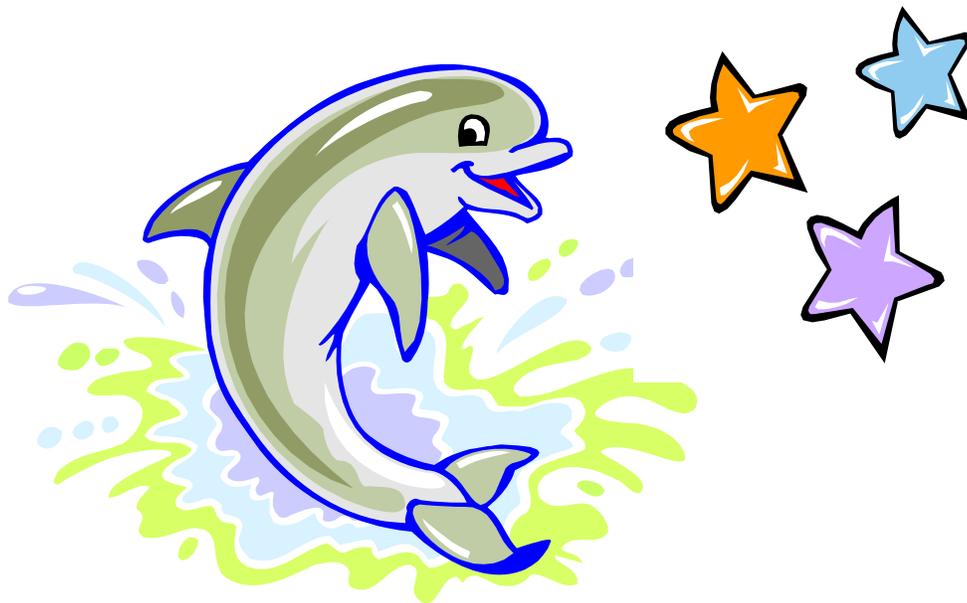


Hampton Elementary School

PARENT HANDBOOK



Mrs. Patricia M. Kaiser, Principal
Mrs. Kathleen Murray, Assistant Principal

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 410-321-9115

Websites:
Baltimore County Public Schools – www.bcps.org

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. We remain dedicated to teaching children to become successful learners who are caring, concerned citizens. Hampton will promote the skills necessary for lifelong learning through the implementation of effective teaching strategies, current technology, and parent involvement.

Baltimore County Public School Vision

Baltimore County Public School's graduates will have the knowledge, skills, and attitudes to reach their potential as responsible, productive citizens in a global economy and multicultural society.

Baltimore County Public School Mission

The Baltimore County Public Schools' mission is to provide a quality education that develops the content knowledge, skills, and attitudes that will enable all students to reach their maximum potential as responsible, life-long learners and productive citizens.

Goals

- To improve achievement for all students.
- To maintain a safe and orderly learning environment in every school.
- To use resources effectively and efficiently.

THE SCHOOL BUILDING AND GROUNDS

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 secure a badge.

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

- The information cards with emergency information for your child must be returned to the school on the second day of classes. One copy is kept in the classroom, and the other goes to the office. Whenever contact information changes, you must notify Hampton.
- 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.

Entrance

For the safety of all students and staff, the outside doors are locked. **Everyone must enter the school through the front door.** To gain entry, you will first 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. Please sign in and receive a visitor's badge, which is worn while in the building.

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.

Parking

Parking in the fire lanes, at any time, is prohibited. Parking is not allowed on Charmuth Road directly in front of the school during school hours. When parking for student drop-off or pick-up, for a field trip, or in-school activity, please park on Charmuth Road adhering to posted signs. These places are clearly marked with no parking signs and the county police department patrols the street regularly. No one should park in the spaces reserved for handicapped parking unless the appropriate tags are displayed on the vehicle. **The parking lot is for staff only.**

Grounds

The school grounds provide green space for the students to play in a healthy environment. Please be responsible when walking animals on the grounds to clean up after them. In addition, please do not litter on the school grounds. The school grounds are for the use of students during the school day. Animals are not permitted in the school or on the grounds during the school day as per BCPS policy.

THE SCHOOL DAY

Entrance

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

Our traffic circle is used by buses and other designated vehicles when school opens and closes. **Passenger vehicles are not permitted in the circle during those times.** If you are driving your child to school, please find a safe place along Charmuth Road to park or use the carpool line. Do not cross or walk through the bus loop during arrival or dismissal. **Students should not be dropped off at the front of the building.**

At 9:00, we ask parents and guardians not to accompany their child/children beyond the front doors. 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. The main entrance will be locked again at 9:15 a.m.

