

**WELCOME TO
SPRING GARDEN
ELEMENTARY SCHOOL**

2009-2010

"Learning and Growing Together"

***SPRING GARDEN ELEMENTARY
700 BOXWOOD DRIVE
HAMPSTEAD, MD 21074***

Pre Kindergarten - Grade 5

Principal: Kimberly A. Renfro

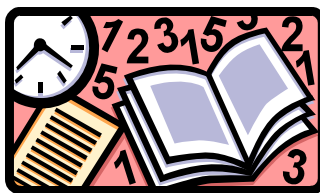
Email: karenfr@kl2.carr.org

Assistant Principal: Christy Farver

Email: cjfarve@kl2.carr.org

TELEPHONE NUMBER: (410) 751-3433

FAX NUMBER (410) 751-3475



POLICIES & PROCEDURES

Spring Garden Elementary Handbook 2009-2010

ABSENCES

When a student returns to school following an absence, the student must **present a note from the parent explaining the specific reason for absence**. Certain communicable diseases must be reported to the Carroll County Health Department. Doctor's notes may be required if absences are extensive or excessive. Frequent absenteeism without an excuse will be referred to the Pupil Personnel Worker. In lieu of sending in a handwritten note, feel free to e-mail us at sgeattendance@k12.carr.org

ARRIVAL

All students who attend Spring Garden are eligible to ride a bus. Statistics show that bus riding is the safest mode of transportation for our children. We **discourage** parents from driving children to school and picking them up after school in a car unless it is an emergency.

Students should arrive to school between **8:55 a.m.** and **9:10 a.m.** All students are expected to be in their classrooms by **9:15 a.m.** for the start of the instructional day. Parents can foster their child's independence by allowing their child to walk to their locker and classroom on their own.

*Children should **NOT** arrive before 8:55 a.m. They cannot enter the building and there is **NO** supervision at that time.*

However, if it is necessary to drive children to school, we ask that you drive into the parking lot (third entrance) and have children walk safely from the sidewalk into the cafeteria entrance. **For the safety of all children, no cars are allowed in these areas during arrival or dismissal:**

- **In the bus loop;**
- **In the parking spaces in front of the school; or**
- **On Boxwood Drive.**

On Site Daycare is available: Playtime Day Care 410-374-1889

ATTENDANCE

Regular school attendance is important to student success. Good attendance assists in the development of good work habits and self-discipline. Frequent and long absences can cause delays in learning. **Please encourage good attendance by avoiding scheduling family vacations and appointments during school days.**

ATTENDANCE GUIDELINES

The following are the guidelines for attendance from the Maryland State Department of Education.

A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day.

A student is counted present for ½ day if the student is in attendance for at least two (2) hours of the school day.

If a student arrives after 9:15 a.m. or leaves before 3:45 p.m. he/she will be marked tardy.

ATTENDANCE GUIDELINES FOR CERTIFICATE

These are the guidelines for the attendance certificate only, not report card attendance. Five (5) tardies will eliminate one day of attendance for a certificate only.

Tardy: A student must be in his/her classroom when the 9:15 bell rings not to be marked tardy. A student who is picked up from school before 3:45 will be considered tardy in the p.m.

A student will only receive a Perfect Attendance Certificate if he/she have not missed or been tardy **ANY** school days.

A certificate will also be given for 3 days absence or less. Five (5) tardies will eliminate 1 day's attendance.

BUS TRANSPORTATION

Transportation is provided for all Carroll County Public School elementary school students. Students are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parents are urged to teach safe pedestrian habits to their children, as well as to follow the School Bus Stop Law for loading and unloading buses.

It is the responsibility of the parent or guardian to provide supervision for his/her child (ren) while walking to, from, or waiting at the designated bus stop. One a.m. and one p.m. stop location shall be allowed for each transported student. A student may be denied the privilege of riding a bus when the behavior of the student is in violation of regulations, or is such that endangers the safety of other students on the bus.

