

**Sandymount Elementary School**

2222 Sandymount Elementary School 410/751-3215  
Finksburg, Maryland 21048 FAX: 410/751-3925

Dear Families:

This is your family’s copy of the Sandymount Elementary Student Handbook. You will receive your child’s grade level handbook at Back to School Night. It is important that you read through these handbooks as they contain information regarding our instructional program, attendance procedures, transportation information, health and safety information, discipline policies and procedures, and general information about school services and procedures. You will also receive a copy of Carroll County Public Schools Student Handbook.

We encourage parents to discuss the Carroll County policies on Weapons, Sexual Harassment, Drugs and Alcohol and Violent Acts with your child in terms that he/she can understand, as there are important consequences for students who violate these policies. We also encourage you to look at the Dress Code Policy and the Moment of Silence Policy.

This student handbook incorporates by reference all board policies and superintendent procedures. The policies, regulations and guidelines set forth in this student handbook are subject to revision at any time.

In order to be sure that you have received and read the Student Handbook and grade level handbook, please sign and return the slip below within **one week after your child’s “Back-to-School Night”**. If you have any questions, please call our office at 410-751-3215.

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**Student Handbook Tear-Off**

I have read and understand the information and policies contained in both the Student Handbook and the grade level handbook.

\_\_\_\_\_  
Parent Signature                      Date                      Family Name

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 American with Disabilities Act is available from the Director of School Support Services, 410-751-3179. Persons needing auxiliary aids and services for communication should contact the Public Information Office at 410-751-3020, TTY 410-751-3034, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157 at least one (1) week in advance of the date the special accommodation is needed.

# Sandymount Elementary School



2222 Old Westminster Pike  
Finksburg, Maryland 21048  
410-751-3215  
410-239-9345 (Baltimore Line)  
410-751-3925 (Fax)  
County Internet Address:  
<http://www.carr.org/ccps>

## Student Handbook

**School Times**  
**9:15 a.m. - 3:45 p.m.**

Wendy K. Leishear, Principal  
Jane M. Kacmarski, Assistant Principal

# INSTRUCTION

## **Vision**

The vision of Sandymount Elementary School is to ensure our students are strategic thinkers, excited learners and successful leaders.

## **Collective Commitments**

Our students, teachers and community are committed to ensuring we:

- seek authentic opportunities to engage students in learning.
- promote critical and creative thinking, collaboration, problem solving and leadership.
- model life-long learning.
- demonstrate accountability, high expectations, and a respect for learning.
- develop interactive and educational uses for technology to support teachers and engage learners.

## **CCPS Mission**

The mission of Carroll County Schools is to ensure that every student can thrive as a responsible citizen in a changing world by providing rigorous and challenging curriculum in partnership with quality staff, caring parents, and supportive community members.

## **Essential Curriculum**

Our students will be held accountable for learning a set of essential objectives in Integrated Language Arts, Math, Science, Social Studies, and Health at each grade level. A complete set of the Benchmarks for grades K-5 is available on the CCPS website.

We are using a guided reading program to support our reading program, the McGraw Hill and Scott Foresman series to support our mathematics program, our county's Hands-On Science program, and our county-written social studies and health curriculum. Our curriculum is continuously being updated to align with the National Common Core Standards.

## **Flexible Grouping**

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

Teachers will help meet the individual needs of students by regrouping students in Integrated Language Arts and Mathematics into small groups for instruction. This regrouping may mean your child's teacher may change during the school year so that we can best meet individual needs.

## **Homework**

**Goal:** Meaningful homework assignments can have a positive impact on student learning. Homework assignments shall be related to course outcomes, rigorous and relevant to students, and differentiated to account for individual differences among students.

Purposes of Homework:

- ❖ Prepare for subsequent lessons.
- ❖ Practice or review to strengthen concept and skill development.
- ❖ Enables the teacher to evaluate what students know by applying, extending, or integrating their knowledge and understanding through projects or other assignments.

Parents Role in Providing Homework Support:

1. Become interested in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and academic progress.
2. Remember that homework is your child's responsibility. Realize that your child must be permitted to make a mistake in order to learn from it. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher.
3. Establish a regular homework time each day and give it priority in your schedule.
4. Provide a quiet, well-stocked place to work.
5. Homework should be completed independently, however, please continue to read with your child, assist in studying for tests, and provide support in completing word sorts and learning activities.
6. Homework may be differentiated to account for individual differences among students, therefore students in the same class may have different assignments.

