

Table of Contents

General Information:

2011-2012 – School Calendar	2
Meet the Staff	3 - 5
Mt. Airy & Parr’s Ridge PTA.....	5
PTA Calendar of Activities	6-7
School Hours	7
After School Care	8
Birthday Message	8
Bullying	8
Care of Books	8
Conferences	8
Field Trips	8
Homework	9
Insurance.....	9
Lockers.....	9
Love & Logic @ MAE	9
PRIDE @ MAE & PARR’S	9-10
Parties	10
Parent Volunteer Training	10
Reading Incentive	10
Report Cards & Interim Reports	10
School Lunch & Breakfast	11
School Pictures	11
Yearbooks	11

Policies:

Attendance & Absences	11-12
Appropriate Dress	12-13
Buying & Selling	13
Cell Phones & Electronic Devices	13
Early Dismissal Days	13
Elevator Privileges @ MAE	14
Emergency Procedure Card	14
Forgotten Lunch	14
Inclement Weather	14
Photographing/Video-Taping Students	14
Residency Requirements	15
Student Rights & Responsibilities	15
Student Records	15
Release of Students	15-16
Transportation	16-17
Weapons on School Property	18

Health:

Immunizations	18
Medications	18
Request for Immunizations Records	18
Notification of Blood Exposure	18
Severe Food Allergy	18
Pupil Illness	18
Hearing & Vision Screening	19
Special Areas of Instruction.....	19
School Store @ MAE.....	20

Carroll County Public Schools 2011 – 2012 School Calendar

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

MEET THE STAFF

For the 2011- 2012 School Year

<p>Supervisor - Mt. Airy Elementary - Parr's Ridge Elementary</p> <p>Principal - Mt. Airy Elementary - Parr's Ridge Elementary</p> <p>Assistant Principal - Mt. Airy Elementary - Parr's Ridge Elementary</p> <p>School Counselor - Mt. Airy Elementary - Parr's Ridge Elementary</p>	<p>Ms. Stephanie Dale Ms. Stephanie Dale</p> <p>Mrs. Deborah Bunker Mrs. Ann M. Blonkowski</p> <p>Mrs. Allison Smith Mrs. Jan Bubnash</p> <p>Ms. Ann Horner Mrs. Kelly Doolan</p>
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Parr's Ridge Elementary

Pre-Kindergarten

Michaeline Vincent, Toni Nardo

Kindergarten

Kim Hierstetter	Wendy Gahm	Janelle Creighton	Sarah Parsons
Ariel Canter	Pam Uhlman	Trish McHale	Virginia Beazley

Grade One

Mary Schmidt	Amy Knight	Emily Boylan	Linda Suscello
Becky Higdon	Allison Baker	Erin Wolfe	Nancy Little

Grade Two

Val Thompson	Rispa Arnett	Vanessa Stewart	Jenny Lazarus
Terri Warehime	Michelle Venit	Andrew Cunningham	

Mt. Airy Elementary

Grade Three

Mike Sandridge	Kristen Brown	William Murphy	Catherine Williams
Caron Compton	Carol Kitzmiller	Katie Hammack	Stacey DeColli

Grade Four

Vacant	Vacant	Dale Houston	Laura Butler
Amy Paul	Janet Stevens	Larra Cuffley	Betsy Cunningham

Grade Five

Jennifer Clinton	Karen Dulany	Dianne DiTullo	
Roxanne Turner	Liz Haff	Maureen Heim	

SPECIALISTS

Mt. Airy

Janet Wolfing – Physical Education
 Emily Vizzini - Physical Education
 Sarah Nies – Art
 Robert Harvey - Instrumental Music

INSTRUCTIONAL ASSISTANTS

Mt. Airy

Lisa Weisman	*vacant
Karen Hames	Sharon VanFleet
Debbie Koch	

Aine Torpey – Health
Emily Vizzini – Health
Jessica Wroten – Media
Kathy Hillock – Music
Emily Cugle - Music

Parr's Ridge

Patrick Kallas – Physical Education
Erin Lebois - Physical Education
Michelle Frock – Art
Kim Prati – Art
Tina Swanson – Music
Lynne Hasenei – Music
Ashley Boumel – Health
Jan Nies – Media
Emily Howe – Media

RN

Mt. Airy

Karin Rusnak

Parr's Ridge

Jen Byers

Resource Team

Mt. Airy:

Elizabeth McMahan– Special Education
Robin Cooley– Speech/Language
Lindsay Young – Special Education
Linda Stuller – Special Education
Dawn Bay – Special Education Assistant
Jenny Barnes – Integrated Language Arts
Theresa Mullett – Special Education Clerical
Kelley Smith – Gifted & Talented

Parr's Ridge

Sarah Jenkins – Special Education
Karen Feinberg – Speech/Language
Jenny Felbinger – Special Education
Robin Cooley– Speech/Language
Mel Rhoads – Integrated Language Arts
Candice James – Reading Resource
Diane Hughes – Reading Resource
Michelle Bowen – Special Education Clerical
Kelley Smith – Gifted & Talented
Kristen Perry– OT/PT
Heather Campbell – Special Education Instructional Assistant
Stephanie Koons - IA

