# Hampstead Elementary School

3737 Shiloh Road
Hampstead, Maryland 21074
410-751-3420
410-751-3438 (Fax)
mailto:hamattendance@carrollk12.org
https://carrollk12.org/ham

# Student Handbook
# 2026-2027

**School Times**
**9:15 a.m. – 3:45 p.m.**
Students may arrive at school after 8:45 a.m.

Addison Beck, Principal
Greg Raeder, Assistant Principal

## 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.

Updated: 8/10/26

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# Carroll County Public Schools ~~~ 2026-2027 School Calendar

| | | |
|---|---|---|
| **August** | | |
| 13-14 (Th-F) | | New Teacher Orientation |
| 17-20 (M-Th) | | New Teacher Orientation |
| 24-25 (M-T) | | Pre-service Professional Days for Teachers and Instructional Assistants |
| 26 (W) | | Pre-service Professional Day for Teachers |
| 27-28 (Th-F) | | Pre-service Professional Day for Teachers and Instructional Assistants |
| 31 (M) | | Schools Open – First Day for Students |
| **September** | | |
| 7 (M) | | Schools/Offices Closed – Labor Day |
| 18 (F) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| **October** | | |
| 15 (Th) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| 16 (F) | | Schools Closed for Students - Professional Learning/Meeting Day for Teachers; Non-Work day for Instructional Assistants |
| **November** | | |
| 3 (T) | | Schools/Offices Closed – Election Day |
| 4 (W) | * | Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items |
| 20 (F) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| 25 (W) | * | Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Thanksgiving Holiday |
| 26-27 (Th-F) | | Schools/Offices Closed – Thanksgiving Holiday |
| **December** | | |
| 14 (M) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| 23 (W) | * | Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Winter Break |
| 24-31 (Th-Th) | | Schools/Offices Closed –Winter Break |
| **January** | | |
| 1 (F) | | Schools/Offices Closed – New Year's Day |
| 4 (M) | | Schools/Offices Reopen |
| 18 (M) | | Schools/Offices Closed – Martin Luther King, Jr. Holiday |
| 22 (F) | | Schools Closed for Students – Teachers work on End of Marking Period Items; Professional Learning/Meeting Day for Identified CASE Employees |
| **February** | | |
| 12 (F) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| 15 (M) | | Schools/Offices Closed – Presidents' Day |
| **March** | | |
| 1 (M) | | Schools Closed for Students – Professional Development Day for Teachers; Non-Work Day for Instructional Assistants |
| 12 (F) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| 25-30 (Th-T) | | Schools/Offices Closed – Spring Break |
| **April** | | |
| 7 (W) | * | Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items |
| 30 (F) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| **May** | | |
| 28 (F) | * | Two Hours and Forty-five Minutes Early Dismissal System-wide; Professional Learning/Activities for Teachers and Identified CASE Employees |
| 31 (M) | | Schools/Offices Closed – Memorial Day |
| **June** | | |
| 11 (F) | * | Last Day for Students, Two hours and Forty-five Minutes Early Dismissal System-wide; Last Duty Day for Teachers and Instructional Assistants |
| 18 (F) | | Schools/Offices Closed - Juneteenth |

* Should a delay in opening be necessary, this day may be converted to a normal dismissal time in lieu of closing.

# Staff List 2026-2027

**Office:**

| | |
|---|---|
| Principal: | Addison Beck |
| Assistant Principal: | Greg Raeder |
| Financial Secretary: | Nathalie Schein |
| Attendance Secretary: | Vicki Wagner |
| Secretary: | Shannon Haines |
| School Nurse: | Lauren DuVall |

**Classrooms Pre-K-5:**

| | |
|---|---|
| Pre-K: | Liz Hordesky |
| Kindergarten: | Julie Mecler* |
| | Lauren Legnaioli |
| | Ashlee Watkins |
| Grade 1: | Danielle Staten* |
| | Brooke Hitt |
| | Rachel Novotny |
| | Lindsay Palmer |
| Grade 2: | Casey Villars* |
| | Leigh Frye |
| | Regan Pfaff |
| Grade 3: | Heather Shade* |
| | Hannah Sedlak |
| | Heidi Blanton |
| Grade 4: | Stacie Wingate* |
| | Hannah Cassell |
| | Sarah Seitz |
| Grade 5: | Regina Michel* |
| | Makena Bauer |
| | Andrea Petrecca |

**Instructional Assistants**:

Jessica Becker
Susan Conklin
Dawn Crockett
Adelina Ivanova
Heather Jackson
Linda Povlock
Jen Ralph
Diana Schaffer
Kelly Shifflett
Fran Sitton
Sylwia Slominski
Stephanie Smith
Stacey Walsh

**Student Support Assistants**:

Emily Auffarth
Mary Baird
Holly Beall
Rhonda Black
Abigal Burgess
Brianna Dungee
Danielle DuVal
Hannah Eisa
Bethany Espinosa
Brianna Farrow
Ashley Grove
Autumn Hafer
Briana Henry
Gabrielle Hinds
Autumn Hughes
Kriti Joshi
Tonya Lafferty
Karen Leppo
Cindy Little
Jayne Luckett
Miles Martin
Shelly Morris
Bella Myers
Joshua Rio
Roxanne Rio
Jen Ruby
Melissa Safko
Scarlett Schiller
Jessica Schlaile
Mark Vote
Madison Walker
Oliva Ward
Samantha Welch
Berhan Woldeselassie
Heather Wratchford
Stacy Wyatt

**Related Arts:**

| | |
|---|---|
| Adaptive PE: | Brooke Naill |
| Art: | Shannon Brooks |
| Media: | Annie Martin |
| Media Clerk: | Kelly Sipes |
| Health: | Pam Berman |
| Music: | Justin Klaverweiden |
| PE: | Jordan Cohen* |
| PE (Mondays): | Larrissa Plummer |
| PE (Thursdays): | Elizabeth Gassman |
| Instrumental: | Nancy Hawkinberry |

**Special Education:**

| | |
|---|---|
| Resource: | Makenzie Ridge* |
| Resource: | Andrea Pfoutz |
| Resource: | Shannon Butler |
| Clerical: | Tammy Carver |
| PREP: | Lisa Di Simone |
| SUCCESS Program: | Tracey Forney* |
| | Mary Catherine Hansbrough |
| | Adeline Hill |
| | Sara Queen |
| | Robert Shlapack |
| | Karlee Skirka |
| Consultant Behavioral: | Marley Wilson |
| ASL Interpreter: | |

**Related Services:**

| | |
|---|---|
| Speech/Language: | Julie Kumpar |
| Speech/Language: | Cierra McFadden |
| Speech/Language: | Lacey Wall |
| School Psychologist: | Dr. Mary Ellen Hanover |
| Vison: | Cory Yost |
| OT: | Jen Knight |
| OT: | Heather Spratt |
| PT: | Erin Leatherman |
| Behavior Specialist: | Ron Schuette |
| ESOL: | Debbie Wienholt |
| PPW: | Suzanne Peters |

**Support Services:**

| | |
|---|---|
| Gifted & Talented: | Traci Forwood |
| Math Resource: | Karina Morano |
| ELA Specialist: | Joy Bell |
| School Counselor: | Stacy Wessells |

**Permanent Subs:** Jill Gouge, Emma Liles, Samantha Shillings, Tyler Whitehead

**Custodians:**

Building Supervisor: Charles Grove

Custodians: New Hire, David Bergstresser, Vanessa Brown

**Cafeteria:**

Manager: Carmen Tucker

Staff: Jocelyn Arrington, Rene Gross, Diane Haines, Kathy Pangborn, Fabiola Tobon

OT-Occupational Therapist
PPW-Pupil Personal Worker
PSL-Primary Structured Learning
PT-Physical Therapist

Updated 8/21/26

# Instruction

**Vision**

To become a high achieving community of life-long learners who demonstrate strong character and independent thinking.

**Core Values**

- Never be satisfied in our pursuit of excellence.
- All students can learn and succeed – no excuses, no exceptions.
- All students and staff are entitled to a safe and orderly learning environment.
- Everyone's participation is paramount to our success.
- Treat everyone in an open, fair, honest, and respectful manner.

**Mission**

The mission of Carroll County Public Schools is to ensure that every student can thrive as a responsible citizen in a changing world by providing rigorous and challenging curriculum in partnership with quality staff, caring families, and supportive community members.

**Homework**

Homework is a necessary part of the learning experience. It provides opportunities for your child to practice and reinforces learning. You can develop routines to establish necessary study habits:

1. Become interested in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and academic progress.
2. Remember that homework is your child's responsibility. Realize that your child must be permitted to make a mistake in order to learn from it. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher. Establish a regular homework time each day and give it priority in your schedule.
3. Provide a quiet, well-stocked place to work that is free of distractions.

Assigned amounts of homework should commensurate with the age and instructional level of your child. Students at each grade level will be expected to read a minimum of 15 minutes each night and practice math facts. In addition, expect a reasonable amount of homework which is approximately ten minutes per grade level, (for example, third grade = 30 minutes of assigned homework). If your child is spending a much longer time completing homework, please let your child's teacher know.