To request homework for your child who has been absent, you **must call** the school office (410-751-3215) **before 9:20 a.m.** Homework will be ready for pick up in the office between **3:30-4:30 p.m.**, or you can request to have it sent home with a neighbor.

We encourage you to know what your child is learning in school and to be an active participant in your child's education.

### **Library Books and Textbooks**

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

### **Assessment**

Carroll County Public Schools have benchmark assessments in the elementary grades in language arts and mathematics. As these are completed, teachers will begin using these with students to see whether they have met the objectives for their grade level. You will be given an opportunity to examine your child's performances on these assessments during parent-teacher conferences.

Our 3<sup>rd</sup>, 4th and 5th graders will participate in the Maryland Assessment Program. Students will be tested on Reading and Math. Fifth graders will be assessed on Science objectives.

### **Reporting System**

An interim report will be sent to you when there is a need to communicate about your child's performance. Every student in Grades 1-5 will receive an interim report at the mid-point of each quarter. Kindergarteners will receive an interim report at the end of the first and third quarters, in November and April.

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

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held four evenings during the school year and additionally as needed in Grades Pre-K to 5. These conferences enable you to discuss your child's progress in each content area and special area subjects. During the conference, you will have an opportunity to examine actual samples of work used to determine your child's strengths and needs. In addition, you may provide input and ask questions concerning your child's program. Check the school newsletter for more information regarding scheduled conference days.

Additional parent-teacher conferences may be held at the request of either the parent or the teacher at any time to freely discuss any problems that directly affect your child's school

performance. Please contact the school to arrange such a conference. Since most conferences are scheduled for short periods of time, some planning on your part can add to the success of a conference. Think about what you want to learn in the conference and write down questions and concerns. Talk with your child ahead to find out what she/he likes and doesn't like about school. Plan to arrive a few minutes early.

## A T T E N D A N C E

### Attendance

School law requires all children to be in school each day. The school year consists of 180 regularly scheduled school days. The school day for students in kindergarten through 5<sup>th</sup> grade is 9:15 am – 3:45 pm.

Regular attendance is vital for a successful school experience. Student achievement is directly related to attendance. Please have your child attend school regularly. If your child is reluctant to attend, please contact the school so we can address any problems together.

**Perfect Attendance for the year** - 0 absences with no more than 3 tardies per quarter of the school year.

**Exemplary Attendance for the year** - 3 or fewer absences per year with no more than 2 tardies per quarter of the school year.

### Vacation During The School Year

We strongly discourage taking a vacation during the school year. In the event that vacations are taken, all assignments must be requested at least one week in advance. Teachers will make every effort to gather essential materials and assignments. Additional work may be assigned upon return. The due date will be determined by the teacher. Incomplete work may impact the student's grade.

### Tardiness

Students who arrive after 9:15 a.m., must report to the office for a late pass. **A written excuse is required.**

Since chronic tardiness affects school achievement, students will be required to make up missed instructional time. This may be achieved during an after school suspension or a referral may be made to the Pupil Personnel Worker.

Excused tardiness includes: doctor's/dentist's appointment, counseling, and therapy sessions. Unexcused tardiness includes: oversleeping, missing the bus.

If a student is absent on a day of an evening program, **the student may not participate in the evening program.**

A student's attendance record includes absences and tardies. See the Board of Education Policies on absence and late arrival and leaving early.

\*Students attending field trips may leave school upon return prior to regular dismissal, after the teacher and school office have been notified, without being marked tardy. Siblings not attending the field trip will be marked tardy, however, if dismissed prior to 3:45 p.m.

### Arrival

Children **may not arrive before 9:00 a.m.**, since no adult supervision can be provided prior to that time. The front doors will not be unlocked until 9:00 a.m. If needed, childcare is available in the school cafeteria before and after school by Playtime (410) 876-4464.

### Dismissal

**Parent pick-up students** will be dismissed at 3:40 p.m. in the gym. Bus students will be dismissed at 3:45 p.m. Students should not be picked up before 3:40 p.m.

