

# **PINEY RIDGE ELEMENTARY**

# **HANDBOOK**

## **2021 - 2022**

**This agenda book was provided by the PTA. A replacement will cost \$4.00.**

### **ADA ACCESSIBILITY STATEMENT**

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Director of Facilities

125 North Court Street

Westminster, Maryland 21157

(410) 751-3177

Supervisor of Community & Media Relations

125 North Court Street

Westminster, Maryland 21157

(410) 751-3020

### **NOTICE OF NON-DISCRIMINATION**

Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or age.

CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources

125 North Court Street

Westminster, Maryland 21157

(410) 751-3070

## Mission

It is the mission of the Piney Ridge Elementary School community to develop students as thinkers, problem-solvers and communicators. All will work to ensure maximum achievement for every child in all curricular areas.

## Vision

To inspire a community of caring, independent individuals who positively impact our changing world.

**Mascot:** Dalmatian

**School Colors:** black, white & red



## Purpose

This handbook is designed to familiarize you with Piney Ridge policies and procedures. Please take time to read the information and refer to it often throughout the school year. School Board policies and procedures can be found in the CCPS Student Handbook and Calendar.

## Instructional Organization

The primary goals of Piney Ridge Elementary are focused on student achievement in all curricular areas; development of critical thinking skills, integration of technology across all content areas, and maintenance of a positive, safe, and caring learning environment. Classrooms are organized heterogeneously to allow for peer modeling and cooperative learning. Use of flexible grouping throughout the year allows for individualized instruction and grouping that best meets the needs of the students. Our intermediate classrooms are organized with a STEM and Humanities block of instruction. Ongoing assessment, both formal and informal, helps to ensure that all children will progress through the continuum of skills and thinking processes.

## Attendance and Absences

Regular school attendance is important to student success. Please encourage good attendance by avoiding scheduling of family vacations and appointments during school days. See CCPS Student Handbook for additional information. A written excuse is required when a child is absent. The excuse must be received within 5 school days of the child's return and contain the date of absence, the reason, and the signature of the parent/guardian. You may also email the excuse by sending it to [preattendance@carrollk12.org](mailto:preattendance@carrollk12.org). Without this information, the absence is coded "unlawful". A written note from the parent or guardian is required when a child is unable to participate in recess and physical education for medical reasons for a few days. A written excuse from the physician is required when a child is not able to participate in physical education for an extended amount of time.

- To request homework for your child who has been absent for (2) days or more, you must call the school office (410-751-3535) before 10:00 a.m.
- Homework will be ready for pick up in the office between 3:45 – 4:15 p.m. or you can request to have it sent home with another student.
- If your child is absent for one (1) day, they can get make-up work from their teacher(s) when they return the next school day.

Vacation – In order for vacation to be considered an excused absence, prior approval is needed from administration. You will receive verification of approval via email.

### **Bullying**

Carroll County Public Schools will not tolerate any acts of *bullying, harassment, intimidation, discrimination, or hazing* on the part of students or employees. According to the Annotated Code of Maryland Education Article 7 – 424 *bullying, harassment, or intimidation* means intentional conduct including verbal, physical, or written conduct or an intentional electronic communication. <https://mystudent.carrollk12.org/brsxt/>

*Bullying*: exposing a student to intentional negative actions on the part of one or more other students which adversely affect the victim’s ability to participate in or benefit from the school’s education programs or activities.

### **Buying/Selling**

Children should bring only enough money to school for lunch, milk, field trips, etc. Students are not permitted to trade or borrow money from each other. Solicitations or fund-raisers of non-school groups will not be permitted (i.e. Girl Scout cookies, raffles, gymnastics, Little League, etc.). Piney Ridge Elementary encourages the use of checks.

### **Cafeteria Services**

Children may purchase a balanced lunch including milk daily in the school cafeteria or children may pack a lunch and purchase 1/2 pint milk. Ice cream and other snacks are also available for purchase for Grades 1-5. Breakfast will be served daily from 8:50 – 9:05 a.m. Lunch and breakfast are available to all students. Adults are welcome to purchase lunch. The costs are posted on our monthly menus. Sodas, iced tea or glass bottles are not permitted at any time because of their explosive nature. Please provide your child a healthy alternative such as water, 100% juice or milk. Please be sure your child has a drink in his/her lunch or will purchase milk. Water will not be provided to students during the lunch shifts.

Parents can choose to load money on a student’s account to prepay for lunches, milk, snacks, and ice cream. We would prefer that you send checks. This prevents the possibility of children losing their money, which leads to lunch charges. You may also want to load money on their account for use as a precaution when a child loses or forgets his/her money.

Lunch charges must be repaid the next school day. If a child comes to school without a lunch and has an outstanding charge, he/she will receive a sandwich and a glass of water for a nominal cost. After June 1<sup>st</sup> of each year, lunch charges will no longer be accepted. A child needing to charge during this time will receive a sandwich and a glass of water or will be asked to call home.

