

# Perryville Elementary School

901 Maywood Avenue  
Perryville, MD 21903



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(410)-642-2573 (fax)  
[www.ccps.org](http://www.ccps.org)

Jenni F. Hammer  
Principal

*Learning Today, Leading Tomorrow*

Katherine N. Cooke  
Assistant Principal

## ***Parent Handbook*** **2017-2018**

### **Dear Perryville Families:**

On behalf of the entire Perryville Elementary School staff, we would like to welcome you to our school. With excitement, we embrace the 2017-2018 school year and have planned many exciting activities for our students. Our primary goal each year is to provide our students with the skills necessary for them to be successful and productive members of society. 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 attain this goal. Together, we can create a positive learning environment for your child that will help them to be successful in school.

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,

***Jenni Hammer***  
Principal

***Katie Cooke***  
Assistant Principal

### **School Hours**

#### **Grades K-5**

8:45 AM - 3:40 PM: Monday, Tuesday, Thursday, Friday

8:45 AM - 2:00 PM: Wednesday

**Students should not arrive before 8:45 AM.**

#### **Preschool Morning Session:**

8:45-11:50 AM: Monday, Tuesday, Thursday, Friday

8:45-11:00 AM: Wednesday

#### **Pre-Kindergarten Afternoon Session:**

1:00-3:40 PM: Monday, Tuesday, Thursday, Friday

12:00-2:00 PM: Wednesday

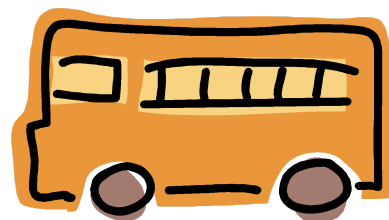
#### **Teacher Hours:**

8:15 AM – 3:45 PM

#### **Office Hours:**

8:00 AM – 4:30 PM

8:00 AM – 4:00 PM Wednesday



## **A-Z of Perryville 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 front of the school building. In the morning, doors to the building will **open at 8:45 AM**. We ask that you pull forward in the loop to the end of the yellow paving so that several cars can unload at one time. 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 lobby. Please display your car rider tag visibly in the front window of the car. As the staff members on duty identifies 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 front doors. After all buses and car riders have departed, we will dismiss walkers from the gym door. This will support the safety of our walkers and minimize car traffic for their walk. Parents wishing to meet their children at the gym door, should park in the lot, will first be identified by staff to ensure the adults are authorized to pick up a student.

**CHANGES IN DISMISSAL PLANS:** All changes in dismissal need to be put in writing via email or a note to our main office. 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 be listed on the emergency card, 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.**

Please do not call the school to change your child's afternoon dismissal plan after 3:15. Follow the procedure outlined in the paragraph above and send a note with your child in the morning. **We will not dismiss students after 3:15 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.

**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. Anyone picking up students must be listed on the student information cards. ALL unknown persons to our office staff will be asked to provide picture identification prior to receiving your child. Please call us or send a note in with your child explaining who will be picking your child up if it is someone other than a parent or guardian.

### **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 CCPS Policy reads as follows:** *Students who miss more than five days during any marking period for absences which are unlawful and/or uncertified illness (parent note) will FAIL the marking period. If the student receiving failing grades for one marking period does not fail the next marking period due to the attendance policy, then the student will have his/her grades reinstated for the previous marking period. This provision may be used only once during a school year and does not apply to the fourth marking period. If a student is in attendance for at least two hours of the school day, the student is considered to have attended ½ day. If a student is in attendance for at least four hours of the school day, the student is considered to have attended a full day.*

Please see the CCPS policy on attendance and tardiness for additional details. 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 10:30 a.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 between 2:00 p.m. and

3:35 p.m., a P.M. tardy will be recorded. In order for a child to receive a perfect attendance award, they must have no absences and no tardies. When your child is absent, please call the school to report your child's absence. 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.

## AWARDS

Perryville Elementary recognizes students for achievements in academics, behavior, and attendance four times per year, each marking period. We encourage parents and families to celebrate student accomplishments. **Students in grades 1-5** be recognized for the following accomplishments:

- Principal's List: More As than Bs and NO Cs
- Academic Achievement: All As and Bs and no more than one C, if an A is also earned
- Perfect Attendance: No absences, tardies, or early pick ups
- Excellent Attendance: 2 or fewer days absent, tardy, or early pick ups in a marking period
- PBIS Award: one boy and one girl in each classroom who have consistently demonstrated positive character and good citizenry; students who display the Panda Promise
- Certificate of Distinction: Students who have distinguished themselves as determined by the teacher. Examples of this include Bringing up Grades (BUGS), Effort, Improvement, etc..

