

MISSION STATEMENT

The mission of Pointers Run Elementary School is to ensure quality learning through quality teaching and community collaboration so that every student will participate in our diverse and changing world.

Arrival and Dismissal Procedures

If there is a change in your child's dismissal routine, **even for ONE day**, a note **MUST** accompany your child **EACH TIME**. If we do not receive a note, your child will be sent home via their regular dismissal routine.

Car Riders

It is one of the goals of Pointers Run Elementary to provide a safe and orderly environment for all students without compromising efficiency throughout the school day.

Whenever you drop off or pick up your children, we ask that you please follow the procedures listed below. Remember an average of 90 vehicles use our carpool circle on a daily basis. Therefore, short delays are to be expected.

Please do not pass in the circle.

Please do not leave your car unattended.

Please do not park in the circle.

Please have the children enter and exit the cars from the curbside **ONLY**.

Please pull as far forward in the circle as possible before discharging passengers.

Please do not walk between cars.

Please make use of the right turn egress onto Guilford Road if possible.

Students should be dropped off between 9:10 a.m. and 9:20 a.m. Students may not be dropped off prior to 9:10 a.m., as adult supervision is not available. Car riders are dismissed at 3:50 p.m.

Walkers

Walkers are dismissed at 3:50 p.m. exiting from the doorway by the blacktop, between the gym and the cafeteria, or from the back doorway of team 5. We ask that parents wait outside when dropping off or greeting walkers. Please do not bring animals with you to school when picking up your children.

Aftercare

Students attending the aftercare program at PRES will be dismissed to the cafeteria at 3:50. Daycare through Parks and Recreation can be arranged by contacting them at 410-313-47121. If there is an unscheduled closing, the aftercare programs will **NOT** be held.

Bus Riders

Bus Riders are dismissed at 3:53 to the front of the building where they board their assigned buses. Students may **NOT** ride an unassigned bus for a play date. Any changes in dismissal procedures must be submitted in writing - we **will not** make changes to a child's dismissal routine based on verbal information. In cases where there is no note from the parent requesting a change, a child will be sent home following their normal dismissal routine.

Additionally, we will require written, parental consent if your child is to be picked up by someone other than a parent or guardian. A legal document will be required if a child is

NOT to be released to a parent due to custody issues. These documents are kept in a confidential file in the office.

Parking at our School

There is no parking in the bus loop, between 8:50 to 9:20 am or from 3:15 to 4:00 pm. The buses must have access to the area in the front of the building for picking up and discharging students.

Acts of Bullying, Harassment or Intimidation

As a result of legislation passed in 2008, the Board of Education has developed Policy 1060, *Bullying, Harassment or Intimidation*, which established expectations for maintaining a safe and respectful school climate where bullying, harassment and intimidation are not tolerated. Policy 1060 requires compliance with the Maryland Safe Schools Reporting Act of 2005 which provides for any student, staff member, parent/guardian or close adult relative of a student to report any incident of bullying, harassment or intimidation that occurs on school property, on a school bus, or at a school-sponsored, activity or event off school property. Reporting forms are available in all HCPSS front and guidance offices as well as on the HCPSS website.

Attendance Policy

When your child is absent from school you must send a note within two days of their return to school explaining the absence (illness, doctor's appointment, family trip, etc.), and listing the dates of the absence. According to Maryland State Law if a note is not received within 2 days of a child's return to school, they will be marked unlawful or unexcused. We will not be able to adjust attendance if notes are received after the two-day limit. **Please note: Teachers may assist students with make-up work when a student has an unlawful absence, however, students will not receive credit for such assignments.** For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. If you know in advance that your child will be out of school, please send a note to your child's teacher giving the exact dates of the expected absence, and the reason for the absence. If the absence will be for 15 days or more, please go to the county website www.hcpss.org and look on the left-hand side of the site under QUICK LINKS, then click on FORMS to download the form for ABSENCE FOR RELIGIOUS OBLIGATION, EXTENDED or DISCRETIONARY ABSENCE to submit. As per County Policies 9010-PR and 3000, if your child is absent for 15 or more days your child will be withdrawn and you must re-register to re-enroll your child upon return, providing all re-enrollment requirements are met. Children are marked tardy if they are

not in the classroom at the start of the school day. When a child is late to school, an adult must sign that child in at the office and must obtain a pass for the child to enter class. If this is not done, it is likely that your child will receive an entry of ABSENT instead of TARDY for the day.

