

GALE-BAILEY ELEMENTARY SCHOOL



2017-2018

HOME/SCHOOL HANDBOOK FOR PARENTS AND STUDENTS



Dear Charles County Elementary School Students,

Welcome to the new school year! Elementary school is for learning new things, making friends, and having fun, too. Sometimes there are students who do not always play fair or who seem to enjoy picking on others. When this happens it could be bullying, which is not acceptable behavior. To help you understand what it means to be bullied or harassed, please talk about this letter with your parent or guardian. If you have any questions, or believe you are being bullied, you should also talk to your teacher or other trusted adult at school, such as the principal, vice-principal, counselor or nurse.

Bullying, harassment or intimidation is when a person says mean or nasty things to you or about you. They say these things to hurt you over and over again on purpose. There are different kinds of bullying, physical (hitting, kicking, pushing), verbal (name-calling, teasing, threats, making fun of someone you love) or social bullying (talking about someone and spreading rumors either by gossiping, writing notes or using cell phones to spread rumors and send hurtful text messages). You may feel someone is bullying you or bullying a friend or classmate.

Sometimes you can stop a person from bullying by doing one or more of these things:

- > Just tell the person to STOP - say loudly you don't like what is happening
- > Walk away - find some friends or go to a safe place
- > Don't tease or hit back - it will not make the bully stop
- > Tell an adult what is happening - it is OK to ask for help (counselor, teacher, principal, vice-principal, parent)

If you are being bullied, your parent or guardian can also complete the Bullying, Harassment, or Intimidation Report and give it to your school principal, vice-principal, teacher, or counselor. This form can be found in the school main office or by going to the Charles County Public Schools website.

Any student found to be bullying another will face disciplinary consequences. This may include verbal warning, parent conference or changing seats in class, the cafeteria or on the bus. Students may also serve detention or face suspension for more serious incidents.

Remember, it takes everyone to make school a safe place. Reporting bullying helps everyone feel safe. Enjoy this school year, work hard and have fun.

Sincerely,

Kimberly A. Hill, Ed. D.
Superintendent of Schools

GALE-BAILEY ELEMENTARY SCHOOL

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Marbury, Maryland 20658

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301-753-1743

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Charles County Public Schools Website – www.ccboe.com

Gale-Bailey Elementary School Website – www.ccboe.com/schools/gale-bailey.php

Follow us on Twitter @GaleBaileyES

School Hours for AM Pre-K to Grade Five Students: 9:10

a.m. to 3:40 p.m.

PM Pre-K:

1:05 p.m. to 3:40 p.m.

Nondiscrimination statement

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Dr. Patricia Vaira, Title IX/ADA/Section 504 Coordinator (students) or Pamela K. Murphy, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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Dear Parents,

Thank you for entrusting us with your most precious treasure. We look forward to a partnership with you to provide high quality education in a safe and nurturing environment. This handbook provides guidelines to the operations of Gale-Bailey. I am available for questions or concerns.

In Partnership,
Verniece Rorie
Proud Principal of Gale-Bailey



Gale-Bailey Elementary School's Vision

Our vision of Gale-Bailey Elementary School is to inspire a passion for learning and to work respectfully together as a community.

Gale-Bailey Elementary School's Mission Statement

Gale-Bailey Elementary School is an exemplary learning community. We challenge ourselves to be active and excited about learning. Students, staff, parents, and community members share the success of our students by being involved in instruction and student achievement.

Home/School Handbook

Agenda Books

Developing personal responsibility for one's self and one's materials is a lifelong skill. To assist our students in managing their assignments and to foster communication between school and home, students in grades 2-5 will utilize agenda books as part of their daily routine. Parents/guardians are requested to sign or initial their child's agenda book nightly. Agenda books will be available for purchase at school.

Assignment of Students to Classrooms

It is our goal to provide the best possible education for all students at Gale-Bailey Elementary School. In placing students into their classrooms, the following guidelines are followed:

1. Teachers determine the readability level of students through running records to assist administration in identifying ability levels.
2. Our goal is to have no more than three reading groups per classroom.
3. Classroom teachers assist administration in selecting students for all classrooms. In the selection process, ability level, compatibility with other students and teacher, social skill (maturity level), and behavior are considered.