BUYING & SELLING

Children should bring only enough money to school for required expenses such as lunch, milk, field trips, school supplies, etc. We have a small school store named Paw Mart where students may purchase inexpensive school supplies. Students in grades 1-5 have a designated shopping day. The profits of this store are used to purchase instructional materials or recess items.

Students are not permitted to trade or borrow money from each other. Solicitations or fund-raisers of non-school groups are not permitted (i.e. Girl Scout cookies, raffles, gymnastics, Little League).

CAFETERIA SERVICES

Children may purchase a balanced hot lunch including milk daily in the school cafeteria for **\$2.00** or children may pack a lunch and purchase ½ pint of milk for **\$.50**. Ice Cream is sold for **\$.75**. Breakfast will be served daily to students in Grades K-5 from 8:55-9:15 a.m. for **\$1.25**. Lunch and breakfast are available to all students. Adults are welcome to purchase lunch at **\$3.25**.

To promote your child's independence at lunch, please send only containers that your child can open independently. Please note: Many young students are unable to open the flip top tabs on fruit and pudding cans.

FOR YOUR CHILD'S SAFETY AND NUTRITION, SODAS OR GLASS BOTTLES ARE NOT PERMITTED AT ANY TIME.

Advance lunch tickets are available for purchase in any increments you wish, e.g., 5 lunches @ \$2.00 = \$10.00. Advance tickets may be used at any time throughout the year. By purchasing advance tickets, children are less likely to forget or lose their money. Parents also may purchase these tickets for use as a precaution when a child loses or forgets his/her money.

Lunch charges are discouraged. Advance lunch tickets are preferred. **IF IT IS NECESSARY TO BORROW LUNCH MONEY, THE CHARGE MUST BE REPAID THE NEXT DAY.** A child will not be allowed to charge another lunch if three (3) charges are outstanding.

COMMUNICATION

Open communication between the home and the school is encouraged and essential in order to make decisions in the best interest of all of our Spring Garden children. You know your child better than we ever could, so we need to hear your thoughts. Questions regarding curriculum or school policies are welcome as an opportunity to share ideas and learn from a variety of perspectives.

The most effective way to communicate is first with the teacher. Write a note in the Homework or Agenda Book or call the school at 410-751-3433 and leave a message so his/her teacher can return your call. Your child's teacher can answer most questions.

If you still have questions after a parent-teacher conference, please contact one of the administrators. Direct and open communication is the key!

CONFERENCES

School-wide conference days will be scheduled on four evenings during the year. Look for dates and times in our monthly newsletter. Please make an effort to call and schedule a mutually convenient time to meet with the teacher so that you can keep informed of your child's progress. We also encourage parents to schedule conferences throughout the year if concerns arise or

information is desired. Please note that arrival & dismissal times are not optimal times for conferences. At these times teachers are responsible for supervising students and therefore cannot give you undivided attention.

CUSTODY

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 become modified as families are separated, divorced or do not live in the same household. The school must remain as neutral as possible so we can keep our focus clearly on maintaining a safe learning environment for the child. We must adhere to CCPS Policies that clearly indicate the specific legal rights of both custodial and non-custodial parents. If you have any questions about the specifics of these policies, please speak to an administrator. In cases where legal custody is different for each parent, an official court order is required to establish custody and must be on file in the school. If no document is on file, each parent is given equal access to the children and information regarding the children. **A telephone call, note, or letter from a parent or attorney is NOT sufficient to restrict contact with the child.** When changes occur, please notify the school immediately and provide a copy of the most recent court order.

Newsletters, report cards, etc. will be sent home with each child to the custodial parent. Duplicate copies can be mailed to the non-custodial parent. Please provide 12 self-addressed, stamped envelopes to the office to cover the cost of these expenses.

DISCIPLINE:

Creating and maintaining a safe and orderly environment for learning is our Number One priority. Spring Garden Elementary will be a **PBIS** school. **PBIS** stands for **P**ositive **B**ehavior **I**nterventions and **S**upport. Students will receive instruction on how to demonstrate respect, responsibility, honesty and effort throughout the school day. Recognition assemblies will reinforce these values and honor students who exhibit the character traits.

