

Parent Handbook

2023-2024

Dear Charlestown Families:

On behalf of the entire Charlestown Elementary School staff, we would like to welcome you to our school. With excitement, we embrace the 2023-2024 school year and have planned many activities for our students and families. Our primary goal each year is to provide our students with the skills necessary for them to be successful and productive members of our community. We sincerely believe in the individual value of each of our students and are committed to uncovering their unique potential for learning. We will need your assistance as we strive to meet this goal. Together, we can create a positive learning environment for your child that will help them to be successful in school.

An important factor in the success of any program is communication. During the school year there will be many opportunities for communication between Charlestown and our families: CCPS/Charlestown websites, weekly electronic newsletters, phone calls, special memos/flyers, parent conferences, PTO, and special meetings, to name a few.

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

Sincerely,

Katie Fortune

Principal

Allyson Veasey

Assistant Principal

School Hours

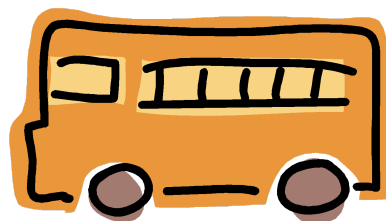
Grades PK-5

8:45 AM - 3:30 PM: Monday, Tuesday, Thursday, Friday

8:45 AM - 1:50 PM: Wednesday

8:45-1:20 PM: Special Early Dismissal Days noted on the calendar

Students should not arrive before 8:45 AM.



Teacher Hours:

8:15 AM – 3:45 PM

Office Hours:

8:00 AM – 4:30 PM

A-Z of Charlestown Elementary School

ARRIVAL AND DISMISSAL

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

CAR RIDERS: 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 AM**. Please do not release your child from your car until the doors are opened and staff members are present. The school will not be responsible for any student dropped off at the curb with no adult present.

At 3:30 PM, afternoon dismissal begins, and car riders will be dismissed to the gymnasium. Please display your car rider tag visibly in the front window of the car. As the staff members on duty identify the car rider tag and the adult authorized to pick up a student, that child will be called to the door and loaded into the car. If the staff member in the loop does not recognize the adult, he/she will be asked to show ID before the child is released. **If you do not have a car rider tag, please park in our lot and come into the main office with your identification to sign out your child.**

WALKERS: For arrival, all students who are walkers should enter through the door at the playground. **Students should not arrive before 8:45 a.m.** The car loop is available to drop off students safely in the morning. We will dismiss students through the doors by the playground and they will be called before buses are dismissed.

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

If your child is being picked up by someone other than the parent/legal guardian, this person must have proof of identification, and you should send a note to school with your child or email the main office to let us know who will be picking him/her up from school. Being on the emergency contact list does not permit someone to pick up a student without the parent/guardian sending in a note.

Please do not call the school to change your child's afternoon dismissal plan after 3:00 p.m. Follow the procedure outlined in the paragraph above and send a note with your child in the morning. However, all changes must be in writing and received before 1:00 p.m. **We will not dismiss students after 3:00 p.m.** This creates challenges for teachers and students at a busy time of day. Should you decide to pick up your child at dismissal and have not notified the school, you will need to come to the main office with your identification to sign out your child and we will call your child down when we begin dismissal at 3:30 p.m.

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

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The Attendance Policy for Cecil County Public Schools is summarized in the Students' Rights and Responsibilities Handbook.

Habitual tardiness and early pick-ups cause a hardship to students' academic growth. We will work with families to address these issues should they become a problem. Should you send your child to school after the **9:00 a.m.** bell, he/she is considered tardy until 12:14 p.m. In the morning, parents are expected to report to the school office and "sign-in" their child. If you pick your child up from school before 12:16 p.m., a P.M. absence will be recorded. In order for a child to receive a perfect attendance award, they must have no absences. When your child is absent, please send a note to school with your

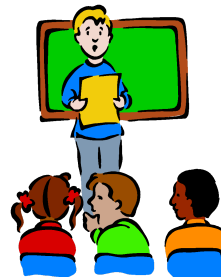
child when they return. Any student not attending school on the day of any extracurricular activity, such as Winter/Spring Concerts, various evening presentations/activities, etc., will not be permitted to participate without a doctor's note.