Attendance

Regular and prompt attendance at school are necessary for each student in order that he/she will receive maximum benefit from the school program. Students should be in school at all times except in the case of illness, medical or dental appointments, family emergency or certain religious holidays. In some cases pre- approved educational leave can be granted by the principal. A written request with at least one week's notice is necessary for this approval. If prior approval is not obtained, the student will be considered unexcused for the time missed and will not be given the opportunity to make up missed work. When a child is tardy or absent from school, he/she must bring a note written by the parents, guardian, or doctor stating dates and the reason for the absence. These notes are given to the child's teacher within 3 school days from the date of absence.

An adult should sign in a child arriving after 9:10 a.m. Students entering after 9:10 a.m., or leaving before 3:00 p.m. will be marked as AM or PM tardy. Please avoid picking up your student before 3:40 dismissal. Students that arrive an hour late or leave an hour or more early will be considered a half-day absent.

Children are not permitted to be released to a person other than the parent or guardian or any person listed on the emergency card without a written request signed by the parent. The parent or guardian must sign out children who leave school early. The school secretaries will call all students to the main office when the parent or guardian arrives in the main office.

The Charles County Public Schools' attendance policy emphasizes consistent monitoring of absences, increased parent involvement in attendance matters, and improved student attendance.

The attendance policy is as follows:

- Parents may be notified if a student has five absences unless written medical excuses from the child's doctor have been submitted to the child's classroom teacher. Please note that parent notes are required, but student absences covered by parent notes are not "excused" absences.
- After 10 absences (i.e. including those covered by parent notes), the case will be referred to the School Attendance Committee for monitoring. Students may be invited to participate an Attendance Club to help motivate them to increase attendance.
- After 15 absences, the student will be referred to the school's pupil personnel worker to develop an attendance plan.
- After 20 absences, the student will be scheduled for a school attendance hearing.
- Exceptions to this policy are granted to students on home teaching, students enrolled in the Chronically Health Impaired Program (CHIPs), or those who have a medical excuse written by a doctor.

Balloons

Balloons not only set off motion detectors that trigger false alarms, but also can be very disruptive to the learning environment. Therefore, balloons are not permitted at school.

Behavior

A major goal of our staff is to maintain a positive learning environment in which children will feel safe, secure and happy, and they will have maximum opportunity to learn. It is essential for home and school to work together to achieve this goal. To accomplish this goal, our school implements the ROAR philosophy across all environments.

ROAR is the acronym for **R**espectful, **O**rdery, **A**ttentive, **R**eady to Learn, which are our student behavior expectations. More detailed information will be provided to students and their families throughout the school year. Additionally, all students are required to review the CCPS Code of Student Conduct with their parents/guardians, sign, and return the completed form.

Birthday Treats

Please notify your child's teacher, in advance, if you would like to send treats (i.e. cupcakes, cookies, or doughnuts) to the class to celebrate your child's birthday. Please do not send in party bags, hats, balloons, etc. In adherence to food regulations set forth by *MOM 12 Guidelines for Snacks*, pizza parties are not allowed. To ensure safety for students with food allergies, we are required that all treats be store bought, not homemade, and nutritional ingredients be available. Treats should be dropped off in the office. Our School Nurse checks ingredients listed with classroom allergies.

In planning for your child's home birthday party, please do not ask teachers to supply you with the addresses and telephone numbers of his/her classmates. This information is treated as confidential.

Buses

Riding the bus is a privilege. We expect children who ride the bus to behave in a polite, safe and dignified manner. Students are expected to ride their assigned bus. Students can only ride another bus with special permission in emergency situations. Changing buses in order to ride home to a friend's house does not constitute an emergency. Most of our buses are loaded to capacity and problems arise when students have to ride different buses. If your child must ride a different stop, special permission must be obtained. If you need this special permission on a temporary basis, please put the request in writing. For permanent changes, go to http://www.ccboe.com/busrequest/index.php?option=com_forne&Itemid=63 and make your request. The school cannot allow a child to ride another bus because the child requests to do so. Please don't ask us to jeopardize the safety of a child by not providing us with this notification.

