



## School Bus Safety

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

## School Bus Stop Policy

Please note that it is Carroll County Public School policy that each student is only allowed one AM bus stop and one PM bus stop.

## Runnymede Website

The website address for Runnymede Elementary is:  
<http://www.carrollk12.org/rue/>

Please take time to check us out!! We will continue to keep our website updated.

## Upcoming Parent Conferences

Please mark your calendars. The parent conferences will be scheduled for the following dates and times:

October 27- 4:15 - 7:45pm  
November 9- 4:15 - 7:45 pm  
November 15- 4:15 - 7:45 pm  
November 21- 4:15 - 7:45 pm

## Book Bags/Shoes on Wheels

A reminder that book bags on wheels and "rolling runners" (tennis shoes with retractable rollers) are not acceptable for school as both have created a safety hazard concern. **Our children's safety is of the utmost importance, so please help us enforce this policy.**

## Requesting Homework

If you are requesting homework for a child who is absent, **YOU MUST MAKE THAT REQUEST PRIOR TO 9:30 A.M. IF YOU WANT TO RECEIVE THE WORK THAT DAY.** Calls made after that time will be forwarded to the teacher, but we cannot guarantee the work will be sent home that same day. If you are requesting homework to be sent home with another child, please let us know which class that student is in.

## Absence/Attendance Notes

When your child is absent from school for **ANY** reason, please remember to send a note in to the office upon his or her return. We must have documentation as to the reason for the absence. When sending absence notes for illness, please be specific as to the nature of the illness, so that we may be alerted to any contagious conditions. Thanks for your cooperation.



## 2011-12 School Calendar Early Dismissal Dates

Please take note of the early dismissal dates, which are built into next year's calendar. The following dates are scheduled to have **2 hour and 45 minute** early dismissal:

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

## Parent Pickup

For the safety of all of our children, it is imperative that everyone follows the procedures that have been established for parent pickup. **If you are going to pick your student up at the end of the school day, you must send a note into school;** your child's name will then be put on our end of the day list and the child will report to the parent pickup area at dismissal.

## Important Reminders for Parent Drop Off

For the safety of our students, parents that have decided to park at the side of the building (the lot closest to the parent drop off area), please be sure to walk your child(ren) across the drive using the crosswalk. Buses and cars come and go along the drive and for everyone's safety, all children must be accompanied on the crosswalk.

For the safety of our students and families using the larger parking lot, all children must be accompanied to and from the school using the crosswalk at the front of the building. At arrival and dismissal, adults and children must use the crosswalk to safely move across the drive.

For parents dropping off students in the car rider line, please pull your car up to the farthest end of the curb. This will allow as many as six cars to unload at the same time. In an effort to keep the line moving, parents are asked to remain in their vehicles and allow children to get out of the cars independently using the door on the curb side of the vehicle.

## Lost and Found

Clothing found on the school grounds will be returned to the student immediately if it is marked with the child's name. It is important to mark coats, sweaters, hats, mittens, backpacks, lunch pails and other items. Clothing or other items that are not marked are turned into the Lost and Found located in the school cafeteria.

## Cafeteria News

Mrs. Farkas

I would like to welcome back our Students & Staff. The summer went so fast, but now it's time to head back to the books, and of course school lunches! Parents, you have several options for paying for school meals.

Available through our Food Services Office are two plans, The Annual Meal Plan, and the Monthly Installment Plan. You may contact Food Services for more information on these plans @ 410-751-3040.

You may also purchase meals directly from the cafeteria at the school either daily or in advance. We accept cash or personal checks. For advance meals, please make the check amount for an exact number of meals you wish to purchase. It is sometimes difficult to return change to the students, (lunch example: 20 meals x \$2.00 = \$40.00, breakfast example: 20 meals x \$1.25 = \$25.00). Meals may be purchased in increments of 5 but no more than 30 at a time. Parents, it's important to remember and understand that when you send money into the cafeteria that you are actually **purchasing meals** and **not sending money into an account** for the student to use as needed. Please indicate on your check or in a note, if you are purchasing advance breakfasts or lunches, due to the difference in price. Reduced meals may be purchased in advance as well. Meals once purchased are **non-refundable** and cannot be switched to a different type of meal (example: lunch credits cannot be used for breakfast or snack). Please give me a call if you have questions, I will be happy to help!



