

Centerville Elementary School



Parent Handbook

2017-18

Updated Annually

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Table of Contents

To reference a topic quickly, place your mouse over the topic and press Ctrl + click to follow the link

Welcome	4
FCPS Calendar Handbook	4
The Common Core	5
Grouping for Instruction	5
Assessment	5
Homework	6
Technology	6
Report Cards and Interim Reports	6
Parent-Teacher Conferences	7
Discipline	7
Arrival	7
Tardiness	8
Early Dismissal	8
Dismissal	9
Bus Conduct	10
Crossing Guards	10
Written Excuses	11
Attendance	11
Request for Make-Up Work	12
Emergency School Closings and Delays	12
Scholar Information Form	12
Guidance	13
Parent/Teachers Association (PTA)	13
Communications	13
E-mail	14
Questions about Scholars	14

Siblings Attending CES School Day Events	14
Parties	14
Birthdays	15
Visitors	15
Volunteer Program	15
School Lunch Program	16
Recess	17
Health and Safety	17
Pets	18
Parent Information	18
Lost and Found	18
Lost and Damaged Books	18
Field Trips	19
Drills and School Safety	19
Tobacco-Free Environment	19
Weapons	20
Dress Code	20
Character Counts	20

“Centerville Elementary School nurtures the development of the whole child in partnership with parents and the greater community. CES challenges and equips students to succeed academically and flourish as lifelong learners. We welcome all children in a supportive environment. Our staff is committed to continuing professional development to ensure quality instruction that engages our scholars and prepares them to be responsible, contributing citizens.”

Welcome

Welcome to the Centerville Elementary 2017-2018 school year! This scholar/parent handbook is published so that you may have information about the daily operation of the school. Please read and use this document as a reference throughout the school year.

On behalf of the faculty and staff, we would like to extend an invitation for you to visit your scholar’s class, attend your scholar’s programs, become an active participant in our wonderful PTA, join our volunteer programs, and the School Improvement Process.

We are looking forward to an exciting year of learning for your scholar and to building a collaborative relationship with your family.

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FCPS Calendar Handbook

Each year the first week of school every student receives a copy of the Frederick County School System’s Calendar Handbook. **The Calendar Handbook contains many useful facts about the school system’s policies, programs, and services. It should be used as a reference if questions arise during the school year. It contains important information about programs, services and support, policies and procedures, Scholar Rights and Responsibilities, as well as a complete School System Directory.**

The Common Core

The Common Core standards are a set of expectations that outline what scholars learn in language arts and mathematics at each grade level PK-12. Maryland adopted these standards in 2010. The Common Core is not a curriculum, but yet an outline of skills that scholars should master. FCPS teachers have worked with our central office to write our own curriculum using Common Core Standards as a guide. For more information regarding the Common Core, please visit www.fcps.org/commoncore . You can work with your scholar on home school connection activities that can be found at <http://www.fcps.org/page/39> . The activities found in the grade level booklets titled *Fitting the Pieces Together* have been designed by FCPS staff to work along with Common Core standards.

Grouping for Instruction

In elementary school, scholars are placed heterogeneously in classrooms for most of the day. Within the classroom are varied levels of flexible reading and math groups. Teachers, administrators, and the literacy specialist use multiple criteria when making placement decisions. Considered are:

- classroom performance
- performance on county assessments
- information provided by specialists (speech and language pathologist, resource teachers, literacy specialist, special education teachers, guidance counselor, specials teachers, and parents)

Scholars also have the opportunity to work in flexible group structures. The teacher sets the criteria determining the composition and purpose of a group. Groups may be homogeneous, heterogeneous, total group, cooperative learning, or small instructional. Scholars will be provided the opportunity to accelerate in the curriculum, as appropriate.

