

# CARROLLTOWNE CARDINAL NEWS

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CCPS Website <http://www.carrollk12.org/>

Carrolltowne Elementary Website <http://www2.carrollk12.org/carrolltowne/>

## AUGUST 2008 BACK TO SCHOOL ISSUE

### FROM THE PRINCIPAL'S DESK

Welcome to the **2008- 2009** school year! It has been a very busy summer here at Carrolltowne. Our portables are being completed for staff and students and, our fourth/fifth grade suite is now gutted and undergoing major reconstruction as the space is being prepared for its walls! A new sprinkler system has been designed for the building and installation of the pipes has begun.

During phase I of our reconstruction, fifth grade has moved to the former second grade suite; second grade will be moving to one of the portables as will fourth grade. The Health classroom and a third grade classroom will be in the portable closest to the kindergarten wing. Maps will be available to everyone!

The custodians have continued to do a remarkable job of finishing the cleaning of the remaining building in preparation for the first day back for teachers, August 18<sup>th</sup> and, for students on August 26<sup>th</sup>. Hopefully, we will see many of you at our open house on Thursday, August 21<sup>st</sup> at 2:30.

We welcome Mrs. Shavon Showers, our new Assistant Principal to Carrolltowne Elementary. Mrs. Showers comes to us from Prince George's County and is eager to meet our community of staff, students and parents.

There will be some changes to teacher assignments this year. Mrs. Machiran, who served us well as a Reading Specialist will now be teaching first grade. Ms. Cusick and Mrs. Gearhart will also be joining our first grade team. Mrs. Tombs has moved to fourth grade, Mrs. Carr to third grade, and

Mrs. LeQuire has taken a special education resource position at Linton Springs Elementary. Mrs. Gearhart will move to first grade to replace Mrs. LeQuire.

I am looking forward to the evolution of the building this year. It is exciting to envision the new classrooms! It will be equally exciting to witness each phase as it begins and ends. During this physical transformation of Carrolltowne, our mission will remain the same, "...to support and motivate students to become confident and responsible learners".

Looking forward to celebrating our learners and our successes throughout this year!

**Greetings Carrolltowne Family!** Each year we begin to ponder what lies ahead of us with the expectation that tremendous things will take place. Let me just state that beginning this journey with you as your new Assistant Principal is one that I look forward to. Thus far I have encountered so many heart felt greetings and much more. I sincerely thank everyone for their visits and taking the time out to stop by to say hello. Your sincere expressions have made my transition a lot easier. Before coming to Carroll County, I worked for Prince George's County Public Schools for six years. I also worked for Durham County Public Schools in North Carolina and the Baltimore City Public School System. I currently reside in the Owings Mills area with my husband.

*Theresa L. Ball, Principal*

*Shavon T. Showers, Assistant Principal*

*"Doing your best in all you do"*

## **CLASSROOM ASSIGNMENTS**

Per Carroll County Public School Regulations, elementary classroom assignments will not be printed in the newspaper. The teacher assignment for your child/children can be found on the label attached. Kindergarten class assignments are being sent to parents in a separate mailing. Information about class assignments will not be given over the phone for safety reasons.

## **READING INSTRUCTION...THE FIRST 3 WEEKS**

During the first three weeks of school, teachers will be building a foundation for focused instruction in the five areas of reading: phonemic awareness, phonics, fluency, vocabulary and comprehension. As the instructional emphasis of the five essential components shifts from grades kindergarten through five (learning how to read to reading to learn), teachers will be aligning their instruction with Maryland's Voluntary State Curriculum (VSC). Successful reading, reading comprehension and writing instruction requires that teachers create a learning environment where students are willing to share their thinking, ideas and questions. Successful instruction requires that teachers take the time to establish relationships with students and communicate daily procedures and routines. It also requires that together students and teachers establish learning and behavior expectations as well as learning goals.

