

Mission Statement of Flintstone School

Flintstone School values active learning for all students through problem solving, technology infusion and engaging activities of choice. We instill self-confidence in our students by facilitating positive interactions between students, staff and community. Our staff and parents work collaboratively to encourage students to be respectful, responsible, safe and ready to listen and learn every day. We offer various parent involvement opportunities in an effort to strengthen our community connections. Together, our students will be college and career ready!

Vision Statement of Flintstone School

At Flintstone Elementary, we strive for all of our students and staff to be compassionate, enthusiastic, and successful life-long learners and for our communities to be involved and accepted as educational partners so our communities will continue to thrive.



Daily Procedures

Schedule

8:50 a.m.	Students may begin to arrive
9:15 a.m.	Students report to classrooms for breakfast and the beginning of the day
12:10 p.m.	Pre-K student pick up at the Pre-K patio
11:30 a.m. - 12:30 p.m.	Lunch/Recess – Kindergarten and First Grade
11:30 a.m. - 12:30 p.m.	Recess/Lunch – Second and Third Grades
12:30 p.m. - 1:30 p.m.	Recess/Lunch – Fourth and Fifth Grades
3:40 p.m.	Dismissal begins with Parent Pick-Up at the Pre-K patio

Art –	Monday and Tuesday	Band/Orchestra– Monday afternoons and
P.E. –	Monday and Friday	Tuesday and Wednesday mornings
Music –	Thursday and Friday	
Media –	Monday – Friday	

FULL DAY/PARTIAL DAY

A student is counted present for a full day if the student is in attendance 4 hours or more of the school day. A student is counted present for ½ day if in attendance for at least 2 hours of the school day, but less than 4 hours. (per the Maryland Student Records System Manual)

Students arriving after 9:10 are considered tardy. Please make every attempt to have your child at school prior to 9:10 to participate in the breakfast program. Students leaving prior to 3:30 will be recorded as an early dismissal.

Schedule for Early Dismissal Days

Breakfast is NOT served on early dismissal days. Classes begin at the regular time (9:15) with children being dismissed 3 hours earlier than a regular day. (12:40) Children should arrive home approximately 3 hours earlier than usual. Please be certain that you have made the needed arrangements for your child on these days.



Dismissal Procedures

These procedures have been established to help insure that all children are safe from the time they are dismissed from their classrooms until they arrive home:

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 #10, then that student is always to ride Bus #10, unless the parent sends a note or calls the school (**notes are preferred**) Without a note or phone call from the custodial parent, the child will be sent home in the usual manner. **If a child is to go home with another student, the school must receive a note from both families giving permission for the student to go home with his/her friend.**

Any parent wishing to pick-up their child prior to 3:30 p.m. will be considered “leaving early” and should report to the office upon arrival at school. The children will be called to the main office upon request. Each teacher has been instructed not to release a student from class without a call from the office.

PLEASE do not wait until after 3:00 to make calls about changes in your child’s dismissal. It is very difficult for us to get information to students during this hectic time and causes much stress for the students and staff.

Weather-Delayed Openings and Closings

During inclement weather, listen to the local radio stations concerning the status of school closings or delayed openings. You should also receive a phone call from the **Blackboard** system. **It is critical that you keep all contact numbers up to date using that system in order to get the calls!** Please do not call the school. All announcements regarding schools are posted on **acpsmd.org**

If school is closed after students arrive at school we will announce the closing of school using the **Blackboard** phone system as well as on the local radio stations and at **acpsmd.org**. **Do not call the school or the Board of Education offices, as these phone 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 at home (to a neighbor, relative or friend’s house). Please be sure that this plan is included on your child’s emergency information sheet that all students turn in at the

beginning of the school year. Confirm this plan with the neighbor or relative and discuss the plan with your child.

When the opening of school has been delayed, students should not arrive earlier than the announced opening time since school staff members also arrive later. Breakfast is not served on these days.