To request homework for your child who has been absent for two (2) days or more, **you must call the school office (410-751-3420) before 9:45 a.m.** Homework will be ready for pick up in the office between 3:45 – 4:15 p.m. or you can request to have it sent home with a neighbor. If your child is absent for one (1) day, he/she can get their make-up work from their teacher when they return the next school day. Some things such as science experiments and other learning experiences cannot be made up.

We encourage you to know what your child is learning in school and to be an active participant in your child's education. **Please note that we discourage children from returning to school after dismissal to retrieve forgotten homework and other items. If it is completely necessary to return to school, please check into the office so that your child can be escorted through the building to retrieve their items.**

**Use of Agendas**

Agenda books are graciously purchased by the PTO and distributed to every student in grades 3-5. The expectation is for teachers to require a parent signature every night. However, as students demonstrate to the teacher responsibility for completion of the work listed within the agenda the teachers may no longer require a parent signature. Instead, requiring a parent's signature daily may be assigned by the teacher on an individual basis for students who demonstrate a need for

organizational skills. We encourage parents to check and review the agenda each evening. Parents are responsible for any information contained in the agenda.

**Library Books and Textbooks**

Students are expected to show responsibility in the care and use of books. Parents will be billed for lost or damaged books.

**Assessment**

Please read the Administrative Regulations for Assessments. Carroll County Public Schools have developed assessments in elementary grades in language arts, mathematics, social studies, science and health. Teachers are using these assessments with students to see whether they have met the objectives in the college and career readiness standards. You will be given an opportunity to examine your child's performances on these assessments during parent-teacher conferences.

***Maryland Comprehensive Assessment Program (MSTAR) Testing Dates***

All Maryland students in 3rd, 4th and 5th grade will participate in MSTAR testing (formerly MCAP). The State of Maryland has set the testing window dates from April 19th-May 14th. Your child will be scheduled to test on approximately six to eight half days during the testing window. The school Administration will advise parents of the testing dates for each grade when the schedule is available. We encourage parents to keep this in mind when scheduling vacations.

**Reporting System**

In grades kindergarten through grade 2, an interim report will be sent to you. Parents of students in third through fifth grade can review their child's academic progress at the Home Access Center (directions are listed below).

***HOME ACCESS CENTER DIRECTIONS:***

*Home Access Center (HAC) is available for parents and legal guardians to login and view information pertaining to their students. Please follow these directions to login to your account:*

*1. Go to Carroll County Public Schools website at* ***www.carrollk12.org***

*2. Click on the 'Home Access Center' link.*

*3. A new page will open; click the 'Request Password' link.*

*4. Enter the email address you provided on your student's emergency card. You will receive an email to that account with a link to a web page. If the email doesn't appear within several minutes check your junk folder and make sure it wasn't delivered there. It will come from donotreply@carrollk12.org.*

*5. Click the link from the email message and follow the instructions on-screen. You will be prompted to answer three questions about one of your students. Once you have answered the questions correctly your password will appear on-screen. Click the link on that page to be taken to the HAC login screen.*

*6. Login using your email address and the password that was displayed on-screen. After logging in be sure to click 'Profile" in the top right-hand corner and identify a new password.*

*Report cards are issued four times a year in Grades K - 5: November, January, April and June.*
*Pre – K students will receive report cards three times a year.*

**Maintenance of Student Emergency Information**

Each student has an Emergency Card on File. Parents are asked to review and update this information at the beginning of each school year. We are aware that phone numbers, email addresses and other contact information can change during the school year. It is extremely important that the information on the Emergency Card be kept current. Please report any changes in phone numbers, email addresses and home addresses to the office. You may report the information in person, by

handwritten note or by emailing the information via hamattendance@carrollk12.org. The contact information contained on the Emergency Card is not only used to contact an authorized adult in the event of an emergency, but also for contacting you with school weekly messages and emergency weather delays and early closings. The information contained on the Emergency Card is confidential.

**Parent-Teacher Conferences**

Parent-teacher conferences are held in the fall and winter and as needed in Grades K-5. These enable you to discuss your child's progress in achieving the College and Career Readiness Curriculum Framework in each content area and special area subjects. During the conference, you will have an opportunity to examine actual samples of work to determine your child's strengths and needs. In addition, you may provide input and ask questions concerning your child's program. We encourage parents to attend parent/teacher conference nights. Hampstead Elementary School will have 3 nights (October, December and February) set aside for conferences. Parents will be notified by their students' teacher when the office is ready for you to schedule your conference.

Additional parent-teacher conferences may be held at the request of either the parent or the teacher at any time to freely discuss any concerns that directly affect your child's school performance. Please contact the teacher to arrange such a conference.

Since most conferences are scheduled for short periods of time, some planning on your part can add to the success of a conference. Think about what you want to learn in the conference and write down questions and concerns. Talk with your child ahead of time to find out what she/he likes and doesn't like about school. Plan to arrive a few minutes early.

**American Education Week**

Each November we are excited to open our doors to parents and grandparents to 'show off' the teaching being done by our teachers and staff, and the learning being done by our students. We will host American Education Week by inviting parents to visit their child. A schedule will be provided to accommodate parents in our building. More information will be sent home to parents through School Messenger. Please make sure that you have a driver's license when signing into our building. During the visit **siblings of students are not allowed to visit** (please make prior arrangements). **Students not enrolled** in Carroll County Public Schools **are prohibited from visiting** while school is in session. We welcome you and look forward to your visits.

# Attendance

## Attendance

School law requires all children to be in school each day. The school year consists of 180 regularly scheduled school days. The school day is as follows:

| | |
|---|---|
| Grades Pre-K thru 5th | 9:15 a.m. – 3:45 p.m. |
| Morning Early Childhood (AM Prep) | 9:15 a.m. – 11:45 a.m. |
| Afternoon Early Childhood (PM Prep) | 1:15 p.m. – 3:45 p.m. |

Regular attendance is vital for a successful school experience. Student achievement is directly related to attendance. Please have your child attend school regularly. If your child is reluctant to attend, please contact the school so we can address any problems together.

Our School Improvement Team recognizes students each quarter who have:

❖Perfect Attendance -a student has missed no days or any portion of a day and has no tardies up to that point in the marking period.

❖Excellent Attendance -a student is absent and/or tardy no more than 4% of the instructional days up to that end of the marking period.

**Absences**

Excused absences include illness of the student, death in the immediate family, observance of a religious holiday, a court summons, suspension/exclusion for health reasons, **and family vacation (when approved in advance by an administrator).** If student absences become excessive, the school may require medical verification to excuse further absences from school. You can email notes pertaining to absences, also for late arrival and early dismissal, to hamattendance@carrollk12.org.

**Tardiness**

Students who arrive **after 9:15 a.m. must report to the office** for a late pass. A written excuse is required. It's a good idea for the parent/guardian to walk the child to the office since our front doors may be locked due to security. Please be sure to park in a designated parking spot, parking in the bus loop is strictly prohibited.

Since chronic tardiness affects school achievement, students may be required to make up missed instructional time. This may be achieved during an after school suspension or a referral may be made to the Pupil Personnel Worker.

Excused tardiness includes: doctor's/dentist's appointment, counseling, and therapy session. Unexcused tardiness includes: oversleeping or missing the bus.

If a student is absent on a day of an evening program, the student **may not** participate in the evening program.

- Per the Maryland State Department of Education, attendance will be determined based upon the number of hours the student is in school. Hampstead Elementary School will code attendance as follows:

The following are the guidelines for attendance from the Maryland State Department of Education.
A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for ½ day if the student is in attendance for at least two (2) hours of the school day. A student is counted absent when in school less than two hours of the school day.

If a student arrives after 9:15 a.m. or leaves before 3:45 p.m. he/she will be marked tardy.

Attending school on time, all day, every day is strongly encouraged. Our office staff closely monitors each child's absences and tardies. A written explanation from the parent/guardian is required for all student absences. You may email your child's absence to hamattendance@carrollk12.org. If your child needs to leave school early, a written note stating the time and reason for the early dismissal should be turned in to the homeroom teacher in the morning.

*Students attending full day field trips (that return to school 2:00 PM or later) may leave school upon returning prior to regular dismissal, after the teacher and school office have been notified, without being marked tardy. Siblings not attending the field trip will be marked tardy if dismissed prior to 3:45 p.m.

**Attendance:**

**Arrival**

Children **may not arrive before 8:45 a.m.** since no adult supervision can be provided prior to that time. Students may not wait in the front lobby since no adult supervision can be provided. If needed, childcare is available in the school cafeteria before and after school by ABC Care 410-751-3700; abccareinc.com

**Last Hug Area**

If you choose to drop off your child in the morning due to a missed bus or other family circumstances, please know that our front lobby has been designated as our LAST HUG AREA. ***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.

