

# PARENT HANDBOOK



Hampton Elementary School  
2015-2016

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## **MISSION, VISION AND BELIEFS**

### **HAMPTON'S VISION AND MISSION STATEMENT**

Believing that all students will succeed when educated in a positive, safe and challenging learning environment, the staff and parents of Hampton Elementary School strive to meet the diverse needs of students in its community. The Hampton community is dedicated to teaching children to become successful learners who are thoughtful citizens. Hampton will promote the 21<sup>st</sup> century skills necessary for lifelong learning through the implementation of responsive instruction, current technology and parent involvement.

### **BALTIMORE COUNTY PUBLIC SCHOOLS**

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining and investing in a culture of deliberate excellence for every student, every school and every community.

### **BALTIMORE COUNTY PUBLIC SCHOOLS' PURPOSE**

Baltimore County Public Schools will provide for every student the highest quality 21<sup>st</sup> century education in a safe, secure and positive environment conducive to high levels of teaching, learning and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.

### **BCPS BLUEPRINT 2.0 GOALS**

Goal 1 Academics: World-class Teaching and Learning

Goal 2 Safety and Security: Safe and Secure Teaching, Learning and Working Environments

Goal 3 Communication: Building Community through Communication

Goal 4 Organizational Effectiveness: Organizational Performance Standards and Accountability

### **HAMPTON'S CODE OF CONDUCT**

I am Respectful.

I am Responsible.

I am Safe.

I am Prepared.

# THE SCHOOL BUILDING AND GROUNDS

## ENTRANCE

For the safety of all students and staff, the outside doors are locked. During the school day, from 9:10 a.m. to 3:40 p.m., **everyone must enter the school through the main entrance**. To gain entry, you will need to push the buzzer located on the right side of the door and wait for instructions. ALL persons are required to report to the school office for permission to visit any area in the building. For the safety of our students, it is important for someone in the front office to know when visitors are in the building. An administrative assistant will sign in each visitor using the Raptor System, and distribute a visitor badge that must be worn while in the building. PLEASE NOTE: You MUST have your driver's license to register.

## GROUNDS

The school grounds provide green space for the students to play in a healthy environment. Please do not litter on the school grounds. The school grounds, including the tennis courts, are to be used only by students during the school day from 9:00 a.m. to 4:00 p.m. Additionally, animals are not permitted in the school or on the grounds during the school day as per BCPS policy. When walking animals on the grounds during approved hours, please be responsible to clean up after them.

## OFFICE

The office is open from 8:00 a.m. until 4:30 p.m. on all school days. The office phone number is 410-887-3205. Anyone other than students and staff must report to the office and must register through the Raptor System using his/her driver's license.

In order to minimize disruptions to the learning environment, please note the following:

- **The Student Contact Information Sheet for your child must be returned to the school on the second day of classes.** Whenever contact information changes, you must notify Hampton. If you move during the school year, you must contact the school within 10 days.
- If your child is to leave school early for any reason, you must go to the school office to meet him/her, and **NOT** to the classroom.
- If your child forgets something necessary for the school day, it should be dropped off in the office and **NOT** in the classroom. Please make sure items are clearly marked with your child's name.
- Urgent messages for children can be called in to the office. Please do not leave a message for a child except in extreme emergencies.

## PARKING

Parking in the fire lanes at any time is prohibited. You may use the parking lot on the east end of the school if space allows. When parking on the neighborhood streets for an in-school activity or field trip, please adhere to all posted signage. Certain areas are clearly marked with "no parking" signs, and the county police department regularly patrols the streets. You may only use the spaces reserved for handicapped parking if your vehicle displays the appropriate tags. Between 9:30 a.m. and 3:00 p.m., you may park in the visitor parking in front of the school.

## SMOKING

Baltimore County Public Schools is committed to providing a healthy, comfortable, and productive environment for its students and employees. The use of tobacco in any form in the school building, on school property (including the parking lot), and at school-sponsored functions (including field trips) is prohibited at all times.

# HAMPTON ELEMENTARY INFORMATION AND PROCEDURES

## ARRIVALS/DISMISSALS

Our doors open at 9:00 a.m. and are locked again at 9:15 a.m. Morning announcements begin at 9:10 a.m., followed by instruction, and the school day ends at 3:40 p.m. All students will enter and exit the building through the designated doors. Students' arrival time on buses is approximately 9:00 a.m. It is our hope that students will ride their assigned bus on the first day of school to become familiar with their pick-up times and bus drivers. **Students who walk or are transported by parents/guardians should not to arrive before 9:00 a.m.**, as our doors will remain closed until that time.

During arrivals, we ask parents and guardians **not** to accompany their child/children beyond the school entrance. We are working hard to make our students responsible for their own routines and classroom responsibilities. The Hampton staff will assist students in locating their classrooms on the first few days of school.

### **Bus Loop**

Our bus loop is used by buses and other designated vehicles during arrivals and dismissals. **Passenger vehicles are not permitted in the bus loop during those times. Students should not be dropped off using the bus loop.**

### **Walkers**

Students who walk to school should cross the street using the crosswalk at Charmuth and Tenbury Roads, and enter and exit the building using the doors on the west side of the building by the baseball fields.

### **Car Riders**

If you drive your child to school, you can park and walk him/her to the doors on the west side of the building, or you may opt to use the car loop in the parking lot on the east end of the building as a quick, "drop and go." Adults should not exit their vehicles to assist children. **Do not cross or walk through the bus loop during arrival or dismissal.**

### **Late Arrivals**

Punctuality is important to the instructional program. All children should be at their desks by 9:10 am. Students arriving late to school (after 9:10 a.m.) **should not** go directly to their classroom or teaching area. A parent or guardian should accompany the tardy student to the office through the main entrance.

### **Early Dismissals**

If it is necessary for you to pick up your child before the end of the day, please send in a note to the classroom teacher. The note will be forwarded to the office, and your child will be called to the office upon your arrival. Students leaving early must be picked up in the office and signed out.

