

Carrolltowne News

The Newsletter of Carrolltowne Elementary School

6542 Ridge Road, Sykesville MD 21784 (Phone) 410-751-3530 (Fax) 410-751-3534

Becky DuPree, Principal | Michele Becker, Assistant Principal | ces.carrollk12.org



Welcome to our Back-to-School

Newsletter! While some of the content has been sent to you already via SchoolMessenger emails over the summer, I encourage you to read this issue from cover to cover.

What's happening now.

Here at Carrolltowne we continue to prepare for the new school year. Our custodial staff is

cleaning and waxing; our office staff continues to do their important administrative duties. Classes have been created and **you can see your student's information on August 15 by logging into Home Access.** Along with logging into Home Access, please make sure that you've completed your transportation survey. Starting in August, Central Office began sending out weekly transportation reminder emails—one for each child. These emails included a transportation survey link requesting your student's transportation information for arrival and dismissal. Please complete. If you have any questions, direct them to the office at 410-750-3530.

Friendly Reminders. *A few important reminders for the beginning of the year.*

- **BUS RIDERS.** Please read **all the information** about every category of arrival and dismissal on pages 08 - 10. An important note for bus riders: please make sure your student is **very familiar** with their stop. If you have two (or three or four) bus riders, please make sure they know to notify the bus driver if one of their siblings is missing from the bus. These are two simple ways to make sure everyone is on the bus and everyone knows where to get off of the bus.

THURSDAY, SEPTEMBER 1

→ New Families Orientation

1:30 - 2:00 p.m.

→ Open House for ALL GRADES

2:00 - 3:00 p.m.

→ Kindergarten Back to School Night

Parents only 5:30 - 6:30 p.m.

→ ECSN Back to School Night | Parents only

5:30 - 6:30 p.m.

TUESDAY, SEPTEMBER 6

→ School's Open!

First Day for Students Grades ECSN, K -12

MONDAY, SEPTEMBER 12

→ First day for 4-year Pre-K

THURSDAY, SEPTEMBER 15

→ Back to School Night

Grades 1 - 5

SEE DETAILS ON PAGE 3

year. I wish I could say we *collected* this donation, but it was coats and shirts and hoodies and shoes and water bottles (thrown out, not donated) and so much more that were lost by our students and, despite every opportunity, never retrieved. **Please, please label everything with first and last name.** Help us keep CES's lost and found empty.

- This year meals are no longer free to all. Please read "Cafeteria News" on page 12 for all the updates regarding the cafeteria.
- COVID. It has been two and a half years since COVID arrived and impacted the way we approach our daily lives. As we enter the 2022-2023 school year, we are mindful that COVID is still with us. We ask that if your child is sick please keep them home. For further details, and all health room reminders, please read the nurse's column starting on page four. Email the school nurse at ljsacke@carrollk12.org with questions.

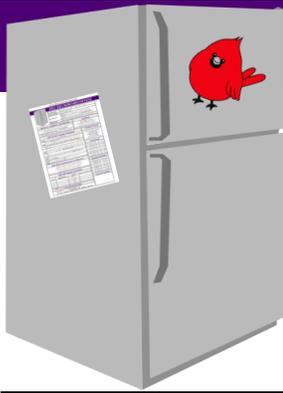
Looking ahead. We look forward to seeing you and your family at the Open House on Thursday, September 1. Details about that and Back-to-School Night and more can be found on the calendar on page three.

This year the PTA team is changing things up a little and putting even more "Fun" into our annual "Fun Run" on October 14. It is an annual fundraising event that the kids really enjoy. As you probably already know, one of our four playgrounds was removed out of necessity and needs to be replaced. We're grateful that Carrolltowne's PTA went into full-steam mode and has already started fundraising. This year's Fun Run is sure to be a great success and the cornerstone of this year's fundraising efforts. Please see page 15 for a welcome note from the PTA president!

As always, we thank you for your continued and amazing support. Support comes in many ways, and one way has been the generous donations of school supplies from the community. **If you are in need of supplies, please don't hesitate to reach out to our school counselor at klstace@carrollk12.org** or by calling the office. She will happily work with you to get what you need for your student or students.

Inspiration. "Success is the sum of small efforts, repeated day in and day out." Please encourage our Carrolltowne Cardinals to make the effort to do their very best every day and to look forward to making this a GREAT year! See everyone next month!

Becky DuPree | Michele Becker
Principal | Assistant Principal



2022-2023 REFRIGERATOR PAGE

School Phone	Phone: 410-751-3530 Fax: 410-751-3534
School Website	ces.carrollk12.org
School Hours	8:45 a.m. First bell rings; doors open for students 9:15 a.m. Second bell rings and <u>instruction begins</u> 3:45 p.m. Instruction ends; dismissal begins at 3:50 p.m.
Office Hours	The office is staffed between 8:00 a.m. and 4:15 p.m.

