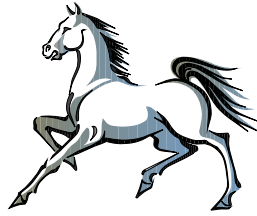


MUSTANG MESSENGER

Robert Moton Elementary
1413 Washington Rd.
Westminster, MD 21157
Phone: 410-751-3610
Fax: 410-751-3927



Justin Watts, Principal
Lauren Murray, Assistant Principal
Jennifer Shipley, Assistant Principal
Office Hours: 8:00 a.m. – 4:00 p.m.
<http://www.carrollk12.org/rme>

August/September 2022

Dear Robert Moton Families,

I struggled to decide what I should include about me. How much do people really want to know about the new principal? First, this is not my first time at the ranch. I was here 7 years ago as an assistant principal for one year before I was appointed principal at Ebb Valley, in Manchester. I served as principal at Ebb Valley for 6 years and learned a lot about partnering with the community to ensure students get a safe and appropriate education. What I would like you all to know is that I value each and every one of you. I am excited to work along with my new Robert Moton family. I am an open communicator who would rather talk over the phone than correspond by email, so don't worry if I call to discuss something. Please do not hesitate to contact me if you have questions or concerns about experiences that you or your child may have. Many times, people feel that something must be a "big deal" to contact the principal. Honestly, I would rather talk about a concern before it becomes a "big deal." The more personal interactions I have with the community, the more I can build trust and show how much I value you through my actions. I look forward to meeting you this fall!

Justin Watts
Principal
Robert Moton Elementary School



RME Families:

It's almost time for school to start! We hope that you enjoyed your summer and were able to spend time with family and friends. We are **very excited** about the beginning of a new year and cannot wait until the Ranch is full of our Mustangs! Some staffing changes have occurred over the summer. Please see the special section on page five of the newsletter. We have added some new faces to our staff, and we wish them all great success this school year. Please welcome them to the Ranch!

Our custodial and clerical staff have been working hard over the summer to prepare for the upcoming school year. The building looks bright and shiny and new materials have arrived. Many students have been enrolled over the summer and if you know of anyone who needs to enroll their child tell them to call the front office to set up an appointment.

Mark your calendar for the September 1st Open House. We will have our Pre-K, Kindergarten and New Student Orientation from 2:00 – 2:30 p.m. *Open House for Pre-K through Grade 5 will begin at 2:30 p.m. Our PTO Social and Resource Fair will be 2:30-4:00 p.m.*

We hope you can attend our Back to School Night for Pre K – 2nd grade on September 21st at 6:00 p.m. to 7:00 p.m. and 3rd – 5th grade on September 22nd at 6:00 p.m. to 7:00 p.m. Our Back to School Nights are designed for parents and guardians to meet school staff, learn valuable information about the upcoming school year, and find out changes made to the curriculum.

We are sincerely looking forward to the upcoming school year and working with you and your child(ren). We hope that you will continue to be involved in our PTO and Volunteer Program. If you have any questions, comments, or concerns please do not hesitate to contact us. We will see your student for the first day of school on Wednesday, September 6th.

Justin Watts
Principal

Lauren Murray
Assistant Principal

Jennifer Shipley
Assistant Principal

A translation of the newsletter is available through the Office of Interpretation. Please call Patricia Burns at 410-751-3020.

Important Dates

SEPTEMBER DATES

- 1 New Student Orientation: 2:00-2:30 PM
PreK and K Orientation: 2:00-2:30 PM
Open House (all other students): 2:30-3:30 PM
PTO Back 2 School Social: 2:30-4:00 PM
- 5 Schools/Offices Closed – Labor Day
- 6 First Day of School
- 8 Back-to-School Vaccination Clinic 4:00-6:30 PM
at Westminster West Middle School
- 12 Pre-K Classes Begin
- 14 Back-to-School Vaccination Clinic 4:00-6:30 PM
at Westminster West Middle School
- 21 Back to School Night for **Pre K – 2nd Grade:**
6:00-7:30 p.m.
- 22 Back to School Night for **3rd – 5th Grade:**
6:00-7:30 p.m.



It Makes Our Day When We Hear From You!

Let us know when your student is absent or has an early dismissal at

RMEAttendance@carrollk12.org or call 410-751-3610. **Please be sure to report dismissal changes by 1:00!**

Please note: **RMEA** is in all caps.