If you need to pick your child up for an Early Dismissal, you must come to the office to sign your child out. One of the secretaries will then call into the classroom for your child to be dismissed to the office (to minimize disruptions, parents are not permitted back into the classroom area). **Please do not call and ask us to have your child waiting for you in the office upon your arrival.**



Birthday Celebrations

Many children suffer from food related allergies. Because of this, the policy of Pointers Run Elementary is to celebrate birthdays using inedible items. **If it is your child's birthday, DO NOT send in any food related items (candy, cupcakes, snacks).** Instead we encourage you to send in items such as pencils, erasers, a game for the class to share during indoor recess, a book for the class, etc. Please send a note to the teacher asking when would be a convenient time to celebrate your child's birthday. Also, to avoid hurt feelings unless you are inviting the entire class, party invitations will not be distributed to the class; they will be returned to you. Thank you for your cooperation.

Bi-weekly Newsletter to Parents

Our "Pointer View" newsletter will only be sent electronically via www.hcpssnews.com You must sign up, online at www.hcpssnews.com Please be certain that you read it carefully as we find many of your questions can be answered by reading it and thereby avoiding unnecessary phone calls. It contains pertinent news related to school events and other important information. There are three sections to the newsletter; one for school announcements, one for PTA news and the last for community items. Items submitted for publication, must be approved by the Principal at least one week in advance of publication.



Check Writing Policy

Pointers Run Elementary will periodically send home notices to parents/guardians that money is due for such expenses as field trips, book orders, etc. Please always send payment (**checks are preferred**) in an envelope marked with the purpose, student and teacher's name.

- Do NOT staple checks to any paperwork.
- Checks are accepted made payable to Pointers Run Elementary unless otherwise noted (as in the case of some book clubs).
- Please do not use red ink when writing checks.
- Returned checks will incur a service charge. If a check is returned, only cash will be accepted for any student expenses remaining in the school year.
- CASH ONLY will be accepted when purchasing a **daily** school lunch, even for field trips. (The exception to this is the students that are prepaid).

Classroom Interruptions

Due to the size of our student population we are asking that you please try to keep daily interruptions to a minimum. Everyday we have items brought in that students have left at home (lunches, homework, instruments, dismissal notes, etc.). We will not interrupt classes to get these items to the student (with the exception of forgotten lunches). Please feel free to bring forgotten instruments to the front office and ask your child to check there first before going to band or orchestra. Please have your child organize their belongings the night before school so that items will not get left at home. Whenever possible we encourage you to use e-mail to communicate with your child's teacher. E-mail addresses can be found on the school's website <http://pres.hcpss.org/>. Click on the Staff Listing and then click on the staff member's name to go directly to their email address. If you must call the school to contact a staff member, be prepared to leave a message.

Classroom Parties

Team parents organize classroom parties. The team parent will contact other class parents to notify them as to needed items. DO NOT send in unsolicited items, as careful consideration to food allergies has been given.

Classroom Visitation

Classroom visitations must be scheduled with your child's teacher at

least 24 hours in advance. Contact teacher via email, note or phone message.

Communication

The best way to communicate with any staff member is via e-mail. Please check the school's website www2.hcpss.org/pres for the link to each teacher's e-mail address. You may also send in a note to your child's teacher whenever you have questions. Periodically notices will be sent home in your child's backpack. PLEASE CHECK YOUR CHILD'S FOLDER DAILY FOR IMPORTANT INFORMATION.

