

# Clemens Crossing



*Elementary*

**FAMILY GUIDE**

**2024-25**

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

**Twitter:** @hcpss\_cces

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



<b>A</b>		<b>6</b>
	ABSENCES	6
	ARRIVAL	6
	ATTENDANCE	7
<b>B</b>		<b>7</b>
	BEFORE & AFTER CARE	7
	BEING A READER™	7
	BEING A WRITER®	7
	BIRTHDAY CELEBRATIONS	8
	BULLYING	8
	BUS TRANSPORTATION	8
	BUS SCHEDULES	9
<b>C</b>		<b>9</b>
	CALENDAR OF EVENTS	9
	CANVAS	9
	CAR RIDERS	9
	CELL PHONE	9
	COLORS	10
	COMMUNICATION	10
	CONFERENCES	10
	COUNSELOR	10
<b>D</b>		<b>10</b>
	DIBELS®	10
	DISCIPLINE	11
	DISMISSAL	11
	DRESS CODE	11
	DROPPING OFF (after Arrival)	11
<b>E</b>		<b>11</b>
	EARLY RELEASE OF A STUDENT	11
	EMERGENCY PREPAREDNESS	12
	ENROLLING A NEW STUDENT	12
<b>F</b>		<b>12</b>
	FAMILY FILE ACCESS THROUGH HCPSS CONNECT	12
	FIELD TRIPS	12
	FOLDERS	13
<b>G</b>		<b>13</b>
	GUESTS	13
<b>H</b>		<b>13</b>
	HEALTH ROOM INFORMATION	13
	HOMEROOM CLASS PLACEMENTS	13

	HOMework	14
<b>I</b>		<b>14</b>
	IEP GOALS	14
	ILLNESS	14
	INDEPENDENCE	14
	INTO READING	14
<b>J</b>		<b>14</b>
<b>K</b>		<b>14</b>
	KNOWING HOW TO CONTACT YOUR CHILD’S TEACHER	14
<b>L</b>		<b>15</b>
	LUNCH	15
<b>M</b>		<b>15</b>
	MASCOT	15
	MEALS	15
	MAP - MEASURES OF ACADEMIC PROGRESS	16
	MCAP – MARYLAND COMPREHENSIVE ASSESSMENT PROGRAM	16
<b>N</b>		<b>16</b>
	NEWSLETTERS	16
<b>O</b>		<b>16</b>
	OFFICE	16
<b>P</b>		<b>16</b>
	PARKING	16
	PBIS – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS	17
	Paw Prints Tickets	18
	PHOTOGRAPHING, VIDEO OR AUDIOTAPING IN SCHOOLS WITH SMART PHONES	19
	PTA – PARENT TEACHER ASSOCIATION	19
<b>Q</b>		<b>19</b>
	QUESTIONS	19
<b>R</b>		<b>20</b>
	RECESS	20
	REPORT CARDS	20
	RESOLVING SCHOOL CONCERNS AND DISAGREEMENTS	20
<b>S</b>		<b>21</b>
	SCHOOL IMPROVEMENT TEAM	21
	SCHOOL SLOGAN	21
	SECTION 504	21
	SOCIAL MEDIA	21
	SYNERGY	22
<b>T</b>		<b>22</b>
	TRANSPORTATION CHANGES	22
<b>U</b>		<b>22</b>

UNDERSTAND	22
<b>V</b>	<b>22</b>
VISITING CCES	22
VOLUNTEERING AT CCES	22
<b>W</b>	<b>23</b>
WEATHER	23
<b>X</b>	<b>23</b>
EXIT	23
<b>Y</b>	<b>23</b>
YOU	23
<b>Z</b>	<b>23</b>
ZUM	23
ZZZ	23

# A

## ABSENCES

To report a student absence please email the following group email address: [CCESabsence@hcpss.org](mailto:CCESabsence@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.

For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. Complete the [Discretionary Absence Form](#) (found on CCES website under School Resources). Submit the form to [CCESabsence@hcpss.org](mailto:CCESabsence@hcpss.org) for the principal's approval. These forms should be submitted at least 2 weeks in advance.

Students with unlawful absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return. Students returning from lawful absences have an equal number of days to complete make-up work.

Reference HCPSS Attendance Policy 9010

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

## ARRIVAL

- Students may arrive starting at 9:10 a.m.
- Students should be in their classrooms by 9:23 a.m.
- Tardy Bell rings promptly at 9:25 a.m.
- Doors automatically lock at 9:25 a.m.
- All students must be escorted to the office (or vestibule/front doors) by an adult after 9:25 a.m

## **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 Before and After School Care on-site (for elementary children). Please contact the [Columbia Association](#) for more information.