Absence / Tardiness / Leaving Early	Contacts
If your child is ABSENT, GOING TO BE LATE, or GOING TO BE PICKED UP EARLY - please <u>send an email</u> to CEAttendance@carrollk12.org with your child's first and last name, grade, teacher, with the reason for the above.	Mrs. DuPree, <i>Principal</i> Mrs. Becker, <i>Assistant Principal</i> Ms. Stacey, <i>School Counselor</i> Mrs. Sacket, "Nurse Lisa", <i>School Nurse</i>

END OF DAY Change of Dismissal	
One	Submit the change of dismissal on the day you wish the change to occur.
Step Two	Send only ONE group email for change of dismissal that will include an email to your child's teacher and to the following front office contacts: jdhoran@carrollk12.org javrata@carrollk12.org djglass@carrollk12.org (If you don't have your child's teacher's email it can be found in Carrolltowne's directory.)
Step Three	Put your child's first and last name, grade and teacher in the body of the email along with the change of dismissal instructions (include bus number and stop when applicable). <u>One email is preferable</u> for multiple children - just be sure to include each child's name and each child's teacher in step two.
Step Four	Change of dismissal requests MUST be submitted before 1:30 p.m. All dismissal changes submitted before 1:30 p.m. will receive a confirmation/reply by 2:30 p.m.
Step Five	If you wish, call 410-751-3530 after 2:30 p.m. if you have not received a reply from the office.

Cafeteria Pricing	
Breakfast \$1.50 (Reduced price \$0.30) Hot Lunch \$2.50 (Reduced price \$0.40) Milk \$.60 Ice Cream \$.75 and \$1.00	
Lunch Times	
Kindergarten	11:50 - 12:20
1st grade	11:20 - 11:50
2nd grade	11:00 - 11:30
3rd grade	12:10 - 12:40
4th Grade	12:30 - 1:00
5th grade	12:50 - 1:20

2022-2023 Parent/Teacher Conferences	
Thursday, October 6, 2022 (Teacher requested) Wednesday, November 30, 2022 (Parent requested) Thursday, February 2, 2023 (Parent requested) Tuesday, March 28, 2023 (Teacher requested)	

Specials Schedule	
Kindergarten	10:15-11:15
1st grade	1:45-2:45
2nd grade	12:45-1:45
3rd grade	2:45-3:45
4th Grade	9:15-10:15
5th grade	11:15-12:15

2022-2023 Report Card Dates			
Quarter	Interim Report (Special Ed & K-2 only)	End of Marking Period	Report Cards Sent Home
1	10/07/22	November 11	11/18/22
2	12/16/22	January 26	02/03/23
3	03/03/23	April 5	04/18/23
4	05/12/23	June 15	06/15/23

REMEMBER!
FUN RUN: October 14 Keep an eye out for emails and letters home in backpacks.
Book Fair: October 10 - 14 Family shopping is Monday - Thursday from 4:30 - 6:30 p.m.

Early Dismissal Days
Dismissal Begins at 1:00
11/11/22 11/23/22 12/23/22 03/17/23 04/05/23 06/15/23



IMPORTANT UPCOMING DATES!

SEPTEMBER 2022

**THURSDAY,
SEPTEMBER 1**

Things to do when visiting Carrolltowne during Open House:

- Meet the office staff
- You and your child can meet your child's teacher and explore their classroom
- Drop off your child's school supplies in their classroom
- Practice walking to your child's room so they know exactly where to go
- Pick-up kindergarten transportation tag from your child's classroom

New Families Orientation | 1:30 - 2:00 p.m. | Cafeteria

This is for families new to Carrolltowne (whether your oldest is starting kindergarten or you've just moved to the area!) Come to the cafeteria to hear the Principal and Assistant Principal introduce themselves, talk about your school and meet staff.

Open House for ALL GRADES | 2:00 - 3:00 p.m.

Open House Tour for both new and returning families will run from 2:00-3:00 p.m. All returning families will enter through the front doors at 2:00 p.m. to visit their child's classroom and take a self-guided tour through the school. The PTA will be providing FREE Rita's Ice!

Kindergarten Back to School Night | Parents only | 5:30 - 6:30 p.m.

The Kindergarten Back to School Night will help familiarize kindergarten parents with Carrolltowne and the teachers. The night will be broken into three sessions. The first session will take place in the cafeteria and will include a brief presentation where school procedures and grade level expectations will be explained. Next, parents will get the opportunity to tour the building. The third session will have parents meet with their child's teacher in their child's classroom. (If you were unable to attend the Open House earlier in the day, you may drop off your child's school supplies at this event.) Parents only event.

ECSN Back to School Night | Parents only | 5:30 - 6:30 p.m.

**TUESDAY,
SEPTEMBER 6**

School's Open-First Day for Students Grades ECSN, K - 12

Doors open at 8:45. Instruction begins promptly at 9:15 a.m. Welcome Back!!

**MONDAY,
SEPTEMBER 12**

First Day for Four Year-Old Pre-K Students | Doors open at 8:45. Dismissal begins at 11:45 a.m.

**THURSDAY,
SEPTEMBER 15**

Back to School Night for Grades 1 - 5 | Parents only | 6:00 - 8:15 p.m.

6:00 - 6:30 p.m. Principal's Chat | Session 1 6:30 - 7:15 p.m. | Session 2 7:30 - 8:15 p.m. Each session (6:30 - 7:15; 7:30 - 8:15) is identical. This provides the opportunity for those with more than one child at Carrolltowne to visit each child's classroom.

First PTA Meeting of the Year!

Immediately following Back to School Night in the cafeteria. All are welcome! Please Come!

OCTOBER 2022

No PTA Meeting this month; next one will be November 3rd and information will be forthcoming

**THURSDAY,
OCTOBER 6**

Parent/Teacher Conferences | Teacher Requested

**MONDAY, OCT. 10 –
FRIDAY, OCT. 14**

Book Fair! Family Shopping Fun Nights are Monday - Thursday, 4:30 - 6:30 p.m.

