

**Clemens Crossing Elementary School**

# **FAMILY GUIDE**

**2020-21**



**Website:** [cces.hcpss.org](http://cces.hcpss.org)

**Twitter:** @hcpss\_cces

**Facebook:** [ClemensCrossingElementarySchool](https://www.facebook.com/ClemensCrossingElementarySchool)



**Updated to reflect hybrid operations for March – June 2021**

*(Hybrid notes will be in parentheses next to normal operation details)*

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# A

## ABSENCES

To report a student absence please email the following group email address: [CCESattendance@hcpss.org](mailto:CCESattendance@hcpss.org). In your message please include the student's first and last name, grade, teacher, why they were absent and the days absent.

The school must receive a note, handwritten or emailed, from the parent or physician explaining the absence/tardiness of a student within two school days of the student's return or the absence/tardiness will be unlawful/unexcused. When a doctor's certification for chronic illness has been required and not provided within two school days of the student's return, the absence/tardiness will be recorded as unlawful/unexcused until a doctor's certificate is provided.

**Reference HCPSS Attendance Policy 9010**

**See Extended Absence Request Form on the School Resources page in the CCES website.**

## ARRIVAL

- Students may arrive starting at 9:00 a.m. **(Hybrid 9:20 a.m.)**
- Students should be in their classrooms by 9:13 a.m. **(9:33 a.m.)**
- Tardy Bell rings promptly at 9:15 a.m. **(9:35 a.m.)**
- Doors automatically lock at 9:15 a.m. **(9:35 a.m.)**
- All students must be escorted to the office (or vestibule/front doors) by an adult after 9:15a.m. **(9:35 a.m.)**

CCES doors open to students at 9:00 a.m. **(9:20 a.m.)** Students should be in their classroom by 9:13 a.m. **(9:33 a.m.)**. Students are noted as tardy after 9:15 a.m. (9:35 a.m.) and must be escorted to the front office **(or vestibule/front doors)** and signed in by a parent.

## ATTENDANCE

All students enrolled in HCPSS are expected to attend school regularly. Students absent for any reason should return with a note which explains the absence. Students presently enrolled in public schools who are lawfully absent from school, may receive make-up work.

Absences for Non-Emergency Circumstances - A written request for such absences to be lawful/excused should be submitted in advance to the principal/designee. Such absences may not occur during exam or state-mandated testing periods unless authorized by the principal/designee. For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. For absences in excess of three days under this provision, the principal in consultation with the administrative directors will determine if the absences will be lawful/excused or unlawful/unexcused.

Attendance letters are generated quarterly to parents of students whose absenteeism or tardiness exceeds acceptable state guidelines. These notices are generated regardless of the coding (lawful or unlawful) of the absence.

## **B**

### **BEFORE & AFTER CARE**

The Columbia Association works with CCES to offer services Before and After School Care (for elementary children). Please contact the [Columbia Association](#) for more information.

Phone: 410-715-3164 or Email: [SAS@ColumbiaAssociation.org](mailto:SAS@ColumbiaAssociation.org)

### **BIRTHDAY CELEBRATIONS**

Student birthdays are announced on the morning announcements via the PA. Students receive a birthday pencil, ribbon, and book in recognition of their day. Bigger celebrations are encouraged outside of the school building. Birthday lists are not provided to parents. Staff members do not participate in disseminating birthday party invitations. Balloons, helium or latex are discouraged in the school building. Birthday food celebrations are appropriate outside of the school day.

### **BULLYING**

All HCPSS schools and workplaces will follow established procedures for the prevention and intervention of bullying, cyberbullying, harassment, or intimidation. Students, employees, parents, and others engaging in bullying, cyberbullying, harassment or intimidation will be subject to disciplinary and/or legal action.

Incidences of bullying may be reported using a printed form (available in each main school office, school counseling office, media center, and health services office or at <https://stopbullying.hcpss.org/>).

### **BUS TRANSPORTATION**

HCPSS provides bus transportation for all elementary school students who live more than one mile from their assigned school from their assigned school. Transportation services are provided for certain students with disabilities depending upon their special needs and school assignment.