Positive Behavior Intervention and Supports (PBIS) at Spring Garden Elementary

1. PBIS is a program which promotes positive school climate through 4 simple rules of expected behavior.
2. Students will learn how these behaviors look in every setting and will be rewarded with a "Paw Pride Ticket" for following the 4 "Top Tiger Traits".
3. Teachers and staff will use the behavior matrix to explicitly teach expected behaviors.

School Wide Expectations

Spring Garden Top Tigers will show:

- **Respect**
- **Responsibility**
- **Honesty**
- **Effort**

Classroom Behavior Colors

- Teachers will be using a color code system in their classrooms.
- All students will begin the day on the color GREEN and depending on their behavior throughout the day they may move on the continuum to a different color.
- All students will record the color they end the day on in their homework book/ agenda.

GREEN: The student has exhibited the expected behaviors throughout the day.

BLUE: If a student has received a few verbal redirections and is continuing to have trouble with the expected behaviors the he/ she will receive a notation in their homework book/ agenda.

YELLOW: If the student has received a blue (notation in homework book/ agenda) and he/ she continues inappropriate behavior the he/ she will be directed to the support room to complete a STOP & THINK worksheet. The support room assistant will conference with the student regarding the behavior.

ORANGE: If a student continues inappropriate behavior, he/ she will go to the support room to make a phone call to parent.

RED: If the student continues with inappropriate behavior, a referral will be made to the office. A student may go directly to the office for serious offenses that jeopardize the safety of other students or cause a disruption to the classroom.

PBIS INCENTIVES:

Paw Pride Tickets

- Paw Pride tickets can be given anywhere in the building by anyone at anytime to provide an immediate method to reward positive appropriate behaviors (school-wide).
- A student will put half of his/ her Paw Pride ticket into a Paw Pride Bag in the classroom and is eligible for random drawings within the classroom and school-wide.
- The student will put the second half of the ticket in their “Paw Keeper” (designated baggie/ page protector) and save up for different items on the *Paw Pride Shopping List*.

Other PBIS Programs:

Quarterly “Top Tiger” Pep Rallies:

These will be held in the café/ gym to honor students who have been making positive behavior choices and to motivate students.

Lunch Tickets:

Students will earn special white Paw Pride tickets that will be distributed and collected only in the cafeteria. Drawings will determine grade level cafeteria winners. Winners will be offered a special privilege.

DISMISSAL

Dismissal starts at 3:45 p.m. Students should not be picked up before 3:45 or they will be marked tardy. Please establish a routine with your child for arrival and dismissal and share this routine with your child’s teacher at the beginning of the school year. **Any changes in your child’s arrival or dismissal routine should be communicated in writing to your child’s teacher.**

Your child/children will be bringing home an unexpected early school closing form. Please complete it and review it with your child/children so that they know what to do if school closes early unexpectedly.

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. **For security of each student; telephone calls are not acceptable** except in cases of emergencies. Notes can also be e-mailed to sgeattendance@k12.carr.org or faxed to Spring Garden at 410-751-3475. All notes must be in to the office by 3:20 p.m.
2. Parents must come to the cafeteria to sign their child out of school. Every child **MUST** be signed out by an approved adult. Only those persons listed on your child's emergency card (or specifically listed in writing on a note) will be permitted to pick up your child. If the person picking up your child is unknown to the assistant, they will be asked for identification. Again, this is for your child's safety.
3. Car riders are dismissed at 3:45 p.m. Students who are not picked up by 3:55 p.m. will be sent to the office and parents will be called.
4. If your child will be picked up every day, please let the office know in writing and we will automatically put them on the car rider list each day.

E-SCHOOL NEWSLETTER

The Carroll County Public School System is now using **AlertNow Rapid Communication Service** to provide parents with information from their child's schools and the school system. **AlertNow** replaces **eSchoolnewsletter** and is capable of delivering both e-mail and phone alerts at no charge to parents. You do not have to sign up for the new system. All information is taken from emergency procedure cards. **AlertNow** was piloted in six schools last year and received very positive feedback. We are excited about the new capabilities **AlertNow** offers and believe it will greatly enhance our communication with parents and our school community.

