

Attendance Procedure Reminders

Class begins promptly at 9:15am, if arriving afterward you **MUST sign your child in** on the yellow Arrival sheet just inside the front door and have them take a Pink Tardy Pass.

When completing the Arrival / Dismissal sheets please remember **APPOINTMENT is NOT an acceptable reason**. In order to properly code the time out of school we need to know if it is a Doctor/Dentist/Etc., otherwise it will be entered as Unexcused.

Please utilize the MANAttendance@carrollk12.org to let us know of any absences, vacations, late arrivals or early dismissals. If you don't want to put a sensitive reason on the arrive/dismissal sheet you can email us what details you are comfortable sharing.

Vacations require at least two days prior written notice to be approved absences.

In an effort to prepare to dismiss our volume of students at dismissal time we request that early dismissals from the office are picked up prior to 3pm.

We can only release students to a guardian. Someone other than the guardian, including grandparents and emergency contacts listed on the emergency card, may not pick up a student from school unless we have written permission from the guardian we have listed on file.

We want to see every Bee in the Hive! If you are having difficulty getting your child to school for any reason, please contact administration for additional help and resources!



MEDICATION POLICY

Medications should be given at home whenever possible. Only those medicines necessary for a student's medical care will be given at school. Most medicines a student needs, even those to be given three times a day, can be given safely at home. **Students are not permitted to bring any medication into the school (this includes over-the-counter medications and topical ointments), or transport medication on the bus unless it is a "life sustaining" medication and it is authorized by the student's physician, and you have contacted the school nurse.**

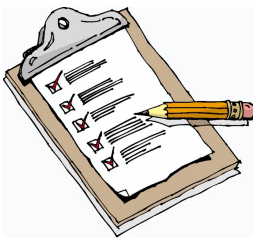
- All medication, prescription and over the counter, require a physician's order and completed medication authorization form. Without this form on file the medication will not be given.
- All prescription medication must be labeled and in a current, original, pharmacy-labeled container which includes the student's name, the name of the medication, the dose, time, route, and current date.
- All over the counter medication must be in the original packaging.
- All medication orders expire at the end of the school year. New medication orders are needed for the start of a new school year.
- Changes in the medication, the dosage, time, or frequency of administration must have a new medication authorization form.

** Medication Authorization forms can be obtained from the school nurse and are also available on the Carroll County Public Schools website.

All prescription medications that will be taken by students while at school must be given directly to the school nurse by an adult. Office staff may not accept medications at any time.

NEW CHANGE TO MEDICATION POLICY

Ibuprofen and Tylenol require a physician's order and completed medication authorization form. We no longer have the discretionary medication policy.



Important Information for Parents Emergency Cards

It is extremely important that you complete and return the Emergency Procedure Card that you will receive at our open house or on the first day of school. We ask that you please return it the following school day as we depend on this information to contact you regarding your child. Keep in mind throughout the year if you should happen to change jobs, get a new address or phone number or find the need to make a change regarding emergency contacts, please inform the office staff. We want to be confident that we can contact you in case of an emergency. For returning students, the Emergency Card that you receive at the Open House/Back to School event or on the first day of school will contain the same information that was provided for the previous school year with the exception of any emergency contacts listed after the first three contacts. Those extra names are deleted from the system year to year.

Manchester Elementary School will file one Emergency Card per student. Guidelines have been put into place for all Carroll County Public Schools to identify the adult who will complete the one Emergency Card allowed for each student. The one Emergency Card should be completed and signed by the parent with primary physical custody. In the case of joint custody, the Emergency Card is to be completed by the parent at the address to which the child is registered for school.

SECURITY PROCEDURES FOR THE 2024-2025 SCHOOL YEAR

For the 2023-2024 school year, the following procedures will remain in place. **In order to enter the building a photo ID will be necessary.** All visitors will be buzzed into the school following authorization. To leave the front office ALL visitors/volunteers will need to wear a visitor badge.

Below please find the procedures that will be in place at all schools in Carroll County.

Visitor Entry Protocol

- All exterior doors will be locked in the morning after student arrival.
- All visitors must ring the main entrance buzzer.
- Visitors will then be allowed to come into the main office.
- All visitors must show a photo identification card upon entry to the office.
- All visitors must be issued a visitor's badge (Except employees with a CCPS badge).
- Contractors and service provider's paperwork will be reviewed and verified.
- Visitors must return their badge to the main office and sign out with staff when leaving.

A PHOTO ID IS REQUIRED TO BE ABLE TO VISIT/VOLUNTEER AT SCHOOL. INDIVIDUALS NOT IN POSSESSION OF A PHOTO ID WILL NOT BE ABLE TO GO PAST THE FRONT OFFICE.

As a reminder, students not enrolled in Carroll County Public Schools are prohibited from visiting or shadowing other students while school is in session. This includes younger siblings.