Students are expected to be at their bus stop five minutes before the scheduled pick-up time, to exercise safe behavior on school buses, and to adhere to the following rules, which are posted on each bus:

- Follow directions from the driver the first time they are give
- Stay seated in your seat at all times while the bus is in motion.
- Keep all parts of your body inside the bus.
- Keep hands, feet, legs, arms, personal property and your voice to yourself.
- No eating, smoking, drinking or vulgar language at any time on the bus.

Unsafe behavior on the bus may result in temporary or permanent loss of riding privileges.

Cameras are used on school buses. Video and audio recordings are used to assist in the investigation of complaints on school buses. For more information, please call 410-313-6732 or visit [www.hcpss.org/schools/transportation/](http://www.hcpss.org/schools/transportation/).

At the end of the day bus riders will walk from their classroom, in line, to the bus. From there, they must follow the driver's directions while riding the bus. Students should know their bus number and where to get off the bus.

Whom do I speak to regarding a bus concern? Parents may reach out to their child's school administrator to register a concern or ask a question.

## BUS SCHEDULES

Bus schedules can be accessed on the HCPSS Transportation website at: <https://www.hcpss.org/schools/transportation/>

(There will be modifications to bus protocol because of social distancing).

## C

### CALENDAR OF EVENTS

Link our calendar of events with yours. Visit our school website at [cces.hcpss.org/calendar](http://cces.hcpss.org/calendar) and click on calendar to stay abreast of all school events.

### CAR RIDERS

At dismissal car-riding child(ren) will be met by a parent or daycare provider in the car loop. The car loop goes through the parking lot. Students should wait with CCES staff until the vehicle pulls to a stop. Students should enter the car from the passenger side only to avoid moving vehicles. Drivers should remain at the in the car. Please review "Dismissal Procedures" for directions. **(Please prepare children to buckle/unbuckle themselves and open/close doors themselves)**

*Please note: If you do park legally along Quarterstaff Road, your child is considered a walker and will be dismissed with walkers.*



## **CELL PHONE**

Students are permitted to have cell phones at school. Cell phones must be off and in backpacks during the school day. Students are responsible for their cell phone, and the school will not assume any responsibility for lost or stolen cell phones. Students are expected to use cell phones in a responsible manner when traveling to and from school.

## **COLORS**

Our school colors are blue, white, and orange

## **COMMUNICATION**

Please contact us at any time. You can do so by simply stopping in, by phone, (410) 313-6866 or by email,

Principal: Edward Cosentino at [edward\\_cosentino@hcpss.org](mailto:edward_cosentino@hcpss.org)

Assistant Principal: Sonia Hurd at [sonia\\_hurd@hcpss.org](mailto:sonia_hurd@hcpss.org)

## **CONFERENCES**

Formal Parent – Teacher Conferences occur following the 1st and 2nd marking period. A parent may request a conference throughout the school year by contacting the teacher in advance and does not have to wait for the scheduled dates in the school calendar.

## **COUNSELOR**

School counselors implement the Howard County Core Curriculum for School Counseling, which includes goals and activities for all grade levels in the areas of academic, career and social/emotional development. School counselors work with school staff, parents, and other agencies in support of student achievement. School counselors also help students and their families cope with crisis events in their lives as they relate to academic achievement. Parents are encouraged to contact their child's school counselor for assistance if their child is experiencing difficulty coping with school, family, or community issues. CCES' school counselor is Ann Rogers. Her email is: [ann\\_rogers@hcpss.org](mailto:ann_rogers@hcpss.org).

## **D**

### **DISCIPLINE**

Discipline is progressive. Our first desire is to teach our students expected actions and behaviors. If consequences are necessary students will receive either a minor incident report (MIR), Office Referral, Reflection form or a phone call home.

## DISMISSAL

Because we have so many students, we have a staggered dismissal, which starts at 3:40 p.m. (between 3:55 and 4:00 p.m.).

