

# MT. SAVAGE



# ELEMENTARY STUDENT HANDBOOK

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**Parents and Students,**

**On behalf of the staff at Mount Savage School, let me welcome you to the 2017-2018 school year!**

Parents,

The elementary years are an exciting time as together we watch your child grow and mature with each passing grade. This can also be a time for many questions from parents and students about school policies and procedures. With that thought in mind, we have created this handbook to provide you with information that will affect you and your student during this school year. Teachers will be reviewing this information with your child during the first days of school, and we encourage you to review the booklet with them as well.

Do not hesitate to contact me if you have any questions. We look forward to collaborating with you this year as we work together to provide an outstanding educational experience for your child.

Martin E. Crump  
Principal



RESOURCE STAFF	ROOM	
Mason, Penny	176	IA-Kindergarten
Nesmith, Gina	510	LAP
Sheally, Rhonda	177	IA—Pre-K

SUPPORT STAFF	ROOM	
Biser, Laura	175	Title I Parent Coordinator
Boone, Amanda	507	Math Specialist
Campbell, Tim	112	SEF
Eberly, Shannon	515	Speech
Golliday, Jayme	507	Read. Instruct. Spec.
Pancake, Elissa	112	PPW
Panetta, Laurie	112	Psychologist
Robison, Stephanie	197	Guidance Counselor
Schade, Holly	515	Physical Therapist
Simpson, Mary Ann	515	Occup. Therapist

## MORNING PROCEDURES

ELEMENTARY SCHOOL FACULTY		
Teacher	Room	
<b>Alderton, Brian</b>	<b>512</b>	<b>Grade 3</b>
<b>Beeman, Brittany</b>	<b>176</b>	<b>Kindergarten</b>
<b>Cook, Kari</b>	<b>185</b>	<b>Grade 1</b>
<b>DeVore, Roy</b>	<b>516</b>	<b>Art</b>
<b>Duckworth, Susan</b>	<b>514</b>	<b>Grade 5</b>
<b>Haberlein, Jenna</b>	<b>129</b>	<b>Media</b>
<b>Heavner, Scott</b>	<b>122</b>	<b>Band</b>
<b>Mancuso, Autumn</b>	<b>515</b>	<b>Special Education</b>
<b>Mongrain, Sam</b>	<b>508</b>	<b>Grade 2</b>
<b>Moon, Jay</b>	<b>195</b>	<b>Strings</b>
<b>Morton, Amy</b>	<b>162</b>	<b>Phys. Ed.</b>
<b>Piasecki, Julia</b>	<b>184</b>	<b>Grade 1</b>
<b>Schurg, Beckie</b>	<b>506</b>	<b>Grade 4</b>
<b>Thompson, Ashley</b>	<b>513</b>	<b>Title I</b>
<b>Tummino, Kate</b>	<b>522</b>	<b>Grade 5</b>
<b>Vogtman, Todd</b>	<b>511</b>	<b>Grade 3</b>
<b>Windemuth, Kim</b>	<b>177</b>	<b>Pre-K</b>
<b>Zimmerman, Patty</b>	<b>516</b>	<b>Music</b>

- In the mornings, children are not permitted to be in the building before 7:15 a.m. as that time has been established as the beginning of the teachers' workday. No child should arrive before 7:15 a.m., since adults are not available to supervise until that time. The staff at Mt. Savage assumes no liability should children be dropped off prior to 7:15 a.m.

- Students who are eating breakfast should arrive in time to eat breakfast and be seated in the classroom prior to 7:40 a.m. Breakfast will be served between 7:15-7:35. *Students not in the classroom at 7:40 will be marked as tardy. Announcements begin at 7:45 a.m.*

- **Carpool students:** Although students are strongly encouraged to ride the school bus if possible, students arriving at school by car should be dropped off in the front circle between 7:15-7:35 a.m. If you need to enter the building, please **DO NOT** leave your car in the front circle. For everyone's safety, please park in the parking lot across the street and be sure to sign in at the office.

- **Tardies:** You are reminded that children arriving after 7:40 a.m. need to be signed in by the parent/guardian in the school office. They will then receive a "Utility Slip" to be admitted to the classroom. One of the school's goals is to have an outstanding attendance rating. To do so, children are expected to be in school unless illness or other valid reasons prevent them from attending. If you have difficulty getting your child to the bus stop on time, or you oversleep and have no transportation, have an appointment scheduled for your child without transportation to school after the appointment, please call the school or Pupil Personnel Worker (PPW) to assist you. We will try to help you keep your child having an outstanding attendance record. Students with outstanding attendance records will be recognized.