## Sodas for Lunch

Students are discouraged from bringing sodas for lunch due to the potential for the drink to burst from its container upon opening. Noncarbonated drinks, such as milk and juice, are recommended.

## Field Trips

Students are expected to participate in the full instructional day when there is a field trip. Students need to begin and end their school day at school. Students are to be transported to and from the destination by the approved field trip carrier. Chaperones need to be a parent/legal guardian or other adult family member, age 21 years or older.

## Checks or Money Orders Only



Runnymede Elementary will accept only checks and money orders as payment for school related payments such as field trips, and book fairs. **PLEASE NOTE:** In the event of non-sufficient funds in your account if paying by check, the school will charge the bank fee in addition to the amount of the check. **Cash will be allowed as payment for school lunches only.**

## Emergency Procedure Cards

During the first day of school your child received several items of important information, one of which was an Emergency Card. It is important that you review the information that is pre-printed on the card and make any corrections. Be sure to include your child's grade, homeroom teacher, locker and bus number. Complete and accurate information is necessary should we need to contact you for any medical emergency. Please provide the name of your family physician and dentist. We ask that you prioritize emergency contacts using the numbers 1, 2, 3, etc. **PLEASE BE SURE TO SIGN THE CARD AND RETURN IT TO SCHOOL WITH YOUR CHILD THE NEXT SCHOOL DAY. All incomplete cards will be returned home to be completed and signed.**

## Reminder to Parents.....

A reminder that all outside doors are locked as of 9:15 a.m. so that all visitors must use the main entrance. As a visitor, you are required to sign in and out of the main office where you will receive a visitor's badge. The badge must be returned upon your signing out and departure. For the safety of your children, we need to know who is in our building at all times. Please help us to ensure the safety of your children.

## Additional Reminders....

- School hours are 9:15 am - 3:45 pm - please have students in the building and ready for instruction by 9:15 am.
- Breakfast is \$1.25 and lunch is \$2.00. Reduced prices remain 30 cents for breakfast and 40 cents for lunch.
- Students are not to bring toys to school except as specified by teachers for Show and Tell or special activities.
- Teachers are available for conferences prior to student arrival and after student dismissal. Please do not go to the classrooms when teachers are responsible for students. Please call the school, and we will be happy to schedule a conference.
- According to Maryland law, children under the age of 8 years may not be left alone at home. There must be a person at least 13 years old to provide care for the child.

## Contingency Plan

There are several circumstances which can force emergency closing of schools. It is the Board of Education policy to report such closing in the media. The media then chooses when to report such information. Please make sure your child, regardless of age, understands what actions he/she should take after arriving at the bus stop due to an early closing.

## Confidential Information

The CCPS Gifted and Talented Program is designed to meet the needs of highly able learners and maximize student achievement. Gifted and Talented teachers, in collaboration with classroom instructors, will continue to provide a continuum of interventions designed to meet the needs of Gifted and Talented Education Program participants. This may include in-class instruction, pullout groups, and/or resource development with classroom teachers. A Referral and Review Team will determine student eligibility for interventions. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance. Although students are not formally identified until the beginning of third grade, Gifted and Talented teachers will continue to provide a range of services for grades K-5, including the Primary Education Thinking Skills for grade 2. Look for more information concerning the upcoming Gifted and Talented Education Program Orientation Night.

## Confidential Information

The school cannot give out student names, addresses and telephone numbers. **Party invitations are not to be distributed in school or on the school bus.**

## From the Health Room

**Mrs. Mayne, RN**

Welcome back to Runnymede. I hope your summer has been happy, safe and productive. I am looking forward to working with you to make your child's school experience a happy, healthy and safe one.

