Welcome to our Back-to-School Newsletter! While some of the content has been sent to you already via SchoolMessenger emails over the summer, we 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 that was released in early August. 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.

- **LABEL!** We highly recommend that parents take the time to label your students personal belongings. This includes, coats, shirts, hoodies, shoes, water bottles, backpacks and anything else that is important to your student. Please, please label everything with first and last name. Help us keep CES’s lost and found empty.

Looking ahead. We look forward to seeing you and your family at the Open House on Thursday, August 31. Details about that and Back-to-School Night and more can be found on the calendar on page three.

PTA News: You may remember that one of our four playgrounds was removed out of necessity and needed to be replaced. Carrolltowne’s PTA jumped into action and began fundraising last year for a new one. New PTA President Becky Seitz reports that $202,000 has been raised to date! Fundraising will remain a priority until the remaining playground goal (of $77,000) has been met. Please continue to support the CES PTA.

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 in September!

Becky DuPree, Principal  Erin Sikorski, Assistant Principal
### Cafeteria Pricing
- Breakfast $1.50
- Hot Lunch $2.50
- Milk $.60
- Ice Cream $ .75 and $1.00

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

### Lunch Times
- Pre-K: 12:20 - 12:50
- 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

### 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

### Absence / Tardiness / Leaving Early
If your child is ABSENT, GOING TO BE LATE, or GOING TO BE PICKED UP EARLY - please send an email to CESattendance@carrollk12.org with your child’s first and last name, grade, teacher, with the reason for the above.

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### END OF DAY Change of Dismissal

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Submit the change of dismissal on the day you wish the change to occur.</td>
</tr>
<tr>
<td>Step Two</td>
<td>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: <a href="mailto:javrata@carrollk12.org">javrata@carrollk12.org</a> <a href="mailto:cbristy@carrollk12.org">cbristy@carrollk12.org</a> <a href="mailto:jagamico@carrollk12.org">jagamico@carrollk12.org</a> (If you don’t have your child’s teacher’s email it can be found in Carrolltowne’s directory.)</td>
</tr>
<tr>
<td>Step Three</td>
<td>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). One email is preferable for multiple children - just be sure to include each child’s name and each child’s teacher in step two.</td>
</tr>
<tr>
<td>Step Four</td>
<td>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.</td>
</tr>
<tr>
<td>Step Five</td>
<td>If you wish, call 410-751-3530 after 2:30 p.m. if you have not received a reply from the office.</td>
</tr>
</tbody>
</table>

### 2023-2024 Parent/Teacher Conferences
- Wednesday, October 11, 2023 (Teacher request)
- Thursday, November 30, 2023 (Parent request)
- Thursday, February 1, 2024 (Parent request)
- Tuesday, March 12, 2024 (Teacher request)

### 2023-2024 Report Card Dates

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Interim Report (Special Ed &amp; K-2 only)</th>
<th>End of Marking Period</th>
<th>Report Cards Sent Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 5</td>
<td>November 7</td>
<td>November 14</td>
</tr>
<tr>
<td>2</td>
<td>December 13</td>
<td>January 25</td>
<td>February 1</td>
</tr>
<tr>
<td>3</td>
<td>February 29</td>
<td>April 9</td>
<td>April 16</td>
</tr>
<tr>
<td>4</td>
<td>May 10</td>
<td>June 13</td>
<td>Last Day</td>
</tr>
</tbody>
</table>

### Early Dismissal Days
**Dismissal Begins at 1:00**
- 11/7/23
- 11/22/23
- 12/22/23
- 04/09/24
- 06/13/24

### REMEMBER!
- **PICTURE DAY: Sept 26**
- **FUN RUN: Oct 19** (Oct 23 rain date)
### Important Upcoming Dates!

#### August/September 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| **Thursday, August 31**                        | 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 can enter through the front doors at 2:00 p.m. to visit their child's classroom and take a self-guided tour though the school. PTA will be providing FREE Rita’s Ice! |
| **September 5**      | 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. |
| **September 11**     | First Day for Pre-K Students | Doors open at 8:45. Dismissal begins at 3:50.  
First PTA Meeting of the Year!  
Immediately following Back to School Night in the cafeteria. All are welcome! Please Come! |
| **September 14**     | 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. |
| **September 26**     | Picture Day | SMILE!! |

#### October 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 11</strong></td>
<td>Parent/Teacher Conferences</td>
</tr>
<tr>
<td><strong>October 19</strong></td>
<td>Fun Run: More information is coming soon! (Rain Date October 23rd)</td>
</tr>
<tr>
<td><strong>October 20</strong></td>
<td>Schools Closed for Students</td>
</tr>
</tbody>
</table>

#### 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
- Practice walking to your child’s room so they know exactly where to go
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:

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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.