## CORRESPONDING WITH THE SCHOOL

### WEDNESDAY FOLDERS

Most correspondence from the school office and the classroom will be sent home with students on Wednesday via the communicator folder. This will help you stay informed about upcoming events at Mt. Savage. Students only receive one folder per year.

### ASSIGNMENT NOTEBOOKS

Assignment notebooks are sent home daily in grades 1-5. Each evening, please check off and sign the notebook. The notebook is a great way to correspond with any teacher in the building. If you need to contact your child's teacher for a conference or would like them to call, the assignment notebook is the best way to arrange for this. We ask that you take a few moments each evening to evaluate your child's progress and realize the gifts they possess.

### DISMISSAL CHANGE/APPOINTMENTS

If your child will be leaving the school by a different method of transportation, please notify the office in writing at the beginning of the school day. Although we understand the last minute changes are sometimes unavoidable, for your child's safety we ask that no phone calls regarding dismissal changes are made after 2:00 p.m. each day. Dismissal time is very busy and may cause miscommunication, and we want to have your child arrive safely home each day.

### ABSENCES

Regular attendance is important for success in school. All absences, tardiness, requests for early dismissal, or any change in the regular daily program of your child in school must be explained in a written note to the school's office. In addition, students are responsible for completing all missed work. Please review the attendance policy that can be found on the ACPS website ([www.acpsmd.org](http://www.acpsmd.org)). It is the responsibility of the parent/guardian to provide the school with a written reason for the absence on the day your child returns to school. Notes should include the child's first and last name, the date, reason for the absence, and signature of parent/guardian. If your child visits the doctor, please obtain a note for their office to send in with your child upon return to school.



## STUDENT ATTIRE

In regard to student dress, we ask that students wear shoes that are safe for playing on the playground and walking up and down stairs. As a result, no flip-flops are allowed, unless the shoes have a strap across the back. Also, students should always have a jacket or sweater available in case of quick weather changes. It is helpful to label your child's jackets in case something gets misplaced. In warm weather, students are not permitted to wear shirts with spaghetti straps, and all shorts should be at least fingertip length. During cold weather months, (November - March) students may not wear shorts or short sleeve shirts. We thank you for your help in support with making your child's learning environment conducive to safety and learning!

## PARTIES

If your child is having a birthday party outside of the school setting we ask that invitations not be distributed in school unless every child in class is invited. This will spare hurt feelings. Parties during school time will be discouraged due to the loss of instructional time.

**Be sure to save your Boxtops to help support your child's classroom!**



## STUDENT BEHAVIOR

### POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

Mt. Savage's discipline approach is to emphasize and recognize the proper behavior of our students. This can be done through a variety of methods:

**CLEAR EXPECTATIONS IN ALL SETTINGS** – Staff members teach students what it “looks like” to BE SAFE, RESPECTFUL, AND RESPONSIBLE in all areas of the school as well as the playground.

**CHIEF CITIZEN OF THE WEEK** – These students are recognized each week for displaying exceptional behavior.

**PRINCIPAL'S CHOICE** – Students will be given this award based on a set of predetermined criteria based on the student's report card. Students will be honored during awards assemblies held each marking period.

## VOLUNTEERS

On occasion, you may volunteer or be asked to assist our programs in some way. Mt. Savage parents have historically been very supportive, and we look forward to that continued response.



## VISITING THE SCHOOL

All persons entering an Allegany County school at any time are required by county policy to check in at the school office first, regardless of the nature of the visit. Mt. Savage has a school security system which requires all visitors to be “buzzed in” by the office staff. Please press the button to the left of the front door in order to have the door unlocked for you to enter. Parents are requested not to enter teaching areas without approval from the office. For everyone's safety, all exterior doors remained locked at all times.

## END OF THE DAY PROCEDURES

Instruction occurs daily until 2:20 p.m. Please try not to pick students up early unless absolutely necessary. If students leave early, they may miss valuable instructional time.

- **BUS PROCEDURE** – bus students are dismissed daily at 2:26.
- **CARPOOL PROCEDURES** – students who carpool will be dismissed immediately following the buses. The students will be escorted to the auditorium. Parents may enter the auditorium to pick up their child or may wait in their vehicle. Parents should line up vehicles around the circle once the buses have pulled out, and children will be escorted to vehicles.



