom instruction.
- A step parent with whom the child lives can be considered as a parent in situations involving special education processes and decisions and in certain matters related to record review. (Ref: C.O.M.A.R.13A.05.01.02 (5) and 13A.08.02.07 H)

Primary Care Parent: In separation cases where parents live apart without a formal agreement or court order awarding the child to a particular parent, the primary care parent is the one with whom the child resides. In such cases:

- The school will consider the primary care parent as the one to make educational and emergency medical decisions.
- The primary care parent shall be contacted prior to release of the child to the non-primary care parent to advise the primary care parent of the situation.
- Day to day communication, correspondence, report cards, and other school-related needs should be directed to the primary care parent. However, the other parent also has the right to receive copies of any documents that the primary care parent receives.

The **Non-Primary Care Parent** may be involved in educational and medical decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

- The non-primary care parent is welcome to visit the school, observe classroom instruction, review student records and be generally informed about the child's educational progress.

Verification of the identity of the non-custodial parent or the non-primary care parent.

On occasion, school personnel are asked to state whether a child is present in school on a given day. School personnel should make every attempt to verify the identity of that person making the inquiry to ensure the person is the parent of the child and is entitled to student information. Steps to follow include:

- a. The person requesting the information must have verification that he/she is who he/she claims to be. Example: driver's license with a photo, passport, known to and identified by an employee.
- b. Once identity is confirmed a check is to be made that such a person is a parent and thus could have access to the records. This may be done by confirming that the name of the person making the inquiry is the name of the parent recorded on the proof of birth, the student registration form or other student records.
- c. Call the custodial or primary care parent to determine there are no court orders restricting the release of the requested information to the non-custodial or non-primary care parent.

Children who are under the care and custody of community agencies may be removed from school to receive services during the school day with prior arrangement between home, agency and the principal.

If children change residence to live with the non-custodial or non-primary care parent causing the child to transfer schools, the records must follow the children. A custodial or primary care parent, under these conditions, cannot require that records be retained at the sending school as a means to force the return of the children. However, a school should make every effort to ascertain the permanence of the move prior to processing the records.

Persons who have court appointed guardianship of a child are generally authorized to make educational and medical decisions for the child. The parent's rights are terminated or restricted regarding these matters, unless provisions are included in the court order.

In those situations where questions or conflict arise regarding the release of the child, school visitation, providing information about enrollment, or the release of records, please contact the Pupil Personnel Worker.

The non-custodial or non-primary care parent who wishes to receive school related information as described above may be required to pay a reasonable fee for copying and mailing school documents or sign an agreement to reimburse the school for those costs at the end of the school year; provided however, that the school shall waive payment of such fee if the non-custodial parent files a notarized affidavit that he/she is unable to pay the fee.

DISCIPLINE

Even effective prevention and support activities will not eliminate all unproductive behavior. The following steps are to occur in order to help students practice and learn appropriate behaviors:

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

When sent from the classroom with an office referral, students report to the office and will be assigned to the learning support room. This support room is a quiet room, supervised by an assistant where children are given an opportunity to problem solve the situation that led to the referral. The problem solving sheet (Stop and Think) 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.

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 (i.e. head sets, electronic games, portable radios, cd players, i-pods, cell phones, toys, etc...)	Athletic equipment such as bats, hard balls, etc...
Tobacco products	Lighters, matches
Drugs, drug paraphernalia, or look-a-likes, alcoholic beverages, all medicines must be hand carried to the health room by an adult	Beeper, pagers, laser pointers/lights, cell phones
Inappropriate print material (including adult magazines or books)	Clothing containing inappropriate slogans, languages, pictures or advertisements
Trading cards that are valuable including Pokeman, Baseball, Webkinz, etc....	

Students bringing any of the above items may have them confiscated until a parent comes to school to pick the item(s) up. Dangerous items may also result in a student being suspended from school.

NO TRADING OR SELLING OF CANDY, CARDS, OR OTHER ITEMS. Toys, dolls, etc. are restricted to specific occasions designated by the teacher. When the item is not in use, it is to be stored in the child’s locker/cubby.