ATTENDANCE

Students have 180 days each year to learn their grade level curriculum. When a student is absent, late, or leaves early, valuable instructional time is missed, which is hard to make up. We want to see all students here ALL DAY, EVERY DAY, unless they are sick or have an emergency.

IMPORTANT!

Robert Moton Elementary School's start time:

- **Doors will open to students at 8:00 AM**
- **The late bell will ring at 8:30 AM**
- **Dismissal will begin at 3:00 PM**

A student is counted present for a full day if in attendance four hours or more of the *school day*. A student is counted present for ½ of the day if in attendance for at least two hours of the *school day*, but less than four hours. A student is counted absent when in school less than two hours of the *school day*.

Pupil attendance requirements are described in the Annotated Code of Maryland and Code of Maryland Regulations. Those absences which are considered lawful and therefore excused with a parent note include: death in the immediate family, illness of the child, court summons, observance of a religious holiday, and suspension.

In addition, *absences* will be considered unlawful if the parent(s)/legal guardian(s) does not provide a lawful explanation of the absence in a written note, fax, e-mail, or phone call within **five days** of the student returning to school.

Late Arrival:

Parents/Guardians must walk their student into the school office and sign in as a late arrival. **Please do not drop your child off at the front of the school to walk in unattended.**



STUDENT TRANSPORTATION – PLEASE NOTE

Reminder to Parents – The electronic transportation survey information form sent to you by CCPS over the Summer was to be completed by August 14. If you chose to not complete the form online, a paper form will be sent home for you to complete.

Once you have received information from the CCPS Transportation Department about your child’s bus stop, please familiarize yourself with their stop.

RME Teaching Teams

PREP

Heather Carden
Lillian Iacovino

Pre-Kindergarten

Melinda Kreimer

Kindergarten

Emily Boylan
Dorothy Newton
Tanya Stephenson

First Grade

Dianne Bankard
Rachel Bucklen
Asa Evans
Nicole Mort

Second Grade

Brittany Collett
Abby Miller
Katie Tardif
Samantha Havighurst

Third Grade

Kelly Brewer
Jen Howard
Maggie Wade
Marilyn Wetzell

Fourth Grade

Amanda Stevens
Brittany Vangaasbeck
Jaclynn Mehl
Dorothy Adamson

Fifth Grade

Kaliana Brauer
Todd Leckron
Kaliana Brauer

LFI

Cristina Mehl

BEST

Kim DeShong: Grades K-1
Nicole Bealing: Grade 5
Lindsey Wolff: Grades 2/3
Katie Scarmazzi: Grade 5
Karlee Stocksdale: Grade 4
Stephanie Staples: Grades 3/4
Shannon Stull: Grades 4/5

Fine Arts & Fitness (FAF)

Chris Arthur: Physical Education
Matt Cahill: Physical Education
Lisa Dorsey: Art
Michael Jensen: Physical Education
Michelle Meagher: Media
Maria Remsch: Vocal Music
Christie Shifflett: Art (W)
Michael Skopp: Instrumental Music
Jennifer Sosnoski: Media
Mark Topper: Vocal Music
Susan Vandegrift: Health

Title One

Mary Jo Custance TIPL
Megan Grabowski
Trish McHale
Katie Stauder

Special Education

Gretchen Dix
Antoinette Martin
Amanda Rutter
Dawn Toutloff

Specialists

Karen Alderman - BSS
Kristi Bozzell: Nurse
Kim Dorsey: School Psychologist
Michelle Fitzgerald: Math Specialist
Kristin Gill: ELA Specialist
Julie Grandy Florindez: Speech
Gillian Harris: BEST Counselor
Kelly Keefer: Occupational Therapist
Melissa McKim/Sally Powell: ESOL
Megan Napor: School Counselor
Mary Naugle: Pupil Personnel Worker
Julie Pennington: COTA
Doreen Scott: BEST Counselor
Breann Smith: Speech
Kelley Smith: Advanced Academics
Julie Yoshioka: Speech

Names in bold indicates the team leader.