To that end, teachers will be taking the first three weeks of school to not only establish behavior and learning expectations and goals, but also assessing student interests, modeling think alouds, establishing literacy centers and/or independent reading guidelines, teaching or reviewing guidelines for independently choosing the 'just right' book, and begin whole group literary study. Writer's notebooks will be modeled; spelling and informal writing assessments will be completed. Sometime during the second week of school, students will be in flexible reading groups; by the end of the third week, students will be in their guided reading groups. Reading assessments will be given to students at all grade levels to support planning for small group instruction.

By taking the time to think aloud with the students, model and assess, teachers will be establishing the foundation for a classroom community of readers, writers, thinkers, and learners!

## **MSA Results for Spring 2008:**

Each of our third, fourth, and fifth grade students continue to do well and should feel proud of their performance on the Maryland School Assessments in Reading and Math:

The number of students in grades 3, 4, and 5 reaching proficient and advanced in reading:

Grade	2008 Obtained	2007 Obtained	2006 Obtained	2005 Obtained
3	93.3%	92.6%	89%	87.4%
4	97.5%	94.5%	92.9%	92.3%
5	92%	93%	89.9%	88.4%

The number of students in grades 3, 4, and 5 reaching proficient and advanced in math:

Grade	2008 Obtained	2007 Obtained	2006 Obtained	2005 Obtained
3	93.3%	97.6%	94.5%	92.2%
4	98.8%	90.1%	93.9%	89%
5	87.5%	97.1%	83.1%	88.5%

Our special education student group, in grades 3, 4, and 5 reaching proficient and advanced in reading and in math:

Grade	Reading 2008 Obtained	Reading-2007 Obtained	Math 2008 Obtained	Math-2007 Obtained
3	76.9%	83.3%	86.3%	83.3%
4	88.9%	77.8%	81.8%	77.8%
5	50%	55.5%	90.3%	88.3%

Our school improvement team has met to review our data and to begin planning for next school year. The team has identified our student achievement goal as 100% of students achieving in reading and math for all grade levels and all student groups for the 2008 – 2009 school year.

## **Welcome Villa Julie College/Stevenson University Students:**

We are proud to share that we continue as a **Professional Development School** with Villa Julie College/Stevenson University. Carrolltowne Elementary is very fortunate to have eight *Senior Interns* with us this year: Amber Angles, Kimberly Henninger, Angela

Knatz, Brittany Dunkes, Melissa Leiser, Torry Malico, Timothy Litzau, and Hallie Griffith; two Juniors – Beth Dolan and Rebecca Lee; and, seven Sophomores – Alicia Myers, Jamie Quinne, Kristina Stracke, Whitney Smuck, Laura Portillo, Lisa Sauerwald, and Jennifer Short. We welcome each of our aspiring professional educators to Carrolltowne Elementary! These college students bring an eagerness to implement current techniques, strategies and methods in their assigned classrooms. Carrolltowne teachers share their expertise, knowledge and in some cases, management strategies with VJC/Stevenson University's career bound young adults. College students, mentored by Carrolltowne faculty and staff, share a fondness for your children and a sincere dedication to place student achievement as our goal.

### **NEW FAMILY ORIENTATION**

New families in the Carrolltowne Community are invited to attend the New Family Orientation to be held on Thursday, August 21<sup>st</sup>, from 2:00 – 2:30 p.m. in the cafeteria. This is an informal gathering to answer any additional questions our new families may have.

### **OPEN HOUSE**

Students and parents are invited to attend Carrolltowne's Open House on Thursday, August 21<sup>st</sup> from 2:30 – 3:30 p.m. Students will have the opportunity to meet their teachers and visit their classrooms. There will not be time on August 21<sup>st</sup> for individual conferences. If you need to meet with your child's teacher, a time should be scheduled for a later date. Students should visit their classrooms with their parents/guardians.

