



PARENT /STUDENT HANDBOOK: THE ABC's of CECILTON ELEMENTARY SCHOOL

Dear Families:

Welcome to Cecilton Elementary School and a new school year! Success in elementary school lays the groundwork for future success for students as adults. We are pleased to share with you the 2022- 2023 publication of the Parent/Student Handbook: The ABC's of Cecilton Elementary School. This handbook will provide you with information on school policies and procedures. Be sure to use this as a handy reference throughout the school year. Cecil County Public Schools also publishes a Student Rights and Responsibilities Handbook each year. This CCPS handbook is a comprehensive reference of the expectations in Cecil County Public Schools.

We believe that parents, families, and other caring adults provide the primary educational environment for children and are their first teacher. We aspire to support family engagement through policies and programs that encourage parents and other family members to be actively involved in their children's education and in school educational programs.

If you have any questions or suggestions that you think would be helpful, or if anything occurs during the year, please do not hesitate to contact us. You may reach us at the school (410) 275-1000 or our e-mails listed below.

Dr. Katherine Derby
Principal
kderby@ccps.org

Mrs. Sarah Matthews
Local Support Teacher
smatthews@ccps.org

CES Mission:

Cecilton Elementary School is a collaborative and diverse community of critical thinkers who persevere to achieve academic and behavioral goals while developing strength of character in a safe learning environment in order to become lifelong learners.

CES Vision

Collaborate ~ Empower ~ Succeed



Active Family Engagement – There is significant research that links parent engagement to student achievement. Working with your child, your child’s teacher, or your child’s school to support learning and success will maximize achievement and ensure a memorable experience for all. There are several things you can do at home, in the classroom, or at the school to show your support.

At Home

- Talk with your child about daily learning and homework and offer to help your student understand and learn.
- Talk with your child about the importance of learning.
- Help your student stay organized (folders, bookbags, etc.).
- Read notes, announcements, and newsletters from school.
- Send notes, e-mail, or call the school to communicate with teachers and other school staff.
- Fill out and send back surveys to share your ideas about things that are happening in the school. If a survey is not provided, please still share your thoughts.

In The Classroom

- Schedule a conference.
- Help with learning activities.

At the School

- Attend “Open House” or other offered parent engagement activities.
- Talk with the school administration about what is going well and improvements you would like to be considered.
- Volunteer or join the school’s new Family Involvement Team (Contact administration for that Information).
- Join the county’s Textbook Review Council (Contact administration for that information).
- Join the school’s PAC (Parent Advisory Committee). Contact administration for that information.
- Help re-form a Parent Teacher Organization (P.T.O.)

In The Community

- Listen to outside thoughts, ideas, and opinions and either advocate for your school or seek out the answers to, or reasons behind their thoughts, ideas and opinions.
- Tell people the wonderful things that are happening at school.
- Encourage community support.

Arrival & 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 and from school each day. **Please adhere to the signage posted on our school property indicating where you can and cannot pick up/drop off students.**

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:

- Verbal warning
- Written warning
- 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. A student serving a bus suspension may not ride any bus during their suspension time. ***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.**

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 daycare or emergency needs.

Car Riders: All car rider families will need to complete the car rider information sheet and return it to the CES office, or complete the Google Form linked on our website.

Parents/guardians choosing to transport their children both to and from school should enter the car loop at the side of the school building. In the morning, doors to the building will open at 8:45 a.m. The car rider area is available for those students who will be picked up ***every day*** or on the ***same day*** each week.

School personnel will be on duty to ensure a safe departure for all of our students. Because the safety of our students is very important, you will be expected to show a driver's license or picture identification to the staff members supervising the loop if they are not familiar with you. Each family will be given a *maximum* of four car rider tags to place on the dashboard of your car.

At 3:30 p.m., afternoon dismissal begins, and car riders will be dismissed to the gymnasium. Please make certain window tags are visible to staff to allow them to identify your child. Staff will escort your child(ren) to cars. Please wait for the cars ahead of you to pull out before moving.

Changes in Dismissal Plans: 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 or email to the school from the parent/guardian. Please advise the person picking

up to park in the lot and use the front main entrance of the school to sign out the child(ren). ID must be presented at the time of pick up.

