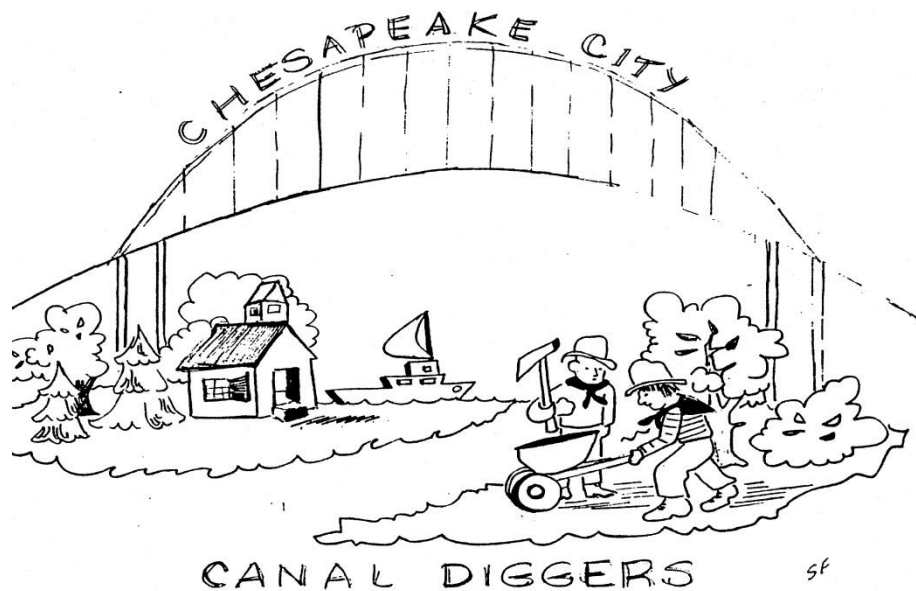


Chesapeake City Elementary School

Parent / Student Handbook 2019 - 2020



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CHESAPEAKE CITY ELEMENTARY SCHOOL

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The mission of Chesapeake City Elementary School is to educate, support and advocate for all students in a safe learning environment. We will collaborate as a school community to develop students who are strategic problem solvers and lifelong learners.

This handbook is intended to highlight many areas of school life that are controlled by Chesapeake City Elementary or Cecil County Public School Board policies and to serve as a reference for parents and students. Additional information and announcements pertaining to CCES will be made available on the CCES website. Please refer to the Cecil County Public Schools website www.ccps.org for additional information and announcements pertaining to the entire school system.

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ATTENDANCE:

Hours

For students in Pre-Kindergarten through grade 5, school is in session from 9:00 a.m. to 3:35 p.m. – Monday, Tuesday, Thursday, and Friday and 9:00 a.m. to 2:00 p.m. on Wednesday

Students may report to class as early as 8:45 a.m. Teachers are on duty from 8:15 a.m. to 3:45 p.m. From 8:15 a.m. until 8:45 a.m. is designated for teacher planning. **Students should not be dropped off at school prior to 8:45 a.m. since we are not able to provide adult supervision.**

Attendance Policy for CCPS

The importance of regular attendance cannot be over emphasized. Children should be in school every day that they are physically able. The Cecil County Board of Education attendance policy includes standards for regular attendance and specified penalties that will be applied when students do not meet the standards for regular attendance. Be mindful that a student may not be absent from school in excess of **17 (seventeen) days** during the school year regardless of the reason. Any absences, properly certified, that are coded Lawful Causes will count toward the 17 day limit. Parent note or certification by a medical doctor, dentist, or licensed psychologist is needed to code an absence due to illness as a Lawful Cause of absence and must be received by the school no later than 3 days after the absence. Students with absences in excess of 17 days during the single year may fail the grade. If advanced to the next grade, such student will be placed rather than promoted. (Regulations for determining grades may be found in the Grading and Reporting Policy IKAE-RA and IKAG-RD.) 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. Also, a student in grades 1-5 must make up all work missed due to an absence within the time frame stated in the grade level grading criteria. Please see the Cecil County Public Schools Attendance policy for details on academic failure and regaining lost grades located in the CCPS flip calendar.