Procedures to Promote Safety

Learning at Flintstone School requires a safe and orderly environment. Rules are in place in the building for the staff and students, which emphasize the importance of safety for all. Each staff member is trained annually on safety procedures for the classroom, the playground and other areas on the school campus. Some of the procedures you will notice when visiting the building include locked exterior doors. A “buzzer system” is in place where all visitors must enter through the front door when given access by a school staff member. A School Resource Officer (SRO) is present each day. All volunteers and visitors **MUST** register in the office. Everyone needs to assist us in maximizing school safety. **No one is permitted in the classroom areas without registering in the office.**



All exterior doors to our building will be locked at all times. This procedure allows the staff to monitor more closely the individuals who enter the school building. **All persons who enter the school MUST register in the main office.** In doing this, all students will be better protected and it will eliminate unnecessary interruptions to the instructional day. Visitors will be given a visitor badge to be worn while in the building. Those persons without a badge will be asked by the staff to report to the office. We also have a video surveillance system that is working 24/7 to assist with school safety. Officers assigned to the building will assist in school safety measures throughout the day. We ask for everyone to cooperate with the School Resource Officers as they are important members of our school staff.

Fire drills, lock-down drills as well as other safety drills will be practiced throughout the year to help the children and staff understand what to do and the importance of safety during an emergency. Directions for each drill are provided to staff members. In the event of an emergency, parents are asked to listen for information on the radio. **DO NOT CALL THE SCHOOL AS PHONE LINES MUST BE OPEN FOR CONTACT WITH THE BOARD OF EDUCATION AS WELL AS EMERGENCY SERVICES.** The school has a plan for emergencies, which must be followed. If we are forced to evacuate the building and to leave the property, the children will be taken to Flintstone Volunteer Fire Department or Flintstone United Methodist Church, depending upon the emergency. Children will not be released to parents until we have reached the evacuation point and have accounted for all students.

Each family will receive a small handbook about emergency drills. Please review it and use it to develop some procedures at home for emergency situations. Also, keep it for future reference in the event of an emergency.

Discipline

The goal of Flintstone School is to assist in the development of students who have self-respect and self-discipline. The staff of this school believes that well-organized and consistent discipline will promote and reinforce acceptable behaviors. Through the combined efforts of the home, school and community, our children will exemplify behavior qualities of good citizens.

Behavioral guidelines that have been established set a limit for acceptable and unacceptable behaviors through our Positive Behavior Intervention Systems (PBIS) program. All children have a right to learn and to feel safe in the school environment. When another student causes a disruption to the learning process or causes a child to feel threatened, actions must be taken to intervene in the situation and to help the student understand the consequences of his/her actions. This is often accomplished through a teacher referral to the office. Each classroom has established a list of classroom rules and expectations along with consequences to support the PBIS program so each child is aware of what will happen when inappropriate behaviors are exhibited. A referral to the office is often the last step in the plan. If a child is sent to the office, a discussion will be held with the principal or the teacher in charge and the child. If necessary, the teacher and any other students involved will be interviewed. Depending upon the frequency and nature of the discipline problem, consequences range from minimum to moderate to maximum, as per Allegany County's discipline policy. The principal has the ultimate responsibility for implementing the discipline policy based upon her knowledge of the facts of the incident and the needs of the student. Depending upon the severity of the violation, the principal has the authority to make the punishment more severe.

Please talk with your child about the following:

Never threaten to hurt someone.

Never physically hurt someone.

Never act or play like you are going to hurt someone

Students are responsible for their words and actions. We will take all threats seriously. Upon referral to the main office for a threat, a parent conference will be held to discuss the incident and to consider the most appropriate consequences. Depending upon the circumstances (age of the child, intent, history, etc.), the principal or teacher in charge will use her discretion to determine the best course of action toward promoting a safe and orderly environment. **Toy weapons and toy guns and/or pantomime shootings will not be tolerated.**

In order to support our efforts to minimize violence, **please do not send your child to school wearing clothes that have images and/or words that might be interpreted as symbols of violence.**(i.e. professional wrestlers, blood, guns, etc). Your child may be asked to turn his/her shirt inside out. Your support is appreciated.

A Learning Assistance Program (LAP) is available to help students who are experiencing difficulties. Children who experience continued behavioral difficulties may be assigned to the LAP room for a period of time during the day. In this room the student will be supervised by an Instructional Assistant. The time in there may be to complete work that has been missed due to the behavior difficulties or to provide a needed time out for the child to calm down and talk about the difficulties with the staff member. Children may only be assigned to the LAP room by Mrs. Morgan or Mrs. Fentress, teacher in charge. Mrs. Ketterman will follow up with any child who has been placed in LAP to check on progress and to provide time to talk. Parents will be notified of a LAP placement through a behavior referral sent home with the child.