Dress Code

The HCPSS, along with parents/guardians and community, are responsible for encouraging all students to develop habits of proper dress. These standards are based on respect for one another and the need to establish a safe, orderly, caring, learning environment.

It is a violation of the Howard County Board of Education Policy #3421 for any student to wear attire that interferes with the educational mission of schools, is provocative or is disruptive to the school environment. Examples of this type attire include apparel that exposes or reveals skin or undergarments such as:

- Tank tops
- Strapless or low cut tops
- Halter tops
- Pants worn low
- Buttons, display bands, armbands, flags, decals, or other badges of symbolic expression that causes a substantial disruption.
- Any form of headgear worn inside of the building during the school day (hats, visors, scarves, bandanas).
- Any clothing that depicts or promotes:
 - Profanity
 - Tobacco use
 - Weapons or violence
 - Sexually suggestive messages
 - Gang affiliation
 - Language or symbols that demean a person or group
 - Rude, disrespectful or discourteous expressions

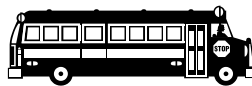
Shoes or sandals must be worn at all times in the school building.

If any student is in violation of the dress code policy, the students will be allowed to change the inappropriate attire.

Emergency Cards

On the first day of school, we send home TWO blank emergency cards.

Both cards need to be filled out and returned to school. To ensure the well being of your child it is imperative that we always have your latest phone numbers on file in the Front Office and in the Health Room. It is your responsibility to inform us of any changes in address or phone numbers. Please keep this information current with us. We ask that you provide home/work/cell phone numbers for both parents and at least two other contact people in the area. The emergency card serves as a list of adults the school can contact in the event there is an emergency concerning the child and the parent(s) cannot be reached. Persons listed on the emergency card may not pick up a student without parental consent. A photo ID is required to match the identity of anyone picking up a student prior to the end of the school day to the names on the emergency cards. Also if someone other than a parent is to pick up your child in a non-emergency situation, then a note (giving the name of the person) from the parent must accompany the child to school.



Field Trips

Our Kindergarten - 5th grade classes typically schedule two field trips each year. All field trips are related to the curriculum. Parents are often invited to attend as chaperones. Please note: At the administrator's discretion students may be excluded from attending field trips for safety or behavioral concerns.

Food Policy

Unsolicited food, candy, beverages, etc. may not be brought in to school to be shared with other students for any reason, including parties. There are children who have food allergies and sharing food may put them at risk. Additionally, the county has put forth a strict wellness policy we need to adhere to. It is imperative that parents follow these guidelines.

Forgotten Homework

If your child has forgotten their homework, please encourage them to call another classmate for the information. Students are not permitted back into the building to pickup forgotten assignments or items after dismissal.

G/T Testing

The Howard County Gifted & Talented Program has three methods by which highly able students are impacted:

- 1) Curriculum Extension: Offered in grades 2 - 5, students who

display exceptional abilities and work, may be nominated to participate in Curriculum Extension Units. In these units, the content addressed at the student's grade level is extended in an interdisciplinary unit incorporating advanced level reading, writing, and communication skills. The students identified for each unit will differ as the content under studies differs.

2) Mathematics: Offered for students in grades 4 and 5, this program offers curriculum that is both accelerated and enriched in content. Students work on math objectives at the current grade level and up to two years beyond current grade level. To participate, students must qualify via a standardized testing procedure. Testing for students wishing to participate in grades 4 and 5 occurs in February. Parents may nominate their children for testing. Testing for students new to Howard County occurs in September and October.

3) Research Investigations and Instructional Seminars: Any student in the school is welcome to take part in research investigations or seminars. Interested students may contact a Gifted and Talented program Specialist to begin the process. These investigations may be on any topic of interest to the student and need not be related to the curriculum studied in school.

The Pointer View Newsletter will contain information as to when the nomination period begins and ends, and how to nominate children. Parents or Teachers may nominate students.

