

## The School Day



### School Hours

Morning Prekindergarten	8:45 a.m. – 11:15 p.m.
Afternoon Prekindergarten	12:45 p.m. – 3:15 p.m.
Kindergarten – Grade 5	8:45 a.m. – 3:15 p.m.

### Arrival

The entrance bell rings at 8:30 a.m. Students should not arrive before 8:20 a.m., as there is **no** supervision available until the bell rings. Students may not enter the building prior to this time unless they are having breakfast, which begins at 8:25 a.m. All students, **including those from the Pavilion, and modular buildings must enter the building by the front door of the main school building.** Students should be in their classrooms and ready to begin their school day by 8:45 a.m. Parents who drop their children off in the morning are requested to remain outside the building or in the lobby during morning arrival; children need to begin establishing independence and responsibility for themselves. An important step in this process, especially for young children, is allowing them to enter the school building on their own and handling the morning routine in a timely fashion. Most of our kindergarten students are capable of finding their way to the classroom and putting things in their lockers; other students should be more than capable of handling these tasks. During the first few days of school extra staff will be available to guide youngsters to their classrooms.

### Late Arrival

Students arriving after **8:45 a.m.** will be considered tardy and **must** report to the office to obtain a late slip before going to their classroom. **Parents are expected to come to the office with their child to sign him/her in.**

### Dismissal

Afternoon announcements begin at 3:10 p.m. Walkers and car riders will be dismissed immediately thereafter, followed by bus riders. All students, including those from the Pavilion and modular buildings, will exit the building by the front door of the main school building. During afternoon dismissal, we ask that parents who pick up their children make arrangements to meet them outside. Parents will not be allowed in the hallways or classrooms. The last five minutes of the day are extremely important, as it is the time when students are receiving last minute instructions about many things, such as homework assignments for the following day. When parents

are waiting in the halls, their conversation and/or their appearance through the classroom doors and windows may be a distraction to the students.

### **Early Dismissal**

Students being dismissed early (before 3:15 p.m.) must be signed out in the main office by a parent or legal guardian only. Please do not go directly to your child's classroom. Please come to the office, sign your child out; we will call for your child to meet you in the office.

If it is known in advance that your child will be leaving early, please send a note to his/her teacher that morning. The child will be sent to the office when the parent or guardian arrives. If the child will be returning, he/she is to come back to the office to be signed in.

### **Parking Lot and Driveway**



Our parking lot can become very congested at arrival and dismissal times. In the interest of the safety of our children, we request that you adhere to the following:

- Traffic must flow in one direction only, following the arrows.
- Students who are being dropped off or picked up must get in or out of their cars at the curb at the entrance to the parking lot. Parking is not allowed along this curb.
- Parking is available in the spaces marked and along the outer curb only. If you are not parked in a pre-determined spot, you may not leave your car unattended. Additional parking is available on Weyburn Road. Parents are asked to observe the “No Parking” signs which are posted in front of the Pavilion.
- The lane nearest to the school is reserved for buses only.
- Students may only cross the bus lane at the crosswalk, where a teacher will be on duty at arrival and dismissal times. Students may not cross the parking lot without a parent.
- While we realize that the parking lot situation may be frustrating at times, remember...adults are role models for all of our children. Please conduct yourself with the utmost decorum at all times.

Your cooperation is greatly appreciated and will help us maintain the safe arrival and dismissal of our students.

## The School Building and Grounds

### Office Hours

The school office is open from **8:00 a.m. – 4:00 p.m.** on weekdays only. It is closed during school-year vacations.

### Parent or Visitor Check-In

For the safety of our children, it is important for someone in the front office to know when visitors are in the building. Please check-in before traveling anywhere in the building and obtain a Visitor's Pass from the office.

If you need to deliver anything to your child during the school day, such as a forgotten lunch or book, please leave it with a secretary in the office, and she will see that your child gets it.



### School Store

Children can purchase school supplies on Tuesdays and Thursdays from 8:30 a.m. – 8:45 a.m.

### Smoking

Baltimore County Public Schools is committed to providing a healthy, comfortable, and productive work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, the use of tobacco in any form in school buildings, on school property (including the parking lot) and at school-sponsored functions (including field trips) is prohibited at all times.



### Bicycles

A bicycle rack is available for students who wish to ride their bikes to school. Please discuss with your children the importance of securing their bicycles with a heavy duty lock, chain and/or security device in order to ensure their safe-keeping, as the school cannot be held responsible for damage or loss. Permission slips for bike riders are available in the office. Maryland law requires that children wear a helmet every time they ride a bike.





