

Perryville Elementary School

901 Maywood Avenue
Perryville, MD 21903



(410) 642-6540
(410)-642-2573 (fax)
www.ccps.org

Katie Ryan
Principal

Learning and Growing Today, To Inspire the Leaders of Tomorrow

Jacob Ayers
Assistant Principal

PES Parent Handbook **2025-2026**

Dear Perryville Families:

On behalf of the entire Perryville Elementary School staff, we would like to welcome you to the 2025-2026 school year. We are excited about this school year and have planned many activities for our students and families. Our primary goal each year is to provide our students with the skills necessary for them to be successful and productive members of our community. We sincerely believe in the individual value of each of our students and are committed to uncovering their unique potential for learning. *We fully support our county mission to serve equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring and ethical citizens.* We will need your assistance as we strive to meet this goal. Together, we can create a positive learning environment for your child that will help them to be successful in school.

We hope this Parent Handbook will provide you with information from A to Z about policies and procedures to support a safe and appropriate learning environment. We hope that it will serve as a reference for you throughout the school year, should a question arise. As always, please contact our office if you have any questions. We embrace our school and home partnership to support all of our students. Best wishes to you and your children for a successful school year.

Sincerely,

Katie Ryan
Principal

Jacob Ayers
Assistant Principal

School Hours

Grades PK-5

8:45 AM - 3:35 PM: Monday, Tuesday, Thursday, Friday

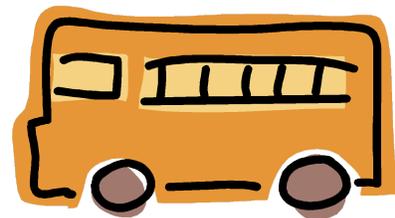
8:45 AM - 1:30 PM: Wednesday

Students should not arrive before 8:45 AM.

Preschool Morning & Afternoon Sessions:

8:45-11:50 AM Session: Monday, Tuesday, Thursday, Friday

12:50-3:45 PM Session: Monday, Tuesday, Thursday, Friday



Teacher Hours:

8:15 AM – 3:45 PM

Office Hours:

8:00 AM – 4:30 PM

8:00 AM – 4:00 PM Wednesday

A-Z of Perryville Elementary School

ARRIVAL AND DISMISSAL

Ensuring the safety of all students is our priority during arrival and dismissal each day. Consistent drop off and pick up arrangements for students will support our staff to ensure students' safe arrival to school and home each day.

BUS RIDERS: Private contractors and the school district provide buses for our school according to the rules and regulations as determined by the State Department of Education.

Providing safe and efficient school bus transportation for our students requires the cooperation of everyone – students, parents, bus drivers, and school staff. The Cecil County Public Schools Department of Transportation has published a pamphlet entitled; *Parent Guide for Pupil Transportation*. It is recommended that you read this pamphlet and discuss its contents with your child/children. A copy is sent home with the students at the beginning of the school year.

It is our goal for every student to travel safely while on the bus. When riding the bus, students are expected to maintain safe and appropriate behavior **at all times**. The school bus driver is expected to enforce the regulations of student behavior while students board, ride, and depart the bus. Failure to comply with bus rules and regulations may result in the following consequences:

- o Verbal warning
- o Written warning
- o Suspension of bus riding privileges and/or suspension from school

PLEASE NOTE: If a student continues to violate bus regulations, bus riding privileges may be suspended for an indefinite period of time. A student serving a bus suspension may not ride any bus during their suspension time. Regular school attendance is still expected. The school is not responsible for student conduct at the bus stop. Parents are strongly encouraged to make arrangements for adult supervision at the bus stop.

At no time are parents or guardians permitted to get onto a school bus. The only exception to this is when a parent or guardian is buckling their student into a seat.

When a school bus is stopped to load or unload students and the bus lights are flashing, it is illegal to pass the school bus. THIS RULE ALSO APPLIES WHEN THE BUSES ARE IN THE SCHOOL DRIVEWAY.

For the safety of all students and accountability on buses, students may **NOT** ride a different bus with another student after school. Requests for a change in bus assignments will be granted by an administrator and the office of transportation only for day care or emergency needs.

CAR RIDERS: All car rider families will need to complete the car rider information sheet and return it to PVES.

Parents/guardians choosing to transport their children to and from school should enter the car loop at the front of the school building. In the morning, doors to the building **will open at 8:45 AM**. We ask that you pull forward in the loop to the end of the yellow paving so that several cars can unload at one time. *Please do not release your child from your car until the doors are opened and staff members are present.* The school will not be responsible for any student dropped off at the curb with no adult present.

At **3:35 PM**, afternoon dismissal begins, and the first round of car riders will be dismissed to the lobby. Please display your car rider tag visibly in the front window of the car. As the staff members on duty identify the car rider tag and the adult authorized to pick up a student, that child will be called to the door and loaded into the car. If the staff member in the loop does not recognize the adult, he/she will be asked to park and come into the main office, and show ID before the child is released. **If you do not have a car rider tag, please park in our lot and come into the main office with your identification to sign out your child.** *On **Wednesdays**, car riders will be dismissed at **1:35 pm**.

WALKERS: For arrival, all students who are walkers should enter through the front doors. **Students should not arrive before 8:45 a.m.** *IMPORTANT NOTE ~ The school is not responsible for student conduct before 8:45 a.m.* Parents are strongly encouraged to make sure their student does not arrive before 8:45 a.m. The car loop is available to drop off students safely in the morning. If you choose to park, please walk your student across the walkway. After all buses and car riders have departed, we will dismiss independent walkers from the gym door. This will support the safety of our walkers and minimize car traffic for their walk. Parents

wishing to meet their children at the gym door, should park in the lot, will first be identified by staff to ensure the adults are authorized to pick up a student.