DRESS CODE

The Board of Education has a strong commitment to the learning process. Therefore, the Board of Education has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self discipline, to promote student health and safety, and to maintain an atmosphere conducive to learning. Requirements include, but are not limited to:

- **Head coverings:** hats, sunglasses, or head coverings of any kind, including bandanas and visors may not be worn in the school building unless approved for religious or medical reasons.

- **Shirts must:**
 - ***cover the entire back** no cutout backs, no shirts that tie in back
 - ***cover the midriff area** -bottom of shirt must meet top of lower attire at all times
 - ***cover undergarments** -muscle shirts and Under Armor shirts are considered undergarments and must have a shirt over them.
 - ***not be see-through**
 - ***fit modestly so that cleavage area is covered.**
 - ***have two straps, one on each shoulder** -no tube tops or halter tops
 - ***not convey advertisements for condoms or other birth control devices**
 - ***not convey messages that express hate, racial slurs, or sexual harassment**
 - ***not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, alcohol or drug use.**

Skirts/Skorts/Shorts/Pants:

- ***Skirts/Skorts/Shorts** should not be excessively short. The bottom of the shorts must reach the tips of fingers when arms are straight down at the side.
- ***Pants** will cover undergarments at all times and not be excessively long as to drag on the floor.

- **Other:**
 - *Pajamas are not allowed unless it is approved as a class/school sponsored event.
 - *No bedroom slippers may be worn.
 - *No spiked clothing or accessories.
 - *No mutilated, cutout or ragged clothing may be worn.
 - *Underwear should not be showing and must not be worn as outerwear.
 - *No shoes with spikes/cleats or wheels. Clogs, sandals and flip flops must have a back strap. Avoid open-toed shoes, due to tripping hazard on the stairs.
 - *No body paint or hair dyes.

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 school if necessary. Student's 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 administrative action.

EARLY DISMISSAL DATES

Listed below are the early dismissal dates for the 2010-2011 school year. Parents are encouraged to make arrangements for child care early in the year. Children will be dismissed beginning at 12:25 p.m. on these dates.

Please mark your calendar and make childcare arrangements!

October 3, 2011	December 9, 2011	March 5, 2012
November 3, 2011	December 23, 2011	May 11, 2012
November 14, 2011	February 10, 2012	June 14, 2012

ELECTRONIC COMMUNICATION

The Carroll County Public School System uses the AlertNow Rapid Communication Service to provide parents with information from their child's schools and the school system via phone call and/or e-mail. You do not have to sign up for the system. All information is taken from emergency procedure cards. AlertNow greatly enhances our communication with parents and our school communities.

EMERGENCY CONTACT INFORMATION

Every child should have emergency contact information on file in the main office and in the Nurse's Office. Children will bring an emergency card home the first day of school. This emergency information helps us locate parents when a child is ill or is injured. Please return the emergency card to school **immediately**. Please keep us informed of home and work telephone number changes. Be sure to list **all** persons who are allowed to transport your child to/from school. The school **may not** release a child to a person unless that person is a custodial parent, **OR** is listed on the Emergency Card **and** has the custodial parent's written permission or is contacted in an emergency by the school nurse and/or office staff. **Anyone other than a biological parent can NOT sign a child out of school without written permission from the parent regardless of whether or not they are on the emergency card.**

FIELD TRIPS

Instructional field trips are planned throughout the year to extend and enrich the curriculum. Information, including costs, will be sent home as early as possible. Permission slips must be on file with the homeroom teacher before a student can participate. Pre-school age siblings will not be permitted to go on field trips with parents who are chaperoning. Chaperones cannot be as effective if they are accompanied by a pre-school age child. Non chaperoning adults will not be permitted. **All chaperones are required to have volunteer training each year at least 7 days prior to the field trip.**

HEALTH ROOM

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

- Administer medication
- Provide healthcare
- Work with families and physicians to insure all health needs of the student are met
- 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 prior to entering school for the first time. All students must have age appropriate immunizations in order to start or remain in school. Health records are checked and updated regularly by the health nurse.

Medication

Due to recent interpretation of 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. A medical consent form will need to be filled out. No medication will be dispensed by anyone but the nurse. No child is to keep medication in the classroom. If a child needs to take medication, it must be taken to the school nurse by the parent with the proper form signed and filled out; indicating the exact time, quantity and duration the medication is to be administered and if there are any side effects. All medications are to be brought into the school in their original containers with only the amount that the nurse is to administer. **Medications are not allowed to be carried by students and must be dropped off and picked up by a parent.** Medical consent forms are available in the health room and office. A refrigerator is available to keep medication at the proper temperature.

