

Parent/Student Handbook 2021-2022 School Year



Mark Your Calendars!

Sneak-a-Peek/Back to School Night:

Visit school, meet your teacher and get info about the school year!

Thursday, August 26th

Session 1 - Students Last Name (A-G) – 4:30-5:00

Session 2 - Students Last Name (H-O) – 5:00-5:30

Session 3 - Students Last Name (P-Z) – 5:30-6:00

Brief indoor, in-person visit – **ALL visitors MUST be masked** to enter.

Parents MUST contact teacher via email if they need to come at another session.

Families with multiple children can visit other classrooms during their assigned time.

First Day (Grades 1-5):

Monday, August 30th

Kindergarten First Full Day (with Transportation)

Wed, Sept 1st

Pre-K First Full Day (with Transportation)

Wed, Sept 8th

Please follow the included Gradual Entry Schedule for other days meetings/visitations

Dear Carney Families,

This parent/student handbook has been developed to provide you with helpful information about the school, its policies, procedures, and programs. **Please note that some policies have been revised, therefore, please read the entire document carefully.**

Preparing for a new school year can be an exciting prospect, but it can also be daunting and confusing. Of equal importance is the desire to extend a warm welcome to new families and foster an appreciation for the special qualities of our school. **Please keep this handbook available for reference throughout the school year.**

Close cooperation between home and school is essential to promote the best interests of the child.

Moreover, we anticipate that your association with Carney Elementary School will be enriching and productive, and that this handbook will help you come to know the friendly, cooperative atmosphere and excellent educational experience the school offers.

We communicate the majority of our school information through Class Dojo and School Messenger. Included in this mailing is information to register for Class Dojo. If you need help with signing up, please contact the school.

If you need additional information, please call the school office at 410-887-5228. Here's to a great year!

Stephen Price
Principal

Tiffany Bonds
Assistant Principal

Follow CES to stay connected!

On Twitter:

Mr. Price - @BCPS_SPrice2

Mrs. Bonds - @TiffanyPBonds

On Facebook:

Carney Elementary School PTA

On Class Dojo:

Check out our School Story and your child's class story as they grow throughout the year!

NEW SCHOOL HOURS – Arrival 9:05 – Dismissal BEGINS at 4:05

Office Hours

The school office opens at 8:00 and closes at 4:30. There is no supervision for children before 9:05 or after 4:20. Students may not enter the building until after 9:05 AM when the appropriate staff is available to supervise them.

Arrival Information

- **ALL breakfast will be served in the classrooms beginning at 9:05. Breakfast is free for all students and service ends at 9:30 AM.** Students arriving after that time will not be able to get a breakfast.
- **After 9:20 all students will enter the building through the lobby to obtain a late pass.**

Attendance Policy

Being present is a necessary component of academic achievement. If a student is late or absent, they miss valuable academic time that cannot be replaced in the classroom. Under Maryland State Education Code 7-301, each person between the ages of 5 and 16 years of age shall attend a public school regularly during the entire school year. Good attendance is extremely important. Please see that your child is at school every day and on time.

Absence Policy

The following are Carney Elementary policies and procedures concerning absences and tardiness:

- If a child is tardy, they are missing valuable instructional time. The instruction in the classroom begins promptly at 9:25 AM. Any student arriving after the conclusion of announcements will check in the lobby to receive a late pass and will be counted tardy.
- Your child will be counted as half-day if they come after 11:50 AM.
- Students must bring a note to their teacher upon return to school explaining their absence. Please keep in mind that vacations are not excused absences.
- Repeated absences and/or chronic tardiness will result in the school contacting the Pupil Personnel Worker (PPW) to assist families in improving attendance. Failure to comply on the part of the parent or guardian may result in legal procedures.
- We look forward to seeing your child every school day! We have valuable educational experiences planned for your child and it is important that they attend consistently in order to get their complete educational experience.

Classroom Visitors

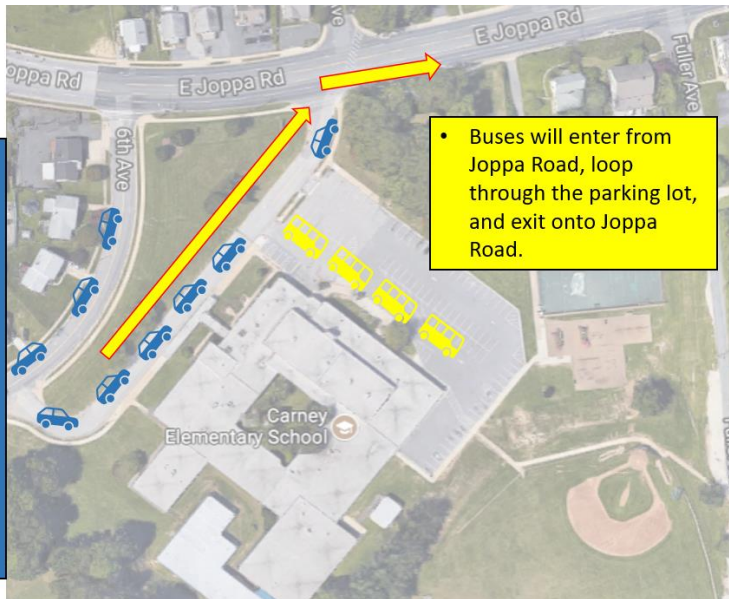
As we begin to open schools and offices for in-person work for all BCPS staff, we continue to encourage virtual visits for visitors, when appropriate, based on the purpose of the visit/meeting.