Early Dismissals: We can call students to the office before **3:15**. After **3:15**, all students will be called with the **3:35** announcements. After **3:35**, students will be sent home on their normal route. *Please note these limitations.*

CHANGES IN DISMISSAL PLANS: All changes in dismissal need to be put in a note to our main office, in the morning. If you are going to pick up your child from school on an infrequent basis, please park in the lot and come into the main office with your identification to sign out your child. This is for the safety of your child.

If your child is being picked up by someone other than the parent/legal guardian, this person must be listed on the emergency card, have proof of identification, and you should send a note to school with your child to let us know who will be picking him/her up from school.

Please do not call the school to change your child's afternoon dismissal plan **after 3:15**. Follow the procedure outlined in the paragraph above and send a note with your child in the morning. ***However, all changes must be in writing and received before 1:00 p.m. We will not dismiss students after 3:15 p.m.*** This creates challenges for teachers and students at a busy time of day. *Should you decide to pick up your child at dismissal and have not notified the school, you will need to come to the main office with your identification to sign out your child and we will call your child down when we begin dismissal at 3:35 p.m.*

****RESTRICTED DISMISSAL/CUSTODY:** Please be advised that we will not release your child to anyone who has not been authorized to pick up your child. If your child is being picked up by someone other than the parent/legal guardian, this person must be listed on the emergency card, have proof of identification, and be preceded by a note to school with your child to let us know who will be picking him/her up from school.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The CCPS policy states, "The State of Maryland defines chronic absenteeism as missing 10% or more of school days regardless of reason. Studies show that students who are not chronically absent perform better in all subjects (especially in mathematics) and are more likely to graduate than their peers who are chronically absent." *The Cecil County Attendance Policy states: "A student shall not be absent from school in excess of 16 days during the school year regardless of reason."* Click [HERE](#) for the CCPS regulation.

A student is a habitual truant if the student is unlawfully absent from school for a number of days or portions of days in excess of 10% of the school days within any marking period, semester, or year. Students who demonstrate a pattern of habitual truancy will be referred to Pupil Personnel workers or Student Services Resource Teachers to develop a plan to improve attendance.

Students who are in attendance 10% but less than 50% of the school day will be counted as a half day present for their overall daily attendance. If a student's entire schedule is for a partial day, then attendance for the partial day is considered a full day. Half days will accumulate. Two half days equal one full day. A student who is in attendance 50% or more will be counted as present for a full day.

The laws of Maryland require that all absences are coded "lawful" or "unlawful"; however, lawful causes of absence are still counted towards the 17 day limit of absences.

- **Lawful Cause of Absence:** (COMAR 13A.08.01.03): Absence from school, including absence for any portion of the day, students who are presently enrolled in public schools shall be considered lawful only under the following conditions: death in the immediate family, illness of the student, court summons, suspensions, state emergencies, hazardous weather conditions, extenuating circumstances, health exclusions, emergencies declared by the superintendent as sufficient cause of an absence, observance of a religious holiday; work approved or sponsored by the school and/or lack of authorized transportation.
- **Unlawful Cause of Absence:** (COMAR 13A.08.01.03) An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed unlawful and may constitute truancy.

Penalties for NOT meeting the standards for regular attendance are as follows:

- The parents or guardians of each student must provide the necessary certification for absences on the day that the student returns to school following an absence.
- The Principal and/or Pupil Personnel Worker/Student Services Resource Teacher may require a physician's note from a parent or guardian of a student reported continuously absent from school. (Continuously absent means either a number of

consecutive absences, or a total number of absences that are in excess of the standards set by the definition of habitual truant.)

- Absences due to family trips count toward the total absences for the year.
- When illnesses are certified through doctor's notes or parent note or circumstances warrant, the Principal may waive attendance failures after verification.
- Suspensions will not count toward the 16 day limit.

In order for a child to receive a "Perfect Attendance Award", they must have no absences and no tardies. We issue "Excellent Attendance Awards" for students with no more than two tardies and/or absences in a marking period. When your child is absent, please send a note to school with your child when they return. Any student not attending school on the day of any extracurricular activity, such as Winter/Spring Concerts, various evening presentations/activities, etc., will not be permitted to participate without a doctor's note. For more information about how to support good attendance at home, go to attendanceworks.org.

Can I still take a family vacation during the school year? Yes. While we encourage families to schedule vacations during times of the year when school is not in session, we know that sometimes that is not always possible. Family trips count toward the 17-day limit.

What happens if my child exceeds the 16-day limit? Elementary students will not be promoted but may be placed in the next grade. Elementary students who have exceeded the 16-day limit may appeal non-promotion by following the process outlined in the regulation.

Who do I contact if I have more questions? Our Pupil Personnel Worker will be able to answer questions related to the attendance revisions. You can access the full regulation, Student Attendance and Punctuality, (JED-RA) [here](#).

Habitual tardiness and early departures cause a hardship to students' academic growth. We will work with families to address these issues should they become a problem. Should you send your child to school **after the 9:00 a.m.** bell, the child will be considered **tardy** and therefore needs to be signed-in by the parent in the main office. If you pick your child up from school from **2:00 p.m.-3:30 p.m.**, an early dismissal will be recorded. We are working to build a culture where students are encouraged to be in school every day because we know that this will contribute to their overall success.

AWARDS

Perryville Elementary recognizes students for achievements in academics, behavior, and attendance four times per year, each marking period. We encourage parents and families to celebrate student accomplishments. These will be distributed to students at student led conferences held throughout the school year.

Students in grades 2-5 will be recognized for the following accomplishments:

- All A's: Student has achieved All A's
- Outstanding Academic Achievement: All As and Bs and no more than one C, if an A is also earned

All students will be recognized for the following accomplishments:

- Perfect Attendance: No absences, tardies, or early pick-ups
- Excellent Attendance: 2 or fewer days absent, tardy, or early pick-ups in a marking period
- PBIS Award: one boy and one girl in each classroom who have consistently demonstrated positive character and good citizenry; students who display the Panda Promise
- Certificate of Distinction: Students who have distinguished themselves as determined by the teacher.