**Dismissal of students**

Bus students will begin dismissal at 3:45 p.m. in order of bus arrival. Parent Pick Up Students at 3:45 and ABC Care students will be released to the cafeteria at 3:50. Any student leaving prior to 3:45 p.m. must be signed out in the office and will be marked tardy.

**Parent Drop Off and Parent Pick Up**

It is important that students who will be riding the bus as their usual method of transportation ride the bus on the first day of school so the bus driver is familiar with the students and the stop.

Students for whom parent pick up will be their usual dismissal routine will be issued car rider tag numbers. This number remains the same until the last child in the family leaves HES. Numbers are then recycled and used after a family completely exits HES.

It is important that parents use hamattendance@carrollk12.org and copy the classroom teacher on the email, to communicate changes in a child's dismissal routine, including being added to the parent pick up list**. Please send the email by 3:00 PM to ensure your student is added to the pick up list**. It is always important to include the child's name, the teacher's name, and who will be picking the child(ren) up. People picking students up should always have their driver's license with them to present when asked. Families who only occasionally use parent pick up will not be issued a car rider tag number.

Please be aware that, although transportation information is indicated on the Emergency Cards, we are not able to collect transportation information from the Emergency Cards in a timely enough manner to compile a list on the first day(s) of school. Our transportation information is collected from the Transportation link that CCPS sent out in August, where parents had the opportunity to inform schools of their student's daily transportation routine.

**Parent Drop-Off and Parent Pick-Up Procedures:**

**Morning Drop Off:**

At Hampstead, we want to be sure that all students are entering the building from our Parent Drop-Off as quickly and safely as possible. Please refer to the following guidelines:

- **We are requesting parents not to enter the parking lot until 8:35 in the morning**.
- Please try to have students exit the car from the driver's side door.
- All students should be prepared to exit the car upon arrival (book bags, lunch boxes, etc.) all should be within reaching distance upon exit.
- Do not wait for your child to walk up the sidewalk and enter the building before leaving the parent drop off area, there are several staff members outside to assist with student arrival.
- At no time should one vehicle attempt to go around/pass a car in the parent drop offline, this is to ensure safety of all involved.
- If, for any reason, you need to enter the building, please be sure to pull into a parking spot in the large lot.
- There will be one drop-off location for students to be dropped off that will be marked with a sign.
- Please drop your child off with enough time for them to get to their classroom by the 9:15 bell. Any student not in their seat by the 9:15 bell will be considered tardy.

All "in-district" students have the opportunity, and are encouraged, to use CCPS Transportation, however we understand the parents' choice to drop students off each morning as well.

**Dismissal of Students Regularly on Daily Parent Pick Up:**

Student safety is one of our priorities at Hampstead Elementary School (HES) in addition to academic performance. At the beginning of the school year, you will be requested to send in a note indicating your child's daily dismissal procedures. We cannot gather this information off the Emergency Cards in a timely manner, so notes/emails are imperative for us to know the procedure you would like us to follow for your child's dismissal. Nor, do we assume the procedure you had the previous school year will continue to be the same procedure this school year. Proof of identification are required when first being issued the Parent Pick Up vehicle tags and student bookbag tags.

If you have indicated that your child will be picked up daily, and there is a change in routine, please send a note to the homeroom teacher or via hamattendance@carrollk12.org by **3:00pm** to indicate the change. Once your child is on daily parent pick up, it is assumed this is their 'regular routine' and we would need a note if there was a change to that routine.

- If a child's daily routine is to be transported home by a parent, (Parent Pick Up) parents will receive two large orange tags (one for an additional person who may pick up the student(s) such as grandparent, babysitter, neighbor, etc.). It is the parent's responsibility to be in charge of the vehicle tags at all times. Once the parent gives the tag to another person, it is understood that the person who has possession of the tag, has permission to pick the child/children up at the conclusion of the school day in the parent pick up line. It is the parent's responsibility to retrieve the tag from any person they may no longer wish to pick their child up.

Each student will have a small tag attached to their book bag that will match the parent/guardian's tag and number. For families who have multiple children, the same identification number will be used, and each child will have their own tag. Students will be seated based on their homeroom teacher at tables in the cafeteria. Parent/guardian/adult will remain in their vehicle.

- **We are requesting that parents do not enter the parking lot until 3:30 in the afternoon to line up for parent pick up.**
- No students will be released until 3:45 pm. This allows for children to make their way to the cafeteria prior to being released to their parent's vehicle.
- Parent/guardian/adult will display parent/guardian tag from inside vehicle.
- Student(s) matching the tag will be dismissed from the cafeteria in the order of the line of cars. Child will need to learn their number as they will be called by number and not their name for security reasons.
- Any student not picked up by 4:15 p.m. will be taken to the front office where a parent/guardian will need to show identification and sign out their child.
- Please be patient. Adjustments in times may be required.
- Students will retain the same number for their duration of enrollment at Hampstead Elementary.

If a parent/guardian forgets his/her tag, one of the dismissal attendants will check their identification before releasing the student(s).

## Dismissal of Students Occasionally on Parent Pick Up:

Parent pick-up procedures will be as follows:

1. **We are requesting that parents do not enter the parking lot until 3:30 in the afternoon to line up for parent pick up**.
2. A written note must be sent in with your child informing us that he/she will be parent pick-up that day. **For security of each student; telephone calls are not acceptable** except in cases of emergencies. Notes can also be faxed to 410-751-3438 or emails can be sent to hamattendance@carrollk12.org by **3:00 p.m.** Please include your child's name, homeroom teacher, and who will be picking them up.
3. When parent pick-up dismissal is announced at 3:45 p.m., children will report to the cafeteria. Students will be seated by homeroom in the cafeteria. Release of the students will not begin until 3:50.
4. **Individual student names will not be called on the PA system** – only names received in the office after 11:00 a.m. will be called over the PA.
5. **Only the person specifically listed in writing on the note, or those people listed on your child's emergency card will be permitted to pick up your child.** If the person picking up your child is unknown to the assistant, they will be asked for identification. Please have your driver's license available when picking up a child if you do not have a yellow bus card. Again, this is for your child's safety. Students will not be released to anyone without a HES issued Parent Pick Up number or a driver's license.
6. Students are to be picked up by 3:50 p.m. Students who are not picked up by 4:15 p.m. will come to the office and parents will be called.
7. Students who are occasionally on Parent Pick Up will not be issued a bus placard or name tag.

8. It is important that parents keep the child's emergency card updated with contact phone numbers and emails as well as adding or removing names of individuals you may or may not want to have your child released to.

**Daycare students**

Children attending ABC Care will be dismissed with second wave bus students to the cafeteria. If your child will be attending ABC Care a **"Drop-In"**, please make sure your child is aware of the day he/she is attending daycare. When this occurs, please notify your child's teacher in writing.

# Transportation

**Inclement Weather Procedures**

In the event that it becomes necessary to close schools for the entire day because of inclement weather (snow or heat), the announcement will be made no later than 6:30 a.m. through the following media sources: WTTR, Channel 21 and Channel 3 (Westminster); WHVR/WYCR (Hanover); WGET (Gettysburg); WFMD (Frederick); WBAL, WCAO, WRBS, WPOC, WMIX, WMAR-TV, WJZ-TV, WBAL-TV, WQSR, WWLG AM, WASA, WANN, V103 (Baltimore); WMAL, WTOP, Fox Channel 5, WRC-TV4, WUSA Channel 9, and WJLA-TV (Washington, D.C.), WCRH (Williamsport), WAFY-KEY 103, WXTR (Washington); www.schools-out.com Web Site. If weather conditions are such that the opening of schools might be delayed one (1) hour or more, or it becomes necessary to close all schools early, the notification will be made through the same stations as for the closing of schools. Inclement weather will affect the kindergarten, Career and Tech and Special Education Early Childhood programs in the following ways:

A. **School Opening One (1) Hour Late:**
Students should report to school between 9:45-10:15 am.
Morning Early Childhood programs will be canceled
Afternoon programs will run on a regular schedule.

B. **School Opening Two (2) Hours Late:**
Students should report to school between 10:45-11:15 a.m.
Morning Early Childhood programs will be canceled
Afternoon programs will run on a regular schedule.

C. **School Closing One (1) Hour Earlier Than Usual:**
Dismissal time will begin at 2:45 p.m.
Morning Early childhood programs will run on a regular schedule.
Afternoon programs will be canceled

D. **School Closing Two (2) Hours Earlier Than Usual:**
Dismissal time will begin at 1:45 p.m.
Morning Early Childhood programs will be dismissed at 11:00 a.m.
Afternoon Early Childhood programs cancelled.

E. **School Closing To Be Three (3) Hours Earlier Than Usual:**
Dismissal time will begin at 12:45 p.m.
Morning Early Childhood programs will be dismissed at 10:00 a.m.
Afternoon Early Childhood programs will be canceled.

F. **Planned 2 Hours 45 minutes Early Dismissals:**
Dismissal time will begin at 1:00 p.m. for full day programs*.
All half day programs are canceled (Early Childhood).