If you as a parent have a problem with the driver, another student or a situation that took place on your child's bus, please address the matter to the school and not the driver. You may also contact transportation directly. You will be provided with a Charles County Public School Bus Policies and Procedures Handbook. Specifics regarding policies and consequences are explained in this guide.

Bus Behavior

Bus transportation to and from school is a privilege and not a right. The public school system is not required to transport students to and from school, and students may be denied transportation if they violate the rules set forth by the school and the transportation service. Inappropriate behavior on the school bus is considered serious misconduct. Infractions are handled at the school level. In addition to being subjected to discipline, a student may have his/her bus riding privileges suspended for a period of time or for the remainder of the school year. Parents are normally notified if there is a bus infraction and of the disciplinary action taken. Charles County Public

Schools reserves the right to randomly videotape students on school buses. This might include both audio and video recording. The use of the videotapes helps to monitor student behavior and evaluate bus drivers. The school bus ride is an extension of the school day and the consequences of student misbehavior will result in school disciplinary measures being taken that might include suspension from school. At the beginning of the year, all students receive a handbook concerning bus rules and regulations.

In order to be provided with bus transportation to and from school, students must:

- Be at the assigned bus stop 5 to 10 minutes prior to the arrival of the bus.
- Be seated in an assigned seat facing forward when the bus is in route.
- Keep all parts of their body inside the bus and to themselves.
- Avoid throwing objects in the bus or out the windows.
- Speak quietly and avoid excessive noise which distracts the driver's attention.
- Refrain from using inappropriate language, including profanity, and avoid speaking in a way that teases, hurts or harasses others
- Avoid eating, drinking, chewing gum or using personal electronic devices without the permission of the driver.
- Avoid using cell phones at any time on the bus (cell phones must be concealed and turned off at all times).
- Always follow the bus driver's directions at all times as soon as they are issued.

Failure to follow the rules may result in disciplinary actions.

Cell Phones and Personal Electronic Devices

Except as provided in this rule, students may not possess or use cell phones on school property, on school buses or school-chartered vehicles, or at any school-sponsored activity before, during or after the school day.

Cell phones with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the cell phone is otherwise permitted.

Elementary Student Use of Cell Phones

Elementary school students may not possess or use cell phones on school property except under the following conditions:

1. A student may possess and/or use a cell phone **if that student's parent or guardian makes the request in writing and receives approval from the school principal for a specific purpose.** Upon receiving approval from the school principal, the student is to drop the phone off at the office upon arrival and pick it up at dismissal. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes. Abuse of the use of cell phone may result in privileges being revoked.
2. A student may possess and use a cell phone while attending and not participating in any event held on school grounds after school hours and open to the general public.
3. The possession or use of a cell phone must not cause any disruption to the school setting at any time.

It is the intent of the Superintendent to ensure cell phone possession does not disrupt the learning environment, after-school activities, or the safe transportation of students. Therefore, students found to be in violation of this rule are subject to the following disciplinary action:

- Upon the first offense the student shall be warned; the student's parent or guardian shall be notified; and the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a conference with the school administrator.
- Upon the second offense the student shall be warned and may be disciplined up to and including an in-school suspension as deemed appropriate by the appropriate school administrator; the student's parent or guardian shall be notified; and the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.
- Upon any additional offense, the student shall be warned and may be disciplined as deemed appropriate by the appropriate school administrator; the student's parent or guardian shall be notified; the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.
- A student participating in AP testing, state testing, county testing, or other testing as designated by the superintendent or principal may not possess any personal digital assistants (PDAs), cameras, cell phones, iPods and other MP3 players, or any other non-test-related personal electronic devices. This prohibition includes possession by the student directly or in the student's constructive possession in the testing room, such as in a desk, bag, purse, or clothing. Such possession may lead to discipline up to and including expulsion and will result in the invalidation of the student's test.
- The Charles County Public School System, and its employees and agents, are not responsible for the loss, theft, damage, or destruction of any cell phone other portable electronic device, or any other personal property.