Welcome to RME

Dorothy Adamson: 4 th Grade	Breana Montoya: IA Tutor
Chris Arthur: Physical Education	Megan Napor: Counselor
Kaliana Brauer: 5 th Grade	Mary Naugle: PPW
Kristin Gill: ELA	Maria Remsch: Vocal Music
Julie Grandy Florindez: Speech	Jennifer Sosnoski: Media
Lillian Iacovino: PREP	Karlee Stocksdale: BEST
Jaclynn Mehl: 4 th Grade	Lindsey Wolff: BEST
Justin Watts: Principal	



Fond Farewells

Steven Barker: PE	Suzanne Peters: Counselor
Lori Callahan: PREP	Katelyn Richardson: 4 th Grade
Ann Dell: BEST	Darryl Robbins: Principal
Amy Durdon: 2 nd Grade	Eric Schlosser: BEST
Emma Fish: Media	Kelly Snyder: Pupil Personnel Worker
Kristy Groomes: 4 th Grade	Brian Stojak: Music
Kellie Hammersla: Speech	Christina Storie: ELA
Morgan Hinkle: BEST	Jamie Tsakanikas: BEST
Barbara Kempton: Café	Rob Vaughn: PE
Jane Liwanag: SPED	



The Carroll County Public School Website (www.carrollk12.org)

provides a wealth of useful information and resources. Here you can find the school calendar, lunch menus, a directory of all Carroll County schools and their websites, boundary maps, bus route information, and more. Please refer to this site to help answer any questions that may arise.

You may also want to create a **Home Access Center** account which can be found under the "Student and Parents" tab on the Carroll County Public School website. The Home Access Center can be used to keep track of your child's attendance and verify that your emergency contact information is correct.

Carroll County Public Schools Student/Parent Handbook: We ask parents to carefully read the Handbook so they will clearly know what is expected of their children. The Handbook represents only a snapshot of some of the CCPS policies and administrative regulations that may be important to students and parents. For a complete copy of policy and administrative regulations, please visit www.carrollk12.org.





Medication for Students While In School

A parent(s)/legal guardian(s) should make every effort to arrange for medicine to be taken outside of the school day. However, there are occasions when it is determined by an approved licensed health care provider that a child must receive medication during the school day, either on a regular basis or in the event of an emergency, such as bee stings, asthma or diabetes. When these circumstances occur, the health care provider must give written approval and specific directions regarding administration. Forms for this purpose are available online at www.carrollk12.org, from the school, or from the Student Services Department. These forms are to be used for both prescription and over-the-counter medications.

As a reminder, parents may bring in Tylenol (Acetaminophen) or Advil/Motrin (Ibuprofen) to the school nurse for their child's use during the school year. These two medications do not require a doctor's permission; however, you must still complete and sign the School Medication Form. All other medications must have a doctor's order.

Students are not allowed to transport medications to or from school. Medications must be brought to the school by the parent(s)/guardian(s). Depending on the circumstances, violations of the Medication Policies could be considered a violation of The Carroll County Public Schools Drug and Alcohol Policies, and carry the same consequences as other drug violations.

No medication will be administered by the school unless it is in the original container, marked for the individual student, and accompanied by the appropriate written permission and directions.

Legislation passed in 2013 authorizes school boards to have a policy that will allow auto-injector Epinephrine administered by trained staff to students perceived to be having a severe allergic reaction (anaphylaxis) regardless if they are known to have severe allergies or not. This does not relieve the parent(s)/legal guardian(s) responsibility to provide their child's medication to treat known allergies.

For the complete medication procedure, please refer to the CCPS website at www.carrollk12.org.

Please visit www.carrollk12.org to check out September's Elementary Breakfast and Lunch Menus.

Food/Food Allergies

Because of the increase in food allergies/sensitivities that have serious health implications, parents/legal guardians and students are prohibited from sharing food items with other students. No food may be brought to school to share with others unless approval has been granted in advanced by the school principal.





The **School Supply List** can be found on Robert Moton's home page:
www.carrollk12.org/rme

2022-2023 Parent Conference Nights

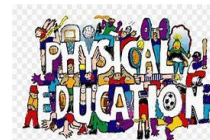
Thursday, October 13, 2022 – *by teacher invitation, only*

As the following dates draw near, please call 410-751-3610 to make an appointment to meet with your student's teacher.

- Thursday, October 20, 2022
- Tuesday, January 10, 2022 (snow date: January 17th)
- Thursday, March 19, 2022 (snow date: March 16th)



Physical Education



PE Dress Code

The guidelines for what to wear in PE are based on safety and effectiveness. Students do not need a separate set of clothes. However, students need the following:

1. Athletic shoes for support and traction. If students wear slip-on shoes, sandals, boots, platform shoes, etc., then the student needs to change into tennis shoes for PE.
2. Shorts, pants, or sweats should be worn under skirts and dresses for PE class.