Should you require childcare before 9:00 a.m., you may wish to consider the Play Centers program housed here at Hampton Elementary in the cafeteria. Play Centers offers affordable before and after school care for Hampton students beginning at 7:00 a.m. and ending at 6:00 p.m. They can be reached by calling the director at 410-296-4880.

Late Arrivals

Punctuality is important to the instructional program. We hope that all children are at their desks by 9:10 am. Students arriving late to school (after 9:15 a.m.) should enter by the lobby door (after being “buzzed in”) and report to the main office. They **should not** go directly to their classroom or teaching area. An adult should accompany the tardy student to the office to be signed in and the tardy student will receive a late pass.

Early Dismissals

If it is necessary for you to pick up your child before the end of the day, a note should be sent that day to the classroom teacher who will forward the note to the office. Your child will then be called to the office upon your arrival. Students leaving early must be picked up in the office and signed out.

Non-routine Dismissals

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 lobby, crossing guard, or car pool pickup. Your child will meet you at the designated spot at dismissal time. Without the note 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.

Leaving School with Others

For your child's safety, if you wish your child to leave school with someone other than you (or other adults noted on the student's emergency card), you are required to write a note stating the name(s) or the person(s) who will be picking up your child. Even if the person is a relative (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. Yearly permission can be granted in cases such as School Clubs, Brownies, Cub Scouts, Recreation Council, etc. by writing a letter stating the specific day and duration.

Interruption to the Instructional Program

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

Teachers cannot accept parent/guardian calls during class times. Should it be urgent to talk with a teacher personally during the school day, contact the school secretaries who will ask the teacher to return the call as soon as possible.

Lockers

Each child will be assigned a locker outside of the classroom door. Please remember there are to be no **locks**. Lunches can be kept in the locker, but it is not a place to store other food items. Students should not leave valuables in their locker.

Cell Phones

Children are not allowed to use cell phones during the school day or on school buses. Cell phones are to be turned off and kept in bookbags in lockers. Cell phones are the students' responsibility. Cell phone use by adults in the school is also prohibited.

Textbooks

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

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 next week. The Strive for 25 program and the 100 Book Challenge documents children's reading and encourages reading as a recreational activity. If library books are not returned, you must pay for them.

School Store

Upon arrival, students can visit the school store which is operated by fifth grade students under the supervision of parent volunteers. Students may purchase school supplies such as pencils, erasers, glue, pencil grips, etc. which are sold at very reasonable prices. The school store is located in the lobby. Days and hours of operation are posted.

Student 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:

- Student dress should be comfortable.
- Clothing advertising drugs, alcohol, or containing derogatory language or inappropriate language is not allowed.
- To ensure safety, flip-flop shoes, heeled shoes, and open-toed sandals are not allowed. Crocs can 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 would suggest that students wear layered clothing and/or keep a sweater at school.
- Halter tops, spaghetti straps, and belly shirts are not allowed.

Lost and Found

A lost and found collection is maintained on a rack outside the cafeteria. This gives the students an opportunity to check for missing items on a daily basis. PLEASE label all of your child's apparel, school supplies, and lunch bag/box for easy identification and return.

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 the permission slip and any money needed to cover the cost of the trip be returned and signed by parents/guardians, 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 tell your child's teacher. Spaces are limited on most trips, so please understand if the teacher asks you to wait until another time. If you are asked to assist during the field trip, please make every effort to attend since everyone is counting on you. Older siblings cannot serve 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, is responsible for decisions, and is in charge of students and chaperones.
- When you chaperone, we need your supervisory help. Although we want you to enjoy the trip, remember that your first responsibility is to 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 only used if an emergency arises.
- Since this is an educational activity, siblings are not allowed to attend. Younger children can distract our group activities, at times, needing attention that is taken away from the students. Please make other daycare arrangements before the day of the field trip.
- Please remember that you serve as a model for our students. We ask that you dress appropriately 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.

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
- Safety Patrol
- Stage Crew
- Flag Raisers
- School Store
- Student Council Association
- Library Helpers
- Peer Pals
- Kickball Club
- 24 Challenge

If interested in becoming involved in the activities listed, please check with the office for sponsor information. Many of the activities are for fourth and fifth graders.

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 will be provided a list of allergies or other health issues in the classrooms and be asked to be sensitive when planning holiday party menus. The goal is to allow as many children to participate as possible. Room parents will make every effort to provide appropriate treats for those affected students. To ensure safety, parents and guardians of children with allergies are encouraged to send supplemental food for their children.

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 be served to students at school sponsored functions. This procedure is to prevent food-borne illness.

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, Gogurts, or non-food items such as pencils, stickers, erasers, or glue sticks are also acceptable. No sugar items such as sodas, popsicles, cupcakes and 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. After that time, please leave the treats in the office.

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.

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.