Please send a change of clothing for your child to keep in his/her locker or bookbag. Even older students have accidents, spill liquids on themselves, etc. and require a change of clothing during the school day. If your child requires a change and does not have clothing available (I have a limited supply to loan), a parent will be called and will need to leave work or what they are doing to

come to the school and provide the needed apparel. If your child has a medical concern, please inform the nurse about it so the safest care possible may be provided while they are at school.

If your child will require medication during the school day, please remember the Carroll County Public School Medication Policy, which includes the following:

1. All medications (prescription and over the counter) require a Carroll County Public Schools Medication Form. This form can be obtained from the nurse or downloaded from the CCPS web site. It must be filled out and signed by the physician as well as parent/guardian. Children's strength or junior strength ibuprofen or acetaminophen require only a parent/guardian signature on the form (no physicians signature required for these two medications).

2. Medication must be in the original container, labeled with the child's name.

3. Medications are NOT to be transported by students. This is a violation of our Drug-Alcohol policy.

4. The following items are not considered medication and therefore students may carry them with just a hand written note from their parent/guardian: chapstick/lip balm, **non-medicated** cough drops, saline eye drops/contact lens solution, saline nose spray, hand lotions, sunscreen, waterless hand cleanser.

If you have any questions about the medication policies, please contact the school nurse or administrators for assistance.

If you have a concern about your child's health at any time during the school year, please feel free to call the school and I will be happy to help in any way I can. I can be reached between 8:45 - 4:15, Monday - Friday.

## Guidance Goodies

**Mrs. Fiore**

I am very excited to be starting my 7th year as the Guidance Counselor at RUES! I look forward to seeing and working with all of your children. As your children grow academically this year, I am here to help them grow personally, socially and

emotionally. I will be in your child's classroom approx. 1-2x/month for a guidance lesson involving the character trait of the month. In September, we will focus on the character trait of RESPECT and the intelligent behavior, LISTENING. The students will be talking about how they can show respect, through their words and actions, to people at home and at school.

### **Top 8 Morning Madness Tips for Getting Kids Up and Ready**

By Robin McClure, About.com

Getting kids up and ready for the day...whether it is for school or daycare, or even a sport or activity can be a sudden cause of morning madness! What can parents do to start each day in a positive way? Here are ten ideas.

#### **1. Getting Kids Up: Morning Routine Must Become a Way of Life**

A morning routine must be established and consequences discussed (i.e. If you get up on time, you won't have to go to bed early tonight).

#### **2. Stagger Wake-Up Times**

If you have more than one child in the home, consider staggering the wake-up times waking the child who needs assistance first or the ones who need extra time in the morning.

#### **3. Clothing wars can be conquered with planning**

Have your child help lay out all clothing items needed for the next day, and no changes can be made after they go to bed. Then, stick to the plan!

#### **4. Plan breakfast choices the night before**

Know what your children will be eating for breakfast the night before, whether it is cereal and fruit, breakfast at school etc.

#### **5. Only Do What Is Important**

Do not tackle any unexpected chores in the morning. Consider creating a checklist of what needs to be done each morning.

#### **6. The Snatch and Go Theory Really Does Work**

If you drive your kids, have backpacks and school items in the car and ready to go. Pack lunches the night before so you can grab them in the refrigerator.

#### **7. Exception Mornings Should Be Planned As Well**

One way to make daily getting up times easier is to create "kids get up...NOT" day. Make a celebration out of not having to get up at a certain time.

#### **8. Designate an Essential Area**

Have a special place for all of your essentials such as your phone, purse, keys, etc. so they are always in place and ready for action.

As parents, you can help determine if your children will be morning risers or morning whiners. Using these eight tips can help parents and children make a positive start to each day.

### **Moment of Silence**

It is the policy of the Board of Education of Carroll County that all schools are required to have a moment of silence or meditation for approximately one minute each school day. During this moment of silence, the Carroll County Public Schools shall neither advance nor inhibit silent religious activity. Following the pledge of allegiance to the flag 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 or 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. The following is a list of inappropriate activities: (1) talking or any audible sounds, and (2) gesturing, using sign language, or writing notes for the purpose of person to person communication. Administrators shall enact appropriate administrative procedures in the event that individuals do not follow the established policy.

