Spring Garden Elementary School

STUDENT HANDBOOK 2026-2027

Student Name:_____



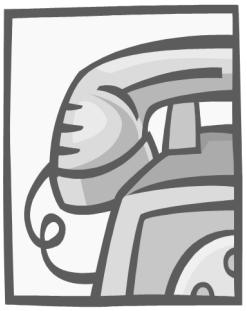
www.carrollk12.org/sge/
sgeattendance@carrollk12.org

This Student-Parent Handbook has been prepared to provide essential information to the students who attend Spring Garden Elementary School and their parents. **For additional information, please refer to the CCPS Student - Parent Handbook.**

Please take some time to review the contents.

Administrative Staff

Wendy Leishear, Principal
Tyler Cross, Assistant Principal
Heidi Imrisek, School Counselor
Bobbye Schmidt, Financial Secretary
Debbie Purdy, Enrollment Secretary
Luanna Stewart, Part-Time Secretary
Sherry Wood, School Nurse
Rebecca Mann, Cafeteria Manager
Joseph Lambert, Building Supervisor

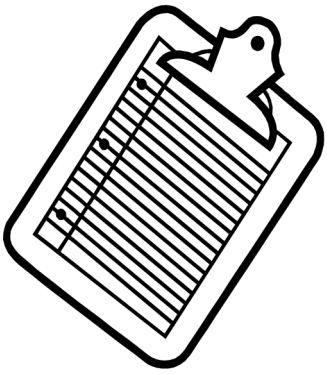


School Telephones

Open 7:00 a.m. to 3:00 p.m. during the school year. Teachers may not be available for telephone calls during the school day, but messages will be placed in teachers' mailboxes or emailed at all other times. Please allow up to 24 hours on school days, and possibly longer over non-school days, for a response.

(410) 751– 3433
(410) 751- 3475 (fax)

School Hours



7:15 a.m. – Students may be dropped off in Parent Pick-up area only. **Students may NOT arrive before this time because we cannot provide adequate supervision.**

7:15 a.m. - School opens for students.

7:45 a.m. - Instructional day begins.

An adult must accompany the child into the school when arriving after 7:45 a.m. Please note that if students are not IN THE CLASSROOM READY TO WORK before 7:45 am, they will be considered tardy. Any student who arrives at school after 7:45am but before 10:45am shall be considered "tardy" in the a.m.

2:15 p.m. - End of the instructional day.

Any student leaving school between 11:15am and 2:14pm shall be considered "tardy" in the p.m. Students leaving school between 8:30am and 11:14am will be considered absent half the school day.

Security Measures



Every day, school visitors entering a CCPS building will need to be prepared to present a photo ID upon entry. Visitors will be asked their name and purpose of their visit. Once the visitor has entered the building they will proceed to the main office where they will present their identification to be scanned to receive a visitor sticker to wear while in the building. All visitors must display a valid visitor badge. All CCPS employees will be required to wear their employee ID's while in any CCPS building. We hope that by now this is a regular habit and we appreciate you remembering that your child's safety is our first priority.

Volunteers

The use of volunteers in our school is an effective strategy for increasing student achievement and strengthening our home and school connection. All volunteers **MUST** go through volunteer training **EVERY SCHOOL YEAR.** This includes, but is not limited to, chaperones, mentors, club leaders, guest speakers, and classroom helpers. **All volunteers must complete a training session at least 7 school days prior to volunteering. No one will be considered as a field trip chaperone unless he or she has already had the training.** It is strongly suggested that family members complete a training session early in the year in order to be eligible for all volunteer opportunities. The training information is online at https://www.carrollk12.org/operation/human-resources/volunteer-program. **For liability reasons, we cannot permit young children to be in our workrooms, playground, cafeteria, and/or classrooms with adult volunteers.** Please also remember that public elementary schools are firearm free zones for visitors and volunteers.

