

Manor View Elementary School



Parent Information Guide 2023-2024

This handbook was prepared for you to use as an information guide whenever you have questions concerning Manor View Elementary School.

The 2023 - 2024 Anne Arundel County Public Schools Parent Handbook is an excellent source of detailed information about School Policies, Procedures, Regulations, and other services. It is available online at www.aacps.org.

ANTI-DISCRIMINATION STATEMENT

The Anne Arundel County Public School does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation or socioeconomic status in matters affecting employment or in providing access to programs. Questions regarding nondiscrimination should be directed to Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5500.

ARRIVAL PROCEDURES

All students enter the building at one of 4 doors according to their arrival method and report to their classroom or the cafeteria for breakfast. Doors open at 7:40 a.m. There is no supervision outside until 7:40 am, so please help us make sure students do not arrive until supervision is available.

Morning announcements begin at 8:00 a.m. We want all students to be in their rooms by 8:00 a.m. ready to begin school. **Students who get to their classrooms after 8:00 a.m. or later are considered late and will be marked tardy.** Students who arrive at school after 8:00 am must be accompanied by an adult to the office to sign in.

Bus Riders: Bus Riders will be identified by a lanyard given to them as they exit the bus during the first week of school. Lanyards will be noted by the classroom teacher during the first weeks of school until students are known to the supervising teachers as bus riders. Bus Riders will enter the front door of the building and report to the cafeteria for breakfast or enter through the **Yellow Door** (Art Room Hallway) and report to their classrooms.

Walkers: All walkers must follow safety precautions and use crosswalks and sidewalks. Walkers may enter the building at the office door, **Yellow Door** (Art Room Hallway), **Green Door** (5th Grade Hallway), or the **Red Door** (Playground Door). All entrances are supervised starting at 7:40 am. Walkers should enter at the door closest to their walking path and should be consistent with their arrival and dismissal door for safety and continuity.

Car Riders: Safety is a priority for teachers and staff at Manor View Elementary. When dropping students off by car, please pull up as far as possible against the curb in the car rider lane. When the car has come to a complete stop, students should exit the car quickly and move to the closest entry door (Art Room or 5th Grade Hallway). **Parents should not exit their vehicle.** If students need additional support to exit the car, please drive to the parking lot and walk your student to the front office door. Students will not be allowed to exit from cars that are in the passing lane at any time. Please help us ensure ALL students are safe as they arrive at school.

- **Please Note:** When visiting during the school day, do not park in the bus or car lanes. Please park in a space in the parking lot. Base security will ticket vehicles in those areas.

ATTENDANCE

Regular attendance is important for school success. Legal absences include illness, death in the family, observance of a religious holiday, state emergencies, and court summons.

Notes to excuse Absence or Tardy are required

- Days Absent – A student is counted present for a ½ day if in attendance for at least 2 hours. A student in attendance for more than ½ the school day is counted for a full day.
- Tardy – A student is tardy if arriving after the school day has begun, but before the school day is one-half completed. If the student arrives at half day or later than one-half day, the student is absent one-half day.
- Early Dismissal – A student is considered to be an early dismissal if the student is dismissed for less than one-half of the school day. If the student is dismissed for one-half or more of the school day, the student is absent one-half day.
- For each absence, a note stating the reason for the absence must be written by the parent/guardian and sent to the child's teacher upon returning to school. AN ABSENCE OF 5 OR MORE DAYS REQUIRES A DOCTOR'S NOTE UPON RETURN TO SCHOOL. When these procedures are not followed, the absence code is assumed to be unlawful. An attendance link will be available on the website to submit absence notes.
- Attendance is part of the criteria monitored by the Maryland State Department of Education for each school's performance report card. Excessive absences are reported to the Pupil Personnel Worker for investigation. The term "excessive absences" is defined as more than 12 days absent each school year, or 3 days each marking period.

BIRTHDAY CELEBRATIONS

Due to our healthy school initiative, **edible birthday treats are not permitted. Please do not send or bring snack items to school.** If you would like to send in a non-edible treat (i.e. pencil, sticker, eraser, etc.), please send enough for ALL classmates.