Principal approval for family vacations **will not** be granted during PARCC Testing for students in grades 3, 4, or 5. Dates for MCAP testing have not yet been determined but usually occur in the month of May.

Attendance Criteria

Students will be rewarded quarterly for perfect and excellent attendance. Perfect attendance means a student has no absences or tardies, they are present every day, all day. Excellent attendance is no more than **1 day** absent. Students who are late (after 9:05 a.m.) or are checked out before 3:30 p.m. more than twice during a marking period are not eligible for an excellent attendance award. Student achievement is adversely affected by not being present for the full instructional day.

Tardiness for Kindergarten through Grade 5

Late Arrival - Pupils coming to school later than 90 minutes past the opening of school (10:30 a.m.) will be recorded as absent during the forenoon (1/2 day absent).

Early Departure - Pupils leaving school 90 minutes before the end of the school day (2:10 p.m. Monday, Tuesday, Thursday & Friday and 12:30 p.m. on Wednesday) will be recorded as absent in the afternoon (1/2 day absent).

Tardiness in Forenoon – Students coming to school after the beginning of the school day, but before 10:30 a.m. are reported tardy. **A parent or adult over 18 years old must sign in late students.** Parents are requested to check students out early **for emergencies or medical/dental appointments only**. All students must be signed out in the office by a parent or adult over 18. Identification may be requested before a child may leave with an authorized person. Students who are repeatedly checked out early or who have excessive forenoon tardies may receive lower grades due to missed class work.

Change in Student Dismissal Plans

In order to maintain a safe and orderly dismissal process, please make the office aware of any change in your child's daily dismissal plan prior to 3:15 p.m. Monday, Tuesday, Thursday and Friday or **1:45 p.m.** on Wednesday. Please call do not email.

BIRTHDAYS & SPECIAL OCCASIONS

Birthdays are a special time in a child's life. CCPS has put guidelines into place to prevent hurt feelings and to guard against potential food allergies or other health concerns. In keeping with the CCPS regulation, KSA-RA, distribution of materials guidelines, party invitations are not to be handed out at

school. If requested, class mailing lists are given to families in order to mail invitations. **Homemade treats should not be sent to school.** The CCPS Wellness Policy to promote healthy eating, we suggest that parents consider providing healthy snacks or non-food items to share for birthday celebrations. Teachers are limiting the consumption of food in the classrooms to the four planned parties throughout the school year. Any food items consumed at the four planned parties must be in the original package with ingredients labeled. The consumption of food in the classroom is discouraged. Food in the classrooms is an invitation for ants, mice, and mold. In addition, **flowers, balloons, and stuffed animals should not be brought or sent to school**, as they interfere with the bus ride home.

FOOD SERVICES:

Breakfast and Lunch are served daily. Parents are encouraged to take advantage of the Online Payment option to pay for student meals and other school fees. To register for the online payment for student meals and other school fees, visit the website at <https://ccps.schoolcashionline.com>. Menus will be distributed during the first week of each month. Free and reduced breakfast/lunch service is available to students of qualified families. Applications are sent home the first week of school and are available throughout the year upon request. The information is confidential and will be used only to determine eligibility.

Please note that the cost of school meals has increased for this school year.

Cost:	Breakfast	\$1.40
	Lunch	\$2.75
	Milk	\$.50

GRADING AND REPORTING:

Each student will receive academic grades as a measure of their mastery of skills taught, content presented, and accurate completion of instructional activities and assignments.

In Pre-Kindergarten – Standards – based progress reports are completed 3 times per year. Student progress will be reported based on specific skills.

In Kindergarten and 1st Grade - ALL subjects will be evaluated with the following descriptors:

- CE Consistently Evident – Student consistently demonstrates and applies understanding independently in a variety of settings.
- DEV Developing – Student demonstrates some understanding and applies understanding in a variety of settings with support
- HD Having Difficulty – Student is unable to demonstrate and apply understanding even with support.