Volunteering

Parents and community members who are interested in volunteering opportunities for the current school year will need to ensure they have completed the Volunteer form on the CCPS website www.carrollk12.org and under the heading "Operations", click on the "Human Resources" link. Then scroll down to the icon for the Volunteer Program. Questions regarding the Volunteer Program can be directed to the Human Resources Department at 410-751-3070.

The information from your Volunteer Information Form will be screened and entered into the Volunteer Database at the school(s) selected. Once this process is complete, you will receive an email notification at the email address provided on the Volunteer Information Form.

Carroll County Public Schools
HS Volunteer Application Form

Home

CCPS Volunteer Application Form (2024-25 School Year)

Name of Volunteer: First Name Birthdate: Birthdate Street Address: Street Address Street Address (cont.) City: City State: Select a state... Primary Phone: Primary Phone Emergency Contact Name: Emergency Contact Name Volunteer Location(s): Select at least one location... Are you a CCPS Employee? ☐ CCPS Employee ID Number Are you related to a CCPS Employee? ☐ Name of Related CCPS Employee	Mobile Email Email Address: Email Address Zip: Zip Secondary Phone: Secondary Phone Emergency Contact Phone: Emergency Contact Phone Are you a CCPS Student? ☐ CCPS Student ID Username
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Have you ever pleaded guilty, been convicted, fined, imprisoned, or placed on probation (supervised or unsupervised) for the violation of any law?

☐ Yes ☐ No

Do you have any re-opened and/or active court cases and you are currently awaiting court disposition?

☐ Yes ☐ No

Note: A record of conviction does not automatically exclude an applicant from consideration to volunteer in Carroll County Public Schools.

CCPS requires prospective volunteers to verify that they have read the Volunteer Handbook in its entirety and agree to abide by its content. Please click on the link below and read the handbook.

[CCPS Volunteer Handbook](#)

☐ By checking this box, I verify that I have read the Volunteer Handbook in its entirety and agree to abide by its content.

☐ I'm Not a Robot 

[Submit](#) [Reset](#)



Be Responsible



Be Respectful



Be Safe



Be Prepared



Incident reporting

With the new year upon us, this is a good opportunity to remind our parents/guardians and students of our procedures related to reporting bullying, harassment, or intimidation. Our school is committed to establishing and promoting a safe, non-threatening environment for all students to learn. The Bullying Reporting System or the Bullying, Harassment, or Intimidation Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, or through electronic communication on or off school property. Please see the QR code and links below to access the reporting system and for additional information.



Incident Reporting - Carroll County Public School District



LUNCH TIME WITH STUDENTS

Parents/legal guardians who wish to eat lunch with their child in the school's lunchroom shall sign in at the school's office. It is required that all visitors present a government issued photo identification that includes a date of birth.

Per the Student Handbook (pg. 26), available on the [Carroll County Public Schools website](#), Parents/guardians who bring food for their child shall not bring food for or share food with other students. Visitors are only permitted to bring in or purchase on-site food for their individual student(s) for health and safety reasons.

At no time should pictures be taken where other students could be included.

If an adult other than the parent or legal guardian wishes to visit during lunch, that adult must have written permission from the parent or legal guardian sent to manattendance@carrollk12.org **ahead of time.**

Individuals who enter the school grounds or buildings and cause a disturbance or disrupt the school program are in violation of Public School Laws and will be dealt with accordingly. School administrators may terminate a visit at any time when a visitor interrupts instruction, distracts students or staff, or interferes with other students' right to privacy.

Visitors who wish to see instruction should arrange their visit in advance with the teacher and school administration to ensure that the time is appropriate and does not interfere with learning.

When leaving the cafeteria, please go directly to the front office to check out. We need to account for everyone in the building should an emergency occur.

In order to maintain a safe and orderly learning environment, Visitors who come for lunch should NOT participate in Recess afterwards. If they wish to observe their child at recess they must stay on the blacktop area and refrain from participating. At no time should a Visitor be involved with children other than their own.

Transportation Information:



Be at your assigned stop at least 10 minutes early.

Parents/guardians are responsible for the student's travel and conduct between home and the bus stop location until they board the bus.

Please Note: Not all addresses in Carroll County have an assigned bus stop. If you are unable to identify a bus stop, **contact your child's school for further information** about the nearest bus stops.

[Infofinder i](#)

<https://www.carrollk12.org/fs/resource-manager>

CARROLL COUNTY PUBLIC SCHOOLS LEGAL NOTICES IN PUBLICATIONS

Carroll County Public Schools (CCPS) is required to include one or more legal notices in publications and handbooks. A Notice of Non-discrimination is required in publications for distribution. In addition, the ADA Accessibility Statement is required in all publications pertaining to events to which the general public, including parents/guardians, is invited.

The following statement should be included in all publications:

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.

The following statement about program accessibility should be used in advertisements, brochures and flyers publicizing events to which the general public, including parents/guardians, is invited:

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, 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 Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

CONSENT AND RELEASE

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 or 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 cover certain school events (such as when a government 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.

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 websites, social media, or in publications unless such notification is received.

CG/bb

Revised 6/30/17