**THURSDAY,
OCTOBER 20**

PTA Sponsored Fun Run! | RAIN DATE, MONDAY OCTOBER 24 Keep an eye on your emails and your student's back pack for information!

**FRIDAY,
OCTOBER 21**

Schools Closed for Students | Professional Development Day for Teachers and Instructional Assistants



NURSE'S CORNER

Hello Carrolltowne Families!

I hope you are having a wonderful, fun-filled and relaxing summer. I had such an amazing year getting to know and care for your children. I have missed my friends this summer and am looking forward to seeing them in September. Here are a few reminders for the beginning of the school year:

ALLERGIES

ALLERGIES – If your child has a serious allergy that requires emergency medication, including epinephrine and/or antihistamine, please have a Health Care Provider complete an ALLERGIC REACTION PLAN AND MEDICATION ORDERS. You can find it [HERE](#) on the CPPS website.

ALLERGY SAFE TABLE – The designated cafeteria “safe table” will only be used by students that need to sit at an allergen free table. The safe table is at the end of the row and is cleaned separately to avoid cross contamination. Students that wish to sit at the safe table as a friend must have an allergen free lunch, wash hands before and after eating at the table and have prior teacher approval.

FOOD ALLERGIES – We have many students with life threatening food allergies at CES. Students **MAY NOT SHARE FOOD** with another student. In order to keep our students safe, we cannot allow parents to purchase ice cream or send in food for classroom celebrations. We also ask parents to share with their children the importance of not sharing food.

LATEX ALLERGIES – Due to the presence of Latex allergies, students may not bring in latex gloves, koosh balls or stretchy fidget noodles or latex balloons (mylar balloons are ok).

MEDICATIONS

MEDICATIONS – If your child requires medication during the school day (over the counter or prescription), please follow these instructions:

- Have your child’s Health Care Provider complete the [CCPS Medication Form](#) in its entirety .
- The signed medication form **MUST** accompany the medication when the Parent/Guardian delivers to the School Nurse. **STUDENTS MAY NOT transport medication to/from school.**
 - For daily prescription medication, please bring in a **30-day supply** labeled properly by a pharmacy. Medication must be an EXACT match to the Health Care Provider’s order. CCPS requires us to use the expiration date on the pharmacy label.
- Over the counter medication must be unopened and accompanied by a [CCPS Medication Form](#) completed and signed by your Health Care Provider.



dreamstime.com

MEDICATION DROP OFF – Parents/Guardians may drop off medications to Nurse Lisa on September 1st from 1:30 – 4:00pm (Open House) and from 5:30pm – 6:30pm (Kindergarten Back to School Night).

COVID GUIDELINES

COVID Guidelines will remain the same for school year 2022-2023. If a student has a COVID-like symptom (**fever 100.4 or higher, cough, difficulty breathing, sore throat, vomiting, diarrhea, loss of taste/smell or onset of severe headache**), they will need a doctor’s note stating illness/appropriate return to school date or a negative COVID test. Should there be changes in COVID guidelines, parents will be notified.

NURSE'S CORNER

WEAR, CARRY, WASH

CHANGE OF CLOTHING

Students in ECSN, Pre-K, Kindergarten and Grade 1 should have a change of clothing, including underwear and socks, labeled in a Ziploc bag. Spills and accidents happen frequently and we want our students to be comfortable when this happens. Donations of new underwear and gently used shorts/pants/socks are always a need and are greatly appreciated.

STUDENTS MAY SELF-CARRY . . .

- Lip balm
- Individual sized hand sanitizer or lotion
- Sunscreen
- Plain saline solution
- Non-medicated cough drops



HANDWASHING and ILLNESS PREVENTION

- Frequent and proper handwashing is the best way to prevent germs from spreading.
- Faculty, staff and students will be educated on proper handwashing to prevent the spread of germs as well as protect those with food allergies.
- The school will promote handwashing before and after eating meals, before and after recess and before and after using shared equipment at school.

Please encourage your children to wash their hands frequently and sufficiently. Singing the ABC song is a great way to make sure they take the time to thoroughly clean their hands

ABSENCE/ILLNESS

- Parents should report student absence by calling 410-751-3530 or by emailing CESattendance@carrollk12.org. Please include your child's first and last name, grade, teacher and reason for absence.
- Schools may request a physician's note outlining restrictions/accommodations if a student has been absent for an extended period of time, has been hospitalized, had surgery or suffered a significant injury.
- If your student has an injury that requires a cast, crutches, boot, sling or brace, a Physician's note is **REQUIRED** for recess and PE purposes.
- Students who have a temperature of 100.0 or greater, may NOT attend school and should remain home until fever free for 24 hours without any fever reducing medication. Students who are vomiting or have diarrhea due to illness, should remain at home until symptom free for 24 hours.

UPDATED MEDICAL INFORMATION

If your child has any change in their medical status, please update me by September 1, 2022. If they have been diagnosed with a medical condition or have started a new medication, this is necessary information for me to care properly for them at school. As always, I am just an email or phone call away. Please don't hesitate to reach out to me with questions or concerns. You may reach me by calling 410-751-3530 or email me at ljsacke@carrollk12.org.

I am looking forward to a fabulous year with your children. Here's to a healthy and fun school year!!