Parents can keep youngsters safe by arranging emergency back up care. **Children should be taught what to do and where to go when schools close unexpectedly and parents/guardians are not at home.**

*Full day program includes Pre K, Grades K-5 and all full day Special Education Classes.
Half day program is Early Childhood (Prep).

**Kindergarten Program**

Parents of kindergarten students will be able to check CCPS Home Access Center to determine their child's teacher. Please let the office know of any transportation changes. The "tag system" of identifying kindergarten pupils and buses will be continued. Each kindergarten child will have a tag indicating their name, teacher, and their assigned bus or other means of transportation to and from school. These tags should be worn for the first 3 weeks of school. This should help make an easy identification by the school personnel as we learn the names of all our new Kindergarten students.

**Bus Transportation**

**One A.M. and one P.M. stop location shall be allowed for each transported student.** Students are not allowed to ride another bus or get off at a different stop during the school year. Exceptions will be made **only in case of an emergency** or when extenuating circumstances exist and must be approved by the principal or assistant principal ahead of time.

- It is the parents' responsibility to meet their child at the bus stop or make provisions for their child's safety if they will not be home. Bus drivers will drop off students even if a parent is not present. This will be the procedure for **all students including Kindergarten, except for students riding a Special Education bus.**

The following items **are not** to be transported on the school bus: glass containers, large musical instruments, bulky items, live insects or animals or medicine. Students are not permitted to chew gum, drink or eat on the bus. Riding the school bus is a privilege. It is important that all students are aware of their responsibility for bus safety.

All Hampstead Elementary School students are assigned a bus for transportation. Parents may choose to drive students to school. We do not have any walkers. Hampstead Elementary students are not allowed to ride bikes, skateboards, roller blades or scooters to school. Students must have allowed types of balls (basketballs, soccer balls and footballs) in their book bags at all times. Balls must not be out in the bus line, bus circle or on the bus. Parents will be called to pick up any balls that are out of book bags.

**Video Cameras on School Buses**

Carroll County school buses now have video cameras on all buses. Students may be monitored by a video system. The camera will be placed in buses by school administrators and/or pupil transportation staff. The cameras are another means of deterrent for unacceptable behavior.

**Consequences for Inappropriate Bus Behavior**

Appropriate bus behavior is a priority of CCPS and Hampstead Elementary. The privilege of riding the bus may be temporarily denied or permanently revoked if student misconduct jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

The procedures for suspending a child's bus riding privilege are as follows:

| | |
|---|---|
| First Offense | Bus driver will warn the student. |
| Second Offense | School administrator will send a letter with a copy of the referral. |
| Third Offense | School administrator has the option of suspending bus riding privileges for up to one week. |
| Fourth Offense | School administrator may suspend bus riding privileges for one week or longer. |

**Students who have had bus riding privileges suspended are required to attend school regularly. This means, parents are responsible for providing transportation to and from school.**

**The Carroll County Department of Transportation Daily Dozen: Bus Riding Rules**

1. Be at the bus stop five minutes early.
2. Walk safely to the bus stop and wait patiently.
3. Watch your step and use the handrail, when getting on and off the bus.
4. Take your seat promptly and remain seated for the entire bus ride.
5. Sit in the seat-facing front; keep your feet, books and other articles out of the aisle.
6. Always keep your hands and head inside the bus.
7. Report any damages that you see to your driver.
8. Eating, smoking, and using bad words are not allowed.
9. You should be quiet and orderly so the driver is not distracted.
10. You should be a good listener to the bus driver.
11. Wait until the bus has come to a stop before leaving your seat.
12. Cross ten feet in front of the bus with the "red flashing lights" and check traffic both ways.

The following offenses are considered to be very serious and will cause immediate suspension from the bus for up to 5 days:

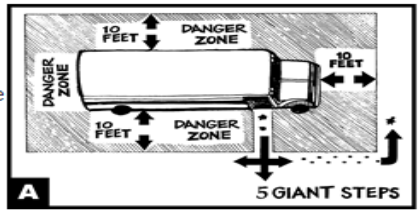
- Physical abuse/contact or threatening the driver
- Throwing objects at the driver or out the window (no matter what the object)
- Fighting
- Matches/lighters/any type of flame or fire
- Having drugs or alcohol on the bus
- Having weapons, firecrackers or smoke bombs on the bus

## *Bus Transportation Information from the Maryland Department of Motor Vehicles*

- Vandalism

**The Danger Zone**

The Danger Zone is the area on all sides of the bus where children are in the most danger of being hit. Children should stay 10 feet away from the bus (or as far away as they can) and never go behind it. They should take ten giant steps in front of the bus before crossing, so they can be seen by the driver.




The greatest risk is not when riding in the bus, but approaching or leaving the bus. While an average of 7 school-age passengers are killed in school bus crashes each year, 19 are killed getting on and off the bus. Most of those killed are children, five to seven years old. They are hit in the Danger Zone around the bus (A), either by a passing vehicle or by the school bus itself. It's illegal for a vehicle to pass a bus with its red lights flashing.

Young children are most likely to be hit because they:

- Hurry to get on or off the bus
- Act before they think and have little experience with traffic
- Assume motorists will see them and will wait for them to cross
- Don't always stay within the bus driver's sight
- Drop something as they get off the bus and run into the path of the bus to pick it up

## TEACH CHILDREN TO FOLLOW THESE COMMON SENSE PRACTICES TO MAKE SCHOOL BUS TRANSPORTATION SAFER.

- Get to the bus stop at least five minutes before the bus is scheduled to arrive.
- When the bus approaches, stand at least three giant steps (6 feet) away from the curb, and line up away from the street.
- Wait until the bus stops, the door opens, and the driver says it's okay before stepping onto the bus.
- When getting on the bus, stay away from the danger zone and wait for the driver's signal. Board the bus one at a time.
- When getting off the bus, look before stepping off the bus to be sure no cars are passing on the shoulder (side of the road). Move away from the bus.
- Before crossing the street, take five "giant steps" out from the front of the bus, or until the driver's face can be seen (A). Wait for the driver to signal that it's safe to cross.
- Look left-right-left when coming to the edge of the bus to make sure traffic is stopped. Keep watching traffic when crossing.
- Use the handrails to avoid falls. When exiting the bus, be careful that clothing with drawstrings, and bookbags with straps don't get caught in the handrails or doors.
- Never walk behind the bus.
- Walk at least three giant steps away from the side of the bus.
- If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you.
- Supervise children to make sure they get to the stop on time, wait far away from the road, and avoid rough play.
- If you think a bus stop is in a dangerous place, talk with your school office or transportation director about changing the location.

## LEARN AND FOLLOW SCHOOL BUS STOP LAWS:

Laws exist to protect children getting on and off the bus AND protect you from a tragedy. Check with your school or police department for more information on your state's laws. Here are some rules:

- Vehicles must stop when the bus displays flashing red warning lights and extends the stop signal arm. Vehicles may not pass until the flashing red lights and signals are turned off.
- Vehicles traveling in the same direction as the bus are always required to stop. In some states, vehicles moving in the opposite direction on a divided roadway are also required to stop.
- Never pass on the right side of the bus, where children enter or exit. This is illegal and can have tragic results.
- Violation of these laws can result in a citation and fine. In many places, school bus drivers can report passing vehicles.

# HEALTH & SAFETY

**Water Bottles**

In the past, CCPS has recommended that students use mainly plastic water bottles. CCPS is ending that recommendation. Parents may choose a water bottle of their choice (within reason) for their child.

**Extra Clothing**

For all grade levels, please provide each student with a change of clothing including socks, undergarments and tennis shoes to be left in their lockers/cubbies.

**Health room**

The health nurse is on site to provide the following services:

- Administer medication
- Provide health care
- Work with families and physicians to insure all health needs of the student are met
- Monitor the health room and chart each student's visit
- Monitor immunization records
- Monitor communicable diseases

**Immunizations/Physicals**

Each student must present proof of proper immunization prior to entering school for the first time. All students must have age appropriate immunizations in order to start school. For the school year 2025- 2026 **all students must have the following immunizations on file at school:**

- Age appropriate DPT
- Age appropriate POLIO
- Two Measles (after the first birthday)
- Two Mumps (after the first birthday)
- Two Rubella (after the first birthday)
- Three Hepatitis
- Two Varicella (unless entering Kindergarten – which you will need two Varicella)

Early Childhood students (18-59 months of age):

- One Measles, Mumps, Rubella
- One Varicella
- Three Hepatitis B
- One HIB (after the first birthday)
- Four DPT
- Three Polio
- One Prevnar

**Lead Testing**

All students enrolled in Carroll County Public School must have a Maryland Department of mental Hygiene Blood Testing Certificate to be signed by a health care provider.

The forms for documentation of testing for lead exposure are available at your child's school or from Student Services at 125 North Court Street in Westminster. If you have any questions regarding this policy, you may contact the CCPS Supervisor of Health Services at 410-751-3124 or the CC Health Department at 410-876-4900.