### **BACK TO SCHOOL NIGHT**

On Thursday, September 4th Carrolltowne Elementary will be holding two **Back to School** sessions in order to meet the needs of parents with students in different grade levels. The information presented in each session will be the same. A Volunteer Training will take place immediately following our last session. Parents trained as volunteers last year are officially trained until September 30, 2008. Parents must attend this year's training to attend field trips or volunteer in the classrooms. Attending volunteer training prior to October 2008 will maintain your eligibility and alleviate gaps in your volunteer service.

### **Session 1:**

6:00 - 6:10 General Session, Cafeteria  
6:15 - 7:00 Grade Level Session, Classrooms

### **Session 2:**

7:05 - 7:15 General Session, Cafeteria  
7:20 - 8:05 Grade Level Session, Classrooms  
8:05 Volunteer Training, Cafeteria

The following dates for September and October have been set up for volunteer training at Carrolltowne in addition to Thursday, September 4<sup>th</sup> at 8:05 p.m. - Thursday, September 25<sup>th</sup> at 7:00 p.m. - Monday, October 6<sup>th</sup> at 7:00 p.m. - Thursday, October, 23<sup>rd</sup> at 7:00 p.m. Other dates and locations can be obtained by clicking on the Volunteer Training link on the CCPS website at: <http://www.carrollk12.org/>

### **Cafeteria News: Breakfast at Carrolltowne!**

Carrolltowne Elementary will again be offering breakfast to all interested students this year. Students may purchase and enjoy a school breakfast in the cafeteria up until 9:15 a.m., **after they have reported to their homeroom teachers**. Breakfast menus will be coming home with school lunch menus. The cost of the breakfast will be \$1.25.

School meal prices for the 2008-2009 school year are listed below:

### **Breakfast:**

Elementary - \$1.25  
Secondary - \$1.50

### **Lunch:**

Elementary - \$2.00  
Secondary - \$2.25  
Super (High School only) - 2.75  
Milk - .50 Ice Cream - .75

### **EMERGENCY CARDS**

Your child's emergency card must be completed and returned to school by Thursday, August 28<sup>th</sup>. Please review all the information on the card and complete and/or edit the card with all the information required. Emergency cards will be placed in the student's Carrolltowne pocket folder. These folders will be available to your child at the open house on Thursday, August 21<sup>st</sup>. If you are unable to attend the open house, students will receive their folders to bring home on the first day of school.

### **SCHOOL START AND DISMISSAL TIME**

Classroom instruction begins at 9:15 a.m. with dismissal from the building at 3:45 p.m. Students may begin entering the building at 8:45 a.m. when busses begin arriving. Students will not be able to enter the building prior to 8:45 a.m. Please keep this in mind during inclement weather days.

### **LATE ARRIVALS AND EARLY DISMISSALS**

Any student arriving to school **at or after** 9:15 a.m. must report directly to the office and be accompanied by a parent or guardian to be signed in and to receive a "late" pass. Students being dismissed **prior** to 3:45 p.m. must be signed out by a parent/guardian. **The child will not be called to the office for dismissal until the parent/guardian arrives in the office.** Late arrival and early dismissals will be reported on the student's progress report as a tardy.

### **DISMISSAL CHANGES/EARLY DISMISSALS:**

Now that our website has its updated directory, allowing easy access to email addresses, the following procedure will be added to the **change in dismissal policy**. Parents, in addition to writing a note and/or faxing a request for "change of dismissal" to the office (410-751-3534), you may now **email** the information to our attendance secretary, **Donna Farnum** ([dmfarnu@k12.carr.org](mailto:dmfarnu@k12.carr.org)), with a carbon copy (cc) to either Lanna Wharton ([lpwhart@k12.carr.org](mailto:lpwhart@k12.carr.org)) or Donna Glasscock ([djglass@k12.carr.org](mailto:djglass@k12.carr.org)). **Mrs. Farnum will respond to your request with a confirmation reply. It is up to the parent to follow-up with a phone call if a confirmation reply is not received.** Like the handwritten note and/or fax, the **email notification must be received prior to 3:30 p.m.** in order for the change of dismissal to be processed. We hope this will be helpful to parents without access to a fax machine.