Assessment

Throughout the school year, informal and formal assessments are used to measure scholar's successes and needs. The purpose of assessments is to evaluate learning, so that instruction can be adjusted to meet scholars' needs and improve learning. Assessments also demonstrate whether schools, teachers, and scholars have met the objectives outlined in the curriculum. Assessments mirror instruction in the classroom and emphasize tasks scholars do in real life. Assessments are kept by the classroom teacher in each scholar's portfolio and are available for your review during a parent-teacher conference. State assessments will also be given each year, which include PARCC for grades 3, 4, and 5, and Science MSA

for grade 5. Please be advised of testing windows/dates that are published in the FCPS Calendar Handbook before making doctor appointments and planning vacations during these scheduled times.

Homework

The purpose of the homework is to provide opportunities for your scholar to practice skills learned in the classroom. At CES, it is our goal to make homework family friendly and a natural extension of the skills students are developing as they become independent learners and problem solvers. FCPS guidelines have determined that 1st-2nd grade should have no more than 15 minutes of homework each evening. 3rd grade should have a maximum of 30 minutes and 4th -5th grade should have no more than 45 minutes of homework each evening. You can help at home by developing routines to establish good study habits, as follows:

- Show an interest in your scholar's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and of academic progress.
- Establish a regular homework time each day and a quiet place to work.
- Remember that homework is your scholar's responsibility. Your scholar must be permitted to make a mistake in order to learn from it. If your scholar is consistently demonstrating a lack of understanding with assignments, contact the teacher.

Technology

We are very excited about the use of technology for both scholar learning and home/school communication at Centerville Elementary School. Scholars will access computers in their classrooms and the computer lab. Some classrooms may have an electronic whiteboard to enhance instruction. Scholars will be given many opportunities to utilize technology in order to demonstrate, synthesize, and apply skills they have learned. Staff and scholars are instructed on the regulation for acceptable use of computers, Reg. 400-73. Visit www.fcps.org for detailed information about this regulation.

Report Cards and Interim Reports

Frederick County Public Schools uses a reporting system, which includes interim reports and the report card. Interims may be used at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year: November, February, April, and June.

Parent-Teacher Conferences

Parent-teacher conferences are held to discuss your scholar's progress and to allow you the opportunity to examine samples of your scholar's work to determine your scholar's strengths and needs. Check the FCPS Calendar Handbook for dates of the scheduled conferences. Due to our large student population, we ask that one conference per scholar be scheduled with the scholar's general education teacher. Sibling conferences should be scheduled with a 15 minutes slot in between allowing travel time from classroom to classroom. Since these conferences are scheduled for short periods of time be sure to think about what you want to learn from the conference, and make notes of specific questions you would like to ask.

In addition, conferences may be held at any time at the request of the parent, teacher and/or administrator. Parents may freely discuss with school personnel any concerns that directly affect their scholar's school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities. For example, before school begins your child's teacher is busy making final preparations for the school day, greeting scholars as they arrive, and/or providing support to individual scholars. Therefore, this would not be an appropriate time for an unscheduled conference.

Remember, if you are involved with your scholar's school and teacher in a positive manner, you can help your scholar meet with success in school. Here is the website on fcps.org that provides helpful information and questions to ask during a parent-teacher conference: <http://www.fcps.org/page/508>

Discipline

At Centerville Elementary School, we focus on improving the school's ability to teach and support positive behavior for all scholars. Staff members work to embed the Character Counts philosophy into lesson plans and into their classroom behavior modules. Pillars of Respect, Fairness, Caring, Citizenship, Responsibility and Trustworthiness will be the basis of the *Centerville Way*. This is a proactive approach for creating and maintaining a safe and effective learning environment in school.

Arrival

For the safety and welfare of the scholars it is imperative that no children arrive before the school day begins, as no adult supervision can be provided prior to that time.

The following procedures were developed with your scholar's safety in mind as our first priority.

All **walkers** will arrive through the Parks and Recreation door located on the bus loop side of the building. Please use one of three sidewalks entering campus from Carriage Hill Dr. at the stone pillars past the main entrance (the main entrance is for cued up vehicles dropping scholars off directly in front of the building only).