Additionally, **we will not distribute birthday or playdate invitations in school.** These should be handled by the parent outside of the school day.

BREAKFAST TIMES

Students who wish to eat breakfast may enter the building at 7:40 a.m. Breakfast ends @ 8:00 a.m. The full price for Breakfast is \$1.50

CELL PHONES

All cell phones, Apple Watches, and other communication items that students bring to school must be turned off or placed in silent mode and **remain in the student's locker throughout the instructional day.** Students who have these items out during the school day will have their device taken by the teacher to hold for the remainder of the day. A second offense

will result in the item remaining with the Principal until a parent retrieves it. Thank you for helping your students understand how to manage their cell phones and other devices.

CONNECT ED MESSAGES

We use the Connect Ed system to communicate with parents about important events throughout the year. Most of our messages are sent via email. Please make sure that the office has two email addresses on file so that you don't miss out on being informed.

DELAYED OPENINGS

When there is a one-hour delayed opening, children should arrive at school between 8:40 a.m. and 9:00 a.m. When there is a two-hour delayed opening, children should arrive at school between 9:40 a.m. and 10:00 a.m.

DISMISSAL PROCEDURES

Dismissal begins at 2:25 pm. Bus Riders will dismiss first out of the front door. Walkers and bike riders are dismissed next out of the door they entered at arrival and closest to their path home. Car Riders are dismissed last.

For the safety of everyone, teachers will exit the school with their students to the car rider lane. Cultural Arts teachers will approach cars and call students to the car when the car is fully stopped and against the car line curb. Students will only be permitted to enter the car on the curb side. If you have a car seat in the way, please consider moving it, or park in the parking lot and walk to the office door to meet your child. Students will not be permitted to cross between cars to enter a car in the passing lane. **Do not cross through the car rider pick-up lane, except at the crosswalks where staff can assist you.** Please exercise patience during dismissal so that all students may exit school in a safe and orderly manner. **Parents, please remain in your car during dismissal and do not leave your car unattended in the pick-up lane at any time.**

Unless there is an emergency situation, we will be unable to dismiss students from the office after 2:15 pm. If you have an unexpected change for your child's dismissal, please contact the office before 2:15 p.m.

DRESS CODE

Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment, cause a health or safety hazard, or that do not align with the rules established by the school are not appropriate at school. School personnel will consistently enforce this dress code.

- Headwear • Only for health, safety, or religious reasons
- Shoes • Flip Flops and slippers are not permitted.
- Clothing • Cannot show profanity, obscenity, violence, or symbols of hate
 - Cannot promote alcohol, tobacco, drugs, or look-alike drugs
 - Cannot show underwear, midriff, bare chests or backs
 - Cannot show bare skin between upper chest and mid-thigh

EARLY DISMISSALS (Scheduled and Unscheduled)

When children are dismissed one or two hours early, it is important for them to know what to do. Please tell your child where s/he is to go if you will not be home (neighbor's house, etc.). You should also practice this plan with your child, as it will ensure their safety when s/he returns home earlier than usual.

EMERGENCY PHONE NUMBERS

It is essential that the school health staff be notified of current phone numbers for health or injury emergencies. Please be sure to notify the school throughout the year, if your phone number changes. You may send a note with your child or call the school office at (410) 222-6504. These changes will be noted.

FIELD TRIPS

Field Trips are planned by the teachers as part of the instructional program. Notices are sent home in advance outlining the details and cost of the trip. All reservations are made in advance, so we are obligated to pay for our reservations. **We are not able to refund money should your child miss the trip.** Parents are often asked to help supervise/chaperone field trips and are asked to complete a background check and/or fingerprinting in order to be allowed to do so. Parents are encouraged to complete this safety check early in the year so as not to miss an opportunity due to the length of the background check. Students not enrolled in the grade/class of the scheduled field trip are not permitted to accompany the chaperone or class. Children are not denied a field trip experience because they cannot afford the price of the trip. Please call the school office if you need help or have any concerns regarding a field trip.

Field trips are an extension of the AACPS educational environment and are generally defined as any activity or excursion away from the school property taken by groups of students under sponsorship of the school, and under the guidance and supervision of professional staff members on school days and/or non-schools days.