### **BUS ROUTE INFORMATION**

Information regarding bus routes will appear in the Carroll County Times on August 18<sup>th</sup>. If you do not receive the Carroll County Times, you may visit the Carroll County Public Library to receive this information or go online to: [carrollcountytimes.com](http://carrollcountytimes.com)

### **PLEASE NOTE THE FOLLOWING TRANSPORTATION POLICY:**

All students are eligible and encouraged to ride buses, however, there will still be two walker lines this school year. **If you live very close to the school, and want your child to be a walker, you will need to send a note with your child on the first day of school stating that your child will be a walker. Please identify in your note which walker line your child should be placed in at the end of each day. There are two walker lines at Carrolltowne, Slacks Road Walkers and Macbeth Walkers. Your child will be identified as a walker for the entire school year unless you send in a note providing us with a different method of dismissal for that day.**

The Slacks Road Walker Line exits the building by the Instrumental Music Room, proceeds along the path past the playground, up the steps to Slacks Road. Procedures for the Macbeth Walkers Line will be determined as soon as the sidewalks and path around the new portables are completed.

**If your child is going to be a Parent Pick-Up/ car rider, please send in a note on the first day of school stating that your child will be a Parent Pick-up/car rider for the school year. Your child will be dismissed to the school cafeteria awaiting your arrival between 3:45-4:00 p.m. Parents will enter the cafeteria through the side door adjacent to the visitor parking lot. Parents must sign their child out each day.** Staff members are on duty at arrival/dismissal areas each day. In order to maintain safety for all our students and staff, it is important that you follow any direction given by these staff members.

### **KISS AND GO ZONE**

The *Kiss and Go Zone* will again be enforced this year. Students are to walk to their classrooms without the assistance of parents. This school policy allows us to monitor the safety of the halls, decrease disruptions to the start of the school day, and decrease disruptions to morning duties and routines for both students and staff. There are staff members on duty throughout the building to monitor students and to assist them if needed. Staff members will gladly walk with your child if they need assistance to find a classroom or carry extra belongings or projects. Teachers have many

responsibilities in the morning as the students are arriving. If a parent has a scheduled appointment with the teacher or is helping the teacher/school with a project, he/she may go to the suite after signing in with the front office in our visitor book and volunteer logging computer system. If an emergency arises and it is necessary to speak with a teacher during morning arrival, parents must report to the office. Office staff will contact the teacher and see if he/she is able to meet with the parent at that time.



**HEALTH NOTES FROM MRS. WANTZ:**

**MEDICATION PROCEDURES:**

Just a reminder that **all medications (prescription and over-the-counter), except Tylenol or Advil must have a Doctor's Order and Parent Permission for the medication to be administered in school. There are no exceptions.** Please refer to the medication policy if your child ever needs to take medication at school. ***\*\*Remember: a student may not transport any medication to or from school. This is a suspendable offense.*** It is a Carroll County policy that students may carry chap stick and non-medicated cough drops as deemed appropriate by the parents. These are not medications, and do not need to come through the Health Room. Please just write a note to your child's teacher, and remind your child that they may not share either of these items.

**FOOD ALLERGIES:**

**Due to the ever-increasing numbers of serious and life-threatening food allergies among our students, you should contact your child's teacher before sending in any food to be shared for classroom activities. We need everyone's cooperation to provide a safe environment for all of our students and staff.**

**LATEX ALLERGIES:**

Due to the presence of latex allergies, **there can be none of the following in the school building at any time, or for any function: latex gloves, koosh balls, or latex balloons.** (\*\*Mylar balloons are safe, since they do not contain Latex).