*-Lisa Sackett, RN
"Nurse Lisa"*

Counselor's Corner

Welcome to the new school year! My name is Kristina Stacey and I am the School Counselor for Carrolltowne. There are many ways in which I may work with your child throughout the school year. Please take a moment and explore the [COUNSELING](#) page found on our school's website. **I look forward to seeing all the Carrolltowne Cardinals this year!**

LibraryLand News

Welcome Back, Library Friends!

Lots to be excited about this year!

First, as you all know the rollout of **one-to-one computers** was a nice addition last year. This year we will still have computers available to our students. I will be working hard to get all classroom computers ready for your return.

Second, we will still have our **News Crew and Media Helpers**. Please let the students know to be ready to sign up on the bulletin board outside of the media center in the 4th- and 5th-grade hallway.

Third, we will be having our annual **Book Fair** this year. The dates will be from October 10th thru October 14th with family shopping open Monday thru Thursday from 4:30-6:30 pm. Last year's shopping experience was such a success, that this will be an annual occurrence. We will still offer online shopping and e-wallets. However, I will not be offering family shopping on the morning of the last day as I have done in the past. Please note: due to restocking and shipping issues, we will only be able to sell what is provided, there will be no restock orders.

Lastly, we will have some new faces in LibraryLand. Ms. Barker has taken a new job, so we will have a new Media Clerk (TBD). We will also have a **part-time librarian, Kristen Wilson**, who will be with us one day a week. We welcome our new library friends.

Sincerely,
Suelyn Rivera, Librarian

2022-2023 CARROLLTOWNE TEAMS

ESCN

Toni Wallace – Team Leader
Betsy Ruyak

PRE-K

*Amy Livingston

KINDERGARTEN

Nicole Trotz – Team Leader
Ellie Blanchette
Ashley Blanchfield
Angie Kowalewski
Emile Muth

FIRST GRADE

Julie Hinton – Team Leader
Linda Black
Kim Martin
Erin Novak
Jessica Rice

SECOND GRADE

Cathy Eissele – Team Leader
Katelyn Cavelius
Karen Copley
Bridget Hopkins-Fisher

THIRD GRADE

Sally Edmondson – Team Leader
Jennifer Fucci
Crystal Hazelbaker
Jennifer Powell

FOURTH GRADE

Joanna Strickland – Team Leader
Mary Ellen O'Neill
Michele Scobie
Stacey Tombs

FIFTH GRADE

Amy Neitch – Team Leader
Jenn Cherneski
Claire Reese
Rebecca Romero
James Thompson

SPECIALS TEACHERS

Greg Killian - Art – Team Leader
*Sarah Dudek - Art
Gina Klaverweiden - Vocal Music
Amanda Passen - Instrumental Music
Sao-Fan Treat - Vocal Music
Jordan Cohen - PE
Karen Rossi - PE / Motor Development
Emily Vizzini - PE / Health
Carol Wright - Health
Suelyn Rivera - Librarian
*Kristen Wilson - Librarian

SPECIAL EDUCATION TEACHERS

Tracey Naylor – Team Leader
Hannah Prothero
*Kathleen Gebhardt
Deanna Wills

SPEECH TEACHERS

Jennifer Vandenberg – Team Leader
Victoria Carey
Elizabeth Gilbert

OCCUPATIONAL & PHYSICAL THERAPY

Jen Hutchinson - OT (Fine Motor)
Marisa Myers - Physical Therapist Asst.
Janet Street - Physical Therapist

SUPPORT SPECIALISTS

Lisa Passerello - Behavior Specialist
Deborah Dwyer Berk - School Psychologist
Laura Hunovice - Math Specialist
Michelle Nightingale - G/T
Heather Davis - ELA Specialist

You can find emails for the above teachers and staff
and all other CES employees at Carrolltowne's
Website: [ces/carrollk12.org](http://ces.carrollk12.org)

* PLEASE WELCOME OUR "NEW TO CES" STAFF



EVERYTHING YOU NEED TO KNOW ABOUT ARRIVAL



OVERVIEW

CATEGORIES. Students are categorized as one (or more) of the following for arrival *and* dismissal:

- Bus riders
- Car riders
- Walkers
- Day care van
- HotSpots (on-site before and after care)

ENTER HERE! No matter the mode of transportation to school, when students arrive they will enter through the **front entrance** doors under the canopy (1A).

The exception is HotSpots. The morning drop for HotSpots is at the exterior cafeteria doors. HotSpots students walk through the school to their classrooms after the first bell rings at 8:45 a.m.

THE FRONT DOORS OPEN AT 8:45. The first bell rings and front entrance doors open at 8:45 a.m.

THE DAY BEGINS AT 9:15. The second bell rings and students are expected to be **in their seats** to start instruction at 9:15 a.m.

THE DAY ENDS AT 3:45. The instructional school day ends at 3:45 p.m.

DISMISSAL. Dismissal begins at 3:50 p.m.