Communication

Regular school-home communication is essential to our students' academic and behavioral success. To facilitate ongoing communication, the school newsletter and grade level newsletters will be sent home monthly. Agenda books are sent home daily in grades 2-5. Thursday folders are sent home on Thursdays and Homework folders are sent home daily.

Also, please visit the school's web site at <http://www.ccboe.com/beta/galebailey/>. Additionally, you can follow Gale-Bailey on Twitter @GaleBaileyES. Your child's teacher is your first contact should a classroom or academic concern arise. Teachers can be contacted through notes, phone calls, and e-mail. Teachers will make every effort to respond within 48 hours of receiving your correspondence.

Changes in Student Departure Routine

To ensure your child's safety, you must submit a written request if your child's morning or afternoon arrangements are different from the regular routine. These requests should be delivered immediately to the main office upon the student's arrival. Parents needing to pick up students for medical appointments or other reasons must report to the school office to sign out their children. Students will not be released to parents/guardians from the classrooms. If at all possible, try to schedule appointments during the time your child is not in school to maximize his/her instructional time and not interrupt the educational process of your child's classmates.

Custody

If there is a custody question between parents, please alert the school. If nothing is on file in the child's cumulative folder, either parent has the right to pick up the child. Documents issued by the court, such as a "No Contact Order," should be submitted to the principal.

Dress and Appearance

Personal appearance is important in determining the atmosphere of the entire school. Boys and girls who take pride in their personal appearance will take pride in their schoolwork, in their school activities, and in the appearance of their school building. All boys and girls should be neat and clean.

Anything worn that interferes with the learning of other students is not allowed. If a style is disruptive to the educational process and is a threat to the safety and health of your child or others, it will not be permitted in school. The Board unanimously approved a new dress code in June 2003 that took into consideration these recommendations but added additional restrictions.

The following is the dress code approved by the Board of Education:

1. Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.
2. Skirts are permitted as long as the skirt reaches the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.
3. Sleeveless shirts are permitted as long as at least two-finger width of fabric covers both shoulders and the chest area and undergarments are not exposed.
4. Spaghetti straps are not permitted with the exception of formal wear.
5. Midriff area (front and back) must not be visible at any time, even while seated.
6. Undergarments must not be visible at any time.
7. Cleavage must not be visible at any time.
8. Pants must be secured no lower than mid hip and must not cover the front of the shoes while walking.
9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. **Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited.**
10. Headwear is not permitted. This includes but is not limited to hats, visors, bandannas, and hoods. (Exceptions may be granted for religious and medical reasons with proper verification.)
11. Sunglasses are not permitted except during outside activities. Sleepwear and sleepwear-type clothing are not permitted. (Exceptions are granted for certain activities, such as overnight field trips.)
12. Jewelry that poses a safety hazard to the student or other students is not permitted.
13. Sports uniforms that are worn during the school day must conform to the dress code.
14. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.

15. Recreational and non-instructional swimsuit attire must not be disruptive or distracting. Female swimsuits must be one piece and fully cover the chest and buttocks. Male swimsuits must be mid-thigh. All swimsuits must remain nontransparent when wet. Swimsuits may not be worn uncovered outside of the pool area.
16. Formal attire must not be disruptive or distracting. Spaghetti straps and sleeveless or strapless formal dresses are acceptable as long as adequate coverage is maintained during activity. Slits in skirts or dresses may not rise more than a hand's width above the knee. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless gowns may be permitted at the end-of-year prom, but are inappropriate for all other events including school dances, choral performances and in situations where a student or group of students officially represents the school system.
17. The dress code is in effect at all school-sponsored events on and off campus.