Walkers: Students will assemble to enter school on the side of the building by the bike rack and be dismissed through the cafeteria doors at the back of the school. Doors open at 8:45 a.m. Please do not send children earlier as there is no supervision. Walking parents/caregivers are welcome to wait outside on the back blacktop/cafeteria steps during dismissal.

Attendance – Regular attendance is essential to a student’s success in school. Parents or guardians should reference the Student Attendance and Punctuality Regulation JED-RA.

Announcements/News – Information is shared with all families in a variety of ways. The CCPS and Cecilton Elementary School websites house a wealth of information. A parent update, Tiger Times, is sent out electronically each week to share pertinent information and upcoming events every Sunday evening. The school also uses telephone messages, school notes or reminders sent home with students to share information. Important upcoming events are also displayed on the marquee in the front of the building and through our Facebook Page.

Awards/Student-Led Conferences – Students receive earned awards from the school at the end of each marking period. These include Outstanding Academic Achievement Awards, as defined in the CCPS Grading and Reporting Manual, Perfect Attendance Awards, Improved Attendance, Tiger Pride Award, and B.U.G. (Bringing Up Grades) Awards. B.U.G. Awards go to students who brought up at least one grade without dropping any other grade (all grades count.) Students will be recognized for B.U.G. Awards in marking periods two, three, and four. Awards will be given out at Student-Led Conferences during marking periods two and three with grade level awards assemblies taking place during marking periods one and four.

B

Behavior/ PBIS - 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. Cecilton Elementary is a PBIS school. Positive Behavior Interventions and Supports (PBIS) is a data-driven decision making framework for establishing the social/learning culture and behavioral supports needed for a school to be an effective learning environment (academic and behavior) for all students. Throughout the 2021-2022 school year, we will be using this school-wide framework to teach students our positive expectations for the bus, hallway, cafeteria, specials, bathrooms, assemblies, field trips, and playground; and recognize students for meeting these expectations on a regular basis. Our PBIS team will be supporting our faculty and staff with the implementation of PBIS.

Incidents of misbehavior will be viewed as teaching opportunities and staff members will calmly and consistently implement appropriate interventions when appropriate:

- Verbal warning
- Reflection Sheets
- Parent contact (note or phone call)
- Time-out (may be in another classroom)
- Lunch detention
- After-school detention
- Loss of classroom privilege

Unfortunately, there may be 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, 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/Calendar. This handbook contains a wealth of information regarding policies and practices. Please take the time to read it carefully and complete the acknowledgement page which should be returned to school. It is hoped that with the home and school working together, discipline issues can be solved before they become too serious.

Bells – Bells ring at:	8:45 a.m. –	Students may enter the building and report to Homeroom and elect to eat breakfast.
	9:00 a.m. –	Attendance taken Morning announcements Classes begin
	1:50 p.m. -	Get ready for dismissal (Wednesdays only)
	3:30 p.m. -	Get ready for dismissal (M, T, Th, & F)

Birthday Celebrations - Creating a Healthier Classroom: On June 30, 2004, Maryland passed a law requiring every local educational agency participating in a federal child nutrition program to establish a local wellness policy. The entire policy is available on the CCPS BoardDocs website (number EFF-RA). In working to meet the nutrition guidelines (Goal 6) of the Wellness Policy, our teachers are working towards non-food rewards and using non-food items for celebrations. ***In order to align with the Wellness Policy and to protect students with allergies, food items may not be brought to school for birthdays or other celebrations unless specifically requested by the staff.*** Non-food rewards promote a healthier school environment by encouraging healthy eating habits. Ideas for nonfood items for celebrations:

*Stickers or bookmarks	*Extra art time
*Dance to music	*Extra reading/physical activity time
*Books	*Activity/game sheets
*Game time	*Pencils/markers

If your child is interested in sharing items with their classmates, you may want to think about:

- *Donating a read-aloud book for the class in your child's name
- *Sharing photos of their life
- *Creating a craft item
- *Donating a game (either a board game for rainy day recess or a physical game –jump ropes, soft Frisbees).

Birthday Invitations - As a part of the regulation KJA-RA, information from governmental and non-profit agencies is only distributed to students two times per year. There is an approval protocol that these agencies must engage prior to distribution. Our school office facilitates the collation of these

mailings for the October and March distributions. This regulation **does** have a direct impact on classroom teachers and our families with the distribution of birthday invitations. The school system **cannot** be the vehicle for students and families to distribute these invitations. The school will provide families with an opportunity to share their address, e-mail, and phone number with other participating families in their child's class at the beginning of the year.