## **No Child Left Behind Update for Parents**

Sweeping federal legislation for education entitled, "No Child Left Behind," is now in effect across the country. Part of this new legislation requires that all school systems increase the number of highly qualified teachers employed by each school district.

This new legislation also increases a parent's right to know more information about teachers including a teacher's Maryland State Department certification and the teacher's college major and degree. If you would like information regarding your child's teacher, please write to:

Clyde Sterner  
Carroll County Public Schools  
125 North Court Street  
Westminster, Maryland 21157



## **CARROLL COUNTY PUBLIC SCHOOLS ADA ACCESSIBILITY 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. Persons needing auxiliary aids and services for communications should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto: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 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, Director of Facilities, 125 North Court Street, Westminster, MD 21157, (410)751-3177, Carey Gaddis, Supervisor of Community and Media Relations, 125 North Court Street, Westminster, Maryland 21157, (410)751-3020.

## **Notice of Non-Discrimination**

The Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provisions of services, programs, and activities.

The CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. The CCPS provides non-discriminatory 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.

## **Asbestos Notice**

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, 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.

## PTO Highlights

Michele Patterson  
PTO President

The Runnymede PTO would like to welcome you to the 2011-2012 school year. We hope everyone had a wonderful summer.

Each month look for PTO Highlights in the Runnymede Newsletter. This area will have updates and reminders on events and meetings.

During the first week of school you will be receiving a **PINK** PTO packet containing useful information on fundraising, social events, meeting dates, volunteer request form and contact information for the new PTO Board Members.

We would like to thank everyone who submitted suggestions and ideas for future fundraising and social events for this upcoming year. There were many great ideas; it was hard to choose which events to hold.

We are looking forward to working with the parents, teachers and staff at Runnymede to make this a successful school year.

PTO Packets - sent home September 1

Fall Fundraiser - Yankee Candle Packets sent home September 12

## Boy Scouts

Boy Scouts invites you to join the fun of scouting. **Boy Scout Open House will be Tuesday, September 14<sup>th</sup>, from 6:30-9:00 pm in the Gym/Cafeteria.**

## Girl Scouts

**To the parents of all girls from grades K-5:**  
Where can you make new friends, learn new things, visit new places, and have a lot of **FUN**? **The answer is Girl Scouts!!!** There is a Girl Scout Program for all girls.  
**COME JOIN US!!!!**

**Parents CONTACT:**

**Tony Roman**

**Service Unit Manager (SUM) Westminster Area  
410-848-5276**

**[Tonygscm@yahoo.com](mailto:Tonygscm@yahoo.com)**



## PERMISSION TO PHOTOGRAPH, VIDEOTAPE OR AUDIOTAPE

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or the school website, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website by the school system unless such notification is received.

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

## Use of Student Work on Websites or in Publications

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

## 2011-12 Volunteer Program - Making A Difference Together

The Carroll County Public School System encourages and welcomes volunteers. Volunteers strengthen ties with families, community members, and business partners. **Volunteers are those who offer their time, effort, and/or talents without receipt of monetary compensation or student-learning hours to benefit students in the school system.**

The Carroll County Public School Volunteer Program utilizes the skills of Level I and Level II Volunteers. **Level I Volunteers** (*guest readers, business representatives, concession stand operators, etc.*) **must annually register at a school site before volunteering.** **Level II Volunteers** (*classroom helpers, chaperones, mentors, etc.*) **are required to attend an annual training session at least seven (7) school days prior to volunteering.** In addition, Level II Volunteers who are selected to chaperone an overnight trip/activity must submit a background check request thirty (30) days prior to the scheduled event. The information obtained from a background check is only valid for the school year it is requested.

Volunteer training requirements are an outgrowth of concern and necessity and are not intended to minimize the positive impact and rewards of volunteering. During a volunteer training session, information about the Carroll County Public School System is provided to assist and support volunteers in maximizing their efforts. **Volunteer training, obtained during the 2010-11 school year, is only valid through September 30, 2011.**

Volunteer training sessions are held at school sites and regional locations throughout the school year. Schedules for regional volunteer training sessions and workshops for all returning or newly recruited School-Based Volunteer Program Coordinators and Trainers are provided.