Note: Administrators have the flexibility to exercise their judgment, with the authority of the Assistant Superintendent of Schools or her designee, to determine if a student's attire is considered disruptive or distracting.

Drop-Off and Pick-Up Procedures for Car Riders

Please note the following procedures for student drop-off in the side parking lot. Pull up as far as the main sidewalk when dropping off your child. Once your children have left your vehicle and have started walking toward the main entrance, please proceed out of the parking lot so that other parents may drop off their children. Any student dropped off after 9:10 a.m. must report to the main office and be signed in by a parent/guardian before entering the classroom.

Car riders may not be dropped off before 8:55 *a.m.*

At dismissal, car riders will be escorted by a staff member to the main sidewalk for parent/guardian pick-up. If your child has not arrived when your vehicle enters the pick-up zone, please make a left turn, proceed through the side parking lot and get in line again. Car rider signs and matching student tags will be used to identify parents that regularly pick up their children from school. Please visit our main office to obtain a car rider sign and matching student tags for all daily car riders. Parents will need to attach the car rider sign to their passenger visor and the teacher will match the student's tag number to the parent's sign. If walking your child into the building during arrival, avoid parking in the drop-off/pick-up or bus zones

Early Departure

Occasions do arise when it is necessary for parents to pick children up early for medical reasons, dental appointments, etc. In such cases, the child should bring a note of explanation to his teacher when he/she arrives at school in the morning. When the parent or guardian comes to pick up the child, he/she must come into the school office, present state issued, photo identification to our staff, and sign the child out. Thank you for not calling to ask us to remove student from class before you are in the building. Parent(s)/guardian is expected to remain in the main office's waiting area while the child is called to the main office.

Also, coming to school without prior notice and meeting your child in the bus loading area at dismissal poses a problem for teachers and other staff members who cannot always identify parents. Therefore, we request that you not meet your child in the bus loading area, but come into the building, present photo identification to our staff, and sign him/her out. Our staff will obtain your child for you.

These procedures are necessary to ensure the safety of our children. Please keep this in mind if some of the procedures seem to cause you a little extra inconvenience.

Grading/Report Cards

The purpose of report cards is to communicate the performance and progress of each child. The report card provides parents with information on what a student knows and is able to do. Combined with parent conferences, the report card enables the school and families to work together to help each child develop and apply the skills, which lead to success.

Grades 1 & 2 Report Card Ratings

Ratings are based on national, state, and county standards. Student performance and progress is reported to parents using the following ratings:

Consistently Demonstrating. The student exhibits skills, knowledge, and behaviors independently with minimal teacher intervention.

Developing. The student exhibits skills, knowledge and behavior with teacher guidance and support.

Needs Improvement. The student exhibits skills, knowledge and behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at that grade level.

Performance Indicators. Support the skills under the subject areas.

3=Consistently Demonstrating 2=Developing

1=Needs Improvement

Grades 3, 4, and 5 Report Card Ratings

Ratings are based on national, state, and county standards. Student performance and progress are reported to parents using the following ratings:

Performance

The level of a student's skill, knowledge, and behaviors.

A=Excellent Performance

B=Good Performance

C=Satisfactory Performance

D=Minimal Performance

F=Unsatisfactory Performance

Performance Indicators

Performance indicators support the performance grade.

3=Consistently Demonstrating 2=Developing

1=Needs Improvement

Interim reports - issued four (4) times a year:

October 9, 2017

December 11, 2017

February 26, 2018

April 30, 2018

Only the following students will receive an interim:

- Students with a D or F on their report card.
- Students who have dropped two or more grades in a subject.

Report cards - issued four (4) times a year:

November 15, 2017

January 31, 2018

April 4, 2018

June 8 or June 15 (last day of school)

AM Pre-Kindergarten June 7, 2018 or June 14, 2018- with inclement weather

PM Pre-Kindergarten - June 8, 2018 or June 15, 2018 - with inclement weather

Report card Envelopes should be signed by a parent/guardian and returned to school the next day.