Request for Immunization Records

When requesting copies of immunization records, please give the nurse at least 48 hours notice. The request must be in writing.

Pupil Illness

Children who are ill during the night or in the morning should be kept home if there is any doubt about their condition. When a child becomes ill at school, he will be placed in the health room until parents can be contacted to take him/her home. If parents are not at home, the persons listed second on the Emergency Card will be called. **Please keep Emergency Cards up-to-date and have several contact persons listed!!!**

Hearing and Vision Screening

During the school year, the Carroll County Health Department will administer a hearing and vision test to all pupils in Kindergarten and 4th grade. Other students may be tested upon request.

HOMEWORK

Department of Elementary Schools Position on Homework

When there is an identified need for students to prepare for upcoming lessons, extend learning, apply learning or practice learning – then homework may be assigned.

Characteristics of Effective Homework to Support Student Learning:

- *meaningful
- *authentic
- *choices
- *differentiated
- *purposeful
- *engaging
- *non-graded
- *formative
- *non-punitive
- *brief-time limited
- *sometimes student directed
- *completed independently

Families can play an active role in homework. As partners in the learning process, they are not expected to act as experts. They should be provided clear guidelines from their child's teacher. Families can support students by:

- *asking about their homework
- *asking clarifying questions that help students summarize what they have learned
- *providing appropriate location for homework to be completed.

When requesting work for a child that will be absent from school, please call or **notify the school by 9:15 a.m.** or utilize the voice mail system for Ebb Valley School 410-386-1550 by calling after 4:00 p.m. or before 8:00 a.m. Requests that come in later than 9:15 a.m. may not always be fulfilled due to teachers' schedules and their availability to gather and organize materials.

HOURS

Ebb Valley Elementary School Building Hours: 8:00 a.m. to 4:00 p.m.

Ebb Valley Elementary School Instructional Day: 8:40 a.m. to 3:10 p.m.

Students are to arrive at school no earlier than 8:15 a.m. Students may not enter the building prior to this time. All students should arrive by 8:35 a.m. This will insure proper supervision at all times. All students must enter the building through the doorway under the main canopy.

Ebb Valley Elementary School doors are locked at 4:00 p.m. Staff has been instructed not to allow individuals in the building after that time. **Only an administrator may make that decision.** **If a student is allowed back in the building, a staff member must accompany him/her to the classroom and back to the exit.** Students should make sure they have all items needed for homework prior to dismissal.

Phone calls are received in the school office between the hours of 8:00 a.m. – 4:00 p.m. Telephone calls received after 4:00 p.m. and before 8:00 a.m. will be forwarded to an answering machine. You will be able to call and leave a message anytime after the school office is closed.

INCLEMENT WEATHER PROCEDURES

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 6:30a.m. through the following media sources: WTTR, Channel 21 and Channel 3 (Westminster); WHVR/WYCR (Hanover); WGET (Gettysburg); WFMD (Frederick); WBAL, WCAO, WRBS, WPOC, WMIX, WMAR-TV, WJZ-TV, WBAL-TV, WQSR, WWLG AM, WASA, WANN, V103 (Baltimore); WMAL, WTOP, Fox Channel 5, WRC-TV4, WUSA Channel 9, and WJLA-TV (Washington, D.C.), WCRH (Williamsport), WAFY-KEY 103, WXTR (Washington); www.schoolsout.com Web Site. If weather conditions are such that the opening of schools might be delayed one hour or more, or it might become necessary to close all schools early, the notification will be made through the same stations as for the closing of schools.

- School Opening One Hour Late:
Students should report to school between 9:15 – 9:35 a.m.
- School Opening Two Hours Late:
Students should report to school between 10:15 – 10:35 a.m.
- School Closing One Hour Early:
Dismissal time will begin at 2:10 p.m.
- School Closing Two Hours Early:
Dismissal time will begin at 1:10 p.m.
- School Closing Three Hours Early:
Dismissal time will begin at 12:10 p.m.
- Planned 2 Hour 45 Minute Early Dismissals:
Dismissal time will begin at 12:25 p.m.