The schedule is:

- **3:40 p.m. (3:55 p.m.)** All kindergarten students, car riders, van riders, and aftercare students
- **3:45 p.m. (4:00 p.m.)** Bus riders (dismissal staggered by grade: K, 1-2, 3-5)
- **3:50 p.m. (4:05 p.m.)** Walkers

*This general plan may be adjusted during hybrid instruction. With one-third of our school in the in-person model, the dismissal time frame will need to be flexible until we experience safe, efficient, and properly socially distanced arrivals and dismissals.*

### Car Riders and Walkers Are Two Different Dismissal Groups

Car riders are students who are picked-up in a vehicle in the car loop. Car riders are dismissed first. All car riders are dismissed from the side of the building and are to be picked up in the car loop. Walkers should not be part of this group, and parents should not walk children out of the car loop line.

Walkers are dismissed last after our car and bus traffic subsides. We do this for safety reasons. Parents/guardians of walkers meet children in the front of the building when walkers are dismissed. If you park a car along Quarterstaff Road, students are considered walkers even though they may ride a car home. Those students will be dismissed with walkers.

## D

### DRESS CODE

Student dress and appearance must be consistent with the school system's responsibility to ensure that school environments are healthy, safe and conducive to student learning. It is a violation of this policy for any student to wear attire that interferes with the educational mission of the schools, is disruptive to the school environment, or that could endanger the health or safety of that student or others during school hours and school activities. This includes, but is not limited to, attire that:

- Unduly exposes or reveals skin or undergarments. This may include: tank tops; halter tops; tops that are strapless, low cut or expose the midriff; pants worn low or loose that expose skin or undergarments.

- Causes or is likely to cause a substantial or material disruption to school activities or the orderly operation of the school. This may include buttons, display bands, armbands, flags, decals or other badges of symbolic expression.
- Covers the head, including hats, sunglasses, bandanas, hoods and visors, or head coverings of any kind.
- Depicts profanity, obscenity, the use of weapons or violence.
- Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
- Promotes, implies or contains sexually suggestive messages.
- Depicts gang affiliation.
- Contains language or symbols that demean an identifiable person or group or infringe on the rights of others.
- Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
- May damage school property.
- Attire worn for medical reasons or required in practicing a religious belief is permitted. Student attire will support a healthy and safe academic school environment.

(Students are permitted to wear proper personal protective equipment during hybrid learning. Full details will be provided to students who will be attending school in-person.)

### **DROPPING OFF (after Arrival)**

If you are dropping your child off in the mornings after 9:15 a.m. (9:35 a.m.), please park in a parking space and accompany your child inside the building to sign him/her in. **(Front vestibule)**

## **E**

### **EARLY RELEASE OF A STUDENT**

In order to minimize disruptions to the classroom, the early release of students should be limited to emergency situations and unavoidable circumstances. Parents are asked to avoid scheduling non-related school activities that conflict or interfere with CCES's regular dismissal times. Students may not be released from the office after 3:20 p.m. (3:40 p.m.). Once dismissal starts, your child will depart as scheduled. In order for your child to be released to anyone other than the parent/guardian, that person **MUST** be listed on the emergency card and present photo identification.

Any dismissal changes require **WRITTEN NOTIFICATION** to the teacher or front office by 12:00 p.m. of the impact day. Phone calls to the front office may be accepted in case of an emergency. Please keep in mind that teachers may not be able to check e-mails during the school day. Everyone's cooperation in this regard is important to ensure safe and smooth school operations.

## EMERGENCY PREPAREDNESS

How will my child's school handle an emergency situation?

All Howard County Public Schools have a multi-hazard emergency plan. The specifics of each plan differ for each school site. The response to each incident will differ, based on the specifics of that particular incident. The flexibility of the plan is key to the success of the response. In general, each plan includes the incident command system; development of evacuation, shelter-in-place, and lockdown procedures; an Incident Command Kit that contains key information and supplies; designation of two or more appropriate evacuation sites; provisions for training personnel and updating the plan; and response actions for specific types of incidents. All school plans are reviewed on a yearly basis. Additional information may be obtained on specific procedure details by clicking on the following link. <https://www.hcpss.org/safety/>

## ENROLLING A NEW STUDENT

Follow this link for information on how to enroll a student: <http://www.hcpss.org/enroll/>

## F

### FAMILY FILE ACCESS THROUGH HCPSS CONNECT

Family File is essentially your child's emergency procedure information file. Information from this file helps us stay connected to you during the school day or in the case of an emergency. Be sure to opt for text messages as well so that you are always "in the know." Fill out your emergency procedure information via HCPSS Connect on the HCPSS website for more information. Family File is required to be reviewed annually and whenever there is a change in any information provided in the Family File. That especially includes phone numbers, email addresses, and medical information.