The following routine has been established for morning **car riders**: Car riders should be dropped off in front of the school in the car rider traffic loop. Drivers may release scholars when their vehicle is in “park” against the curb adjacent to the front of the building. **Please pull up as far as possible** to allow for the maximum number of cars in the flow-through lane. Cones are set up to prohibit cars from passing on the left during arrival and dismissal. Please respect this safety measure. The left lane will be open from 9:30 a.m. to 2:45 p.m. daily. Scholars should enter/exit on the passenger’s (right) side only. Please do not get out of your vehicle to retrieve your scholar. Upon exiting the car rider line, all traffic must make a right turn back onto Carriage Hill Drive. **Cell phone use is strictly prohibited in our car rider line.** For the safety of the scholars, please adhere to these guidelines.

If you are parking in the front lot to attend to school business, please use the crosswalk. Scholars must be accompanied by a parent/guardian when crossing from the parking lot to the main entrance.

Due to the increasing number of scholars attending Centerville, we **strongly** encourage you to utilize bus transportation if it is available to you to help keep the school arrival and dismissal process as safe as we can our community.

NOTE: If you drive your scholar to or from school, but you park off-campus, your child is considered a “walker.”

Tardiness

Scholars arriving at school after school begins must report to the office with their parent or guardian and get a “Late Pass” to give to his/her teacher. The scholar should have a note from the parents indicating the reason for the lateness. If a scholar has been tardy several times, a letter will be sent home to the parent. Tardiness has a huge impact on scholar learning. If a scholar is 10 minutes late 2 days per week, that adds up to about 30 minutes of missed instruction by the time the scholar gets a late pass from the office, walks to class, and stops at their locker. We strongly encourage that scholars maintain an appropriate attendance pattern including being on time each day. Tardiness does prevent scholars from having perfect attendance for a quarter/for the year.

Early Dismissal

We encourage you to try to schedule your scholar's doctor and dental appointments around school hours. If this is not possible, you must come to the office to sign your scholar out. If someone other than the parent signs the scholar out, that person must have written permission from the parent before the scholar will be permitted to leave the building. You may be asked to present a picture ID. If your scholar is to be picked up prior to 2:30 p.m., you may park in the parking lot and come into the main office. The car rider line usually begins at 2:45 p.m., so in order to avoid getting caught up in that line, we ask that you park in the lot closest to the exit and come into the main office if it is after 2:30 p.m. Early dismissal from school does prevent scholars from having perfect attendance for a quarter/for the year.

If your scholar is not at school OR leaves early please alert your scholar's after school care provider. The school is not responsible for relaying this information, and this often creates confusion and delays during dismissal.

Dismissal

If you need to pick up your scholar during the school day, you must report to the office. No scholar will be dismissed directly from the classroom. This includes if you are volunteering in your scholar's room. In addition, no scholar will be allowed to leave school with anyone other than the parent or legal guardian unless written permission is presented to the school office. All individuals with whom a scholar leaves during the school day must "sign out" in the office.

Should a parent wish to pick up a child after school instead of the scholar using their normal means of transportation, a note must be sent to the school. You may call the Main Office and verbally advise the office staff to notify your scholar of a change in transportation. **These requests need to be made before 3:00 p.m.** Otherwise, the child will be going home according to their normal mode of transportation. **For your scholar's safety, and to help them develop routines and responsibility, we ask that you please limit the frequency in changing your scholar's means of traveling home. This helps to avoid confusion, stress, and frustration your scholar may experience. Also, when having to make a change in transportation, please remember to notify your daycare provider if your scholar is going home a different way.**

FCPS policy states that scholars must ride the bus to which they have been assigned, except in cases of emergency and the administration's permission. If a scholar is riding in the car, or walking to the home of another scholar, a note must be presented by both parents. Your cooperation with this procedure is greatly appreciated and enables us to ensure that scholars arrive safely where they should be.

Walkers will be called for dismissal through the announcement system, so please be sure your scholar knows if he/she is to walk or be picked up. Also, it's a good idea to have a regular meeting place, so your scholar always knows where to go. If your scholar does not see you, make sure they know to speak with a Centerville staff member, go back to their classroom, or come to the main office for help.