## 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 After-school detention
- 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 for the Panda Promise include:

**Be Safe | Be Responsible | Be Respectful | Be AWESOME**

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. 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. If you choose to recognize your child's birthday with food, there are safety expectations to adhere. Please do not send in food to celebrate your child's birthday without making prior arrangements with the teacher. All food must be store bought and arrive in the original packaging which includes a listing of all ingredients. These items will be reviewed by our school nurse. This policy is for the safety of all children, including those with severe food allergies. 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.

## 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.



**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. 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.

## 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](http://www.ccps.org). Each class is assigned a half-hour lunch time in the cafeteria each day. Students may purchase a lunch or bring one from home. Please refrain from sending glass bottles or cans to school.

Perryville Elementary participates in the Maryland Meals for Achievement program which provides **FREE breakfast** for each student and staff member. We support the link between nutrition and academic achievement. The federally sponsored free and/or reduced meals program is available to all eligible students including Preschool and Pre-Kindergarten. Morning session students may eat breakfast, and the afternoon session students may eat lunch. Applications are distributed to each family in the opening day packets and are also available 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 30<sup>th</sup> to complete a new form for this school year. YOU MUST RE-APPLY EVERY SCHOOL YEAR.**

**\*\*Due to the number of account balances that go unpaid, students without money will be limited to charging \$10.75 on their lunch accounts. This will cover the cost of a week’s worth of lunches and will allow ample time to notify you of the debt. If you do not pay your child’s debt at this time, your child will receive a *Courtesy Meal* which consists of fruits, vegetables, a 4-pack of crackers, and milk or juice. Each week, we send letters and make phone calls to inform you of the status of your child’s account. It is your responsibility to either send your child with a bag lunch or to provide money for your child to purchase a meal. \*\***

	Full Price	Reduced Price	Free
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<b>Breakfast</b>	FREE	FREE	FREE
<b>Lunch</b>	\$2.60	\$ .40	FREE
<b>Milk</b>	\$ .50	\$ .50	FREE

The easiest way to insure that your child has money to purchase lunch is to enroll in the Meal Express Program. This program creates an account for each student and allows you to prepay for your child's meals. An enrollment form is sent home in the opening day packet. Simply fill out the form and return it to school. This account can be prepaid using the School Cash Online program, sending a check made payable to PVES Food and Nutrition, or send in cash. All funds will be placed on the Meals Express Account for your child's use. Please send it in an envelope marked with your child's name, and indicate that it is for school meals. **Our cafeteria has its own phone number. Please call our cafeteria lead assistant, Ms Sandy Blake, 410-642-6544 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 telephone calling 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. 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. Please do not call the school to see if we are dismissing early or opening late. The volume of phone calls inhibits important phone calls from getting through to us. Should the decision be made to close school, the official announcement of the closing will be placed on the CCPS website and made over the radio and television stations.

WSER 1550 AM - Elkton, MD  
WASA 1330 AM - Havre de Grace, MD  
WAMD 970 AM - Aberdeen, MD  
WBAL 1090 AM - Baltimore, MD  
WDEL 1150 AM - Wilmington, DE  
WTUX 1290 AM - Wilmington, DE

WNRK 1260 AM - Newark, DE  
WPOC FM 93.1 - Baltimore, MD  
WXCX FM 103.7 - Havre de Grace, MD  
WJZ TV Channel 13 - Baltimore, MD  
WBAL TV Channel 11 - Baltimore, MD  
WMAR TV Channel 2 - Baltimore, MD

### **Preschool/Pre-Kindergarten Schedule for Delayed Openings:**

If school opens two hours late on Monday, Tuesday, Thursday, or Friday, the Preschool morning session will be shortened and will begin at 11:00 AM - 1:00 PM and afternoon Pre-k will begin at 2:00 PM - 3:40 PM. A two-hour delay on Wednesday will result in no morning session, and regular hours for the afternoon session.

### **CHANGE OF ADDRESS/PHONE NUMBER**

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.

### **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 taking) 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 Perryville 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, Mrs. Susie Gough, 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 at 410-642-6540.