### FIELD TRIPS

Information on field trips will be sent home with students. A child may not accompany his/her class unless a parent has given written permission.

Field trip fees can be paid by check (made out to CCES), cash, or online. Online payments for field trips is accepted using **Visa and Mastercard**. There is a 4% convenience fee charged by the company that processes the payment. If paying online, please follow these directions:

#### **Before you begin:**

Have your VISA or Mastercard credit card or debit card information in hand before you start the checkout process.

#### **Directions**

- When you create your OSP user account you will add your students to your account. If you do not know their student ID, be sure to assign a unique number (7-12 digits) for each student in the Student ID field; phone numbers can also be used.
- Open a web browser and go to <http://osp.osmsinc.com/HowardMD>
- On the left-hand side of the screen under schools, navigate to and click the school to which you wish to make the payment.
- A list of available activities for online payment is listed. If you do not see the activity listed then it is not available to make online payments at this time.
- Click on the activity for which you wish to make payment.
- Click the Add to Cart button.
- You will then be taken to your shopping cart.
- To pay for more activities and add them to your cart, click the Continue Shopping button in the lower left hand corner and place additional activities in your cart.
- When you are done adding activities to your cart click the Checkout button. If you are a new user fill out the appropriate fields on the right hand column of the Sign In Screen and click the "Create New" button.
- If you are an existing user log in using your user credentials in the left-hand column and click the "Login" button.
- Select the student for which you are making a payment. If the student you are making a payment for is not listed (or you have not set up any students yet) you will need to add them to your user profile.
- To add a student to your profile, click the Add Student Profile button on the upper right hand side of the screen.
- Enter in the First Name, Middle Initial, Last Name and Student ID for the Student then click the "Save Changes" button.
- You will now see the student in the "Select Student Profile" field. You will only need to add the student to your profile one time; it will be saved to your user profile from now on.
- Click the Next button on the lower right hand corner of the screen.
- Enter in your credit card billing address. (When asked for a phone number, enter it without dashes or parentheses.)
- Enter in your Credit Card/Debit Card information.
- Click the "Review Order" button.
- Be sure to select the payment terms checkbox at the bottom of the screen. Note: Your credit card statement or debit card line item will read ONLINE SCHOOL PYMNT for this order.

You have completed your online payment. A receipt is also emailed to the email address provided in your user account.

***Please send a copy of the receipt to school with the signed permission slip. Thank you!***

(Field Trips have been suspended during the COVID pandemic, virtual learning, and hybrid learning.)

## **FOLDERS**

Every Friday, your child will be bringing home important papers and any completed work that is for your review. Please look out for this very important means of communication. Communication folders go home daily in kindergarten and first grade.

## **G**

### **GUESTS**

You are welcome to visit your child's classroom. Please contact either the teacher or an administrator 24 hours in advance if you would like to visit.

(During hybrid learning, we will not allow guests into school to visit, observe, eat lunch, or visit for recess.)

## **H**

### **HEALTH ROOM INFORMATION**

Any medication, including prescription and over-the-counter medication like Tylenol, cold medicine, cough drops, lotion, or lip balm must be accompanied by a medication order signed by a doctor. Parents must deliver any medication to the health room because children are not allowed to bring drugs or medicines onto school premises. You may drop off medication any time during regular office hours. If a student comes to the health room when feeling ill, we have ice and bandages. If your child needs more, we will certainly give you a call. We also call home for every head bump.

If your child has accidents, you might want to pack an extra set of clothes in the backpack and let your child know how to access them. Accidents are not uncommon during the first weeks of school. Sometimes learning is so exciting that younger students especially just forget to go to the restroom until it's too late. One thing parents can do to help is make sure that kids can easily and independently get in and out of clothing. Sometimes the cute new outfits are a bit tricky.

(COVID Dashboards and HCPSS COVID Health procedures are updated regularly. Please visit <https://covid.hcpss.org/> for up-to-date information.)

