

Hampstead Elementary School Guidelines and Procedures (also included in the Student Handbook)

Student Absences:

A written note from the parent/guardian is required for all student absences. You may email your child's absence note to hamattendance@carrollk12.org. Excused absences include illness of the student, death in the immediate family, observance of a religious holiday, a court summons, suspension/exclusion for health reasons and family vacation – when approved in advance by an administrator. If student absences become excessive, the school may require medical verification to excuse further absences from school.

If your child needs to leave school early, a written note stating the student's name, teacher name, date, time and the reason for the early dismissal should be turned into the homeroom teacher in the morning. If there is an emergency and you need your child dismissed during the school day, you may also use the hamattendance@carrollk12.org email. You can find the link on all the weekly messages and on our school website. Teacher email addresses are also linked on our school website www.carrollk12.org/ham.

Parent Drop-Off and Parent Pick-Up Procedures:

Drop Off:

At Hampstead, we want to be sure that all students are entering the building from our Parent Drop-Off as quickly and safely as possible. Please refer to the following guidelines:

- Please try to have students exiting the car from the passenger side door.
- All students should be prepared to exit the car upon arrival (book bags, lunch boxes, etc.) should all be within reaching distance upon exit.
- Do not wait for your child to walk up the sidewalk and enter the building before leaving the parent drop off area, there are several staff members outside to assist with student arrival.
- At no time should anyone go around a car in the parent drop off line, this is to ensure safety of all involved.
- If, for any reason, you need to enter the building, please be sure to pull into a parking spot in the large lot.
- Vehicles should not be placed in park in the parent drop off line.
- There will be two drop off locations for students to be dropped off that will be marked with a sign. We would like for only two cars dropping off at a time.

All "in-district" students have the opportunity, and are encouraged, to use the CCPS Transportation, however we understand the parents' choice to drop students off each morning as well.

Pick Up:

Student safety is one of our priorities at Hampstead Elementary School (HES) in addition to academic performance. Parents will be receiving two tags (one for an additional person who may pick up the student(s) such as grandparent, babysitter, neighbor, etc.). Each student will have a tag attached to their book bag that will match the parent/guardian's tag and number. For families who have multiple children, the same identification number will be used and each child will have their own tag. Students will be seated based on their tag number at tables in the cafeteria.

- Parent/guardian/adult enters the cafeteria (through the back outside door, near the sheds) carrying their pick up tag
- Student(s) matching the tag will be dismissed in the order of the parent standing in line and the students arrival to the cafeteria
- Any student not picked up by 4:00 p.m. will be taken to the front office where a parent/guardian will need to show identification and sign out their child

If a parent/guardian forgets his/her tag, one of the dismissal attendants will check their identification before releasing the student(s). It is the parent's responsibility to distribute the tags to another adult for pick up. Please contact the school with any questions or concerns 410 751 3420.

Visitation Guidelines:

Parents and legal guardians are encouraged to visit schools to meet administrators and staff, to view the facilities, to gain knowledge of the instructional programs, to volunteer, and to attend special events and celebrations. At the same time, it is important that such visits not interrupt instruction, distract students or staff, or interfere with other students' right to privacy. The following guidelines apply to requests for visiting classrooms and lunchrooms.

1. For security reasons, all visitors shall check in at the main office upon arriving at the school where they will be required to present a government issued photo identification that includes a date of birth, i.e., driver's license, U.S. passport.

2. Any person wishing to observe a class in which their child is in attendance shall arrange the visit in advance with the teacher and principal. An administrator or designee may be available throughout the observation to answer questions. Every effort shall be made to limit interference with instruction and not to distract students or staff during a visitation. Visitors will be asked to remain seated in a designated area and will not be permitted to speak to staff or students during class. Should a parent/legal guardian have questions for the teacher, a separate appointment shall be scheduled for that purpose. Visitors wishing to observe a class are asked to make arrangements for other children in their care in order to minimize disruptions. Classroom observations shall last no longer than two (2) hours, include no more than two (2) individuals at a time, and be limited to one (1) time per marking period. If a representative of the family (i.e., advocate, attorney, etc.) is observing, that visit shall count as the quarterly observation.
3. To protect the privacy rights of students, the class may not be videoed or audiotaped, and no pictures may be taken. Cell phones, laptops, and other technology may not be used during the visitation and should be left in the main office or kept out of sight.
4. Students not enrolled in Carroll County Public Schools are prohibited from visiting or shadowing other students while school is in session.
5. Parents/legal guardians who wish to eat lunch with their child in the school's lunchroom shall sign in at the school's office. Parents/guardians who bring food for their child shall not bring food for or share food with other students. If an adult other than the parent or legal guardian wishes to visit during lunch, that adult must have the written permission from the parent or legal guardian.
6. School administrators may terminate the visit when a visitor interrupts instruction, distracts students or staff, or interferes with other students' right to privacy.
7. Trespassers may be arrested and prosecuted.

Please be patient when you ring the doorbell. The office staff have a three-step program on the computer to enable the front door to unlock. Please make sure you bring your driver's license when visiting the school, the license is scanned to make the visitor badge.

Cafeteria Account

How to add money to your child's cafeteria account. The Food Services Department installed computerized cash register system in our school cafeterias.

- Parents are able to put money on account for meals and snack items by sending in cash, checks or using an online credit card payment service.
- Cash and check payments have no service fee and online credit card payments have a small service provider fee of \$2.00 per transaction.
- Parents are able to monitor their child's meal account activity online at no charge at www.myschoolbucks.com.
- Students can pay cash or they can access the pre-paid money on account at the cafeteria register.
- Prepaid cashless sales help speed up lines.
- Making payments is more convenience for parents.
- The system allows you to track your money and your child's purchases.

If you choose to send cash or check (made payable to Hampstead Cafeteria) please clearly write your child's name, teacher and where the money should go (i.e., lunch, lunch and breakfast, snack).

Online Payment and Monitoring System

- Go to www.myschoolbucks.com to set up a student's account for free!
- You will need your child's PIN. This PIN number will follow your child through 12th grade. Please help your child memorize their PIN number.