**HAND WASHING POLICY:**

REMEMBER THAT THE SINGLE MOST IMPORTANT WAY TO STOP THE SPREAD OF COLD OR FLU GERMS IS GOOD

**HANDWASHING!** Thanks to all students, staff, and families for practicing good hand washing at home and at school. Our program here has been very successful. Carrolltowne Elementary will continue to require all staff and students to adhere to our hand washing policy. A copy of the policy is printed below. Please help to promote good hand washing at home. Thank you.

**CARROLLTOWNE HAND WASHING POLICY:**

- 1) All faculty, staff, students, and their families will be educated about the need for proper hand washing to prevent the spread of food allergens (and/or germs).
- 2) The school will promote thorough hand washing after eating breakfast at home (before arriving at school) to prevent the spread of any possible food allergens to any surfaces in the school such as computers, books, gym equipment, musical instruments and all other classroom supplies.
- 3) All students, faculty and staff will adhere to the hand washing policy after eating lunch, or after eating any snack or food while in the school building.
- 4) The procedure for hand washing will be done using an approved hand wipe for 15-30 seconds (or washing with soap and water for 10 seconds or more at the sink).

**CARROLLTOWNE ELEMENTARY SCHOOL MEDICATION INFORMATION**

The Carroll County Board of Education feels that if possible, alternative plans should be made to avoid the administration of medication at school. **PARENTS ARE ENCOURAGED to consult with their physicians to discuss the possibility of administering medications either before or after school.** In most cases these arrangements can and should be made.

You may wish to come to school to administer your child's medication yourself. **Medication may only be administered in the Health Room;** not in the classrooms, hallways, or cafeteria/gym areas. A secretary in the office can call your child from class and ask them to meet you in the Health Room.

If alternative plans cannot be made, parental consent and physicians orders and instructions **MUST** be obtained before **ANY** medication, except *Acetaminophen (Tylenol)*, or *Ibuprofen (Advil)* can be given. Parent's may still bring in these two above mentioned medications, and

give consent for administration without a Dr's Order, as long as the dosage is age appropriate as per package directions. A physician's order is required for all other **prescription and non-prescription drugs, or homeopathic remedies.**

**NO medication, whether PRESCRIPTION OR NON-PRESCRIPTION will be administered without the following information:**

- -Name of the drug and the reason it is being given
- -Dosage, time, and dates of administration
- -Precautions or possible side effects

All medication must be in the **ORIGINAL CONTAINER OR PRESCRIPTION BOTTLE and clearly labeled for the intended student.** On request many pharmacies will provide an extra labeled container. Under no circumstances will unlabeled medication be given.

Under no circumstances will medication be given to a student for whom it was not specifically provided. (We do not keep discretionary medications such as *Tylenol* on hand for student use.)

**PLEASE NOTE ALL** medications, prescription and non-prescription must be brought to the Health Room by a parent or their adult designee. **Students are NOT permitted to carry any medications to school or keep them in their bookbags. SCHOOL BOARD POLICY STATES THAT STUDENTS VIOLATING THIS POLICY ARE SUBJECT TO SUSPENSION.**

**Medications will only be returned to a parent or their adult designee, not to any student.**

### **ABSENCE NOTES**



\*Please remember to send in a note with your child when they return from any absence or illness. Absence/Dismissal/Late Arrival Notes are available for you to obtain on the Carrolltowne

Elementary School's website at:  
<http://www2.carrollk12.org/carrolltowne/>

***All absence/tardy notes sent to your child's teacher must include the date, student's full name, teacher's name, parent/guardian's***

### ***signature and the reason for absence/tardy/early dismissal.***

\*Please make sure we know about any communicable diseases in a timely fashion, so that we are aware of what illnesses we are dealing with.

\*If you pick up your child from school for any reason during the school day, they must be signed out in the office stating the reason for dismissal.

\*Students who have a temperature of 100.0 or above may not attend school and should remain home until fever free for 24 hours.

