

# Crellin Elementary

## Family Handbook



It is our hope that this handbook will answer many of the questions you may have about Crellin School. While information is provided on many different topics we will continue to update you through newsletters and memos.

We welcome your active involvement at Crellin School. If you have any questions, do not hesitate to call us at 301-334-4704.

### **School Hours**

Students can be dropped off beginning at 7:45 AM and are tardy if they arrive after 8:10 AM. If this occurs you must sign in your child at the office. If you are picking your child up from school please enter through the cafeteria doors and sign him/her out. Students must be picked up at 3:30.

When a student is picked up before the end of the school day it is necessary to sign the student out in the office. Please remember that your child is considered tardy if they leave before the official end of the school day.

Occasionally weather conditions prohibit the opening of school. On these days the announcement will be made on radio stations starting at 5:30 AM (WKHJ, WFRB) and it will be posted on the BOE website. You can sign up for text messages and email alerts by going to <https://www.schoolsout.com/schools/53>.

## Learning Trips

Students are provided with educational field trips to the Hickory Environmental Center and the planetarium on the average of two times per year. Other field trips are taken to extend and enrich the curriculum. You will be notified of trips and asked to sign permission forms.

## Homework/Makeup Work

Students may be given homework. Homework will only be assigned after the skill is taught in school. This will allow students to complete their homework with little or no help from parents. When a child is absent make-up assignments are given and are expected to be completed in the time allotted by the teacher.

We encourage you to check and sign the planner each night for assignments and notes from the teachers.

## Grading Policy

Report cards are sent home four times per year. Students in first and second grades earn the following markings:

- 3 – Doing Well
- 2 – Making Progress
- 1 – Needs Improvement

Students in third through fifth grades earn the following markings:

- A – Excellent 90% - 100%
- B – Good 89% - 80%
- C – Satisfactory 79% - 70%
- D – Poor 69% - 60%
- F – Failed below 60%

## Discipline Policy/Code of Conduct

Constructive discipline is essential for an effective educational experience. An ultimate goal for each child, through proper guidance, is to develop self-control.

Crellin School follows the Code of Conduct, outlined in the “Student Rights, Responsibilities and Discipline Handbook”. Our discipline program is called STAR (Students Taking Active Responsibility).

## Procedure for Promotion and Retention

The school will notify parents of any students who will be considered for retention. A conference involving the parents and school personnel must be scheduled as soon as possible after the parent notification. A Retention Management Plan must be prepared for the conference and retained in the student’s file. An end-of-the-year conference, involving the parents and school personnel, must be scheduled prior to the close of school. The parents, teachers, and principal must work together to make the best possible decision concerning the promotion/retention of the student. The authority to make the final decision rests with the principal. This decision can be challenged through the Student Due Process procedures only for deviation from procedure and/or policy.

## **Dispensing of Medication**

Written orders from the physician or dentist and written parental consent for the administration of all medications must accompany medication that is to be administered. The *Parent and Physician Authorization Form for Medication* is provided by the school and must be completed before prescription medication can be dispensed. DO NOT send medications with your child on the bus.

## **Attendance Policy**

It is the philosophy of the Garrett County Board of Education that there is a direct relationship between attendance and success in school. Crellin School follows that philosophy and expects students to attend school except for legitimate reasons, such as illness. Whenever your child is absent, it is the responsibility of the parent to provide the school with a written reason for each absence on the day the child returns. Additional information regarding Garrett County's attendance policy may be found in the "Student Handbook – Responsibilities, Rights, and Discipline", the handbook developed by the Garrett County Board of Education, which is given to each family with children in the Garrett County School system.

## **Transportation Procedures**

Any student who is not to ride his/her bus on a given day must have a note from his/her parent or guardian. If a student is going home with another student, a written note is also required from the parent whose home the student will be visiting. Unless we have written notice, your child will be going home on his/her assigned bus. Long

term requests for transportation on any school bus other than the one regularly assigned requires a bus pass. A form needs to be approved by the Director of Transportation. All forms are available on-line.

## **Teacher Qualifications**

As a parent you have the right to request information regarding the qualifications of your child's teachers. Please contact Dr. McCauley if you have any questions.

## **School Meal Program**

You will receive a menu for breakfast and lunch each month. Breakfast is served free to all students in their classroom each morning (except on a 2 hour delay). Lunch prices vary from year to year. Using the computerized system, students prepay for lunch as well as a la carte and use a personal identification code to access the funds. Parents can request a printout of the foods purchased from the school. Students are discouraged from bringing carbonated drinks to school. Boxed juices and drinks in plastic containers may be carried in children's lunch boxes.

## **Dress Code**

We follow the same dress code as other Garrett County schools. We require the following:

- No cut off or midriff shirts can be worn.
- Clothing, including hats, should not contain ads for beer, other alcoholic beverages, or cigarettes. No vulgar slogans or language may be displayed on the clothing.
- Wearing hats or bandanas is prohibited.
- Shorts should be long enough to reach the child's fingertips when their arm is extended down.