

Beall Elementary School Handbook 2023-2024



Vision: Believe in ALL children
Encourage each other
Achieve goals together
Lead with great character and a positive mindset
Learn rigorously

Mission: Beall Elementary is committed to provide engaging student learning while nurturing relationships and respecting individual differences. The Beall community promotes a positive culture and mindset through welcoming our students into a happy, safe and supportive learning environment where the process to success is cultivated and achievements are celebrated.

3 E. College Ave.
Frostburg, Maryland 21532
301-689-3636 (phone)
301-689-8006 (fax)

Misty Dotson, Principal
E-mail: misty.dotson@acpsmd.org
Ericka McKenney, Assistant Principal

Email: ericka.mckenney@acpsmd.org

Kim Preston, Secretary

E-mail: kimberly.preston@acpsmd.org

School Safety

A critical incident plan is developed by staff to proactively help protect the school community from emergencies with prepared and appropriate crisis responses. To enforce school security all doors remain locked and video surveillance is accessible inside and outside the building. Visitors must use an intercom system at the main entrance to gain access into the school. Safety officers are employed to enforce security measures and provide safety assistance throughout the school community. As part of safety preparedness, various emergency drills are conducted throughout the year to practice critical situations with children. These types of drills include:

Evacuation/Fire: Students exit the building in the event of an emergency situation, such as fire or smoke.

Reverse Evacuation: During an outside activity, students reenter the building due to an unsafe situation that is occurring in the neighborhood or surrounding communities.

Drop, Cover, and Hold: Due to extreme weather events students drop to the floor, take cover under desks or tables, and hold on. The school will participate in the Great South East Shakeout Drill on October 20th to practice in the event of an earthquake.

Lock-In: All exterior doors are locked and regular instructional routines are followed inside the building. This is the normal procedure during daily instructional time.

Lockdown: With every situation presenting different scenarios, students and staff must make safety choices. The option determined by the ACPS is to instruct students in the “Run, Hide, Fight” method. Each school is showing a video describing these procedures to students in grades 1-5. Pre-kindergarten and kindergarten teachers will use age-appropriate methods to communicate the same information. This approach teaches the following if a bad person enters the building:

1. **Run:** Run and exit the building to a safe location.
2. **Hide:** Hide in a safe location that has been determined by the teacher.
3. **Fight:** Fight to provide time to escape to a safe place (ex. throwing a book).

Contact the office or the anonymous tip line (1-800-TIP-US-OFF, Ext. 222) for safety and security risk awareness. (ACPS Policy EB, EBC, ECA, ECAE)

Parents and Other School Visitors

Entering Our Building

For the safety of our students, all persons who enter our school must, according to Maryland law, register in the main office located on the right after entering through the main entrance. In doing this, all students will be better protected and it will eliminate unnecessary interruptions to the instructional day. Surveillance cameras have been positioned both outside and inside the school to increase security. **Please do not visit any classroom without first registering in the office.** School staff will help make all necessary arrangements and/or schedule any requested conferences. At 3:00 p.m. the side cafeteria entrance will be open for those parents who transport children. Please give your name to the staff person on duty and remain in the cafeteria until your child is dismissed.

Parents who are either bringing a child who is tardy, or picking up a child who is leaving early, will need to visit the main office to register using photo ID. The school secretary will guide parents through this new process.

School volunteers will register in the main office and obtain a volunteer sticker to be worn while on the school premises. When leaving, the volunteer will sign out on the volunteer log and return the visitor sticker.

School visitors who will be visiting school areas other than the main office must wear a visitor sticker marked with the current date while on the school premises.

Daily Schedule

8:25 School doors are opened for student arrival.
8:25-8:45 All students arriving between 8:25 a.m. and 8:45 a.m. should report to their classrooms.
8:25-8:45 Breakfast – Students eating breakfast should report to the cafeteria.
8:45 Morning Announcements (School Day Begins)
Students arriving after 8:45 a.m. are considered TARDY. Please accompany your child into the building to check in with the secretary.

3:15 Dismissal Begins
• Kids Korner
• Bridge Program
• Private Transportation – parents may exit with students through the cafeteria doors.
3:18 Call first bus or West Walk Line
 Continue Calling Buses as needed
 Call East Walk Line when West is clear
3:25 Final Call for all other students
All car riders must be picked up prior to 3:30 p.m.