Parent pick up procedures will be as follows:

1. A written note must be sent in with your child informing us that he/she will be parent pick-up that day. **Notes can be faxed to 410-751-3925 by 3:00 p.m.**
2. When parent pick-up dismissal is announced at 3:40 p.m., children will report to the gym. To keep dismissal orderly, parents are asked to wait in the gym until their child has been dismissed to them. Individual names will not be called - only names received in the office after 12:00 p.m. will be called over the PA system.
3. For the safety and security of all students, parents **must come inside to the parent pick-up area (Gym)** and initial the sign out page before leaving with their child. **Only those persons listed on your child's emergency card will be permitted to pick up your child.** If the person picking up your child is unknown to the staff member they may be asked for identification. Again, this is for your child's safety.
4. If your child will be picked up every day, please let the office know in writing and we will automatically put them on parent pick up each day.

**Daycare students** will be dismissed with first wave bus students to the cafeteria. If your child will be attending daycare as a **"Drop-In"**, please make sure your child is aware of the day he/she is attending daycare. When this occurs, please notify your child's teacher in writing.

**\*\*FOR THE SECURITY OF YOUR STUDENT, ANY CHANGES IN DISMISSAL MUST BE IN WRITING. NOTES MAY BE FAXED TO THE SCHOOL AT 410-751-3925.\*\***

## TRANSPORTATION

### Inclement Weather Procedures

In the event that it becomes necessary to close schools for the entire day because of inclement weather (snow or heat), the announcement will be made no later than 6:30 a.m. through the following media sources: WTTR, Channel 21 and Channel 3 (Westminster); WHVR/WYCR (Hanover); WGET (Gettysburg); WFMD (Frederick); WBAL, WCAO, WRBS, WPOC, WMIX, WMAR-TV, WJZ-TV, WBAL-TV, WQSR, WWLG AM, WASA, WANN, V103 (Baltimore); WMAL, WTOP, Fox Channel 5, WRC-TV4, WUSA Channel 9, and WJLA-TV (Washington, D.C.), WCRH (Williamsport), WAFY-KEY 103, WXTR (Washington); [www.schools-out.com](http://www.schools-out.com) Web Site. If weather conditions are such that the opening of schools might be delayed one (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.

- A. **School Opening One (1) Hour Late:**  
Students should report to school between 10:00-10:15 am.

- B. **School Opening Two (2) Hours Late:**  
Students should report to school between 11:00-11:15.
- C. **School Closing One (1) Hour Earlier Than Usual:**  
Dismissal time will begin at 2:45 p.m.
- D. **School Closing Two (2) Hours Earlier Than Usual:**  
Dismissal time will begin at 1:45 p.m.
- E. **School Closing To Be Three (3) Hours Earlier Than Usual:**  
Dismissal time will begin at 12:45 p.m.
- F. **Planned 2 Hours 45 minutes Early Dismissals:**  
Dismissal time will begin at 1:00 p.m.

Parents can keep youngsters safe by arranging emergency back up care. If school is closed or delayed, there is no pre-kindergarten program. **Children should be taught what to do and where to go when schools close unexpectedly and parents/guardians are not at home.**

### **Pre-Kindergarten Program**

**Pre-kindergarten students are picked-up and dropped-off at the same address daily.** Drivers will make every attempt to notify parents of changes in the bus schedule. **Students will not be dropped off unless there is a responsible adult at the bus stop to receive the student.**

### **Kindergarten Program**

Parents of kindergarten pupils have been contacted relative to their bus transportation arrangements. The “tag system” of identifying kindergarten pupils and buses will be continued. These tags are matched with the bus number for HOME BOUND transportation. This should help to make an easy identification by the parent, pupil and school personnel.

Please help make this a safe school year for all of our pupils riding school buses and waiting at bus stops. Motorists are a most important part of the safe pickup and discharge of students from school buses. The Pupil Transportation Office hopes that motorists will take an added degree of caution to protect our school youngsters whenever the big yellow bus is seen.