## **Non-routine Dismissals**

Any change in routine dismissal procedures needs to be documented by a note or phone call. If your child usually rides the bus and you plan to pick him/her up at the end of the day, please send a note to your child's teacher indicating a change in dismissal. **Emailed dismissal changes should be directed to the classroom teacher and the administrative assistants in the office.** Your child will meet you at the crosswalk or walker door on the west side of the building at dismissal time. Without a note or phone call, your child will follow his/her normal dismissal procedure. **Children may not ride another bus except in emergencies.** If your child is a walker, he or she may not ride the bus home with another child. Notifications regarding dismissal changes should be directed to the office staff. **Dismissal changes should not be emailed to teachers during the day or called in after 3:00 pm.**

## **Leaving School with Others**

The safety of the students is one of our highest priorities. If you want your child to leave the school with someone besides you (or other adults noted on the student's emergency card), you are required to write a note stating the name(s) of the person(s) who will be picking up your child. Even if the person is a relative, such as an older sibling, grandparent, aunt, etc., we cannot release any child without your permission, and the clearest way for us to have that permission is in writing.

## **ATTENDANCE**

To maintain good scholastic performance, students must attend school regularly. The federal government and the Maryland State Department of Education (MSDE) have set high standards for regular school attendance. The State of Maryland standard for attendance is 94% for satisfactory (absent no more than 11 days per school year) and 96% for excellent (absent no more than 7 days per school year). Hampton Elementary School has consistently exceeded those standards, which contribute to our students' academic success.

MSDE determined that a student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours. Hampton's hours are 9:00 a.m. to 3:40 p.m.

**Following an absence, students are required to present a note to their homeroom teacher.** The note, signed by a parent or guardian, must include the name of the student, the date(s) of the absence and the reason for the absence. Upon receipt of the absence note, the school will certify the absence as excused or unexcused. Absences not supported by a note will be considered unexcused. Absences that are considered "excused" include illness of the child, death in the immediate family, quarantine, court summons, violent storms, work or activity that is approved or sponsored by the school or school system, observance of a religious holiday and state of emergency.

Students are expected to assume the responsibility for maintaining the continuity for learning regardless of the reason for absence. Teachers will assist students in making up missed work for excused absences whenever possible. The best procedure to obtain homework for absentees is to have a "buddy system." If necessary, arrangements can be made by a phone call to the school administrative assistants or by notifying the teacher in writing or by email by 9:00 a.m. Parents or guardians are also welcome to pick up missed work at the end of the school day.

## **Attendance Committee**

Chronic absenteeism is of special concern. **If your child misses 20% of class time within a grading period, he/she could be subject to a failing grade in the class or classes he/she has missed.**

In addition, the school system requires each school, regardless of its attendance rate, to maintain an attendance committee, which is charged with monitoring individual student absences as well as late arrivals. The school nurse, principal, and Pupil Personnel Worker will address absences and lateness. A letter will be sent home when absences and lateness exceed standards. Please refrain from picking your child up prior to the end of the instructional day.

## **Tardiness**

Your child is considered late if he/she arrives after 9:10 a.m., and will be ineligible to receive a “perfect attendance” certificate. It is very important that your child arrives to school on time every day. The school system expects the attendance committee to monitor lateness. Students who are regularly tardy will be reviewed. Should the number of late arrivals significantly exceed expected standards, the committee will notify parents/guardians and offer support and guidance. Bad habits can be hard to break, so the sooner the problems are remediated, the better for all of the students (and families) involved.

## **Vacations and Make-Up Work**

From time to time, families find the opportunities or have the desire to take vacations during the school year. These are often weeklong journeys to interesting and exciting places. Although we discourage the taking of these trips (they are unexcused absences) during the school year, there may be times when they cannot be avoided (winning the trip, trip as a gift, visit to an elderly relative, etc.). Please understand that because these are unexcused absences, teachers are not required or expected to provide materials or assignments **in advance** that might be covered during that period of time.

Teachers are expected and will be more than happy to hold the papers and assignments that a student misses during a vacation, and have them available to be completed upon the student’s return. Parents who are looking for academic activities to do with their child on a trip should consider some of the following ideas: review skills and activities that have already been taught, create a trip journal with journal entries about activities and experiences encountered while on the trip. Your child’s teacher may have some other appropriate suggestions, as well.

## **BACK-TO-SCHOOL ACTIVITIES**

### **Take a Peek at Your Seat**

**Take a Peek at Your Seat** is held the day before students are scheduled to return from summer break. It is an opportunity for students and parents/guardians to visit the school, locate their classrooms and meet the teachers. It also gives students a chance to meet other classmates and is designed to help everyone feel more comfortable about the start of school.

### **Back-To-School Night**

Early in the school year, parents/guardians of children in grades 1 to 5 are invited to a brief assembly and given the opportunity to visit their child’s teacher in order to learn about the curriculum for that grade level. Two sessions are scheduled so that parents/guardians who have more than one child are can visit more than one classroom during the evening. **Please note:** This meeting is for general information only, and is not a venue to talk specifically about your child.

## **Kindergarten Students**

Parents/guardians of kindergarten students participate in an orientation program during school hours the first week of school. Each kindergartener will be assessed prior to the start of the school year.

## **BIRTHDAY CELEBRATIONS**

Students may not distribute birthday invitations at school due to confidentiality and the possibility of hurt feelings. Class lists with first names only will be provided by teachers. If you would like to send in a small treat for your child's birthday, please contact your child's teacher prior to your child's birthday for approval. Parents and guardians may want to send in treats to celebrate their child's birthday. If a parent wants to send a treat (and that's always optional), we suggest some alternatives such as fruit cups, small packages of goldfish, pretzels or popcorn. Teddy Grahams, or non-food items such as pencils, stickers, erasers and glue sticks are also acceptable. No sugary items such as sodas, candy, gum, popsicles, **cupcakes** or any other non-nutritional foods are allowed during the school day due to state policy. As with holiday parties, it is also important to be aware of students who may have allergies or other health-related issues. Therefore, items purchased must have listed ingredients. Please inform the teacher a few days in advance if you would like to send in a treat. If possible, birthday treats should be brought to school by 9:00 a.m. on the day of the celebration.

## **CELL PHONES**

Children are not allowed to use cell phones during the school day or on school buses. Students who choose to bring cell phones to school must take responsibility for them. During the day, cell phones must be turned off and kept in backpacks in lockers. **Cell phone use by adults in the school is also prohibited.**

## **CHILDCARE**

If you require before- or after-school childcare, you may want to consider the Play Centers program housed in the cafeteria at Hampton Elementary. The Play Centers program offers affordable care, beginning at 7:00 a.m. and ending at 6:00 p.m. The program director can be reached by calling 410-296-4880.

