



Piney Ridge Elementary School

MISSION

**It is the mission of the Piney Ridge Elementary School
community to develop students as thinkers,
problem-solvers and communicators.
All will work to ensure maximum achievement
for every child in all curricular areas.**

VISION

**The Piney Ridge Elementary School staff strives to be a
collaborative, professional learning community that
supports continuous achievement.**

MASCOT

The Piney Ridge Elementary mascot is the Dalmatian.

SCHOOL COLORS

Piney Ridge Elementary school colors are black, white & red.

Purpose

This handbook is designed to familiarize you with Piney Ridge policies and procedures. Please take time to read the information and refer to it often throughout the school year. School Board policies and procedures can be found in the CCPS Student Handbook.

Instructional Organization

The primary goals of Piney Ridge Elementary are focused on student achievement in reading, writing, and math; development of critical thinking skills, integration of technology across all content areas, and maintenance of a positive, safe, and caring learning environment. Classrooms are organized heterogeneously to allow for peer modeling and cooperative learning. Use of flexible grouping throughout the year allows for individualized instruction and grouping that best meets the needs of the students. Ongoing assessment, both formal and informal, helps to ensure that all children will progress through the continuum of skills and thinking processes.

Attendance and Absences

Regular school attendance is important to student success. Good attendance assists in the development of good work habits and self-discipline. Frequent absences can cause delays in learning. Please encourage good attendance by avoiding scheduling of family vacations and appointments during school days. A written excuse is required when a child is absent. The excuse must be received within 2 school days of the child's return and contain the date of absence, the reason, and the signature of the parent/guardian.

You may also email the excuse by sending it to preattendance@k12.carr.org. Without this information, the absence is coded "unlawful". A written note from the parent or guardian is required when a child is unable to participate in recess and physical education for medical reasons for a few days. A written excuse from the physician is required when a child is not able to participate in physical education for an extended amount of time.

- To request homework for your child who has been absent for (2) days or more, you must call the school office (410-751-3535) before 10:00 a.m.
- Homework will be ready for pick up in the office between 3:00 – 4:00 p.m. or you can request to have it sent home with a neighbor.
- If your child is absent for one (1) day, they can get make-up work from their teacher(s) when they return the next school day.

Buying/Selling

Children should bring only enough money to school for lunch, milk, field trips, etc. Students are not permitted to trade or borrow money from each other. Solicitations or fund-raisers of non-school groups will not be permitted (i.e. Girl Scout cookies, raffles, gymnastics, Little League, etc.). Piney Ridge Elementary encourages the use of checks.

Cafeteria Services

Children may purchase a balanced lunch including milk daily in the school cafeteria for \$2.00 or children may pack a lunch and purchase 1/2 pint milk for \$.50. Ice cream will be sold for \$.75. Breakfast will be served daily from 8:40 - 8:55 a.m. The full cost is \$1.25. Lunch and breakfast are available to all students. Adults are welcome to purchase lunch at \$3.25.

Please avoid sending red punch or grape drinks in lunches because they cause stains when spilled. Sodas, iced tea or glass bottles are not permitted at any time because of their explosive nature. Please provide your child a healthy alternative such as

water, 100% juice or milk. Please be sure your child has a drink in his/her lunch or will purchase milk. Water will not be provided to students during the lunch shifts.

Advance lunch and breakfast tickets are available for purchase ahead of time in any increments you wish, e.g., 5 lunches @ \$2.00 = \$10.00. Please send a check made out to Piney Ridge Elementary. We would prefer that you not send in cash. These tickets may be used at any time throughout the year. This prevents the possibility of children losing their money, which leads to lunch charges. You may also purchase these tickets for use as a precaution when a child loses or forgets his/her money.

The annual meal plan is also available. It allows parents to purchase lunches for one-half year or the entire school year. Visa and Mastercard are accepted. Call 410-751-3040 if interested in purchasing the annual meal plan.

Lunch charges must be repaid the next school day. If a child comes to school without a lunch and has an outstanding charge, he/she will receive a sandwich and a glass of water at a cost of \$1.00. After June 1st of each year, lunch charges will no longer be accepted. A child needing to charge during this time will receive a sandwich and a glass of water or will be asked to call home.

Conferences

Designated conference nights are scheduled throughout the year for grades K – 5. We encourage parents to take advantage of these nights. Appointments are necessary and information will be sent home before each night. With a scheduled appointment, the teacher can give you the time and attention needed to discuss your child's progress. If a teacher sees a need for a conference at another time, he/she will contact the parents. Parents will not be allowed to just walk into classrooms before or after school for impromptu conferences. Teachers will be giving students attention at those times. Please check in at the office before going to any classroom.

Discipline

Good student behavior is essential to the smooth operation of any school. It is the intent of the Piney Ridge staff to help instill responsible behavior in all students and to help them grow into responsible adults. The classroom teacher handles most problems by first speaking with the child and discussing alternative behavior choices. If the student is still not meeting with success, parents will be contacted by phone or by a Discipline Report seeking cooperation and support. If unacceptable behavior continues, the student may be referred to the Support Room and/or office and/or a conference scheduled.