Delayed Openings and School Closures

During inclement weather, listen to the local radio stations concerning the status of school closings or delayed openings. You may sign up for Blackboard Connect to receive phone calls, emails, and/or text messages from the school concerning delays and school closures. When the opening of school has been delayed, students should not arrive at school earlier than the announced opening time. There will be no school supervision until after 10:15 a.m. *****Breakfast will not be served on delayed opening days.*****

Early Dismissal School Closings

If school is cancelled before the scheduled end of the school day, local radio stations and Blackboard Connect will announce the closing. Please try not to call the school or Board of Education offices, as these telephone lines must be kept open for emergency communications.

In case of an emergency dismissal, the school needs to be aware of a plan for where your child will go if you are not home (to a neighbor, relative or friend's house). **Please make sure that this plan is included on your child's Emergency Information Sheet that all students turn in at the beginning of each school year.** Please confirm your plan with the neighbor or relative and discuss the plan with your child. Should the arrangements you determine appropriate at the start of the year change later in the year, please call to notify the office.

Dismissal Changes

A note or phone call is required for a student to go anywhere other than their normal destination. For example: If a student normally rides Bus 110, then that student is to always ride Bus 110 unless the parent sends a note or calls the school. Each day the student is to be dismissed in some other manner, **the parent must write a note. Without a note or phone call from the custodial parent, the child will be sent home in the usual and customary manner.** A note will help ensure that your child is safe and will reach the proper destination. Some students have different dismissal instructions depending upon the day of the week. If the instructions remain the same week to week, a single note from the parent explaining the schedule will be kept on file. In situations where the parent requests different dismissal procedures week to week, a new note will be required weekly.

In the case of one student accompanying another child home, we must have a note from the parents of **both** children to make sure that the parent receiving the extra child is aware of the situation.

Early Dismissal

Any parent wishing to pick-up their child prior to 3:10 p.m. must report to the main office upon arrival at school. Parents will sign students out using the computer sign in/out system located in the main office. A staff member will go to the classroom to retrieve the child.

Student Arrival

Students may enter the building through the front doors, or the student drop off location on the east side of the building. Students are permitted in the building at 8:25 a.m. All students should report to their classroom upon arrival, unless they are eating breakfast in the cafeteria.

End of Day Dismissal

Private Transportation/Parent Pick-Ups- Any student who will be riding home in a car or walking with a parent will be called via announcement at approximately 3:10 p.m. in the following manner: Private Transportation (parents, guardians, parent designees, etc.) should park their car and come into the cafeteria. From 3:00-3:08 each day, a staff member will be posted in the cafeteria. At around 3:10, students will be dismissed to the cafeteria to meet the adult.

Walkers will be dismissed via announcement after car riders and parent pick up.

Bus students will be dismissed from their homerooms as buses arrive.

Breakfast/Lunch Programs

Free and Reduced Meal (FARM) Applications: These forms should be completed and returned to the office to determine eligibility. **Parents must complete a new application each year.** In October, children are removed from the FARM list and are charged daily for meals. Contact the office to obtain forms.

Breakfast

Breakfast will be provided in the classroom each morning from 8:25-8:45 am.

Lunch

A well-balanced meal is provided each day. The main responsibility of this program is to meet the child's nutritional needs. It is recommended that all students participate in our breakfast and lunch program. Student meals brought from home should also provide a healthy, balanced lunch. Good nutrition is an essential component of a growing mind and body. For safety reasons, glass containers and soda cans should not be sent.

****Bringing outside lunches (McDonald's etc.) to your children is not permitted in the cafeteria. Please arrange with the main office to sign-out your child for lunch off school premises and return at the end of the lunch period.**

Lunch Accounts

As a benefit to parents and students our cafeteria automatically opens a “debit” account for each student at the beginning of the school year. Parents are highly encouraged to use this account system by periodically depositing money in the account for their children to purchase lunches and snacks in the cafeteria. Each student is given a Personal Identification Number (PIN) that is used by the student each time a purchase is made in the cafeteria. This eliminates the loss of lunch money by the student. If depositing money into the account by check, please include the child's PIN on the check. All checks must be paid to the cafeteria manager in the morning to ensure deposit into the child's account by lunchtime. **Please make all checks payable to Beall Elementary Cafeteria.** Parents are also encouraged to use the PayPAMS system to keep track of student lunch account balances and to make payments electronically. This is an electronic option for children's lunch money deposits that can be regulated from home. Information can be obtained from the office or the website (paypams.com).