Unauthorized persons in the educational environment create a disruption for AACPS personnel who are responsible for the safety of all students. **Persons who have not been designated as chaperones for an AACPS-sanctioned activity will not be allowed to contact or communicate with any students in the District's care while on a field trip.** Any unauthorized person who attempts to 'shadow', or follow AACPS students, will be instructed to move away from the group and remain away. If they refuse, venue management will be notified to intervene. If necessary, police will be called.

AACPS does not condone any effort to circumvent the required criminal history background check process. We would not allow random strangers off the street to infiltrate and/or interact with our student groups. **The presence of unauthorized adults around students in the District's care creates an unacceptable safety risk and must be avoided to every extent possible.**

If you are interested in chaperoning or volunteering at the school, please visit <https://www.aacps.org/chaperone> for more information.

HEALTH ISSUES

Health Room – Students will be sent to the Health Room when they appear ill or injured. The health staff will assess the student for injury or illness and necessary care will be provided. They may be sent back to class, allowed to rest and sent back to class, or the parent may be called to discuss what action should be taken or request that the child be picked up. (See Emergency Phone Numbers). The majority of health room visits are minor in nature and are handled with basic first aid and comfort measures.

Medical Conditions - If your child has a medical condition that may affect their time at school, please contact the school nurse to discuss the student's condition.

If your child reports illness prior to coming to school, please keep your child home. Children must remain home from school if they experience vomiting, diarrhea, or a fever greater than 100 degrees. **Children should be fever free for 24 hours (without medication) before returning to school.** If your child sees a doctor for an illness and is absent from school, please obtain a doctor's note for that visit.

School Health Staff – A Registered Professional Nurse is responsible for supervising all health room activities. The nurse is also a contact between the school and other community agencies, including the Health Department. The nurse is present in the school 2-3 days per week.

A Health Assistant is available in the health room 5 days per week and is the person who has the most direct contact with you and your child when there is an illness or injury at school. The health assistant is trained by the Health Department in First Aid Procedures and CPR. She/he is supervised by the school health nurse.

Medication Administration at School- If your child's physician feels there is a medical necessity to administer medication at school, the following guidelines will be strictly adhered to:

1. Students must not bring any medication to school. An adult must bring all medication to the health room. This includes all prescription and non-prescription medication as well as cough drops, lozenges, nose spray, and Tylenol or aspirin.
2. An official form entitled "Parent's Request to Administer Medication at School", must be signed by the parent or guardian and completed by the physician for EACH medication the child is to take during school hours. The forms are available in the health room. No medication will be administered without this completed form.
3. Prescription medication must be brought to school by an adult in a pharmacy-labeled bottle with the student's name, date, name of medication, dosage, date prescription was filled, time of administration and pharmacy name clearly visible.
4. Non-prescription medications, including cough drops, must be brought to school by an adult in a new SEALED package with the child's name clearly written on the outside, and with the proper form completed.
5. Medication will be administered by the school health staff only. In rare instances, a designated school staff member who has been trained and supervised by the school nurse will administer medication.
6. Please pick up remaining medication when treatment is ended by the physician, or at the end of the school year. All unclaimed medication will be destroyed at the end of the school year.
7. A new order form must be submitted each year for all students taking medication, as well as for any change in dosage or times of administration.
8. If attending an AACPS summer program, parents should make sure that the validity of the order is indicated by the prescribing authority as "beginning to end of school year," and not with a specific end date. Checking off on the PRAM that the order can be used from the beginning to the end of the school year will cover any AACPS summer programs attended by the student.

All students entering first grade must have completed a Blood Lead Testing Certificate.