EMERGENCY PROCEDURE CARDS

One emergency card will be available during the Open House in August for each student. Please be sure to return it the first day of school. It is important that parents complete and return the card immediately. The information on the card is essential in helping our school personnel provide prompt emergency care for your child in case of illness or accident. Only persons listed on the child's emergency card will be permitted to remove a child from school unless permission is granted in writing. The school will never release a child to someone who is not listed on the child's card. **In case of custody issues, a court order must be on file.** If the information on the card changes during the year, please notify the school immediately in writing. It is imperative that there is always someone to contact in case of an emergency. Please place on the emergency card individuals who are available to pick up your child in a timely manner.

FAMILY TRAVEL/ACTIVITIES

Family vacations during school days are strongly discouraged due to the impact they may have on school performance and grades earned. However, absences for family travel/activities will be excused and students will be permitted to make up missed work if the school has been notified in advance. Students will be given missed work upon their return. In all cases (excused or unexcused), students are marked absent when not in school.

Both students and parents need to understand that some school work such as class participation, discussions, and experiments are difficult, if not impossible, to make up and, therefore missing these opportunities may have a negative impact upon a student's grade. Parents of students already having excessive absences and poor grades need to understand the implications of any extended absences.

FIELD TRIPS

Field trips are extensions and real-life applications of the instructional program. A well-planned trip that is coordinated with the curriculum and has a clearly defined purpose can be a vital part of the learning process at every level. Field trips offer the students accurate and first-hand experiences to show that education is relevant. They can be used to introduce a unit of study, to extend and enrich the instructional program, and/or serve as a culminating activity for the unit.

Field trips can take place during regular school hours and/or be extended beyond the school day. If an extension is necessary, parents are responsible for providing transportation to and/or from school at the designated times. If persons other than parents are to pick up a child, a note from parents is needed.

Chaperones will be invited to supervise students in small groups during the trip.

Chaperones may be any adult family member over 18 or a designee who has completed the CCPS Volunteer Training Session at least 7 school days prior to the trip. No younger siblings may attend. Chaperones must follow these guideline:

- Ride to and from the destination on the bus;
- Be a positive role model for children at all times;
- No smoking or use of personal cell phones;
- Wear business casual attire;
- Refrain from purchasing souvenirs or “extras” for a particular group; and
- Have Fun!

The Administrators reserve the right to decide whether students who do not follow rules during the regular school day will be allowed to attend field trips. A child’s parent may be required to attend the field trip with his/her child. This decision will be based on safety factors and the student’s response to authority. If a student is not permitted to go on the field trip, the student is expected to attend school that day. Appropriate schoolwork will be assigned and the child will report to another class, possibly another grade for the day.

GUM

Chewing gum is **NOT** allowed during the school day.

HEALTH ROOM GUIDELINES

Our health room is a very busy place, therefore we have listed a few suggestions to help you better understand how we work, and what will work best for your child/children

- **Students may not transport any medication, including over the counter drugs to school as a safety precaution. An adult must give all medication to the school nurse. A child must have a medication consent form prior to medicine being administered.** Please contact the school nurse for additional information.

If a child needs to be sent home and the parent has been contacted, it is very important that the child be **picked up within a one hour time period**. We know that this is difficult for our parents who work away from the Hampstead area. Therefore, we suggest you make emergency plans for someone other than yourself to pickup the child. The following are guidelines for calling a parent from the health room.