- **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).

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MEDICATIONS

- **MEDICATIONS** – If your child requires medication during the school day (over the counter or prescription), please follow these instructions:
  
  1. Have your child’s Health Care Provider complete the CCPS Medication Form in its entirety.
  2. The signed medication form MUST accompany the medication when the Parent/Guardian delivers to the School Nurse.

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CHANGE IN MEDICAL REQUIREMENTS

In a change to previous years, Advil and Tylenol will no longer be supplied by the school. If any medication administration is necessary during school hours, the CCPS Medication form must be completed before any representative of the school can administer prescription or non-prescription medications to your child. The allergic reaction form should be completed for use of EPI Pen and Benadryl.

1. Prescription Medications must be in original container marked specifically for student, labeled by pharmacist or prescriber signature. Over the counter medications must not be expired and must be in the original unopened container with the manufacturer’s label intact.

2. All homeopathic/herbal prescription AND non-prescription medicines require a parent AND authorized prescriber signature. In Maryland, an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, and physician assistant or dentist.

3. Medications are not to be transported by students. This is in violation of our Drug Alcohol policy. Medication shall be returned to the parent/responsible adult when the order or the medication has expired. Nurse should notify parent/guardian of medication which expires during the school year. Expired medication not collected by parent/guardian or designated responsible adult will be discarded within 7 calendar days. All medications not claimed at the end of the school year will be destroyed. *(Maryland law allows prescription medication to be used only for 1 year beyond date of issue or expiration date indicated on the medication—whichever comes first.

4. 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.

MEDICATION DROP OFF – Parents/Guardians may drop off medications to Nurse Lisa on August 31st from 1:30 – 4:00pm (Open House) and from 5:30pm – 6:30pm (Kindergarten Back to School Night).
**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, 2023. 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”
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!

I am so excited to start another exciting year with my Cardinals. There are a few things I wanted to share to get you excited about this year.

First: We have a new library media clerk, Mrs. Javins. She has been a volunteer for me in the past so you may have seen her during your media classes. She is amazing and will be ready to help us with all of our media needs.

Second: As you all know I need media helpers and news crew helpers to get our days started at Carrolltowne. If you are in 4th and 5th grade and would like to sign up to be a Media Helper, please go to the bulletin board in the 4th and 5th hallway ASAP (even during open house)! News Crew sign-ups are there as well. However, the news is open to 3rd, 4th, and 5th.

Third: I will be promoting the Battle of the Book titles this fall and will have the public library in to help get us started on our new competition. So, if you want to start preparing by getting a group of friends to make a team, it needs to be 5-9 members. Maybe we will be able to hold onto the trophy and make it a 3 peat or sweep!

Lastly, we will be having a book fair again. The dates are to be determined, but as soon as I know I will let you all know.

See you all soon!

Sincerely,
Suelyn Rivera, Librarian
2023-2024 CARROLLTOWNE TEAMS

ESCN
Betsy Ruyak
Theresa Lennon
Cinthia Clemente Fuentes

PRE-K
Jessica Rice
Renee Marsicano

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

FIRST GRADE
Julie Hinton – Team Leader
Linda Black
Kim Martin
Erin Novak

SECOND GRADE
Cathy Eissele – Team Leader
Karen Copley
Bridget Hopkins-Fisher
Sally Edmonson

THIRD GRADE
Rebecca Romero – Team Leader
Jennifer Fucci
Crystal Hazelbaker
Katelyn Cavelius

FOURTH GRADE
Joanna Strickland – Team Leader
Mary Ellen O’Neill
Michele Scobie
Stacey Tombs