In grades 2 – 5, students will receive a letter grade of A, B, C, D, E, or I in all subjects except Spelling, Handwriting, Speaking and Listening, Art, Integrated Arts, Media, Music, and Physical Education. Students will receive descriptors CE, DEV, or HD for these areas, as described above. The explanation of each letter grade is as follows:

- A = Excellent mastery of knowledge and skills; the quality of work is superior
- B = Good mastery of knowledge and skills; the quality of work is above average
- C = Satisfactory mastery of knowledge and skills; the quality of work is average
- D = Unsatisfactory mastery of knowledge and skills; the quality of work is the minimal level of acceptable performance
- E = Failure in mastery of knowledge and skills; the student does little or none of the work required, and the quality is unacceptable
- I = Incomplete work due to excessive lawful absences from school

Mid-Term progress reports, listing current grades in each subject area, will be issued to students in grades 2 through 5 between the fourth and fifth week of each marking period. Mid-Term reports provide parents the opportunity to monitor student progress prior to the end of the marking period.

End of Marking Period progress reports will be issued to students in each subject area at the end of the 4 marking periods.

Make-up Work, Late Work and Retake Process: Please refer to the CCPS website at www.boarddocs.com/mabe/cecil/board.nsf/Public# for complete information regarding Grading and Reporting policies, regulations and guidelines.

Power School – Parents who have registered on Power School have the ability to monitor student progress in each subject throughout the marking period using the Parent Portal. Parents who have not already registered for the Parent Portal must do so at school. Parents must register for each child. Individual student registration is carried over each year into the next grade level. Parents should allow a period of two weeks for grades to be posted to the Power School Parent Portal.

MEDICAL:

Health/Illness

When a child becomes ill at school or has sustained an injury requiring immediate attention, every attempt will be made to reach a parent or guardian by telephone and/or e-mail. If we are not able to contact the parent, we will begin calling the emergency contacts listed on the student's information sheet. It is the parent's responsibility to have current phone numbers on file in the office at all times. It is important that parents notify the office of any health concerns. Students who have a doctor's note excusing them from Physical Education will also not be allowed to participate in directed play.

Medications

Our school nurse adheres to the county medication policy. Parents must provide the school with an Administration of Medication form that has been completed by a medical doctor in order to take any medication at school. This includes prescription medication and any over the counter medicines. Students may use cough drops, hand cream, or lip balm with a parent note. All medications, including prescriptions, OTC medicine, cough drops, hand cream and lip balm, are dispensed from the nurse's office and are to be in their original container. All medications must be brought to school by the parent and given to the nurse. Students are not permitted to have medication in their possession at any time. Please refer to the CCPS flip calendars for more information concerning administering medications in school.

PARENT NOTIFICATION:

Home and School Communication is key to student success. Parents are able to contact school via telephone, e-mail and written note. All contact information is available on our school website and on the Cecil County Public Schools website. The school staff will communicate with parents through a variety of methods. Teachers may send class or individual notes, letters or reminders home to parents. Teachers may also choose to communicate with individual parents via e-mail or telephone. The CCES School Newsletter, and PTO information is available on the CCES website at www.ccps.org/chesapeakecity. Emergency and timely announcements will be made by the principal or school office personnel using the Blackboard Communicate mass communication system and Facebook page: shorturl.at/frs28. Of course, we will continue to make individual phone calls, as needed. For effective home and school communication, current contact information is critical. Please make sure that you contact the school office with any change in phone numbers, home address, emergency contacts or e-mail address.