INSURANCE

School insurance will be available for the school day or for 24 hour coverage. Information on this will be sent home with students. The company handling the insurance will be The United Healthcare Insurance Company. If you wish to enroll, please call 1-800-237-0903 or do so online at www.k12studentinsurance.com, ask for Carroll County Enrollment Information. **DO NOT** send the application back to school.

LOCKERS

Each student, except those in Kindergarten, will be assigned a locker. These are for storing coats, boots, and other outdoor clothing, books and lunches. **No locks are to be placed on lockers.**

LOST AND FOUND

To alleviate the problem of lost articles, ALL personal belongings should be marked clearly with your child's name. The Lost and Found is located between the bathrooms near the gym. Please have your child check the lost and found whenever an item is missing. All unclaimed lost and found articles will be donated to a local charity monthly.

MOMENT OF SILENCE

Following the Pledge of Allegiance and before the completion of the opening exercise, all students will observe approximately one minute of silence before continuing with the day's activities. In exercising his/her individual choice, each person may meditate, pray or engage in any other silent activity which does not interfere with, distract or impede others in the like exercise of their individual choice.

MONEY

Ebb Valley Elementary School will not accept cash for anything other than purchasing a school lunch. We will only accept checks or money orders for field trips, and lost media/text books. Make checks payable to Ebb Valley Elementary School. Field trip money (for students and for chaperones) cannot be refunded.

To purchase Book Club books from your child's teacher, please make checks payable to the specific Book Club Company. Please do not send cash to the classroom teacher. Any Book Club check made payable to the teacher or Ebb Valley School will be returned for a check made payable specifically to the Book Club.

To purchase yearbooks or school pictures checks are to be made payable to Larry Allen & Co. Cash will not be accepted – checks or money order only.

To purchase lunch tickets, make checks payable to the Ebb Valley Elementary School Cafeteria.

Ebb Valley Elementary School students are encouraged not to bring large amounts of money or valuables to school with them. Any money needed to buy lunch or milk should be kept in the student's pocket, wallet, or purse. Money or items left in desks or lockers are often misplaced or lost. Students should also keep track of their money or items during classes such as physical education and recess since those times are when money and valuables are often lost.

NEWSLETTER / MENU

The youngest child will receive a menu the first of every month. Newsletters will be posted on our website. Please be sure to read this for important information. We will provide a paper copy of the newsletter only when requested.

PARENT VOLUNTEERS / TRAINING

Volunteers are divided into two groups:

- **Level I Volunteers**, including guest readers, business representatives, concession stand operators, etc., are required to annually register at a school site **before** volunteering.
- **Level II Volunteers**, including classroom helpers, chaperones, mentors, etc., must attend an annual training session **at least seven school days prior to volunteering**.

In order to become a Level II volunteer or continue in that role, you **MUST** attend a training session. Training sessions are held at school sites and regional locations throughout the year. Volunteer training obtained during the 2010-2011 school year is only valid through September 30, 2011. Regional training sessions as well as Ebb Valley Training Sessions will be advertised in our monthly newsletters.

Please note that if you plan to chaperone on any of your child's field trips throughout the school year you MUST have volunteer training 7 days before the scheduled field trip. Please attend a training session that will allow yourself time to meet that requirement.

Each person who volunteers at Ebb Valley Elementary will be expected to:

- Attend **MANDATORY** training.
- Register at the school by completing a standard volunteer information form.
- Learn and abide by system/school policies.
- Behave in a polite and respectful manner.
- Sign in at the beginning of each school visit and sign out prior to leaving.
- Wear an identification badge while on school property.
- Work cooperatively with school system.
- Dress in a modest and/respectful manner

In an effort to support a school environment that is conducive for learning, volunteers shall refrain from bringing a child or children with them to the location where the adult is volunteering. This may include, but is not limited to: infant(s), toddler(s), children of any age, sibling(s) of an enrolled child and an enrolled child who is not in attendance on a given day.

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. The Board of Education of Carroll County believes that parents have the right, should they choose, to deny the use of their child's photograph, video image, or voice for such purposes.

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 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 and 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 events such as sporting events and musical programs that are open to the public.