PE Participation Policy

The PE teachers expect all students to participate in class. All activities are age appropriate and hopefully enjoyed by all students. In case of serious illness or injury that must limit or exclude your child's participation in PE, please send a note excusing him/her and a description of any limitations. If the injury or illness is long term, a doctor's note is expected. If a child sits out of PE, then that child should also refrain from participating in recess.

Counselor's Corner

Hello, Robert Moton families! My name is Megan Napor and I will be your school counselor starting this September. Since I am new to the Ranch, I thought it would be helpful to tell you a little bit about myself so we can be better acquainted.

I was a school counselor for six years prior to staying home to raise my two boys. I'm a Carroll County resident and my sons also attend Carroll County Public Schools. For fun I like to go on hikes with my family, go mountain biking with my husband, read all the books I can, and have hilarious conversations with our guinea pig, Penney. My favorite place to relax is at the beach and my favorite color is **blue** (See? I was meant to be a Mustang!).

In the time that I was home with my boys, I dedicated myself to serving young children through various organizations like MOPS (Mothers of Preschoolers), Cub Scouts, and the PTA (Parent Teacher Association). I'm a firm believer in giving children a positive foundation of experiences to help them develop their interests, recognize their strengths and begin to explore their values. Similarly, as a professional school counselor, the program I will provide for the Robert Moton community will focus on developing students' social-emotional awareness, coping skills, conflict resolution, goal-setting, and so much more. I will be teaching classroom lessons, facilitating counseling groups, and providing support for students when needed at an individual level. Very similar to the wonderful support that Mrs. Peters, the former counselor, provided over the years!

A solid counseling program is reliant on good relationships. I am eager to work with the Robert Moton staff and get to know the family supports that accompany our students. Please know that I am available by phone and email, and am happy to schedule an in-person meeting should you need to talk about any concerns that affect your student's school day.

This August has been a busy and exciting time of preparation for an awesome start to the school year. I look forward learning and growing alongside you!

See you soon,

Mrs. Napor

mynapor@carrollk12.org

410-751-3610



Triple R Tidbits

For those who are not familiar, Robert Moton is a PBIS school. PBIS stands for Positive Behavioral Interventions and Supports. In simple terms, it is a framework for how we teach and promote good behavior throughout the school building. Robert Moton has a Code of Conduct that we refer to as the **Triple Rs**: Respect, Responsible, and Ready to Learn.

Teachers and school staff will spend September setting behavioral expectations, teaching, and reviewing the **Triple Rs** with all students. We want them to know what Respect, Responsible, and Ready to Learn look like across all school settings. One way we reinforce positive behavior is by handing out tickets when students have demonstrated Triple R behavior. One half of the ticket will stay at school and the other half will come home so you can celebrate your student's good behavior choices.

In this season of preparation for Back to School, consider how your children might *already* be demonstrating **Triple R** behavior at home. Can you "catch" them being good? When they remember to say "please" or help clean up a mess, you recognizing their good choices can reinforce the exemplary behavior we encourage our children to demonstrate - even when no one is looking. Let's set them up for success!



INFORMATION NOT TO MISS:

KINDERGARTEN REGISTRATION



Kindergarten Registration

If you want to register your child for Kindergarten for the 2022-2023 school year, please contact Guadalupe Ramirez at 410.751.3610.

INFORMATION FROM FOOD SERVICES

A series of emails have been sent to families this Summer regarding the return of paid meals on the first day of school. In addition, information was provided about the cut-off date concerning free or reduced meals for any student who qualifies based upon their most recent income application that was approved in either school year 19-20, 20-21, or 21-22. The cut-off date this year is October 17th. You will receive more information by email in September requesting families to complete another application for 2022-23. In case you missed the "Cafeteria News and Notes," with all the information about school meals, it is provided [here](#).

Fall School Pictures will be taken on October 14.





Things you need to know...

Building Security and Safety

If you come into the building for a meeting, to go to the health room, or for an appointment **you will need to sign in AT THE OFFICE and get a visitor badge or a health room pass.** When you leave, please remember to stop in the office to sign out so we know who is still in the building. We teach our students to be independent, so please do not sign in to walk your child to the classroom. If your child needs help, or you have something that needs to go to the classroom, a staff member will help you or your child.