FIFTH GRADE
Amy Neitch – Team Leader
Jenn Cherneski
Claire Reese
James Thompson

SPECIALS TEACHERS
Gina Klaverweiden - Vocal Music
Amanda Passen - Instrumental Music
Sao-Fan Treat - Vocal Music
Jordan Cohen - PE—Team Leader
Karen Rossi - PE / Motor Development
Emily Vizzini - PE / Health
Carol Wright - Health
Suelyn Rivera - Librarian
*Morgan Javins - Library Clerk

SPECIAL EDUCATION TEACHERS
Tracey Naylon – Team Leader
Hannah Prothero Long
Kathleen Gebhardt
Deanna Wills
*Wendy Peters
Michele Smith—Special Ed Clerical

SPEECH TEACHERS
Jennifer Vandenberge – Team Leader
Elizabeth Gilbert

OCCUPATIONAL & PHYSICAL THERAPY
Jen Hutchinson - OT (Fine Motor)
Marisa Myers - Physical Therapist Asst.
*Jess Page - Physical Therapist

SUPPORT SPECIALISTS
Lisa Passerello - Behavior Specialist
Deborah Dwyer Berk - School Psychologist
Laura Thurber - Math Specialist
Karen Stump - G/T
*Lindsay Bangle - ILA Specialist
Mandy Chappell - ESOL

You can find emails for the above teachers and staff and all other CES employees at Carrolltowne’s Website: ces/carrolk12.org

* PLEASE WELCOME OUR “NEW TO CES” STAFF

*S*
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 in early August. Please complete the survey.

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.
- 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 to sign them 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.
- Students who leave before 3:45 p.m. are marked tardy.

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: javrata@carrollk12.org; cbristy@carrollk12.org; jaamic@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
(ALSO 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.
- 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.

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 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.
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 graduation, 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 jaamico@carrollk12.org
CAFETERIA NEWS

BREAKFAST AND LUNCH SERVICE
A variety of breakfast and lunch choices are available daily for your child to enjoy. If you believe your family qualifies for free or reduced-price school meals, applications can be submitted online at www.myschoolapps.com.

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. 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.

WELLNESS POLICY
CCPS is committed to promoting student wellness and assuring that our school meals meet federal nutrition standards. Visit our website at www.carrollk12.org to learn more about our policy and triennial assessment.

Free and Reduced Priced Meals
Applications for free and reduced priced meals are accepted throughout the school year. Meal benefits from the 2022-2023 school year will expire on October 16, 2023.

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

Employment
Interested in joining our food services team? Visit our website www.carrollk12.org or call 410-751-3040 for more information.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

Have a Home Access Account?
Please remember to register for the Home Access Center using the email address you provided during the registration process. The Home Access Center will provide you with important information on your child’s attendance, work assignments, your child’s cafeteria pin and much more. Report cards will be viewable on the Home Access Center for students grades 3 through 5.

Go to the Carroll County Public Schools website and click on the “Family Resources” button at the bottom of the page. Then select the link for the Home Access Center.

You will need to begin by registering the email address first, then followed by “request password”. You will then receive an email from our technology services department within 24 hours to complete the registration process by following the instructions in the email you received.

Once you log in with the temporary password within the email you received, you can change your password. Please remember your password. This password will be continuous from year to year. If you forget your password, you will need to click the link “Request/Forgot Password”.

Carrolltowne Elementary School Newsletter | Issue 1 Back to School Issue | August/September 2023 | ces.carrollk12.org
CAFETERIA NEWS

Please be sure to join us every day for a delicious, healthy breakfast and lunch. Interactive menus and nutritional information are available online! Visit carrollk12.nutrislice.com or download the Nutrislice app for your iOS or Android device.

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 the transaction.)
  - You can still send in cash or a check to your school’s cafeteria. The cafeteria manager will add it to the account. Checks made payable to your child’s school.
  - 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.

- If your child graduates or no longer attends a CCPS school use this link to let us know if you would like the account balance transferred to a sibling, donated or refunded. https://forms.office.com/r/ieipsp12AQ

Sending cash or check to school and want to designate fund use? You can use this form!