### **Conferences**

Designated conference nights are scheduled throughout the year for grades K – 5. We encourage parents to take advantage of these nights. Appointments are necessary and information will be sent home before each night. With a scheduled appointment, the teacher can give you the time and attention needed to discuss your child's progress. If a teacher sees a need for a conference at another time, he/she will contact the parents. Parents will not be allowed to just walk into classrooms before or after school for impromptu conferences as teachers are working with students at those times. Please check in at the office before going to any classroom. Some conferences are designated as teacher requested that focus on students who are not making progress. Other conferences are for all students.

### **Discipline**

Good student behavior is essential to the smooth operation of any school. It is the intent of the Piney Ridge staff to help instill respectful and responsible behavior in all students. We appreciate parental support and supervision during school events.

### **Dress Code**

See CCPS Student Handbook.

## Emergency Card Procedures

One (1) will be sent home the first day of school. It is important to complete and return immediately. Please do not separate the copies. The information on the cards is essential in helping our school personnel provide prompt emergency care for your child in case of illness or accident. If the information on this card changes during the year, please notify the school in writing immediately. It is imperative that there is always someone to call in case of emergency.

## Field Trips

Field trips are planned by the teachers to enhance the educational programs. The Principal reserves the right to decide whether students who do not follow rules during the regular school day will be allowed to attend field trips. This decision will be based on safety factors and the student's response to authority. Parents may be required to attend the field trip with their child. All chaperones must be volunteer-trained at least 7 school days prior to the trip.

If parents are not selected as chaperones, they are permitted to meet their child(ren) at the field trip destination if it is a public place, but will not be allowed to "shadow" the group. Students must ride the bus to and from the field trip or they are marked absent for that day. No younger siblings are permitted to go along on class field trips. Appropriate attire should be worn on field trips. The cost of field trips is averaged among all students attending so no refunds can be given.

## Illness/Injury/Medication/Hygiene

**Illness/Injury** - If a child becomes ill or injured while in school, the parent/guardian will be contacted as soon as possible to take the child home or to the doctor for follow-up as indicated by the condition. Working parents should have prior arrangements with sitters, spouses, friends, etc. about who will be able to take care of sick children. The health room is not equipped to care for these children on an extended basis. Children should be picked up within one hour of being contacted. Emergency cards need to have names, phone numbers and medical concerns updated frequently. Children who are ill during the night or before school should be kept at home if there is any doubt about their condition. Examples include: temperature of 100 degrees and above, pink crusty eyes, vomiting, possible strep throat that the culture results have not been determined, etc. Any child with a contagious disease like strep or pink eye should be on medication at least 24 hours before returning to school. A doctor's note should be sent with the child when returning to school.

**Medication during school** – The Carroll County Board of Education encourages the taking or administering of medication at home. Parents are encouraged to consult their Health Care Provider (HCP) to discuss the possibility of administering medication either before or after school. In most cases these arrangements can and should be made. If alternative plans cannot be made, a written authorized prescriber's order, parental consent, and instructions must be obtained before ANY medication can be given.

2. All medications, prescriptions, \*homeopathic preparations, herbals, and over the counter shall have a signed authorized prescriber's order and parent signature for the medication to be administered at school.

3. Any medication brought to school without proper documentation will not be administered.

4. Medication will not be dispensed when the order for administration has expired. Parents/responsible adults must pick up all medications. All medicine not claimed at the end of the school year will be destroyed.

5. **Students cannot** transport any medication to or from school. **If a child transports medication in**

**any way, he/she may be suspended.** (Article 26, Sec. 103 of the Public School Laws of MD - COMAR

13A.08.01.08A) (Section 2a of Discipline Regulations of Carroll County Public Schools Alcohol/Drug Policies).

6. Please use the Medication Consent form for Carroll County Public Schools which you can pick from the school nurse.

**Hygiene** - It is important for children to know basics about health habits. Please be sure your child is able to take care of his/her bathroom needs, knows how to blow his/her nose and dispose of the tissue properly, and knows when and how to wash his/her hands. If your child has frequent bathroom accidents, you should keep extra clothes in his/her back pack or locker. There are very limited amounts of clothes at school. If your child borrows clothes, please be sure to launder and return them to the health room.

**Food and Food Allergies** - Piney Ridge does not allow candy/food items to be brought into school, (e.g., holidays, birthdays, etc.). Non-edible items are allowed at the discretion of the teacher.

Piney Ridge Elementary School has many children with severe, possibly life-threatening food allergies, including peanut, tree nut, milk, soy, shellfish, egg, wheat and many other food allergies. We also have children with chronic medical conditions that prohibit them from eating anything not provided by their parent.