## **COMMUNICATION**

### **Calendars**

The Baltimore County Public Schools (BCPS) distributes a countywide calendar and information booklet at the beginning of the school year that outlines the academic year. BCPS calendars and events are also posted on the system's website at [www.bcps.org](http://www.bcps.org)

### **Blackboard Connect**

BCPS uses Blackboard Connect to reach parents and guardians by telephone. Periodically you will receive specific messages from Hampton Elementary School about upcoming events. System-wide messages will also be sent regarding current issues. It is important that phone numbers are current.



## **BCPS Now App**

You can now access the latest BCPS news, calendars and school closing information on your iPhone, iPod or Android device via our new BCPS Now app, available for free download on the App Store or Google Play.

## **Twitter**

Follow Hampton on Twitter @HamptonDolphins

## **Email**

According to BCPS policy, teachers are prohibited from sharing academic progress or behavior via email. Please arrange for a conference by phone or in person.

## **Student Agendas**

At the beginning of the school year, students in grades 2 through 5 are issued agenda books provided by the PTA at the beginning of the school year. Please review assignments and notes from the teacher with your child each day. Sign your name in the box on the bottom of the page to indicate to your child's teacher that you have seen the assignments and are aware of all notes written to you.

## **Newsletters**

Twice a month, on the first and third Thursdays of the month, you will receive either the school bulletin or the PTA newsletter. It will be sent home via email; however, if you do not have access to email, you may pick up a hard copy in the school office. These publications are the primary source of up-to-date information about the school community and upcoming activities and events.

## **Work Samples**

In order to keep you informed of your child's progress in school, teachers will frequently send home your child's work samples. Please review the work samples with your child. You can also monitor your child's progress via BCPSOne. Grades are updated at least every two weeks.

## **Report Cards**

Report cards are sent home four times a year for grades 2 through 5. Parents of first graders are required to attend a conference at the end of the first term to discuss student progress, and will receive report cards three times a year beginning with the second term. The distribution dates are published in the system calendar and in the school newsletter.

Kindergarten students receive progress reports twice a year, one at the end of each semester. Based on the Maryland State Department of Education guidelines, they are designed to show growth or progress in a number of academic and social/emotional areas. They are shared with parents/guardians at formal conferences.

The instructional code used on report cards varies with the grade level of the child; primary students receive grades as consistently demonstrating, progressing, or needs development (CD, P, or N), while intermediate grade students receive letter grades (A-E). There are also codes for student behavior and effort.

## **DRESS CODE**

The Manual of Policies and Regulations published by the Board of Education of Baltimore County states as follows:

“Cleanliness and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate a close relationship between pupil dress and pupil behavior.” (policy 5520)

Hampton Elementary School expects that pupils will show pride in themselves and their school by wearing appropriate attire for the “business of the classroom.”

Please note that expectations for appropriate student dress include the following guidelines:

- **For maximum safety, children should wear tennis shoes every day.**
- Student clothing should be comfortable.
- Clothing that advertises drugs or alcohol, or contains derogatory or inappropriate language is not permitted.
- To ensure safety, flip-flop shoes, heelies and open-toed sandals are not allowed. Crocs can also be dangerous, and are discouraged.
- Tennis shoes must be worn during physical education class and recess.
- Hats are not to be worn inside the building by either boys or girls.
- Since temperatures vary in our building, both winter and summer, we suggest that students wear layered clothing and/or keep a sweater at school.
- Halter tops, spaghetti straps, and belly shirts are not allowed.
- Boots should only be worn during inclement weather.
- Shorts should not be worn if the temperature is below 32 degrees Farenheit.

## **EXTRACURRICULAR ACTIVITIES**

Hampton students have opportunities to be involved in a wide range of extracurricular activities. Although activities can change from year to year, depending on student need and interest, the school makes an effort to regularly provide opportunities that support or extend learning opportunities. Listed below is a partial list of activities in which the students have been involved:

- |                               |                              |
|-------------------------------|------------------------------|
| ▪ Chorus Helpers              | ▪ Dolphin Depot School Store |
| ▪ Safety Patrol               | ▪ WHES                       |
| ▪ Stage Crew                  | ▪ 24 Challenge               |
| ▪ Flag Raisers                | ▪ Spanish Club               |
| ▪ Student Council Association | ▪ Girls on the Run           |
| ▪ Library Helpers             |                              |
| ▪ Kickball Club               |                              |

If your child is interested in becoming involved in any of the activities listed above, please check with the office for sponsor information. **Please note:** Many of the activities are available to fourth and fifth graders only.

## **FIELD TRIPS**

In an effort to extend learning experiences, teachers may from time to time schedule field trips. When a field trip is scheduled, teachers will send home detailed information, permission slips, requests for payment, and chaperone information. It is imperative that permission slips and any money needed to cover the cost of the trip be signed by parents/guardians and returned well in advance of the field trip. Written permission from the parent/guardian is required for a child to participate in any field trip.

If you would like to help chaperone a field trip, please notify your child's teacher. Spaces are limited on most trips, so please understand if the teacher asks you to wait until another time. **Only people who have attended volunteer training at least 30 days prior to the trip may chaperone.** Volunteer training is available online at [bcpsvolunteers.md.safeschools.com/register](http://bcpsvolunteers.md.safeschools.com/register). If you agree to assist during a field trip, please make every effort to attend since the students and teachers are counting on you. Older siblings cannot fill in as a chaperone or substitute for you if you are unable to attend.

When you are acting as a chaperone on a field trip, you are assuming the supervisory responsibility for students and their safety. Please remember the following information:

- The teacher is the trip leader. He/she is in charge of students and chaperones, and is responsible for all decisions.
- When you chaperone, we need your supervisory help. Although we want you to enjoy the trip, remember that your first responsibility is to help supervise students. Please be firm with any child whose behavior is inappropriate, and get the teacher's help if necessary.
- Never take students off site without the prior knowledge and approval of the teacher-in-charge.
- Cell phones should be left in your pocket or purse, and used only if an emergency arises.
- Since this is an educational activity, siblings are not allowed to attend. At times, younger children can distract from the group activities and take needed attention away from the students. Please make daycare arrangements before the day of the field trip.
- Please remember that you serve as a model for our students, and that the location of the field trip is an extension of the school boundary and school day. We ask that you dress appropriately and keep in mind that smoking by chaperones is strictly prohibited.

## **FOOD FOR CLASSROOMS**

Maryland State Department of Health regulation (COMAR 10.15.03.03) prohibits preparation of food for consumption by students in schools or school-sponsored events in non-licensed food production facilities. The serving of any potentially hazardous foods, such as any food requiring hot or cold temperature control, cannot be brought to school by unlicensed individuals or facilities, and shall not be served to students at school-sponsored functions. This procedure is to prevent food-borne illness.