MORNING CAR RIDERS



We recommend that all students ride the bus. However, if your child is driven to school we ask that you adhere to our “Five Easy Steps for a Safe and Successful Parent Drop-Off!” Once you drive onto the school grounds and “follow the cones,” please do the following:

- 1) **STOP.** Parents should only drop off students once their vehicles are lined up in a single file line and have come to a complete stop within the yellow painted drop off zone (the “Parent Drop Off Zone”). Please do not pull up to the crosswalk.
- 2) **EMPTY.** All six cars in the Parent Drop-Off Zone should empty at the same time. Please do not wait until pulling up to the front of the line. All students are to follow the sidewalk to the front entrance of the school. Please remind your children to walk on the sidewalk to the main entrance.
- 3) **HUGS AND KISSES.** Please give the hugs and kisses before dropping off. Each child is to remain in their vehicle until 8:45 a.m. at which point the doors to the school are open and supervision is provided. Students are expected to be in their seats to start instruction at 9:15 a.m.
- 4) **EXIT.** Once the crosswalk is empty, all vehicles in the Parent Drop-Off Zone can pull away. Safety first: please do not take your eyes off the parking lot and slow your car to watch your child enter the building.
- 5) **ASSISTANCE NEEDED?** If your child needs assistance exiting the vehicle, please park in a parking space and use the crosswalk to assist your child across the road. Parents are not to escort their child to their lockers or classrooms. Students are encouraged to walk to their classrooms or lockers by themselves or with a staff member if needed.

TRANSPORTATION SURVEY

A transportation survey FOR EACH CHILD was sent via email from Central Office at the beginning of August. Please complete the survey. **WE MUST KNOW HOW TO DISMISS YOUR CHILD ON THE FIRST DAY AND THEREAFTER.**

Call 410-751-3530 if you have not received your transportation survey or have questions.

EVERYTHING YOU NEED TO KNOW ABOUT DISMISSAL

OVERVIEW: EARLY DISMISSAL vs. CHANGE OF DISMISSAL

EARLY DISMISSAL. When a student leaves early—*before the bell rings at 3:45*—this is an **early dismissal**. Reason for dismissal is needed and is noted on the student’s attendance record.

CHANGE OF DISMISSAL. When a need arises for a student to dismiss differently than their “every day” way at the end of the day—*after the bell rings at 3:45*—this is a **change of dismissal**. Examples include students who have to be dismissed to an afterschool activity instead of their bus; or dismissed as a car rider instead of their daycare van, etc. When a “Change of Dismissal” email is received, a pass is created by the office and delivered to the student’s homeroom teacher for use by the student. (See how to submit a “change of dismissal” correctly below.)

BEFORE THE BELL: EARLY DISMISSAL



Pick-up before dismissal time (3:45 p.m.) should be limited to minimize schedule disruption and is **STRONGLY DISCOURAGED**.

Dropping by at the spur of the moment to pick up your child from school is also strongly discouraged.

- Parents picking up their child before 3:45 p.m. need to send in a note via back pack or an email to CES attendance (cesattendance@carrollk12.org) and to the student’s teacher to alert them to the early dismissal. (Email preferred; will receive a confirmation. A note will not.)
- The early dismissal email should have your child’s full name, grade, and teacher in the body of the email and the reason for early dismissal.
- Parents/guardians picking up their child before 3:45 p.m. must report to the office. Office staff will call student and sign student out.
- ID will be requested at pick-up. If someone other than the parent or guardian is picking the student up early, that individual’s full name must be noted in the email/note.
- Students who leave before 3:45 p.m. are marked tardy (leaving early).

AFTER THE BELL: CHANGE OF DISMISSAL

The school day ends at 3:45 p.m. To dismiss your child differently at the END of the school day, please submit an end-of-day dismissal change **on the day**

you want to change the dismissal using the following directions:

- **EMAIL:** ONE GROUP EMAIL MUST HAVE THE FOLLOWING: jdhoran@carrollk12.org; djglass@carrollk12.org; javrata@carrollk12.org; and “cc” their teacher (find their email in the CES website directory and/or information given by teacher). Please always email the entire group, this ensures the email arrives to someone in the event of a staff absence.
- **SUBJECT LINE:** Place in subject line: **End of Day Dismissal Change**
- **BODY OF EMAIL:** **FIVE** pieces of information should be in the body of the email: 1) Student’s full name 2) teacher’s name 3) student’s grade 4) how the student should be dismissed today with any additional notes that you believe are relevant (bus number and stop information are required if changing to “bus rider”) and 5) the best contact phone number in the event of questions.
- Telephone calls to change dismissal for any student are not acceptable, except in cases of emergencies. Faxes are not acceptable for change of dismissal.
- **SUBMIT.** Submit the change of dismissal by 1:30 p.m. **on the day you wish the change to occur**. This is a long standing practice that ensures no errors are made.
- **SIBLINGS?** One email is preferable for siblings - just be sure to include each child's information and email all the teachers in the one email.
- You will receive a confirmation/reply by 2:30 p.m. If you wish, call 410-751-3530 after 2:30 p.m. if you have not received a reply from the office. We don’t mind the call! Better to confirm and have everything go well!



AFTERNOON CAR RIDERS

(FORMERLY REFERRED TO AS "PARENT PICK-UP")

"Car Riders" is another form of dismissal where parents/guardians pick up their children from the school cafeteria upon dismissal at 3:50. (Until 4:05.)

- Parents park their cars and report directly to the cafeteria by lining up at the outside cafeteria doors located near the side parking lot starting at 3:50.
- Parents must provide identification before checking out their child with the staff members.
- Parents wait in line outside until their child has been dismissed to them.
- If someone *other than the usual designee* is picking up at parent pick-up on any given day, an email needs to be sent to the office. (See the first bullet point under "After the Bell: Change of Dismissal" on page 7 for the email list.) That person will require identification.
- Do not enter the school through the front doors. Please remember to go to the cafeteria entrance; you will not be allowed to walk through the school. After 4:05 students are brought to the office for pick-up.