## **HOMEROOM CLASS PLACEMENTS**

Please be reminded that developing class lists is a very challenging endeavor. Each year we work hard to establish classes that are balanced, considering student gender, academic levels and behaviors. Some classroom adjustments may have to occur after the beginning of the year due to student growth. We promise to ensure that each child is appropriately challenged.

## **HOMEWORK**

Homework should be an independent activity, one where your child shows what understanding he/she has of skills taught. If your child does have difficulty completing such assignments, please let your child's teacher know.

## **I**

### **IEP GOALS**

We work on these goals day by day to help our students succeed at their goals. If you have questions or concerns regarding specialized education for your child, please do not hesitate to contact [edward\\_cosentino@hcpss.org](mailto:edward_cosentino@hcpss.org).

### **ILLNESS**

If your child has a fever, he/she may return to school 24 hours after being fever free without medication. If your child vomits, please contact the school nurse prior to returning to school.

(COVID Dashboards and HCPSS COVID Health procedures are updated regularly. Please visit <https://covid.hcpss.org/> for up-to-date information.)

### **INDEPENDENCE**

This is a goal for all students. We encourage them to do as much as they can while they are at school.

## **J**

## **K**

### **KNOWING HOW TO CONTACT YOUR CHILD'S TEACHER**

Teachers may be contacted by their email or by phone. Teachers' emails may be found on our website under "Our Staff." Please refrain from extended or lengthy email. When email becomes lengthy, it often is best to communicate by phone or in person.

You may also choose to contact the teacher by phone, by leaving a message with our front office (410) 313-6866. Please allow 24-48 hours for the teacher to respond to email. Teachers may not have access to their e-mails during the school day. If you need a timelier response, please leave a message with the office.

## L

### LUNCH

Lunch time is scheduled for 30 minutes. If you would like to eat with your child, please sign in at the office and obtain a visitor sticker before proceeding to the cafeteria.

(Visitors during lunch will not be permitted through June 2021 due to the need to limit the number of people in the building and provide proper distancing for the children and staff who are in the building during hybrid learning.)

## M

### MASCOT

Our school mascot is the Cougar. His name is Samuel Clemens.

The neighborhood of Clemens Crossing is named after American author, [Mark Twain](#), otherwise known as Samuel Clemens.

The street names in the Clemens Crossing neighborhood come from Clemens' work

### MEALS

Can my child eat breakfast at school? Lunch and breakfast are available to all students at all schools. Each meal is nutritionally balanced following USDA regulations and Institute of Medicine (IOM) Standards. A nominal fee of \$2.00 is charged for breakfast and \$2.75 for lunch.

*How do I pay for school meals?*



Parents may pay cash daily or choose to prepay for student meals by setting up an online account at <https://www.myschoolbucks.com/>. There is a \$2.25 processing fee for each transaction. Each transaction can be up to \$120.00 in total.

### *Free and Reduced Meals*

Students from households that meet federal income guidelines are eligible for free or reduced-price meals. To apply, families should complete the application sent home on the first day of school, sign it, and return it to the school, or mail it to the Food and Nutrition Service Office (address on application) or parents can apply online at <http://www.myschoolapps.com>.

School lunch menus, nutrition information and additional information about the program are available at [www.hcps.org/foodservice](http://www.hcps.org/foodservice). Contact the Food and Nutrition Service Office at 410-313-6738.

(All school meals are free through June 2021. Students who will attend in-person learning two or five days a will receive break and lunch at school. Extended meal service will be available for Group V students to pick-up as well.)

## **MAP - MEASURES OF ACADEMIC PROGRESS**

(MAP) assessments are computer adaptive achievement tests in Mathematics and Reading.

### **How will teachers use this information?**

Teachers use a variety of tools including formative assessments, state and local assessments, and MAP data to monitor students' progress and link students to appropriate interventions and enrichment. The MAP reports provide teachers with additional pieces of information regarding student's instructional strengths and needs. Teachers will use this information to help guide instruction in the classroom and create flexible groupings to better differentiate lessons based on content. Teachers can also engage in goal setting with students using MAP information and other performance information available in the classroom.