I.D. Required

Please remember to always bring your photo identification when entering the school. We need to verify your identity before issuing a visitor pass or allowing a student to leave with you. Your photo identification is even needed in the parent pickup line. Even if your student is on the everyday pick up list, there may be a substitute at the parent pick up station who does not know you. The safety of our students is a priority. Thank you for your cooperation and understanding.

School Access

Our building is used by Carroll County Public School groups and the local community throughout the school year. In order to ensure the security and safety of our building, **classrooms and suites will be locked after 3:25 p.m.** If your child forgets something that is needed, please contact the school office before 3:25 p.m. or write a note to give to the classroom teacher the next day.

Emergency Card

It is very important that you return a completed emergency card for your child. We need this information to properly care for your child and need to be able to contact someone that is able to pick up your child, if necessary. Please make sure to list contacts we can call in an emergency **and be sure to update this information** with the school office through the year, when necessary. **The Emergency Card will come home with your child on the first day of school. Please complete it and return it to the school as soon as possible.**



RME Communication

Please refer to the Robert Moton website at www.carrollk12.org/rme to find the county school calendar, RME Student Handbook, staff email addresses, blank parent pick up notes, blank absence excuse notes, and other information. Please call the school office to request hard copies.

School Messenger Mass Notification Services

The Carroll County Public School System uses the School Messenger Mass Notification Service to provide parents with information from their child's school and the school system. School Messenger is capable of delivering email AND phone alerts at no charge to the parents. You do not have to sign up; however, please make sure your contact information remains current with the school office, as all information is taken from the school **Emergency Card.**

Monthly School-Wide Newsletter

Our school newsletter will be emailed to you or sent home with your child each month based on your indicated preference. It will help remind you of important dates and keep you informed of school events.

Inclement Weather

When it comes to closed schools, delayed arrival times, and early dismissals due to bad weather we usually think of snow. However, the inclement weather policy applies to extreme heat, wind, hurricanes, tornadoes, ice, and even problems with our school building. In the Student Handbook is a copy of the inclement weather policy. It can also be found on the CCPS website www.carrollk12.org. Please read it so you are aware of how time changes may impact your child's school day and transportation. **Make emergency plans now** with your spouse, relatives, neighbors, or friends to make sure someone is available to meet your child at home. **An Unplanned Early Dismissal Form will be sent home with your child on the first day of school. Please return the completed form to the school and be sure to provided notification of any changes throughout the school year.**

The CCPS Advanced Academics is

designed to meet the needs of highly able learners and maximize student achievement. Advanced Academics teachers, in collaboration with classroom instructors, will continue to provide a continuum of interventions designed to meet the needs of Advanced Academics 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 interventions. 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, Advanced Academics teachers will continue to provide a range of services for grades K-5. Look for more information about the program to come home throughout the school year.

Use of Student Work on Websites or in Publications

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child's work being displayed on school

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 Communications Office at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, MD 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 Management (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

Permission to Photograph, Videotape or Audiotape

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or on the school or school system website or social media, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped or having their image placed on a school website or social media by the school system unless such notification is received.

There are also occasions when the media covers certain school events (such as when a governmental leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

Notice of Non-Discrimination

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

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

Portable Electronic Devices (e.g., Cell Phones) Policy and Regulations

- Students are not required or expected to bring a personally owned device to school, but if they do, they must abide by Carroll County Public Schools regulations. Misuse shall result in disciplinary action. Parents who need to make emergency contact with their child during the school day should contact the school's main office.
- Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. It is highly recommended that elementary students not bring their devices to school or on the school bus.
- No portable electronic device shall be used to record, store, or transmit any type of image, sound or video except for approved projects with the express permission of school staff.
- The audible notification sounds and volume of portable electronic devices shall be silenced or directed through headphones at school and on buses.
- Disciplinary action, as outlined in the CCPS student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

The complete policy and administrative regulations (JICJ) can be found at carrollk12.org. Search terms: *board policies*

Certification and Licensure Qualifications Statement

Federal legislation for education entitled, "Every Student Succeeds Act" of 2015 requires all school systems to notify parents of their right to request information regarding the professional qualifications of their child's classroom teacher. If you would like information regarding the certification and/or licensure qualifications of your child's teacher(s), please write to:

Kelly Keith
Department of Human Resources
Carroll County Public Schools
125 North Court Street
Westminster, MD 21157

Asbestos Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires all buildings owned or leased by the Board of Education of Carroll County to prepare, update, and make available all asbestos management plans. The building asbestos management plans are available for review at the individual Carroll County school locations and at the Office of Facilities Operations, located at 191 Schaeffer Ave., Westminster, MD 21157.