As always, communication between the home and school is extremely important. If you have any questions or concerns pertaining to your child's behavior, please contact your child's teacher, Mrs. Ketterman or Mrs. Morgan. Many concerns or problems can be corrected immediately when there is communication between school and home.

Our students and staff members glow when we are:



*Respectful
Safe*

*Responsible
Ready to Learn*



Dress Code

The Allegany County Public Schools prohibits the wearing of any of the following:

1. Attire that causes a health or safety risk for students. This standard requires that students wear **safe shoes or sandals** at all times in the school building and prohibits students from wearing sunglasses in the school building during the school day.
2. Headgear in the school building during the school day (bandannas, hats, forehead and sweatbands, and visors)
3. Attire that can be used as a weapon (chains, dog collars, hats with spikes)
4. Attire that unduly exposes or reveals skin or undergarments. This includes but is not limited to:
 - a. Tops that do not cover the shoulders (tops that are strapless, tops with spaghetti straps, halter tops)
 - b. Pants, skirts, dresses or tops which due to their cut or because they hang loose expose undergarments
 - c. Bare midriffs
 - d. Mesh tops, pants, skirts, or dresses
5. Coats or jackets in the classrooms
6. Attire that depicts gang affiliation, violence, etc.
7. Attire that depicts the use of weapons, or that is obscene, defamatory, or contains profanity
8. Attire that promotes the use of tobacco, drugs, alcohol, or other illegal or harmful products
9. Attire that contains sexually suggestive messages

The principal or her designee will allow the student to remove or change the inappropriate attire if it is determined to violate the dress code. Attire worn for medical or religious reasons shall be given special consideration.

Students are required to have safe shoes to play outside. Children who do not wear safe shoes for play times will be provided a safe activity during these periods. All students are encouraged to wear sneakers to school daily.



Student Use of Communication Devices

Allegany County Public Schools prohibit student use (not possession) of portable pagers, cell phones and portable messaging devices, and/or messaging software including personal digital assistant systems during scheduled school hours unless authorized by school-based administration

It is also requested that students do not bring electronic games or IPODS, etc. to school as they are not tools for class. School personnel will not be responsible for these items, if brought to school.

Meals

The school breakfast and lunch program provides $\frac{3}{4}$ of a child's daily requirement of nutrients.

Breakfast is served on full days only. This program provides a meal to students who do not eat at home. A student who has eaten breakfast is more alert; less fatigued, and is thought to have a better chance of doing well in school. Each child in our school will eat a free breakfast in the classrooms due to a grant for Maryland Meals for Success.

A well-balanced lunch is served everyday. The main responsibility of this program is to meet the child's nutritional needs. Each child is limited to one dessert per meal.

Elementary Student Prices

	Breakfast	Lunch
Full Price	free	\$2.65
Reduced	free	\$.30
Milk	\$.50	\$.50
Adults	\$2.10	\$3.90

If a hardship arises or if you have a \$50.00 income difference, please fill out another free/reduced meal application. Your eligibility may have changed.



We recommend that all students participate in our meal program. However, we know that students sometimes like to have meals that are prepared at home. We ask parents to provide a balanced lunch. It is important to your child's afternoon success. **Glass containers and soft drinks are not to be sent.**

Lunch accounts are opened for each child at the school. Each student has a PIN that is used only by that student. The easiest way to pay for meals and desserts is to send a sum of money or a check on a weekly or monthly basis instead of sending money each day. You are welcome to write one check for all the children in your family who attend this school. Children become worried when they lose their lunch money. If depositing money by check, please write the child's PIN on the memo portion of the check for proper credit. All checks are to be paid to the cafeteria manager in the morning. Make all checks payable to *Flintstone School Cafeteria*. A reminder will be sent when a child's account runs out of money. Our computer will only allow the child to charge 5 times. Also, desserts may not be charged. If you do now want your child to purchase desserts with the lunch money you send to school, please let Mrs. Abe know as soon as possible. Her phone number is 301-478-2855. The *PayPams* program is also available to families where parents can deposit money electronically in a child's account. Please consult the parent page of the Allegany County Public Schools website for more information or call the Office of Food and Nutrition at 301-722-0637.