A comprehensive list of additional volunteer training sessions is available by accessing the Carroll County Public School website (<http://www.carrollk12.org>) and referencing News Releases.

**Level II Volunteers** (*classroom helpers, chaperones, mentors, etc.*) **are required to**

**attend an annual training session at least seven (7) school days prior to volunteering.**

Please feel free to attend training at any of the sites to best fit your schedule.

**Sept. 6, 2011** Runnymede Elementary 6:30 PM  
(Preceding Back to School Night)

**Sept. 7, 2011** Runnymede Elementary 6:30 PM  
(Preceding Back to School Night)

**Sept. 8, 2011** Runnymede Elementary 6:30 PM  
(Preceding Back to School Night)

Aug. 31	North Carroll High	5:00 pm
Aug. 31	Winfield Elementary	6:15 pm
Sept. 1	Century High	6:15 pm
Sept. 1	Winfield Elementary	6:15 pm
Sept. 1	Sandymount Elementary	6:30 pm
Sept. 1	Manchester Elementary	7:30 pm
Sept. 1	Sandymount Elementary	8:00 pm
Sept. 6	Cranberry Station Elem.	6:00 pm
Sept. 6	Winfield Elementary	6:15 pm
Sept. 6	Manchester Elementary	6:30 pm
Sept. 6	Sandymount Elementary	6:30 pm
Sept. 6	Westminster Elementary	6:30 pm
Sept. 6	Manchester Elementary	7:30 pm
Sept. 6	Hampstead Elementary	6:00 pm
Sept. 6	Hampstead Elementary	7:00 pm
Sept. 6	Hampstead Elementary	7:40 pm
Sept. 6	Sandymount Elementary	8:00 pm
Sept. 7	Ebb Valley Elementary	6:00 pm
Sept. 7	Sandymount Elementary	6:30 pm
Sept. 7	Manchester Elementary	7:30 pm
Sept. 7	Ebb Valley Elementary	8:00 pm
Sept. 7	Sandymount Elementary	8:00 pm
Sept. 8	New Windsor Middle	6:00 pm
Sept. 8	North Carroll Middle	6:15 pm
Sept. 8	East Middle	6:30 pm
Sept. 8	Shiloh Middle	6:30 pm
Sept. 8	West Middle	6:30 pm
Sept. 8	Manchester Elementary	7:30 pm
Sept. 8	Northwest Middle	7:30 pm
Sept. 9	Spring Garden Elem.	7:30 am
Sept. 12	Eldersburg Elementary	10:00 am
Sept. 12	Eldersburg Elementary	7:00 pm
Sept. 12	North Carroll High	7:00 pm
Sept. 13	Hampstead Elementary	6:00 pm
Sept. 13	Winters Mill High	6:00 pm
Sept. 13	Ebb Valley Elementary	6:00 pm
Sept. 13	Hampstead Elementary	7:00 pm

Sept. 13	Ebb Valley Elementary	7:30 pm
Sept. 13	Hampstead Elementary	7:40 pm
Sept. 14	Piney Ridge Elementary	6:30 pm
Sept. 15	Ebb Valley Elementary	6:00 pm
Sept. 15	Westminster Elementary	6:30 pm
Sept. 15	Ebb Valley Elementary	7:30 pm
Sept. 16	Manchester Elementary	9:00 am
Sept. 21	Mechanicsville Elem.	6:30 pm
Sept. 21	Sandymount Elementary	6:30 pm
Sept. 22	Manchester Valley High	3:00 pm
Sept. 22	New Windsor Middle	6:15 pm
Sept. 23	Manchester Elementary	7:30 pm
Sept. 26	Carrolltowne Elementary	7:00 pm
Sept. 26	Manchester Elementary	7:30 pm

For a more complete list please refer to the Carroll County Public School website.

Please check with the locations to make sure their schedules have not changed.

*Soaring Toward A Bright Tomorrow*