Visitors

All visitors to the school are required to check-in and provide a government issued photo ID at the school's main office. Because of potential disruption to the academic setting, parent(s)/legal guardian(s) are asked not to bring pre-school or other children for visitations. Students not enrolled in Carroll County Public Schools are prohibited from visiting or shadowing other students while school is in session. To protect the privacy rights of students, videos and pictures are not to be taken. Persons who create a disturbance or disruption during any visitation will be required to leave the premises.

PTA

The Spring Garden Elementary School Parent Teacher Association is dedicated to supporting and enriching the students, providing staff and parents with a forum to make a difference at our school and in our community. Please consider volunteering for an event or PTA sponsored activity. Your child, his/her schoolmates, and the entire community will benefit from your time and support! For more information:
Email: springgardenpta@yahoo.com
Facebook: https://www.facebook.com/sgepta

School Closings for Inclement Weather

Please review the Inclement Weather Policy in the Carroll County Public Schools' Informational Calendar that will be sent home with your youngest child early in the school year. The policy pertains to extreme heat and humidity as well as ice and snow. **Please do not call the school; we often do not get the information until after the media is notified.**



We strongly recommend that each family develop a plan with their children that they should follow when schools close early and parents are not yet home from work. If these plans involve a change in normal routine, the school should be made aware of those changes in writing so that the child arrives home safely. Please complete the Early School Closing form at the beginning of the year in order to be prepared. **Children are not allowed to ride different buses on these days.** Please do not wait until the first threat of a weather-related early dismissal to call the school with these changes.

Schedule Changes due to Inclement Weather

School Opening Delayed 1 hour
Students may arrive at 8:15
Instructional day starts at **8:45**

School Opening Delayed 2 hours
Students may arrive at 9:15
Instructional day starts at 9:45

School Closes 1 Hour Early
Dismissal at 1:15

School Closes 2 Hours Early
Dismissal at 12:15

School Closes 3 Hours Early
Dismissal at 11:15

Early Dismissal Days

Carroll County Public Schools have scheduled several 2 hour, 45 minute early dismissal days throughout the school year. SGE dismisses at **11:30 am** on these days. Lunch MUST be served, although there will be an adjusted schedule. Early dismissal days are noted on the CCPS Calendar, on the last page of this handbook, and they are listed below.

Sept 18
Oct 15
Nov 4
Nov 20
Dec 14
Dec 23
Feb 12
Mar 12
April 7
April 30
May 28
June 11, or last day of school

Parent Pick-Up

Our designated pick-up area is the side door near the parking lot. Students must report to the staff member supervising this area before leaving with a parent or guardian. Parents **should stay in their car and wait in the line.** Your student's official sign should be displayed clearly in your window if your student is a regular car rider. Students who are not picked up by 2:30 will return to the office; parents will then need to come into the office to sign the child out. When students are to be picked up by a parent or other authorized person, a note must be on file in the office no later than 11:30 am the morning of the change. Please be sure that the note includes the following information: Child's full name, teacher's name, and date of transportation change. If a student is normally parent pick-up or attends daycare, but needs to ride the bus home, please include the bus number and the bus stop in your note. Please make sure all notes are clearly written. **Unless an emergency, please notify the office no later 11:30 a.m. of any changes to transportation.**

Please follow the directions of the SGE staff members assigned to the parking lot and Parent Pick-Up areas. Our procedures are for the safety of our students and visitors to our building. Be sure to always yield the right of way to our buses. Your attention to these details makes a difference!

Morning Drop-Off

Students who do not ride a bus to school in the morning must enter the building through the side door of the building. Upon entering the far parking lot entrance, follow the arrows and drive around to the side of the school. Drop-off time is from 7:15 until 7:45 a.m.

- There is a designated Parent Drop-Off and Pick-Up lane marked with yellow lines. The first car in line should drive **ALL THE WAY TO THE STOP** marked at the end of the lane. Four vehicles can be accommodated at one time. Once the children in these four vehicles have been dropped off, these cars pull out of the lane and the next four vehicles move into the drop-off area. Parents should remain in their car and students should promptly exit the vehicle.