- Sign-In
 - To assure protection under Maryland State Law for comprehensive liability and worker's compensation, all volunteers are required to sign a time sheet upon entering the school and to wear a volunteer badge.
 - It is important that you sign in and record your hours each time you report to your volunteer job. These hours are tabulated for use in our School Improvement Plan.

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 this 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.

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.

Peer Pals

Students in grade five who exhibit outstanding character traits including respect and responsibility as well as strong work habits and dependability may be chosen to be a peer pal to a younger student in first or second grade. A peer pal acts as a role model to the younger student by working to help develop social and school skills. Younger students may be chosen by their teachers or parents may request their child receive a peer pal. Students meet approximately once a week.

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.

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. Should students be planning an after school visit, parents/guardians will need to make arrangements to pick up both students at school or transport children for the visit after the students arrive 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 Pick-Up Loop

Please try to park and meet your child at the carpool crosswalk. If you use the student pick-up loop, enter on the east driveway and circle to the pick-up area. Please do not block Charmuth Road and do not leave your car unattended while in line. Kindergarten students who do not ride the bus should be picked up in the gym.

Bus Stop Safety

Students of all ages should be 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.

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 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.

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.

Following an absence, students are required to present a note to their homeroom teacher. The note, signed by the parent or guardian, must include the name of the student, the date(s) of the absence, and the reason for absence. Upon receipt of the absence note, the school will certify the absence as excused or unexcused. Absence 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 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 secretary or by notifying the teacher in writing or by email by 9:00 a.m. Parents or guardians are also welcome to pick up work at the end of the school day.

On Being Tardy

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 continue to be 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.

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.

Vacations and Make-Up Work

From time to time families find the opportunities to 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, in advance, materials or assignments that they might cover 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 the vacation and have them available to be completed on their return. Parents who are looking for academic activities to do with their child on a trip should consider some of the following ideas: reviewing skills and activities that have already been taught, reading appropriate chapter books, creating a trip journal and making journal entries about the trip and its activities, etc. Your child's teacher may have some other appropriate suggestions, as well.

LATE OPENING AND EARLY DISMISSAL DUE TO 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 this information from the radio or television stations than by calling school as the media outlets are often given this information before the schools. Possible school system and media sources would include the following:

- www.bcps.org
- 410-887-5555
- Schoolsout.com
- WBAL Radio 1090
- Local television stations

Since Hampton has full-day kindergarten, please ignore announcements stating "no morning kindergarten". If no announcement is made, it may be assumed that school will be open or remain open as normally scheduled. **One hour delay-doors open at 10:00 am. Two hour delay-doors open at 11:00 am.**

Early Dismissal

Should it be necessary to close schools early due to inclement weather, one-, two-, or three-hour early dismissals may be determined. **One hour early dismissal: 2:40 pm; two hour early dismissal: 1:40 pm; three hour early dismissal: 12:40 pm.**

SCHOOL CLOSED

In the event of bad weather or hazardous road conditions, schools may be closed for the day.

- The following message will be given to television and radio stations: “**All Baltimore County Public Schools will be closed for the day.**”

Please Note

In the cases of all day or early school closing 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. In addition, you may hear reference to the HEREFORD ZONE of Baltimore County. Hampton Elementary School is NOT in that zone. There are times when the schools in the Hereford Zone are closed and Hampton Elementary School is in session.

HAMPTON ELEMENTARY SCHOOL CLOSING

In the event that only Hampton Elementary School must close early due to unexpected circumstances effecting 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. Connect-Ed will be used to alert parents. Our students will be dismissed following normal system-wide early dismissal procedures. Play Centers will not be open. Please be sure your child knows the emergency dismissal plan.

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 Emergency Form 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 BREAKFAST/ LUNCH

Breakfast is served on all full school days. Children have limited time to eat breakfast at school. Students have three choices for lunch 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.

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. This program has been very successful and we encourage parents to take advantage of its convenience and flexibility. It also ensures 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 lunch but is not available for a la carte items. Additional a la carte items (i.e., extra milk, snacks, etc.) would not be able to 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 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.

Of course your child can always pay for lunch or other items with cash. Please put the cash in a labeled envelope or in your child's lunch bag.

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. You are asked to then 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.

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 at school up-to-date.** 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 attending a public school in Maryland are required by law to have their immunization up-to-date. 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, Tums, cough drops, and throat lozenges. 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.

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 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

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.

Some ways to 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; the decrease in blood sugars mid morning can cause stomachaches, headaches, and feelings of fatigue and weakness.

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 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.

Student Agenda

Every student in grades two through five is issued an agenda book at the beginning of the school year. Please review daily assignments and any notes written in this book with your child. Sign your name in the box on the bottom of the page; that is an indication to your child's teacher that you have seen the assignments and are aware of all notes written to you.