**Injuries/Illnesses**

When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians or a designated adult will be contacted by telephone and asked to pick up the child since parents/guardians are considered to have primary responsibility for their children's health. Please make sure your child is picked up within an hour after being contacted. In view of this, emergency cards including the correct address and telephone number must be completed during the first week of school and returned to the office. **Any changes that should occur during the school year should be shared with the office immediately in writing or via email via hamattendance@carrollk12.org.**

If a student is unable to participate in P.E. and/or recess a doctor's note must be provided. Please make sure the note includes the start date, end date and any limitations. Please note, if your student is unable to participate in P.E. the student will be refrained from participating in physical activities during recess.

If your child needs a medical device including, crutches, braces, splints, wraps, ect., must have a doctor's order with the start date, end date and specific limitations during the use of the medical device.

**Medication**

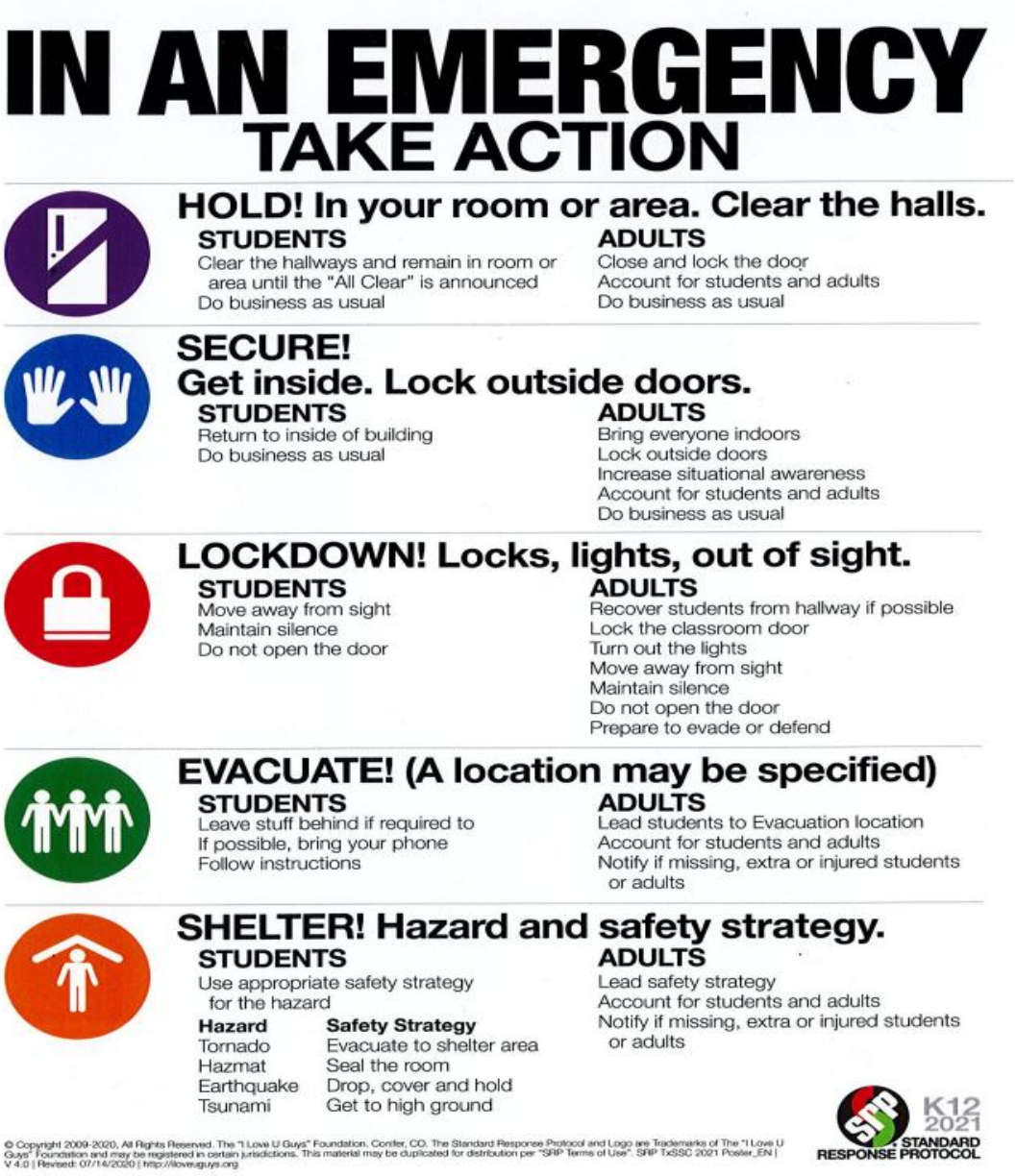
Taking medication during school hours is discouraged. There are occasions, however, when a physician considers it necessary to administer medication during the school day. In these cases, the Carroll County policy determines that:

1. All medications (prescription and over the counter), **including** Ibuprofen (Advil) and Acetaminophen (Tylenol) **must have a Doctor's Order** and Parent Permission for the medication to be administered in school.
2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. **All medication must be in the original container. Students may not transport medication to school.** This is a violation of Carroll County's Drug Policy and may result in a suspension. See CCPS Student Handbook.
3. The first full day's dosage of any new prescription will not be given in school.
4. The school must have a Medication Consent Form on file in the health room whenever medication is administered at school. **(A Medication Consent Form can be found online at HES website under Parent Resources)**
5. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration and the start of a new school year.
6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
7. One week after expiration of the physician's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed. Medications left over at the end of the year must be picked up by the last day of school or medication will be destroyed.
8. If a child receives daily medication in the health room, you will be notified when a refill is needed.
9. **Hearing and Vision**

The Carroll County Health Department will conduct hearing and vision test on students in grades PreK, K, 1 and 4. You will be contacted with any concerns that may arise after the assessment. The school nurse will communicate with you regarding follow up appointments should your child need to see a vision or hearing doctor.

# Standard Response Protocol

Parents, please review the Standard Response Protocol with your child so they are familiar with each. Staff and students participate in precautionary drills as required by law.



## IN AN EMERGENCY
## TAKE ACTION

### HOLD! In your room or area. Clear the halls.

**STUDENTS**
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

**ADULTS**
Close and lock the door
Account for students and adults
Do business as usual

### SECURE!
### Get inside. Lock outside doors.

**STUDENTS**
Return to inside of building
Do business as usual

**ADULTS**
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

### LOCKDOWN! Locks, lights, out of sight.

**STUDENTS**
Move away from sight
Maintain silence
Do not open the door

**ADULTS**
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

### EVACUATE! (A location may be specified)

**STUDENTS**
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

**ADULTS**
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

### SHELTER! Hazard and safety strategy.

**STUDENTS**
Use appropriate safety strategy for the hazard

| Hazard | Safety Strategy |
|---|---|
| Tornado | Evacuate to shelter area |
| Hazmat | Seal the room |
| Earthquake | Drop, cover and hold |
| Tsunami | Get to high ground |

**ADULTS**
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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K12 2021 STANDARD RESPONSE PROTOCOL

# Services

**Guidance**

School guidance services are essential to the growth and development of each youth and are the right of every Carroll County student. The guidance curriculum in Carroll County is broadly based on three goals that were established by the Maryland State Department of Education. These goals are:

Goal I Facilitate the personal and academic growth of a student

Goal II Encourage the development of educational and career decision-making skills of students

Goal III Promote the development of interpersonal skills of students

The foremost emphasis of the Carroll County Elementary Guidance Program is on developmental and preventative counseling. This is implemented through the following five unique components which include: full school programs, classroom guidance, small group counseling, short term individual counseling and parent education.

The way in which these components are specifically implemented is based on the individual needs of each school as determined by the school counselor, administrators, staff members and parents. Students can be referred for individual and group guidance services by the counselor, other faculty members, parents or students themselves.

If a student requires more individual counseling than the school counselor is able to provide, a referral can be made to one of the **community agencies** listed below.

**Youth Services Bureau**
59 Kate Wagner Road
Westminster, MD 21157
410-848-2500 or 410-876-2500
(Work with children in and/or out of the school setting. Also works with families.)

**Family and Children's Services**
22 N. Court Street
Westminster, MD 21157
410-876-1233
(General Services)

**Carroll Hospice**
292 Stoner Avenue
Westminster, MD 21157
410-876-8044 or 410-857-1838
(Bereavement crisis and support for families dealing with cancer and other terminal illnesses.)

There are also many private programs, therapists, psychologists and psychiatrists in the area and surrounding areas. Please contact the school guidance counselor for additional information and/or a list of referrals.

**Before and After School Care**

ABC Care Extended Care Program leases space at Hampstead Elementary School. This is a privately owned daycare and is not affiliated with Hampstead Elementary. ABC Care opens at 6:30 a.m. and closes at 6:30 p.m. Call for more information and prices at 410-751-3700 or www.abccareinc.com

For day care questions, accessing resources, materials, and training call Partners in Child Care (PICC) 410-751-2953 or 1-877-230-PICC (7422).