Bus riders will be called via the announcement system to report to the bus loop on the side of the building. It is a good idea to help your scholar memorize his/her bus number before the school year begins.

Car riders will be dismissed to the car rider entrance/dismissal location in the front of the school. Cars will line up in front of the school in the car rider traffic loop. **Cell phone use in the car rider line is strictly prohibited for the safety of our scholars.** Scholars will wait outside under the canopy until their car pulls up and they are given permission to walk to their car by a staff member. We ask your cooperation in following these procedures and discussing your personal pick-up/dismissal instructions with your scholar prior to the start of school.

Bus Conduct

The bus should be viewed as "Centerville on Wheels". The same rules apply on the bus as they do in school. Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked, if the behavior of your scholar jeopardizes the safety of others on the bus. Please review proper bus conduct with your scholar. Even if your scholar does not access bus transportation on a regular basis, we do utilize busses for field trips. At the beginning of the year parents will need to complete and return the "Safe Transport Letter" to school. The letter broadens the concept of safe passage to school for all scholars/parents. It provides tips and useful information not only to our bus riders, but also to those scholars who walk to school. It also explains the consequences for poor scholar/behavior on the bus, and includes a signature section for parents of scholars who ride the bus.

Crossing Guards

The Frederick County Sheriff's Department assigns crossing guards, and families are encouraged to cross the streets in front of Centerville only where guards are on duty. The Urbana area is quite busy with commuter traffic and we appreciate your patience for the safety of the scholars.

Written Excuses

State law requires a written excuse any time a scholar is absent. The excuse note should be received by the school **within two days of the absence**. It should include the scholar's first and last name, date of the absence, the reason for the absence, teacher name, and the signature of the parent/guardian. Without this information the absence is coded as unexcused. A written excuse note is required when a

scholar arrives at school after the morning bell. A written excuse note from a physician is necessary for a long-range restriction from physical education activities or recess.

Attendance

Regular attendance is required by law, and it is vital for your scholar to meet with success in school. Research shows that scholar achievement is directly related to attendance. Attendance is carefully monitored, and parents are informed when we notice a concern regarding attendance. If your scholar is reluctant to attend, contact the school so we can work with you in solving the problem. When it comes to your scholar's education, you know as well as we do, that every day counts. Teachers model the thinking process while reading books aloud and explain math problems with manipulatives and real-life examples. Scholars interact with their peers to connect social studies and science passages to the community around them. While we certainly understand that circumstances beyond your control arise, we ask that you make every effort to limit your scholar's absences to those due to illness. Plan family vacations over long weekends and other breaks already built into the school calendar. Please also be aware of scheduling appointments and vacations during testing windows that are published in the FCPS Calendar Handbook. We follow FCPS guidelines and do not allow students to participate in afterschool activities (ex: chorus concert, track meet, etc.) if they have been absent that day.

Please be aware that per FCPS regulation, a note stating the reason for absence or lateness is required **within two days** of the scholar's return, or the absence is automatically classified as unlawful. FCPS Student Attendance Procedure Reg 400-7 <http://apps.fcps.org/dept/legal/400-70.pdf>

If your scholar is not at school OR leaves early please contact your scholar's after school care provider. The school is not responsible for relaying this information, and this often creates confusion and delays during dismissal.

Request for Make-Up Work

When a scholar is absent, parents may request make-up work upon their return. While we certainly understand that circumstances beyond your control arise, we ask that you make every effort to limit your scholar's absences to those due to illnesses. Please plan family vacations over long weekends and other breaks already built into the school calendar. Due to limited planning and preparation periods, teachers at Centerville cannot send home individualized lessons and activities for your scholar if they are taken out of school for vacation. Instead, please help your scholar maintain their academic progress by doing the following:

- Checking a book out from the library which is appropriate for your scholar to read. Have

him/her read the book (K-2) or a chapter from the book (3-5) daily and respond to what he or she reads.