BEHAVIOR

In order to provide your child with the best possible learning environment, it is essential to maintain an orderly school environment. Teachers will explain and teach rules and expectations for student behavior. Students will be advised that behaviors interfering with a safe and positive learning environment will not be tolerated. When problems arise, the classroom teacher will handle the situation quickly and effectively with the least disruption to classroom instruction. If the problems persist or are more serious in nature, the teacher will determine the most appropriate consequence to help change the behavior.

Possible consequences include:

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



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

We are a Positive Behavior Intervention and Support (PBIS) school. We believe in teaching students our expectations and rewarding positive behavior. Our school-wide expectations, ROAR are:

Responsible | On Task | Act Safely | Respectful

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

BIRTHDAYS and CELEBRATIONS

Birthdays are a very special time for our students. Student birthdays will be recognized on a monthly basis by our PTO. There are many ways to celebrate your child's birthday at school. This includes: donating a book to the classroom library or giving an indoor recess game to your child's classroom. Students are not permitted to receive flowers, balloons or other types of deliveries during the school day. This practice will help us to minimize disruptions in the school day as well as ensuring safety on the buses.

For other celebrations, there are safety expectations to adhere to with donated food. **Please do not send in food to celebrate without making prior arrangements with the teacher.** We are limiting sweet treats to one per student. All food must be store bought and arrive in the original packaging which includes a listing of all ingredients and will be distributed to students during lunch. These items will be reviewed by our school nurse. This policy is for the safety of all children, including those with severe food allergies.

BUS TRANSPORTATION

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

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

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

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



PLEASE NOTE: If a student continues to violate bus regulations, bus riding privileges may be suspended for an indefinite period of time. A student serving a bus suspension may not ride any bus during their suspension time. The school is not responsible for student conduct at the bus stop. Parents are strongly encouraged to make arrangements for adult supervision at the bus stop. You are not permitted to “chase” the bus to get the bus to stop because you missed your stop. As a bus rider, you are always permitted to use the car loop.

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

A TEMPORARY CHANGE OF A STUDENT’S BUS STOP ASSIGNMENT IS RESERVED FOR EMERGENCIES ONLY. The purpose of the school bus is to provide transportation from the student’s home or daycare to school and back. A request to the principal for the student to ride a different bus home or to school is to be reserved for emergencies. Students are safest when using a consistent bus stop. This also applies if your child is a car rider and he/she needs to ride a bus to a classmate’s home due to an emergency or for daycare reasons. Administrator approval is required, as well as a note from both the student’s parent/guardian AND the classmate’s parent/guardian. We always recommend having a safety plan for your child, should an emergency occur and there is not someone home when they arrive.



CAFETERIA

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

Charlestown Elementary participates in the Maryland Meals for Achievement program which provides **FREE breakfast** for each student and staff member. Breakfast is only available until 9:15, so it is important that students come to school on time. We support the link between nutrition and academic achievement. The federally sponsored free and/or reduced meals program is available to all eligible students.

MEAL Benefit Program: Applications for the Meal Benefit Program are available at this link, found on the CCPS website at <https://www.myschoolapps.com/Application> or upon request throughout the school year. If your family income should change at any time throughout the school year, feel free to submit an updated application for possible eligibility. All of this information is confidential. **If your child qualified for free or reduced priced meals last year, you have until September 30th to complete a new form for this school year. YOU MUST RE-APPLY EVERY SCHOOL YEAR.**

	Full Price	Reduced Price	Free
Breakfast	\$1.50	FREE	FREE
Lunch	\$2.90	FREE	FREE

Milk	\$.55	FREE	FREE
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The easiest way to ensure that your child has money to purchase lunch is to enroll in the School Cash Online Program at <https://schoolcashionline.com/Home/SignIn>. This program creates an account for each student and allows you to prepay for your child's meals. You can also send a check made payable to CHAR Food and Nutrition, or send in cash. All funds will be placed on your child's student meal account for their use. Please send it in an envelope marked with your child's name, and indicate that it is for school meals. **Please call our cafeteria lead assistant when you have questions.**

CANCELLATION OF SCHOOL

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

CHANGE OF ADDRESS/PHONE NUMBER/ EMAIL

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

CONFERENCES

The value of parent/teacher conferences cannot be overstated. Effective communication between home and school has a positive impact on students and their achievement. Conferences can be set up at any time throughout the school year between the teacher and the parent to discuss student progress and establish goals for success. Simply call the school and request a conference.