Integrated Pest Management Program

The Integrated Pest Management (PM) program employed by Carroll County Public Schools uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in our schools.

Maryland law requires that parents of all elementary students be notified automatically prior to the application of any pesticide. Each parent or guardian of secondary students must request to be placed on a pesticide notification list.

CCPS notifies all students and staff 24 hours prior to scheduled applications of pesticides on school property. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours. Space spraying of a pesticide throughout an entire room or area by fogger or aerosol device requires one week advance notice to all students and staff.

Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained in the Department of Plant Operations. Persons wishing to review this information should contact the Office of Plant Operations at 410-751-3470. For additional information about the Integrated Pest Management Program, please contact the Director of School Support Services at 410-751-3179.

Prayer in School and Moments of Silence – Board Policy

Students may pray when not engaged in instruction, as long as they do not cause a "material disruption." Students may pray, alone or together, during non-instructional time, to the same extent that they may engage in nonreligious activities. Students may organize *prayer* groups, religious clubs, and gatherings to the same extent they are allowed to organize other non-curricular activities (see Student Groups and Organization section of the Student/Parent Handbook).

School employees, in their official capacity, may not encourage or discourage *prayer* or actively participate in it with students. Teachers may participate in religious activities where the overall context makes clear they are not participating in their official capacity.

In accordance with Section 7-104 of the Education Article, Annotated Code of Maryland, all students may be required to "...participate in opening exercises on each morning of a *school day* and to meditate silently for approximately 1 minute." It is the policy of Board of Education of Carroll County that schools be required to have a moment of silent meditation for approximately one minute each school day. During this moment of silence, the Carroll County Public School System shall neither advance nor inhibit silent religious activity.



Parent Pick Up and Drop Off Procedures

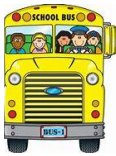
Statistics show that students are safest when transported to and from school on a school bus. Every student is entitled to a full day of instruction. Over twenty buses need to circulate through our parking lot to accommodate our student dismissal needs. Dismissal of bus riders will begin at 3:00 PM at the conclusion of our instructional day.

Based on the design of our school building and parking lot, we need to give first priority consideration to our buses. Bus riders will be dismissed at the same time as our students who are being picked up by parents and/or day care providers. **Please be cautious of this area as buses will be pulling in/out sporadically during dismissal.**

Students for pick up will be dismissed to the cafeteria and are to be picked up between 3:00–3:25 PM. **Please remember to bring photo identification with you.**

NOTE: It is necessary that we keep the front curb available throughout the school day for buses that serve our students in various programs. Please use our visitor parking available in front of the school, or park in an available spot in our side parking lots when visiting RME.

Late Arrival: *Parents/Guardians must walk their student into the school office and sign in as a late arrival. Please do not drop your child off at the front of the school to walk in unattended.*



THE DAILY DOZEN OF BUS RIDING

1. Be at the bus stop 5 minutes before pick-up time.
2. Walk safely to the bus stop and wait in a safe, orderly manner.
3. Watch your step and use the handrail when getting on and off the bus.
4. Take your seat promptly and remain seated for your ride to and from school.
5. Sit in the seat facing front; keep your feet, books and other articles out of the aisle.
6. Always keep your hands and head inside the bus.
7. Report any damage that you see to the driver.
8. Eating, smoking, or using vulgar language is not permitted.
9. Your conduct should be quiet and orderly so the driver is not distracted from the important job of driving.
10. Your driver is responsible for the safe operation of the bus; listen to the driver's instructions.
11. Wait until the bus has come to a stop before leaving your seat.
12. Cross 10 feet in front of the bus with the "red flashing warning lights" only upon discharge and if you live on the opposite side of the road. Be sure you check traffic both ways.

NOTE: Glass items and medication are not permitted to be transported on the bus.

Video/Audio Cameras on School Buses

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by the authorized CCPS personnel.