- Please do not allow children to exit unless the vehicle is in the designated drop-off area.

- There is no parking allowed in the drop-off lane at anytime. If you are walking into the building with your child, you must park your car in a designated parking spot and enter through the main entrance. Remember to have ID ready to sign in at the office.

- **Please be sure an adult is outside supervising students before dropping off. Any child using the front sidewalk must be accompanied by an adult.**

It is imperative that everyone follow this procedure so we can ensure the safety of our students. Be sure to follow the directions of the staff members assigned to the parking lot and to the Parent Drop-Off areas. Be sure to always yield the right of way to our buses. Thanks for your cooperation.

Transportation

CCPS policy requires that a child have only one a.m. and one p.m. bus stop. **Students are not allowed to ride another bus or get off at a different bus stop during the school year.** Exceptions will be made only in the event of an emergency or when an extenuating circumstance exists (which must be approved ahead of time by an administrator). It is the responsibility of the parents to supervise students while walking to or from school , while walking to or from the stop, or waiting at the bus stop. **Bus drivers will let students off of the bus even if an adult is not present, with the exception of PreK students.** The following items are NOT to be transported on the bus: live animals, glass containers, or unusually large packages.



Bus Riding Expectations

Please discuss these with your child!

1. Students must remain seated when the bus is in motion.
2. Students must sit facing the front of the bus, keeping hands, feet, and personal belongings out of the aisle.
3. Hands, feet, and head must be kept inside the bus.
4. Students should speak in a quiet tone of voice and behave appropriately so that the bus driver is not distracted.
5. Eating, drinking, or using vulgar language is not permitted.
6. Students should not in any way damage or deface the bus.

Please remember that riding the bus is a privilege and students can lose that privilege if they do not meet these expectations.

1st offense- Warning from driver
2nd offense- Administrator will send a letter home
3rd offense - Student may lose bus riding privileges for up to one week

After Care at Spring Garden

If you have arranged for your child to attend the YMCA, the after school care at Spring Garden, located in our cafeteria, please send a note stating when the your child will attend the Y enrichment program. Students enter and leave from the cafeteria entrance and an adult must sign the student out. When picking up, you will see a doorbell to the right of the cafeteria doors.

Walkers

All students in our school zone are provided yellow school bus transportation. If you decide to give your child permission to walk to or from school, please discuss your expectations with your child, as we are not able to supervise walkers once dismissed from school property. A written note must be provided to the office prior to dismissal.

Field Trips

Field trips are offered throughout the school year to extend and enrich classroom instruction. The cost of the field trip varies according to the activity and the distance traveled. The field trip can be paid by cash, check, or through your MySchoolBucks account. If a student does not go on the field trip, he or she will be placed in another classroom for that day. Teachers will ask for parents to volunteer as chaperones prior to the field trip. The parent must have already had the volunteer training at least seven school days prior to the event to be considered for selection as a chaperone. We are not able to refund money for field trips unless the entire trip is canceled.

Health Room

Spring Garden Elementary is fortunate to have the services of a qualified registered nurse on our staff. While Mrs. Wood is available for first aid, medications, and as a resource for parents, she is NOT intended to be a substitute for a child's family doctor.

Medical Concerns: It is very important to share any medical concerns your child may have with the school nurse, especially those concerns that could result in an emergency or requiring as needed emergency medications should be shared prior to the first day of school. If your child is lactose intolerant or sensitive and can't drink milk, please remember that a health care provider note is required annually to substitute juice with a school lunch.

Acute Illness: CCPS policy considers a fever a temperature of 100 degrees or higher. Students with a fever must be sent home or kept home, until fever free for at least 24 hours without fever reducing medications. If your student has had any vomiting or diarrhea, it is also best to keep them home for 24 hours following the last episode.

We are required to report all communicable diseases to the Carroll County Health Department. When your child returns to school following an illness, please specify in writing the specific illness that affected your child.