Itinerant Staff – Mt. Airy & Parr's Ridge

Laura Thompson- Pupil Personnel Worker
Elisheva Weinberger– School Psychologist @ MAE
Claudia Bowen – School Psychologist @ PARR's
Chris Wittle – Facilitator
Lisa Check – ESOL
Michael Scalzi – Behavior Specialist

Custodial Staff

Mt. Airy

Jeff Cook – Building Supervisor
Rob Hensley
Chanda Blizzard
Terry Jackman

Parr's Ridge

Bill Aldridge – Building Supervisor
Carol Parlier
Alvin Hebron
Jim Thompson

Parr's Ridge

Carole Harmon
Erin Lynch
Josette Norton
Kelley Finzel
Terry Cimino
Ruthanne Glover

Holly Sturm
Alyson Lamb
Terry Brown
Cathy Haines
Toni Nardo

Permanent Sub

Mt. Airy

Diana Tannery

Parr's Ridge

Kathie Borghans

Cafeteria Staff

Mt. Airy

*Vacant

Parr's Ridge

Roberta McCall - Manager

Dawn Zepp

Leighann Hood

Supporting Staff

Mt. Airy

Kyle Becker – Secretary

Janice Brady – Secretary

Lindy Donohoe – .5 Secretary

Parr's Ridge

Katie Deutsch – Secretary

Re Rennie – Secretary

Lindy Donohoe – .5 Secretary

Media Clerk

Mt. Airy

Donna Hamby

Parr's Ridge

Ruthanne Glover

MT. AIRY & PARR'S RIDGE ELEMENTARY PTA

2011-2012

Officers

President

Lee Piccolo

301-829-4342

leepiccolo@comcast.net

1st Vice President

Noreen Maksym

301-829-6430

npmaksym@verison.net

2nd Vice President

Cheryl Pickard

301-829-9409

livethemagic2003@yahoo.com

Secretary

Dawn Abell

301-829-2123

abellhokies@msn.com

Treasurer

Lisa Witt

410-218-5991

lisa.witt@yahoo.com

PTA Executive Board Meetings

Board Meetings – 8:30 am (2nd Friday)

Friday	September 9 th	MAES
Friday	October 14 th	Parr's Ridge
Friday	November 11 th	MAES
Friday	January 13 th	Parr's Ridge
Friday	February 10 th	MAES
Friday	March 9 th	Parr's Ridge
Friday	April 13 th	MAES
Friday	May 11 th	Parr's

PTA General Meeting and Board Meeting

Schedule 2011 / 2012

General Meetings – 7:00 pm (3rd Wednesday)

Wednesday	October 19 th (vote on budget)	Parr's
Wednesday	November 16 th	MAES
Wednesday	January 18 th	Parr's
Wednesday	March 21 st (nominate new officers)	MAES
Wednesday	April 18 th (vote on new officers)	Parr's

Market Days

Market days is our primary fund-raiser for the schools. It is a food service company that provides restaurant quality foods from companies such as Tyson's, Kraft and Campbell's. Families will have an opportunity to order food items each month beginning in September. Our schools earn a minimum of 10% of your Market Day purchase. This is an easy way for parents to support our schools and purchase quality food for their family. Pick up for Market Days will be at Mt. Airy Elementary in the cafeteria.

**Parr's Ridge / Mount Airy Elementary
2011-2012**

PTA Activity Calendar

Month	Function	Location /School	Date	Time
August 22	Middle School Construction Meeting	Parr's	Monday, August 22 nd	7:00 pm
24	Welcome Back Teacher and Staff Luncheon	Parr's and MAES staff at Parr's	Wednesday, August 24 th	12 noon
25	Kindergarten Orientation and Back to School Event	Parr's	Thursday, August 25 th	9:00 am
25	Parr's New Student Orientation	Parr's	Thursday, August 25 th	2:00 pm
25	Meet Your Teacher Open House, School Supply Kit pick-up and Popsicles with Mrs. Bubnash	Parr's Popsicles w/ the Asst. Principal – 3:15 – 4:00 pm	Thursday, August 25 th	2:30 – 3:30 pm
28	PTA Committee Chair Kick-Off Meeting	TBD	Sunday, August 28 th	3:00 – 5:00 pm
29	New Student Orientation	MAES	Monday, August 29 th	1:00 – 2:00 pm
29	Meet Your Teacher Open House and School Supply Kit pick-up	MAES	Monday, August 29 th	2:00-3:00 pm
30	First Day of School	First Day of School	Tuesday, August 30 th	
31	Back to School Night 5 th Grade	MAES (Volunteer Training begins at 6:00pm)	Wednesday, August 31 st	6:30 pm
September 1	Back to School Night 4 th Grade	MAES (Volunteer Training begins at 6:00 pm)	Thursday, September 1 st	6:30 pm
7	Back to School Night 3 rd Grade	MAES (Volunteer Training begins at 6:00pm)	Wednesday, September 7 th	6:30 pm
9	PTA Board of Directors Meeting	MAES	Friday, September 9 th	8:45 am
13	Back to School Night 1 st Grade	Parr's (Volunteer Training begins at 6:00pm)	Tuesday, September 13 th	6:30 pm
15	Back to School Night 2 nd Grade	Parr's (Volunteer Training begins at 6:00pm)	Thursday, September 15 th	6:30 pm
October 14	PTA Board of Directors Meeting	Parr's	Friday, October 14 th	8:45 am
19	PTA General Meeting	Parr's (Vote on Budget)	Wednesday, October 19 th	7:00 pm
28	Fall Family BINGO Night	MAES/Parr's at Parr's	Friday, October 28 th	6:30 - 8:30 pm
November 11	PTA Board of Directors Meeting	MAES	Friday, November 11 th	8:45 am
11	PTA Fall Social	Parr's	Friday, November 11 th	6:30 – 8:30 pm
16	PTA General Meeting	MAES	Wednesday, Nov. 16	7:00 pm