COURT ORDER

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

COUNSELING SERVICES

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

CRISIS EMERGENCY RESPONSE TEAM

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

DRESS CODE

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

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

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

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

FIELD TRIPS

All classes take one or more field trips during the school year to enhance curriculum and to broaden students' knowledge. Parents are invited to chaperone these trips. Space is limited to the number of seats on a bus. Chaperones will be chosen in a way that is fair to all interested persons. At times, families may not be able to afford the price of a field trip. Simply contact the office if you have this kind of need. We must always have a signed permission slip to document approval for the student to attend the field trip. Preschoolers and middle or high school students are not permitted to accompany elementary school students on field trips. Children must ride the school bus to and from field trip locations if they are to be counted present for the school day. Parents not chaperoning the trip but arriving at the location via their car, may not take their child from the trip and transport them home in their own vehicle unless special arrangements and permission from administration has been pre-arranged prior to the day of the trip.

GRADING AND REPORTING

The Elementary Grading and Reporting Policy and Regulations can be found on the CCPS home page at <http://www.boarddocs.com/mabe/cecil/Board.nsf/Public#>. All attendance and grades are recorded in an electronic system called PowerSchool. As a parent, you have access to your child's information through the Parent Portal. **In order to protect students' privacy, you must come into the school office to pick up your username and password** to log-on to Power School.

Homework

The following is taken directly from the CCPS Policy IKB, Homework: "Homework plays an important role in the development of students. It provides an opportunity for students to develop self-reliance, self-direction, and practice of newly acquired skills. Homework also helps students establish habits of work which will influence their use of time throughout life." We will be asking students to engage in reading on a nightly basis and problem solving in math through journaling and responding to a problem, or accessing a website to practice their work. We ask your help to support the homework expectations outlined by your child's classroom teacher.

Make-up Work

Regardless of reason for absence, a minimum of five class days will be allowed to turn in work 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.

Retakes

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

- Only assignments in content areas receiving letter grades are eligible for retake.
- Assignments can only be retaken once.
- Students will retake the assignment within ten school days after the initial assignment has been graded, entered into PowerSchool Gradebook, and returned to the student.
- Students will retake the assignment at a mutually agreeable time during the school day.
- The higher of the two grades will be recorded in the gradebook. The original score will be reflected in the comment section of PowerSchool.

HEALTH AND MEDICATIONS

Please monitor your child's health each day before he/she leaves for school. Children gain little from being in school when they are ill and they may infect others. If your child has red eyes, a sore throat, a fever, a severe cold, or an upset stomach, it is better to keep him/her home until they feel better. Please call the school nurse at 410-996-6240 to discuss any questions you may have regarding your child's health.

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

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

INFORMATION FROM SCHOOL

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

INSURANCE

School insurance will be offered at the beginning of each school year. Student accident insurance enrollment is completed through Nationwide Life Insurance through the K&K Insurance Group at their website online at <https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>. 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. Baseball gloves may be brought to school but please make sure your child's name is clearly marked on it in permanent marker. Bats, baseballs, softballs, and footballs may not be brought from home. Students must use tennis balls for playing catch with their gloves or "Nerf" type footballs. No electronic devices, Pokemon cards, etc.

LOST AND FOUND

We strongly urge you to make sure that your child(ren)'s belongings are labeled with his or her name in permanent marker. This applies to coats as well as book bags, lunch boxes, and the like. Many items are turned into the office lost and found. Lost and found items are displayed in the hallway. If your child lost anything, he/she should check in the Lost and Found outside of the gymnasium.