## Transportation

### Parent's Role in Pupil Transportation

Parents are responsible for the safety of their children from the time the students leave home in the morning until they board the school bus; and, at the end of the school day, from the time the school bus departs the unloading area at the bus stop until the students reach home. Once the student boards the school bus, the responsibility lies with the bus driver and school administration.

**Riding the school bus is a privilege. This privilege may be revoked if the misconduct of the student jeopardizes the safe operation of the school bus or the safety of the other students riding the bus.** Please review the following rules with your child before school begins:

1. Follow directions from the driver the first time they are given.
2. Stay in your seat at all times while the bus is in motion.
3. Keep all parts of your body inside the bus.
4. Keep hands, feet, legs, arms, personal property and your voice to yourself.
5. Eating, smoking, drinking, and vulgar language are not allowed at any time.

Parents should be aware of their liability for damage caused by their children to the property of others, including the school bus.

When students walk to and from school or the bus stop, they must show consideration for the property of those citizens whose homes or places of business are located along their routes.

Children are to ride their assigned buses each day. **Permission to ride a different bus or get off at a different stop will only be granted in emergencies.** Parents must send in a written request, which must be approved by an administrator. If we do not have such a written request, the child will be put on his regular bus to go home. When requesting a permanent change in bus transportation, parents must send a written request to the office at least three days in advance.

## Communication



### Parent Newsletter

The Parent Newsletter will be sent home monthly. It is imperative that you peruse the Newsletter each month as important and timely information is included.

### Work Samples

In order to keep you informed as to your child's progress in school, teachers will frequently send home your child's classroom work samples. After reviewing the work samples with your child, please sign and return them to your child's teacher.

### Assignment Book

An assignment book will come home with your child each night. **Please review assignments and any notes written in this book with your child and then sign, which is an indication to your child's teacher that you have seen the assignments and are aware of all notes written to you.**

### Parent/Teacher Conferences

Conferences may be scheduled during the year for all students at the parents' or teacher's request. Please schedule conferences in advance, as teachers use the time before and after school to prepare for the day, help their students get organized, check work, and participate in grade level or faculty meetings. Teachers will not be interrupted during the normal school day to confer with parents.

### Phone Calls

In order to set up a conference with a faculty member, parents are encouraged to call during school hours and leave a message. Faculty members will return your call as soon as possible.



We will not disturb a class in order to call your child to the phone to talk to you unless there is an emergency. Likewise, students will have limited access to the phones.

### Emergency Cards

At the beginning of the year, you will be requested to complete three emergency cards; one will be kept in the office, one will be kept in the

Health Suite, and one will be kept in an emergency mobile kit. Please be sure to update phone numbers on these cards as needed by informing the secretaries of any changes.

### **Classroom Visits**

Classroom visits can be arranged any time after October 1. We are pleased to invite visitors into our schoolhouse and classrooms. Please call your child's teacher in advance to arrange an appointment. As you might expect, children and teachers can be distracted by visitors. We prefer to limit visits to one person at a time. You can help by keeping visits to an hour or two and coming alone. In addition, parents are encouraged to visit during American Education Week in November.

### **Expressing Concerns**

We hope you and your child will have a happy, rewarding year. We can help that happen if you share with us small issues before they grow into larger concerns. Please contact the person most directly involved with your concern, beginning with your child's teacher. We need your feedback to help us do our job well, and we rely upon your candor and good suggestions.

## **Academic Guidelines**



### **Classwork Expectations**

It is expected that students will come to class prepared to learn. It is important to this end that they have the necessary materials, supplies, and completed homework. Classwork activities in which students will be expected to participate include reading, participating in discussions, completing independent work, and completing group projects.

It is virtually impossible for a child to “catch up” on missed classwork because of the interactive nature of the classroom. When possible, written assignments will be sent home in the case of illness. When a child misses school due to vacation, classwork may not be sent home. Instead, the child will be requested to read an assigned book (or portion thereof) and maintain a daily journal of his trip experiences.

### **Homework Expectations**

Homework is important. It reinforces skills, builds study habits, and encourages independent thinking. We also believe students should have

time for sports, hobbies, and personal interests (preferably other than TV). We think our homework expectations are full but fair. Some children will consistently need more time, others less. Some days will be busier than others, too. If you think your child is assigned too much homework or is struggling, please discuss it with the teachers. The County recommendations are as follows:

- Grades 1 – 3: Maximum of 30 minutes a day
- Grades 4 –5 : Maximum of 60 minutes a day
- Weekend homework is permitted in grades 4 & 5.
- Homework is not assigned over holidays.