- Practice math flashcards daily with your scholars, if age appropriate.
- Ask your scholar to keep a daily journal for the trip. Have them draw and/or write about their activities each day. Be sure they are writing an appropriate amount for their grade level. (Grades K-1 - two or three sentences; grades 2-3 - a paragraph; grades 4-5 - two paragraphs or more)
- Discuss an experience during the day where your scholar or an adult they interacted with applied math skills to solve a problem. (It was 62 degrees when I woke up this morning in Maryland. It was 85 degrees when I arrived in North Carolina at 4 p.m. How much hotter was it in North Carolina than in Maryland?) For 2nd-5th grade scholars, have your scholar solve the problem and explain their thinking. They have practiced with Extended Responses during math lessons.
- Expect your scholar to receive some practice related to the activities they missed while they were gone. Please ensure that your scholar completes the work at home and returns it to school in a timely manner so that the teacher can review it.

Emergency School Closings and Delays

Information regarding cancellations, delays, and early closings are announced on local radio stations (WFMD 930 AM and WFRE 99.9 FM) and Frederick cable channel 18. You can also obtain school closing information at www.fcps.org and by signing up for "Find Out First" on the FCPS website. FCPS also notifies regional TV and radio stations.

Parents are encouraged to arrange emergency backup care, and to notify scholars as to where they should go when school closes unexpectedly. Please complete the Early Emergency Dismissal Form with instructions to help us get your scholar home safely in the event schools close early. **(Please be advised that we will be unable to honor requests to call parents in the event of an early dismissal.)**

Scholar Information Form

During the first week of school your scholar's teacher will be sending home two information cards. One is the emergency card for you to review and update. This is kept on-file in the office. The other is a Health Information Card for you to complete. This is kept in the health suite, in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a local person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. Current and accurate information is essential if an emergency arises and the school must locate the parent due to injury, sickness, or educational issues.

If there are any special custodial arrangements, a copy of the legal documents must be filed with the school.

Guidance

The guidance counselor works with scholars in a variety of settings: total class, small group, or individually. Areas such as personal and school growth, decision making, self-esteem, and positive interactions with others are emphasized. If you would like to speak with the counselor, please contact April Miller, our school guidance counselor.

Parent/Teachers Association (PTA)

The PTA is open to all interested parents and friends. If you've ever thought about your scholar's school experience and found yourself saying, "*Wouldn't it be great if...*" we want to hear from you! Visit the website at <http://www.ptaces.org/>. You are encouraged to sign up to be listed in the school directory. Please consider giving your phone number or at least your email address for occasions such as birthday party invitations, as the school cannot give out personal scholar information.

Communications

Several different forms of correspondence are utilized to enhance communication between the school and the home. Your scholar will receive a "Thursday Folder." Each week, the folder will contain notices and important papers from the school, the community, and the PTA. Please check this folder every Thursday and return it to school the next day. You may also use the folder to send correspondence to the school.

All 2nd-5th grade scholars have assignment agendas that they should bring home every evening. Scholars write assignments in the agenda daily. Parents should check and sign agendas daily. Each team will also send home a statement of the curricular objectives and information for the year. Please sign up for Find Out First. In our effort to minimize our paper use, the PTA and school administration will publish newsletters and reminders using the Find Out First system. You can sign up to receive these alerts via text or email by visiting <http://www.fcps.org/fof>. **Please remember to update your scholar's grade level in Find Out First each year so you receive the correct grade's correspondence.** Find Out First and our school website will help keep you informed of planned school events and other important school information.

E-mail

Each staff member is available to communicate through e-mail. In general, staff email addresses have been created using their first and last name followed by fcps.org. For example: `firstname.lastname@fcps.org`. There are a few exceptions for staff members using nicknames so please verify names and correct spelling. A directory of our staff and their email can be found on our school website, <http://education.fcps.org/ces/>. Please keep in mind that teachers may only be able to check their email during their daily scheduled planning time. If the nature of your email is urgent, please contact the front office. We request that you not email notices about dismissal changes to the scholar's teacher as they may not receive the email request prior to dismissal. We ask that you respectfully give staff at least 24 hours to respond to your correspondence.