### **Arrival/Dismissal by Car**

Students in grades K to 5 who are brought to school by parents are to be dropped off by the 1<sup>st</sup> grade parent drop off door beginning at 9:00 a.m. Dismissal will be in the gym (as outlined in parent pick-up procedures on page 5) **The bus circle cannot be used for drop-off or pick-up. This is a safety hazard for our students.**

### **Bus Transportation for Students in K-5**

**One A.M. and one P.M. stop location shall be allowed for each transported student.** Students are not allowed to ride another bus or get off at a different stop during the school year. Exceptions will be made **only in case of an emergency** or when an extenuating circumstance exists and must be approved by the Principal or Assistant Principal ahead of time.

It is the parent’s responsibility to meet their child at the bus stop or make provisions for their child’s safety if they will not be there. Bus drivers will drop off students even if a parent is not present. This will be the procedure for **all students** beginning in kindergarten.

The following items **are not** to be transported on the school bus - glass containers, live insects or animals or medicine. Book bags on wheels are not allowed. Students are not permitted to chew gum or eat on the bus.

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

Sandymount Elementary School students are assigned a bus for transportation. Parents may choose to drive students to school. Sandymount Elementary students are not allowed to ride bikes, skateboards, roller blades or scooters to school. When riding the bus basketballs, soccer balls, and footballs must be in the bookbag at all times. Balls must not be out in the bus line, bus circle or on the bus. Parents will be called to pick up any balls that are out of book bags.

**Video Cameras on School Buses**

Students may be monitored by a video system. The camera will be placed in buses by school administrators and/or pupil transportation staff. The cameras are another means of deterrent for unacceptable behavior.

**Consequences for Inappropriate Bus Behavior**

Appropriate bus behavior is a priority of Carroll County Public Schools and Sandymount Elementary. The privilege of riding the bus may be temporarily denied or permanently revoked if student misconduct jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

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

<b>First offense</b>	Bus driver will verbally warn the student.
<b>Second offense</b>	School administrator will send a letter with a copy of the referral.
<b>Third Referral</b>	School administrator may suspend bus riding privileges for up to one week.
<b>Fourth Referral</b>	School administrator may suspend bus riding privileges for one week or longer.
<b>Fifth Referral</b>	The school administrator may revoke the student’s riding privilege.

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

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

Students who have had bus riding privileges suspended are required to attend school regularly.

**Items Not Permitted in School**

Valuable personal possessions (e.g.	Athletic equipment such as bats,
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head sets, electronic games, portable radios, iPods or MP3 Players, toys, laser pens, etc.)	hard balls, book bags on wheels, etc.
Tobacco products	Lighters, matches
Weapons or look-alike (including pocket knives, plastic guns)	Chewing Gum
Drugs, or drug paraphernalia, or look-alike, alcoholic beverages	Beepers, cell phones, and pagers must be kept in the school office during school hours. See County Handbook page 3.
Inappropriate print material (including adult magazines or books)	Clothing containing inappropriate slogans, language, pictures or advertisements. See policy in County Handbook.

Cell phones are a distraction to the learning process. **Parent volunteers are asked to turn off cell phones during the school day.**

## HEALTH & SAFETY

### Health Room

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

- Administer medication
- Provide health care
- Work with families and physicians to insure all health needs of the student are met
- Monitor the health room and chart each student's visit
- Monitor immunization records
- Check heads to control Pediculosis (Head Lice)
- Monitor communicable diseases
- Provide training programs and in services

### **Immunizations/Physicals**

Each student must present proof of proper immunization and health inventory (physical) prior to entering school for the first time. All students must have age appropriate immunizations in order to start school. **All students must** have the following immunizations on file at school:

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

In addition, all students in Kindergarten through Grade 11 must have received the following immunizations:

- Second Measles
- One Varicella (Chickenpox)
- Three Hepatitis B

Students 18-59 months of age:

- One Measles

- One Varicella
- Three Hepatitis B
- One HIB (after the first birthday)
- Four DPT
- Three Polio

Carroll County Health Department offers walk-in immunization clinics every Friday from 10:00-2:00 p.m. at their office at 290 S. Center Street, Westminster.

### **Injuries/Illnesses**

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

### **Blood Exposure Notification**

Parents will be notified of any blood exposure to their children that occurs during the school day when school officials know of this exposure. Parents will be called by a member of the school staff and a routine form will be sent home.