**Daycare Assistance**

Help is available for daycare costs to those families who meet the income requirement. Contact the Carroll County Department of Social Service's Purchase of Care Office at 410-386-3358 for more information or an application.

**Free & Reduced Meals**

The Carroll County Public School offers healthy meals each school day. Children may buy lunch for $2.50 and breakfast for $1.50. Children may qualify for free or reduced-price meals. The reduced price is $0.30 for lunch and $0.20 for breakfast. All meals served meet nutrition standards established by the U.S. Department of Agriculture.

Eligibility for Free & Reduced Meals:

- Children in households participating in the Food Supplement Program (FSP- formerly known as the Food Stamp Program) or receiving Temporary Cash Assistance benefits (TCA) and most foster children can get free meals regardless of your income.
- Children in households participating in WIC may be eligible for free or reduced-price meals.
- Children certified as homeless, runaway or migrant qualify for free meals.
- If your total household income is the same or less than the amounts on the Income Chart Below, your child (children) qualifies for free or reduced-price meals.

To get free or reduced-price meals for your child (children), you must complete a meal benefit application at https://www.myschoolapps.com or you may request a paper copy and return it to the school. Use one household meal benefit application for all children in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. You and the children in your household DO NOT have to be U.S. citizens to qualify for free or reduced-price meals.

# General Information

**Arrival/Morning Routine**

Following the pledge of allegiance to the flag, and before the completion of the opening exercise, all students will observe approximately one minute of silence before continuing with the day's activities. In exercising his or her individual choice, each person may meditate, pray or engage in any other silent activity which does not interfere with, distract or impede others in the like exercise of their individual choice. See Moment of Silence Policy in County Handbook.

**Breakfast**

Students may purchase breakfast at school for $1.50 – reduced price is 30¢. Breakfast is served each day from 8:45 – 9:15 a.m. Breakfast is still served on late openings.

**Celebrations:**

Children's birthdays are not celebrated with parties during instructional time. Treats may **NOT** be sent in to be distributed to students during lunch. NON-EDIBLE TREATS ONLY ARE ALLOWED due to the fact that some students have **serious food allergies.** The school cannot give out student names, addresses and telephone numbers.

Party invitations can only be distributed if there are invitations for the entire class.

**Discipline**

Even effective prevention and support activities will not eliminate all unproductive behavior. The following steps are to occur in order to help students practice and learn appropriate behaviors:

1. 1st verbal redirection by teacher
2. 2nd verbal redirection by teacher
3. timeout in the classroom
4. timeout in the support room
5. time out in the office

Students who do not follow school standards will be sent to the support room. School personnel will supervise the support room where the children go to complete a problem-solving sheet. The problem-solving sheet helps students by having them identify the problem, what choices they had, and what choice they will make the next time to solve the problem in a positive way. School personnel is available to talk with the student as they complete the sheet. We ask that parents review the sheet with their child and help him/her understand that he/she can make good choices! **Two referrals will result in a request for a parent conference with the referring teacher, school personnel and an administrator.**

Students will be referred to the office immediately for fighting, stealing, insubordination and other offenses that are deemed serious and jeopardize the safety of students or cause a disruption to the classroom. Students referred to the office may receive time-out from the classroom, an in-school suspension, or a suspension out-of-school. In all cases the situation will be investigated, and parents will be notified by telephone or in writing. We will work together to solve problems and support students in achieving self-discipline. Please contact the school anytime you have a question regarding the discipline.

## Field Trips

All grades with the exception of Pre-K and Prep go on field trips. Please fill out permission slips and lunch request slips if you desire the cafeteria pack the lunch for your child. Classroom teachers will select the chaperones. All chaperones must be volunteer trained. All chaperones are reminded that they have been selected to supervise and interact with the children on the field trip to ensure their safety and enhance their learning experience. We request that cell phones only be used in the case of emergencies. Smoking is prohibited on the field trip (at school, on the bus, or at the location of the field trip). Only approved chaperones can attend the field trip. People who are not selected to chaperone **may not** join the group at the field trip location. Make checks payable to **HAMPSTEAD ELEMENTARY SCHOOL** or send exact cash when paying for field trips, or other school activities and fund raisers. If paying via MSB (My School Bucks) please know that MSB field trips is separate from MSB cafeteria, and money cannot be transferred between accounts.

## Lost and Found

To alleviate the problem of lost articles, ALL personal belongings should be marked clearly with your child's name. All lost and found articles are turned into the office or box in the cafeteria. Please have your child check the lost and found whenever an item is missing. All unclaimed lost and found articles will be donated to a local charity in January and June. Occasionally, retainers are accidentally thrown away. The school staff is not responsible for locating lost retainers. The custodians are not permitted to rummage through the dumpsters in search of lost items due to health hazard.

## Lunch

Students may bring a lunch and drink from home or receive a reduced school lunch (2026-2027). Outside food from restaurants and other food establishments is not permitted during the school day. This includes fast food, food delivered through delivery services or apps, and fast food brought to school by parents, or other individuals for students. Canned and bottled soda is also not permitted.

Th menus can be found at https://carrollk12.nutrislice.com . Meals are analyzed to meet federal nutritional requirements. Cafeterias have computerized cash registers. Students enter their Personal Identification Number (PIN) and proceed to the cashier. Students who wish to purchase a second meal or snack item not included in their meal use cash or money placed on account. Parents can deposit money in an account by sending cash or check to school with their child by using an online payment service at www.myschoolbucks.com. Account money remains on your child's account until they graduate or leave CCPS.

**2026-2027**

| Options | Breakfast | Lunch |
|---|---|---|
| Elementary | $1.50 | $2.50 |
| Middle | $1.75 | $2.75 |
| High | $1.75 | $3.00 |
| Reduced Price | $0.20 | $0.30 |
| Adult | $2.00 | $3.50 |

| A la Carte Prices | |
|---|---|
| Milk – ½ pt. | $0.60 |
| Ice Cream | $1.00 |
| Snack Items | $0.75 - $1.00 |

## Prohibited Items

The following items are not allowed in school:

- No metal or steel water bottles. Water bottles must be clear or clear colored plastic water bottles.
- Tobacco products, including E-cigarettes and any vape products.
- Weapons and look-alike weapons (including pocket knives and plastic guns)
- Inappropriate print materials (adult magazines or books)
- Athletic equipment such as bats, lacrosse sticks, and hard balls.
- Chewing gum
- Lighters, matches
- Dogs or small pets, with the exception of service animals, which are permitted with written documentation and vaccines.
- Certain clothing – see dress code
- We advise students not to bring valuable electronics.

The school is not responsible if items brought to school that are lost or stolen.

## School Messenger for Important School Information

To keep HES families informed, HES sends a weekly message through School Messenger. The weekly message is usually emailed on Wednesdays. The Weekly Message will keep families up to date on current and upcoming school events and important dates. You may also access the Weekly Messages through the HES Website; www.carrollk12.org/ham.

## School Pictures

Traditions School Photography will take individual pictures in the fall and spring. All students are to have their picture taken in the fall for the yearbook. Parents are under no obligation to purchase pictures. Class pictures will be taken in the spring as well as the 5th grade panoramic picture. All picture orders are **PRE-PAID.** School yearbook (color) orders are taken and prepaid in January, and yearbooks arrive in late May.

**When ordering pictures and yearbooks please make checks payable to *Traditions School Photography*.**

## Volunteer Training

Level II Volunteers (classroom helpers, tutors, chaperones, mentors, etc.) are required to do an annual training session online at least seven (7) school days prior to volunteering. All volunteer training is now online. https://www.carrollk12.org/operation/human-resources/volunteer-program .You may also access the link by going into the CCPS website and click on Volunteer Information. Volunteer training obtained during the 2025-2026 school year is valid through September 30, 2026. **Plan to complete a volunteer training session online before October 1, 2026** to avoid a break in your volunteer service. Volunteer Training will ONLY be available online.

## Visitor Entry Protocol

- All exterior doors must be locked after AM student arrival.
- All visitors must ring the main entrance buzzer to request entry.
- Prior to allowing entry to the building, staff should monitor visitors and ask the following:
  1. Full Name
  2. Reason for visiting.
- Visitors and volunteers must report to the main office to obtain a badge. You must have your driver's license.
- Visitors and volunteers must show a photo identification card.
- All visitors and volunteers must be issued a visitor's badge using a valid driver's license. (Exception, employees displaying a CCPS badge, Uniformed Police Officers, and Department of Social Service – Child Protection Workers)
- Visitor appointments with staff should be verified and visitors should be escorted when in the building.
- Contractors and service providers' paperwork should be reviewed and verified.
- Visitors and volunteers must return their badge prior to leaving the building.
- Volunteers should refrain from visiting classrooms other than the one they are volunteering in.

- Volunteers are not to use their 'time volunteering" to conference with the teacher.
- Visitors and volunteers are to refrain from going to/participating in recess with the student/class.
- Visitors and volunteers are permitted to have lunch with students occasionally. Visitors and volunteers will greet and say good-byes from the cafeteria. Visitors/volunteers may bring a school appropriate bagged lunch from home or buy from the cafeteria. Fast food is not permitted.
- **Students not enrolled in Carroll County Public Schools are prohibited from visiting while school is in session. Please make alternate arrangements for younger children.**

# Student Dress Code

## 1. Purpose

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Student attire that can be reasonably forecasted to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. Procedures will specifically define ambiguous terms, and examples will be provided when practical.