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

### **BEING A READER™**

Comprehensive K–2 Reading Instruction

Being a Reader™ provides comprehensive reading instruction, systematically developing both foundational skills and comprehension. This research-based program integrates rich literacy experiences with explicit social skills instruction and activities that foster students' growth as responsible, caring, and collaborative people.

Through an engaging combination of whole-class, small-group, and individualized instruction—including daily independent reading with teacher conferring—the Being a Reader program not only develops students' reading proficiency, but also their love for reading and talking about books.

Being a Reader is the stand-alone Tier 1 instruction for grades K–2.

### **BEING A WRITER®**

Being a Writer™ is a proven, research-based writing curriculum for grades K–5.

Combining a writing process approach with guided instruction, *Being a Writer* is student-centered, rigorous writing instruction for students in grades K–5. The program’s dual goals – fostering students’ growth as capable, skilled writers and caring, respectful members of their classroom community – make *Being a Writer* unique among writing curricula.

## **BIRTHDAY CELEBRATIONS**

Student birthdays are announced on the morning announcements. Students receive a birthday pencil and ribbon in recognition of their day. Bigger celebrations are encouraged outside of the school building. Class lists are not provided to parents for birthday invitations, and school staff do not participate in disseminating birthday party invitations. The School Directory is available in Family File to help families with birthday celebrations outside of school. Balloons, helium or latex, are not allowed in the school building.

## **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/>.

### **Differences between peer conflict and bullying**

#### **Normal Peer Conflict**

- Peers have equal power or are friends with each other.
- Conflict happens occasionally or rarely.
- May be accidental.
- May not be serious; no threat of harm.
- Equal emotional reaction from both peers.
- Not seeking power or attention and not trying to gain something.
- General remorse – will want to take responsibility.
- Effort on both sides to solve the problem.

#### **Bullying/Harassment**

- Imbalance of power between peers; not friends.
- Repeated negative actions that happens often.
- Purposefully done.
- Serious with threat of physical or emotional harm.
- Strong emotional reaction from victim and little or no emotional reaction from bully.
- Seeking power, control or material things.
- No remorse – bully blames victim; no guilt from bully.
- No effort to solve the problem.

*\*Adapted from Bully-Proofing Your School, 2004*

## **BUS TRANSPORTATION**

HCPSS provides bus transportation for all elementary school students who live more than one mile 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 given.
- 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.

To whom do I speak 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/>

# **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.

## **CANVAS**

Canvas is a web-based learning management system, or LMS. It is used by HCPSS to help manage course learning materials, including online course content. It is also used to communicate about skill development and learning achievement.



## **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 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. Parents/Guardians must walk their child(ren) to the front door and pick them up in the designated pick-up location.*

## **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.

Students who have their cell phone on and out of their backpack during the school day will have their phone collected. Parents/guardians will need to pick up the cell phone in the office.

## **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: Michelle Leader at [michelle\\_leader@hcpss.org](mailto:michelle_leader@hcpss.org)

Assistant Principal: Jaime Gittleson at [jaime\\_gittleson@hcpss.org](mailto:jaime_gittleson@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 objectives for all grade levels in the areas of learning strategies, self-management skills, social skills, and college and career readiness. These are addressed through classroom lessons, in small groups, and in individual sessions. 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 address is: [ann\\_rogers@hcpss.org](mailto:ann_rogers@hcpss.org).

## **D**

### **DIBELS®**

DIBELS® (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be used to regularly detect risk and monitor the development of early literacy and early reading skills in kindergarten through eighth grade.

### **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 Student Incident Report or an Office Disciplinary Report.

### **DISMISSAL**

We have a staggered dismissal due to the high number of students we have at CCES. Dismissal starts at 3:55 p.m.

The schedule is:

- **3:55 p.m.** Car riders, walkers, and aftercare
- **3:57 p.m.** Bus riders are staggered based on the arrival order of their bus.

Any dismissal changes require WRITTEN NOTIFICATION to the teacher or front office by 12:00 p.m. of the impacted 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.

### **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. Please refer to HCPSS Dress Code Policy 9210. 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.

As a result of the COVID-19 pandemic, students are permitted to wear personal protective equipment during school hours.

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

If you are dropping your child off in the mornings after 9:25 a.m. please park in a parking space and accompany your child inside the building to sign him/her in.

## **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 3:30p.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.

### **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 (text YES to 67587) 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 as we plan for field trips. 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 are accepted using **Visa and Mastercard**. There is a 4% convenience fee charged by the company that processes the payment. If paying online, please visit the main page of the CCES Website. Look for Essential Applications and Online Payments (lower left side).