## **GRAB & GO BREAKFAST/LUNCH**

### **Grab & Go Breakfast**

Breakfast is served on all full school days. Children have limited time to eat breakfast at school. Using the Grab & Go system, children may pick up breakfast items and take them to their classrooms.

## **School Lunches**

For lunch, students have three choices on a daily basis. The county menu provides for two hot plate items and a salad. Students may choose to bring their own lunch from home. Milk, juice, water, ice cream and various snacks may also be purchased. A price list for all items is provided for students at the beginning of each year. **Note:** students should not bring glass containers or carbonated beverages to school. Due to limited space, parents cannot eat in the cafeteria. However, volunteers who are willing to help maintain order in the cafeteria during the lunch period are welcome. Please contact the administrative assistants for more information and to sign up.

## **SNAP Program**

All Baltimore County Public Schools participate in the School Nutrition Accounting Program (SNAP). This program allows parents/guardians to deposit monies in a debit lunch account. Each student is issued a three-digit debit number to use for purchases made in the cafeteria. Forms to deposit money are sent home with all students and are also available in the school office. Online payments can be made through [www.myschoolbucks.com](http://www.myschoolbucks.com). The SNAP program has been very successful, and we encourage parents to take advantage of its convenience and flexibility. It helps ensure that no child will ever need to worry about having money for lunch.

You may distribute your prepayment among any combination of accounts including:

- Breakfast/Lunch Only—Funds in this account can only be used for the purchase of a complete meal, but is not available for a la carte items. Additional a la carte items (i.e., extra milk, snacks, etc.) cannot be purchased with SNAP funds if all money is assigned to this account.
- Cash Account—Funds in this account can be used for meals, beverages, snacks and/or a la carte items.
- Lunch and Cash—Funds are split between both types of accounts.

If you have more than one child at Hampton Elementary, you should use one prepayment for each child although you may write one check to cover all prepayments. Please be sure to list all of your children's names on the check. If no specific amounts are noted on the form, the funds posted on the check will be equally distributed between all of your children's debit accounts.

Your child can also use cash to pay for lunch and other items. Please put the cash in a labeled envelope to be given to your child's teacher.

## **Please Note**

If your child forgets his/her lunch and does not have money to purchase a lunch, he/she will be provided a lunch on credit—to be repaid when funds are put on the SNAP account. You will then receive a low-balance notice, carried home by your child, informing you that your child's account is low or out of funds. If you receive a low-balance notice, please send in monies for the account along with the prepayment form the next day. Although we assure you that no student will go without food, the cafeteria can only "carry" students for a very short time. If accounts are not settled quickly, the manager is instructed to provide something for the student to eat but there can be no guarantee that the student will be given an item from the posted menu or something that he/she prefers. We thank you in advance for your efforts to keep accounts up to date and your willingness to use the SNAP system.

We cannot, however, provide snacks on credit. If a child comes through the line with a lunch and/or snack item but no money he/she will be permitted to have the lunch but not the snack. The same is true for those students who bring their lunch and want a snack but do not have money to pay for it.

## **HOLIDAY PARTIES**

Room parents are responsible for planning and organizing classroom holiday parties under the direction of the teachers. At the beginning of the school year, room parents for each classroom will be provided a list of allergies or other health issues, and will be asked to be sensitive when planning holiday party

menus. The goal is to allow as many children to participate as possible, so room parents will make every effort to provide appropriate treats for affected students. To ensure safety, parents and guardians of children with allergies are encouraged to send in supplemental food for their children. (See “Food for Classrooms” above for more specific guidelines.)

## **HOMEWORK**

Homework is an important part of student learning. Homework reinforces, enriches, and extends learning by providing a variety of educational opportunities outside the classroom. It also encourages the development of independent study habits and teaches responsibility. Among other educational benefits, homework provides an opportunity for family involvement in the child’s education and parents and guardians are encouraged to support the school in seeing that homework is completed.

As a student advances through school, it is reasonable to expect that the amount of homework will be increased. Hampton Elementary practices a 10-minute per grade level standard for a typical night’s homework (i.e., first grade/10 minutes, second grade 20/minutes, etc.) This is a flexible standard and can be adjusted up or down based on the strengths or needs of the student, but should not exceed the Board’s recommended maximum of 60 minutes per day for all subjects combined for all students in grades 1 through 5. Kindergarten students should read with an adult at least 15 minutes a night. Students in grades 1 through 5 should read 15-30 minutes a night. Homework is to be assigned a maximum of four times a week, with no additional written assignments over weekends or holidays. Work on long-term projects may extend over a period of weeks, and include weekends, if a family desires. Students who are absent due to illness should speak with the teacher to complete make-up work.

## **INCLEMENT WEATHER**

Should it be necessary to open schools late or close schools early due to inclement weather, the procedures outlined below will apply. Please note that it is often easier for you to find out information by tuning into radio or television stations than by calling the school, as media outlets are often given information before the schools.

### **Information Sources**

Information may be available from the following sources:

- The new **BCPS Now** app, available for free download on the App Store or Google Play, allows you to access BCPS news, calendars and school closing information on your iPhone, iPod or Android device.
- [www.bcps.org](http://www.bcps.org)
- 410-887-5555
- [Schoolsout.com](http://Schoolsout.com)
- WBAL Radio 1090
- Local television stations
- Twitter @HamptonDolphins

Since Hampton has full-day kindergarten, please ignore announcements stating “no morning pre-kindergarten.” If no announcement is made, you may assume that school will be open or remain open as

normally scheduled. **One-hour delay** means that **doors will open at 10:00 am**. **Two-hour delay** means that **doors will open at 11:00 am**. Buses will run for late openings and early dismissals.

### **Early Dismissal**

Should it be necessary to close schools early due to inclement weather, dismissal times can vary from one-, two-, or three-hours early. **One-hour early dismissal time: 2:40 pm; two-hour early dismissal time: 1:40 pm; three-hour early dismissal time: 12:40 pm**. If your child rides the bus, you should plan accordingly to be at the bus stop one, two or three hours earlier than you normally meet the bus.

### **Play Centers**

Play Centers will not be available in the morning if there is a delayed opening. Afternoon Play Centers will not be open if schools close early. Please be sure your child knows the alternate transportation plan if there are no Play Centers.