We do not require homework assistance by parents, but encourage your interest. You can help by seeing that all work is done, and by withdrawing when you sense you are doing the work. Mistakes can help the teacher know where the child needs extra help. The goal is for each child to become independent and competent. Unless a teacher specifies a collaborative assignment, we expect all work turned in by each student to be his or her own. You can help by setting up a time schedule and providing a good place to study, free of distractions such as TV or radio.

## **Reading**

Research has shown that the most successful students are those that read well. Many classes will be involved in our at home reading program, which requires students to read at home on a nightly basis. We encourage students to read for 15 uninterrupted minutes. This can be in the form of silent reading, parent-child read alouds, or a combination of the two. Quarterly, children, will be required to complete a book project based on their readings. Reading logs will also be sent home. All guidelines will be sent home by teachers.



## **Tests**

Generally, no more than two tests will be scheduled on the same day. Quizzes need less preparation than tests, so they may be given in addition to tests.

## **Special Area Classes**



## **Art**

Students will have art at least once a week. They are encouraged to keep a smock in their locker to protect their clothing.

## **Computer**

Students will use computers as a part of their regular academic program. They will have access to computers both in their classroom and in the Computer Lab.



## **Guidance**

The developmental guidance program at Red House Run has been designed to assist each child in developing his/her unique potential as an individual. The counselor will work toward helping each child become more responsible for him/herself by gaining a better understanding of the factors which motivate behavior. The counselor works in classrooms as well as with individual and small groups of children to achieve these goals.

## **Instrumental Music**

Instrumental music is provided for all fourth grade students and is an elective subject for fifth graders. For those fifth grade students who are interested, instrumental music lessons are offered as a regular part of the school day. The Instrumental Music teacher will suggest an appropriate instrument for your child and will send home information regarding rental/purchase payment plans. These students will also be in the Band.



## **Library/Media**



Students will visit the library/media center at least once a week. They may borrow up to two books at a time. All students are on their honor to return books when they are due. Students will be expected to pay for books they lose or damage.



## **Physical Education**

Students will have physical education at least once a week. Students must dress appropriately for physical education for their safety and comfort by wearing tennis shoes and removing jewelry. You may want to consider having your child remove his/her glasses or providing safety glasses as well.

## **Reading**

The responsibility of the school reading specialist is to help students become successful readers. The reading specialist works directly with students who have deficiencies in reading. Interventions reinforce skills,



vocabulary, and comprehension strategies. You will be notified by the reading specialist if your child is receiving these services.

### **Vocal Music**

Students will have vocal music at least once a week. All students in grades 4 and 5 will be in the chorus for one semester.



## **Student Behavior**

### **Expectations**

A belief that is integral to the Red House Run school community is respect – for ourselves, other students, adults, and property. This concept is the basis for our Wolf Pack Pledge and Super Citizen program. During the year students can be nominated as a Super Citizen by their teachers for displaying certain characteristics. Our quarterly themes are:

- Respect
- Responsibility
- Cooperation
- Perseverance

### **Wolf Pack Pledge**

To be a good citizen of the Red House Run community, I will...

- be kind to myself and others,
- be responsible for my behavior,
- take care of my property and the property of others, and
- be safe.

### **Discipline**

All students have the right to attend a school, which exemplifies a positive learning environment. In our efforts to support children's organization, behavior, and learning, it is expected that children will behave in ways that will not interfere with their learning or the learning of others. School, classroom, and transportation rules are shared with and explained to each student at the beginning of the year. Students are expected to make appropriate decisions and be willing to accept the consequences if wrong decisions are made. The consequences may include lunch detention, loss of play, temporary removal from the class, or referral to the office. More

stringent consequences for severe behavior are outlined in the Baltimore County Public Schools Student Handbook, which each student will receive at the beginning of the year.

If appropriate behavior is a frequent problem, teachers and administrators will meet with parents to discuss the problem. Under no circumstances will a student be allowed to continually disrupt a class or interfere with the learning of others.



## Special Occasions

### Field Trips

Field trips are important educational experiences. They broaden the child's experiences, interests, and understandings, and are a part of the instructional program. As such, all students are expected to participate in these valuable experiences and take part in the pre-planning and follow-up activities in the classroom. Teachers send notes home to announce trips and reminders appear in the Newsletter calendar. A permission form will be sent home for each field trip. We must have written permission anytime we take students off school property. We cannot accept verbal permission over the telephone. The cost of each field trip will be communicated by the teacher. Children should dress appropriately for field trips.

### Chaperoning Field Trips

If you would like to help chaperone a field trip, please tell your child's teacher. Spaces are limited on most trips, so please understand if the teacher asks you to wait until another time. Older siblings cannot serve as chaperones.