Lice: If you find your child to have head lice, please notify the school nurse so she can advise you further. CCPS policy requires children with live lice to be treated prior to return to school. Upon return to school, proof of treatment (empty lice shampoo box) must be provided to the nurse. CCPS does NOT have a "nit free" policy to attend school, however, the removal of all nits will help to reduce the risk of re-infestation. The nurse will re-check your student 7-10 days following treatment to assess for any signs of re-infestation.



Medication: When a student is taking a prescribed medication, parents should make every effort to arrange for it to be taken outside of the school day. If you & your child's provider have discussed alternatives and find that medication during school hours is necessary, a form MUST be completed by you and the provider before your child can be given the medication at school. The form is available from the school nurse and on the CCPS website**.** A parent/guardian must bring the completed order and matching medication to school for review by the nurse. ALL medicine must be in the original container and prescriptions must have prescription label intact. Over the counter medications must be in a new unopened container. No expired medications can be accepted. **STUDENTS MAY NOT TRANSPORT ANY MEDICINES TO/ FROM SCHOOL. BOTH PRESCRIPTION AND OVER THE COUNTER MEDICATIONS MUST BE TRANSPORTED BY A PARENT/GUARDIAN.** The only exception to this policy is if your child has an emergency medication such as an inhaler, and a completed order form with parent and provider signature allowing the child to self-carry, is on file in the nurse's office. **Student's may self-carry non-medicated cough drops, lip balm, and individual hand sanitizer for personal use only with parent permission.**

Injuries/Recess and PE restrictions: If your child is injured and can't participate in an activity for 3 consecutive days or less, a parent note should be sent in to the school nurse. If your child has an injury requiring more than 3 days out of recess and PE, a health care provider note is required. If the initial note doesn't provide a specific time frame or return to activity date, an additional note is required in order to clear your child to return to participation. Any student using crutches at school needs a health care provider note to verify that they are required.

Extra Clothing: Please consider sending in an extra set of weather appropriate clothing for your child to keep in their locker. Children of all ages may have an incident requiring a change of clothes such as a food spill, bathroom accident or slip in the mud. Our health room does have a limited supply of clothing to lend, but we have found that students are able to get back to class faster and are more comfortable if their own clothing is available.



Emergency Cards

Every student MUST have an emergency card on file in the office. It is important that the card be filled out and returned to school as soon as possible. **Please inform the school immediately in writing in the event of changes, i.e. phone number, place of employment, daycare.** We must be able to reach an authorized person at all times. Please note that even in an emergency, a written letter from the student's parent or guardian is required to pick a student up early for any reason other than a school initiated emergency. The person will need identification.

During the school day, students are to be removed from school only into the custody of their legal guardian or to an individual listed on the emergency card **with the written permission from the registered parent/legal guardian**.

In cases where a court order granting joint legal custody is on file with the school, the student may only be removed from school with permission from the registered parent or the parent with arranged physical custody according to the documentation provided by the registered parent.

Please understand that for students whose parents live in two different locations but do not have court documents, the enrolling parent is considered the primary registered parent and would need to provide written permission for the non-primary parent to pick up the student during the school day.

As stated above, **a student may not be released to an individual listed on the emergency card without written permission from the registered parent/legal guardian.** The emergency contact list is a list of individuals to contact when the registered parent/legal guardian is not able to be reached and the child becomes ill. Being listed as an emergency contact does not grant permission to pick-up the student without the appropriate authorization.

Attendance/ Tardies

Students are expected to be in their classrooms by 7:45 a.m. During a regular school day (7:45-2:15), students are considered present if they are in school over 3 hours and 30 minutes. They are marked half a day if they are present between 45 minutes and 3 hours and 30 minutes. If a student is present less than 45 minutes they are considered absent for the day. These guidelines are adjusted in the event of a delay or an early dismissal.

Following an absence, a note written by the guardian must be brought to school on the first day the child returns or email it to **SGEattendance@carrollk12.org**. The note needs to contain the following: *1) Teacher's name; 2) First and last name of the student; 3) Date (s) absent; 4) Reason for absence; 5) Parent or Guardian signature.* Absences without notes will be coded as unlawful after 5 calendar days. Absences exceeding 3 days due to illness require a signed doctor's note.