## **INSTRUCTIONAL TECHNOLOGY**

In the 2015-2016 school year, all students in grades 1, 2, and 3 will be assigned an HP Resolve laptop for use in school for instructional purposes.

Technology instruction begins at the kindergarten level, and is reflective of the Maryland Content Standards. Our classrooms and computer lab are fully wired for Internet and file-sharing capabilities. Each instructional area has a teacher work station that is used for communication and instruction.

In addition to the use of technology by the library media specialist during the weekly library period, all classes have access to the computer labs. The databases are available 24/7, free of charge. Look for a handout during the first week of school.

- Wonders
- DreamBox (grades 1-3)
- eBooks

Contact the library/media specialist or the classroom teacher if you have questions.

## **INTERRUPTIONS DURING THE SCHOOL DAY**

All interruptions to the instructional program are discouraged. Visitors and parents should report directly to the school office and transact business with the administrative assistants.

Teachers cannot accept parent/guardian calls during class times. If you have an urgent need to talk with a teacher during the school day, please contact the administrative assistants who will ask the teacher to return the call as soon as possible.

## **LIBRARY BOOKS**

During the school year, children will visit the library at least once a week. Please encourage your child to read the books and return them the following week. If library books are not returned, you must pay to replace them. Students with outstanding debts or unreturned books will be prohibited from checking out additional books.

## **LOCKERS/CUBBIES**

Kindergarten students will have cubbies within their classrooms. Each student in 1<sup>st</sup>-5<sup>th</sup> grades will be assigned a locker outside of their classroom doors. Lunches can be kept in the lockers/cubbies, but other food items should not be stored in these areas. **Please remember that there are to be no locks**, and students should not leave valuables in their lockers.

## **LOST AND FOUND**

A lost and found collection is maintained on a rack near the cafeteria. Students have an opportunity to check for missing items on a daily basis. PLEASE label all of your child's apparel and school supplies, as well as his/her lunch box for easy identification and return.

## **PARENT TEACHER ASSOCIATION**

The Parent Teacher Association (PTA) at the national, state, and county levels acts as an advocate for all children and strives to foster closer relations between the home, community and school. Together, these groups advocate for the passing of laws that protect and care for children and youth, and the funding of school budgets that provide adequate resources for teachers and students.

The Hampton Elementary PTA promotes the ideals of the national association, and encourages all families to participate in some aspect of its activities.

You can become an active member by:

- Joining the PTA
- Attending PTA meetings
- Volunteering to work on a PTA committee, as a room representative, or as a volunteer
- Supporting fundraising activities or making a direct donation to the PTA

## **Programs and Events**

The Hampton Elementary PTA supports the school's programs by providing many supplementary programs and activities that encourage school spirit, enhance the home-school connection and enrich the academic program. Some of these activities include:

- Student Directory—Hampton families enjoy a helpful directory that provides contact information for families and students that opt to be included.
- Room Parent Coordinator—Once room parents are designated by classroom teachers, the coordinator provides general information and sample documents to help room parents plan and implement class activities and specific school functions under the direction of their classroom teachers.

- Cultural Assemblies—The PTA sponsors grade-level activities and school-wide assemblies that provide enriching experiences and extend student learning.
- Fall Festival—Each year, the PTA hosts an evening of celebration where families and enjoy seasonal activities, fun games and tasty treats.
- “Fun-Raisers”—Families have an opportunity to purchase tickets for fun group activities such as Hampton Night with the Orioles at Camden Yards.

### **Dolphin Dreams Educational Foundation**

The Dolphin Dreams Educational Foundation allows the PTA to raise money for permanent items not covered by Hampton’s school budget or the PTA. Dolphin Dreams fundraising events have included Silent Auctions and a Movie Night Raffle.

### **PARENT-TEACHER CONFERENCES**

Communication between parents and teachers is critical, and parent-teacher conferences are an important component of that communication. A parent-teacher conference provides parents and teachers an opportunity to strengthen their cooperative relationship. In addition, information is exchanged, allowing teachers to work more effectively with the child in school and to assist parents in helping their child at home.

The Baltimore County Public Schools calendar schedules one full day when school is closed to students (typically at the end of the first marking period) for all parents/guardians to meet with teachers. In order to provide sufficient time for all conferences, Hampton’s teachers may expand the number of days used for conferences by meeting during before- or after-school hours. The teachers or grade level teams will contact all parents/guardians prior to the conference date to facilitate scheduling. If a parent requires an interpreter, one will be provided through the Office of World Languages.

In addition, parents may request a conference at any time to discuss the academic or social/emotional progress of their children by calling, sending in a note, or emailing the teacher or grade level team. A teacher or grade level team may also request a conference at any time during the year.

### **FAQs**

**The following briefly answers some of the questions parents frequently have about parent-teacher conferences:**

*Why did the teacher request a conference?*

Teachers schedule conferences to discuss student progress, student behavior, and/or an area of concern with the parent/guardian. When the conference is scheduled, the teacher will share (with the parent/guardian) the reason for the meeting.

*How do I prepare for the parent-teacher conference?*

Parents/guardians should take some time to think about and/or write down any information that may help the teacher have a better understanding of their child.

*Will I be able to ask the teacher questions?*



Teachers are aware that parent/guardians will have questions about their child's progress. Unanswered questions can be asked at the end of the conference.

*How do I schedule a conference with my child's teacher?*

Parents/guardians should contact their child's teacher to set up a mutually convenient time to meet. It is helpful for the teacher to know the reason for the meeting so that he/she may have the necessary information needed.

*What do you do after the conference?*

Parents may share information with their child, following suggestions of the teacher or another agreed-upon plan of action.

The teachers at Hampton Elementary School appreciate your involvement and interest and look forward to meeting you at a parent-teacher conference.

## **RETURNED CHECKS**

Issuers of dishonored checks presented to Baltimore County Public Schools will be given 10 days to submit full payment of the amount of the check plus actual bank charges incurred by BCPS by means of money order, cashier's check or cash. If this payment is not received by the end of 10 days, the issuer will need to submit full payment of the amount of the check plus \$35. If payment is not received at the end of the 20-day period, BCPS will turn over the dishonored check, and all other available information related to the check, to the State's Attorney for criminal prosecution. If the dishonored check is turned over to the State's Attorney for collection, schools cannot and will not accept restitution from the check issuer. The funds will be remitted to the school by the State's Attorney's Office.