WALKERS / BIKE RIDERS

- **WALKERS** will *enter* through the front of the school. If your walker is designated as a "Slacks Road Walker" or a "MacBeth Way Walker," for safety purposes they will be *dismissed* from the back of the school.

- **BIKE RIDERS** will lock their bike at the bike rack available at the front of the school. (Bike riders must wear helmets—it's the law.) They can lock their bike to the rack and enter through the front of the school after 8:45 a.m. Your bike rider will be dismissed with the walkers. They will check in with the staff person dismissing the walkers and bike riders, then be allowed to walk through the school to the *front doors* and exit to the bike rack.



**Safety
Matters**

SAFETY PROCEDURES REQUIRE THAT PARENTS/GUARDIANS...

... **Yield to all incoming buses.** Buses have the right-of-way.

... **Do not enter the bus load/unload zone** located along the front of the school during our loading busses-on-the-school-grounds windows. (8:00-9:20 a.m. / 3:15-4:15 p.m.)

... **Do not park in our bus zone** (painted yellow curb and diagonal line area in front of school) at *any time*. Use the side parking lot area during your visits.

... **Never call for a child to cross any road or lane of traffic** to reach his/her vehicle. Staff members are instructed to keep children safe and will not allow this unsafe practice.

... **Be courteous to staff members who supervise dismissal.** They work very hard to keep all children safe.

VISITING CARROLLTOWNE?

Leave Time for Our Visitor Entry Protocol!

All CCPS schools have an electronic security system to help provide a safe environment for our students. The following safety protocols will be followed at every school within CCPS. We wanted to inform you in advance so that all families would be aware and prepared to show a Driver's License/State ID and allow time for the security protocols when they plan on visiting the school. Here are the protocols:

- All exterior doors are locked.
- All visitors must ring the main entrance buzzer to request entry.
- Prior to allowing anyone to enter the building, the staff member who monitors the door may ask for the visitor's: 1. Full Name 2. Reason for visit 3. Visitors will then be allowed to come via the entry door with the "1A" on it and must come to the main office to register their visit
- Visitors, including volunteers, are required to present their driver's license/State ID to register in our visitor system.
- All visitors must be issued a visitor's badge (Except employees with a CCPS badge).
- Contractors and service provider's paperwork will be reviewed and verified.

We need your signed "Permission to Visit"!

NEEDED EACH SCHOOL YEAR: A note of permission from the parent/guardian is **required** if anyone other than the parent/guardian is coming to Carrolltowne Elementary to have lunch with your child or volunteer in your child's classroom. Please fill out the below "Permission to Visit." IF we do not have this on file, a note written the day of either emailed or sent with student (visitor CAN NOT bring in the letter of permission) will suffice. *All visitors still need to follow the visiting protocols found above.*

Fill out below and email in or send in with your student. Questions? Call 410-751-3530

Permission to Visit

Date _____

Student Name(s) _____

Teacher(s) / Grade(s) _____

Parent Name _____

Parent Contact # _____

Visitor Name(s) _____

Has permission to visit:

single day _____ anytime throughout the school year

This note of permission is required from the parent/guardian for any non parent/guardian who is visiting a student at Carrolltowne (example: aunt has lunch with your child) or volunteering in the classroom (example: grandpa volunteers in your child's classroom). Please note that during special occasions like Play Day and 5th Grade Promotion, we will be requesting a list of guests and NOT referring to this day-to-day permission. All visitors must report to the office.

Submit this form to the office: send in hard copy or email to jdhoran@carrollk12.org

BREAKFAST AND LUNCH SERVICE

A variety of breakfast and lunch choices are available daily for your child to enjoy. **The USDA program that allowed schools to provide free meals to all students ended on June 30, 2022.** Please expect to pay for your child's school meals when school resumes in September. If your family qualifies for free or reduced-price school meals, applications can be submitted online.

MEAL CHARGE POLICY

In the rare event that a student forgets their money or does not have any money remaining on their account, Carroll County Public Schools will allow each student to charge up to two days of breakfasts and lunches. Beyond the two days, the student will be served a complimentary meal of a sandwich and side items until repayment is made. Students must have cash or money on their account to purchase a second meal (breakfast or lunch) or any a la carte items as these cannot be charged. Thanks to the generous donations of businesses and individuals in Carroll County all previous meal debt has been eliminated so no child in Carroll County will begin the school year with a negative balance. For more information visit www.carrollk12.org.

SMART SNACKS IN SCHOOL

CCPS offers a variety of a la carte items for purchase in the cafeterias. Our a la carte food and beverage items meet the nutritional standards of the Smart Snacks in Schools regulations. Each student has a cafeteria account that they can access with an assigned PIN. To place money on account visit www.myschoolbucks.com or send cash or personal checks made out to your school with your child. Please visit <https://www.carrollk12.org> for detailed information on the snacks available in our schools.



Free and Reduced Priced Meals

Applications for free and reduced priced meals are accepted throughout the school year.

APPLY for Meal Benefits online at

www.myschoolapps.com

Meal Benefit Applications may also be obtained from your school or by visiting the CCPS website.

Meal Prices

Breakfast Elementary: \$1.50

Lunch Elementary: \$2.50

Digital Menus

Interactive menus and nutritional information available online! Visit <https://carrollk12.nutrislice.com> or download the Nutrislice app for your iOS or Android



Kindergarteners will be allowed to get snacks/deserts, also known as "extras" starting in January 2023. This gives our kindergarten cardinals time to understand how their lunchtime works!