### 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 yellow, red, fire, and civil defense drills 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. Thank you for your understanding 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 Perryville 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
- 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. **All chaperones must be on the approved volunteer list.** 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 prearranged 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. As outlined in this policy, we will work with families to find a time to allow students to retake summative assessments. Perryville has staff available on Wednesday afternoon to coordinate this effort. Please contact your child's teacher to coordinate retake assessments.

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 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.

### 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 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#>

### 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.

### 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 with an academic penalty of not greater than five percent per late day of the assignment's total grade. 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. This policy will be outlined in the teachers' grading criteria and approved by the school principal. Work due the day of an absence is due on the day the student returns.

### Retakes

Regardless of reason, teachers must allow and grade the retake of all summative assignments that receive letter grades in accordance with the following criteria:

- o Students will take the same or a comparable assignment.
- o Students can retake summative assignments once.
- o Students will receive the higher grade.
- o Students will retake the assignment within two weeks after the initial assignment has been graded and returned.
- o Students will retake the assignment at a mutually agreed upon time.

**\*\*PES uses Wednesday afternoons as one option for students to conduct retakes. Parents must make arrangements with individual teachers. Students should be encouraged to take full advantage of opportunities to demonstrate their mastery of content by completing all assignments and retaking summative assignments when necessary.**

## 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, Mrs. Kim Cole, RN, at 410-642-6543 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; and our web site, which you can access from [www.ccps.org](http://www.ccps.org), is full of both school and classroom news.

### 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](http://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. 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 cafeteria during lunch. If your child lost anything, he/she should check in the cafeteria.

### 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

PVES will be publishing a parent directory. The purpose of this directory is to provide contact information so that parents can communicate with one another. As a part of the regulation, KJA-RA, information from governmental and non-profit agencies is only distributed to students two times per year. This information includes but is not limited to flyers, announcements, and birthday invitations. We realize that past practice has been to send birthday invitations to school and children would distribute them to classmates. However, to stay in accordance with the CCPS policy, we are asking parents to contact other parents using the information published in the Parent Directory. Only parents who complete the interest form will have their information published. If you would like to be a part of the PVES parent directory, please complete the registration form. 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.

### PARENT TEACHER ORGANIZATION

Perryville Elementary has a Parent Teacher Organization to provide supplemental support to the programs and activities at Perryville Elementary. Everyone in the Perryville community is a member of our PTO. Please consider supporting at least one activity this year. If you are interested in supporting an event, or would like to offer help, contact Perryville PTO at [perryvillepto@gmail.com](mailto:perryvillepto@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, gym uniforms, and prom tickets, in addition to student 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.



## SPECIAL AREA CLASSES

Students at Perryville engage in five special area classes per week. These specialists work together to provide enrichment and extension of the work in the classroom. These special areas and teachers are as follows:

**Physical Education, Ms. Katelyn Guns**

**Music, Mr. Bill Henry**

**Media, Mrs. Shannon Mellott**

**Integrated Arts, Ms. Kate Newhouse**

**Art, Mrs. Ellen Buesgen**

**Orchestra/Band, Mr. Chris Casadonti, \*\*supports students in grades 4 and 5.**

## SUNDAY FAMILY UPDATES

The Sunday Family Update is published each Sunday afternoon through our School 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 explain 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.

## TITLE I

Perryville Elementary is a school-wide, Title I school. Title I programming supports schools who have a high number of students who qualify for free and reduced meals. This support will come in the form of additional staff members and programs to support students and families. There are many opportunities for parents to learn about new curriculum, understand the resources in the community, and be a partner in education for our students and community. All are funded by Title I.

## 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 greatest risk due to tobacco in our school buildings is environmental tobacco smoke (ETS). Maryland's cancer rate supports the need to eliminate ETS as well as other tobacco products in our schools and on our properties. 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 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. 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. If you are interested in visiting your child's classroom, please contact the teacher to determine an appropriate time and let the office know upon your arrival that you have set up a visitation time with your child's teacher. Visitors in the classroom distract many children and the teacher will choose a time which will be the least disruptive for the learning environment.

### **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.

### **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, 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 secretary** to report your child's illness if he/she has a contagious disease or 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 (410-642-6543).
- **Call the cafeteria manager** to inquire about school meal accounts, snacks, or other aspects of the breakfast and lunch programs. Their phone number is (410-642-6544).
- **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.