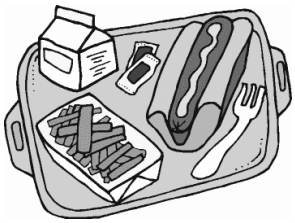
Participation in Extracurricular Activities

There are often opportunities for students to participate in extracurricular activities (concerts, music programs, fitness club, etc.) during the school year. In order for a student to participate in afternoon or evening activities, he or she must be in school for that entire day, unless the absence has been pre-approved by an administrator.

Cafeteria

Our cafeteria serves breakfast and lunch every day. We encourage everyone to complete a meal application to be considered for free meals, but it is required for pre-k, as this is a requirement of their federal intervention program.

Our school cafeteria operates with computerized cash registers in the cafeteria. Students have a number and they enter it on a pin pad. Snacks will be available for purchase in 1st through 5th grades and parents may put money on student accounts or give students cash. Kindergarten starts snack weekly mid-year and teachers will notify parents when it starts. Student cafeteria pin numbers can be found on Home Access Center.



We encourage students to engage with classmates during lunchtime, however, on occasion there are parents/guardians who visit students during lunch. Any other individuals wishing to visit must be approved by parent/guardian in advance.

Requesting Homework during Extended Absences

If a student has been absent from school, a family member may request homework for the student. **When requesting homework, please call the school office prior to 8:00 a.m.** The work can then be picked up at school (or sent home with a sibling). We cannot guarantee that teachers will have sufficient time to get homework materials together when requests are made after 8:00 a.m. If a student is going to be absent for an extended period of time because of a family vacation, parents should contact the principal in writing at least one week in advance for approval of the extended absence. Any missed work will be sent home when the child returns to school. It is important to remember that homework is the opportunity to practice skills that have been taught in school; therefore, it may be impractical for teachers to give homework since the child has missed the instruction. Also, because our teachers are continually modifying their plans based on the needs of students, it may be impossible to accurately predict the information that will be covered during an extended period of time.

Grade Reporting Procedures

Teachers will continue to report grades for all students in 3rd to 5th grade on the Home Access Center. It is really valuable for parents to check on grades with students weekly. We also highly suggest teaching students how to monitor their own grades so they can make adjustments when assignments are missing or support is needed. Teachers will have up to two weeks to enter all grades and there may be changes due to second chance learning and other clerical errors. Once the quarter has ended, teachers can no longer enter grades for that quarter.

Because parents will have updated grades at anytime, there will not be interim reports issued. Students in grades K-2 will continue to have interims sent home quarterly at this time. All students will have a physical report card sent home shortly after the end of the quarter. Students in grades 3-5 will also have report cards visible in the home access center.



Special Areas Team

Students will receive regularly scheduled instruction in the following Special Area classes:

Art :

- Pre-K will have one 30-minute art class per week. Grades K–5 will have one 60-minute art class per week.
- Each student should keep an art T-SHIRT in his or her locker to wear over other clothing (short sleeved, no buttons).
- Artwork is displayed regularly throughout the school year.

Health

- Pre-K & Kindergarten will have one 30-minute health class per week. Grades 1& 2 have two 30-minute health classes per week. Grades 3, 4 & 5 have one 60-minute health class per week.
- Permission is required for Grade 4 & 5 students to participate in the family life videos and discussion. Parents will have an opportunity to preview these materials prior to the instruction.

Media

- Pre-k will have one 30-minute media class per week. Kindergarten will have two 30-minute media classes per week. Grades 1-5 will have one 30-minute media class per week.
- Students will be allowed to check out books from the Media Center; these must be returned or renewed before others can be checked out. When a signed-out book cannot be accounted for, parents will be billed for the replacement cost of that book.