1. A child has a fever of 100 degrees or higher
 - a. a child should be fever free for 24 hours prior to returning to school

2. Suspicious rash
 - a. a note from the doctor must be sent in to indicate they are not contagious, or rash needs to be gone
3. Vomiting or diarrhea
 - a. no vomiting or diarrhea for 24 hours before returning
4. Injury
 - a. parent/nurse will discuss necessary follow up
5. Head lice
 - a. it is necessary for a head lice treatment to be applied and child to be nit free before returning to school
 - b. a child **must** be accompanied by an adult to the health room upon returning to school
 - c. the student may **NOT** go to class until cleared by the nurse
6. Anything the nurse feels needs to be addressed by a physician
 - a. a doctor's note or update from parent is required

Remember anytime a child has missed school the State requires a note be sent to school with the reason he/she was absent. **Please send all medical notes on a separate sheet of paper. Any note in reference to participation in physical education or recess, should be directed to the school nurse.** Do not include any other information such as, early dismissal, note to teacher, etc. This information should be put on a different sheet of paper.

If a child is going to miss more than one (1) day of Physical Education, a physician should evaluate the child and a note from the doctor listing restrictions is required.

HOMEWORK

Good attendance is very important; however it may be necessary for your child to miss school occasionally. **While your child is absent all work will be collected and held until their return. You may contact your child's teacher and request that any missed work be sent to the office if you call or send a note by 9:30 a.m. in the morning.** Parents or siblings may come to the office to pick up the assignments.

INCLEMENT WEATHER

In the event that it becomes necessary to close schools for the entire day because of inclement weather (snow or heat), the announcement will be made no later than 6:30 a.m. through the following media sources: WTTR, Channel 21 and Channel 3 (Westminster); WHVR/WYCR (Hanover); WGET (Gettysburg); WFMD (Frederick); WTHU (Thurmont); WBAL, WCAO, WCBM, WRBS, WPOC, Lite 102, WMIX, WMAR-TV, WJU-TV, WBAL-TV, WQSR, WWLG AM, WASA, WANN, 103 (Baltimore); WMAL, WTOP, Fox Channel 5, WRC-TV4, WUSA Channel 9, and WJLA-TV (Washington); WJEJ/WWMD (Hagerstown); WCRH (Williamsport); WAFY-KEY 103, WXTR (Washington); www.schoolsout.com Web Site.

If weather conditions are such that the opening of schools might be delayed one (1) hour or more, or it becomes necessary to close all schools early, the notations will be made through the same stations as for the closing of schools. **Parents and students should not call the school for weather and school closing information.** Inclement weather will affect the Pre-K, Career and Tech, PREP, EEEP, and EIK programs in the following ways:

School Opening Delayed Two (2) Hours:

Kindergarten through Grade 5 - 11:15 class begins (2 hour delay)

PreKdg am & pm cancelled

School Closing To Be One (1) Hour Earlier Than Usual

Kindergarten through Grade 5 - 2:45 dismissal

PreKdg. am – On regular schedule

PreKdg. pm - Shortened by One (1) hour 2:45

School Closing To Be Two (2) Hours Earlier Than Usual

Kindergarten through Grade 5 - 1:45 dismissal

PreKdg. am – Dismissed at 11:15 am

PreKdg. pm - Cancelled

School Closing To Be Three (3) Hours Earlier Than Usual

Kindergarten through Grade 5 - 12:45 dismissal

PreKdg am – Dismissed at 10:15 am

PreKdg. pm - Cancelled

MATERIALS AND SUPPLIES

Teachers will send notices to parents to inform them of the supplies the children will need for the year. All students should have paper and pencils ready for each day's classes. The school will supply textbooks, agendas, and instructional materials specific to the curriculum. Students are responsible for all books loaned to them during the school year. All hardcover textbooks are to be covered. If a student loses or damages a school-owned book, parents will be billed for the cost to replace the books. The student will not be given additional books until restitution is made.

Reminder: Students may not use backpacks with wheels unless they have a medical reason. Students who play the drums may have a drum kit on wheels.

MOMENT OF SILENCE

As part of our morning announcements, all students will observe a moment of silence. Each student may choose to meditate, pray, or engage in any other silent activity, which does not interfere with or distract others. Please talk with your child so that he/she understands the importance of this moment of respect.

PHOTOGRAPHING/VIDEOTAPING STUDENTS

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

There are also occasions at which the media covers 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.

