

EBB VALLEY ELEMENTARY SCHOOL

3100 Swiper R.

Manchester MD 21102

410-386-1550

<https://eve.carrollk12.org>



PARENT/STUDENT HANDBOOK

2026 - 2027 School Year

Whitney A. Warner
Principal

Dannielle R. Midkiff
Assistant Principal

Mission:

The mission of Ebb Valley Elementary School is to safely and respectfully work together doing our very best each day.

Vision:

The vision of Ebb Valley Elementary School is to be a results-oriented community preparing learners to excel in an ever-changing world.

The Ebb Valley Elementary School Community welcomes you to our school. The staff is committed to providing quality instruction for all students. The home/school relationship plays a crucial role in achieving this commitment. Honest and open communication contributes to a positive school experience for our students and families. If questions or issues arise during the year regarding the classroom or instruction, parents/guardians are encouraged to contact the teacher first with any concerns.

OFFICE/SCHOOL HOURS

The office is open from 8:00 a.m. – 4:30 p.m. Instructional hours for students are 9:15 a.m. – 3:45 p.m. Students may enter the building at 8:45 a.m., and are expected to be in their classrooms by 9:10 a.m.

For security reasons, all school doors are kept locked. After 4:00 p.m., only employees are allowed in the building. Only an administrator may make the decision to allow a student back in the building. Students should make sure they have all items needed prior to dismissal.

ARRIVAL AND DISMISSAL PROCEDURES

We encourage all students to ride the bus to and from school. Crossing guards are not provided for walkers. All students must use sidewalks and enter through the front entrance. Students should have a consistent way that they are dismissed on the same days of each week. (bus rider vs. car rider)

Car riders will be dropped off on the parking lot side of the school. They should remain in their car until the staff member gives the 8:45 a.m. signal allowing students to enter the building. Cars should wait in a single file line and proceed **slowly** around the side parking lot loop. Do not allow your child to exit your car until you have reached the area designated for drop off. **DO NOT PASS CARS WAITING IN THE LOOP.** Parents and other passengers should remain in their cars. If your child requires assistance, please park in the side lot and use the front entrance. After the 9:15 bell students must be escorted and signed in at the office.

Dismissal begins at 3:45 p.m. Students who ride a bus will be dismissed through doors at the front of the school. Car riders and walkers will be dismissed through the cafeteria doors. For the safety of all students, they must

wait in the holding area until a staff member dismisses them to their vehicle or parent. All parents/guardians should be prepared to show identification when picking up a child. If your child is picked up regularly, you will receive a placard to display in your dashboard.

When picking up students from the office for **early dismissal**, you must park in a designated parking space in the **side lot** and come into the building. Please remember that photo identification and a signature are required.

We **cannot** accept phone calls to change dismissal for your child. You must send in a note with Parent/Guardian signature to the school's main office either with your child or email. We cannot accept a note brought to school by someone other than the parent/legal guardian or the student. If your plans change during the course of the school day, **the office must be notified in writing by 1:00 p.m. If you wish to email, please email eveattendance@carrollk12.org** . Students are not permitted to alter their transportation in any way.

ATTENDANCE

Students enrolled in Carroll County Public Schools are expected to attend school regularly and be punctual in their attendance. Please avoid picking up your child early from school. We ask that you try to schedule appointments, vacations, lessons, sports practice, shopping trips, etc., so that they do not interfere with your child's attendance.

Absences

Parents must provide an email to EVEAttendance@carrollk12.org or a note signed by the Parent/Legal Guardian stating the student's full name, the date(s) of absence and the reason for the absence. The absence will be considered unlawful until a signed note or email from the parent/legal guardian is received.

Vacation Absences

All vacation requests must be emailed to Ms. Warner in advance for approval/excused. wawarne@carrollk12.org

ATTENDANCE – LATE ARRIVAL/EARLY DISMISSAL

Students who are not in their classroom **by 9:15** must report to the office **accompanied by an adult** so that the adult can sign the student in and list the reason for the tardiness.

When removing a child prior to dismissal, parent/legal guardian must come into the building, with appropriate identification, and sign him/her out. Children are never dismissed to an adult without verification from the office. Students are not dismissed directly from the classroom. Students will be sent to the office **AFTER** the parent or designee has arrived. Please allow for this time when planning.

DRESS CODE

This policy is in the CCPS Student Handbook, informational calendar, and on the CCPS website.

CELEBRATIONS/INVITATIONS

Due to many food allergies, food items may not be brought to school to celebrate birthdays, etc. Invitations to student parties may not be given out at school. Non-edible items such as pencils, stickers, etc., may be sent to school to recognize a student's birthday.