## **N**

### **NEWSLETTERS**

Our newsletter, **The Cougar Comments**, is published electronically each Friday using a web-based newsletter program called Smore. The newsletter is sent to the parent/guardian by e-mail at 7:00 a.m. each Friday. It is also available on our website (<http://cces.hcps.org/>), Twitter, and Facebook. If you ever miss a newsletter, we archive the volume for the year on our website.

## O

### OFFICE

Our office can assist you in many different ways! (410) 313-6866. Office hours are 8:00 a.m. – 4:30 p.m.

## P

### PARKING

Please park in available parking spot in our parking lot. If you park on the Quarterstaff Road, follow posted signage.

Parking is **not** permitted in front of the building between the following times due to bus access

- Mornings: 8:00 a.m. – 9:20 a.m. (9:00 a.m. – 9:40 a.m.)
- Afternoons: 3:00 p.m. – 4:00 p.m. (3:20 p.m. – 4:20 p.m.)

When people park in locations along the road, it creates obstacles for drivers which hinders our ability to see students clearly.

### PBIS – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS is a research-based behavior system that uses incentives and acknowledgments to motivate students to make positive choices. Each PBIS school identifies three to five, easy to remember behavioral expectations for students, which are communicated frequently and reinforced with student acknowledgements. Staff members make it a point to call attention to moments when a student demonstrates desired behaviors. This positive reinforcement is for all students and also provides an excellent model for students who need extra encouragement in making appropriate choices.

PBIS is an important aspect of Clemens Crossing. The staff of Clemens Crossing Elementary School is committed to working with students and their families to promote a safe and nurturing environment in all school settings.

Below are the guiding principles of *Positive Behavioral Interventions and Supports (PBIS)*:

- PBIS is a behavioral support system to promote and recognize positive behavior.
- The program **rewards** students for exhibiting **positive behavior**.
- Expectations, language, and consequences concerning behavior are consistent throughout the school.

- The program promotes the development of intrinsic motivation.

Be a ROARing student!

We have four school expectations which are reinforced daily. Each morning we say our pledge:

Today I will be:  
**R**espectful,  
**O**rganized,  
**A**chieving, and  
**R**esponsible.  
I will be a ***Roaring*** Student!

### **ROAR Tickets**

Students who are following the school rules and displaying appropriate behavior may be recognized for their efforts by receiving ROAR Tickets from any member of the school staff.

- Staff members distribute tickets to students to recognize their positive behavior.
- Once received, the students collect their tickets to trade in for various rewards.
- Rewards are special privileges the students can earn. A few examples are sitting in a special seat for the day, being first to pick classroom jobs, or lunch with a staff member or administrator.
- Students are also recognized when they earn 50, 75, and 100 ROAR tickets. At 50, they receive a certificate and have their picture taken and displayed on the bulletin board. At 75, they earn a coupon for the school store, and at 100, they earn a small prize and are recognized at a PEP rally.
- Students with exemplary behavior can also earn a “ROARing Event Certificate” which is shared with a staff member of their choice. They receive 2 ROAR tickets from that staff member.

### **Consequences for Inappropriate Behavior**

Students are taught the school rules for classroom and non-classroom settings. All students are told what the expected behaviors or tasks are in each classroom. If a child does not exhibit the expected behavior, any of the following strategies may be used to help redirect and reteach that behavior:

- Individual verbal warning with explanation about expected behavior.
- Time out in the classroom.
- Time out in a different classroom or the pod area.
- Students are given an opportunity to calm down using a Self-Calming Kit.

- Minor Incident Report/Reflection Form (MIR) is completed and sent home to parents/guardians to be signed and returned the following day.
- If the behavior still does not improve, an administrator will be called in to intervene.

*\*Certain actions, such as fighting, using inappropriate language, harassment and threats warrant immediate administrative involvement.*

### **How Can You Help at Home?**

Please review the information on this page with your child.

- Ask your child to tell you the school rules.
- Ask your child to discuss ways that he or she can use these rules to help them to learn and participate at school.
- Ask your child how his/her behavior affects others.
- Discuss ways that your child can be a helpful and kind classmate.
- Discuss ways that these rules can be used at home and in the community.

If you have any questions about our PBIS program, please ask an administrator or the school counselor.