CAFETERIA NEWS

MEAL ACCOUNT AND PIN INFORMATION

- Every student who goes through our cafeteria line will use a unique, Personal Identification Number (PIN) to access his or her account. Parents have the option to add any denomination to the account for the purchase of meals and snack items. It is a convenient way to ensure that money is not lost or forgotten during the hectic morning rush.
- What is the PIN? Each student has been issued a unique, five digit PIN. **Parents can find their child's PIN in the CCPS Home Access Center (HAC).** Once you sign on, the Cafeteria PIN will be located in the emergency section. Please help your child remember their number. It makes the line move faster and ensures that everyone has plenty of time to enjoy their meal. If they do happen to forget the number, the cashier will be able to find it for them.
- How do I put money on the account?
 - Visit www.myschoolbucks.com and set up a free account that allows you to add any value to the cafeteria account with a credit card. (There is a small service provider fee for each transaction.)
 - You can still send in cash or a check to your school's cafeteria. The cafeteria manager will add it to the account.
 - The money added to the account can be used to purchase meals AND snack items.
- Can I monitor what my child is purchasing? Visit www.myschoolbucks.com and set up a FREE account. Once you complete the simple registration process, you can set up low balance alerts and monitor purchases made in the cafeteria.
- What happens to my account at the end of the school year? Money that remains on your child's account will carry over from year to year. The account will also automatically transfer to any Carroll County Public School.

Sending cash or check to school for cafeteria money? Use the form below. (You can designate fund use with this form, too.)

SCHOOL CAFETERIA MONEY FORM

Student's Name _____

Homeroom Teacher _____

Amount Enclosed \$ _____

Please place **all of the money on my child's general account** for the purchase of either meals, milk or snacks

Please place the money on my child's account, **but I want to specify:**

\$ _____ for Breakfast and Lunch

\$ _____ for Milk or Snacks

SCHOOL SUPPLY LISTS ESCN, K-5

2022-2023 CARROLLTOWNE ELEMENTARY STUDENT SUPPLY LIST

KINDERGARTEN

- 1 zipper pencil pouch (large with 3-ring)
- 8 glue sticks
- 2 boxes of 24 crayons
- 1 package of markers
- 1 primary composition book (with picture space)
- 1 book bag (no wheels preferred)
- 3 pocket folders with fasteners (1 of each of the following colors: red, purple and yellow)
- 4 or more **thick black** dry erase markers (EXPO preferred)
- 4 or more **thin black** dry erase markers (EXPO preferred)
- Headphones that can plug into a student laptop

1ST GRADE

- 1 ZIPPER PENCIL BAG (BIG – NO BOXES PLEASE)
- 12 #2 PENCILS (NO MECHANICAL PENCILS)
- 2 LARGE PINK ERASERS
- 1 PAIR SCISSORS
- 10 GLUE STICKS
- 1 BOX OF 24 CRAYONS (OR 3 BOXES OF 8 CRAYONS)
- 1 EIGHT PACK OF WIDE MARKERS
- 1 MARBLE PRIMARY JOURNAL (space at the top for picture and writing lines on the bottom)
- 4 WIDE RULED SPIRAL NOTEBOOKS (1 OF EACH COLOR: RED, BLUE, GREEN and YELLOW)
- 1 BACK PACK
- 2 POCKET FOLDERS (1 RED, 1 YELLOW - WITHOUT FASTENERS)
- 4 DRY ERASE MARKERS
- Headphones that can plug into a student laptop

2ND GRADE

- 1 ZIPPER PENCIL CASE
- 1 PACK OF 12 #2 PENCILS
- 1 PACKAGE OF PENCIL TOP ERASERS
- 2 LARGE PINK ERASERS
- 1 PAIR OF SCISSORS
- 4 GLUE STICKS
- 1 BOX OF 24 CRAYONS
- 1 8-PACK OF THIN or THICK MARKERS
- 1 BOOK BAG (NO WHEELS BECAUSE THEY WON'T FIT IN LOCKERS)
- 2 HIGHLIGHTERS
- 7 MARBLE COMPOSITION BOOKS
- 1 GREEN WIDE RULED NOTEBOOKS
- 3 FOLDERS (2 pockets each): RED, BLUE, AND 1 OF YOUR CHOICE
- 1 PERSONAL PENCIL SHARPENER

3RD GRADE

- 1 BACKPACK
- 1 ZIPPER PENCIL CASE
- 1 PACK OF PENCILS
- 1 PACKAGE OF PENCIL TOP ERASERS
- 1 PAIR OF SCISSORS
- 4 GLUE STICKS
- 1 EIGHT PACK OF WIDE MARKERS
- 1 TWELVE PACK OF COLORED PENCILS
- 2 WIDE RULED 3 SUBJECT SPIRAL NOTEBOOKS (1 BLUE, 1 RED)
- 3 POCKET FOLDERS (1 BLUE, 1 RED, AND 1 OF YOUR CHOICE)
- 2 HIGHLIGHTERS
- 6 DRY ERASE LOW ODOR EXPO MARKERS – YOUR CHOICE OF COLORS
- 2 ONE-INCH THREE RING BINDER – ONE BLACK & ONE WHITE
- 1 PACKAGE OF DIVIDERS
- 1 PAIR OF EARBUDS FOR COMPUTER USE
- ZIPLOCK BAGS (GIRLS BRING GALLON SIZE, BOYS BRING SANDWICH SIZE)