Examples of this include Bringing up Grades (BUGS), Effort, Improvement, etc..

BAND, STRINGS & CHOIR

When children reach grade four, they may enroll in special instrumental/vocal groups according to their interests and ability. This training leads to participation in our elementary school band and chorus. Selected students will have the opportunity to participate in the strings program. Please look for information to come home with your student.

BEHAVIOR

Your child's school should be a place where students can be safe and provided with the opportunity to learn in the best environment possible. In order to provide your child with the best possible learning environment, it is essential to maintain an orderly school environment. Teachers will explain and teach rules and expectations for student behavior. Students will be advised that behaviors interfering with a safe and positive learning environment will not be tolerated.

We are a Positive Behavior Intervention and Support (PBIS) school. It is our philosophy that children thrive in an environment where expectations are clear and positive behavior is rewarded. Our staff will implement school wide Positive Behavior Interventions and Supports (PBIS) to proactively teach behavior, and positively approach classroom management. We will reward students who demonstrate the *Panda Promise*. We believe in teaching students our expectations and rewarding positive behavior. Our school-wide expectations for the Panda Promise include:

Be Safe | Be Responsible | Be Respectful | Be AWESOME

If and when problems arise, the classroom teacher will handle the situation quickly and effectively with the least disruption to classroom instruction. If the problems persist or are more serious in nature, the teacher will determine the most appropriate consequence to help change the behavior. You can also reference our [PES Family PBIS Handbook 25-26](#).

Possible consequences include:

- o Verbal warning
- o Time-out (may be in another classroom)
- o Loss of free time
- o Lunch detention
- o Parent contact (note or phone call)
- o After-school detention
- o Loss of classroom privilege
- o Modified instructional setting



Unfortunately, there are certain situations when immediate removal of a student to the office is the only safe and appropriate course of action. A violation of drug or weapons policies, fighting, violent, threatening or disruptive behavior may result in suspension from school. A suspension may also be assigned by an administrator when a student consistently disregards school or classroom rules.

Please refer to the *Students' Rights and Responsibilities Handbook*. This handbook contains a wealth of information regarding policies and practices. Please take the time to read it carefully. It is hoped that with the home and school working together, discipline issues can be solved before they become too serious.

BIRTHDAYS and CELEBRATIONS

Birthdays are a very special time for our students. If you choose to recognize your child's birthday with food, there are safety expectations to adhere to. **Please do not send in food to celebrate your child's birthday without making prior arrangements with the teacher.** All food must be store-bought and arrive in the original packaging which includes a listing of all ingredients and will be distributed to students during lunch. These items will be reviewed by our school nurse. This policy is for the safety of all children, including those with severe food allergies. Students are not permitted to receive flowers, balloons or other types of deliveries during the school day. This practice will help us to minimize disruptions in the school day as well as ensuring safety on the buses. Please also consider some of these options instead of food:

- Donating a read-aloud book to the class library in your child's name
- Sharing photos
- Creating a craft
- Donating a game or equipment for recess in your child's name

In accordance with [CCPS Regulation KJA-RA](#), we kindly remind families that birthday party invitations and other personal materials are not to be distributed by students or school personnel during the school day. The regulation states: "Personal materials such as student birthday party invitations are not to be distributed by students or school system personnel and are not the responsibility of the school system." To ensure a respectful environment for all students, we ask that any invitations be shared outside of school hours and off school grounds. As a system, we are unable to distribute contact information for other families within the school. Thank you for your understanding and cooperation.

BULLYING, HARASSMENT, INTIMIDATION OF STUDENTS

"The Board of Education of Cecil County recognizes that all students have the right to learn in an atmosphere free from bullying, harassment, and intimidation. Regardless of medium, conduct that is harassing, bullying, or intimidating on school property, at school sponsored events, or in direct connection to the school will not be tolerated and will be subject to disciplinary action. Students or other persons reporting such behavior in good faith have the right to be free of reprisal or retaliation. Regardless of

the medium, retaliation or reprisals against persons reporting bullying, harassing, intimidating, or similar behavior is prohibited.”

In concurrence with the Safe Schools Reporting Act of 2005, and as amended in 2008, each school shall make available harassment /bullying reporting forms to students and staff. The Office of Student Services is responsible to provide each school family with these reporting forms. School principals are responsible to investigate, and resolve to the extent possible, all reported instances of bullying, harassment, intimidation, and similar behaviors and maintain records of such in compliance with Board policy and state law.

Definitions:

Bullying, harassment, or intimidation means intentional conduct including verbal, physical, written or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, performance, or a student’s physical or psychological well-being and is:

- motivated by an actual or perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability; or
- threatening or seriously intimidating; or
- occurs on school property, at a school activity, on a school bus, or has a direct connection to the school; or
- substantially disrupts the orderly operation of a school.

Please Note: Similar behaviors may include stalking, extortion, or sexual harassment.

Supports:

The Board also recognizes the need for support services for victims, witnesses and perpetrators in order to bring instances of bullying to resolution. Consistent with state law and local policy, the Office of Student Services will produce and maintain a list of available community and internal resources and organizations that will be made available to all parents and children.

The Superintendent will provide regulations to address prevention, intervention, discipline and reporting of bullying, harassment, intimidation and related behaviors.

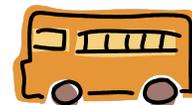
BUS TRANSPORTATION

Private contractors and the school district provide buses for our school according to the rules and regulations as determined by the State Department of Education. Children who live a mile or less from school are considered “Walkers”. Exceptions to the one-mile requirement are made in a situation where dangerous walking conditions exist. Walkers may not use the bus for transportation.

Providing safe and efficient school bus transportation for our students requires the cooperation of everyone – students, parents, bus drivers, and school staff. The Cecil County Public Schools Department of Transportation has published a pamphlet entitled; *Parent Guide for Pupil Transportation*. It is recommended that you read this pamphlet and discuss its contents with your child/children. A copy is sent home with the students at the beginning of the school year.