RELEASE OF STUDENT

Maryland State law requires that all students who leave the school by any way other than their regularly assigned method of transportation must: 1) bring written permission from a legal parent/guardian indicating the change, and 2) be signed out in the office by the approved individual. *The principal will NOT grant permission for students to ride a bus other than the regularly assigned bus unless a regular day care schedule is set up or an emergency arises. Students may not ride a different bus to visit with friends or attend parties.*

REPORTING STUDENT ACHIEVEMENT

Progress reports will be sent home for children in grades 1 – 5 four times during the year: November, February, April and June. All report cards for grades K through 5 will be generated electronically. Interim reports will be sent midway through the marking period for students who have dropped one letter grade or are not progressing as expected.

Kindergarten Progress Reports will be sent home in January and June.

Data are collected from national, state, county, and teacher-generated assessments. This information is used to guide instructional decision-making and measure program effectiveness.

Parents shall be kept informed of their child's progress. Classroom assessment data and copies of students' assessed work and tests shall be available to parents and students.

SCHOOL HOURS

The student's school day begins promptly at 9:15 a.m. and ends at 3:45. Students may begin arriving to school at **8:55 a.m.** **NO** supervision is available prior to the 8:55 a.m. bell. Students on the parent pick-up list will be dismissed at 3:45 p.m. Unless it is an emergency, please do not ask to get your child from class before 3:45 p.m. Important instructional time and announcements will be missed. Your child's attendance will reflect late arrivals and early dismissals.

Office hours are 8:00-4:30 during the school year and 8:00-4:00 during the summer.

SCHOOL IMPROVEMENT TEAM

Spring Garden Elementary has a School Improvement Team, which is made up of staff members and a parent representative who meet monthly. They analyze data, set measurable goals and develop an action plan in order to continuously refine our instructional programs. Throughout the school year formal and informal assessments indicate progress toward the goals and adjustments to the plan will be made accordingly.

SCHOOL PICTURES

Larry Allen & Co., Inc. will take individual pictures on **Friday, October 2nd.** Class pictures and the fifth-grade picture will be taken in the spring. Yearbooks will also be available in the spring. We will begin collecting yearbook money in January. Please look for more information at that time.

STUDENT DRESS CODE

The Board of Education has a strong commitment to the learning process. Therefore, the Board of Education has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self-discipline, student health and safety, and to maintain an atmosphere conducive to learning.

Students of Carroll County Public Schools are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day.

Spring Garden Elementary

Please remember that school is a place for work, not recreation. Safety and modesty are important as we continue our focus on learning. **In addition to the following dress code SGE would encourage our children to wear tennis shoes which are best for providing safety when outside for Physical Education or recess.** Sandals should have straps in the back to keep the foot secure. While we realize that the styles today are often revealing, please help your child understand that there is a time and a way to dress for work and another time and way to dress for summer play. Students with inappropriate or revealing clothing will be given a large white tee shirt to borrow for the day.

Head Coverings:

Students are NOT allowed to spray their hair with colored spray or coloring.

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

Shirts shall:

Cover the entire back (i.e., no cutout backs, no shirts that tie in the back).

Cover the midriff area (bottom of the shirt must meet the top of the lower attire at all times).

Cover undergarments (i.e., muscle shirts are considered undergarments, and must have a shirt over them).

Not be see-through.

Fit modestly so that cleavage area is covered.

Have two straps, one on each shoulder (no tube tops or halter tops).

Shorts/Skirts/Skort/Pants:

Should not be excessively short. The guideline for “excessively short” is clothing that exposes the upper half of the thigh while standing. Pants will cover undergarments at all times and not be excessively long as to drag on the floor.

Other:

No shoes with wheels shall be worn.

No Pajamas.

No bedroom slippers shall be worn.

No chains, which could inflict significant bodily harm, if used as weapons, spiked clothing or accessories shall be worn.

No mutilated, cutout or ragged clothing shall be worn that exposes the bare skin between the upper chest and mid-thigh or creates a significant distraction

Underwear shall not be showing and shall not be worn as outerwear.