Newsletter

The school newsletter or PTA bulletin is published twice a month and is sent home with each child in the Thursday envelope. These publications are the primary source of up-to-date information about the school community and upcoming activities and events. The white envelopes are to be signed by the parents and returned the following day with your child. All notes and forms should be sent to school in the child's class folder.

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.

Report Cards

Report cards are sent home four times a year for grades two through five. Parents of first graders are required to attend a conference at the end of the first term to discuss student progress. First grade students 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.

Report card grades are comprised of the following components based on BCPS Board Policy/Rules and Guidelines set by the Department of Elementary Programs:

	Grades 1 & 2	Grades 3, 4, & 5
Class Work	70%	60%
Tests	20%	25%
Homework	10%	15%

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.

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 drill, lockdown drill, 500-foot evacuation drill 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 (Code Red) – An announcement is made over the public address system for everyone to stay in 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 Code Red drills every year.
3. Severe Weather Drill – In the event of severe weather, an announcement is given over the public address system. All students in the building and trailers sit quietly by the lockers in the hallways. Everyone is accounted for as roll is called. There are two severe weather drills during the school year.
4. 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.

If it is necessary to evacuate Hampton for an extended period of time, students are evacuated to Ridgely Middle School on Charmuth Road or Towson Methodist Church on Hampton Lane.

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 1-5. 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 the make-up work.

Testing

County and state assessments are given to students in grades one through five throughout the school year. In addition to individual student information, the results of these tests are also used to evaluate the school's instructional program by measuring Annual Yearly Progress (AYP). 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.

Take-a-Peek at Your Seat

The week before the students come back to school, **Take-a-Peek at Your Seat** is held when students and parents/guardians can visit the school and meet the teachers. This is an opportunity for students to feel comfortable about their teachers and locate their classrooms. It also gives them the chance to introduce themselves to their teacher and meet other classmates.

Back-To-School Night

Early in the school year an evening is scheduled for parents/guardians of children in grades one-five to visit their child's teacher in order to learn about the curriculum for that grade level. This meeting is intended for that purpose, and not to talk specifically about your child at that time. Two sessions are scheduled so that those parents/guardians who have more than one child are given the opportunity to visit more than one classroom during the evening. Kindergarten students and parents participate in an orientation program during the first days of school.

Back to School Picnic

The PTA sponsors a back-to-school picnic on the back lawn during the first week of school. Families bring their own picnic dinners and meet Hampton families and teachers.

American Education Week

In November during National American Education Week, all parents/guardians and extended family members are invited to the school to observe students at work. A schedule of open house dates for each grade level is communicated via the Parent and PTA Bulletins. All parents/guardians are encouraged to complete the school survey during their visit.

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 the cooperative relationship between them. 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 before or after school hours. The teachers or grade level teams will contact all parents/guardians prior to the conference date to facilitate scheduling.

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 during the year.

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 shared 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 should share information with their child, follow suggestions of the teacher, or any other 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.

SPECIAL AREA CLASSES

Library Media/Technology Program

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

Technology instruction is reflective of the Maryland Content Standards, and begins at the kindergarten level. 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 visit the computer lab. A part-time

technology integration teacher is assigned to teach students and be a resource for teachers.

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.

Physical Education

Our physical education program is devoted to the development of basic motor skills and the application of these skills to play situations. In addition, the program develops understanding in 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, students are required to wear proper gym shoes (tennis shoes) and long hair should be tied back.

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.

Instrumental Music

The exploratory program for fourth graders focuses on learning about the instruments of the orchestra by examination, experimentation, and the actual playing of instruments. The instrumental program of the fifth grade provides the opportunity to begin an actual study of the different instruments and to participate in group musical activities.

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, Hearing, Language

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.

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 would not want your child participating in individual and small group counseling, please send a note 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 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 to be successful within their classroom programs. If you have concerns, contact your child's teacher 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 Teacher

Special education teachers work with students who have diagnosed handicapping conditions. 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 provides 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.

THE 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, the 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 to teachers and students. The Hampton Elementary PTA promotes the ideals of the national association.

The Hampton Elementary PTA encourages all families to join the association and 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. A partial list of these activities include:

- Student Directory and Events Tri-fold – Hampton families enjoy the helpful directory that includes family and student information.
- Room Representatives – assist in planning and administering class activities and school functions.
- Cultural Assemblies – provide grade level or school-wide performances that extend student learning or enrich the students' background of experiences.
- Fall Festival – an evening school spirit celebration where families enjoy fun, food and activities. Children's games, baked goods, pumpkin decorating, and a DJ make a good time for all.
- Orioles Night – Families may purchase Orioles tickets for Hampton Night at Camden Yards.

Dolphin Dreams is Hampton's educational foundation. Each year Hampton holds a Silent Auction to benefit the Dolphin Dreams Educational Foundation. These funds are used to purchase items not covered by the school budget or PTA.

Notes