It is our goal for every student to travel safely while on the bus. When riding the bus, students are expected to maintain safe and appropriate behavior at all times. The school bus driver is expected to enforce the regulations of student behavior while students board, ride, and depart the bus. Failure to comply with bus rules and regulations may result in the following consequences:

- o Verbal warning
- o Written warning
- o Suspension of bus riding privileges and/or suspension from school



PLEASE NOTE: If a student continues to violate bus regulations, bus riding privileges may be suspended for an indefinite period of time. A student serving a bus suspension may not ride any bus during their suspension time. The school is not responsible for student conduct at the bus stop. Parents are strongly encouraged to make arrangements for adult supervision at the bus stop.

When a school bus is stopped to load or unload students and the bus lights are flashing, it is illegal to pass the school bus. THIS RULE ALSO APPLIES WHEN THE BUSES ARE IN THE SCHOOL DRIVEWAY.

A TEMPORARY CHANGE OF A STUDENT’S BUS STOP ASSIGNMENT IS RESERVED FOR EMERGENCIES ONLY. The purpose of the school bus is to provide transportation from the student’s home or daycare to school and back. A request to the principal for the student to ride a different bus home or to school is to be reserved for emergencies. Students are safest when using a consistent bus stop. This also applies if your child is a car rider and he/she needs to ride a bus to a classmate’s home due to an emergency or for daycare reasons. Administrator approval is required, as well as a note from both the student’s parent/guardian AND the

classmate's parent/guardian. We always recommend having a safety plan for your child, should an emergency occur and there is not someone home when they arrive.



CAFETERIA

Breakfast and lunch are available daily for students in all grade levels. A monthly menu is printed and sent home with the children. The school menu is also posted on the county website at www.ccps.org. Each class is assigned a half-hour lunch time in the cafeteria each day. Students may purchase lunch or bring one from home. Please refrain from sending glass bottles or cans to school.

Perryville Elementary participates in the Maryland Meals for Achievement program which provides **FREE breakfast** for each student and staff member. **Breakfast is only available until 9:10 a.m.**, so it is important that students come to school on time. We support the link between nutrition and academic achievement. Morning session students may eat breakfast, and the afternoon session students may eat lunch.

As students prepare to head back to school for the 2025-2026 school year, one big change stands out: PES will be on the USDA Community Eligibility Provision (CEP) for the 2025-2026 school year. The CEP program allows all students to get a free breakfast and a free lunch each school day. The CEP program eliminates the burden of collecting meal benefit applications and will also eliminate having to collect meal debt from families. If you would like to read more about the program you can do so at the following link: <https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>

When our PES cafeteria begins to offer snacks (not included with lunch meals), the easiest way to ensure that your child has money to purchase snacks is to enroll in the School Cash Online Program at <https://schoolcashionline.com/Home/SignIn>. Each student is assigned a student identification number, which also serves as their lunch account number. All funds will be placed on your child's student meal account for their use. When making a snack purchase, students simply enter their number, and the amount is deducted from their account balance. Families may add money to their child's account at any time by **sending a check made payable to PVES Food and Nutrition, sending in cash**, or through the CCPS website. The Food and Nutrition Department uses various methods (phone, letter) to communicate about overdrawn accounts.

When sending in money (cash or check) to school, please send it in an envelope marked with your child's name, and indicate that it is for school meals. Should you ever need to get in contact with our cafeteria staff, **our cafeteria has its own phone number. Please call our cafeteria kitchen manager, Ms. Sandy Blake, 410-642-6544 when you have questions.**

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including the Internet, radio, television and our School Messenger system. Parents, please make sure you have developed a plan with your child to cover late starts and early dismissals. Please do not let your child be caught unaware of what he/she is to do. Make your child well aware of where they should go in case of an early dismissal when you are at work. Please make sure that your voicemail is set up so that you can receive important messages. **Students who are permanent car riders and who have never ridden a bus will not be placed on a bus.** They will remain at school until you make arrangements for them to be picked up. Should the decision be made to close school, the official announcement of the closing will be placed on the CCPS website, School Messenger, on our PES social media pages, and made over the radio and television stations.

WSER 1550 AM - Elkton, MD
WASA 1330 AM - Havre de Grace, MD
WAMD 970 AM - Aberdeen, MD
WBAL 1090 AM - Baltimore, MD
WDEL 1150 AM - Wilmington, DE
WTUX 1290 AM - Wilmington, DE

WNRK 1260 AM - Newark, DE
WPOC FM 93.1 - Baltimore, MD
WXCX FM 103.7 - Havre de Grace, MD
WJZ TV Channel 13 - Baltimore, MD
WBAL TV Channel 11 - Baltimore, MD
WMAR TV Channel 2 - Baltimore, MD



PreSchool Schedule for Delayed Openings:

If school opens (2) two hours late on Monday/Tuesday/Thursday/Friday, the Preschool morning session will be shortened and will begin at **11:00 AM - 1:00 PM** and afternoon will begin at **2:00 PM - 3:40 PM**.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Proof of residency is required with any address change. The same applies to telephone numbers. **Please notify the office immediately of any changes.** We require a minimum of three (3) working emergency phone numbers. If you are new to the area, you will need to send them in as soon as possible.

COMMUNITY SUPPORT ADVISOR

Beginning in the 25-26 school year, Perryville Elementary School has been designated as a community school. A community school is a whole school model designed to promote positive, equitable outcomes by providing students and families with the physical and mental health, academic, and extracurricular support needed to thrive. Community schools serve as hubs that bring families, communities, and partners together to remove barriers to learning.

Community schools provide a wide array of wraparound services that enhance student's ability to be successful. Using an asset-based approach, community schools strive to strengthen connections to generate improved student outcomes.