Elementary Student Meal Prices

Breakfast	FREE Breakfast in the Classroom for all Beall students and staff
Lunch	\$2.65
Milk	\$.50

Student Discipline

Allegany County Board of Education policy states, *“Good discipline in the school is extremely important. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth.”*

Positive Behavior Interventions and Supports

To help achieve our vision of a school where all adults and students feel safe and respected and all students learn, Beall Elementary School has adopted the Positive Behavior Interventions and Supports (PBIS) approach to discipline. Research has shown

that successful schools focus more on prevention and teaching appropriate behavior than on punishing misbehavior. PBIS at Beall includes the following:

- Three **PeaceBuilding Rules** are taught and expected school-wide: **Be Safe, Be Responsible, Be Respectful**. Specific procedures and routines incorporating the Peacebuilding Rules are taught and practiced in classrooms, cafeteria, playground, and other school settings.

Peace Building Rules

- **Be Safe**
- **Be Responsible**
- **Be Respectful**

Specific procedures and routines incorporating the Peace Building Rules are taught and practiced in classrooms, cafeteria, playground, and other school settings. Using the Responsive Classroom discipline approach, students begin the day with a Morning Meeting which is a time for students to connect with each other, share, and prepare for the academic tasks of the day. Beall staff will respond to misbehavior with logical consequences and work to meet the developmental needs of each child. Home-school communication is critical to a child's success.

Daily Behavior Parent Communication:

*Students will receive a peacebuilding stamp in their daily folder or assignment notebook signifying a good day.

*If a student demonstrates poor choices, the teacher will communicate with parents through a note, student reflection sheet, and/or Class Dojo message (no stamp for the day).

*Encourage parent conversation about your child's day.

- Violations of our behavior expectations are dealt with utilizing a **problem-solving approach**. The goal of any consequence used in response to problem behavior is to teach more successful behavior. The Learning Assistance Program (L.A.P.) is one possible consequence used in response to problem behavior. The L.A.P. room provides a temporary, quiet, highly structured setting. Placement in the L.A.P. room may range from a portion of the day to several full days. Placement is made by the school administration. A specially trained instructional assistant manages the L.A.P. room.

Policy Statement Prohibiting Sexual Harassment and Title IX Violations

It is the policy of the Board to maintain a learning and working environment that is free from sexual harassment or any other violations of Title IX policies. The Board believes that the practice of these infractions is offensive and morally wrong. Therefore, the Board prohibits the practice of these infractions, of, or by employees, students, volunteers, vendors or others having business or contacts with the school system. The

Board will investigate all complaints of sexual harassment and take appropriate action to end the harassment or any other violations of Title IX policies.

Harassment and Bullying

All children have a right to an equal education that is free of bullying and harassment that is displayed through hurtful and harmful behavior. Harassment is offensive behavior that is threatening and creates an intimidating environment. Bullying occurs when these offensive behaviors become repetitive with a person maintaining a power position. The school investigates complaints and appropriate disciplinary actions address this type of negative behavior. (ACPS Policy JBA)

Allegany County School Dress Code

Any manner of dress, hairstyle, or degree of cleanliness that presents danger to the child's health and safety, interferes with others' right to learn, or creates a classroom or school disturbance will be considered unsuitable for school. Children should be dressed in a style that promotes safety, reflects the values established by the community, and meets the daily demands of the instructional and non-instructional aspects of the day. Remember that children attend physical education classes and also participate in recess daily. (ACPS Policy JICA)

At Beall Elementary we prefer if students do not wear sandals or flip flops to school. We use mulch on our playground and foot injuries can occur when wearing sandals.

School Bus Regulations

Riding the bus is a privilege. Thank you for working with the school to ensure our students use good bus behavior. Please review the following county-wide expectations with your child:

- Obey the school bus driver at all times.
- Remain seated at all times.
 - Keep head and arms inside bus.
 - Keep bus clean.
- No smoking, eating, or drinking.
- No yelling, screaming, or fighting.
- No profane language.
- Do not throw objects.
- Do not damage bus.
- Do not block the aisle.

Students who cannot obey these regulations may have their privilege of riding the bus suspended.

Homework

Homework extends the learning experience beyond the classroom. The objective is to strengthen skills, increase understanding, improve study habits, and involve parents in their child's progress. The school also recognizes the involvement of afterschool activities and the need for family time.