### FOLDERS

Weekly, 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

The Howard County Public School System welcomes visitors to our schools. To limit interruptions and distractions to teaching and learning, and to maximize safety for all:

- Anyone wishing to visit a school is asked to contact a school administration to establish a convenient time for both the visitor and the school.
- The school will arrange for an escort for the visitor.
- Understandably, interactions between visitors and school staff and students will be limited.
- If a follow-up meeting with school staff is desired, the visitor will schedule it for a mutually convenient time.

# H

## HEALTH ROOM INFORMATION

Any medication, including prescription and over-the-counter medication like Tylenol, allergy medicine, and cold medicine, 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.

You might want to pack an extra set of clothes in the backpack and let your child know how to access them, in case he/she has an accident in school. 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 new outfits are a bit tricky.

## HOMEROOM CLASS PLACEMENTS

The development of 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 [michelle\\_leader@hcpss.org](mailto:michelle_leader@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.

## **INDEPENDENCE**

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

### **Into Reading**

Into Reading is a reading program that is used in 3rd, 4th, and 5th grades. It was built from the ground up using the latest in literacy research to ensure every student learns to read with confidence. The curriculum is based on research in the essential elements of literacy with scaffolds built in for all learners. Teachers have resources to facilitate systematic and explicit whole- and small-group instruction.

Teachers have access to award-winning, high-interest, culturally relevant and diverse texts for whole-class shared reading. These titles help students to build background knowledge.

## **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 emails. 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.

### **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.

## **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 \$2.80 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 [LINQ Connect](#).

*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.

## **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.

## **MCAP – MARYLAND COMPREHENSIVE ASSESSMENT PROGRAM**

The Maryland Comprehensive Assessment Program (MCAP) assessments of Maryland College and Career Ready Standards (MCCRS) will build a pathway to college and career readiness by the end of high school, mark students' progress toward this goal from grade 3 through high school, and provide teachers with timely information to inform instruction and provide student

support.

## 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 each Friday. It is also available on our website (<http://cces.hcpss.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 an available parking spot in our parking lot. If you park on 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. – 9:30 a.m.
- Afternoons: 3:00 p.m. – 4:10 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.

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

Our expectations are:  
Perform **Resiliently**  
Act **Respectfully**  
Work **Responsibly**

Or more simply:  
Be Resilient, Respectful, Responsible

### **Paw Prints Tickets**

Students who are following the school rules and displaying appropriate behavior may be recognized for their efforts by receiving Paw Print 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 25, 50, and 100 Paw Print tickets. At 25, they receive a certificate and have their picture taken and displayed on the bulletin board. At 50, they earn a small prize, and at 100, they earn a coupon for the school store.
- Students with exemplary behavior may also earn a postcard sent home acknowledging a specific achievement.

### **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 an item in our calming corners..
- Student Incident Report 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.

### **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, Mrs. Gittleson, Assistant Principal, or Mrs. Leader, 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. Parents are not allowed to visit during recess time.

### **REPORT CARDS**

Report cards are issued quarterly as indicated on the HCPSS calendar.

Report cards are accessed 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 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, which oversees the process of improving instruction and academic performance in that school. School data is reviewed to determine strategies for improvement and for progress monitoring.

### **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:

[Jaime\\_gittleston@hcpss.org](mailto:Jaime_gittleston@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).

## **SYNERGY**

Synergy is the Student Information System (SIS). Student registration, records, report cards, and schedules are all managed through Synergy. To access information in Synergy, go to HCPSS Connect <https://www.hcpss.org/connect/>.

## **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.

Per HCEA Negotiated Master Agreement, Article 10, Section I, visitors must have administrator approval after coordinating a date and time with the teacher.

All visitors must complete an online training. See “Volunteering at CCES” section below.

Sign in at the front office and receive a visitor badge. Visitors are required to provide a photo ID.

### **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/>

## **W**

### **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 to ensure we can 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

### Zum

CCES bus students ride Zum buses. You can download the Zum app so that you can track your child's bus and its arrival and departure from the bus stop or school.

To start using the Zum app, please follow these instructions:

- [Download the app](#)
- Log in to your account with the phone number or email address you have listed on your child's record in [Family File in HCPSS Connect](#)
- Verify your access by entering the one-time code sent to your device or email
- Check your notification settings to ensure you're receiving Zum notifications, if desired, so you'll know when the bus is approaching and when your child has arrived at school

Using the app will allow you to track your child's bus in real-time, receive pick-up notifications if you choose, and view the driver for each ride.

### ZZZ

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