Use of Student Work on Website 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.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Ebb Valley PBIS Mission Statement –

“To reach optimal student academic and behavioral achievement by utilizing a proactive ‘systems approach’ for creating and maintaining a safe and effective learning environment and a climate of high standards for conduct.”

PBIS at Ebb Valley

1. PBIS is a program which promotes positive school climate through 4 simple rules of expected behavior.
2. Students will learn how these behaviors look in every setting and will be rewarded with an “Eagle Feather Ticket” for following the 4 “checkpoints for successful flight”.
3. Teachers and staff will use the behavior matrix to explicitly teach expected behaviors.

PBIS - Four School-wide Expectations

EVE Daily Flight Plan

- Prepared for Flight - To be ready
- Respectful Flight - To consider thoughts, feelings, and possessions of others
- Responsible Flight - To take care of or do something on your own
- Safe Flight - To be free from harm or danger

“Follow My Flight Plan”

Color Level System

- K-2 classroom teachers will be using a color card level system in their classrooms.
- All students will record the color they end the day on in their agendas. Grades 3-5 will use a calendar to record behavioral data (colors).
- **BLUE** – The student has exhibited behavior that supports learning activities.
- **BLUE “W”**- Most behavior supported learning activity, but student required several reminders/redirections.
- **ORANGE**- Behavior did not support learning activity, student required more than several reminders/redirections.
- **RED**- Behavior did not support learning activity, student had a major disconnect from school expectations.

Types of “Red Zone” Offenses

1. Support Room Red

- A “Red Zone Note” will be filled out by the teacher and sent home with the student for a parent/guardian to sign.
- The student will also be given a Stop and Think worksheet to be completed with the support room teacher and/or for homework.

2. Office Red

- If the behavior displayed by the student requires administrative intervention, the student will move to red and is sent to the office with an office disciplinary referral (ODR) filled out by the teacher. A copy of the report will come home with the child to be signed.

PBIS INCENTIVES:

EAGLE FEATHER Tickets

- Eagle Feather tickets can be given anywhere in the building, by anyone, at anytime providing an immediate method to reward positive appropriate behaviors (school-wide).
- A student is able to put half of his/her feather ticket into an “Eagle’s Nest” in the classroom and are eligible for a weekly drawing. (Winners’ names are announced, and they receive a Soaring Eagles certificate, and a small prize)
- The student puts the second half of the ticket in their “Feather Keeper” (page protector) and save up for different items on the “*Eagle Shopping List*”.

Other PBIS Programs

● Quarterly “Soaring Eagles” Pep Rallies

- These will be held in the gym to honor students who have been making positive behavior choices every quarter, and to motivate all students.

● Lunch Tickets

- Students will earn special “green” Eagle feather tickets given out and collected only in the cafeteria. Bi-weekly drawings will determine grade level cafeteria winners. Winners may choose a friend to join them for one lunch at the “V.I.P. table”.

● HUGS, HANDSHAKES AND HAPPY CALLS

- “Hugs and Handshakes”/“Happy Calls” will be part of the “*Eagle Shopping List*” reward system. A Hugs & Handshakes Certificate is completed and sent with the student to the office. The administrators and/or office personnel reward the student with hugs and/or with handshakes. The “H & H” certificate is a way to foster a student’s self-esteem. “Happy Calls” will be made by the principal or assistant principal to highlight students’ successes in school. Students may choose Hugs & Handshakes or Happy Calls as part of the Eagle Shopping List. Teachers and then forward forms to the school administrators. Administrators have students select a family member or family friend with whom they would like to share their good news and a call is placed.

PROGRESS REPORTS AND INTERIM REPORTS

All students will be getting interims reports this year. Grade 1-5 Interim reports are issued mid-way through a marking period. They need to be signed and returned to school.