Immunizations- Vaccine Requirements for Children Enrolled in Maryland Schools:

1. If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication is required.
2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for measles, mumps, rubella and varicella.
3. Hib and PCV (PrevnarTM) are not required for children older than 59 months (5 years) of age.
4. All doses of measles, mumps, rubella and varicella vaccines should be given on or after the first birthday. However, upon record review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less than or equal to four (4) days before first birthday.
5. One dose of varicella (chickenpox) is required for a student younger than 13 years old. **Two doses of varicella vaccine are required for students entering kindergarten, 1st, or 2nd grade and for previously unvaccinated student 13 years of age or older.** Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is documented history of disease provided by a physician or health care provider. Documentation must include month and year.
6. Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccines (DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older. One dose of Tdap vaccine received prior to entering 7th grade is acceptable and should be counted as a dose that fulfills the Tdap requirement.
7. Polio vaccine is not required for persons 18 years of age and older.
8. Two doses of Hepatitis B vaccine is acceptable only if the student was vaccinated with the Merck & Co. brand vaccine **RecombivaxTM HB Adult Formulation**. RecombivaxTM HB Adult Formulation vaccine is licensed for use in adolescents 11 - 15 years of age as a two-dose series.
9. Families entering AACPS from overseas may need to have a tuberculin test for any enrolling student. This is dependent on the country and length of time on station. Please call the school nurse to see if this applies to you.

The State of Maryland Immunization Regulation requires students enrolled in school to show proof of immunizations. PLEASE NOTE - If the school has not received proof of immunizations by the beginning of the school year, YOUR CHILD MIGHT NOT BE ABLE TO ENTER SCHOOL.

The health department offers school required vaccinations at their Glen Burnie and Parole locations if students do not have complete records. Glen Burnie: 410-222-6633 Parole: 410-222-7247

LUNCH PRICES

	<u>Regular</u>	<u>Reduced</u>
Breakfast	\$ 1.50	\$ 0.00
Lunch	\$ 2.75	\$ 0.00

All students are required to enter their six-digit student identification number to purchase school meals and/or a la carte items. This is required for cash sales as well.

It's the same number you use for:

- School Lunch
- School Breakfast
- School Technology
- School Testing
- Media Center



<https://www2.mypaymentsplus.com/welcome>

MyPaymentPlus® provides an easy-to-use, efficient way to make payments quickly and securely anytime using a simple Internet connection. You can say goodbye to the hassles of sending in multiple checks to multiple locations for multiple students. It can all be done with one payment on MyPaymentPlus. MyPaymentPlus also allows the ability to receive free low balance emails and in most cases view the purchases made in the cafeteria online.

MONEY

Money should be sent to school in an envelope or Ziploc bag labeled with your child's name, six-digit ID number, the teacher's name and a note for its purpose (field trip, lunch, etc.).

NEWSLETTER

Our school newsletter, *Manor View Eagle's Nest*, is distributed to parents monthly via email. A calendar of events and other important information is included. Please visit our school webpage for additional information.

NON-INSTRUCTIONAL ITEMS AT SCHOOL

Students are to keep non-instructional belongings at home. Examples of these items include toys, games, electronics, and extra money. These items could be lost, stolen or damaged during school hours. Non-instructional items may be taken away from students. MVES is unable to assume responsibility for any lost items or money.

PARENT – TEACHER ASSOCIATION – PTA

The Parent-Teacher Association is a valuable asset to the school. The PTA exists to promote the education and welfare of our children. All parents are encouraged to join and participate in the activities. You can reach out to the officers of the PTA by emailing MVESPTA@gmail.com OR follow us on Facebook at Manor View Eagles-PTA.

PBIS AT MVES– What's it all about? PBIS (Positive Behavior Interventions and Supports) is a nationally recognized proactive systems approach for creating and maintaining safe and effective learning environments in schools. PBIS Maryland focuses on data-based decision making around discipline and academics at school, system and state levels, integrating related school improvement initiatives and structures.

At Manor View, we want to reward students for their positive behaviors. Some of the ways we recognize positive behavior is through Eagle Feathers, points, monthly, quarterly and classroom incentives, positive referrals, etc. Students earn these rewards by following our school rules.

Our mission is to use *Positive Interventions and Supports* to empower students to make appropriate choices to avoid conflicts and accept responsibility for their own actions and decisions.

PRIMARY YEARS PROGRAMME Manor View is proud to be an International Baccalaureate school. The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

REPORT CARDS

Report cards are issued electronically four (4) times a year in order to report student progress. Because of the importance of this report, please review the following suggested guidelines:

1. Avoid comparing your child's performance with that of others.
2. When reviewing your child's report card, remember to praise academic growth and effort as well as discuss weaknesses or lack of progress.
3. Contact your child's teacher for additional information, or if you have questions or concerns. When parents and teachers work together, students experience more academic success in school.