Volunteers are permitted and must follow the established BCPS volunteer guidelines as outlined in [Superintendent's Rule 1260](#). Volunteer opportunities must be prearranged with the classroom teacher

At this time, masks are mandated inside all BCPS buildings. This policy may be updated by BCPS based on health metrics and the Board of Education.

Carney's Dismissal Procedures

- All cars should enter from 6th Avenue, drop off in front of the building, and proceed straight out toward Joppa Road.
- **Right hand turn ONLY** onto Joppa Road.
- Arrival begins at **9:05**
- After 9:05 – Students are late and must report to the office
- Car Loop Dismissal begins at 3:45.
- Please always be mindful of buses and offer them the right of way.



All Carney Families must REGISTER for PM Dismissal. Parents can opt for their children to be at WALK UP dismissal, CAR RIDER dismissal, or to be walkers (grades 3-5 ONLY [No Younger Siblings]). Each family will be issued a new dismissal number and parent ID cards annually. Any parents who are not registered or do not have their cards will have to wait for ID check and WILL be delayed.

Bus Information

Bus service is provided for students who live outside of a one mile walking radius of the school. It is imperative that all students follow simple bus rules for a safe trip to school.

- MASKS Must be work on all buses.
- Arrive at your bus stop on time.
- Keep your hands, feet and objects to yourself on the bus, with no physical contact.
- Children **MUST** ride their assigned bus and use their assigned bus stop.
- **No student will be able to change buses for any reason.**

Release of Students During the School Day

Regular school dismissal is at 4:05 PM.

No students will be dismissed to parents after 3:50 PM. Parents who arrive after 3:50 PM will be required to wait outside for regular student dismissal.

In order to maximize time in the classroom, students will not be dismissed from the classroom prior to parent arrival.

- Children must be picked up by 4:20 PM every day. Students picked up after our regular dismissal time must be signed out from the office. Repeated late pick up will result in a referral to the PPW to assist you with creating an effective after school plan for your child.
- The office needs copies of any court/custody documents that relate to dismissal.



Emergency Drills

BCPS has adopted the ALICE protocol (Alert, Lockdown, Inform, Counter, Evacuate) for all emergency drills. Carney Elementary will have several emergency drills throughout the school year to prepare your students for possible emergency situations. Based on the nature of the emergency drill, students will be expected to remain calm, follow teacher directions and learn how to remain safe. We will practice a variety of drills throughout the year. The school has a safety plan that is filed with the Baltimore County School system and Police Department.



Emergency Contacts and Dismissals

A Contact Verification form will be sent home to each parent at the beginning of the year. On this form, the parent/guardian will determine their approved family contacts for dismissal if school is forced to close early. Please remember to make arrangements for your child in case of an emergency dismissal. Information on early dismissals can be found on WBAL-TV and radio, www.bcps.org. For early school closures, or emergency situations, please listen to the local media for late openings or early closings.

If any of your personal information changes, please notify the office immediately. In case of emergency it is critical we are able to reach you.



UNIVERSAL Breakfast & Lunch Procedures

Carney Elementary provides the Universal Breakfast and Lunch Program which ensures that every student receives free meals. The doors open at 9:05 for all students to report to their classroom for breakfast. All lunches provided by the cafeteria are free of charge for all students.



Phone Use

Our phone number is 410-887-5228. Our fax line is 410-887-5229. If you have a message for your child, you can leave it with the office staff, and it will be delivered to your child.

The nurse can be reached directly at 410-668-4492.

Students may not use cell phones in school for ANY reason during the school day. Cell phones are permitted but must remain off during. The school is not responsible for lost or stolen cell phones. Cell phone conversations/texts must take place after school outside the building. In case of an emergency, students can come to the office and a staff member will assist them in making an emergency phone call. **Remember – OFF AND AWAY ‘TIL THE END OF THE DAY!**

For school visitors, all cell phones must be turned to silent or off when entering the building. Please refrain from using the cell phone when visiting the school.



Volunteer Policy

All volunteers, **including field trip chaperones**, MUST complete volunteer training **every year**. The form and video are available online at the BCPS website. Please provide the school with a copy of your completed online certificate to be added to the approved chaperone list for your child’s class.

Smoking

BCPS is committed to providing a healthy, comfortable, and productive environment for its students and employees. The use of tobacco in any form in the school building, on school property (i.e. including the parking lot, playground), and at school-sponsored functions (including field trips) is prohibited at all times.

Library Books

During the school year children will visit the library at least once a week. Please encourage your child to read the books and return them the following week. If library books are not returned, within a timely manner, families may be assessed for the loss of school materials.