Depending on the seriousness or nature of the offense, the first office referral (Student Discipline Referral) will usually result in a discussion of appropriate behaviors and a warning. The second office referral will result in a phone call home and at times a consequence such as time-out. After the second referral, a conference with administration is requested. If misconduct continues or is extreme, a suspension may occur. Certain misbehavior such as carrying a weapon or potentially dangerous object, serious threat, violent behavior, or possessing drugs will result in an automatic suspension from school.

A discipline committee of faculty and parents created the B.A.R.K. (Be a Respectful, Responsible Kid) code of conduct to promote positive behaviors and consistent expectations throughout the school. Students choosing to display respectful and responsible behaviors are celebrated monthly and recognized at quarterly school-wide assemblies.

Emergency Card Procedures

One (1) will be sent home the first day of school. It is important to complete and return immediately. Please do not separate the copies. The information on the cards is essential in helping our school personnel provide prompt emergency care for your child in case of illness or accident. If the information on this card changes during the year, please notify the school in writing immediately. It is imperative that there is always someone to call in case of emergency.

Field Trips

Field trips are planned by the teachers to enhance the educational programs. The Principal reserves the right to decide whether students who do not follow rules during the regular school day will be allowed to attend field trips. This decision will be based on safety factors and the student's response to authority. Parents may be required to attend the field trip with their child. All chaperones must be volunteer-trained at least 7 school days prior to the trip.

If parents are not selected as chaperones, they are permitted to meet their child(ren) at the field trip destination if it is a public place. Students must ride the bus to and from the field trip or they are marked absent for that day. No younger siblings are permitted to go along on class field trips. Appropriate attire should be worn on field trip.

Illness/Injury/Medication/Hygiene

Illness/Injury - If a child becomes ill or injured while in school, the parent/guardian will be contacted as soon as possible to take the child home or to the doctor for follow-up as indicated by the condition. Working parents should have prior arrangements with sitters, spouses, friends, etc. about who will be able to take care of sick children. The health room is not equipped to care for these children on an extended basis. Children should be picked up within one hour of being contacted. Emergency cards need to have names, phone numbers and medical concerns updated frequently.

Children who are ill during the night or before school should be kept at home if there is any doubt about their condition. Examples include: temperature of 100 degrees and above, pink crusty eyes, vomiting, possible strep throat that the culture results have not been determined, etc. Any child with a contagious disease like strep or pink eye should be on medication at least 24 hours before returning to school. A doctor's note should be sent with the child when returning to school.

Medication during school - if possible, plans should be made to avoid administration of medicine in school. Parents should consult their physician regarding medication administered before or after school. If an alternative plan cannot be made, then the following steps must be completed for administration during school hours:

1. Acetaminophen and Ibuprofen can be given with a parent's consent. Prescription medicine can only be given with a doctor's consent and a parent's consent. The following information is needed on the medication forms.
 - A. Name of drug and reason it is being given.
 - B. Dosage, time, and period of administration.
 - C. Precautions and side effects.
 - D. Non-prescription medicine will only be given in the manufacturer's recommended dosage and age guideline unless accompanied by a doctor's order.
2. All medicines must be in original containers with the student's name attached - prescription drugs must have labels from the pharmacy.
3. Any medication brought to school without proper documentation will not be administered.
4. Medication will not be dispensed when the order for administration has expired. Parents/responsible adults must pick up all medications. All medicine not claimed at the end of the school year will be destroyed.
5. **Students cannot transport any medication to or from school. If a child transports medication in any way, he/she may be suspended.** (Article 26, Sec. 103 of the Public School Laws of MD - COMAR

13A.08.01.08A) (Section 2a of Discipline Regulations of Carroll County Public Schools Alcohol/Drug Policies).

6. Please use the Medication Consent form for Carroll County Public Schools which you can pick from the school nurse.

Hygiene - It is important for children to know basics about health habits. Please be sure your child is able to take care of his/her bathroom needs, knows how to blow his/her nose and dispose of the tissue properly, and knows when and how to wash his/her hands. If your child has frequent bathroom accidents, you should keep extra clothes in his/her back pack or locker. There are very limited amounts of clothes at school. If your child borrows clothes, please be sure to launder and return them to the health room.

Inclement Weather

Announcements regarding school opening and/or closing can be heard on WTTR (Westminster), WHVR (Hanover), WBAL, WCAO, WCBM, WFMM, WFBR (Baltimore) and WFMD and WZYQ (Frederick) no later than 6:45 a.m. If weather conditions are such that the opening of schools might be delayed one (1) hour or more, the notification will be made by the same time and through the same stations as for the closing of schools. Alert Now messages will also be sent out to parents via telephone and/or email.