### **Medication**

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

1. No medication except Acetaminophen and Ibuprofen (prescribed or non-prescribed) will be administered in school without the **parent's/guardian's written authorization and a physician's statement** or prescription. Parental consent and a physician's statement are required for each medication ordered. Parents may still bring in Acetaminophen (Tylenol) and Ibuprofen (Advil) for administration in school **without a Doctor's Order**. Nurses will continue to administer Acetaminophen and Ibuprofen in package recommended dosage.
2. 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.
3. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. **All medication must be in the original container. Students may not transport medication to school.** This is a violation of Carroll County's Drug Policy and may result in a suspension.
4. The first full day's dosage of any new prescription will not be given in school.
5. The school must have a Medication Consent Form on file in the health room, whenever medication is administered at school. **(A Medication consent form is included in your student take home folder in the front pocket for your convenience. Additional forms available upon request.)**
6. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.

7. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
8. One week after expiration of the physician's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed. Medications left over at the end of the year must be picked up by the last day of school or medication will be destroyed.
9. All non-prescribed medications such as aspirin, vitamins, cough drops, etc. should be brought to the school nurse and will be dispensed under the same procedures as prescribed medication. **No child is allowed to carry medication.** Teachers may hold non medicated cough drops for students with the nurse's approval.
10. If a child receives daily medication in the health room, you will be notified when a refill is needed.

## S E R V I C E S

### Guidance

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

- |          |  |
|----------|--|
| Goal I   | Facilitate the personal and academic growth of a student                               |
| Goal II  | Encourage the development of educational and career decision-making skills of students |
| Goal III | Promote the development of interpersonal skills of students                            |

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

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

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

### Community Agencies

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

**Youth Services Bureau  
59 Kate Wagner Rd**

**Westminster, MD 21157**  
**(410) 848-2500 or (410) 876-2500**

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

**Family and Children's Services**  
**7 Schoolhouse Ave.**  
**Westminster, MD 21157**  
**(410)848-0406**  
(General Services)

**Carroll Hospice**  
**929 Stoner Ave.**  
**Westminster, MD 21157**  
**(410)871-8000 or (410)857-1838**  
(Bereavement crisis and support for families dealing with cancer and other terminal illnesses.)

**Junction, Inc.**  
**97 N. Court St.**  
**Westminster, MD 21157**  
**(410) 848-6100 or (410)876-1788**  
(Drug treatment and support for families as well as general services for children and adults)

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

### **Before and After School Care**

Playtime leases space at Sandymount Elementary School. This is a privately owned daycare and is not affiliated with Sandymount Elementary. Playtime opens at 6:30 a.m. and closes at 6:00 p.m. Call for more information and prices at 410-876-4464.

For Day Care questions, accessing resources, materials and training call Partners in Child Care (PCC) 410-751-2953 or 1-877-230-PICC (7422).

### **Daycare Assistance**

Help is available for daycare costs to those families who meet the income requirements. Contact the Carroll County Department of Social Service's Purchase of Care Office at 410-386-3358 for more information or application.

## **GENERAL INFORMATION**

1. 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. See Moment of Silence Policy in County Handbook.
2. Please help your child learn respect for school by sending them to school dressed appropriately for learning. **Students are not permitted to wear halter tops, half tops, spaghetti straps, see**

**through tops. Shorts and skirts are to be at least mid-thigh. For safety reasons shoes with spikes/cleats, clogs, flip flops or heelies are not to be worn to school.** Clothing with reference to alcohol, drugs, cigarettes, inappropriate or suggestive language is not permitted. No body paint or hair dyes (green, blue, etc) or head coverings are permitted in the school building. See policy in County Handbook. **Children need to make sure they have tennis shoes for gym days and an art smock for art.**