REQUIREMENTS FOR SCHOOL REGISTRATION

Children must be six (6) years old by September 1 to enter first grade in September. The following information will be needed when you register your child:

1. Your child's birth certificate
2. Your child's immunization record
3. Your child's social security number (optional)
4. Proof of residence mandatory requirement – Deed/Mortgage/Lease Form plus a bill
5. Documentation showing legal custody
6. Emergency telephone numbers
7. I.D.

STUDENT INFORMATION FORMS

Each student must have a completed Emergency Notification form on file in the school office. The form contains all current emergency phone numbers, email addresses, home addresses, and contacts. Should any of the information change during the school year, please call the school office with the information or request a new form to complete.

STUDENT TRANSFER/WITHDRAWAL PROCEDURES

Please notify the office by telephone or note at least 48 hours in advance, if you are going to be moving from the MVES attendance area. Teachers and office personnel must complete transcripts for the student to take to the new school. All students must take the Anne Arundel County "Transfer Form" with them in order to register at another school. Without this form, registration will be denied. The receiving school must then request the official records to be sent.

TECHNOLOGY/EQUIPMENT – STUDENT RESPONSIBILITIES

Chromebooks are an integral part of the instructional program. They are assigned to students for in-school instruction and take-home study as necessary. 1st-2nd Graders are issued a Chromebook that stays home for homework assignments. They each have access to a chromebook in the classroom for instructional purposes. 3rd-5th grade students are required to bring their assigned chromebooks to school daily and then take them home to charge them each night. Replacement charging cords are the responsibility of each student and must be replaced if lost or damaged in order to keep the chromebook charged and ready for use each day. Students are responsible for the careful use and protection of Chromebooks, equipment and materials assigned to them. Failure to adequately take care of Chromebooks, equipment or materials will result in paying for the lost or damaged school material.

VISITING THE SCHOOL

The doors to the building will always be locked to ensure the safety of everyone. **All persons entering the building must check in at the school office, present their driver's license (every visit) or government ID for scanning and receive a visitor's badge if they are entering the instructional areas.**

Personal discussions with teachers during school hours are not allowed without an appointment. Please respect the teacher's planning and lunch time by scheduling a conference or emailing your questions/concerns while you are on campus as a visitor or volunteer.

VOLUNTEERS

Volunteers are parents, grandparents, or members of the community who contribute their time and talents toward the enrichment and support of our education program. **All volunteers will be required to attend an orientation/training and pass an AACPS background check.** For further information, you may contact the school to speak to our volunteer coordinator, Ms. Shannon Willey, at (410) 222-6504.

Sign In/Out: Volunteer hours are 8:00 a.m. – 2:25 p.m., daily. For security reasons, all volunteers must stop in the **office to sign in/out after being buzzed in.** In addition, volunteers must also present their driver's license to one of the secretaries to log in and log out of the building.

ID/Security: All volunteers are issued a visitor's sticker which must be worn on the upper body at all times when working in the school.

Non-School Aged Children: To prevent disruption to our learning environment, please arrange for childcare for young children while working as a volunteer. **Non-school aged children are not permitted in the instructional areas** of the building.

Volunteer Code of Ethics: All volunteers are regarded as members of the Manor View team. When working with students, it is important that:

- I understand that all information concerning children, teachers and the school is confidential and should remain in the school setting.
- I shall maintain the dignity necessary to gain the respect of pupils and set a good example at all times.
- I will show high regard for each child by being courteous, impartial and fair.
- I will respect those with whom I work.

WEATHER RELATED CLOSINGS

When it becomes necessary to close or alter school hours due to weather, (heat, snow, power failure, loss of water, etc.) a broadcast of the adjustment will be made over major radio and television stations. One hour and two-hour delayed openings or early dismissal will also be announced.

Please do not call the school office for this information, or to speak to your child or have a message relayed during a weather event. The telephone needs to be available to receive messages from the central office. Your child should be aware of a plan that you have established and practiced. It is important that everyone know what to do and where to go in the event of an early dismissal or delayed school opening.