To learn more about community schools, you can visit

(<https://blueprint.marylandpublicschools.org/community-schools-concentration-of-poverty-grants/>) for more information.

This school year, we welcome *Ms. Gina Mullin (gamullin@ccps.org)*, our *Community School Advisor (CSA)*. Ms. Mullin is delighted to join our PES family and will be working with ALL students and families throughout the school year to meet their needs.

CONFERENCES

The value of parent/teacher conferences cannot be overstated. Effective communication between home and school has a positive impact on students and their achievement. Conferences can be set up at any time throughout the school year between the teacher and the parent to discuss student progress and establish goals for success. We strongly encourage that you contact your child's teacher and meet with them regularly to discuss your child's progress.

COURT ORDERS AND CUSTODY CONCERNS

If you are in possession of a court order prohibiting another person from seeing your child or taking him/her from school, we **must** have a copy in your child's folder/record in order to honor it. A judge must sign the court order and it **must** state that the person in question (seeing or taking) is not allowed **at school**. If the court order does not specifically state that it prohibits another person from performing the act in question **at school**, we cannot honor it. Our goal is to keep all children safe while they are in our care at Perryville Elementary. We will do whatever it takes to contact you should another party come to the school to pick up your child if we know there are domestic/legal circumstances pending. Please keep us informed of any custody issues.

COUNSELING SERVICES

We have a full-time school counselor, Ms. Susie Stapleford, on staff at our school. Our counseling program provides services to all students, teachers, and parents. Services include classroom guidance lessons, small group counseling, consultation, and parent education. This objective based program will focus on enhancing self-esteem, facilitating academic growth and development, exploring career education, and developing interpersonal skills. Our program offers preventative and crisis intervention to all students. Feel free to contact our School Counselor at any time at 410-642-6540.

COUNSELING SERVICES ~ BrightPath

Upper Bay Counseling & Support Services, Inc. (UBCSS), in partnership with Greenspace Health, is proud to offer a new and innovative way to ensure that students and their parents/caregivers can easily find and access high-quality mental health information, support, and resources using a digital platform called **BrightPath**. The funding for this program has been provided by the Blueprint for Education at no cost to you or Cecil County Public Schools.

BrightPath will act as a virtual doorway to high-quality mental health information and services for students and parents/caregivers at select schools in Cecil County. The platform includes access to self-guided resources and content aimed at helping children

better understand their emotional well-being. Elementary students will not access the platform directly; rather, their parents/caregivers will access BrightPath in order to find appropriate, high-quality mental health information, resources and services. Interested parents/caregivers of elementary school children can access the platform through Brightpathcecil.com.

Parents/caregivers may access the platform 24/7; however, the platform will not be monitored 24/7. UBCSS staff will monitor the platform Monday-Friday, 8:00-5:00.

CRISIS EMERGENCY RESPONSE TEAM

Every school in Cecil County has a Crisis Emergency Response Team (CERT) made up of school administrators, teachers, secretaries, a custodian, the school nurse, and support staff. It is the responsibility of this team to develop our Crisis Emergency Response Plan. Although one plan cannot provide for every imaginable emergency, our CERT works with our school system and other county emergency response agencies to provide for the safety and well-being of all of our students. Several times throughout the year, we have practice code yellow, fire, and weather alerts to test our plan and revise it as needed. During these drills, your phone calls may go unanswered and you may not have access to the building. Each year we review the ALICE protocol (Alert, Lockdown, Inform, Counter, Evacuate) in case of an intruder with the students. We will keep you informed of drills and partnerships with the local police. Thank you for your support as we provide for a safe school environment. In addition to our CERT Plan, school security is everyone's responsibility. Please make sure after stating your business and being buzzed into the school, you sign in and receive a visitor's badge.

DRESS CODE

"Cecil County Public Schools seeks to promote good citizenship, to provide a safe and comfortable environment conducive to learning, and to prepare students for adult professional life. Certain clothing types and styles are deemed not appropriate as school-day attire and in addition may present an unhealthy situation. Appropriate dress is expected of all students. The responsibility for appropriate student dress lies with the student and his/her parents or guardians within approved standards set by the Board of Education and the schools." -from the Board of Education Dress Code Policy

For the safety of our students at Perryville Elementary and to minimize distractions from instructions, we have included the following in our dress code. The following items will not be permitted at school:

- Clothing with inappropriate slogans or advertising (i.e. alcohol, drugs, tobacco products, foul language, inappropriate hand gestures, etc.)
- Pants that drag on the floor
- Shorts, skirts, or pants worn below the undergarment waistline exposing undergarments or midriffs
- Flip-flops or wheelies
- High-heeled shoes
- Long artificial fingernails (interferes with writing)
- Body piercing (other than ears)
- Shorts and skirts short enough to show undergarments or body parts
- Other clothing/accessories that are deemed inappropriate by the Principal or Assistant Principal

This code is intended to help students focus on learning. If a student does not comply with the dress code, we will call you requesting a change of clothes. Please assist your child in planning his/her school clothes for each day. It is very important that students wear tennis shoes on gym days and sturdy safe shoes for the playground and buses each day. Please refer to the *Student Rights and Responsibilities Handbook* for more information.

FIELD TRIPS

All classes take one or more field trips during the school year to enhance curriculum and to broaden students' knowledge. Parents are invited to chaperone these trips. Space is limited to the number of seats on a bus. Chaperones will be chosen in a way that is fair to all interested persons. **All chaperones must go through Mandated Reporter Training. Those parents interested in being a potential chaperone, MUST participate in Mandated Reporter Training. Contact Assistant Principal, Mr. Jake Ayers OR School Counselor, Ms. Susie Stapleford for more information.**

At times, families may not be able to afford the price of a field trip. Simply contact the office if you have this kind of need. We

must always have a signed permission slip to document approval for the student to attend the field trip. No siblings or other students are not permitted to accompany elementary school students on field trips. Children must ride the school bus to and from field trip locations if they are to be counted present for the school day.