Breakfast –All students will receive free breakfast each day. Breakfast will be provided in the classroom.

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 behaviors 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. Copies of this form can be found on the CCPS website under the Student Services tab and a paper copy is provided in *The CCPS Student Rights and Responsibilities Handbook* provided to all families on the first day of school. 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.

C

Cafeteria – As of the 2022-2023 school year, students must fill out a Meal Benefit form in order to determine eligibility for free or reduced cost meals. Snacks will be available for student purchase this year. Each student is assigned a student identification number that is also used as their lunch account number. When they make a snack purchase they simply type in their account number and the amount of their purchase is deducted from their account balance. Families may add money to their child's account at any time by visiting the school cafeteria or the CCPS web page. The Food and Nutrition Department utilizes various methods of communicating overdrawn lunch accounts to families (phone, letter).

The federally sponsored free and/or reduced lunch program is available to all eligible pupils in grades pre-kindergarten through fifth grade. **Applications are distributed to each family in the opening day packets** and are also available upon request throughout the school year. You can also find free and/or reduced meal applications on-line at www.ccps.org under Parents, and then click on Food Services. Scroll to the bottom of the page and click on My School Apps. The school lunch menu is also posted there. 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.

Change of Address/Phone Number - It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record of their address and phone number at our school. For this reason, families should please notify the office immediately of any changes. We are requesting a minimum of three working emergency telephone numbers.

Child Abuse/Neglect – Child abuse and neglect is a serious problem, which requires the involvement of all citizens and professionals in the community for the purposes of prevention, identification, and treatment. In Maryland, the child abuse and neglect law requires that anyone who SUSPECTS that a child has been or is being mistreated must report the matter to the Department of Social Services or to the Police. The professionals identified in Maryland Law include: health practitioners, police officers, educators, and social workers. Please see our school counselor, Kate Simpson, with questions (msimpson@ccps.org).

Communication with Parents – It is important that families are kept up to date and informed on their child's progress. There are many ways communication can be facilitated such as phone calls, notes to and from school, e-mail, and face to face conferencing. The purpose of parent-teacher conferences is to explain pupil progress, identify needs and goals, and determine the steps to be taken to meet these goals. Additional parent conferences may be scheduled at any time during the school year. The principal, assistant principal, counselor, or any other staff member may be invited to be part of the conference when requested by the teacher or parent(s). Our goal is to support students, families, and staff.

- **Blackboard Communicate** – This is an internet-based communication service that allows our school system to call all employees and parents in a matter of minutes to alert them to inclement weather school closings or delays. It can also be used by school administrators to send messages to parents regarding meetings, school events, state testing, etc. Please make sure that you have the most up-to-date phone numbers on file in the office.
- **Weekly E-mail Update** - Cecilton's administration will be sending out a weekly update to families by Sunday evening to inform them of any changes to the calendar and upcoming information. The weekly update is called the *Tiger Times*. **If you would like to receive the weekly e-mail update, please make sure that the office has your most current e-mail address on file.**

Counselor- We have a full time School Counselor on staff at our school. She is available to assist students and their families with questions regarding school problems, social issues, and crisis situations. Our counselor is available to all students and their families. As the counselor teaches in classrooms, she may not always be immediately available, but will contact you as soon as possible if you leave her a message. Kate Simpson's e-mail is msimpson@ccps.org.

Crisis Emergency Response Team – Student safety is our first priority. For this reason, we have a school CERT Team and a Crisis Emergency Response Plan to identify procedures in the event of an emergency. The CERT team is made up of several members of our school staff. The team is responsible for developing the school's Crisis Emergency Response Plan which spells out the steps to take to be prepared for a variety of emergencies. The CERT also monitors fire drills, civil defense or

inclement weather drills, bus evacuation drills, and secure status drills. The CERT Team and all faculty and staff are always committed to ensuring that our school is a safe place for students and staff.

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 current copy in your child's cumulative record. A judge must sign the court order and it must state that the person in question (seeing or taking) is not allowed at school. Our goal is to keep all children safe while they are in our care. We will do whatever it takes to contact you should another party come to school to pick up your child if we know there are domestic/legal circumstances pending. Please keep us informed of any custody issues.