December 10	Holiday Shop	MAES	Saturday, December 10 th	10:00 am – 1:00 pm
January 13	PTA Board of Directors Meeting	Parr's	Friday, January 13 th	8:45 am
18	PTA General Meeting	Parr's	Wednesday, January 18 th	7:00 pm
February 10	PTA Board of Directors Meeting	MAES	Friday, February 10 th	8:45 am
17	Winter Family BINGO Night	MAES/Parr's at Parr's	Friday, February 17 th (inclement weather date: Feb. 24th)	6:30 – 8:30 pm
March 2	Science Fair	MAES/Parr's At MAES	Friday, March 2 nd (inclement weather date: Mar. 9th)	6:30-8:30 pm
9	PTA Board of Directors Meeting	Parr's	Friday, March 9 th	8:45 am
21	PTA General Meeting	MAES (nomination of new officers)	Wednesday, March 21 st	7:00 pm
April 13	PTA Board of Directors Meeting	MAES	Friday, April 13 th	8:45 am
18	PTA General Meeting	Parr's (election of new officers)	Wednesday, April 18 th	7:00pm
May 11	PTA Board of Directors Meeting	Parr's	Friday, May 11 th	8:45 am

Other PTA dates/notes to remember:

No Bake – Bake Sale: sale begins in Sept. and pick up will be late Oct.

Spirit Wear: sales year round

YES, I'D LIKE TO HELP . . .

Please contact Lee Piccolo (301-829-4342 or leepiccolo@comcast.net) The wonderful things the PTA provides can only continue if people will volunteer for these positions.

GENERAL INFORMATION

SCHOOL HOURS

The school day is **8:35 A.M. to 3:05 P.M. for Mt. Airy Elementary**. Students should arrive at school **no earlier than 8:05 A.M. and be in the classroom no later than 8:35 A.M. to be marked as present and on time**. No student may enter the building until 8:05 A.M. This will insure proper supervision at all times.

The school day is **8:40 A.M. to 3:10 P.M. for Parr's Ridge Elementary**. Students should arrive at school **no earlier than 8:10 A.M. and be in the classroom no later than 8:40 A.M. to be marked as present and on time**. No student may enter the building before 8:10 A.M. This will ensure proper supervision at all times. Parent pick-up at the end of the day is at 3:10 P.M. Please be respectful of the dismissal and office staff by picking up your child at this time whenever your child has been placed on parent pick-up.

Dismissal of students with any person other than a parent/guardian requires a note from the parent/guardian and is required if a child is to leave the school by any means other than his/her regular method.

Only the persons listed on your child's emergency card will be allowed to pick up your child. (A note from the parent is required.)

Please Note: For the safety and security of our staff we will be locking the front doors at both schools at 4:00 P.M. each day.

AFTER SCHOOL CARE

After school care will be offered at both schools.



Mt. Airy Elementary: Celebree Learning Center (Hot Spots)- 301-829-1044
Parr's Ridge: ABC Care – 410-751-3700

BIRTHDAY MESSAGE

To celebrate our students birthdays, we will continue with our traditions as much as possible. Parents are welcome to join their child for lunch, as always. If parents would like to bring in birthday treats for all the children, **the treats will need to be nonedible** and brought to the cafeteria (not the classroom). Stickers, erasers, pencils, or other non-food items are acceptable for treats.

With the increase in childhood obesity and the potential for life threatening food allergies, we strongly discourage bringing fast food into the cafeteria. Food brought into the cafeteria may not be shared with other students. We will continue to have food for the whole class during classroom parties because this can be monitored by our room mothers and teachers. We appreciate your help in keeping all our students safe and healthy.

Please refrain from distributing party invitations during school hours.

BULLYING

The staffs at Parr's Ridge and Mt. Airy Elementary Schools believe that in order for children to be successful in their learning, they need to feel safe and comfortable in their environment. Consequently, staff members at both schools 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, school counselor or a school administrator. Also, if you feel 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.

CARE OF BOOKS

Students will be responsible for all books and supplies loaned to them during the school year. Textbooks should have the student's name on the inside cover. All textbooks should be covered. Lost books should be reported to the teacher. A periodic check of books will be made and students will be asked to pay for lost or damaged books.

CONFERENCES

Parents are encouraged to schedule conferences throughout the year.