## **SAFETY**

### **School Emergency Plan**

Each Baltimore County Public School has a crisis management team which includes the administrators and several staff members. In the event of an emergency or crisis, a well-organized and rehearsed safety action plan goes into effect. The goal of the plan is the safety of your children and the ability to account for all students and staff during any emergency. Our plan includes the following drills: fire drills, lockdown drills, rally point drills, 500-foot evacuation drills and severe weather safe area drills.

1. Fire Drill—A fire drill is held at least once a month. Everyone evacuates the school building when the fire alarm is sounded. Roll is called and everyone is accounted for quickly.
2. Lockdown Drill—An announcement is made over the public address system for everyone to stay in their classrooms. All classroom doors are locked, lights are turned off and children sit quietly away from windows and doors. Everyone is accounted for quickly. There are two drills every year.
3. Rally Points Drill—Students are directed to specific rally points outside of the building. Everyone is accounted for as roll is called. There are two rally point drills each year.
4. Severe Weather Drill—In the event of severe weather, an announcement is given over the public address system. All students in the building sit quietly in the hallways. Everyone is accounted for as roll is called. There are two severe weather drills during the school year.

5. 500-Foot Evacuation Drill—An announcement is made over the public address system to evacuate the building for a 500-foot drill. Classes move directly out and away from the building as quickly as possible. The entire school population meets behind the tennis courts. Everyone is accounted for as quickly as possible. We hold two of these drills every year.
6. In the event of an actual emergency you will be notified by note or email.

## **SCHOOL CLOSINGS**

In the event of bad weather or hazardous road conditions, schools may be closed for the day. When schools are officially closed by BCPS, the following message will be broadcast by television and radio stations: “**All Baltimore County Public Schools will be closed for the day.**”

### **Extracurricular Activities**

In the cases of all day or early school closings due to inclement weather, all planned use of the school facilities for that day or for time subsequent to the early dismissal are automatically canceled. In case of a Friday closing or early dismissal, planned use of the school facilities for Saturday and Sunday will be at the discretion of the school principal, who will consult with appropriate personnel in the Department of Facilities.

### **Hereford Zone**

You may hear reference to the HEREFORD ZONE of Baltimore County. Please note that Hampton Elementary School is NOT in the Hereford Zone. Subsequently, there are often times when schools in the Hereford Zone are closed, and Hampton Elementary School is in session.

### **Hampton-only Closing**

In the event that only Hampton Elementary School must close early due to unexpected circumstances affecting our school or the surrounding community (i.e., power failure, water main break, lack of heat, etc.), closure information will be given to local television and radio stations and Blackboard Connect will be used to alert parents. Our students will be dismissed following normal system-wide early dismissal procedures. Please be sure your child knows the emergency dismissal plan and that all of your contact numbers are kept up to date.

### **Pick-Up Authorization**

In the event that Hampton Elementary School must conduct an unscheduled early closing, it is also important that the school knows who has the parent/guardians’ expressed permission to pick his/her child up at school. The Student Contact Information Sheet includes space to list names of those designated persons. With this form, school personnel do not need further authorization to release a child to people listed here.

In the interest of safety, we request that our families regularly review emergency closing procedures and discuss emergency plans with their child(ren).

***Please remember to update the school office throughout the school year if any of your contact information changes.***

## **SCHOOL-SPONSORED PROGRAMS/EVENTS**

### **American Education Week**

During the nationally recognized American Education Week slated for a week in November, parents/guardians and extended family members are invited to the school to observe students in the classroom. The designated week in November and a schedule of open house dates for each grade level will be communicated via the Parent Bulletin and PTA Newsletter.

### **Finer Diner**

Each month a grade level is recognized for their collective responsible behavior in the cafeteria. Parents are invited to join their children for lunch on Finer Diner day. Lunch is held outside or in alternative areas in the school. The PTA provides ice cream for the winners each month.

### **Wishing Well**

Parents can honor your child or a teacher by purchasing a book for the library. A PTA volunteer is available on Friday mornings to help your child select a book. A commemorative label will be placed in the book.

## **SCHOOL STORE**

Hampton's school store, Dolphin Depot, is operated by 5<sup>th</sup>-grade students under the supervision of parent volunteers. Days and hours of operation, along with the store's location, will be posted in the lobby. Students may visit Dolphin Depot on the designated days to purchase school supplies such as pencils, highlighters, erasers, glue, etc. In addition to working in the Dolphin Depot, 5<sup>th</sup> graders may opt to participate in the Dolphin Depot Management Team Program, which gives students an opportunity to learn about running a retail business while making decisions related to purchasing, branding, advertising and other aspects of the Dolphin Depot.

## **SPECIAL AREA CLASSES**

### **Art**

Art is the creative expression for the students' ideas and feelings and should be enjoyable and enriching. Students in grades K-5 receive instruction in art, and have the opportunity to use a variety of media. In addition, art enrichment is offered to students who excel in art or wish to pursue any facet of the subject that particularly interests them.

### **Library Media**

The Library Media Program ensures that learning activities are integrated into the curriculum and students become skilled users of information as they access and gather resources. Instruction is also provided to stimulate interest in reading, viewing and using information and ideas. Here are a few important things to remember with reference to your child and the library program:

- Always try to find a safe place to keep library books at home.
- Remind your children to bring back library books on time.
- Explore Hampton's online eBooks collection with your child; eBooks are available in school and may be accessed at home.

- Encourage a love of reading by reading at home with your child; encourage him/her to read independently.

### **Instrumental Music**

The exploratory program for 4<sup>th</sup> graders focuses on learning about the instruments of the orchestra through examination, experimentation and the actual playing of instruments. The 5<sup>th</sup>-grade instrumental program provides the opportunity to begin an actual study of the different instruments and to participate in group musical activities.

### **Physical Education**

Our physical education program is devoted to the development of basic motor skills and the application of those skills in play situations. In addition, the program develops understanding of health and safety, preparation for effective participation in recreational activities, and appreciation of satisfying group relationships. Every class meets with the physical education teacher on a regular basis. For safety purposes, all students are required to wear proper gym shoes (**tennis shoes**), and students with long hair should have it tied back.

### **Spanish**

Hampton is one of 10 elementary schools piloting an online Spanish instruction program in the 4<sup>th</sup> grade. Students will complete the online program in school and meet with a Spanish teacher weekly to develop conversational skills.

### **Vocal Music**

Our vocal music program gives students the opportunity to enjoy music through singing, listening, rhythmic movement, playing instruments and dramatic expression. Classes meet with the vocal music teacher on a regular basis. Special choral performances and musical activities are scheduled throughout the year.