Our policy has always been the following and follows CCPS Student Services Policy:

*\*No sharing/trading of food items, including purchasing snack items for other students*

*\*No food rewards in classrooms*

*\*No food Birthday celebrations including not allowing to purchase ice cream or treats at lunch for your child's entire class or bringing goody bags/food into school to be shared.*

#### **Inclement Weather**

Announcements regarding school opening and/or closing can be heard on local radio and television stations, Comcast Channel 21 and the CCPS website (carrollk12.org) no later than 6:45 a.m. If weather conditions are such that the opening of schools might be delayed one (1) hour or more, the notification will be made by the same time and through the same stations as for the closing of schools. School Messenger messages will also be sent out to parents via telephone and/or email.

#### **Items Not Permitted in Schools**

Students bringing in any of the following items may have them confiscated until a parent comes to school to pick the item up: valuable personal possessions (e.g. ipods, electronic games, toys, laser pens, character or trading cards, etc.), tobacco products, lighters, matches, weapons or look-alikes (including pocket knives, plastic guns, toy guns), drugs, drug paraphernalia, or look-alikes, alcoholic beverages, clothing containing inappropriate slogans, language, pictures or advertisements, chewing gum, athletic equipment such as bats, hard balls, etc., inappropriate print material (including adult magazines or books). Dangerous items may also result in disciplinary action. Personal belongings that students bring to school that cause a disruption to the learning environment can be confiscated by the teacher and available for parents to pick up in the office.

#### **Invitations**

Invitations will not be given out in the classroom. Please utilize the PTA directory for addresses to send the invitations by mail.

#### **Progress Reports**

Report cards will be sent home for children in grades K -5 four times during the year. Interim reports will be sent midway through each marking period.

### **Release of Students**

Students leaving school by any way other than their regularly assigned bus or way of leaving (ABC Care, parent pick-up, etc.) must bring written permission from parent/guardian indicating the change. The notes should be given to the child's teacher before 9:15 a.m. that morning. The regular school day is from 9:15 - 3:45. Parents who wish to pick up their child(ren) from school must abide by the following guidelines:

- A written note must be sent to school in the morning. This note must include the name of the person who is picking up the student and signed by a parent/guardian.
- Parents (or other authorized individuals) should be prepared to show ID.

For safety reasons, students leaving before the 3:45 pm dismissal will be dismissed from the front office only. Please do not go to your child's classroom to get your child. On special event days (Field Day, Grandparents Day, special assemblies), please have your child maintain his/her normal dismissal routine. Please avoid coming to the office at the end of the day to change your child's dismissal routine.

### **Recess**

Students will participate daily in recess as long as the wind chill temperature is 32 degrees or higher. All children will be taken outside in the attire in which they wear to school.

Students are allowed to bring equipment (balls, gloves, jump ropes etc...) in for recess as long as the equipment is small enough to stay inside of a backpack during travel to and from school. However, the students will have to accept accountability if such items are misplaced, lost, or damaged.

### **School Hours**

The regular school day is 9:15-3:45. Students may arrive at school no earlier than 8:45 AM. This ensures proper supervision at all times. Parent pickup and walkers will be dismissed at 3:45 PM. Unless it is an emergency, please do not ask to get your child from class before 3:45 PM. Instructional time and announcements may be missed. No students will be allowed to re-enter The building after 4:10 PM to look for or retrieve any forgotten items.

### **School Pictures**

Professional photographers will take individual pictures in the fall. Class pictures and individual pictures will be taken in the spring. Yearbooks will also be available in the spring. The Fifth Grade class will have a panoramic picture taken in the spring.

### **Visitors**

For the safety of our students and staff, ALL visitors/volunteers must report to the office upon entering the building. All visitors/volunteers must wear an identification label even if you plan to be in the building for only a few minutes. Parents may not walk students to lockers/classrooms without signing in as a visitor. We encourage and recommend that all students take responsibility for independently walking to their classroom. All visitors must enter through the main entrance and obtain a visitor's sticker.

If you want to observe your child in the classroom, please send a note to make arrangements with the Administrator. We expect our students to maintain maximum time on instructional tasks. Persons of school age who are enrolled in any school, public or private **are not** permitted to attend school or visit classes in Carroll County. School age children enrolled in a home school program **MAY NOT** visit in a Carroll County school during school hours.

### **Volunteers**

Carroll County Public Schools seeks and encourages the use of volunteers in all schools throughout Carroll County. The Education Article of the Annotated Code of Maryland requires that all volunteers complete an annual volunteer training that is outlined in the Carroll County Public Schools Volunteer Program Guidelines. All volunteers must complete a volunteer training at least **7 school days prior** to the first activity for which they wish to volunteer. These activities include field trips, field days, or any school based activity. For questions or support, please contact the Volunteer Coordinator.

### **Walkers/Car Riders**

The safest mode of transportation for your child is the county provided school bus. Bus riders and walkers are allowed in the building at 8:45 a.m. Walker/car rider children will enter and exit from the side door (North Entrance). No cars will be permitted on the side parking lot before this time. Cars will not be permitted in the bus loop during arrival and dismissal. Parents who wish to pick up their child as a car rider must line up in the car rider line at the North entrance parking lot. Students will be called by a staff member to come to your vehicle. Please always have photo ID on you. At 3:45, dismissal begins.