Conference dates for this year will be:

MAE – November 4 -7:30 P.M.
November 4 -7:30 P.M.

PARR's- November 10 3:45 – 7 P.M.
November 29 3:45 – 7 P.M.

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 in the school office before a student can participate. School age siblings will not be permitted to participate in field trips. Chaperons cannot be as effective if they are accompanied by siblings. Non chaperoning adults will not be permitted. **All chaperons are required to have volunteer training each year at least 7 days prior to the field trip.** Chaperons will be contacted at least one week in advance of the trip.

There will be no provisions for the purchase of souvenirs on instructional field trips. NO money should be sent with children. We also request that parents serving as chaperons observe these guidelines.

Chaperons are required to travel with students and remain with them for the entire trip.

HOMEWORK

The type and amount of homework may vary with grade, subject and individual. Parents can help most by checking their child's agenda book nightly, discussing it with their child, checking the work for neatness and by providing a quiet place to study.

When picking up homework at the end of the day please be advised that the doors will be locked at 4:00 P.M. Forgotten homework assignments will not be able to be retrieved after that time. Homework for students that have been absent will be sent home on the 2nd day upon request from the parent.

INSURANCE

School insurance will once again be available for the school day or for 24 hour coverage. This information will be sent home with students. The company handling the insurance will be K & K Insurance Co. If you wish to enroll you can fill out the form provided and mail, register online at www.studentinsurance-kk.com or call: 1-855-742-3135. **DO NOT** send the application back to the school.

LOCKERS

Each student, except those in Pre-K and Kindergarten, will be assigned a locker. These are for storing coats, boots and other outdoor clothing and lunches. **No locks are to be placed on lockers. Lockers may not be decorated inside or out (i.e. magnets, pictures etc.).**

LOVE & LOGIC @ MAE

Love & Logic "Is a philosophy for raising children that teaches them to be responsible, think for themselves, and be better prepared for the real world." In support of this philosophy, Mt. Airy Elementary teachers want to allow students to positively grow through their mistakes. As a result, when students create persistent problems for themselves, we contact parents so that we can lovingly work together to support the student's ability to think and become responsible. Your children benefit the most when parents and school personnel work together.

BECOMING A LOVE & LOGIC PARENT @ MAE

This six week course is offered at least once annually so that parents can better understand and support the Love & Logic philosophy. Many parenting books and tapes are also available for loan through our school counselor, Ms. Ann Horner. The overwhelming majority of parents who have attended the course have appreciated the skills taught, and have enjoyed the humor shared. Watch for details.

PRIDE AT MAE & PARR'S RIDGE

Students are encouraged to show PRIDE in all areas of the school. This includes in the classroom, in the hall, in the cafeteria, in the bathroom, on the playground, in the Fine Arts and Fitness classes and on the bus. To be a proud polar bear and cardinal, students will demonstrate the following character traits:

- P** = Positive Attitude
- R** = Respectful and Responsible Citizen
- I** = Independent Thinker
- D** = Determined to do my best
- E** = Eager to learn

We Have Pride!

While students are expected to show PRIDE at all times, there may be times when students need additional support with school expectations. When students are having difficulty showing PRIDE the following procedures will be implemented:

1. Students will be given a friendly reminder to show PRIDE.
2. Students will be given a second reminder to show PRIDE.

3. Students will be asked to have a classroom timeout and complete a problem solving plan before rejoining the class.
4. If the above steps are not successful in helping the child show PRIDE, the student will be given a support room referral and will be asked to leave the classroom until he/she is able to return and display PRIDE.

Please sign any problem solving plans and/or support room referral sheets that come home in your child's folder and return them to the school the next day.

PARTIES

During the school year we will have two parties, one in the Fall, one in the Winter and an end of the year picnic. Dates for these parties will be determined by each grade level. No goodie bags will be permitted. All Party Flyers must be approved by administration and contain the following statement:

If you child has food allergies please contact me (room parent) to go over the snacks being offered since food alternatives for classroom can be included.

PARENT VOLUNTEER TRAINING

Every person who plans on volunteering or going on field trips during the school year must have volunteer training **annually**. The dates for these training sessions are:

Parr's Ridge

September 13 @ 6:00 P.M.

September 15 @ 6:00 P.M.

Mt. Airy

August 31 @ 6:00 P.M.

September 1 @ 6:00 P.M.

September 7 @ 6:00 P.M.

November 16 @ 6:00 P.M.

February 17 @ 6:00 P.M.

A schedule of other dates, locations and times will be listed in the monthly newsletter.

In an effort to support a school environment that is conducive for learning, volunteers

may not bring children with them to the location where the adult is volunteering. This may include, but is not limited to: infant(s), children of any age, sibling(s) of an enrolled child and an enrolled child who is not in attendance on a given day.

READING INCENTIVE

Each year our PTA sponsors a Reading Incentive Program that encourages daily reading. Our goal is for all students to become more proficient readers and appreciate the many joys of reading. Additional information about the program will be available in the PTA newsletter.