We appreciate chaperones complying with four important policies:

1. Unfortunately, siblings cannot attend. Young children can distract our groups and may need more attention than a chaperone can give.
2. The teacher is the trip leader, is responsible for decisions, and is in charge of students and chaperones.
3. When you chaperone, we need your supervisory help. Please be firm with any child whose behavior is inappropriate, and get the teacher's help, if necessary.
4. Please remember that you serve as a model for our students. We ask that you dress appropriately for your own comfort and safety, and

remember that smoking by chaperones is strictly prohibited, as the location of the field trip is an extension of the school boundary and school day.

### **Class Parties**

During the last period of the day, teachers may choose to have occasional class parties in conjunction with holidays. The room mother helps organize parties and will probably call you to ask for help at some time during the year. When you send in food, please remember that most parents and teachers prefer that you provide nutritious snacks. Snacks should be store bought.

## **Student Records**

### **Reporting System**

Parent conferences will be held twice a year for students in prekindergarten and kindergarten. Report cards will be sent home with each student in grades two through five quarterly. Students in grade one will receive a report card for terms two through four; progress will be communicated via a conference for the first term. Parents are asked to sign the report card envelope and return it to school.

### **Testing**

Countywide and State Assessments will be given to students in grades one through five. The results of these tests are used for diagnostic purposes, as well as a tool to measure growth. You may wish to call for an appointment with your child's teacher or an administrator, who will review results with you. Testing dates will be noted in the Parent Newsletter.

### **Official Files and Transcripts**

Files may be read by authorized personnel only and may not leave the office. If you wish to see your child's file, you may do so in the presence of an administrator. Please make an appointment to do so.



Without your written permission, no person or other school will have access to or release of information from your child's official file. It is understood that faculty, staff, and appropriate Red House Run personnel are exempt from this requirement. Access to or release of records with parental

permission will be recorded in a log which includes the student's name, date, and the name of the reviewer or person given access.

Files and records will only be released after all financial obligations have been met.

The parent/student address list and directory is also confidential. School policy prohibits its use or the use of the school name for solicitation or commercial purposes.

## **Student Health**

### **Absences**

If a child is to learn and progress, regular attendance is most important. You do not need to call the school office when your child is absent. However, your child's absence must be explained to the teacher in a note stating the specific illness upon your child's return to school. Absences will be coded as "unexcused" for those students returning to school without a note.

Homework for the day of your child's absence may be requested by calling the school office **before 10:00 a.m.** It can be picked up in the office after 2:00 p.m. or sent home with another student designated by the parent.

### **Health Suite**

The health suite will be staffed by our school nurse, Ms. Williams. She can be reached at 410-866-9315. The nurse will provide first aid, supervise the administration of all prescribed medications, and provide assessment of medical and health-related situations which may require referral to appropriate community resources. (including screening for vision, hearing, and scoliosis). Although the nurse is on staff to care for unexpected illnesses, Red House Run does not have the facilities to function as an infirmary. Therefore, if your child becomes sick at school and needs to go home, we will call you. We understand the inconvenience to working parents, but we have no facility or personnel to care for sick children. Please prepare a contingency plan well in advance, and let us know how we can help.



## **Immunization and Physical Examinations**

The American Academy of Pediatrics recommends yearly physical examinations for all children. Red House Run Elementary requires a complete physical examination for all children entering prekindergarten or kindergarten, as well as all new students entering school. We hope to be kept abreast of any changes in the health needs of your child, and to promote the safety of all our children. Red House Run also follows the State of Maryland's minimum requirements and recommendations for immunization. Any child not in compliance with the required immunizations will be withdrawn from school until the necessary immunization documentation is provided.

It is essential that you inform the nurse and homeroom teacher if your child has a serious medical condition or health problem.

## **Medications Policy**

When a student is taking prescribed medication, the parents should make every effort to arrange for the medication to be taken outside of the school day. However, when a physician determines that a child must receive a medication during the school day, either on a regular schedule, or as needed, the following policy will be enforced: Before supervising the administration of prescription medication in any form, the school nurse must have complete written instructions from the physician including the name of the prescribing physician, date of order, name of medication, dose, time, circumstances of administration, length of time the medication is to be continued and any possible side effects. Without this information, no medication will be given.

Medication must be in the original container (a second container should be obtained for the medication to be taken at home) and labeled with the following: child's name, physician, date, medication, dosage, and directions for administration. Parents must deliver the medication personally to the health suite or school office in its original container, and wait for the school nurse to document the number of pills received. Students may NOT carry medications to school. Every effort will be made to notify you as the need to refill ongoing medications becomes apparent, but parents will ultimately be responsible for refilling prescriptions in a timely fashion.