4TH GRADE

- 1 ZIPPER PENCIL CASE
- 2 PACK OF 12 #2 PENCILS
- 1 PACKAGE OF EITHER PENCIL TOP ERASERS OR 2 LARGE PINK ERASERS
- 1 PAIR SCISSORS
- 6 GLUE STICKS
- 1 PROTRACTOR (SEE THROUGH, TIC MARKS AT EVERY DEGREE, VERTEX HOLE)
- 1 PACK OF 12 COLORED PENCILS
- 5 WIDE-RULED SPIRAL NOTEBOOKS:
 - ⇒ Green – Writing/Spelling
 - ⇒ Red – Reading/Writing
 - ⇒ Purple – Social Studies
 - ⇒ Yellow – Science
 - ⇒ Blue – Math
- 3 MARBLE COMPOSITION BOOKS
- BLUE AND YELLOW TWO POCKET FOLDERS FOR STEM
- 2 1 1/2 INCH THREE RING BINDERS; NO ZIPPER
- 1 BACK PACK (NO ROLLING ONES DUE TO SIZE OF LOCKER)
- 2 HIGHLIGHTERS
- 6 DRY ERASE MARKERS
- 1 PACK OF WIDE-RULED NOTEBOOK PAPER

5TH GRADE

- 1 ZIPPER PENCIL CASE
- 2 PACK OF 12 #2 PENCILS (NO MECHANICAL PENCILS)
- 1 PACKAGE OF PENCIL TOP ERASERS
- 1 PACKAGE OF WIDE RULED PAPER
- 2 PAIRS OF SCISSORS
- 4 GLUE STICKS
- 1 PACK OF WIDE **OR** THIN MARKERS
- 1 PACK OF COLORED PENCILS
- 4 SPIRAL 3-5 SUBJECT NOTEBOOKS:
 - ⇒ Green – 150-200 pages
 - ⇒ Red – 150-200 pages
 - ⇒ 2 Blue – 150-200 pages
- 1 SPIRAL ONE SUBJECT NOTEBOOK:
 - ⇒ Yellow – 50 pages
- 2 BINDERS (1 ½ OR 2 inches)
- 5 colored pocket folders: (1 each) red, blue, yellow, green and purple
- 1 EIGHT PACK OF DIVIDERS
- 1 BOOK BAG
- 1 MARBLE COMPOSITION BOOK
- 4 HIGHLIGHTERS
- 1 PKG OF DRY ERASE MARKERS

ESCN

- 10 Glue Sticks (washable/**purple preferred**)
- 1 Four Pack Dry Erase Low Odor Markers (Asst. Colors)
- 1 pack of crayons
- 1 pencil pouch
- A Book Bag (must be large enough to fit 1" three-ring binder)

Change of clothing, including socks, in a bag labeled with your child's name to be kept at school. Toileting supplies (i.e. diaper/wipes) as needed for your child. Daily snack and drink in a lunch bag labeled with your child's name (no peanut butter or any type of nuts). Please also send in a labeled water bottle or cup for water breaks.



NOTE TO PARENTS: Please help your child by replenishing supplies during the year. **Donations are always welcomed and so appreciated!** (Such as tissues, sticky notes, plastic zipper bags (sandwich or gallon) and many other grade-specific items!) Please ask your child's teacher(s) to provide details! **Thank you.**

2022-2023 ALL IN ONE SCHOOL SUPPLY LIST UPDATED 07/25/2022



WELCOME FROM THE PTA



Welcome, returning and new families to Carrolltowne Elementary! For those of you new to Carrolltowne, you will find that the Carrolltowne PTA is active and involved

in making your child's school experience as fun and engaging as possible.

Throughout a typical year, our PTA sponsors many events and activities to promote learning, creativity, and community for our students, including an ice cream social, trunk-or-treat, a school play, assemblies, and the fifth-grade yearbook club. These activities and many more help make Carrolltowne a special place for your child to learn and grow.

This year, the PTA is taking on a new, larger task than we have in recent years: funding a new playground for our kids. As part of this initiative, our PTA will be holding various fundraising events throughout the year. We are planning spirit nights at area restaurants, our annual Fun Run, silent auctions, and donation drives, all to support this vital structure in our kids' lives. Please be on

the lookout for how you can help Carrolltowne build its new playground!

I invite you all to join the PTA. You can be as involved with our organization as your schedule allows. Meetings are not mandatory, but all are invited to attend any of our meetings throughout the year. Also, please take a moment to check out our website, <http://carrolltownepta.com>, and join our private Facebook group, Carrolltowne Elementary PTA Community. These are great resources for finding out more about your child's school and connecting with other parents at Carrolltowne.

If you are interested in learning more about how you can help the Carrolltowne PTA, whether it is assisting for one event or helping any of our 14 committees to plan and execute the many activities we provide, please don't hesitate to reach out to me at president@carrolltownepta.com. I look forward to meeting you at any of our events this year!

This year, the PTA is taking on a new, larger task than we have in recent years: funding a new playground for our kids.

Niki Guinan
President, Carrolltowne Elementary PTA

BACK to SCHOOL WITH PTA

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

ADA ACCESSIBILITY STATEMENT

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

CONSENT AND RELEASE

Permission to Photograph, Videotape or Audiotape

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video or a photograph, or on the school or school system website or social media, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website or social media by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

Use of Student Work on Websites or in Publications

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child's work being displayed on school websites, social media, or in publications unless such notification is received.

CG/bb
Revised 6/30/17