### **CCPS DRESS CODE**

With warmer weather upon us we want to remind you of the dress code for Carrolltowne Elementary. The CCPS Dress Policy can be found in the CCPS 2008-2009 Student Parent Handbook, the CCPS Informational Calendar and on the CCPS Website (<http://www.carrollk12.org/>). *For safety reasons, it is strongly recommended that students not wear flip flops or strapless sandals to school.*

Students are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Hats, sunglasses, including bandanas and visors shall not be worn in the school building. Shirts must cover the entire back - no cutouts, or shirts that tie in the back. Shirts cannot be see-through. Shirts must cover the midriff area bottom of the shirt must meet the top of the pants. No tube tops or halter tops.

### **CCPS GIFTED AND TALENTED PROGRAM**

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 services 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 services. 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 to come home concerning the upcoming Gifted and Talented Education Program Orientation Night.

### **SUPPORT THE PTA**

Show your support of our students by joining the PTA. A portion of the dues directly benefits our Carrolltowne students. We are very fortunate to have such an active and involved organization in our school community. The PTA provides a great deal of support to the students and our school by allowing us to extend and enrich the instructional program.

The first monthly PTA meeting will be held on **Tuesday, September 9<sup>th</sup>**. PTA meetings are normally held the first **Thursday** of each month. The September meeting has been moved to the following Tuesday, September 9<sup>th</sup>, so that parents can attend both the Back to School Night on Thursday, September 4<sup>th</sup> and the PTA meeting on Tuesday, September 9<sup>th</sup>.

### **SEPTEMBER 2008 DATES TO REMEMBER –**

#### **School Kidz Supply Order Pick Up**

Tuesday, Aug 19<sup>th</sup> @ 6:30 – 8:00 p.m.

#### **New Family Orientation**

Thursday, Aug 21<sup>st</sup> @ 2:00 p.m.

#### **Carrolltowne's Open House**

Thursday, Aug 21<sup>st</sup> @ 2:30– 3:30 p.m.

#### **Labor Day – Schools/Offices Closed**

Monday, Sept. 1<sup>st</sup>

#### **Back to School Night**

Thursday, Sept. 4<sup>th</sup> @ 6:00 p.m.

#### **Volunteer Training**

Thursday, Sept. 4<sup>th</sup> @ 8:05 p.m.

#### **PTA Meeting**

Tuesday, Sept. 9<sup>th</sup> at 7:00 p.m.

#### **Individual Student Picture Day (Fall)**

Monday, Sept. 22<sup>nd</sup>

#### **Volunteer Training**

Thursday, Sept. 25<sup>th</sup> @ 7:00 p.m.

#### **Schools Closed for Students (Professional Day)**

Monday, Sept. 29<sup>th</sup>

### **STUDENT PICTURES**

Student's individual pictures will be taken on Monday, September 22<sup>nd</sup>. More information regarding pictures will be sent home at the start of school. Please watch for your child's order form to come home about 1 week prior to the

picture date. Picture order forms must be received in the front office no later than 9:30 a.m. on September 22<sup>nd</sup> for your child to have his/her picture taken.

### **Carrolltowne Elementary School Vision**

Carrolltowne Elementary School is committed to ensuring each student acquires the skills and knowledge base necessary for life-long success. Individual student success will be achieved through hard work, collaboration, networking, differentiated instruction and the support of the school community.

### **A.H.E.R.A**

As a requirement of the AHERA (Asbestos hazard Emergency Response Act) management plans for all buildings owned or leased by the Board of Education of Carroll County Public Schools are available for review at the individual Carroll County School locations and at the Office of Plant Operations located at 191 Schaeffer Avenue, Westminster, MD 21157. Management plans are required by the Environment Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos-containing materials, if any are located in the building.

### **Carroll County Public Schools ADA Compliance Statement**

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs, or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, (410) 751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at (410) 751-3020, 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.