## EMERGENCY INFORMATION

Each child will receive two emergency forms. One form is for the school's main office and the other is for the nurse. Please return all emergency information to Mt. Savage School as soon as possible. If you have changes such as place of employment, address, home phone number or emergency contacts for students during the course of the school year, please notify the school immediately.

It is essential that your correct address and telephone numbers be on file in our office so that emergency situations can be handled promptly. If you receive mail through a post office box number please don't forget to also include your physical address, too. We must have the name of some alternate contacts in case of emergencies. We must be able to get in touch with someone during the school day. If an emergency arises for you, please contact the school to let us know how to get in touch with you. If we cannot get in touch with you during an emergency, we will act responsibly. In the past, when unable to reach parents or someone listed on the emergency form, we have had to take children to hospitals, shelters, and to police stations. We ask that you please keep us informed so that we can avoid that type of situation during an emergency.



## SCHOOL LUNCH AND BREAKFAST

Breakfast will be served in the cafeteria for interested students between 7:15 & 7:35 a.m. Cost for Breakfast is \$1.40.



### ELEMENTARY LUNCH SHIFTS

SHIFT 1	GRADES K,1,2	10:30-11:00
SHIFT 2	GRADES 3,4,5	11:05-11:35

**Note: Parents may not bring students a lunch from local restaurants or bring lunch or students other than their child.**

**DEPOSITING LUNCH MONEY** – Cash or check payments are accepted, however, checks or online payments through PayPAMs are recommended. PayPAMs is an online account management system to provide parents with a safe and convenient way to prepay for student’s meals online. Parents can set up automatic payment plans, view balances and account history, and receive automated notification on balance status. For more information, go to [boe.allconet.org](http://boe.allconet.org), Food and Nutrition Services, and select PayPAMs. (If paying by check please put child’s first/last name and account number on the memo.) Mt. Savage is computerized and when purchases are made, the cost of the meal is subtracted from your child’s account balance. When your child’s account is in the negative, you will be notified and expected to make payment. The computer never allows more than three charges. If you have questions regarding your child’s account, you may call the cafeteria manager, Faye Jones, at 301-264-4740.

**FREE/REDUCED MEAL PRICES** – Families must reapply for free/reduced lunch each year. A meal benefit form for Free and Reduced meals should have been sent via mail to your home over the summer and must be returned to the school by the deadline listed or your child’s status will be changed to a PAYING STATUS. If you did not receive this form, please contact the school. Complete one application per family. All children are included on one application regardless which school they attend. Please be sure to indicate your child’s school for each child. Your participation in the meal benefit program means additional staffing and funding for Mt. Savage School. *Reminder: If your income status changes throughout the year, you may fill out a new application to see if your family qualifies for free/reduced status.*

Elementary Lunch Cost: \$2.85

Milk Cost: \$0.50

Reduced Price Meal

\$0.40

## SCHOOL NURSE PROGRAM

Mt. Savage School hopes you appreciate the personal attention and personal contacts that our school nurse, Mrs. Brenda Fulton, will make during the school year. She will call you when there are extended days of absence to offer advice in the treatment of your child’s illness, assist you in getting connected with appropriate medical help, and do everything possible to make your child well to return to the classroom. When you are aware your child will be out of school for whatever reason, please contact the school secretary. We like keeping communication lines open. Please return the pink emergency card to school as soon as possible. These cards are kept on file in the health room. Also, please keep in mind that the health room is not a clinic and injuries and illnesses that occur at home should be treated by the family physician or the hospital emergency room not the school nurse, but please provide the school nurse with any doctor’s orders when a child needs treatment at school.

The health nurse can provide 2 doses of Acetaminophen per month with a completed and returned “Over the Counter Medication Form.” If your child requires any type of medication including cough drops, Benadryl, or prescription drugs, etc. a “Physician’s Authorization Form” **must** be completed by your physician. We legally cannot, and will not, administer any medications without the complete written instructions from the prescribing physician on the *Medication Form*. These forms are available in the health room or the physician’s office. When we have the completed form, only then will medication be administered. Medication must be received in its **original bottle** from the parent or guardian.

**STUDENTS ARE NOT ALLOWED TO BRING MEDICATIONS TO SCHOOL!**