### **PHOTOGRAPHING, VIDEO OR AUDIOTAPING IN SCHOOLS WITH SMART PHONES**

Parents have a right to expect a certain level of protection and privacy for their children while they are in the care of HCPSS. As a protective measure, parents and others who are not school employees who intend to photograph, videotape or audiotape students in school or on school grounds during the regular instructional day using smart phones, cell phones or other devices must have prior approval from the building administrator. This does not apply to photographing, videotaping or audiotaping during extracurricular activities, such as public concerts and athletic events.

Classrooms, lunchrooms, etc. are not open public property and the principal has the right to control public access. Individuals who violate these guidelines will receive an initial warning. Repeat violations may result in the issue of a no trespassing letter. To learn more, visit <https://www.hcpss.org/about-us/handbook/wellness/#photos> on the public use of student photographs.

### **PROGRESS REPORTS**

Progress reports are distributed quarterly throughout the school year. These reports indicate how your child is progressing at that point in time during the quarter. It is a natural time to make adjustments to ensure your child progresses as you expect.

(During virtual and hybrid learning, progress reports will not be issued. Instead, please monitor your child's progress on Canvas. You can view that information using the parent portal or download the Canvas Parent App.).

## **PTA – PARENT TEACHER ASSOCIATION**

The PTA is an integral part of the CCES community and works with the administration and staff to offer many activities and programs to CCES families. Many wonderful volunteers make PTA sponsored activities possible.

The PTA consists of officers, administrative representatives, standing committee chairpersons, and special committee chairpersons. The officers are nominated and elected each year in May and are available year-round to address issues.

The PTA meets monthly from September through May to conduct the business of the PTA and exchange important information. All are welcome and encouraged to attend. Meetings are normally held on the second Wednesday of each month at 7:00 PM. In addition to monthly meetings, the PTA normally holds four general meetings each year. At these general meetings, the PTA reports key information to the general membership and presents issues on which the general membership may vote. For example, the general membership votes on the budget at the September general meeting and votes on the officer nominations at the May general meeting.

## **Q**

### **QUESTIONS**

If you have any questions, please contact any staff member, Ms. Hurd, the assistant principal, or Mr. Cosentino, principal.

## **R**

### **RECESS**

Recess is 30 minutes daily. Recess is an opportunity for students to get physical activity, socialize, and revive their academic focus for the remainder of the day. Generally, it is assumed that students will be outside for recess when the temperature combined with the wind chill is not less than 20 degrees Fahrenheit or the heat index reading is less than 95. Children with certain health conditions may need special accommodations during extremely hot or cold weather. Parents of those children should provide medical documentation and may be consulted to determine if other arrangements are necessary.

### **REPORT CARDS**

These will go out quarterly as indicated on the HCPSS calendar.

(During the 2020-21 school year, you can access your child's report card through Family File.)

## RESOLVING SCHOOL CONCERNS AND DISAGREEMENTS

When concerns arise, parents are encouraged to direct their concerns to the persons most closely involved. However, when an informal process fails to provide resolution, a parent may file a formal complaint and seek review at a higher administrative level. In both processes, the intent is to protect the confidentiality and preserve the dignity of everyone involved.

### Informal Process

1. The first level in resolving concerns and issues is to address them with the school staff member who is most closely and directly involved to reach a mutually effective resolution.
2. The second level of resolution is to contact a member of the school's administrative team. The administrator will take into consideration the needs of all parties as well as all applicable HCPSS policies and procedures.
  - a. The administrator will confirm that the parent has attempted to resolve the issue or concern with the classroom teacher or other school-based staff member, when appropriate.
  - b. If the concern requires the involvement of other Central Office departments, the administrator will assist the parent in accessing the appropriate office and provide a synopsis of the concern to that office. Central Office personnel will respond to the parent within 10 school days and inform the principal of the response.

If an assistant principal works on resolving a concern and a parent is not satisfied with the result, the parent should then contact the principal. The principal must be involved in resolving the concern prior to moving to the formal process.

## S

### SCHOOL IMPROVEMENT TEAM

Each school has a School Improvement Team made up of school staff, parents and other community members, which oversees the process of improving instruction and academic performance in that school. Ask us about participating on the CCES team.