Report cards are issued four times a year. The following dates are currently scheduled for the distribution of Grade 1-5 student progress reports:

2011-2012 Marking Periods and Progress Reports Distribution for Grades 1-5

October 6, 2011	Interim Reports Distributed
November 3, 2011	First Marking Period Ends
November 9, 2011	Progress Reports Distributed
December 12, 2011	Interim Reports Distributed
January 26, 2012	Second Marking Period Ends
February 1, 2012	Progress Reports Distributed
March 5, 2012	Interim Reports Distributed
March 30, 2012	Third Marking Periods Ends
April 13, 2012	Progress Reports Distributed
May 9, 2012	Interim Reports Distributed
June 14, 2012	Marking Period Ends
June 14, 2012	Progress Reports Distributed

Kindergartners are issued report cards and interims twice a year. The following dates are currently scheduled for the distribution of Kindergarten student progress reports:

2011-12 Marking Periods and Progress Report Distribution for Kindergarten

November 9, 2011	Interim Reports Distributed
January 26, 2012	First Marking Period Ends
February 1, 2012	Progress Reports Distributed
April 13, 2012	Interim Reports Distributed
June 14, 2012	Second Marking Period Ends
June 14, 2012	Progress Reports Distributed

PLACEMENT, PROMOTION, INTERVENTION, RETENTION

Placement: The principal has final responsibility for grade and class placement of students. In determining placement, the principal shall consult with appropriate staff and parent/guardians and consider their recommendations. Placement of students in Kindergarten through first grade is governed by state law and regulations. Students in Grades two through five who are new to CCPS and do not provide previous school records shall be placed in an age appropriate setting pending the review of further information. Students with documented special education needs shall be placed through the Individualized Education Plan (IEP) process.

Promotion/Retention: The principal shall consider a student for retention when a student fails to meet grade-level standards. Students in Grades K-2 exhibit a wide range of cognitive, physical, social, and emotional developmental levels; therefore, promotion is expected. Students who are not performing according to expectations shall be provided additional intervention prior to consideration for retention. To be promoted to the next grade level, students in grades 3-5 must pass Integrated Language Arts (ILA) and Mathematics. A student who fails ILA and/or mathematics for the year (as determined by the average of the grades over the four marking periods) shall be considered for retention. A student who successfully participates in appropriate interventions, such as extra assistance, a pull-out program, extended day programs, extended year programs, etc., to address the ILA and/or mathematics deficiencies, shall be promoted. The final responsibility for decisions on promotion of a student rests with the principal, except when the decisions are made through the IEP process for students with documented special education needs.

Intervention: Research-based intervention programs and services that provide extended learning opportunities will be available to all students who are at risk or who do not meet the established standards for promotion. When a student in grades K through 5 is not attaining assigned objectives or meeting required grade level promotion standards, the teacher will initiate appropriate intervention strategies that address the academic needs of the student. If the student does not respond to strategies, the Instructional Support Team will develop an Individual Learning Plan. Parents/Legal guardians will be included in the development of the plan, as will students, when appropriate. The principal will monitor the implementation of this plan.

Appeals: In matters of disagreement with regard to placement, promotion, retention, the parent/legal guardian may appeal a decision by writing to the appropriate director within ten days of receipt of written notification of the decision from the school principal.

RESIDENCY REQUIREMENTS

Attendance in Carroll County Public Schools is only for bona fide residents of Carroll County. 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 verification of that residence. All students** must provide verification of residence in their school records. This can be one of the following: a recent tax bill indicating “primary residence”, contract on a home, a settlement statement, a recent utility bill (BGE, land-line phone, cable, oil or water).

Out-of-District forms are available in the school office for anyone who moves outside of the Ebb Valley School District but wishes their child to remain at Ebb Valley Elementary. Out-of-District forms are to be completed and returned to the BOE offices in Westminster. Parents will be notified by mail of their child’s approval/disapproval to remain at Ebb Valley Elementary.

Those families who live outside of the county or who may move outside of the county during the school year may continue to attend Carroll County Public School only with approval from Pupil Services and/or payment of tuition. In addition, any falsification of residence is subject to referral to the office of the State’s Attorney for prosecution.

SCHOOL COUNSELING INFORMATION

School counselling services are essential to the growth and development of each youth and are the right of every Carroll County student. The counselling 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 school counselor works with individuals and/or small groups of students and also provides classroom lessons at all grade levels. Information sharing and consultant services are available to school staff members as well as parents in order to help support student services. School counselors conduct evaluations and assessments in order to assist in providing an educationally appropriate learning environment for students.