Homework

Homework provides a means of extending students' classroom experiences. It should be assigned to all students on a regular basis. Assignments are an extension of classroom instruction, should be practical, and reflect the teacher's sensitivity to the capabilities of each student.

Elementary students may spend five minutes on homework in first grade and up to one hour in fifth grade, two to four times a week. If your child is consistently taking longer to complete homework assignments, please notify your child's teacher. In grades 2-5, daily homework is recorded in your child's agenda book. Please review it with your child daily and initial or sign your child's agenda book.

Homework assignments should relate meaningfully to classroom learning and should be designed to fulfill one or more of the following purposes:

- Strengthen basic skills and give extra practice on work that has been introduced in class
- Extend and enhance school-learned knowledge and skills
- Reinforce study habits
- Develop initiatives, responsibility, and self-direction
- Stimulate independent thinking
- Increase the range and scope of student interest
- Foster worthwhile use of leisure time

Homework assignments will adhere to the following principles:

- The purpose of the assignment and its relationship to what has been taught in class must be clearly defined by the teacher and understood by the students
- The teacher should plan with students not only what to do, but how to do it
- Assignments should grow out of classroom activities and should be meaningful, interesting, and varied
- Homework assignments should reflect the wide variety of subject areas taught in an elementary classroom
- Assigned homework should be acknowledged and/or corrected
- Student will write in all curricular areas

The parent's/guardian's responsibility:

- ✓ Provide encouraging atmosphere for study (i.e., praise, encourage your child).
- ✓ Provide physical space for study (i.e., a desk, table, space, chair, etc.).
- ✓ Provide homework tools: crayons, glue, paper, pencils, and scissors.
- ✓ Ensure that your child completes and returns the assignments on time.

The student's responsibility:

- ✓ Make sure that assignments are clearly understood.
- ✓ Complete homework accurately and neatly.
- ✓ Return assignments promptly.
- ✓ Check out books weekly.

Emergency Card

An emergency card must be on file for each student. Each card must have the name of an emergency contact person. These cards must be kept up-to-date. Please notify the school immediately, in writing, if there are any changes in your address, phone number (home and work), diagnosed allergies, or with your emergency contact person. In the event of an emergency, the school can only contact those persons listed on the emergency card. Current and complete information is vital for your child's safety and well-being. These cards are designed for medical situations that have been deemed emergencies by school personnel. Emergency contact persons do not have the authority to pick up your child from school for any other situation unless written permission has been provided prior to the pick-up.

Emergency Closings

If weather conditions pose a potential hazard to students, school officials may dismiss students early; delay opening schools or close schools for the day. If conditions require the closing or delayed opening of schools, decisions are made by 5:30 a.m. and radio and television stations are immediately notified. A delayed opening permits buses to operate under safer conditions after traffic has diminished and roads are salted and cleared. Buses run their routes one or two hours later than scheduled. If it is necessary to close schools during the day, local radio and television stations are notified and asked to make an announcement, usually by 10:30 a.m. Afternoon and evening meetings and activities are canceled if schools close early.

Please monitor radio and television stations for the latest information on school closings, delayed openings, or early dismissals. A complete list of the radio and television stations notified by the school system is in the school calendar sent home with each child at the beginning of the school year. Please listen to these announcements as opposed to calling the school, as it is important for us to keep our phone lines open. In addition, information can be accessed using the 24-hour Information line (301) 934-7410 or (301) 932-6656.

Field Trips

Field trips are an important part of the school program and serve as an extension of the curriculum. They are planned in conjunction with content that is being studied in the classroom and can serve as an introductory type activity, as a resource during a unit of study, or sometimes as a culminating activity.

In order to go on a scheduled field trip, the student must bring a permission slip signed by the parent or legal guardian. **Verbal permission over the phone will NOT be accepted.** In addition, there is usually a charge for the bus and sometimes an admission fee. Before each field trip, the teacher will send home a letter giving details as to what each child needs to bring as well as any special information about the trip.

If for some reason a child does not go on a class field trip, he/she should still come to school. Appropriate assignments and a supervised place to work will be provided.