School Nurse

To help us insure your child's health, our health nurse provides health care to children referred to the health room. She keeps detailed logs on health room visits. She is responsible for the daily dispensing of prescription and over the counter medications. The school health nurse provides care for the ill and injured students, health counseling, and health education. The health nurse is a liaison between parents, teachers and other staff to communicate health concerns and special needs.

One of the most difficult decisions a parent must make in a morning is if a child should come to school if he/she gets up complaining of not feeling well. You are asked to keep your child at home if he/she is vomiting or has a fever, sore throat, swollen neck glands, diarrhea, rash, head lice or red/itchy eyes. Children with minor complaints are often okay after eating breakfast or arriving at school to be with friends. If your child becomes ill at school, the nurse will contact you. **Please do not tell your child that he/she should report to the health room if they do not feel well. That statement usually guarantees that the child will come immediately to the health room requesting to go home.** The school staff monitors the children closely each day, can generally determine if a child is ill, and decide if the child needs attention.

Medication Policy

The School Health Council has worked closely with the pediatricians of the community to develop a uniform policy to address the use of prescription and over-the-counter medications by students in the

Allegany County School system. The goal is to minimize the amount of over-the-counter medication use in the schools while still providing health care for your child.

Prescription medications require a physician's authorization form signed by the physician and the parent/guardian. These forms are available in the health room at your school or at some of the physician's offices. Once the doctor has signed the authorization form the parent or an authorized adult must bring the form and the medication in the original prescription bottle to the health room. **The student is not allowed to carry the medication to school.** When the student has less than one week's supply of medication left at the school the nurse will notify the parents either by phone or a letter. They can then arrange to bring in a new supply of medication. If a medication is discontinued the physician must either send an order or call the nurse. The first dose of all new medications must be administered at home or the doctor's office. The Physician's Authorization forms must be renewed each school year.

County policy states we need a physician's order (authorization form) for all *over-the-counter medications* including Tylenol, ibuprofen, cough drops, eye drops, cough syrups, topical salves, etc. The student is not allowed to bring cough drops or any other over the counter medication to school in their pockets or back packs. The parent or guardian must bring the medication in the original packaging from the pharmacy or store with the physician's authorization form to the health nurse. Administration of the non-prescription medication Acetaminophen (liquid Tylenol) can be provided by the health nurse to alleviate your child's minor discomforts and avoid early dismissal from school. Tylenol will not be given without the parent or guardians signed consent. Only 2 doses per month of this medication (Tylenol) will be given. If the child needs more frequent Tylenol administration a physician's order will be required. Parents will be notified if the health nurse administers the Tylenol. Tylenol consent forms have to be renewed each school year.

Areas of study

The College and Career Readiness Standards (CCRS) drive instruction at all schools in Allegany County. Classroom teachers plan lessons each day to instruct children in each subject area. Lessons include remediation and enrichment activities to meet the needs of all learners.

Report cards are prepared quarterly for parents. Please review this report carefully. During each grading period, you will see the concepts that have been taught. Students in the primary grades receive grades in social skills. These grades are a reflection of the child's behavior and work habits. Report cards are made available on the ASPEN system each quarter. Throughout the grading period, parents can follow their child's progress by monitoring the child's grades in each subject using the ASPEN system. **ALL custodial PARENTS will receive a card at the beginning of the year with the ASPEN login. KEEP THIS INFORMATION IN A SAFE PLACE AS YOU WILL USE IT THROUGHOUT YOUR CHILD'S CAREER IN OUR SCHOOL SYSTEM.**

Please call the school to speak with your child's teacher if you have questions about grades or would like to schedule a conference at any time during the year.

Each student in grades 1-5 will receive an assignment notebook as well as a Communication Folder at the beginning of the year. These items should be carried daily as they are effective tools for home and school. Check both each day for homework assignments and notes from the teacher. Make your child aware of the importance of this book and folder in assisting with organization. **Parents should sign this book daily after homework is completed to verify the work is finished.** Each Kindergarten and pre-Kindergarten student will have a red Communication Folder, but not an assignment notebook. Remember that communication between home and school is vital to a child's success.

Intervention/Enrichment Programs

A period of time each day has been designated for intervention/enrichment. Children will participate in these programs based upon academic needs as determined by classroom assessments and information from the teachers. Intervention programs that can be used for instruction in reading include **Early Reading Intervention(ERI)**, which is presented to kindergarten students as well as during the first semester of first grade. Students in grades 1-5 may participate in the **Fundations or Wilson Reading** programs to improve skills in all areas of reading. **Read Naturally** is a program that assists children in becoming fluent readers. These programs have been found to have a positive impact in improving reading skills. Through close monitoring of progress, students will be dismissed from the reading intervention programs as success is achieved.