EBB VALLEY NEWSLETTER

Ebb Valley Elementary will post the "Eagles Nest Newsletter" along with school breakfast/lunch menu every Friday through School Messenger to your email and on the school's website on Mondays at <https://eve.carrollk12.org> . Keep up to date on the happenings at our school and in your child's classroom by making every effort to read the "Eagles Nest Newsletter".

BUS TRANSPORTATION POLICY

The Board of Education policy allows for one AM and one PM bus stop location for a student. Students are not allowed to change bus stops or buses. Changes cannot be made by the bus driver.

Parents are responsible for supervising their children at the bus stop. All children will be dropped off at the designated bus stop even if a parent is not present.

CELL PHONE POLICY

Below is a summary of CCPS Portable Electronic Device Procedure

- Devices must be silenced and stored out of sight upon entry to school. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the bus.
- No portable electronic device shall be used to record, store, or transmit any image, sound or video.
- Disciplinary action, as outlined in CCPS student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices.
- Smart watches are considered portable electronic devices and must be silenced and stored out of sight upon entry to the school.

CAFETERIA

Children may buy lunch or bring a packed lunch, including napkins and utensils. (Please note that eating utensils and condiments are not supplied by the cafeteria when packing a lunch.)

Applications for "Free/Reduced Meals" can be found on the CCPS website or can be requested from the office.

Parents/Legal Guardians are permitted to eat lunch with their child on an occasional basis at the designated guest tables. Parents must report to the office to sign in. A note from the Parent/Guardian should be sent **with the child** if someone other than the Parent/Guardian will be having lunch with the child. Please keep in mind when you do come in to eat with your child, kindly make other arrangements for younger siblings and non-CCPS students due to safety and liability.

LUNCH BORROWS/PAYBACK

Students may purchase breakfast and lunch from the cafeteria. Breakfast is \$1.50 and lunch is \$2.50; milk is \$.60 and ice cream is \$1.00. The sharing of food or loaning of money by students is prohibited. If a child forgets his/her lunch or lunch money, a charge will be written by the cafeteria staff. **Please, make every effort to pay the charge the following school day.**

MY SCHOOL BUCKS

Parents will be able to create a MySchoolBucks account which will minimize the amount of cash and checks sent into school.

In the cafeteria, parents can add money to student meal accounts.

For field trips, parents will be emailed a QR Code and link.

EMERGENCY CARD INFORMATION

It is imperative that emergency card information is complete and accurate. Notify the office, in writing, of any changes. If you plan to be out of town for any length of time, please notify the office and your child's teacher in writing regarding the temporary arrangements.

CUSTODY

It is the parents' responsibility to provide any custody documents to the school. Unless there is a court document signed by a judge, both parents have equal rights regarding access to student and student records.

MEDICATION POLICY

All medications (prescription and over-the-counter), must have a doctor's order and parent permission for the medication to be administered at school. Students may not carry **any** medication to school. The parent or adult designee must bring the medication to the school. **ONLY** the school nurse can receive medications from parents/guardians. All medications must be picked up by a parent by the last day of school.

The following items are not considered to be medications and therefore students may carry them without being in violation of our Drug and Alcohol Policy:

- Chapstick/lip balm
- Non-medicated cough drops (e.g. Ludens, Ricola) Note: Medicated cough drops indicate a limit per day and may require a doctor's order (ex. Cepacol, Sucrets)
- Saline eye drops, wetting solution, and real tears
- Saline nose spray
- Hand creams, lotions, waterless hand cleanser
- Sunscreen

LOST OR DAMAGED MATERIALS

Students are responsible for their schoolbooks and any books borrowed from the Media Center. Students will be required to pay for the replacement of lost or damaged materials including laptops and chargers.

PARENT TEACHER ORGANIZATION (PTO)

Ebb Valley Elementary School has been fortunate to have the resources and commitment of outstanding parents in the Parent Teacher Organization. Volunteers are needed and appreciated.

VOLUNTEERS

Volunteers are welcome at Ebb Valley Elementary School. It is the policy of Carroll County Public Schools that all volunteers must complete Volunteer Training **each year**. This requirement includes parents who wish to chaperone field trips. Training must be completed **seven school days prior to the activity or field trip**. Volunteer training is done **ON-LINE**. More information can be found on the Carroll County Public Schools' website: <http://www.carrollk12.org>

EAGLE PRIDE

Ebb Valley Elementary is an active participant in the Positive Behavior Intervention Strategies Program. School-wide behavior expectations are described in the Eagle Pride Program. Students show their Eagle Pride by being: **Responsible, Respectful, and Ready to Learn.**

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.