Medication Policy

All medication (prescription, non-prescription, cough drops, Tums, etc.) are to be given to the nurse. Prescription medications must be given to the nurse by parent/guardian with a Medication Form completed by your child's physician. Discretionary medications are given by the nurse upon request with the completion of the discretionary medication permission form. Children that suffer from chronic/critical and/or life-threatening illnesses sometimes require immediate access to their medications. It is vital that your child, if diagnosed with such an illness (i.e. asthma, diabetes, etc.) and prescribed such medicines, have them available in the nurse's office with doctor's orders for administration. Students requiring these medications that do not have them available must sometimes be transported to the hospital. Please make sure your child's required medications are brought to the nurse's suite no later than the end of the first week of school.

Concerns

If you have questions that are specific to your child's progress and/or a classroom issue please contact your child's teacher or appropriate staff member (i.e. school counselor, school nurse, or secretary) directly before bringing the concern to school administration. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

Lockers

Each child will be assigned a locker. Please remember there are to be no locks placed on lockers. To ensure the safety of our school, all lockers are subject to search at any time.

Behavior and Discipline



At CES, we focus on the essential components of school climate, Prevention, Logical Consequences and Restoration to teach our students how to interact successfully. Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. In order to provide a safe atmosphere for learning, students should be respectful, safe, and demonstrate good citizenship at all times while in school. Behavior and discipline are shared responsibilities of the home and the school.

School disciplinary measures range from time lost from preferred activities to suspension. Occasionally, a student's behavior may warrant suspension and/or expulsion. Each case is handled on an individual basis in accordance with county school board policy.

At the beginning of each school year, each student receives the BCPS *Student Behavior Handbook*. This handbook will be presented and reviewed by teachers and administrators, and then sent home to be read with parents/guardians. Parents/guardians and students are required to sign and return the last page of the handbook indicating their understanding of the BCPS *Student Behavior Handbook*.

Bullying/Harassment/Intimidation



Bullying, harassment, and/or intimidation are serious and will not be tolerated. The Board of Education of Baltimore County prohibits students engagement in intentional conduct involving bullying, harassment, and/or intimidation that substantially interfere with a student's educational opportunities. In addition, any reprisal or retaliation against an individual who reports an act of bullying, harassment and/or intimidation will be handled in accordance with the BCPS *Student Behavior Handbook*. It is important to immediately report alleged bullying, harassment, and/or intimidation that occurred on school property; at a school-sponsored activity; on a school bus; or on the way to and/or from school. Anyone may report an incident of alleged bullying, harassment, and/or intimidation, by completing the *Bullying/Harassment/Intimidation Reporting Form*. This form can be obtained AT WWW.BCPS.ORG Return the completed form to the Principal or Assistant Principal.

Birthdays



We celebrate your child's birthday by announcing their name over the morning announcements. If parents choose to send in a treat (which is optional) for their child's birthday, the following guidelines must be followed:

- **Treats will be served by the teacher during the lunch period or a time of their choice. This is not the time for parents or other family members to celebrate.**
- The health department requires that all foods be **store bought** to avoid food borne illness. This also allows nutritional information to be available to students with dietary restrictions or allergies.
- **Please be mindful of student allergies (peanuts, nuts, milk, wheat)**
- Parents should notify the teacher if they plan to send in a treat.
- All birthday treats will be dropped off in the office.
- **No party bags, toys, balloons, flowers or gifts will be distributed.**



Toy Alert

To prevent loss or damage, students should only bring toys and personal recreation items to school when they are needed for an assignment or when requested by teachers. Carney Elementary will not be responsible for any items brought to school such as: I-Pods, any trading cards, radios, CD players, cameras, Video Games, etc. **Students should not bring these items to school.** No trading or selling of any personal items is allowed on school property.

Homework Policy



Purpose: Homework is meant to reinforce the concepts already taught in class and to provide additional independent practice for the concepts introduced. It is also used to extend and to enrich the learning environment and build and strengthen study skills. Average homework time should be as follows:

- Grades 1-3 No more than 30 minutes a day for all subjects
- Grades 4/5 No more than 60 minutes a day for all subjects combined.

Student Responsibility

- Note and understand the homework assignment
- Complete assignment to the best of their ability and return it to school on the required day
- Be responsible with paperwork; obtain homework after absence

Teacher Responsibility

- Set specific homework procedures that are clear to students and parents
- Reinforce good work habits in the classroom
- Adequately prepares the students for the content of the homework

Parent Responsibility

- Provide a regular time and place to do homework
- Limit the amount of television and other activities during homework time
- Monitor homework and assist when needed to reinforce the concept

SNEAK A PEEK/Back-to-School Night



Due to Health and Safety Restrictions due to the COVID-19 Pandemic, we will not have a large in-person Back to School night. In lieu of this, we will have short visitations set up based on student last names. This will allow for smaller groups, time to see the classroom and opportunities to meet the teacher and get info about the school year. Check the cover for assigned times and the date.

Parent's Quick Reference

For issues relating to your child's classroom or school concerns, use the following steps:

1. Consult the Parent Handbook
2. Contact the teacher, counselor, or staff member at 410-887-5228, via email or Class Dojo
3. Contact the administration.