Interested parents are sometimes needed to assist the classroom teachers on field trips, depending on the number of other adult staff members available to chaperone. The number of adults needed depends on the age of the children and activity. Because of limited space on the buses and limited group size at some museums, it is not always possible to include all parents who wish to participate. Please understand every effort will be made to be fair and give all those who wish to participate an opportunity some time during the school year. Chaperones are expected to review and sign the "Guidelines and Expectations for Chaperones for Student Activities," in order to chaperone our students. Also, keep in mind that only children enrolled at Gale-Bailey Elementary School will be permitted to go on the trip.

Official field trip forms must be signed by a parent/guardian, and returned to school before a student will be permitted to go on a field trip.

Financial Transactions

Gale-Bailey Elementary School does **not** accept personal checks for any purchases, including items from book fairs, fundraisers, and admission fees for field trips. We will only accept cash or money orders. Parents may continue to write checks for making deposits on student lunch accounts.

Health Records

School health records are part of the permanent record for every child. This record is kept up-to-date by the school nurse. Parents are asked to keep the school advised of significant health conditions related to the child's performance at school.

Illness

If a child becomes ill during the school day, the school staff will notify a parent or legal guardian. If school employees cannot reach a parent, they will call the individual(s) listed on the emergency card. Students are taken to the nearest medical treatment facility in cases of emergency.

The emergency card, signed by parents at the beginning of the school year permits the school to arrange emergency care for students.

Lost and Found

Parents are urged to label all articles so that lost items can be quickly identified and returned to the owner. The teachers temporarily hold articles found in the classrooms until claimed by the owners. After a reasonable time, these articles will be placed in a storage container in the cafeteria. Parents are welcome to come by and check for lost items. Items left after several months will be donated to charitable organizations.

Meal Accounts

Gale-Bailey will be participating in the Maryland Meals for Achievement (MMFA) this school year. We will be one of the many schools in the state of Maryland who will be offering school breakfast in the classroom each morning to all of our students who wish to participate. No one pays to eat breakfast, regardless of family income.

Lunch is served daily in the school cafeteria. Children may buy their lunch or bring it from home. Ice cream and snacks may be purchased separately. Children may buy ice cream regardless of whether they bring lunch from home or buy a school lunch. Please see that your child has his/her lunch or money to buy lunch or milk at school. For your convenience, visit the following web site to pay for your child's meals and fees online: www.mealpayplus.com.

Federal funds are available for free and reduced-price lunch for children whose families qualify. Information and application forms are sent home on the first day of school. Parents can obtain application forms from the school's main office at any time.

Lunch, Breakfast and Milk Prices

Lunch	\$2.65
Lunch – Reduced Price	\$0.40
Breakfast	Free to all (MMFA Breakfast)
Milk	\$0.50

A la carte snack items are additional.

Medication at School

Before medication can be administered at school, a *Physician's Order and Authorization Form for Medications and Medical Treatments* must be completed and on file at school. This policy applies to daily medications as well as medications in an emergency situation (i.e. bee stings). This form can be obtained from the office. We cannot accept a prescription labeled container as a written request for administering medication.

Parents are responsible for bringing medication to/from school; students are never to have medication, prescription or nonprescription, in their possession.

Parent Conferences

Teachers are encouraged to confer with parents regarding the progress of the students. Please make every effort possible to be present when a conference is scheduled.

Contact your child's teacher anytime you have a concern. Parent involvement is paramount for student success.

Parent Visitation/Observation

Board Policy 1240 - Superintendent's Rule

Parents/guardians are encouraged to come to their child's school during normal operating hours. All visitors are asked to sign in at the main office and obtain a visitor's badge to ensure the safety and security of students and staff.

Parents/guardians may either visit the classroom at the teacher's/school's invitation or request to make a formal observation of a classroom. Making an appointment with the school at least two (2) school days in advance of an observation is not only a courtesy and a requirement, but enables the parent/guardian to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents/guardians who stop by without an appointment. Parents/guardians may schedule up to two (2) classroom observations of up to forty-five (45) minutes in duration each grading period. Staff will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time. Parents/guardians are welcome to visit the cafeteria and eat lunch with their child. Please do not bring food for other children during your visit.