Clothing shall not convey advertisements for condoms or other birth control devices, stated or implied.

Clothing shall not convey messages that express hate, racial slurs, or sexual harassment.

Not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo; tobacco, alcohol or drug use; gang symbols; weapons; or sexual activity.

Violations:

A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. The school may provide clothing.

Request for Exceptions:

Request for exceptions to dress code for the purpose of school spirit or organizations are up to the discretion of the school administration.

STUDENT RECORDS

Parents wishing to review their child’s cumulative folder must schedule a Record Review Conference with an administrator. Information in the folders shall be kept confidential. No one other than school officials shall have access to the cumulative record information without written parental permission.

The school will not give out student names, addresses, or telephone numbers.

STUDY AND ORGANIZATIONAL SKILLS

The Spring Garden staff strongly believe that good study and organizational skills are of utmost importance to all students. Research has shown that these skills help students learn. Above all, study and organizational skills are important because they are **lifelong** skills. They are critical for success in the work place and in our lives.

A goal at Spring Garden is to improve parent-teacher-student communication. Each child in grades 2 – 5 is given an agenda book for homework and communication. These books are purchased by the PTA. Grade 1 students should have a black and white composition book or folder for homework and communication. Parents, teachers, and students are encouraged to write notes frequently to each other in these books.

In order to promote responsibility, students will NOT be permitted back into the building after school to get forgotten materials. Agendas and homework books should be reviewed and materials gathered before dismissal.

TELEPHONE

Students are NOT permitted to use school telephones to call home for forgotten items. Each child has an agenda or homework book to record reminders. Electronic communication devices must be turned off and out of view during the school day. Visiting adults are asked to turn their phones/pagers to silent mode and to limit their conversations while in the building.

TESTING INFORMATION

A student who knowingly engages in any activity during testing which results in invalidation of scores shall be ineligible to retake the test until the next official testing opportunity.

1. The Maryland School Assessment program tests;
2. Other test instruments required by the State Board of Education.

MSA Assessment Dates for 2009-2010

March 9 & 10 MSA Reading for students in grades 3, 4, & 5

March 16 & 17 MSA Math for students in grades 3, 4, & 5

April 21-May 11 Window for Science MSA for students in grade 5

TITLE IX

Title IX of the 1972 Education Amendments states that there is to be no discrimination on the basis of sex in the Board of Carroll County. This law includes both the educational program and employment policies and practices.

TOYS & TRADING CARDS

School is a place for learning. **Toys are not to be brought to school unless a teacher has made a special WRITTEN request.** Toys brought from home can be distractions. They can also be temptations for children who may not have a similar toy. Electronic games, electronic listening devices (IPODS), stuffed animals and trading cards, are prohibited unless teacher permission is given. Children are also not permitted to bring baseball bats or softball bats to school. The school provides appropriate recreational equipment for playground use as well as appropriate games for indoor recess. Students are **NOT** to bring these items to school.

VISITORS:

Adult family members are welcome to visit and observe classes anytime throughout the year. Because we open our doors each and everyday all year long, we do not designate specific visitation days.

Instead, please join us when it's convenient for you to observe your child learning. It is less disruptive to learning when only a few visitors are in a classroom at a time than when large groups visit on one day. *Please arrange your visit in advance with your child's teacher to ensure that the time is appropriate and does not interfere with planned activities*

All visitors to the school must report directly to the office upon arrival. You will need to sign-in and obtain a sticker from office personnel for identification while in the building.

In order to minimize classroom distractions, infants and toddlers as well as other children not enrolled at Spring Garden Elementary are **NOT** permitted to visit classes.

WEBSITE FOR SPRING GARDEN:

Please visit our website at www.carrollk12.org/sge/. It contains valuable information for your reference.

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, TTY 410-751-3034, or write to Carroll County Public Schools, 125 North Court Street, Westminster, MD 21157 at least one (1) week in advance of the date the special accommodation is needed.

CHECK YOUR PAW PRINTS MONTHLY NEWSLETTER
FOR NEW INFORMATION OR CHANGES