Vocal Music

- Grades K, 1 & 2 will have two 30-minute vocal music classes per week. Grades 3, 4, & 5 will have one 60 minute class per week.
- Third graders will have a unit using recorders. Information regarding the purchase of recorders will be sent home in January.

Instrumental Music

- Instrumental music classes are offered to students in Grades 4 & 5 who wish to expand their knowledge of music.
- Students may select from a variety of band and orchestra instruments. Some instruments have a limited number of participants.
- Two 30-minute lessons are offered each week. Students are required to make-up any classroom work that is missed because of lessons.
- Students who are not fulfilling their classroom obligations, continually forgetting their instruments, or not practicing regularly may be asked to withdraw from the instrumental music program.

Physical Education

- Students in Pre-k will receive two 30-minute classes per week.
- Students in Grades K, 1 & 2 will receive three 30-minute classes per week.
- Students in Grades 3, 4, & 5 will receive one 30-minute and one-60 minute class.
- **SNEAKERS ARE REQUIRED FOR ALL CLASSES. Shoes must be securely fastened. For safety reasons, absolutely no slip-on, backless, or high-heeled shoes will be permitted. Likewise, no dress shoes, sandals, flip flops, boots, cleats, or skate shoes will be allowed. Students with inappropriate footwear will not be allowed to participate in activities.**
- Students are expected to actively participate in class. In case of an injury or illness that would limit a student's activity, a note written by either the child's parent or doctor is required as determined by the school nurse.

Items Not Allowed in School

Many items should not be brought to school because they are disruptive to the learning process. Items such as toys, trading cards, dolls, athletic equipment, etc. should remain at home. The school cannot be held responsible for items that are lost or stolen. There may be special occasions when teachers allow students to bring these items into school for field trips, projects, show and tell, etc. The first time an item is confiscated by a staff member, it will be returned to the student at the end of the day. If the same item is brought to school again, the teacher will hold it until an adult can retrieve it from school.

Support Room

The Support Room is provided as a resource for those students whose behavior is causing a distraction to others and a disruption of the learning process. In most cases, classroom interventions have been implemented, but the disruptive behavior has continued. When a child requires support, a staff member meets with the child to discuss the problem and develop a plan so the child can be successful in the classroom. At times, he or she completes a Stop and Think form, which is sent home the same day. Parents are asked to discuss the problem with the child, sign the form indicating they are aware of the situation, and return it to school the next day. Depending on the nature of the incident, the parent may or may not be notified by phone.

Appropriate Dress for School

PURPOSE: To create a respectful, healthy and safe environment with grooming and clothing that is clean, appropriate, decent and not disruptive to the educational process during the school day. Expectations for students, staff and volunteers include, but are not limited to:

- Hats, bandanas, other head coverings should not be worn in the building unless special permission is given.
- Sunglasses should not be worn unless required for medical reasons. One's face should be visible.
- Shirts shall reasonably cover the back, cleavage and midriff areas. See-through and mesh shirts are permitted with the appropriate top only.
- Dresses, shorts, skirts, skorts, and pants shall cover the entire buttocks and private areas while sitting, standing, and bending over. Parts must cover undergarments.
- Appropriate shoes must be worn.
- Clothing that may endanger health or safety, that may be used as a weapon, or that may cause damage to property shall not be worn.
- Undergarments shall not be worn as outerwear or be visible through outergarments.
- Clothing shall not be worn that would lead school officials to reasonably believe that such attire would materially disrupt, interfere with, disturb, or distract from school activities, the safe operation of the school, or the rights of other students to access and participate in a safe and welcoming educational environment.
- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs or the unlawful use of weapons, stated or implied.
- Clothing shall not convey profanity or symbols/messages depicting, implying, or symbols/messages of groups which are reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment or harassment/bullying 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. This prohibition includes, but is not limited to Confederate Battle Flags, swastikas, Ku Klux Klan or Aryan nation.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a "double meaning" involving sexual innuendo, gang symbols, or sexual activity.
- Body art, whether permanent or temporary, which would otherwise violate this policy if depicted on attire, must be completely covered during the school day or at any school-sponsored or school-sanctioned event.