Questions/Concerns about your Scholar

Staff will communicate throughout the year about your scholar's progress. There are scheduled conferences in November that we encourage all families to participate in. Teams will have monthly newsletters that will be sent via Find Out First. These newsletters keep you posted on classroom events, and current curriculum programs. You can contact staff members via email or phone with questions or concerns. Each staff member has an email address and phone extension.

When you have a question or concern about your scholar please contact the teacher first. If you continue to need further support, please email or call an administrator. Together we will work with the teacher to address your question and/or concern.

Sibling Attendance at CES School Day Events

All family members including siblings are invited to all evening events sponsored by the PTA and CES. We will continue to welcome parents, grandparents, adult aunts, adult uncles, and adult special guests to our events scheduled during the school day. All school events that occur between the hours of 8:35-4:00 will be scheduled for CES students only. As we would like the family to attend every event at CES, sibling (including FCPS scholar siblings) attendance is restricted during CES school day events. To ensure the safety and welfare of our adult guests and CES scholars, we have adopted this policy at Centerville. Your cooperation is appreciated.

Parties

The two parties held each year are Fall Celebration and Valentine's Day. The dates will be determined by our school staff. Parents, in cooperation with the classroom teacher, may help plan the parties for the scholars. Parties are scheduled for CES students only. Siblings (non-school age and/or FCPS scholar siblings) will not be extended an invitation to class parties. Your cooperation is appreciated. Specific

information and dates will be sent home by the room mothers as the year progresses.

Birthdays

We will announce scholars' birthdays as part of morning announcements. We will make sure to include scholars who have birthdays on the weekends and during the summer. Due to Health Department recommendations, scholar food allergies, and the lack of parental permission to take part in outside food consumption, **edible birthday treats are not allowed**. Scholars are still welcome to bring in small non-edible treats, such as pencils, for their classmates. Please do not send in balloons, flowers, etc., as these can cause a distraction to the learning process.

Party invitations **may not** be distributed at school or on the bus. Because we value equity, we want to avoid hurt feelings when some scholars receive invitations while others do not. All private party arrangements must be made outside of school. FCPS regulations prohibit schools from releasing private information regarding names, phone numbers, or addresses of students. We recommend checking the directory published by the PTA for addresses and phone numbers of classmates. Parents have given permission for this information to be published through the PTA.

Visitors

Parents/guardians are always welcome to visit our school. Our building is equipped with the "buzzer system" where all visitors will need to push a buzzer to gain access. Once the buzzer is pushed, you will be asked to provide your name and purpose for visiting the school. ID may also be requested. Any visitor that plans to visit outside the office will be required to sign in and wear a visitor badge. Your cooperation with this state law is appreciated.

Volunteer Program

CES recognizes and appreciates our volunteers! A volunteer is any interested person who is willing to donate his/her time to support our school. This service can occur in many ways: working directly with children in the classroom, preparing materials to enhance instruction, helping out in our media center or cafeteria, attending field trips, planning school events, and so much more! Volunteers may even provide services from home by completing tasks (cutting, pasting, coloring, etc.) or offering babysitting for other volunteers. Our scholars and staff are grateful for any time you can offer. An orientation will be held in the fall for all volunteers. Volunteers new to Centerville are required to complete the orientation prior to volunteering. Questions regarding volunteering can be directed to Lauren Pizzuto, school secretary.

School Lunch Program

Students may bring a bag lunch from home or purchase a lunch from school. You may pay by cash or check. Parents can also pay in advance by placing money on a scholar's lunch account by visiting www.myschoolbucks.com. A fee will be charged for each online transaction. If there are multiple scholars, parents may make a payment on one account and then ask the Complex Manager to distribute the money into the additional accounts. Parents WILL need to set up a new account if you have not used this before. The scholar's name and ID number are required.