D

Discipline & Student Code of Conduct – Cecil County Public Schools has published and provided to all families a copy of our Student Rights and Responsibilities Handbook. This document contains a comprehensive reference of policies and procedures that address the expectations of students in CCPS. It is important that students understand the policies that are described in the handbook. A regulation pertaining to student conduct has been developed in order to maintain a safe, secure, and orderly school environment. The CCPS Student Code of Conduct outlines a range of interventions and consequences which can be used to guide the school in selecting and implementing interventions and/or consequences that will help improve the student's behavior. Our goal is to change unacceptable behaviors. Student management should be proactive, positive, and instructional.

Dismissal Consistency - We will continue to follow the same process used last year with end of day dismissal to ensure student safety. *Students will be assigned to the same pick up and drop off location and deviations will not be permitted unless there is an emergency situation or consistent plan.*

For student safety we will be unable to put students on different buses on varying days unless there is a schedule that is **consistent and remains the same each week throughout the entire school year**. The only exception to this rule will be if a child has a schedule that is consistent and remains the same each week throughout the entire school year; such as a child riding to a daycare provider **every** Wednesday throughout the entire school year.

Students are safest with consistent buses and bus stops. Changes to the daily delivery address increases the chances a student goes to the wrong place on the wrong day. Depending on the size of the stop that could mean a student is unloaded incorrectly and placed in an unsafe situation.

The safest way to do this is if a student goes to the same location five days a week on their regularly assigned bus and a parent wants to make a change in their child's routine, the parent meets the bus at the daily assigned bus stop or arrives to school by **3:15** to retrieve the child. These procedures have been put in place for the safety of our students.

Dress Code for Students – Appropriate dress is expected of all students. The responsibility for appropriate dress lies with the student and his/her parents or guardians within approved standards set by the Board of Education and the schools (Regulation JFCA-RA). Certain clothing types and styles are deemed inappropriate as school-day attire and, in addition, may present an unhealthy or unsafe situation.

More detailed information can also be found in the CCPS Student Rights and Responsibilities Handbook.

E

Emergency Drills – A variety of drills are required each year to help our students and staff remain prepared in case of an emergency. They are:

- Fire Drills
- Inclement Weather Drills
- Code Yellow
- Secure Status, ALICE (Alert, Lockdown, Inform, Counter, Evacuate)
- Bus Evacuation Drills

F

Family Involvement Team – F.I.T. supports the educational goals of the school and works to enhance the educational programs for all students. Committees will be organized to coordinate and support various events and activities that promote student success and family and community involvement. While it is not mandatory, parents are encouraged to become involved. The easiest way to show support is by signing up for a committee or attending our Family Involvement Team meetings that will occur monthly.

Field Trips – Cecilton Elementary students experience field trips that enhance the curriculum being taught at a particular grade level. When such trips are taken, information will be sent home along with a permission slip. You must sign and return the permission slip. Students are not permitted to go on a field trip without a signed permission slip. Parents must attend the **Volunteer Training** if they would like to be chaperones. Parent chaperones will be chosen using a random lottery. Parents that have agreed to serve as chaperones on a field trip must ride the bus to and from the field trip with the students. Since chaperones will help with more than just their child, it is important that chaperones supervise their assigned students the entire trip. Siblings may not accompany the parent.

As a chaperone, it is important that you adhere to the following guidelines:

- Supervise all children assigned to you to ensure they are safe
- Do not smoke or use any tobacco products while on the trip.
- Adhere to the times established by the teachers in charge. (i.e. arrival, departure, lunch)
- Students are expected to follow school behavioral expectations while on field trips. Immediately report any concerns and mishaps to the teacher in charge. The teacher and/or school administration investigate and address the issue.
- Remain with your assigned group until they are safely returned to the classroom.
- **No** child is to be released to an adult during a field trip. Each student is required to stay with their assigned chaperone **and** ride the bus to and from the trip.
- Students are expected to adhere to the CCPS Use of Portable Electronic Devices policy number JFCM-RA (see attached) in school and while on field trips. Because chaperones serve as models for students during field trips, chaperones should also adhere to the policy.