REPORT CARDS AND INTERIM REPORTS

The school year is divided into four nine week marking periods. A report card will be sent home for all pupils in grade 1-5 following each marking period. Distribution dates for this year are:

November 9

February 1

April 13

Last day of the school year

Interim reports will be sent mid-way through the marking period. In addition to alerting parents of insufficient progress, the interim may serve as a means of commendation for outstanding performance. Distribution dates for interim reports for this year are:

October 6

December 12

March 5

May 9

Kindergarten progress reports will be distributed in February and the last day of school.

SCHOOL LUNCH

Type "A" lunches are served in the school cafeteria. "A" lunches including ½ pint milk are \$2.00. Additional milk can be purchased for 50¢. Reduced lunch will cost 40¢. Adult lunches are \$3.25. Ice cream will cost 75¢. (Ice cream is not available for Kindergarten.)

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 from the school office. **Prepaid lunches may be purchased at the school cafeteria. You can prepay for the entire school year or in increments of 10 lunches.**

The Food Service Program is again offering the option to parents to purchase an annual meal plan or an installment payment plan for students. We are encouraging parents to sign up to receive the most benefit from the annual plan. For more information please contact the Food Service Department at 410-751-3087 or 410-751-3040.

SCHOOL BREAKFAST

We will offer a breakfast program this year. Breakfast will cost \$1.25. For those eligible for reduced breakfast the cost will be 30¢. Students who receive free lunch will also receive free breakfast.

SCHOOL PICTURES

Individual pictures will be taken by Larry Allen & Company. Pictures will be taken on **September 22nd at Mt. Airy Elementary and September 23rd at Parr's Ridge.** Pictures will be available prior to Christmas. **ALL ORDERS MUST BE PREPAID!** Individual pictures and class pictures will be taken sometime in the Spring.

More information regarding pictures will be sent home during the school year.

YEARBOOKS

Orders for yearbooks will be taken in **January** and the books will be distributed sometime in the Spring. The yearbook includes individual pictures of students and staff members as well as candid shots.

POLICIES

ATTENDANCE

The relationship between good attendance and academic achievement is well recognized. In addition, regular school attendance assists in the development of good work habits and self-discipline. There is a state-wide effort to improve attendance. We will strive for the exemplary rating of 97%.

ABSENCES/ Vacation Planning

A note is required from a parent when a student returns to school following an absence in order to assure proper coding. A doctor's note may be requested.

Absences for family travel will be excused if approved by the principal five (5) days in advance and students will be **permitted to make up missed work upon return.** A copy of the school calendar for Carroll County Public School is available on the CCPS website: www.carrollk12.org as well as page 1 of this handbook. Please refer to this calendar when planning vacations in advance with large deposits at risk. As you are planning trips for the school year, please keep in mind the importance of teaching your child that attendance in school is a priority. Not only is there a direct correlation between attendance and success in school, but this is a lesson in responsibility that will serve them well as they venture out into the working world as adults. Both students and parents need to understand that some loss of learning opportunity is likely. For example, some school work such as class participation/discussion or laboratory experiments simply are difficult, if not impossible, to make up and therefore may have a negative impact on the student's grade. Parents of students already having excessive absences or poor grades need to understand the implications of any extended absences.

In accordance with MSDE Guidelines, the following is the attendance recording policy:

A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for ½ day if in attendance for at least two (2) hours of the school day, but less than four hours.

A student is considered tardy if he/she arrives late or leaves early.

REPORTING YOUR CHILD’S ABSENCE

An e-mail address has been established for MAE and PARR’s. A phone line for parents to report absences has also been established for MAE ONLY. Use the following methods to report your child’s absence and request work. Please call or e-mail before 9:00 A.M. as we will only check once a day for absences and requests for work. The e-mail address and phone line are **ONLY** to be used to report attendance.

E-Mail: MAEAttendance@carrollk12.org

Parattendance@carrollk12.org

Attendance Phone Line for MAE: 301-829-3563

When reporting an absence by e-mail or phone it is **not** necessary to send in a note.

ATTENDANCE NOTIFICATION PROCEDURES

Good attendance plays an important part in achieving student success. We will be monitoring absences and tardiness for all our students. At the end of each month, we will generate a list of students who are tardy/absent 10%, 15% and 20% for the school year to date.

- If your child is on the 10% list, you will receive a form letter from the office informing you of the number of days absent and/or tardy.
- If your child is on the 15% list, you will receive a form letter from the office informing you that your child’s attendance has not improved and Pupil Services will be notified if a change is not made.
- If your child is on the 20% list, you may receive a letter informing you that Pupil Services are being officially notified of your child’s poor attendance. At that point you will be contacted by our Pupil Personnel Worker, Laura Thompson.

We realize that illnesses and other circumstances occur that will affect your child’s attendance. Please feel free to contact the office at any time to discuss any special situation.

APPROPRIATE DRESS

Purpose: To create a respectful, healthy and safe environment with grooming and clothing that is clean, appropriate, decent and not disruptive to the educational process during the school day.

Requirements include, but are not limited to:

Head Coverings – Hats, sunglasses, or head coverings of any kind, including bandanas and visors, shall not be worn in the school building unless approved for religious or medical reasons. Certain headbands, scrunches, etc., which are used to hold hair in place and do not cover the entire head, are permitted.