3. Children need to make sure they wear tennis shoes on Physical Education days. Proper shoes are necessary for proper foot/ankle support and safety. Spikes, cleats, clogs, flip flops, heelies, and crocs are not permitted in physical education class. If your child is wearing improper shoes they will have to sit out of the activity and perform an alternate activity that does not require movement.
4. To alleviate the problem of lost articles, **ALL** personal belongings should be marked clearly with your child's name. All lost and found articles are turned into the office or cabinet in the back hallway. Please have your child check the lost and found whenever an item is missing. All lost and found articles left will be donated to a local charity during winter break and at the end of the year. Occasionally retainers are accidentally thrown away. The school staff is **not** responsible for locating lost retainers. The custodians are not permitted to rummage through the dumpsters in search of lost items due to health hazards.
5. Make checks payable to **SANDYMOUNT ELEMENTARY SCHOOL** for field trips.
6. We are unable to celebrate children's birthdays with parties during instructional time. We do recognize that birthdays are special to our students. To acknowledge this, birthdays are announced during morning announcements and the PTA provides each child with a birthday book during his/her special month. In addition, food items and balloons are not to be brought to school due to the large number of students with allergies and health concerns. Classroom teachers will provide suggestions for appropriate non-edible treats to celebrate birthdays. Parents are invited to have lunch with their child on the day of his/her birthday. If you desire to do this, please call the school at (410) 751-3215 ahead of time so that we can order your lunch (if you would like to purchase lunch from the school cafeteria). Please **DO NOT** bring lunch from a restaurants and fast food establishments, however a bag lunch from home is fine. If your child had a birthday in August feel free to join your child for lunch any day from now until winter vacation. If your child has a birthday in June or July, feel free to come anytime between January and the last week of school. Should your child's birthday fall on a weekend or over a holiday, come in sometime the week before or after the birthday. **Unless permission has been given in the class directory, the school cannot give out student names, addresses, and telephone numbers. Party invitations are not to be distributed in class.**
7. Individual pictures will be taken by Lifetouch in the fall and again in the spring. Class pictures will be taken in the spring, as well as a 5<sup>th</sup> grade panoramic photo. All class picture orders are **PRE-PAID**. School yearbook orders are prepaid and yearbooks arrive in June.
8. Parents are always welcome to visit our school. Student safety is our top priority. When visiting, always check in the office first before going to a classroom. At that time you will be asked to sign in and wear an identification badge. Everyone at Sandymount is required to wear an identification badge. Along with these daily precautions, during the school year we also take time to practice effective evacuation procedures in case of fire or severe weather. Lockdown procedures, should the school environment be threatened, are practiced twice a year. Bus riders also participate in two bus evacuation drills a year.
9. The teachers and staff welcome the opportunity to discuss a child's progress at any time. Please contact the school if you wish to set up a conference.

10. **LUNCH** - Students may bring a lunch and drink from home or buy:

<b>Breakfast</b>	<b>\$1.25</b>	<b>Reduced price</b>	<b>\$ .30</b>
<b>HOT LUNCH</b>	<b>\$2.00</b>	<b>Reduced price -</b>	<b>\$ .40</b>
<b>MILK</b>		<b>\$</b>	<b>.50</b>
<b>ICE CREAM</b>		<b>\$</b>	<b>.75</b>

Purchase of advanced lunch tickets is recommended. Different meal plans are available. Students on reduced lunch may also purchase advanced tickets at 40¢ per lunch. **MAKE CHECKS PAYABLE TO SANDYMOUNT SCHOOL CAFETERIA.** When your child has one ticket left, you will be notified via your child. Students who forget their lunch money may borrow it from the cafeteria. The borrowed lunch money must be returned the next school day to the cafeteria.

11. Each student in grades 2-5 will be given an agenda book. A limited number of replacement books will be available. We encourage you to utilize this book as a communication tool with your child's teacher (s).
12. Students will be able to purchase items in the school store between 9:00 a.m. and 9:15 a.m. on Monday, Wednesday, and Friday.
13. The youngest child will receive the school newsletter the first of each month for families who do not choose to view it online. Please be sure to read this for important information. The monthly menu will also be available with the newsletter.

## Discipline

At Sandymount Elementary School, we believe that positive student management is a necessary factor in creating a desirable atmosphere for teaching and learning. It is our goal to see that students develop responsibility for themselves and are able to exhibit self control. To this end, we believe that:

- ❖ Students disrupt the learning process by not respecting learning.
- ❖ Proactively managing student behavior is the key to maintaining a productive classroom. Disruptions can be minimized by setting high expectations and engaging students in motivating activities.
- ❖ When necessary, disruptions should be handled consistently, fairly, and promptly so that the learning of other students is not hindered.
- ❖ Consistent misbehaviors are effectively handled with parent support and input.