G

Grading Criteria – The Elementary Grading and Reporting Policy and Regulations can be found on the CCPS home page. As outlined in this policy, we will work with families to find a time to allow students to retake any scored assignments. Cecilton has staff available on Wednesday afternoon to coordinate this effort. Please contact your child's teacher to coordinate retakes.

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 user name and password letter.** 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.

H

Health/Medical Information – If a student becomes ill during the school day, the teacher will send the student with a Health Referral Form to the school nurse. The nurse will evaluate the situation and decide what is warranted. If the nurse decides it is necessary for the student to go home, every effort will be made to contact the student's family or a person listed on their emergency sheet. If a student is sent home vomiting or with a fever or diarrhea, then he/she must remain home for 24 hours to prevent the spread of illness. Reminder: Students are not allowed to keep medicine in the classroom (over-the-counter or prescription) or take medicine without the appropriate form completed by a doctor.

Medication- If a student must have medication of any type given at school, including over-the-counter drugs, parents have the following options.

- You may come to school and give the medication to your student at the appropriate time.
- You may obtain a copy of the Maryland Medication Administration Form from the school nurse. Take the form to your health care provider, have it completed, and return the form and medication (one medication per form) to the school nurse. Remember, any prescription or over-the-counter medication must have a signed physician's order and parent signature authorizing the school staff to administer. Prescription medications must be brought to school in a pharmacy-labeled bottle, which contains instructions on administration.
- You can discuss with your health care provider an alternative schedule for administering medication possibly after school hours.

If you have questions about this policy or other health related questions, please contact the school nurse, Karen Parker at kparker@ccps.org.

Note about cough drops: Parents are allowed to send in cough drops with their child as long as the cough drops are in a Ziploc bag and the bag has a note attached from the parent stating that the child is allowed to have a cough drop at school as needed. This is the **only** medication that is allowed without a prescription. The cough drops will be kept in the health room and will be distributed to the child if the teacher sends the child to the nurse's office for one.

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.” As CCPS implements the College and Career Readiness Standards, instruction, particularly homework, may look different than it has in the past. 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. The following is cited from the CCPS Grading Regulation, IKAH-RA and can be accessed on the CCPS website at <http://www.boarddocs.com/mabe/cecil/Board.nsf/Public#>

I

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 on-line at www.studentinsurance-kk.com. If your family is not able to pay for medical insurance, contact the School Counselor, to assist you in applying for the MCHIPS program, which serves economically disadvantaged Maryland children with medical insurance.

Items (miscellaneous) brought to school - 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. No toys, Pokemon cards, Fidget Spinners etc.

L

Lost and Found – Any unclaimed articles should be turned into the office. If the article goes unclaimed, it will be put in a “Lost and Found” box in the cafeteria. During breakfast and lunch times are perfect times to look for lost items. Items such as combs, barrettes, handkerchiefs, etc. will not be kept because of health concerns. Valuable items such as watches and eyeglasses will be mentioned on the morning news and kept in the office for safety.

M

Make-Up Work, Late Work, And Retakes - Throughout the school year, circumstances will arise in which students need the opportunity to complete missing work or retake scored assignments.

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. Once the work is completed the grade will be updated.

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.
- Work due the day of an absence is due on the day the student returns.

Retakes

- Regardless of the reason, teachers must allow and grade the retake of all scored assignments in accordance with the following criteria:
 - Students will take the same or a comparable assignment.
 - Students can retake scored assignments once.
 - Students will receive the higher grade.
 - Students will retake the assignment within ten school days after the initial assignment has been graded and returned.
 - Students will retake the assignment at a mutually agreed upon time.

** Retakes may be initiated by student, teacher, or parent and ultimately taken at a mutually agreed upon time.

N

Notes from Home – Our school requires notes from the students’ homes for a variety of reasons. These reasons include but are not limited to those listed below:

1. When a student has been absent
2. When a student comes in late
3. When one student is to go home with another student, the parents of both children must send in a note (**These children must be picked up after school if they ride different buses. Arrangements for bus changes are not permitted.**)
4. When a student is to ride a bus other than the one he/she ordinarily rides, or when the student is to get off his/her regular bus at a different stop (**Emergencies Only**)
5. When a student is to be released to anyone other than the parent(s) or legal guardian
6. When a student needs to be excused from physical activity for the day
7. When a student is to stay after school for a regularly scheduled activity

P

Power School- Power School Parent Portal gives parents and students access to online information including attendance, grades, and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can share information with parents and students. See a member of the front office staff if you or your child would like to register for PowerSchool.