## 2. Definitions

Cleavage Area: An area between the breasts exposed by a low-cut neckline
MidriffArea: An area between the chest and the abdomen
Undergarments: Clothing designed to be worn under other pieces of clothing. These include, but are not limited to, undershirts, tank-top undershirts, underpants, boxers, compression shorts or shirts, and bras, including bralettes and sport bras
Head Coverings: Include, but are not limited to, hats, sunglasses, visors, hoods, beanies, scarves, and bandanas

## 3. Procedure

Students of Carroll County Public Schools are required to groom themselves in a manner that is not disruptive to the educational process and is reflective of a learning environment. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day as well as at any school-sponsored or school-sanctioned event. The requirements include, but are not limited to:

**HeadCoverings:**

- Be removed upon entering the school building, unless approved for religious or medical reasons.
- Certain headbands, scrunchies, and folded bandanas, which are used to hold hair in place and do not cover the entire head, are permitted.
- One's face must be visible at all times.

**Shirts:**

- Shall reasonably cover the back, the cleavage area, and the entire midriff area.
- See-through or mesh shirts are not permitted, unless worn in conjunction with an appropriatetop.

**Dresses/Shorts/Skirts/Skorts/Pants:**

- Shall cover the entire buttocks and private areas while the student is sitting, standing, and bending over.
- Pants shall cover undergarments at all times; that is, the waistline of the pants shall be on the upper hips.

**Other:**

- Appropriate shoes shall be worn.
- No bedroom slippers or pajamas shall be worn.
- Clothing that may endanger health or safety, that may be used as a weapon, or that may cause damage to property shall not be worn.
- Undergarments shall not be worn as outerwear or be visible through outergarments.
- Clothing shall not be worn that would lead school officials to reasonably believe that such attire will materially disrupt, interfere with, disturb, or distract from school activities, the safe operation of the school, or the rights of other students to access and participate in a safe and welcoming educational environment.
- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs, or the unlawful use of weapons, stated or implied.
- Clothing shall not convey profanity or symbols/messages depicting, implying, or which are reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment or harrassment/ bullying 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. This prohibition includes, but is not limited to, Confederate Battle Flags and swastikas.

# Board of Education Policies

**CUSTODY OF STUDENTS (**See CCPS Student Handbook.)

Parents are the natural guardians of their children under the law and both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated and/or divorced. In many cases of separation or divorce, school personnel are asked to make decisions regarding release of records, school visitations, and release of the child from school. The following regulations have been developed to protect the safety/welfare of the child, maintain neutrality as much as possible regarding parental rights, and provide a safe learning environment for the child.

A. The Custodial Parent:
   a. Has the **obligation to provide a copy of any court order restricting the right of the non-custodial parent** if related to school matters.
   b. Is the legal custodian of the child through court order. The child normally lives with this parent and is sent to school in the morning from his/her home and is to be returned to this home at the end of the school day.
   c. Receives day-to-day communication, correspondence, report cards, and other school-related information, is welcome to visit the school, observe classroom instruction, and review student records.
   d. Is notified when the non-custodial parent seeks school-related information.

B. Depending on the custody order **the non-custodial parent** may maintain certain parental rights, even though a separation/divorce has occurred. Unless there is a court order that states the non-custodial parent may not receive school related information, the non-custodial parent:
   a. Is entitled to receive copies of report cards, school newsletters, interim reports and other information that pertains to the child's education and which is routinely sent to or available to the parent who has custody. Requests for this information must be made in writing to the principal and should include the non-custodial parent(s) name, address, and type of information desired. The custodial parent shall be notified when such a request has been made.
   b. Is welcome to visit the school, observe classroom instruction, review student records, and be generally informed about the child's educational progress, unless forbidden by court order provided to the school by the custodial parent.

**NOTES:**

1. The non-custodial parent may not take the child away from school without the written consent of the custodial parent, unless permitted by court order. If the court order provides the non-custodial parent permission to remove the child from school it can only occur, on any given day, with the knowledge of the custodial parent.
2. Court orders granting "reasonable visitation" do not include visitation during the school day and any request to visit with the child at school should not be granted. However, unless the court order states otherwise, the non-custodial parent may observe classroom instruction.
3. A non-custodial parent, unless restricted by a court order, may participate equally in educational decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

C. **Joint Custody** is a situation where both parents have responsibilities for the child or children. These responsibilities are defined by a court order. Unless specified in that order, each parent can make educational emergency medical decisions, have access to student records and can transport a student to and from the school. The attorney for CCPS has directed that the release of a child to a parent who has joint custody but not **"physical custody"** requires the approval of the parent with that legal designation. Unless the court order is on file in the school, and states otherwise, school officials will honor either parent's requests. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

D. **Step Parent** – a step parent, as a result of marriage to the child's natural parent, often has contact with school officials. In this section, the following apply:

a. The school, consistent with A and B will consider the natural parents as the ones to make educational and emergency medical decisions. A step parent can make medical decisions only as listed in the appropriate section of the emergency procedure card.
b. A step parent may not register a child for school, nor withdraw a child from school.
c. The school will not release the child to the step parent, unless the step parent is listed in the appropriate section of the emergency procedure card.
d. A step parent, living with the child, is welcome to visit the school and observe classroom instruction.
e. A step parent with whom the child lives can be considered as a parent in situations involving special education processes and decisions and in certain matters related to record review. (Ref: C.O.M.A.R. 13A.05.01.02 (5) AND 13A.08.02.07 H)

E. **Primary Care Parent** – in separation cases where parents live apart without a formal agreement or court order awarding the child to a particular parent, the primary care parent is the one with whom the child resides. In such cases:
a. The school will consider the primary care parent as the one to make educational and emergency medical decisions.*
b. The primary care parent shall be contacted prior to release of the child to the non-primary care parent to advise the primary care parent of the situation.
c. Day-to-day communication, correspondence, report cards and other school related needs should be directed to the primary care parent. However, the other parent also has the right to receive copies of any documents that the primary care parent receives. (School officials, in responding to requests of the non-primary care parent, should follow the procedures outlined in B)

*The non-primary care parent may be involved in educational and medical decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.

d. A non-primary care parent is welcome to visit the school, observe classroom instruction, review student records (see Dc) above) and be generally informed about the child's educational progress.

F. Verification of the **identity** of the non-custodial parent or the non-primary care parent. On occasion, school personnel are asked to state whether a child is enrolled in a particular school or state whether a child is present in school on a given day. School personnel should make every attempt to verify the identity of that person making the inquiry to ensure the person is the parent of the child and is entitled to student information. Steps to follow include:
a. The person requesting the information must have verification that he/she is who he/she claims to be. Example: driver's license with a photo, passport, known to and identified by an employee.
b. Once identity is confirmed a check is to be made that such a person is a parent and thus could have access to the records. This may be done by confirming that the name of the person making the inquiry is the name of the parent recorded on the proof of birth, the student registration form or other student records.
c. Call the custodial or primary care parent to determine there are no court orders restricting the release of the requested information to the non-custodial or non-primary care parent.

G. Children who are under the care and custody of community agencies may be removed from school to receive services during the school day with prior arrangement between home, agency, and the principal.

H. If children change residence to live with the non-custodial or non-primary care parent causing the child to transfer schools, the records must follow the children. A custodial or primary care parent, under these conditions, cannot require that records be retained at the sending school as a means to force the return of the children. However, a school should make every effort to ascertain the permanence of the move prior to processing the records.

I. Persons who have court appointed guardianship of a child are generally authorized to make educational and medical decisions for the child. The parent's rights are terminated or restricted regarding these matters, unless provisions are included in the court order.

J. In those situations where questions or conflict arise regarding the release of the child, school visitation, providing information about enrollment, or the release of records, please contact the Pupil Personnel Worker.

K. The non-custodial or non-primary care parent who wishes to receive school related information as described in B above shall be required to pay a reasonable fee for copying and mailing school documents or sign an agreement

to reimburse the school for those costs at the end of the school year; provided however, that the school shall waive payment of such fee if the non-custodial parent files a notarized affidavit that he/she is unable to pay the fee.

**Please refer to the Carroll County Student Handbook for additional Board of Education Policies.**

## Administrative Regulations for Assessments

### Board Policy IL – ASSESSMENT

The Board of Education of Carroll County is committed to implementing and maintaining an assessment program that can be used to drive the school system's planning toward achieving goals and core objectives for student achievement. Our assessment program is designed to collect data, measure progress, evaluate student achievement and address each student's learning needs based on established standards. Data are collected from national, state, county and teacher-generated assessments. This information is used to guide instructional decision making and measure program effectiveness.