GIFTED & TALENTED PROGRAM

Perryville Elementary School offers opportunities for those students demonstrating exceptional academic skills. A countywide screening tool is used to identify those students who would benefit from participation in our gifted and talented program. Please contact the school for more information or find additional information at: <https://www.ccps.org/domain/46>. Information can also be found in the CCPS calendar.

GRADING AND REPORTING

The Elementary Grading and Reporting Policy and Regulations can be found on our school web page under the *Grading and Reporting* tab or under the *Parent* tab on the CCPS home page.

All attendance and grades are recorded in an electronic system called PowerSchool. As a parent, you have access to your child's information through the Parent Portal. **In order to protect students' privacy, you must come into the school office to pick up your username and password** to log-on to PowerSchool. We may ask for ID to insure that we are giving the information to the correct person. It does not change from year to year, so if you already have this information, you may continue to use it to view your child's records.

Homework

The following is taken directly from the CCPS Policy IKB, Homework: "Homework plays an important role in the development of students. It provides an opportunity for students to develop self-reliance, self-direction, and practice of newly acquired skills. Homework also helps students establish habits of work which will influence their use of time throughout life." We will be asking students to engage in reading on a nightly basis and problem solving in math through journaling and responding to a problem, or accessing a website to practice their work. We ask for your help to support the homework expectations outlined by your child's classroom teacher. Parents should try to provide a quiet place to study and encourage completion of the assignment and support your children when necessary. Have your child(ren) show you the completed work and remind them to put their homework in their book bag. If your child continually struggles with homework or requires substantial assistance please contact your child's teacher. *Please make time to review your child's homework prior to them returning it to school. Remember, you are your child's best teacher!*

Make-up Work

Regardless of reason for absence, a minimum of two class days will be allowed for each day of absence. For unexcused absences, the academic penalty for late work shall not exceed five percent of the totality of the grade for each of the two days. If the assignment is turned in beyond the allotted number of days, the assignment will be graded based upon the late work policy of the teacher. If the absence(s) occur at the end of the marking period an incomplete may be issued.

Late Work

Regardless of reason, teachers must allow and grade late assignments. A minimum of two class days will be allowed for a late assignment with an academic penalty of not greater than five percent per late day of the assignment's total grade. If the assignment is turned in beyond the allotted number of days, the assignment will be graded based upon the late work policy of the teacher. This policy will be outlined in the teachers' grading criteria and approved by the school principal. Work due the day of an absence is due on the day the student returns.

Retakes

Retake opportunities for scored assignments may occur. These should reflect an accurate, authentic performance of student understanding and learning.

- Only assignments in content areas receiving letter grades are eligible for retake.
- **Only assignments receiving a grade of less than 80 are eligible for retakes.**
 - **The higher of the two grades will be entered with the updated entered grade not being higher than an 80.**
- Assignments can only be retaken once.

- Students will retake the assignment within ten school days after the initial assignment has been graded, entered into PowerSchool gradebook, and returned to the student.
- Students will retake the assignment at a mutually agreeable time.
- The higher of the two grades will be recorded in the gradebook. The original score will be added in the Score Inspector section of the gradebook.

HEALTH AND MEDICATIONS

Please monitor your child's health each day before he/she leaves for school. Children gain little from being in school when they are ill and they may infect others. If your child has red eyes, a sore throat, fever, a severe cold, or an upset stomach, it is better to keep him/her home until they feel better. Please call the school nurse, Mrs. Marie Stevens, at **410-642-6543** to discuss any questions you may have regarding your child's health.

Children who become ill while at school will be sent to the office. Temperature will be taken to determine the extent of the illness. Parents will be notified by phone as to their child's condition and may choose which course of action they wish to take. Please report to the school any health conditions that may affect your child while at school. Be sure to let us know if your child has any contagious illness so that we can protect the other students. All medical information is kept strictly confidential and is released to no one except the nurse and principal.

Before a child can take or receive any medication, including over the counter (OTC) drugs, a doctor's authorization called a **"Physician's Medication Order Form"** must be signed by the doctor and parent and be on file in the nurse's office. Authorization forms are available from the school office. **ALL MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE. This includes cough drops, aspirin, Tylenol, etc.** Please be sure the school is notified in writing if your child is allergic to bee stings or any other sources of serious allergic reactions. Any other serious medical problems should also be brought to the school and teacher's attention. Cecil County Public Schools has developed a policy in conjunction with the Emergency Medical Management System. This procedure is available through the school office.

INFORMATION FROM SCHOOL

Please check your child's backpack on a daily basis for communication from school. There may be notes from the teacher or graded assignments to review. We also periodically send home separate informational letters or flyers. We use our automated calling system, Blackboard Connect to send important phone messages, Facebook (Perryville Elementary); and our website, which you can access from www.ccps.org, is full of both school and classroom news. Please ensure that your voicemail is set up so that you don't miss important information.

We also publish a weekly update via email which details important information and school events (e.g. flyers, detailed important information, upcoming school events, etc.). Please make sure we have an accurate and up-to-date email address for your family.

INSURANCE

School insurance will be offered at the beginning of each school year. Student accident insurance enrollment is completed through Nationwide Life Insurance through the K&K Insurance Group at their website online at www.studentinsurance-kk.com. If your family is not able to pay for medical insurance, contact the School Counselor, Mrs. Susie Gough, to assist you in applying for the MCHIPS program, which serves economically disadvantaged Maryland children with medical insurance.

ITEMS BROUGHT TO SCHOOL/ELECTRONIC DEVICES OR OTHER

Many times, children want to bring various items to school, which are better off left at home. Too many times, these items disappear and the result is a very sad student. Sports Equipment may not be brought from home as recess equipment is provided for students.