S

School Cash Online – School Cash offers families the opportunity to make online payments for school fees such as field trips and student meals, all in a “one stop shop.” This system is 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.

School Colors and School Mascot - The school mascot is the tiger cub. Our colors are royal blue and white. We encourage students to identify with these symbols as a representation of our school pride and spirit. We will provide opportunities throughout the school year for families to purchase school spirit wear.

School Supplies - It is important that students have the supplies that they need to be prepared for and engaged in learning. As a Title 1 school, Cecilton proudly provides all students with their basic schools supplies with a portion of our Title 1 funding. A supply list was published on our school Facebook page, sent with our teacher assignment letters, and is available on our school website and in the office. The school website also provides information on how supplies can be purchased online at a reduced price.

Special Area Classes – As a student of Cecilton Elementary, your child (ren) will be participating in special area courses such as Media, Physical Education, Art, Music, and Integrated Arts. 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.

Student Services Team - The Student Services Team provides intervention, prevention, and case management services to students in the school through a Multi-Tiered System of Supports (MTSS). The SST is composed of school administrators, the special education coordinator, the school nurse, the school counselor, 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.

Substitute Teachers - Every student will periodically be taught by a substitute teacher. Students are expected to be courteous to substitute teachers and follow the rules as they do when their teacher is present.

T

Technology - More detailed information about electronic devices can be in the *Student Responsibilities and Rights Handbook*. **Student cell phones are to be turned off and are to be out of sight at all times.** Please reference the Use of Portable Electronic Devices by Students Policy – JFCM which can be found on the CCPS website www.ccps.org.

Traffic on School Grounds - Spaces are available for visitor parking on the side of the school in the visitor’s spaces and in the back of the school. For parents dropping off and picking up students on a regular basis, please use the “car loop” area behind the school. **Students should not be dropped off in the front parking lot, as having them cross the bus lane is potentially dangerous.**

Transfers and Withdrawals - If you need to withdraw your child during the school year, please notify the school office. We will give you important paperwork to take with you to your new school. Should the transfer occur over the summer months, your child’s birth certificate, last report card, and shot record will serve as admission documents to a new school. If you can register in your new school early so they can notify us, we will mail your child’s records so they will be there in time for the new school year.

V

Volunteers/Mentors – Parents are encouraged to volunteer at school. A volunteer can be a welcome addition to an instructional program. Before a volunteer may serve in the school or on field trips, he or she must first attend a mandatory training session held here at school. If you are interested in volunteering, please discuss your plans with the assistant principal who also serves as the volunteer coordinator. Many of our students benefit from the one-on-one attention of a mentor. Our counselor is the coordinator of mentors. If you have any questions about mentoring, please see the counselor.

W

Website- Cecilton Elementary School has a website that is filled with important information about our school and is updated regularly. Our website is <https://www.ccps.org/cecilton>.

Wellness Policy- The Cecil County Public Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. This message serves as a reminder regarding food items provided to students.

CCPS Regulation EFF-RA, "Implementation of Wellness Policies on Physical Activity, Nutrition, and Nutrition Education," is noted below. This regulation outlines important practices to be followed. If you have not already done so, please read this policy in its entirety and take special note of the following topics in **Section I**, pertaining to snacks, celebrations, etc. Unhealthy food items should not be utilized under the conditions listed below. There is a list of healthy food choices posted on the Food & Nutrition webpage.

- Fundraising Activities
- Snacks
- Rewards and Punishment
- Celebrations
- School-sponsored Events

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 question you should:

- **Call your child's teacher**, e-mail, 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, bus concerns, with questions on general school policies and/or activities, and concerns regarding curriculum or other school matters.
- **Call the school office** if your child 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, to report your child's illness if he/she has a contagious disease/illness.
- **Call the cafeteria manager** to inquire about school meal accounts, snacks, or other aspects of the breakfast and lunch program.

- **Call the Carver Center (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** (410-287-4657) to discuss bus routes, or bus stops.

The office doors are always open. If we do not have the answer, we will work hard to find it.
Thank you in advance for a great school year!