There will be a limited number of over the counter medications (such as Tylenol, Benadryl, Advil, etc.) which, with parental permission, will be

offered, as deemed necessary by the school nurse, in accordance with established protocols endorsed by a physician. If you wish for your child to receive any non-prescription medications, you will need to provide the medication in its original container, and sign an authorization form (available from the school nurse).

No student will be permitted to self-medicate during the school day. All medications will be kept in a locked cabinet at all times. Teachers are not authorized to store or supervise the taking of any medication.

Circumstances warranting special consideration should be discussed with the school nurse.

All medications and medical equipment must be picked up by a parent or an adult parent designee by the end of the school year. Any medication not picked up by the end of the school year will be discarded.

### **Medical Emergencies**

In the case of a medical emergency, we will first call 911 and then the parent or legal guardian. The ambulance takes children to the most convenient hospital. If you are unreachable, we will call the person named on your emergency form. Please be sure to name someone who can be reached easily.

### **Suspected Child Abuse or Neglect**

Teachers, staff members, and parent volunteers are legally responsible for reporting suspected child abuse or neglect to Social Services, and they are legally protected from lawsuits for false reports as long as evidence indicates that suspicion of child abuse or neglect was reasonable.

## **Guidelines for Appropriate Dress**

### **Our Goal**

Our school's major goal is the education of your child. In order to accomplish this goal we must provide an atmosphere which is conducive to learning. It is in this spirit that we have developed the following guidelines for appropriate dress:

**Students should wear:**

- Clean clothing
- Jeans, slacks, dresses, and shorts of appropriate length
- Shirts, sweaters, and blouses which cover the upper part of the body
- Safe shoes, tennis shoes.

**Students may not wear:**

- Floor-length dresses
- Shower sandals, i.e., flip-flops, platform heels
- Short shorts, bathing suits, halter tops or other suggestive type clothing
- Hats or gloves in school
- Clothing with abusive and/or suggestive language and/or slogans
- Hair dye that is any other color than natural hair color
- Facial make-up and/or tattoos
- Excessive jewelry
- Pants or shorts that fall below the hip.

**Students in PreK – 2 should store an extra pair of clothes at school. The clothes should be changed seasonally.**

**Recess**

All children have outdoor recess, weather permitting. Please have your child dress appropriately. Children will not be allowed to remain indoors during this time. If a child needs to remain indoors to recover from an illness, that child should be kept at home.

**Cafeteria Service****Pin Numbers**

All students will receive a pin number to be used with the computerized system in the cafeteria. We encourage parents to prepay at least 5 meals in their child's account. The computerized system allows for prepayment into an account that can only be accessed by the student's I.D. number. Any questions can be directed to the cafeteria manager by calling the main office at 410-887-0506 and ask to be transferred.

**Breakfast**

Breakfast is served each morning from 8:25 – 8:45 a.m. Students who receive free or reduced lunches are entitled to a free or reduced breakfast as well.

**Lunch**

Proper nutrition makes a big difference in a child's performance in school. Students may pack a lunch or purchase one from the cafeteria. When packing a lunch, please keep in mind that we cannot refrigerate or heat children's meals at school. Please supply forks, spoons, napkins, etc. as needed. Please avoid junk foods and sugar whenever possible. Parents are discouraged from bringing their children fast food lunches.

On occasion, you may need to deliver a forgotten lunch to school. If so, please leave it with a school secretary. The secretary will see that the child gets it.

A lunch menu will be sent home at the beginning of each month. Students will be offered three choices daily, one of which is a salad box. Students must sign up for lunch during homeroom.

**Free and Reduced Lunch**

At the beginning of the school year, you will receive an application form for free and reduced lunch. If you feel your child is eligible for free or reduced lunch, please complete the application and return it to school as soon as possible. As in previous years, students who were eligible for a free or reduced price lunch at the end of the previous school year are eligible to receive a free or reduced price lunch until October 1 of the current year. However, even if your child was eligible last year, you must reapply for the current school year by October 1.

**Expectations**

We expect our students to be well-mannered, polite, and orderly in the cafeteria. Students may talk quietly with their immediate neighbors while they eat. Cafeteria assistants are available to help students needing assistance. Unacceptable behavior will result in revoking the privilege of eating in the cafeteria. Parents will be informed when this occurs.

Students may not bring glass containers to school, including a glass thermos. There have been cases in which the thermos has exploded, causing a safety hazard to many children. In addition, children may not purchase sodas at school; please do not send carbonated beverages to school.

**For the safety and well-being of our children, please make certain that we have at least two up to date emergency phone numbers on file.**