## **SPECIAL SERVICES**

### **Reading**

The reading specialist implements programs designed for students who either exhibit a developmental lag or require an enrichment curriculum in the area of language arts. Through the introduction of special programs, strategies and materials, the reading specialist also helps the classroom teacher diversify the program and meet individual needs of all students.

### **Speech/Language Pathologist**

Through a specialized program of instruction, our Speech Language Pathologist (SLP) can identify, diagnose, and provide instruction for students who exhibit speech, language, and other communication disorders. If you have concerns, contact your child's teacher, the SLP, and/or the assistant principal (IEP chairperson).

### **School Counselor**

Our full-time professional school counselor presents a developmental classroom guidance program to all students throughout the year. In addition, individual and small group student counseling is available with our counselor, who works collaboratively and confidentially with students and parents/guardians. If for any reason you do not want your child participating in individual or small group counseling, please send a note to your child's classroom teacher specifying your wishes. The counselor is also available to confer with parents. If you wish to speak with the counselor, please call the school to schedule an appointment.

### **Pupil Personnel Worker**

The Pupil Personnel Worker (PPW) consults and works collaboratively with school personnel and parents/guardians to provide assistance to and support for students. The PPW works in partnership with the school staff in developing programs for identified students and their families in such areas as attendance, behavior, academics, residency and the Student Support Services Team process.

### **Occupational Therapist**

The goal of our occupational therapy (OT) program is to enable our students to be functional participants in their education. Direct and indirect OT services are provided to identified students in order to address the sensorimotor, fine-motor and perceptual aspects of their school activities. The OT informally collaborates with all teachers to answer questions and provide strategies to help all students be successful within their classroom programs. If you have concerns, contact your child's teacher, the SLP, and/or the assistant principal (IEP chairperson).

### **Physical Therapist**

A physical therapist works directly with students who have been identified as needing assistance with gross motor delays. If you have concerns, contact your child's teacher and/or the assistant principal (IEP chairperson).

### **School Psychologist**

Behavior and academic problems, analysis of which may extend beyond the abilities of the immediate school staff, are referred to the school psychologist for consultation and/or evaluation. Recommendations are then made to the home and school for interventions aimed at remediation of the diagnosed problems.

### **Special Education Teachers**

Special education teachers work with students who have diagnosed handicapping conditions and require specialized instruction. Students are identified through the IEP Team process, and services are provided based on the Individual Education Plan. If you have concerns about your child's learning, contact your child's teacher and/or the assistant principal (IEP chairperson).

### **Home or Hospital Teaching**

The Baltimore County Public Schools provide instruction at home or in the hospital for pupils who are ill and unable to attend regular school. Generally, a pupil who will be out of school for at least four weeks is eligible with a doctor's recommendation. Application for home or hospital teaching may be made through the school office.

## **ELL**

English Language Learners receive instruction in English by the ESOL teacher after being assessed by the Office of World Languages.

## **STUDENT BEHAVIOR**

All students have the right to a safe and orderly learning climate. In our efforts to support learning for all students, it is expected that each student behave in ways that will not interfere with his/her learning or the learning of others. It is important for students to assume responsibility for their actions and realize the relationship between their behavior and learning. Refer to Hampton's Positive Behavior Plan Student/Parent Handbook for a detailed description of Hampton's Behavior Code. If you have any concerns regarding student behavior, contact your child's teacher or the school counselor.

### **Safety Patrol**

Fifth graders who exhibit dependable, responsible, and respectful behavior may apply to be members of Hampton's Safety Patrol. Students help with the arrival and dismissal of students.

## **STUDENT HEALTH**

Our full-time nurse provides first aid to sick and injured children and staff, serves as a resource person, provides health screening and implements health related laws. To ensure and maintain your child's good health and safety, please take a few minutes to review the following guidelines:

- **Please keep all home, work and emergency phone numbers up-to-date at the school.** When there is a medical emergency, it is essential that we have current phone numbers.
- Please keep the nurse informed of your child's daily medication, allergies, diet or physical restrictions, and vision and/or hearing impairment, as well as any changes that may occur during the year.
- **By communicating your child's special health and safety needs to us, we can ensure a safer and healthier school year.**

### **Immunization Policy**

All students entering a public school in Maryland are required by law to have their immunizations up to date. Students may be excluded from school if immunizations are not in compliance after 20 school days. A schedule of time lines is available from the nurse.

### **Prescription Medications**

We attempt to discourage administration of medication in school; however, if your physician decides it necessary for your child to receive medication during the school day, the physician must provide the approval and specific directions to the school.

**Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications (even over the counter medications) require a written physician's order. Students are not to have medications in their possession or in their locker at any time. All unclaimed medication must be disposed of at the close of school year.**

## **Discretionary Medications**

Baltimore County Public Schools has a program that allows the school nurse to administer discretionary medications in accordance with established protocols. These medications are Tylenol, Benadryl, Advil, Tums, and cough drops. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts and avoid early dismissals when possible.

Your consent must be obtained before any discretionary medication can be given to your child. The parental permission is sent home at the beginning of the school year and must be renewed each year.

## **FAQs**

*When should I keep my child home from school?*

The following guidelines are provided to help parents make decisions as to whether a child should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. In addition, frequent hand washing with soap and water is a primary way to prevent the spread of these germs.

### ***WHEN NOT TO SEND YOUR CHILD TO SCHOOL***

- Vomiting more than once in the previous 24 hours
- Uncontrolled diarrhea
- Fever above 100° - need to be fever free for 24 hours before returning to school
- Pinkeye with white or yellow discharge – need to be on medication for 24 hours
- Strep infections until 24 hours after treatment – notify the school if your child does have strep
- Uncontrolled coughing – if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing, is symptomatic and has medication in school, call the school nurse, and she will monitor the student during the day
- Extreme fatigue with no appetite accompanied by behavior change
- Live head lice
  - Students who have live lice must be excluded from school until they are treated and free of live lice. A minority of nits may still be viable after treatment, but it is not possible in a school setting to distinguish the difference. Generally, students may remain in school with nits as long as there are no live lice and the nits are not increasing in number.
  - Students who experience three separate infestations within a calendar year may not be allowed to remain in school with any nits. This rule applies to the third and any subsequent infestation(s).

*If my child has a cold or sore throat, should I send him/her to school?*

Take your child's temperature – if no fever, send the child to school. Note: The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more.