Parents may also send cash or a check to their scholar's school cafeteria to pay for school meals. A payment in any amount may be placed in the scholar's account. Parents may indicate "Meals Only" on the check if they prefer their scholar not purchase a la carte items. When the check is received indicating "Meals Only," a notation will be made on the scholar's account to alert the food service staff. On the lunch account you can also indicate if the money is for lunch only, snack only, or both.

(Prices subject to change)

Full child's breakfast - \$1.45

Full child's lunch - \$2.25

Full adult's lunch - \$3.95

Milk - \$0.60

If the need arises, scholars will be permitted to charge their lunches. Scholars will be expected to pay for the charged lunch the following day. You will receive notification that a lunch was charged from the Cafeteria Site Assistant that will be brought home by your scholar.

Free and Reduced cost lunches are offered to those families who qualify. Applications and guidelines will be sent home on the first day of school.

Scholars' lunch periods are approximately 30 minutes long. There are staff members who are available to assist with opening packaging or drink containers, but it is helpful if you work with your scholar to learn to do this himself/herself. Parents/guardians are always welcome to eat lunch with their scholars. Your scholar's teacher can give you the time that his/her class is scheduled for lunch. Please be mindful that our cafeteria space is limited. There is often not room for parents to sit with their scholar, so they may have to stand and eat alongside of their scholars. **Please remember that siblings are not permitted in the building during the school day.** All visitors must sign in and get a visitor's badge from the office.

Recess

Weather permitting, scholars have an outside recess period once on the daily schedule, so please dress them appropriately. Notes from the physician are needed for any scholar who is to remain inside during outside play periods.

There may be times when a scholar is asked to reflect for up to 5 minutes of their recess time. During `

Health and Safety

The Health Room Technician (HRT), under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Health Room services
- Monitoring immunization records

If a scholar sustains a serious injury or shows an elevated temperature, the parents/guardians or your emergency contact, as noted on your scholar's emergency card, will be notified. For this reason, your correct, current address and telephone number must be on file in the office by the end of the first week of school. Please notify us immediately of any change.

Taking medications during the school day is discouraged. There are occasions, however, when it is deemed necessary by a physician for a scholar to receive medication during the school day. In these cases, Frederick County policy states that:

1. No medication (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 or prescription label are required for each illness and medication record.
2. 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.
3. The first full day's dosage of any new prescription must be given at home.
4. The school must have on file a Physician's Medication Authorization for Prescription and Non-Prescription Medication form.
<http://www.fcps.org/cms/lib02/MD01000577/Centricity/Domain/78/Medication%20Authorization%20Form%20Final-%206%2013%2012x.pdf>
5. The parent must submit a new form to the school each time there is a change in dosage or time of administration.
6. All medication will be stored in a secure area in the school and is accessible only to authorized personnel.
7. 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 disposed of.
8. The administration of non-prescribed medication is discouraged by the school system. In some

cases, it may be preferable or necessary for the scholar's parent to come to the school to administer the medicine. No scholar is allowed to keep any medication on his/her person.

9. Please notify the school if your scholar has any health problems such as asthma, allergies to bee stings or food, or if your scholar contracts a communicable disease such as measles, chicken pox, etc. In addition, if your scholar has any restriction for play due to health-related issues, the school should be informed.

Pets

Pets are not permitted on school grounds. FCPS encourages opportunities for scholars to observe living organisms in their natural setting outside of the school day.

Parent Information

Current and accurate information is essential when an emergency arises and the school must locate the parent due to injury, sickness, or educational issues involving their scholar. Parents must advise the school's front office when they move, change home or emergency phone numbers, change place of employment, or have legal custody changes.

Lost and Found

Every year, several boxes of unclaimed clothing are given to needy organizations. It is to the advantage of scholars and their parents to mark and label clothing. Lost items may be found in bins in the cafeteria.

Lost and Damaged Books

Parents are responsible for the cost of lost or abused books (less 10% cost per year of use.) Books found may be redeemed within that year only. You may return books found over the summer at the beginning of the next school year.