If a student is not in compliance with the dress code a parent or guardian may be contacted to bring appropriate clothing to school.

Celebrations and Invitations

During the school year, parents often ask permission to send in cupcakes and other treats in order to celebrate a child's birthday. There are several reasons why this request will be denied:

- These celebrations are a disruption to the instructional day, and if even half of the students requested a celebration, there would be a significant loss of instructional time.
- An increasing number of children have food allergies; we cannot risk any of our children's health and safety by allowing food to be handed out.

If you would like to recognize your child's birthday in a special way, we would suggest making gift bags with pencils, erasers, and other non-food items, Please contact the classroom teacher prior to sending these in with your child. We are not able to distribute birthday invitations to selected students, but we are able to distribute to all students in the class. In many situations, when only certain children are invited to parties, this leads to hurt feelings for those who are excluded.

Email Correspondence

In this age of technology, e-mail has become one of the most convenient methods of communication. More and more, our staff is being asked by parents to respond to questions, provide information, and schedule meetings via e-mail. E-mail, however, is subject to the Family Educational Rights and Privacy Act (FERPA). Although the school system takes great care to insure the confidentiality of our e-mail system, we cannot guarantee that it is a secure site. For this reason, many conversations are more appropriately conducted over the telephone or during a parent conference. Your signature on your child's emergency card authorizes school personnel to communicate with you via the email address that you provide on the card, but please understand that often times your child's teacher may prefer to communicate with you over the phone or during a conference.

CCPS faculty and staff use Microsoft Office 365 to encrypt email messages sent to parents/guardians and outside agencies. Only emails containing sensitive information will be encrypted. Parents now have the opportunity to opt out of receiving secure emails via the parent permission form that they complete online each year. When a parent opts out they will be agreeing to allow us to send unencrypted emails to *both* parents. By default all students will be opted in for secure emails and parents will need to reselect opting out each year as part of the annual parent permission process.

Returning to School for Forgotten Items

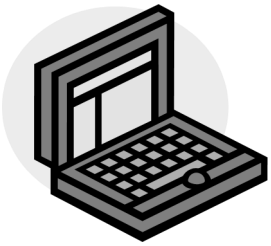
We are requesting that parents support us in the policy of not bringing children back to school for forgotten items such as homework, books, etc. There are several purposes behind this policy:

- Students learn at an early age to accept responsibility, especially for their own learning.
- Our building can be a safe, secure environment for those who are working after hours.
- Staff members can complete their duties without interruptions.

Our students are given at least 5 to 10 minutes at the end of the school day to pack up before dismissal. Thanks for your cooperation.

Student Use of Cell Phones and Other Portable Electronic Devices

Students in grades K-2 will have access to technology within their classrooms. Students in grades 3-5 will be assigned a laptop for school use and will be able to take them home **with a signed user agreement**. Parents/guardians are responsible for repair costs due to abuse or neglect of school devices.



Devices are for the assigned student's use only and students are not to share passwords. Personal devices must be silenced & stored (out of sight). This includes watches that do more than just tell time. It is highly recommended that students not bring personal devices to school or on the bus. No 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 shall be silenced or directed through headphones at school and on the 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 devices or if reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

Staff and visiting adults are asked to turn off the audible notification on their electronic communication device during the school day and limit the use of electronic communication devices to emergencies or to facilitate school system business. The school cannot be held responsible for lost or stolen items personal items for students or adults.

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 the school website, 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 by the school system unless such notification is received.

It is important to note that communication is only for the current school year and would need to be resent annually to consider the request.

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 or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites 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 or in publications unless such notification is received.

Report Child Abuse or Neglect

Child abuse and child neglect are illegal. A report must be made if there is 'reason to believe' that abuse or neglect possibly occurred, and should be reported without further investigation, interrogation, or other verification of the allegation. To make a report, contact the Department of Social Services at 410-386-3434.

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.

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.