- Forms of Homework:
 - o Practice assignments to reinforce taught skills
 - o Preparation assignments to read, gather, and organize information prior to a lesson
 - o Extension assignments for a project that parallels class work and requires students to apply prior learning
 - Expected Time Requirements:
 - o Grades PK/K – approximately 20 minutes
 - o Grades 1-2 – approximately 30 minutes
 - o Grades 3-4 – approximately 40 minutes
 - o Grade 5 – approximately 50 minutes
 - o All grades are encouraged to read (or be read to) for 15-30 minutes.
 - Children are responsible for completing homework independently. Parents are to review the assignments and provide support, as needed.
 - Assignments may vary between children based on individual needs.
- Assignment books/folders are used in grades 1-5 and require a parent signature. This is to be used as a parent/teacher communication tool. (ACPS Policy IKB)

In addition to other homework assigned, your child is encouraged to read for 15-30 minutes each night. Books, magazines, and newspapers are all appropriate sources of reading material. In addition, consider these suggestions:

- Have your child read in the car.
- Have your child read to you while you are cooking dinner.
- Have your child read you a bedtime story.
- Read road signs while driving in the car.

Students work hard at completing homework assignments throughout the week. Therefore, teachers will make every effort to minimize weekend homework.

Parent/Teacher Conferences

Sharing information with teachers will enable us to provide a learning program that will best meet the needs of your child. Parent conferences are scheduled for October 3, 2022 and March 1st, but additional conferences may be scheduled with the teacher. Call the office and a convenient time will be arranged.

Student Attendance

The district policy states, “Regular school attendance is expected of all students in the Allegheny County Public Schools. School attendance is directly related to school achievement. In order to maximize academic achievement, there must be a unified effort by all school staff, parents, students, and the community to improve overall school attendance. School administrators, teachers, and support staff are expected to make all reasonable attempts to assist students and parents in addressing those factors which cause students to be absent from school.” Based on the law, children are considered tardy when they are not present in school at the prescribed times and considered truant when they do not attend school. A record of absences is maintained by the school and is monitored by the Pupil Service Team. Parents are contacted through automated phone calls for daily absences and then by the Board of Education attendance letters for accumulated absences.

- Children arriving at school after 8:45am will be marked as tardy. Parents must accompany their child into the main office to sign-in.
- Absences are required to have a signed parental note and/or a doctor note explaining the absence.
- District policy specifically identifies tardy and absence reasons as being lawful or unlawful.
- Family vacations need to receive prior approval from the principal to be considered excused absences.
- Children that attend school 4 hours or more equals a full day. Children that attend school 2 hours, but less than 4 hours, equals a half day.
- Children are expected to make-up missed classwork when they are tardy and/or absent.
- Monitoring Procedures:
 - o Five (5) days of unlawful absences result in a school system written notification and monitored by the Pupil Service Team.
 - o Nine (9) days of unlawful absences result in a school system written notification, a parent conference may be scheduled, and monitored by the Pupil Service Team.
 - o Twelve (12) days of unlawful absences result in a school system notification, a parent conference will be scheduled, an outcome will be determined, and monitored by the Pupil Service Team.
 - o Twenty (20) absences total (15 unlawful or 10 consecutive unlawful days) the school Pupil Personnel Worker (PPW) will send a letter that files charges against the parents for non-attendance with possible additional consequences determined by the school system.
 - o Parents can follow an appeals process for attendance violation decisions.

Attendance in school impacts the development of the whole child and provides a consistent routine that leads to successful experiences. (ACPS Policy JED)

Beall Elementary Attendance Calling Procedures

Please call the school if your child will not be in school. School personnel will contact the home to inquire about the reason for the absence if we do not hear from you. A log of all absences and calls regarding absences will be maintained.

Food Allergies

Food allergies can affect a child's health and academic performance, therefore a plan is implemented for avoidance and management of food allergy situations.