Field Trips

Throughout the year field trips will be scheduled to enhance the curriculum at each grade level. Parents must give permission for scholars to participate in field trips. Forms will be sent to parents prior to each trip with information about the trip including times, transportation arrangements, lunch instructions, and any additional costs. If permission is not given, an alternative activity will be scheduled.

Parent chaperones are often needed for field trips. The teacher will send information home asking for volunteers when necessary. Parents who chaperone field trips must take the transportation provided for the scholars, unless otherwise stated, and must adhere to the guidelines set up by the classroom teacher. Siblings may not attend field trips. The classroom teacher can provide other information about field trips as they arise.

Please refer to FCPS Regulation 400-5 <http://apps.fcps.org/dept/legal/400-05.pdf> for clarification of field trip policies that govern our school.

Drills and School Safety

Safety of our scholars and staff are our number one priority. Several types of safety drills are conducted throughout the year: fire drills, lockdown drills, and severe weather drills. A comprehensive safety plan has also been developed for our school, and a Crisis Team made up of school staff are aware of their roles and responsibilities in the event of an emergency. Please be aware that drills may not all be held on pleasant, sunny, warm days.

Please note: scholars are not permitted to wear flip-flops. The secondary evacuation route for scholars that vacate the building in the back takes them down a steep hill and through a grassy area that was part of the original construction area for CES. This is not an area that scholars typically access, but there is a concern of any objects that, if stepped on in bare feet from shoes sliding off, could cause injury. Every classroom is equipped with a Safety Bucket that they take with them on any emergency evacuation. The buckets contain items that staff and scholars can use in the event that they are out of the building for an extended period of time.

Tobacco-Free Environment

The Frederick County Board of Education has adopted a tobacco-free environment policy. This policy states that the sale or use of tobacco products in any form is prohibited in school buildings at all times, all year. The sale or use of tobacco products in any form is prohibited on school grounds by anyone who uses, leases, or otherwise occupies FCPS property for any purpose, whether or not school is in session. We appreciate your support of this effort to ensure a safer, healthier environment for everyone.

Weapons

The Frederick County Board of Education has adopted a policy regarding weapon possession. Scholars, parent/guardians, teachers or any visitors are forbidden to have weapons or look-alike weapons on school property. Possession of a firearm, loaded or unloaded, or other weapons including pocket knives can carry severe disciplinary action up to permanent removal from Frederick County Public Schools.

Dress Code

Scholars are not to wear clothing which advertise alcohol, drugs, tobacco, and/or clothing that supports or implies violence or sexual activities. Scholars who wear clothing that is inappropriate will be asked to change or to turn the clothing inside out. Scholars are not to wear clothing that is revealing or suggestive, such as crop and tank tops. Hats are not to be worn inside the building, unless we are having “Hat Day” as part of school spirit. Scholars may find it helpful to have available a sweater or sweatshirt on days when the air-conditioning is operating. Scholars are encouraged to wear shoes that tie or fasten in some way. **Flip-flops are not allowed to be worn.** In an emergency, the secondary evacuation route for scholars that vacate the building in the back takes them down a steep hill and through a grassy area that was part of the original construction area for CES. This is not an area that scholars typically access, but there is a concern of any objects that, if stepped on in bare feet from shoes sliding off, could cause injury.

Character Counts

FCPS incorporates the Six Pillars of Character Counts into the daily operation and curriculum of its schools. The six Pillars of Character are as follows:

- Be Responsible
- Be Respectful
- Be Trustworthy
- Be Fair
- Be Caring
- Be a Good Citizen

CES supports the use of Character Counts and encourages scholars to show “good character” each and every day. Staff will select scholars to receive Star Awards that are connected to the Six Pillars of Character. The scholars will be recognized during one of the four Star Awards assemblies. Parents will receive a letter indicating that their scholar has been selected to receive an award and are invited to the assembly. As with all events during the school day siblings will not be invited to the event. We invite you to use the Six Pillars of Character within the home setting as well. Scholars who practice these six pillars are showing “Star Behavior” and are recognized for being role models.

CES: Where our stars shine bright!