We encourage students to remember "The Three R's", which are:

- ❖ Respect
- ❖ Responsibility
- ❖ Ready to Learn

To help ensure success, we have established the "Chipmunk Code of Respect." All rules and behaviors must be consistent with our "Code of Respect." When followed, the code will help to ensure student success in school. It is important that every parent, teacher, and student take time to review this code.

**Sandymount Elementary School**  
**Chipmunk Code of Respect**

1. Students, staff, and the community shall be free from distractions to the learning process.
2. We will be respectful of each other's learning differences and help each other learn and succeed in school.
3. We will show respect to the school, instructional areas, and personal property.
4. We will be respectful of the teacher's role to promoting learning.
5. Each student shall be respected as an individual who is part of a learning community.

### **Respect for the learning process**

- ❖ Staying on task
- ❖ Following directions as given
- ❖ Listening while others are speaking
- ❖ Talking to appropriate times
- ❖ Promoting a quiet working environment
- ❖ Being organized
- ❖ Working cooperatively
- ❖ Coming prepared for learning (with material and homework)

### **Respect for school and personal property**

- ❖ Keeping and using only those items which belong to you
- ❖ Treating property responsibly
- ❖ Organizing and keeping personal space neat
- ❖ Caring for Bathroom/Cafeteria/Hallways/Lockers

### **Respect for all people in the school community**

- ❖ Keeping hands, feet, and objects to yourself
- ❖ Working cooperatively
- ❖ Using good manners at all time
- ❖ Keeping shared spaces clean and neat
- ❖ Treating others as you would want to be treated

It is important to involve students in the development of rules for the classroom. All members of the classroom should have a clear understanding the rules and the consequences of breaking a rule. When a rule is broken, consequences, not punishments should follow which:

1. Are clear and specific
2. Have a range of alternatives
3. Are natural and/or logical
4. Are related to the rule
5. Are developmentally appropriate

Our Chipmunk Code of Respect was developed to support this proactive, positive philosophy. The hierarchy of colors is as follows:

- ❖ Green – great day
- ❖ Yellow – warning
- ❖ Red – frequent reminders
- ❖ Blue – Support Room or letter home (Reflect and Reenter Letter)
- ❖ Purple – Office Referral

In order to ensure that consequences for a color change are **developmentally appropriate**, there may be differences in the consequences at each grade level. These consequences will be specifically spelled out in each grade level handbook and reviewed at each back to school night.

In order for students to learn and understand the consequences of their actions, teachers will discuss the purpose for the color change. So as not to interrupt instructional time, this may occur during a portion of the recess time (5-10 min.) If another consequence, such as detention or loss of recess needs to be taken, parents will be notified.

Because the Sandymount Staff appreciates the value of recess, students may be required to participate in before or after school detention.

As always, teacher discretion will be used to make appropriate decisions.

Students begin each day reciting the “Sandymount Friendship Pledge.”

**“Sandymount Friendship Pledge”**

I promise I will be responsible in school today.  
I will show respect with the words I choose to say.  
I will welcome the differences between you and me.  
I will make our school a safe place for everyone to be.

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

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

*Social Networking* – Sites such as “MySpace” and “Facebook” are not to be utilized during the school day. Students are not to communicate with faculty members via any social networking sites.

*PBIS* – PBIS stands for Positive Behavior Interventions and Supports. This program is designed to encourage positive behavior as a way of discouraging negative behavior, and thereby enhancing academic performance. The theory is that if positive behaviors are clearly defined and rewarded, students will develop them as habits. With a reduction in negative behavior, there is less distraction from the learning process. Sandymount has participated in this program for several years. We have taught the students that PBIS at Sandymount stands for Positive Behaviors I See. Students are recognized for showing respect. Additionally, we have recognitions ceremonies (“Glendis”) where students are recognized individually and in groups for their academic and behavioral achievements.

**BOARD OF EDUCATION**

# POLICIES

## ATTENDANCE

Late Arrival: Any student who arrives at school after 9:15 and before 12:30 shall be considered “tardy” in the a.m. However, a student arriving at school after 12:30 will be considered and marked absent one-half day (absent for the morning).