Emergency Information

Every school year, parents are required to fill out a card on each child, which includes address, telephone numbers, critical health information, and persons to contact in an emergency. It is the parent's responsibility to notify the office (in writing) of any changes. In an emergency, the school will attempt to notify parents first. In the event that parents cannot be reached, the office will notify the persons listed on the information card. Students will not be released to individuals who are not recorded on the emergency information card, without prior arrangement with the office. Please add your email address to the card. **Appropriate documentation must be provided for all custody issues.**

School Closings and Delayed Openings

School closing or delay announcements are broadcast on television, local radio stations, and on the Cecil County Public Schools web site: www.ccps.org and CCPS Facebook page. Each family will also receive a recorded message from our Blackboard calling system. If schools close early the system will call not only the home telephone, but work telephones and cell numbers that are listed for the student. **There is no need to call the school. It is imperative that every child knows where to go in case of an emergency and in the event of an early closing.** Be sure that you have a plan and that you have discussed that plan with your child.

Photographs

If you do not want your child's picture taken for any use other than for their cumulative file, send a note to the teacher and to the school office. Videotaping or photographing other students on school property is **not** permitted.

STUDENT CONDUCT EXPECTATIONS:

PBIS – Positive Behavioral Supports and Interventions

At Chesapeake City Elementary, we will implement school wide expectations and a positive recognition system in order to maximize student achievement and create a school climate that has a positive impact on student success.

PBIS is a school wide set of core values that permeates through classrooms, common areas and the school community. The three common values for these areas are Be Safe, Be Kind, Be Ready. PBIS is not a curriculum or intervention program, it is a framework for selecting and implementing best academic and behavioral practices to improve and enhance student achievement. PBIS aligns directly with our Response to Intervention framework and is driven by a similar premise of tiered supports and expectations.

If students do not meet the established expectations, the teacher will initiate the appropriate consequences and will re-teach the expectation so that the child will be less likely to forget the expectations again. When problems arise, the classroom teacher will handle the situation quickly and effectively with the least amount of disruption to the classroom instruction. If the problem persists, the teacher will determine the most appropriate consequences to help change the behavior. Possible consequences include:

1. Verbal reprimand
2. Positive Practice (have the student do it the right way)
3. Loss of privileges at school
4. Parent contact/conference
5. After-school detention
6. Suspension

Unfortunately, there are certain situations when immediate referral of a student to the office is the only safe and appropriate course of action. If a child is continually referred to the office, intervention will be put into place to provide support to the student and guide them back to the path of success.

A violation of drug, alcohol, or weapons policies, fighting and/or violent disruptive behavior may result in suspension from school.

Student Rights and Responsibilities

In addition to the Cecil County Public School Calendar, all students will receive a CCPS Student Rights and Responsibilities document. Included in this document will be the new Student Code of Conduct which addresses student behavior, and policies that are associated with behaviors.

School-Wide Expectations

1. Students are respectful to all adults in the building, on school grounds, and on the buses.
2. Students are respectful to fellow students and their property.
3. Students will refrain from any type of bullying behavior, such as teasing, name calling, verbal threats, such as "I am going to shoot you", "I am going to beat you up", etc. or any gestures that may indicate such threats.
4. Students will refrain from any type of bullying behavior involving physically threatening or intimidating behaviors.
5. Students are respectful of school property.
6. Students are to obey school rules. (classrooms, hallways, cafeteria, playground, bathrooms, gymnasium)
7. Students are to come to school with the materials required for a successful school day.
8. Students are to come to school dressed appropriately, following the Cecil County Public Schools' dress code.
9. Students are to adhere to the Acceptable Use of Technology in Schools Policies and Regulations (see next page).

Dress Code

Students usually conduct themselves in a manner similar to the way they dress and groom. Students are not allowed to wear clothing that interferes with the learning process or the safety of students. Chesapeake City Elementary School adheres to the Cecil County Student Dress Policy, which states; "The responsibility for appropriate student dress lays with the student and his/her parent(s) or guardian(s). Clothing that poses a safety or health hazard, interferes with the educational process or advocates unsafe or inappropriate behaviors, is prohibited. Health considerations require the wearing of footwear in public buildings. Certain classes may require special dress regulations.