Items Not Permitted in Schools

Students bringing in any of the following items may have them confiscated until a parent comes to school to pick the item up: valuable personal possessions (e.g. ipods, electronic games, toys, laser pens, character or trading cards, etc.), tobacco products, lighters, matches, weapons or look-alikes (including pocket knives, plastic guns, toy guns), drugs, drug paraphernalia, or look-alikes, alcoholic beverages, clothing containing inappropriate slogans, language, pictures or advertisements, chewing gum, athletic equipment such as bats, hard balls, etc., inappropriate print material (including adult magazines or books). Dangerous items may also result in a student being suspended from school. Personal belongings that students bring to school that cause a disruption to the learning environment can be confiscated by the teacher and available for parents to pick up in the office.

Progress Reports

Report cards will be sent home for children in grades 1-5 four times during the year (November, February, April, and June). Interim reports may be sent mid way through the marking period. Kindergarten progress reports will be sent home in February and in June.

Release of Students

Students leaving school by any way other than their regularly assigned bus or way of leaving (ABC Care, parent pick-up, etc.) must bring written permission from parent/guardian indicating the change. The notes should be given to the child's teacher before 9:00 a.m. that morning. The regular school day is from 9:00 - 3:30. Students without notes indicating an earlier pick-up will be expected to remain in class until the 3:30 dismissal so that they can bring closure to their day with transitions back to home room classes, completion of S.O.S. sheets/agenda books, gathering of materials for homework and notes home, and connections for the next day. Parents who wish to pick up their child(ren) from school must abide by the following guidelines:

- A written note must be sent to school in the morning. This note must include the name of the person who is picking up the student and signed by a parent/guardian.

- Only students with notes will be dismissed to the North Entrance at the end of the school day.
- Students will wait in an orderly line under the direction of the Piney Ridge Staff.
- Parents (or other authorized individuals) will drive to the designated Pick-up area in one of two driving lanes (follow the red paw prints) and be prepared to show ID.
- The PRE Staff member will walk the child(ren) to the car and check ID if necessary. Then the student can enter the car.
- Cars should then turn right and proceed to the first stop sign. After stopping for buses and day care vans, proceed to the second stop sign in the appropriate lane for turning left or right to exit the parking lot.
- Volunteers who are working in the building must send a note to have their children dismissed to the office at the end of the day where they can meet them.

For safety reasons, students leaving before the 3:30 pm dismissal will be dismissed from the front office only. Please do not go to your child's classroom to get your child. On special event days (Field Day, Grandparents Day, special assemblies), please have your child maintain his/her normal dismissal routine. Please avoid coming to the office at the end of the day to change your child's dismissal routine. This will ensure the safety of all of our students when returning home at the end of the day.

School Hours

The regular school day is 9:00-3:30. Students may arrive at school no earlier than 8:30 AM. This ensures proper supervision at all times. Parent pickup and walkers will be dismissed at 3:30 PM. Unless it is an emergency, please do not ask to get your child from class before 3:30 PM. Instructional time and announcements may be missed. *The School Improvement Team has established that once students leave the classroom/building at the end of the day, they will not be allowed to return to get forgotten materials. This teaches responsibility while addressing safety/confidentiality issues.*

School Pictures

Professional photographers will take individual pictures in the fall. Class pictures and individual pictures will be taken in the spring. Yearbooks will also be available in the spring.

Visitors

For the safety of our students and staff, ALL visitors/volunteers must report to the office prior to walking to the classroom. All visitors/volunteers must wear an identification label even if you plan to be in the building for only a few minutes. Parents may not walk students to lockers/classrooms without signing in as a visitor. We encourage and recommend that all students take responsibility for independently walking to their classroom. All visitors must enter through the main entrance and obtain a visitor's sticker.

If you want to observe your child in the classroom, please send a note to make arrangements with the teacher. We expect our students to maintain maximum time on instructional tasks. Persons of school age who are enrolled in any school, public or private **are not** permitted to attend school or visit classes in Carroll County. School age children enrolled in a home school program **MAY NOT** visit in a Carroll County school during school hours.

Volunteers

A school is an integral part of the community and cannot operate in isolation. As part of the community, schools receive community support, which directly and indirectly benefits students by increasing the effectiveness of the instructional programs and fostering a positive school climate. Carroll County Public Schools seeks and encourages the use of volunteers

in all schools throughout Carroll County. The Education Article of the Annotated Code of Maryland requires that all volunteers attend an annual volunteer training that is outlined in the Carroll County Public Schools Volunteer Program Guidelines. All volunteers must attend a volunteer training at least **7 school days prior** to the first activity for which they wish to volunteer. These activities include field trips, field days, or any school based activity.

Walkers/Car Riders

Walker/car rider children will enter and exit from the side door (North Entrance). Bus riders and walkers are allowed in the building at 8:30 a.m. Parent drop off begins at 8:35 a.m. No cars will be permitted on the side parking lot before this time. Cars will not be permitted in the bus loop during arrival and dismissal. At 3:30 walkers, car riders and daycare vans will be dismissed. Buses will then be called as they arrive. There will be an adult and several safety patrols supervising the sidewalk area.

CARROLL COUNTY PUBLIC SCHOOL 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.

Please refer to the Carroll County Student Handbook for additional Board of Education Policies.

The policies, regulations, and guidelines set forth in this Student Handbook are subject to revision at any time.

Additional information about these policies/regulations may be obtained from your school administrator.