In order to protect the privacy of other students, and in order to maintain a proper learning environment, parents/guardians may not use any audio or visual recording device at any time during the visitation and must turn off all cell phones and pagers.

Principals retain the authority to deny access to the school for any individual who has been disruptive or may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

Parent/Guardian Volunteers

Volunteers are welcome and needed at Gale-Bailey Elementary School; however, please communicate with the classroom teachers prior to coming to the school to volunteer. This is because some events do not require parent volunteers.

When entering the building, please report to the main office, sign in on the computer, and obtain a volunteer identification badge. Before leaving, please sign out on the computer. Signing in for your volunteer hours is very important. Children who are not enrolled at Gale-Bailey Elementary School are not permitted at school while volunteering.

There are numerous ways to volunteer your time in and out of school. The following is a list of things anyone can do to help:

How to fulfill your commitment:

- Volunteer in the classroom
- Attend Open House
- Attend PTO meetings
- Attend workshops
- Attend students concerts, plays
- Attend Parent Education Meetings held in the county
- Attend Parent /Teacher Conferences
- Help with Fundraisers
- Accompany classes on field trips
- Help in the library
- Take work home to complete and return
- Assist with various school-wide events

Parent involvement in the school is important. When schools and families work together to support learning, students benefit through higher grades, higher test scores, better attendance, more positive attitudes, higher graduation rates, and greater enrollment in post-secondary education.

Safety Drills

Regular fire, severe weather, safety and bus drills are required in every public school. Monthly fire drills will be conducted while severe weather and bus drills will occur periodically during the school year. We ask that all visitors exit the building along with the students and staff during all drills.

School Hours

Doors Open: 8:55 a.m.

AM Pre-K – 9:10 a.m. – 11:40 a.m.

PM Pre-K - 1:05 p.m. – 3:40 p.m.

Grades K through 5 - 9:10 a.m. - 3:40 p.m.

Children should not arrive at school before 8:55 a.m., as there are no adults on duty to supervise them. Teachers, office staff, and administration need this early morning time to make final preparations for the school day. **If you drive your child to school, please be sure not to drop him/her off before 8:55 a.m.**

- 2-Hour Early Dismissal Day – 9:10 a.m. – 1:40 p.m.*
- 2-Hour Late Arrival – 11:10 a.m. – 3:40 p.m.*
- No AM Pre-K and no breakfast is served.

School Supplies

Students are expected to have the necessary supplies for school each day. Supply lists are available from your child's teacher and the main office. These supplies should be clearly labeled with the student's name. Be sure to check periodically for supplies that need to be replenished.

Toys and Personal Items

Unless a part of the instructional program and preapproved by the classroom teacher, toys are not permitted on school grounds. This includes athletic equipment including balls (i.e. basketball, footballs or soccer balls). Additionally, students should not bring anything of value to school. This includes handheld games, personal music players, or portable communication devices, trading cards, etc. These items tend to interfere with the instructional program.

Transportation Change

Please notify the teacher in writing if there is to be a change in the transportation of your child. If written notification is not received, your child will follow his/her regular method of getting home. If there is to be a permanent change in the bus transportation of your child, this request should be completed on line at the transportations website

http://www.ccboe.com/busrequest/index.php?option=com_forme&Itemid=63

Weapons

In accordance with the Code of Student Conduct, "the Board of Education prohibits any weapon defined by state law and any object that is used, is threatened to be used, or is designed and readily capable of being used as a weapon to inflict injury. The Board of Education views the possession and/or use of a weapon as a serious example of gross misconduct and is grounds for immediate suspension to the Superintendent with a recommendation for expulsion from school."

Withdrawal of Students

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will make for a smoother transition from Gale-Bailey Elementary School to your child's new school. Important information is gathered from the classroom teachers and records are prepared for this transition.



Gale-Bailey Lions ROAR!!