*Should I send my child if we get up late?*

Yes, being late is better than being absent. School attendance is required by law.

## **Ensure a Good Start to a School Day**

- Be sure your child has a regular bedtime (before 9:00 pm on school nights - earlier for younger children).
- Have your child decide what to wear the night before and lay the clothes out.

- Breakfast is essential – many children come to school without breakfast and are fatigued by mid-morning.
- Avoid food high in sugars and fats; a mid-morning decrease in blood sugars can cause stomachaches, headaches and feelings of fatigue and weakness.
- Arrive at school at 9:00 a.m.

## **TESTING**

All students will participate in MAP (Measure of Academic Progress) testing for reading and math. This computer-based assessment monitors student growth and achievement, allowing teachers to address learning needs in a timely and focused manner. Students in third, fourth, and fifth grades will also participate in the PARCC assessment (Partnership for Assessment and Readiness for College and Careers). This assessment is aligned with the Common Core State Standards (CCSS), and is designed to measure what students should know at each grade level in reading and math. Each of these tests is based on the belief that assessments are tools for enhancing teaching and learning to ensure that all children are on a path to college and career readiness. For more information about PARCC assessment, visit [www.parcconline.org](http://www.parcconline.org). Students in fifth grade will also complete the MSA Science assessment in the spring. Testing dates will be noted in the Parent Bulletin.

In addition, all teachers assess students on a daily basis using short-cycle and summative assessment instruments. These assessments help teachers determine students' mastery of skills as well as their ability to explain their learning. The results provide teachers with information regarding the strengths and weaknesses of each student and help teachers in planning to meet and extend the needs of all students. The results of these classroom assessments are used in formulating report card grades.

## **TEXT BOOKS**

Students are responsible for the care of textbooks assigned to them, and are required to provide covers for the books that will be in their care for the entire school year. The loss of a textbook should be reported to the classroom teacher immediately so arrangements can be made for reimbursement and replacement.

## **TRANSPORTATION**

### **Regulations**

Children living a mile or more away from school are entitled to ride a school bus. Students will be expected to ride their assigned buses to and from school and be picked up and discharged at the same stop. The Office of Transportation reminds families that students may only ride their assigned bus, and students designated as walkers may not ride a bus to or from school. If a student is planning to go home with a schoolmate, parents/guardians will need to make arrangements to pick up both students at school or transport children for the visit after the student arrives home. Remember, if you are the adult picking up your child's friend, you will need a note from his/her parent or guardian.

### **Student Arrival and Dismissal Safety**

Students will be dismissed as walkers/car riders or bus riders. **There is NO afternoon car loop.** All walkers and car riders will be dismissed from the door at the west side of the school by the baseball



fields. Please park and meet your child at the crosswalk on Charmuth Road and Tenbury Road. Please do not block Charmuth Road. Bus riders will be dismissed through the main entrance as buses arrive. Our bus loop is used by buses and other designated vehicles when school opens and closes. **Passenger vehicles are not permitted in the bus loop during those times. Students should not be dropped off using the bus loop.**

### **Bus Stop Safety**

It is the responsibility of parents to ensure that students of all ages are properly supervised at the bus stop each morning. If they arrive early or if there is no adult supervision, the children may be at risk for potential danger. Parents/guardians should make arrangements so that the children are safe from traffic, strangers, altercations with each other, etc., while waiting for the bus. Children should inform the bus driver immediately of anything that is unsafe. **Parents are not permitted to board the school bus.**

### **Crossing Procedures**

The following procedures are followed to ensure the safety of the students:

- Students getting off the bus are to WAIT on the side of the road where they get off.
- Students must STAND AWAY FROM THE SIDE OF THE BUS UNTIL THE BUS PULLS AWAY, leaving better clearance for vision in both directions.
- When traffic is cleared and it is safe to cross, students should proceed to the other side of the road.

### **Rules for a Safe Trip to and from School**

To ride a school bus is a privilege. When students' behavior is such that it causes the driver to be distracted, it places the students' safety in jeopardy. Students who exhibit inappropriate behavior may be denied the privilege of riding the bus and parents/guardians will have to arrange other transportation to and from school.

It is imperative that all students follow these simple bus rules for a safe trip:

- Arrive at your bus stop on time.
- Stay in your seat while the bus is in motion.
- Keep your hands, feet and all other objects inside the bus windows.
- Use appropriate language at the bus stop and on the bus.
- Keep your hands, feet and objects to yourself on the bus, with no physical contact.
- Listen to the bus driver at all times.

To help ensure your child's safety, bus emergency evacuation drills are held twice a year. All children in the school will participate in the drills.

### **VOLUNTEERS**

Hampton Elementary School has a richer program for our students because of the outstanding volunteer program delivered by our parents. We urge you to consider volunteering in your child's classroom, the library, the art room or the music room during the school year. Volunteers are used in both instructional and non-instructional ways. You must attend Volunteer Training or complete the online training (<http://bcpsvolunteers.md.safeschools.com/register>) to chaperone a field trip.

Early in September, all volunteers are required to attend a training update meeting. Not only is it a good idea to renew skills and review school policies and procedures, but also State Law requires that all

volunteers be **trained annually** in Suspected Child Abuse and Neglect policies and procedures. Additional volunteer training sessions are available during American Education Week and other scheduled times.

**Sign-In**

To assure protection under Maryland State Law for comprehensive liability and worker's compensation, all volunteers must be signed in using the Raptor System and wearing a volunteer badge. Volunteer hours will be calculated using this system. These hours are tabulated for use in our School Progress Plan.

## **PARENT QUICK REFERENCE**

School Address: 1115 Charmuth Road  
Lutherville, MD 21093

School Phone: 410-887-3205  
Nurse: 410-296-5887  
FAX: 410-887-3209

Office Hours: 8:00 a.m. – 4:30 p.m.

For other information, please call the following numbers:

Free/Reduced Price Meals	410-887-7855
General School Closings	410-887-5555
School Boundaries	410-887-4215
Special Education	410-887-3660
Lutherville-Timonium Rec.	410-887-7684
Play Centers - Hampton	410-321-9115 (during operating hours)
Play Centers Main Office	410-296-4880

### Websites:

Baltimore County Public Schools—[www.bcps.org](http://www.bcps.org)  
Hampton Elementary School—[www.hamptones.bcps.org](http://www.hamptones.bcps.org)  
Hampton Elementary School PTA—[www.hamptonpta.com](http://www.hamptonpta.com)

Twitter-@HamptonDolphins