SCHOOL LUNCH PROGRAM

Students may bring a lunch or drink from home or buy:

Hot Lunch \$2.00 (Reduced price \$.40)
Milk \$.50
Ice Cream \$.75
Breakfast \$1.25 (Reduced price \$.30)

Purchase of advanced lunch tickets is recommended. Lunch tickets may be purchased in increments of 5, 10, 15, or 20 days at \$2.00 per lunch. Students on reduced lunch may also purchase advanced tickets at \$.40 per lunch. Make checks payable to Ebb Valley Elementary School Cafeteria. Lunch tickets will be held by the cafeteria manager. When your child wants to buy lunch, he/she simply goes through the lunch line and tells the cashier his/her name. Their lunch purchase will be recorded. When your child has one ticket left, you will be notified via your child.

If your child forgets his/her lunch or lunch money, we will follow the following procedures:

1. Your child will use the phone to ask you to bring his/her lunch or lunch money.
2. If no one can be reached, or if there isn't enough time to bring a lunch to school, we will allow your child to charge the \$2.00. You will receive an email on the day your child borrows informing you of the charge and asking for repayment the following school day. Money is to be returned the next school day to the cafeteria.

Students may purchase breakfast at school for \$1.25 – reduced price is \$.30. Breakfast will be served in a bag each day from 8:15 a.m. – 8:35 a.m. The child will pick up their bagged breakfast in the cafeteria and eat in the classroom.

Students may be eligible to receive free or reduced price meals. Application forms and guidelines for determining a student's eligibility are distributed to each child in August, and are available throughout the year in the school office.

Children are not to loan/give money to others, nor to share or to trade food. Please discuss this with your child. Food allergies can be very serious, and may not yet be diagnosed. Children should eat only what they buy or what they bring from home. Please make the school aware of any serious food allergies from which your child may suffer. Children are not to bring soda/soft drinks for lunch, and glass bottles of any type are prohibited. Children should have only plastic knives in their lunch boxes if necessary. Other "real" knives are considered weapons and students are subject to disciplinary consequences associated with having weapons in school.

Lost items in lunchroom trash: From time to time a student or other persons will inadvertently throw something valuable into the trash when dumping his or her lunch tray. These items are most commonly a dental retainer or jewelry but may possibly include other items of value. A student should immediately tell an adult staff member if he/she loses something of value in the trash, however, **under no circumstances shall a custodian or another person be required to search through a dumpster for lost items. Doing so will be considered an unsafe practice and is against Carroll County Public School policy.**

Ebb Valley Cafeteria Flight Plan

Responsible Flight - To take care of or do something on your own

- *Follow directions the first time given
- *Make good choices
- *Accept consequences without complaining or arguing
- *Keep area clean

Respectful Flight - To consider thoughts, feelings, and possessions of others

- *Walk quietly in line to be served
- *Talk nicely to others in a quiet voice
- *Use good table manners
- *Clean up after yourself

Safe Flight - To be free from harm or danger

- *Keep hands and feet to self.
- *Select healthy foods
- *Eat own food, do not share food
- *Stay seated, get up only with permission

Prepared Flight – To be ready

- *Raise your hand for help
- *Have lunch money or lunch with you
- *Get needed utensils while in line
- *Place money on top left corner of tray

SCHOOL PICTURES

Individual Pictures will be taken by Larry Allen & Company Photographers in the fall and again in the spring. All picture orders will be PREPAID! Only students who pay on picture day will receive a portrait package. Class group pictures will be taken in the spring as well as the 5th grade panoramic picture. More information regarding pictures will be sent home in the school newsletter.

STUDENT RECORDS

Parents wishing to review the contents of their child's student folder should schedule a Record Review Conference with an administrator. Information included in folders shall be kept confidential. Access to the folder to anyone other than those directly related to school business will be granted only with written parent permission. A record of those having access will be maintained.

VISITORS

All visitors must sign in upon entering the building. Please sign in by the Main Office and wear a badge during your visit with us. Please return the badge before you leave. Student visitors are not allowed. Family members who wish to visit should communicate with the teacher to coordinate times. Please arrange child care for your preschool age children. **School regulations do not allow preschool children to visit in classrooms or to be present when parents are serving as volunteers.**

WITHDRAWAL FROM SCHOOL / RELEASE OF RECORDS

Please notify the school office and the classroom teacher as soon as you know when your child will be withdrawing from Ebb Valley Elementary School. The secretary will prepare transfer information for you to take to enroll your child at his/her new school.