Leaving Early: Any student leaving school after 12:31 shall be considered “tardy” in the p.m. However, a student leaving school before 12:30 shall be considered absent one-half day (absent for the afternoon).

Absence: A student is counted absent for a full day if the student is present one hour or less of the school day.

## CUSTODY OF STUDENTS

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

### A. **The Custodial Parent:**

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

### B. Depending on the custody order **the non-custodial parent** may maintain certain parental rights, even though a separation/divorce has occurred. Unless there is a court order that states the non-custodial parent may not receive school related information, the non-custodial parent:

1. is entitled to receive copies of report cards, school newsletters, interim reports and other information that pertains to the child’s education and which is routinely sent to or available to the parent who has custody. Requests for this information must be made in writing to the principal and should include the non-custodial parent(s) name, address, and type of information desired. The custodial parent shall be notified when such a request has been made.
2. is welcome to visit the school, observe classroom instruction, review student records, and be generally informed about the child’s educational progress, unless forbidden by court order provided to the school by the custodial parent.

## NOTES:

- ◆ The non-custodial parent may not take the child away from school without the written consent of the custodial parent, unless permitted by court order. If the court order provides the non-custodial parent permission to remove the child from school it can only occur, on any given day, with the knowledge of the custodial parent.
- ◆ Court orders granting “reasonable visitation” do not include visitation during the school day and any request to visit with the child at school should not be granted. However, unless the court order states otherwise, the non-custodial parent may observe classroom instruction.

- ◆ A non-custodial parent, unless restricted by a court order, may participate equally in educational decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

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

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

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

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

1. The school will consider the primary care parent as the one to make educational and emergency medical decisions.\*
2. The primary care parent shall be contacted prior to release of the child to the non-primary care parent to advise the primary care parent of the situation.
3. Day-to-day communication, correspondence, report cards, and other school-related needs should be directed to the primary care parent. However, the other parent also has the right to receive copies of any documents that the primary care parent receives. (School officials, in responding to requests of the non-primary care parent, should follow the procedures outlined in B1)

\*The non-primary care parent may be involved in educational and medical decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

4. A non-primary care parent is welcome to visit the school, observe classroom instruction, review student records (see D3 above) and be generally informed about the child’s educational progress.

F. Verification of the **identity** of the non-custodial parent or the non-primary care parent. On occasion, school personnel are asked to state whether a child is enrolled in a particular school or state whether a child is present in school on a given day. School personnel should make every attempt to verify the identity of that person making the inquiry to ensure the person is the parent of the child and is entitled to student information. Steps to follow include:

1. The person requesting the information must have verification that he/she is who he/she claims to be. Example: driver's license with a photo, passport, known to and identified by an employee.
  2. Once identity is confirmed a check is to be made that such a person is a parent and thus could make access to the records. This may be done by confirming that the name of the person making the inquiry is the name of the parent recorded on the proof of birth, the student registration form or other student records.
  3. Call the custodial or primary care parent to determine there are no court orders restricting the release of the requested information to the non-custodial or non-primary care parent.
- G. Children who are under the care and custody of community agencies may be removed from school to receive services during the school day with prior arrangement between home, agency, and the principal.
- H. If children change residence to live with the non-custodial or non-primary care parent causing the child to transfer schools, the records must follow the children. A custodial or primary care parent, under these conditions, cannot require that records be retained at the sending school as a means to force the return of the children. However, a school should make every effort to ascertain the permanence of the move prior to processing the records.
- J. Persons who have court appointed guardianship of a child are generally authorized to make educational and medical decisions for the child. The parents' rights are terminated or restricted regarding these matters, unless provisions are included in the court order.
- K. In those situations where questions or conflict arise regarding the release of the child, school visitation, providing information about enrollment, or the release of records, please contact the Pupil Personnel Worker.
- L. The non-custodial or non-primary care parent who wishes to receive school related information as described in B1 above shall be required to pay a reasonable fee for copying and mailing school documents or sign an agreement to reimburse the school for those costs at the end of the school year; provided however, that the school shall waive payment of such fee if the non-custodial parent files a notarized affidavit that he/she is unable to pay the fee.

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

## CONSENT AND RELEASE

### 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, information, 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.

6/21/11