Impromptu Conferences

While our teachers welcome the opportunity to conference with you, please note that they are not available for *unscheduled* conferences before, during or after the school day. Please contact staff members by email or a note to schedule a conference at a mutually convenient time.

Lost & Found

Lost & found clothing items are kept in a container at the rear entrance the stage. When articles are labeled with a child's name we attempt to return that item to the child. For this reason it is important to remember to label all of your child's possessions. At conference time any accumulated items are displayed on tables in the school's front hallway. Any unclaimed items are donated to the Salvation Army or to Goodwill Industries before the next quarter begins. Please make it a point to check for lost items on a regular basis. Smaller items such as keys, retainers, jewelry or glasses are kept in the front office.



Lunch

Lunch menus will be sent home prior to the beginning of each month. The price of a school lunch is \$2.50 for students, and 50¢ for milk. If forgotten, the grade level Para Educator responsible for your child's class can loan lunch money to your child. Please assure your child that should they forget their lunch money, and this does happen occasionally, that it is not a problem to borrow money. We do ask that money lent be repaid the next school day. Lunch money will not be lent the final 3 days of the school year. Parents can pay for lunch at a discount for the entire year or by monthly direct debits; call Food Services at 410-313-6738 to obtain more information.

Registration Requirements

Below is a list of requirements needed to register your child at any Howard County Public School.

1. Student must be registered by their custodial parent
 2. Proof of birth (Original Birth Certificate, Passport)
 3. Parent Picture ID (drivers license, passport, etc.)
 4. Proof of residency (any ONE of the following):
 - a. Original deed or Deed of Trust if you have been in your home for more than 90 days. It must contain all required signatures.
 - b. Signed settlement papers once you have settled on your new home.
 - c. Signed, original lease if you are leasing a house or apartment. It must contain all required signatures
 5. Any one of the following current utility bills:
 - a. BG&E
 - b. Telephone—for a landline (no cell bills)
 - c. Water
 - d. Comcast Cable
 6. Social Security card or number (requested, not required)
 7. Immunization record for all grades including Pre-K.
 8. Legal proof of custody (court order) If applicable.
- If you have not settled on your home and are not living in it prior to the first day of school, you must contact Kaye Brooke at 410-313-7142.
- If you live with another family in their home you must contact Leslie Evans at 410-313-6787.
- Anyone not a US Citizen or holding a Visa must contact the International Student Registration Center at 410-313-1525 or 7102.

Snack

Snack/dessert will be offered for sale in the cafeteria starting sometime in September. Snack/dessert prices vary but a list is posted in the cafeteria, near the checkout line, that reflects the current price of snack items. Most snacks range in price from 50¢ to 75¢.

Unscheduled Closing Information

An Unscheduled Closing Form will come home on the first day of school. Please fill out and return within the week, informing us of the procedures you would like your child to follow in the event of an emergency closing (i.e. no electricity, no heat, weather related, etc.) **WE WILL NOT BE ABLE TO CALL YOU IN THE EVENT OF AN EMERGENCY CLOSING.** We can provide you with a list of county child care services that may be helpful. Please contact the school if you would like this information.

Please Note: The school does not make the decision to close early. That decision comes from the Board of Education and that decision will be made by 10:15 am. There is a complete list of TV and radio stations in the school calendar; those stations will announce all early closings- we ask that you do not call the school. In the event of an emergency, our phone lines need to remain available for calls to and from emergency personnel. You can log onto www.schoolsout.com to get current weather updates. If you are registered with www.HCPSSnews.com you will automatically receive current information on school closings as well.

Volunteers

We appreciate our volunteers and look forward to working with you this year. Please sign in at the office whenever entering the building and obtain a Volunteer sticker. These are located above the sign-in sheet on the credenza in the office. We value our partnership and collaboration with our parents. Together, we can provide our children with an outstanding education and a wonderful school.

Website Address

www2.hcpss.org/pres