The CCPS Policy "Use of Portable Electronic Devices by Students" documents several expectations for using personal devices in school. It states, "Devices must not be displayed and must be powered off at all times during the school day." It also states that "The possession or use of cell phones or other portable electronic communication devices may not cause any disruption to the school setting." We ask that students comply with these expectations at all times and if they have a phone, it should be off and

away. A bring your own device (BYOD) program applies to High School students only.

Our transportation policy allows personal electronic devices on school buses. However, these devices are the responsibility of each student and their use should be for non-disruptive activities like listening to music and playing games. The policy states, "Cell phones with camera functions must not be used to take or transmit any image at any time, even if the use of cell phone is otherwise permitted." If the use of an electronic device on the bus causes a disruption, the privilege of using the device will be stopped. If a child has a cell phone, it is their responsibility. Please note that the failure to comply with these expectations will result in consequences.

LOST AND FOUND

We strongly urge you to make sure that your child(ren)'s belongings are labeled with his or her name in permanent marker. This applies to coats as well as book bags, lunch boxes, and the like. Many items are turned into the office lost and found. Lost and found items are displayed in the cafeteria during lunch. If your child lost anything, he/she should check in the cafeteria. If these items are not recovered, they will be donated.

MANDATED REPORTING

The local public school system is committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

School system policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and the local police department. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family. Please be assured of our continued interest and concern for the education and welfare of students in the local public school system.

PARENT DIRECTORY/INFORMATION DISTRIBUTION

Please note that personal materials such as birthday party invitations are NOT to be distributed by students or school system personnel and are not the responsibility of the school system. If you wish to include students from your child's class at a birthday party, you can contact those parents through the parent directory.

As a part of the regulation, KJA-RA, information from governmental and nonprofit agencies can be distributed to students if they meet eligibility guidelines. The policy details that the school does not endorse these agencies, but will provide a forum to share their information with students and their families. An online application called Peachjar will provide a forum to organizations that meet the qualification to share their materials with our families.

PARENT PARTICIPATION

We encourage all parents to take an active part in your child's education. Your child's education is enhanced by parental participation.

- Talk with your child each day about what is happening in his/her classes.
- Look over and help with homework assignments, but please, let your child do them.
- Read with your child every day.
- Read our school newsletters and respond to questionnaires and surveys.
- Complete forms and return them in a timely manner.
- Make sure your child is prepared for school with the appropriate supplies, lunch or lunch money, library books, permission slips, band instruments, etc.
- Attend conferences and meetings.
- Become a member of the Family Involvement Team.
- Attend our Panda Partner Events throughout the school year.
- Chaperone class trips and attend school performances.
- Join our volunteer program.

These are just a few ways that we welcome parent participation. If you are interested in other ways to become involved, please contact the school office or your child's teacher.

REASONABLE SEARCH

As allowed by Maryland State Law, the principal or designee may search a student's clothing, backpack, or locker if there is reason to suspect that a student has items which may be illegal, prohibited, or stolen.

SCHOOL CASH ONLINE

Cecil County Public Schools offers families the opportunity to make online payments for school fees such as field trips, gym uniforms, and prom tickets, in addition to student meals, all in a "one stop shop." This system is being offered by the "School Cash Online" program. It will provide a convenient fee payment option that will save time, reduce paper, maintain a focus on instruction in the classroom, and limit cash and checks in our schools. This improved efficiency also aligns with the District's strengthened accounting practices.



Please Note: If you had a previous online account for student meals, you must re-register with School Cash Online to continue payments. To do so please go here: schoolcashionline.com

SOCIAL MEDIA

All social media use must comply with the Children's Online Privacy Protection Act (COPPA). Due to COPPA regulations, elementary students should not have accounts on social media or communication platforms. Most of these platforms require users to be at least 13 years old (e.g., Snapchat, Facebook, TikTok, Instagram, FaceTime, YouTube, Twitter) or 16 years old (e.g., WhatsApp).

Because of these age restrictions and the potential risks associated with early social media use, elementary students at our school should not maintain personal accounts on these platforms.

Additionally, the school will not investigate issues that arise on social media platforms unless the situation involves a direct threat to school safety. Families are encouraged to monitor their child's online activity and maintain open communication about responsible digital behavior.

SPECIAL AREA CLASSES

Students at Perryville engage in five special area classes per week. These specialists work together to provide enrichment and extension of the work in the classroom. Please make sure your child(ren) is prepared with the necessary clothing and/or supplies to fully participate in these classes. A schedule will be provided by your child's classroom teacher.

These special areas and teachers are as follows:

Physical Education, Mrs. Katelyn Abbott

Music, Ms. Megan Malone

Information Literacy, Mrs. Shannon Mellott

Personal Wellness, Ms. Kate Newhouse and Mrs. Katelyn Abbott

Art, Ms. Michele Hawkins and Ms. Joyce Williams

Orchestra/Band/Choir, Ms. Megan Malone, **supports students in grades 4 and 5.

STUDENT SERVICES TEAM

The Student Services Team provides intervention, prevention, and case management services to students in a school. The SST is composed of school administrators, the special education coordinator, the school nurse, the school psychologist, the pupil personnel worker, and the referring teacher. Ad hoc members may be any school personnel, agency personnel, parent/guardian, or other person needed for a given case.

SUNDAY FAMILY UPDATES ~ Panda Press

The Sunday Family Update is emailed each Sunday afternoon through our Blackboard Connect system. It provides updates, information, and celebrations via email. Please make sure we have an accurate and up-to-date email address for your family.

TECHNOLOGY

Please be aware of the CCPS policies on the use of Technology in our schools. They are housed on the CCPS website under Technology Services. They are **Responsible Use of Technology** - IIBH and IIBH-RA. These policies define how technology can be used in our school. **Student Use of Portable Electronic Devices** - JFCM |JFCM-RA explain how personal technology cannot be used in schools. We recommend that you review these policies to support our safe and responsible use of technology with our students.