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

### Kindergarten
- 1 zipper pencil pouch (large with 3-ring)
- 4 glue sticks
- 1 box 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
- 4 or more thin black dry erase markers
- Scissors
- Headphones that can plug into a student laptop

### 1st Grade
- 1 ZIPPER PENCIL CASE (BIG NO BOXES PLEASE)
- 12 #2 PENCILS (NO MECHANICAL PENCILS)
- 2 LARGE PINK ERASERS
- 1 PAIR SCISSORS
- 4 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 B-PACK OF THIN or THICK MARKERS
- 1 BOOK BAG (NO WHEELS BECAUSE THEY WON'T FIT IN LOCKERS)
- 1 TWELVE PACK OF WIDE MARKERS
- 5 MARBLE COMPOSITION BOOKS
- 1 GREEN WIDE RULED NOTEBOOKS
- 3 FOLDERS (2 pockets each): RED, BLUE, and 1 OF YOUR CHOICE
- 6 OR MORE DRY ERASE

### 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 PROTRACTOR (SEE THROUGH, TIC MARKS AT EVERY DEGREE, VERTEX HOLE)
- 1 EIGHT PACK OF WIDE MARKERS
- 1 TWELVE PACK OF COLORED PENCILS
- 2 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
- 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
  - RED PENCIL FOLDER WITH POCKETS
- WIRED HEADPHONES OR EAR BUDS

### 4th Grade
- 1 ZIPPER PENCIL CASE
- 1 PACK OF 12 #2 PENCILS
- 1 PACKAGE OF EITHER PENCIL TOP ERASERS OR 2 LARGE PINK ERASERS
- 1 PAIR SCISSORS
- 4 GLUE STICKS
- 1 PROTRACTOR (SEE THROUGH, TIC MARKS AT EVERY DEGREE, VERTEX HOLE)
- 1 EIGHT PACK OF WIDE MARKERS
- 1 TWELVE PACK OF COLORED PENCILS
- 5 WIDE-RULED SPIRAL NOTEBOOKS:
  - Green – Writing/Spelling
  - Red – Reading/Writing
  - Purple – Social Studies
  - Yellow – Science
  - Blue – Math
- 3 MARBLE COMPOSITION BOOKS
- 1 SPIRAL ONE SUBJECT NOTEBOOK:
  - Yellow – 30 pages
- 2 BINDERS (1 ½ OR 2 inches)
- 4 colored pocket folders: 1 (each) red, blue, yellow, green
- 1 EIGHT PACK OF DIVIDERS
- 1 BOOK BAG
- 1 MARBLE COMPOSITION BOOK
- 2 HIGHLIGHTERS
- 1 PKG OF DRY ERASE MARKERS
- WIRED HEADPHONES OR EAR BUDS

### 5th Grade
- 1 ZIPPER PENCIL CASE
- 1 PACK OF 12 #2 PENCILS
- 1 PACKAGE OF EITHER PENCIL TOP ERASERS OR 2 LARGE PINK ERASERS
- 1 PAIR SCISSORS
- 4 GLUE STICKS
- 1 PROTRACTOR (SEE THROUGH, TIC MARKS AT EVERY DEGREE, VERTEX HOLE)
- 1 EIGHT PACK OF WIDE MARKERS
- 1 TWELVE PACK OF COLORED PENCILS
- 5 WIDE-RULED SPIRAL NOTEBOOKS:
  - Green – Writing/Spelling
  - Red – Reading/Writing
  - Purple – Social Studies
  - Yellow – Science
  - Blue – Math
- 3 MARBLE COMPOSITION BOOKS
- 1 SPIRAL ONE SUBJECT NOTEBOOK:
  - Yellow – 30 pages
- 2 BINDERS (1 ½ OR 2 inches)
- 4 colored pocket folders: 1 (each) red, blue, yellow, green
- 1 EIGHT PACK OF DIVIDERS
- 1 BOOK BAG
- 1 MARBLE COMPOSITION BOOK
- 2 HIGHLIGHTERS
- 1 PKG OF DRY ERASE MARKERS
- WIRED HEADPHONES OR EAR BUDS

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**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.**
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