MANDATED REPORTING

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

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

PARENT DIRECTORY/INFORMATION DISTRIBUTION

Each year, CHAR publishes a parent directory to support parent communication with one another. If you would like to be included in the CHAR Dragon Directory, please complete the registration form that is distributed at the start of the school year, or available in the office. Only parents who complete the interest form will have their information published. Forms are due by **October 15th** in order to have information included. We will be publishing this directory and it will be distributed to families who are participating in the program. We would like to thank the PTO for supporting the Dragon Directory.

As a part of the regulation, KJA-RA, information from governmental and nonprofit agencies can be distributed to students if they meet eligibility guidelines. The policy details that the school does not endorse these agencies, but will provide a forum to share their information with students and their families. An online application called Peachjar will provide a forum to organizations that meet the qualification to share their materials with our families. **Please note that personal materials such as birthday party invitations are not to be distributed by students or school system personnel and are not the responsibility**

of the school system. If you wish to include students from your child's class at a birthday party, you can contact those parents through the parent directory.

PARENT TEACHER ORGANIZATION

Charlestown Has a Parent Teacher Organization (PTO) to provide supplemental support to the programs and activities at Charlestown Elementary. Please consider supporting at least one activity this year. If you are interested in supporting an event, or would like to offer help, contact Charlestown PTO. Their email is charlestownelempto@gmail.com.

PARENT PARTICIPATION

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

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

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

SCHOOL CASH ONLINE

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



SCHOOL PICTURES

School pictures are taken two times during the school year, once in the fall and once in the spring. Fall pictures are to be prepaid, but each student will have their picture taken for the yearbook. **Throughout the school year it is possible that school staff will be taking photographs of various activities. These photos will be utilized in school displays, on our school bulletin boards, and school yearbooks. Should you wish for your child not to be photographed, please send a note to Mrs. Fortune.**

STUDENT SUPPORT CENTER

Our school has a Student Support Center (SSC). This is an area dedicated to supporting students as they learn strategies to regulate their emotions. This area is staffed by Ms. Stauffer and she can respond to a classroom when a child needs assistance or the student might go to the SSC. This room has three zones: calm down, reflection, and work zone. Strategies are taught about identifying feelings, types of problems, and strategies to calm down. The classroom teacher is collaborative with Ms. Stauffer to ensure students' emotional needs are met so they are available for learning.

SUNDAY FAMILY UPDATES

The Sunday Family Update is published each Sunday afternoon through our Blackboard messenger system. It provides updates, information, and celebrations via email. Please be sure that all email addresses wishing to receive this information are on record with the school.

TECHNOLOGY

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

TOBACCO

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

VISITORS

All visitors must report to the main office upon entering the building and must be prepared to show a picture identification. No one may walk the grounds without registering in the office. Visitor stickers will be issued to each visitor. All employees wear badges and this lets the students know they are safe people to be in our building, therefore they will look for visitor stickers on all adults in our building. To continue our safety efforts, when entering the building, please do not hold doors open for other visitors.

VOLUNTEER PROGRAM

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

WHO TO CALL

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

- **Call your child's teacher**, email, or send a note to get answers to questions about the classroom, schoolwork, make up work, homework, and/or classroom behavior.
- **Call the principal or assistant principal** when referred by the teacher, for a problem not solved by the teacher, for special assistance with your child's learning or behavior problems, with questions on general school policies and/or activities, and concerns regarding curriculum or other school matters.
- **Call the School Counselor** when you have concerns about your child, there is a loss in the family, family structure has changed, or special circumstances that your child might need more emotional support.
- **Call the school secretary** to report your child's illness if he/she has a contagious disease or will be absent due to a prolonged illness, or to get general information about upcoming events.
- **Call the school nurse** to ask questions about medications or other health concerns
- **Call the cafeteria** to inquire about school meal accounts, snacks, or other aspects of the breakfast and lunch programs.
- **Call the Board of Education Office at (410-996-5400)** for answers to questions of a district-wide nature and for general information about our school system.
- **Call the transportation department (410-287-4656)** to discuss bus routes, bus stops, or other transportation concerns.