The following regulations govern assessment development and implementation:

1. The primary purpose of assessments shall be to assist the educational community (i.e. educators, parents, students, Board of Education members) in improving curriculum and instruction and advancing student learning.
2. Assessment shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve.
3. Assessment standards, tasks, procedures and uses shall be fair to all students.
4. Teachers shall be involved in the design, administration, scoring and use of locally developed assessment items and tasks. Teachers shall also be involved in the selection and use of purchased assessments.

The following regulations govern the communication of assessment data:

1. Assessment procedures and results shall be made understandable to the Board of Education, staff and community.
2. Assessment results shall be reported to the Board of Education in the context of other relevant information.
3. Individual student assessment data and results shall be reported to administrators, teachers, students and parents. Teacher shall return students' assessed work and tests in a timely manner in order to facilitate decisions regarding next-step learning.
4. Parents shall be kept informed of their child's progress. Classroom assessment data and copies of students' assessed work and tests shall be available to parents and students.

## Test Security and Data Reporting

In accord with COMAR 13A.03.04, it shall be the policy of the Carroll County Public Schools that adequate provisions be made for the security of state mandated testing materials and the testing process itself and for the accuracy of its data reporting. Specifically, to be included are:

1. The Norm referenced test or tests in use by the State
2. MCAP
3. The High School Equivalency Program Test (GED)
4. Teacher Certification Tests
5. High School Assessment Program Tests, and other test instruments required by the State Board of Education

This policy shall be incorporated in student handbooks. Each certificated employee shall receive a copy of this policy at the time of hire and it will be incorporated in the school handbooks with staff periodically reminded of this policy.

The local accountability coordinator will be designated by the Superintendent and the coordinator's name provided to the State Department of Education. The coordinator shall be charged with implementing appropriate provisions for the security of materials and the storage of all secure tests and test materials including answer keys, audio tapes and examinee answer documents before, during and after testing. These procedures shall provide for storage of all materials under lock and key at a central location.

Provisions shall be made by the Local Accountability Coordinator to ensure that individuals administering the tests shall adhere to all procedures specified in the Maryland Accountability Coordinators handbook and all administrator manuals for mandated testing programs. In addition, with the distribution of test materials, all test administrators will be informed that it is a violation of state regulations for anyone to knowingly and willfully:

1. Give examinees access to secure test items or materials before testing;
2. Copy, reproduce or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or a secure administrator's manual or both;
3. Provide answer keys or answers verbally, in writing or by any other means, to examinees;
4. Coach examinees during testing or alter or interfere with examinees' responses in any way;
5. Fail to follow security regulations for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during and after testing;
6. Participate in, direct, aid counsel, assist in, encourage, or fail to report any of the prohibited acts listed above or fail to follow procedures published in test administration manuals; or
7. Refuse to disclose information regarding test security violations.

It is also a violation for any person or school to knowingly and willfully.

1. Fail to report test scores, number of students tested, other indicators of test performance and participation for all participating students on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department of Education as part of its Maryland School Performance initiative;
2. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance and participation on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department of part of its Maryland School Performance Program initiatives;
3. Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education except as provided for in Maryland Assessment Program and/or MSDE assessment guidelines.

A student who knowingly causes, allows or is otherwise involved in the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed above shall leave the test results invalidated and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which result in invalidation of the scores shall be ineligible to retake the test until the next official testing opportunity.

The local school system shall report to the State Superintendent any violations of test security or data reporting. Violations may result in the suspension or revocation of an individual's teaching certificate, invalidation of test results or the withholding of funds to a local school system.

**Guidelines for Completing Harassment/Intimidation Forms**

The Safe Schools Reporting Act of 2005 (Maryland law) requires the Maryland State Department of Education to report incidents of harassment or intimidation. The purpose of the law is to provide for the reporting of such incidents. It has no provision for addressing the prevention of or intervention in intimidation/harassment in the schools. The law also requires the Maryland State Department of Education to develop a reporting form that will be used consistently by all local school systems across the State. These guidelines address the completion of the required forms.

Harassment or Intimidation (Bullying) Reporting Form (green)

- This form is to be completed by the student, parent, or close relative of the student.
- If anyone of the above individuals reports an incident of harassment/intimidation/ bullying, that person shall be provided with the form and, if necessary, offered assistance in filling it out. If the use of the form is declined, the incident will be handled according to routine school procedures.
- Item #4 on the report form (Where did the incident happen?) lists four choices including "on the way to/from school." Carroll County Public Schools will continue its long-standing practice of investigating only those incidents that occur on school property or at a school sponsored event.

# Bullying, Harassment or Intimidation Reporting Form

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

**Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.**

Today's date: _____ / _____ / _____ School: _____
Month Day Year

School System: _____

**PERSON REPORTING INCIDENT** Name:

_____

Telephone: _____ E-mail:

_____

Place an **X** in the appropriate box: ❑ Student ❑ Student (Witness/Bystander)
❑ Parent/guardian ❑ Close adult relative.
❑ School Staff

1. Name of student victim: _____ Age: _____
(Please print)

2. Name(s) of alleged offender(s) (If known): (Please print) Age School (If known) Is he/she a student?

_____ ____ _____ ❑ Yes ❑ No
_____ ____ _____ ❑ Yes ❑ No
_____ ____ _____ ❑ Yes ❑ No

3. On what date(s) did the incident happen?:

_____ / _____/ _____ _____ / _____ / _____ _____ / _____/ _____
Month Day Year Month Day Year Month Day Year

4. Place an **X** next to the statement(s) that best describes what happened (choose all that apply):

- ❑ Any bullying, harassment, or intimidation that involves physical aggression
- ❑ Getting another person to hit or harm the student
- ❑ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ❑ Demeaning and making the victim of jokes
- ❑ Making rude and/or threatening gestures
- ❑ Excluding or rejecting the student
- ❑ Intimidating (bullying), extorting, or exploiting
- ❑ Spreading harmful rumors or gossip
- ❑ Electronic Communication (specify) _____
- ❑ Other (specify) _____

Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005

5. Where did the incident happen (choose all that apply)?

❑ On school property ❑ At a school-sponsored activity or event off school property

❑ On a school bus ❑ On the way to/from school*

*Will be collected unless specifically excluded by local board policy

6. What did the alleged offender(s) say or do?

_____

(Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur?

_____

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an **X** next to one of the following:
❑ No ❑ Yes, but it did not require medical attention ❑ Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? ❑ Yes ❑ No

10. Was the student victim absent from school as a result of the incident? ❑ Yes ❑ No
If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Did a psychological injury result from this incident? Place an **X** next to one of the following:
❑ No ❑ Yes, but psychological services have not been sought ❑ Yes, and psychological services have been sought

12. Is there any additional information you would like to provide?

_____

(Attach a separate sheet if necessary)

**Signature:** _____ **Date:** _____

Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005

# Portable Electronic Devices

## Portable Electronic Devices

The Board of Education updated the Students Portable Electronic Device Policy on July 10, 2024. This policy will be reviewed every 3 years.

## Policy Statement

The Board of Education values instructional time and seeks to create a focused educational environment where distractions are minimized and learning is maximized. Carroll County Public Schools recognizes the importance of communication, collaboration, and research in the learning process. Instructional technology devices are powerful tools that teachers can incorporate into their lessons to help deepen student learning. It is the policy of the Board of Education that schools shall provide access to the instructional technology devices needed for students to complete assignments. Furthermore, while personal owned portable electronic devices (e.g., cell phones) may be brought to school, they should be silenced and stored during the school day, according to the accompanying administrative regulations to minimize distractions to the learning environment.

## Administrative Regulations- Students Portable Electronic Devices

### A. Purpose

To help keep the focus on academics and to reduce unnecessary distractions, the following regulations govern the possession and use of portable electronic devices, including cell phones, in Carroll County Public Schools.

### B. Scope

The following regulations provide guidance on portable electronic device usage by students. The regulations also clarify expectations for access to instructional technology in daily lessons.

### C. Responsibilities

CCPS assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to school at their own risk.

### D. Procedure

a. Employees
   i. Employees shall consistently implement these regulations and hold students accountable to the expectations identified in these regulations.
   ii. Employees will set an example for students and model the expectations established in these regulations as practicable.

b. Instruction
   i. Teachers who incorporate instructional technology into their lessons shall ensure that students are provided access to the tools they need to complete assignments.
   ii. Whether or not a student has a personally owned portable electronic device is a family decision. Personally owned portable electronic devices are not required and shall not be used for instructional purposes during the school day. CCPS-provided devices shall be used for all instructional purposes.

**E.** Students in Elementary Schools

i. Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the school bus.
ii. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved instructional activities utilizing ccps-provided devices with the express permission of school staff.
iii. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones on school buses. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the school bus.
iv. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if a preponderance of evidence exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

Additional personal portable electronic devices, including smart watches, are considered portable electronic devices and must be silenced and stored (out of sight) upon entry to the school until exit from the school at the elementary level. It is highly recommended that elementary students do not bring smart watches to school or on the school bus.

# CONSENT AND RELEASE

# 2026-2027

## 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.