Enrichment programs may include any of the subject areas as determined by the needs of the children. Identification of children for this program will be done through the Gifted Behaviors checklist, the Acceleration/Enrichment Program, grade level assessments and information provided by classroom teachers.

Your child's teacher will discuss the intervention/enrichment period with you throughout the year. More information about these programs will be shared in monthly newsletters.

Special Education and Related Services

Allegany County Public Schools uses a multidisciplinary process to determine the nature and extent of your child's need for Special Education services. If determination is made through the IEP process that your child has a disability and is in need of services, an Individualized Education Plan (IEP) will be written with goals for your child. This plan is reviewed yearly. Parents are also able to ask for a program review at any time if there is a concern.

Testing Programs

Formal testing programs are administered throughout the state to measure student progress and to determine progress as mandated through legislation. Students in grades 3-5 are tested in the spring using the MISA. Subjects tested include reading and math. Fifth grade students will also take the MISA science test in the spring. All students in Allegany County will be instructed using the Maryland College and Career Readiness Standards. This curriculum determines the skills assessed through the testing program. Results of all testing programs will be shared with parents. Individual reports will be sent home during the fall. Teachers will be happy to review the information with each parent to assist in understanding the results. School results for testing programs can be found on the website www.marylandreportcard.org.

Field Trips

The policy regarding field trips for students in Allegany County Public Schools can be found on the county website under the "elected board" tab. Grade level teachers will share information with parents regarding planned field trips.

Fundraising

The school tries to limit the amount of funds that are needed to be raised for school expenses. These activities are optional to families and are usually offered to assist in helping to defer costs of field trips, class activities, etc. Families are responsible for collecting the money for items sold in fundraising. **Please note that the school will charge an additional \$25.00 for each check returned for insufficient funds.**



Websites

Maryland State Department of Education
marylandpublicschools.org

Parental Information Resource Center for Maryland
<http://www.mdpirc.org/>

Allegany County Board of Education
acpsmd.org

MAEC- Mid-Atlantic Equity Consortium
www.maec.org

Parent Teacher Association

The mission of the PTA is threefold:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement in the public schools of this nation

The objectives of the PTA are:

- To promote the welfare of children and youth in the home, school, community, and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of child and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

PTA Officers for 2018-2020

President	Matthew Crawford
1 st Vice-President	Ashley Divelbiss
Secretary	Kelly Egros
Treasurer	Megan Davis

Membership information will be sent home at the beginning of the new year. We are asking that all parents take the time and show an interest in our school this year by joining the PTA.



Parties

With the assistance of the PTA, our classrooms have parties twice during the school year – Halloween and Valentine’s Day. Children enjoy the time socializing and playing games followed by a school-provided treat. **Parents are NOT permitted to send in food for the parties or any other time during the school day as we have students with medical conditions that would not permit them to have the treats. For holidays, if parents wish, contact your child’s teacher to see if you can send in non-food treats such as pencils, trinkets, etc.**

Volunteers

The volunteer program is an effort to involve parents and community members in working with professional educators. This additional help provides opportunities for children to receive more individualized attention, develops improved communication skills, reinforces and extends learning experiences and assists in overcoming minor learning problems. This program also provides opportunities to build a positive home-school-community climate, provides supportive services in the schools, and enhances a child's learning and self-esteem. 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. Anyone interested in working as a volunteer should contact the school office for assistance. We welcome all who are willing to assist in the classrooms, with special programs and with special events. We also welcome any parents or community members who would like to serve on any school leadership teams. Please contact Mrs. Angie Fentress or Mrs. Morgan for more information about these teams. A parent survey of volunteer opportunities will be sent home at the beginning of the year for parents to share information on how they would like to assist throughout the school year.

Facebook – Flintstone Sparks

Our school uses Facebook for posting announcements, information and photos of all the activities that happen at our school. Membership in this group is restricted to parents and grandparents of the enrolled children to help us protect our little ones. We will not tag people in photos on this page as it permits the photos to be shared. **When asking to be a member, a question must be answered or the request will be ignored. Membership will ONLY be granted to parents and grandparents.**