- Parent Responsibilities:
 - o Written authorization is needed to begin action for food allergies, restrictions, substitutions, modifications and treatment to allergic reactions.
 - o Health care provider documentation indicating the food allergy and restrictions/exposure also needs to be provided to the principal, school nurse, and food service personnel. Authorization must be given to share this information to persons that assist the child in the school setting. The district Food and Allergy Sensitive Form can be used for this purpose.
 - o Specific medications for allergic reactions must be provided to the school nurse following medication procedures.
 - o Health and emergency care plan will be developed with the school nurse with detailed procedures to minimize the allergic reaction risk.
 - Food Service Responsibilities:
 - o Upon restriction notification, the school will develop a list of children with food allergies that require meal modifications and distribute to the school nurse, food service manager, food service central office, and principal.
 - o Special dietary restrictions will be entered into the service management system.
 - o School food service staff will follow the guidance document provided by the US Department of Agriculture Food and Nutrition Service.
 - School Health Responsibilities:
 - o Health and emergency care plan will be developed with the school nurse with detailed procedures to minimize the allergic reaction risk.
 - o School nurse informs the cafeteria manager of dietary restrictions.
 - o If an allergic reaction occurs, emergency procedures will be followed and parents will be contacted.
 - School Responsibilities:
 - o Collaboration between the staff and parents will ensure safety of children with food allergies.
 - o Food allergy information will be disseminated to appropriate staff.
- These procedures will assist in reducing the risk of food allergy situations during the school day. (ACPS Policies JLCEA, JLCEB)

Health and Medication Services

A full-time nurse coordinates services regarding children's health. The nurse supports the school by providing information in health and science areas. In reference to children's medication, procedures are developed for home and school care.

- Medicines for minor illnesses and non-prescriptive medicines should be given at home. If this is not possible, parents can come to the school to administer the medication to their child.
- If it is determined by a physician that a child receive medication during the day (daily basis or emergency), the school must receive written instructions from the prescribing physician on a school health form which can be obtained by the school nurse.
- Medications must be in the original container from the pharmacy.
- **Children must not transport medication to school.** The parent must deliver the medicine to the school nurse or arrange for the pharmacy to deliver the prescription to school.
- Medication is safeguarded in locked designated areas and only available to authorized school personnel.

The school nurse is available for any questions or concerns regarding services and medication administration. (ACPS Policies JLCEA, JLCEB)

Guidance and Counseling Services

Beall Elementary School has the services of two full-time school counselors. Our school counselors conduct classroom lessons to all grade levels (K-5) that focus on state and national goals for elementary programs that are appropriate to the developmental level and emotional health of our students. The counselor helps students and staff members cope with a wide range of mental and emotional health issues, and conducts a career exploration program that explores the world of work. In grade 5, students explore career clusters and research careers that are related to their interests and abilities. This information is sent to the middle school to be included in career portfolios. The elementary and middle school counselors plan activities to help students make a successful transition between schools.

Pesticide Applications

The Integrated Pest Management (IPM) program uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in schools. IPM procedures are used to control pests which may present human health hazards, cause damage to structures and property, and affect the quality of life for students, staff, and community. Parents are notified within 24 hours prior to the application of any pesticide. If there is an emergency and pesticide must be applied immediately, notice will be given within 24 hours of the application. A sign will be posted at the time of the application and remain for 48 hours. (ACPS Policy EBAD)

Field Trips

Field trips extend classroom instruction and enhance learning experiences. Parental permission must be received for children to attend. Chaperones are determined based on supervision need and transportation funding. Approval by school administration and the Board of Education is required. (ACPS Policy IHOA)

Volunteer Information

The volunteer program is an effort on the part of parents, community citizens, and schools working together as partners to create better and more successful educational experiences for children. This additional help provides opportunities for children to receive more individualized attention, to improve communication skills, to reinforce and extend learning experiences and to overcome minor learning problems. This program also provides opportunities to build a positive home-school-community climate, provide supportive services in all schools, and to enhance children's learning and self-esteem. Like all visitors, volunteers must first report and register in the main office upon arrival to school. The Parent Involvement Coordinator is in the building once every week.

School Library/Media Center

Students in grades Pre-K–5 visit the media center for instruction with the media specialist. Students in grades K-5 have the privilege of checking out library books. Previously borrowed books must be returned before students may borrow new ones. Students may occasionally borrow extra books to use for class assignments. There is an online library circulation system for maintaining school resources. Barcode stickers are located on various materials to locate items borrowed by children. Overdue notices and lost book payments are sent home periodically. The school library resources can be viewed by visiting the district Junto website (junto.acpsmd.org).

Equal Educational Opportunity

The Allegany County Board of Education does not discriminate on the basis of race, color, gender, age, national origin, religion, or disability in providing access to educational programs and activities. (ACPS Policy AC)