Shirts – Shirts shall:

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

Skirts/Skortts/Shorts/Pants:

- Skirts, skortts, and shorts should not be excessively short. The guidelines for “excessively short” is dress that exposes the upper half of the thigh while standing.
- Pants shall cover undergarments at all times and not be excessively long as to drag on the floor.

Others:

- No bedroom slippers shall be worn.
- No spiked clothing or accessories shall be worn.
- No mutilated, cutout or ragged clothing shall be worn that exposes bare skin between the upper chest and mid thigh or creates a significant distraction.
- Underwear shall not be showing and must not be worn as outerwear.
- Clothing shall not convey advertisements for condoms or other birth control devices, stated or implied.
- Clothing shall not convey messages that express hate, racial slurs, or sexual harassment.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, tobacco, alcohol or drug use, gang symbols, weapons, or sexual activity.
- Due to safety concerns please note that if your child wears “**Heelys**” (shoes with the wheel in the heel), the wheels should not be out in school at anytime.

Violations:

A student found wearing inappropriate clothing will be asked to change or remove the item. Should the student not be able to change or remove the item, necessary clothing may be provided by the individual school. Students who fail 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 action.

Request for Exception:

Requests for exceptions to the dress code for the purpose of school spirit activities by clubs or organizations are up to the discretion of the school administration.

BUYING AND SELLING

Children should only bring enough money to school for lunch and milk. A limited amount of money for school supplies to be purchased from the school store at Mt. Airy Elementary can be brought to school. Students are not permitted to borrow money from each other, trade, sell chances, tickets, or items of interest.

CELL PHONES

Students and visiting adults are prohibited from using electronic communication devices (cell phone) during the school day.

ELECTRONIC DEVICES & TOYS

Electronic communications devices (cell phone, pagers, etc.) and electronic entertainment devices (Game Boys, iPods, portable CD players, Tamagotchis, etc.) are **NOT ALLOWED** TO BE USED ON SCHOOL PROPERTY. Laser pointers are prohibited on school property and will be confiscated.

No toys, stuffed animals, Webkinz etc. should be brought to school unless requested by teachers.

CHEWING GUM

We ask that children **not** chew gum in school or on the bus. **NO** gum should be brought to school.

EARLY DISMISSAL DAYS

Please Note: The following dates are **2 Hour & 45 Minute early dismissals – Dismissal will be at 12:20 P.M. for Mt. Airy and 12:25 P.M. for Parr’s Ridge on the following days:**

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

ELEVATOR PRIVILEGES – Mt. Airy Elementary

Children who need to use the elevator must have a note from home granting such permission.

EMERGENCY PROCEDURE CARD

Please complete, correct and return this card immediately. This information is essential in helping our school to provide emergency care for your child. **In case of illness or accident, it is imperative to have names of several people to contact who are within 30 minutes away from the school.** If you are not at home or at the number where you can usually be reached it is necessary that we be able to reach someone in case of an emergency. Should information on this card change during the year, please **notify the school promptly. It is imperative that this card be kept up to date!** Only parents can authorize treatment for their child so we need to be able to contact someone when an emergency occurs.

The only people that may pick up a student during an emergency are those listed on the emergency card. Please be reminded that, other than the parent/legal guardian, students may be released only to those listed on the emergency card with a note from the parent or when contacted by the school.

FORGOTTEN LUNCH

If a student does not have his/her lunch or lunch money, he/she will be given the regular daily lunch and a slip informing of the money owed. This money is to be repaid the next day.

MAE Policy: If a student does not repay and owes money, the next time they borrow lunch money they will receive a cheese sandwich and a carton of milk until the debt is paid. **Students will not be permitted to purchase snacks, ice cream, or items from the school store until their outstanding debts are paid.**

INCLEMENT WEATHER

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:

Internet web site: www.carrollk12.org

Alert-Now - Alerts will be sent when schools are closing early.

Radio Stations: WAFY-Key (103.1 FM- Frederick) WTTR (1470 AM- Westminster)

WBAL(1090 AM – Baltimore) WFMD (930 AM – Frederick) WPOC (93.1 FM-Baltimore) WTOF (1500 AM – Washington)

Television Stations: Channel 21 – Westminster, Channel 2 – Baltimore, Channel 11 – Baltimore, Channel 13 – Baltimore, Channel 7 – Washington, Channel 4 – Washington, Channel 9 – Washington & Channel 5 – Washington

If weather conditions are such that the opening of schools might be delayed (1) hour or more, or it becomes necessary to close all schools early, the notification will be made through the same stations as for the closing of schools and an alert now message will be sent.

During inclement weather, please send gym shoes on a daily basis. Our schedule changes on these days and P.E. may be on a different day.

PHOTOGRAPHING/VIDEO – TAPING STUDENTS

Throughout the school year, the Carroll County Public Schools frequently cover school activities and may use your child's photograph, video image, or voice for educational and 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 photographed, videotaped, audio taped, or having their image placed on a school website unless such notification is received.

There are also occasions at which the media cover public 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.

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.

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. 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 payment of tuition. Any falsification of residence is subject to referral to the office of the State's Attorney for prosecution.