Prohibited clothing and accessories are those that:

- ❖ Are not acceptable to the learning environment
- ❖ Pose a safety or health hazard
- ❖ Interfere with or disrupt the educational process
- ❖ Advocate unsafe or inappropriate behavior
- ❖ Are vulgar, obscene, revealing, or offensive
- ❖ Demean others on the basis of race, color, ethnicity, disability, or other attribute
- ❖ Promotes the use of tobacco, drugs, or alcohol

Examples of prohibited clothing are hats, bandanas, sweatbands, hoods, pants that drag on the floor, tube tops, spaghetti straps, single strap shirts, backless shirts or blouses, halter tops, muscle shirts, tank tops, excessively short skirts, shorts or dresses, skin tight or see-through clothes and shorts, pants or skirts that hang below the waist. Students should wear shoes that fit, have appropriate heels and provide adequate coverage or support (not flip flops). In addition, the use of facial make-up by elementary school students is inappropriate and is strongly discouraged."

STUDENT RECOGNITION:

Attendance

Students in grades K through 5 will be recognized for perfect and excellent attendance at the end of each marking period, according to the specifications outlined under the Attendance section of this handbook.

Academic Achievement

All students in grade K through 5 will be recognized for their contribution to total classroom achievement. Students in grades 2 through 5 will receive recognition for outstanding academic achievement by obtaining any combination of A's, B's, and no more than one C. Students in grades 2 through 5 are also recognized for improvement in grades (Bring Up Grades) and for displaying outstanding effort. BUG awards are achieved by bringing up a grade without letting any drop and Outstanding Effort is given to a student when they display great effort and may not always achieve. Pre-Kindergarten, Kindergarten and First Grade students are not recognized with outstanding academic achievement.

Marking Period Awards Celebrations

Marking period award celebrations will be held at a time and location designated by the school. All marking period awards celebrations will occur on the same day, as determined by the office. All information pertaining to marking period award celebrations will be communicated to parents through individualized invitations.

TECHNOLOGY USE:

Students are expected to adhere to the expectations outlined in the Cecil County Public Schools Board of Education *Use of Electronic Devices By Students Policies and Regulations JFCM-RA*. Each child receives a copy of these policies and regulations at the beginning of the school year and upon enrollment. The Cecil County Public Schools Board acknowledges the enhancements technology brings to our lives, but also recognizes the impact, distraction, and disruption portable electronic devices may have on the instructional process. A portable electronic device may include, but is not limited to cell phones, pagers, digital cameras, CD/DVD players, MP3 players, such as iPods, etc., hand held gaming devices, two-way radios, any Wi-Fi enabled device, or any device that disrupts the effective operation of the school. Please refer to the policies and regulations regarding such devices for specific information as it pertains to student possession and/or use. Chesapeake City Elementary School students should not bring any hand held electronic devices to school unless permission is granted for a specific purpose at the discretion of the principal.

Cell Phones:

- Must be turned off and not displayed during the school day or on the bus.
- May not cause any type of distraction during the school day or on the bus.
- May not be used for socializing or other non-essential activities during the school day.
- Parent student contact should occur through the office.
- Camera/video functions may not be used at any time during the school day or on the bus.

Students are expected to adhere to the expectations outlined in the Cecil County Public Schools Board of Education *Acceptable Use of Technology in Schools Policies and Regulations*. These policies and regulations are on the CCPS website by visiting the Technology Services Department.

Teachers and staff members will adhere to the specifications of student use of technology as outlined in the *Acceptable Use of Technology In Schools*. Staff members will monitor students and provide instruction in acceptable and safe use of technology. In addition, staff members will ensure that all use of technology is instructionally appropriate and supports CCPS outcomes.

TRANSPORTATION:

Transportation - Buses

It is our goal for every student to travel safely on the bus. Students are expected to maintain safe and appropriate behavior at all times while riding on the bus. Failure to comply with bus rules and regulations may result in the following consequences:

- Verbal warning
- Bus notice warning
- Suspension of bus riding privileges
- Extended suspension of bus riding privileges at the discretion of the school administrator

The school bus driver is expected to enforce the regulations of safe student behavior as they board, ride, and depart the bus. Neither the bus driver nor the school can be responsible for student conduct at the bus stop. **Parents are strongly encouraged to make arrangements for adult supervision at the bus stop.** Bus riding privileges may be suspended for an indefinite period of time if a student continues to violate bus regulations. A student serving a bus suspension may not ride any bus during their suspension time. The student will need to have alternate transportation to and from school during the suspension. Please refer to the "Parent Guide for Pupil Transportation" for additional information.