### SCHOOL SLOGAN

Clemens Crossing... Always Achieving!

### SECTION 504

Howard County Public Schools (HCPSS) recognizes and supports the right of all students to access opportunities in education. Our student population is strengthened by our commitment to embrace all learners, including those with disabilities. Section 504 of the Rehabilitation Act of 1973 guarantees that students with disabilities have the ability to access a free appropriate public education and are protected against discrimination.

Students who meet the Section 504 eligibility guidelines will have a Section 504 Plan developed for use in school. The plan specifies the nature of the impairment, the major life activity affected by the impairment, accommodations necessary to provide access based on the student's needs, and the person(s) responsible for implementing the accommodations.

Any student who may need a Section 504 accommodation plan should be referred to their school's Section 504 Team to determine the need for evaluation. Those students whose evaluation results meet the federal guidelines regarding Section 504 are eligible for a Section 504 accommodation plan. Questions or concerns may be directed

to: [sonia\\_hurd@hcpss.org](mailto:sonia_hurd@hcpss.org) or [ann\\_rogers@hcpss.org](mailto:ann_rogers@hcpss.org)

## **SOCIAL MEDIA**

We have an active presence on the Social Media platforms, Facebook, Twitter, and Instagram. The purpose of these platforms is to help give parents a window into the world of what's going on in our school on a daily basis. Additionally, we will send tweets and Facebook posts out to the community informing parents/guardians of updates on our website, important information and reminders, and just fun things going on in our school. Follow us on Twitter at [twitter.com/hcpss\\_cces](https://twitter.com/hcpss_cces) and on Facebook at [facebook.com/clemenscrossingelementary](https://facebook.com/clemenscrossingelementary).

## **T**

### **TRANSPORTATION CHANGES**

If your child's transportation to and/or from school is changing, please let the office and your child's teacher know in writing. Changes needed after the start of the school day should be communicated with the front office at 410-313-6866.

## **U**

### **UNDERSTAND**

It is OUR goal to understand how your child learns. We approach each conversation and interaction with this intent. Your partnership is essential in us meeting this goal.

## V

### VISITING CCES

We welcome visitors to our school. American Education Week, held in November, offers an excellent opportunity for school visits. At other times, visitors are asked to follow the procedures below in order to limit interruptions to instruction and maximize safety for all.

- Contact the principal to discuss the purpose of the visit and to establish a convenient time for both the visitor and the school. Visitors must receive prior approval from the principal before entering a classroom. Teachers require 24 hours' notice and may request that visits be rescheduled to serve instructional needs and students' best interests
- Sign in at the front office and receive a visitor badge. Visitors are required to provide a photo ID.

(During hybrid learning, we will not allow guests into school to visit, observe, eat lunch, or visit for recess.)

### VOLUNTEERING AT CCES

According to HCPSS Board Policy, all parent volunteers, including field trip chaperones, must complete a Confidentiality Training Course about protecting the privacy of our students, staff, and schools. Please complete this course before registering to volunteer at your child's school. The course takes about 5 minutes to complete. To take the training course, click on the following link. <https://www.hcpss.org/parents/volunteer-information/>

(During hybrid learning, we will not allow guests into school to visit, observe, eat lunch, or visit for recess.)

## W

### WALKING TO AND FROM SCHOOL

Dismissal routines are especially important as we have about 500 students all leaving school at the same time.

We dismiss walkers last. We do this so our walkers can walk home safely with a reduced number of cars and buses on Quarterstaff Road. Walkers who cross Quarterstaff Road must cross the street with the crossing guard. Walkers will exit the building through the front doors.

### WEATHER



Weather-related closing information is automatically emailed to you from the Central Office and posted on the HCPSS.org website. If you would like to receive text alerts, please text "YES" to 67587.

## X

### EXIT

Please enter and exit through the office and be sure to scan your visitor badge. We need to know who is in the building at all times so as to account for everyone in the case of an emergency.

## Y

### YOU

You are a very important factor to your child's success! Please partner with us and remember to join the PTA.

## Z

### ZZZ

Make sure your child gets plenty of sleep for school. Elementary aged children operate best with 10 hours of sleep.