STUDENT RIGHTS AND RESPONSIBILITIES

The Carroll County Student Code was prepared by a committee of students, parents, teachers and administrators. A copy of this code is in the school office should there be parents who wish to review it and familiarize themselves with student's rights and responsibilities.

STUDENT RECORDS

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

If requesting additional copies of school information (newsletters, report cards etc.) we request you send self addressed stamped envelopes for us to mail this information.

RELEASE OF STUDENTS

Students leaving school in any manner other than their regularly assigned route must:

1. Be signed out by the parent or guardian in the office or
2. Bring written permission from home indicating any change to their daily routine (i.e. bus passenger given permission to walk, being picked up at parent pick up.)

If you pick up your child at the end of the day you will meet and sign them out at the outside entrance of the Kindergarten Wing at Parr's Ridge or the gym at Mt. Airy Elementary.

Due to the nationwide concern for "missing persons", we feel we must be very rigid with this policy.

Please do not go to the classroom to meet a child!

Students will need to have their method of transportation from school to home/care provider designated by parents/guardians. Categories will include **bus, private vehicle or walker** (a walker is a student who truly walks to a home or daycare provider, not to a private vehicle). Your child will bring a form home to you to indicate your choice. It must be returned the first week of school.

- Bus riding students will be dismissed to line-up as bus numbers are called at the end of each day.
- **All students who will be picked up at school after 2:50 P.M. at Mt. Airy Elementary will report to the gym where the parent/guardian will sign the student out.** The gym doors by the portable will be unlocked at 3:10 P.M. for parents to sign out their children. Vehicles must park in the large lot and parents must walk to the pick-up site to escort their child across the lot. No child will be permitted to cross the lot without a parent escort. **Under no condition is a child allowed to enter a vehicle unless signed out by an**

adult. In the interest of safety, we are asking all parents to honor the above procedure.

- **All students who will be picked up at school after 2:50 P.M. at Parr's Ridge Elementary** will meet at the outside entrance to the kindergarten wing
- at parent pick-up time of 3:10 P.M. Parents should park only in the lot directly to the right of the school (nearest the side door and canopy). At 3:10 P.M. a staff member will bring your child to the side entrance for dismissal.
- **When picking up a student from school please have a photo I.D. available to present to the attending staff member.**

***Walkers** must continue walking to their home/daycare provider's address upon exiting the building. They cannot enter a vehicle on school property. Upon dismissal from the building, all students are expected to travel to their intended destination.

Parent Drop Off and Pick Up

Parr's Ridge: When dropping off your child, please bear to the lane on your right after you cross over the walking track in the park. **NOTE:** Exercise caution as you cross the pedestrian walkway. Wait in line and proceed slowly to the sidewalk area directly in the front of the canopy. Students should exit vehicles from the passenger side only. As you exit the parent drop off areas, please exit **ONLY** by the lane closest to the building. It is imperative that we provide a safe zone for buses. Please do not drop off your child before 8:10 A.M. as there will be no supervision at that time. Parent drop-off will close at 8:30 A.M. Any students arriving after that time will need to be escorted into the building by an adult and signed in at the office.

All students who will be picked up at school after 2:50 P.M. at Parr's Ridge will report to the Kindergarten wing for dismissal through the side door adjacent to the side parking lot (which is to the right of the building) for parent pick-up time of 3:10 P.M. Parents should park **only** in the lot directly to the right of the school (nearest the side door and canopy). At 3:10 P.M. a staff member will bring your child to the side entrance for dismissal.

Mt. Airy Elementary: Parent morning drop off will be 8:15 A.M. As you know, children and staff are scheduled to arrive at the same time each morning. That makes it difficult for a staff member to be on duty before 8:05 and gives them no time to go to their room first to put their belongings away. Therefore, the time for parent drop off will be 8:15 A.M.. The extra ten minutes will enable us to be certain that someone is in place to keep our students safe. Students should enter the building through the front doors. **Please do not drop your child off before 8:15 A.M.** Parent drop-off will close at 8:30 A.M. Any students arriving after that time will need to be escorted into the building by an adult and signed in at the office.

If you arrive before 8:15 A.M. you will need to park and walk your child to the sidewalk. If you arrive after 8:25 A.M. and no buses are in the front of the building, you may drop your child at the front door.

In the interest of safety, children should be signed out early **only** when **absolutely necessary**. **This must be prior to 2:50 P.M. to avoid congestion in the hallways and assure safety for our students during our busy dismissal period. No student will be dismissed from the office after 2:50 P.M.**

You may sign out your child in the school office prior to 2:50 P.M. for **early dismissal only. Afternoon parent pickup will be in the gym. Parents will need to park and enter the gym to sign out their students.**

Any changes in dismissal method for students must be made in writing, signed by a parent/guardian, and brought to the attention of the school office.

TRANSPORTATION

1. 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 case of “emergency or extenuating circumstances” and only with the principal’s or assistant principal’s approval.
2. 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 children reach 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.
3. The following items are not to be transported on Carroll County School Buses as per Board of Education policy: **glass containers, large musical instruments, bulky items, live insects, sports equipment or animals.**
4. 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. Please develop a plan with your student concerning what he/she should do in the event no one is at the bus stop or at home when they get there.
5. 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 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 instruction.
11. Wait until the bus has come to a 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.