TITLE I

Perryville Elementary is a school-wide, Title I school. Title I programming supports schools who have a high number of students who qualify for free and reduced meals. This support will come in the form of additional staff members and programs to support students and families. There are many opportunities for parents to learn about the new curriculum, understand the resources in the community, and be a partner in education for our students and community. All are funded by Title I. We receive our Title 1 funding through completion of the Meal Benefit Program. Applications for the Meal Benefit Program are available at this link, found on the CCPS website at <https://www.myschoolapps.com/Application> or upon request throughout the school year. If your family income should change at any time throughout the school year, feel free to submit an updated application for possible eligibility. All of this information is confidential.

Perryville Elementary encourages **ALL** families to fill out a free and reduced meal benefit application for the 2024-2025 school year as it **GREATLY** benefits our students.

The free and reduced data collected from the applications are compiled to determine our PES eligibility rates which will determine Title 1 funding for Perryville Elementary School! Receiving Title 1 funding at PES, will continue to help provide programs for our students and enhance educational services at Perryville Elementary School.

We want PES to reach our goal of *100% completion*. Even if you don't think you'll qualify, we are asking that **ALL PES Families** complete the application. **We encourage EVERYONE TO APPLY to help us get continued funding!!**

TOBACCO

*****CCPS Board Policy GBK supports Tobacco-Free Schools.** The Board of Education of Cecil County recognizes that the maintenance of a safe and healthy environment is important to ensure students' success and protect the health of staff and visitors. With this responsibility to provide a healthy environment the Board cannot ignore the evidence of the health hazards of tobacco use. The sale and use of tobacco in any form is prohibited by anyone in Cecil County Public School buildings, whether owned or leased, at all times (24 hours a day, every day). In addition, the sale or use of tobacco in any form including e-cigarettes or vapor cigarettes is prohibited on school grounds and on the school bus during the official school day.

VISITORS

All visitors must report to the main office upon entering the building and must be prepared to show a picture identification. No one may walk the grounds without registering in the office. Visitor stickers will be issued to each visitor. All employees wear badges and this lets the students know they are safe people to be in our building, therefore they will look for visitor stickers on all adults in our building. To continue our safety efforts, when entering the building, please do not hold doors open for other visitors. If you are interested in visiting your child's classroom, please contact the teacher to determine an appropriate time and let the office know upon your arrival that you have set up a visitation time with your child's teacher. Visitors in the classroom distract many children and the teacher will choose a time which will be the least disruptive for the learning environment.

Classroom Visitation Guidance - Per the CCPS Policies and Regulation KK-RC, "CCps must ensure minimal interruption of the learning environment of students and protect the rights, safety, and welfare of students and staff. Since schools are a place of work and learning, certain limits must be set for visitations.

- Visitations to schools will be approved by the principal/designee based upon consideration of student/staff safety, the purpose of the visit, and availability of staff to accompany the visitor.
- A visit by a family member other than the parent/guardian requires parent/guardian consent.

- Upon arrival, all visitors to the Cecil County Public Schools must report to the school office to register and obtain a visitor's badge. The visitors will be accompanied to individual rooms by the principal or his/her designee.
- Visitations are limited to two times per marking period with a time limit of 45 minutes per visit.
- In order to protect the privacy of other students, and in order to maintain a proper learning environment, visitors may not use any audio or visual recording devices at any time during the visitation and must turn off all cell phones/electronic devices.
- Visitors must find alternative arrangements for siblings/children under their care during the time of the visit.
- Visitors must refrain from communicating with the students or adults in the classroom.
- Visitors will not evaluate the teacher.
- Upon departure, all visitors to the Cecil County Public Schools must report to the office to sign out and return the visitor's badge.

Visitors other than parents/guardians must also adhere to the previous guidelines. In addition:

- Each visitation must be arranged at least two days in advance with the principal/designee so that class disruption may be kept to a minimum.
- Principal/designee must have a signed release from the parent of the student being observed authorizing the number of visits agreed upon, record reviews, and discussion with staff.
- Visitors other than parents will be accompanied by a building administrator, designee, and/or a member of the Department of Special Education.

VOLUNTEER PROGRAM

Our school volunteer program consists of many parents and other community members who assist students, teachers, and staff members on a daily basis. There are a variety of volunteer opportunities in our school building, and we welcome you to volunteer your time in our school. There is an orientation and background check process for all school volunteers. If you are interested in volunteering, please contact Susie Gough, our School Counselor.

WHO TO CALL

Because of the complexity of our school programs, no one person knows all of the answers to all questions that may arise. To help you get the correct answer to your questions you should:

- **Call your child's teacher**, email, or send a note to get answers to questions about the classroom, schoolwork, homework, and/or classroom behavior.
- **Call the principal or assistant principal** when referred by the teacher, for a problem not solved by the teacher, for special assistance with your child's learning or behavior problems, with questions on general school policies and/or activities, and concerns regarding curriculum or other school matters.
- **Call the school secretary** to report your child's illness if he/she has a contagious disease or will be absent due to a prolonged illness, to request assignments for your child to do at home, or to get general information about upcoming events.
- **Call the school nurse** to ask questions about medications or other health concerns **(410-642-6543)**.
- **Call the cafeteria manager** to inquire about school meal accounts, snacks, or other aspects of the breakfast and lunch programs. Their phone number is **(410-642-6544)**.
- **Call the Board of Education Office at (410-996-5400)** for answers to questions of a district-wide nature and for general information about our school system.
- **Call the transportation department (410-287-4656)** to discuss bus routes, bus stops, or other transportation concerns.

appreciate



We **GREATLY**
ALL of our

Parents/Guardians and Community Members!

Perryville Elementary School *THANKS YOU* for all your support!

“Learning and Growing Today, To Inspire the Leaders of Tomorrow”

At Perryville Elementary, students, families, and staff work together to show respect, stay engaged, and grow every day in a safe learning environment. We will learn from each other, communicate clearly, and help everyone discover a love for learning and exciting possibilities for the future.