Parent Transportation

The following guidelines are to be observed by anyone who transports children to school:

1. Parents are required to use the Third Street parking area. The teacher parking lot, especially the handicap parking spaces, shall NOT be used for dropping off children.
2. The bus loop is used for buses only. Do NOT park in this area to drop off or pick up students or to take care of school business.
3. Parents must monitor students as they walk into the building. Students may be dropped off between 8:45 a.m. and 9:00 a.m. **Do not** drop students off at school prior to 8:45, as supervision will not be available.
4. Do not drop your child off at school after 9:00 a.m. An adult must come into the office with the child for proper sign in. If your child arrives after 9:00 a.m. and is not signed in at the office, the attendance does not get updated and your child is counted as absent instead of tardy.
5. Parents are not permitted to walk students to classrooms in the morning. Teachers are not available for parent conferences at the beginning of the day as they need to give their full attention to the students.
6. Do not pass buses in the bus loop.
7. At the end of the day, the Third Street entrance is used to dismiss students to parent vehicles and walkers. Visitors will not be permitted to enter school via the entrance used for bus dismissal. Parents are required to get out of their vehicles and meet students outside at the front door area. **For safety reasons, we will no longer dismiss students to parents who remain in their vehicles.**

VOLUNTEERS/VISITORS:

Sign In/Sign Out Procedures

All adults are required to wear an ID badge while in the building. School personnel wear picture ID badges. All adults are required to sign in and pick up a visitor, parent, or volunteer sticker in the office. Stickers should be placed on the shirt, in a highly visible area. Visitors **must** sign out of the building. All visitors and volunteers must enter and exit through the main entrance. All staff members have been directed to question anyone in the building who is not wearing a badge or sticker. There may be times when visitors may not be admitted to the classrooms due to parent conferences or other obligations. The office staff will let each visitor know if they are able to go to the classroom.

Crisis Management

Students regularly participate in fire drills, civil defense (weather) drills, and bus evacuation drills to prepare for emergencies. They also participate in secure status and alert status drills. All Exit doors are kept closed and locked during the school day. Visitors may access the building by buzzing the office from the Main Entrance intercom system. There is a crisis management plan in place.

Field Trips

Occasional field trips in our geographic area are scheduled to provide educational experiences related to our curriculum. These trips are coordinated and supervised by individual classroom teachers. Full payment and a **signed permission slip** are due two weeks prior to the scheduled trip. Payment should always be for the proper amount. The most efficient means of payment is the online payment program at <https://ccps.schoolcashonline.com> or by check written to Chesapeake City Elementary School for the amount of the trip. Parents are sometimes allowed to accompany the classes as chaperones. A lottery system of interested parents is usually conducted to choose parent chaperones. Due to limited bus capacity and cost considerations, parent participation is not always possible. Field trips are school-sponsored activities. Therefore, the expectation is that all participants adhere to the same policies and rules that apply to behaviors and actions on school property. All students are required to ride the bus to and from the field trip location. Students may be denied participation in field trip activities for disciplinary reasons. Arrangements are made for students who cannot attend field trips to remain in school with another class. Students who are not in school or on a field trip on the designated day are marked absent. Parents **must** attend a training meeting in order to chaperone any school trips.

Volunteers

Volunteers are a valuable part of our school program. We welcome and encourage parent and community volunteers. Our school counselor, Mrs. Marino, coordinates our volunteer program. There will be an orientation in the beginning of the school year for anyone interested in volunteering. Please notify the counselor if you would like to volunteer. All volunteers who work with students are required to pass a background check conducted by the Cecil County Public Schools.