WEAPONS ON SCHOOL PROPERTY

The policy of the State of Maryland prohibits the possession of guns, knives, deadly weapons or look-alikes of any kind on school property. Any student who brings a weapon to school shall be recommended for immediate expulsion. Toy weapons are not allowed at school at any time.

HEALTH

IMMUNIZATIONS

The State Department of Health requires all children to be properly immunized to enter or remain in school. Health records are checked and updated regularly by the community health nurse. Required immunizations are: D.P.T.- 4 doses, Oral Polio – 3 doses, Measles – 2 doses, Rubella – 1 dose, Mumps – 1 dose, Varicella (chickenpox) – 1 dose, Hepatitis B – 3 doses. Parents are responsible to see that this information is on file in the school.

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 shall be dispensed by anyone but the nurse. No child is to keep medication in the classroom (Not even aspirin or aspergum, calamine lotion, or throat soothers such as Screts.) If a child needs to take medicine, it must be taken to the 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 the parent.** Medical Consent Forms are available in the health room and the office. One copy is available in this handbook.

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.

NOTIFICATION OF BLOOD EXPOSURE

Carroll County Public Schools feel it is important that all blood exposure to staff or students be reported. Parents will be notified of any blood exposure to their children that occurs during the school day. Parents will be called by a member of the school staff and a routine form will be recorded.

SEVERE FOOD ALLERGY

To support our severe allergy policy a safe table procedure will be in place in the cafeteria.

Any food brought into the cafeteria is **not** to be shared with other students and is discouraged.

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 person listed second on the Emergency Card will be called.

Per Maryland State Board of Education a fever is defined as a temperature 100° or higher. Students must be fever free without use of medication for **24 hours** before returning to school.

Please keep Emergency Cards up-to-date and have several contact persons listed!!

HEARING & 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.

SPECIAL AREAS OF INSTRUCTION

PHYSICAL EDUCATION

Three (3) times per week @ Parr's Ridge and two (2) times per week @ Mt. Airy Elementary.

Students should wear properly fitted clothing - NO baggy pants or shorts, no oversized tops, no midriff tops, jewelry, especially long earrings, should be worn during physical education classes. If a child is inappropriately dressed for class, he/she will still be expected to participate as best as he/she can. Students must wear rubber soled tennis shoes that tie or have Velcro closures. **"NO BOOTS"** It is the child's responsibility to know which days he/she has physical education and be prepared. If a student is to be excused from physical education, he/she should bring in a note from home stating the reason for being excused. (This note should be shared with the classroom teacher and physical education teachers.) A note from home will be accepted for three consecutive absences. An extended excuse will require a note from a physician. If a child does not feel well in the morning and has a note, but "improves" by physical education class, he/she will be allowed to participate.

VOCAL MUSIC

Kindergarten – Grade 2 @ Parr's Ridge – Two (2) times per week
Grades 3 – 5 @ Mt. Airy Elementary – One (1) time a week

ART

One (1) time per week

MEDIA

Two (2) times per week for Kindergarten
One (1) time per week for Grades 1 – 5

HEALTH

One (1) time per week for Grades 3 – 5
One (1) time per week for Kindergarten
Two (2) times per week for Grades 1 & 2

INSTRUMENTAL MUSIC

Instrumental music is offered in grades 4 and 5. Lessons as well as ensemble classes are taught during the instructional day. Instruments may be rented from local music dealers. Instruction is provided for all band and orchestra instruments.



Parents are invited and encouraged to visit classes. In order to provide the least amount of disruption to instruction, please make arrangements with your child's teacher ahead of time. Please be sure to sign in at the office when you enter the building.

 The Asbestos Hazard Emergency Response Act (AHERA) management plans for all buildings owned or leased by the Board of Education of 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, MD 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.

**CARROLL COUNTY PUBLIC SCHOOLS
 ADA COMPLIANCE STATEMENT**

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, 410-751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.



SCHOOL STORE @ MAE

**Open: TBA
 8:10 – 8:25 A.M.**

Book Sox	\$4.20
Compass	80¢
Composition Book, 50 pages, ruled & plain	\$1.30
Composition Book, 100 pages	\$2.00
Crayons, 8 pack	75¢
Crayons, 24 pack.....	\$1.00
Dividers (5 count, 3 hole w/ color tabs)	60¢
Erasers (cap for pencils)	15¢
Erasers (large pink)	35¢
Folders, Twin Pocket	60¢
Glue Stick	60¢
Highlighter, Fluorescent Yellow	60¢
Lead Refills	50¢
Mechanical Pencils	80¢
Notebook, 70 sheet, wide ruled	90¢
Paper, 100 count, wide-ruled	\$1.00
Pencil with eraser	25¢
Pencils, Colored (8 mixed colors)	\$1.20

Pencil Grips	30¢
Pencil Sharpener	75¢
Pens (Bic – blue, black, red)	25¢
Protractor	50¢
Report Covers, Clear	20¢
Ruler, 12"	50¢
Zipper Pouch (2-3- ring)	75¢