

Family Guide 2021-2022

**Seven Oaks Elementary School**

**WELCOME SOES STUDENTS and FAMILIES!**



**Seven Oaks Elementary School’s Mission, Vision, and Values**

**SOES Mission**

It is the mission of Seven Oaks Elementary School to educate all students to be life-long learners and to empower them to create a better quality of life for themselves, their communities, and the next generation.

**SOES Vision**

Seven Oaks Elementary School will deliver rigorous instruction in a safe and supportive student-centered environment. We will promote the development of collaborative problem solvers and creative thinkers who are self-determined and empowered to become productive and contributing citizens of the world.

**SOES Values**

Lions will demonstrate PRIDE by valuing: Perseverance, Respect, Integrity, Discipline, Excellence

We are excited to welcome students back to the Seven Oaks Elementary school building! 😊Coming to school for in-person learning is going to be different from what our students, staff, and families became accustomed to in the previous school year. We have lots of important information to share and we are here to answer any questions you may have. For complete details on the Fall 2021 Reopening Plan, please visit <https://www.aacps.org/fall2021>.

**School Uniform**

The Seven Oaks Elementary School uniform program was adopted to create an environment that focuses on school performance and pride, not individual attire. Parents and students are responsible for following the guidelines of the school uniform policy.

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|   Things listed below **COMPLY** with the mandatory uniform policy for students. Adhering to this policy will help make your time at Seven Oaks Elementary School pleasant and enjoyable. **C** **Tops:**Tops must be light blue, navy blue or white long or short-sleeved polo style.  **C** **Other Tops:**Other tops may include a V-neck sweater style vest, front button cardigan, sweatshirt with a banded collar or a Seven Oaks Elementary School sweatshirt. Tops must be light blue, navy blue, or white.   **C** **Belts:**A solid, plain black, dark brown, or navy blue leather or leather-like belt must go through the loops and be buckled securely around the waist. Belt buckles should be plain. **C** **Shoes:**Shoes must be safe and enclose the foot. Shoes may not expose students to safety hazards nor should they impede a student from moving quickly during an evacuation of the building. Athletic shoes are permitted. **C** **Pants:**Navy blue or khaki full-length standard issue pants are to be worn securely around the waist with a belt. **C** **Skirts/Shorts/Skorts:**Navy blue or khaki in color; must extend to the middle of the thigh when standing at attention.   |  Things listed below are **VIOLATIONS**of the uniform policy. The policy is for students.    **D** **Tops:**Tops may not have any designs, logos, characters, names or numbers of any size. Sleeveless tops, crop tops, V-necks, halters, undershirts, and tee shirts are not allowed. (White T-shirts may be worn under the school uniform top.) **D** **Other Tops:**Tops may not have a hood, zipper, designs, logos, characters, names or numbers of any size. Jackets and coats may not be worn in class and must be kept in the student lockers. **D** **Belts:**Belts may not have anything dangling. They may not contain chain loops, symbols, larger designer insignia, characters, names or numbers of any size. **D** **Shoes:**Crocs, flip-flops or sandals may not be worn to school. **D** **Pants:**Pants may not contain large designer insignia, characters, names or numbers. No bandanas. Pants may not be rolled up or tucked into footwear. **D** **Skirts/Shorts/Skorts:**Mini and/or tight skirts/shorts/skorts are not allowed. **D** **Jewelry and Accessories:**Jewelry should not pose safety hazards or be a distraction. Necklaces should not be longer than 18 inches. Charms may not be replicas of weapons or contraband.  |

To help you and your child better prepare for each day, we have put together the following checklist for what your child should bring to school each day.

**Learning Materials Checklist**

❏ Face covering (and a back-up mask).

❏ Chromebook (please charge Chromebook at home overnight).

❏ Chromebook charger (please pack in Chromebook carrying case).

❏ Headphones or earbuds

❏ Backpack

❏ Supplies: Writing Journal, Reader’s Notebook, journal for morning/independent work, blue folder, dry
 erase sleeve/marker/eraser, 3 pencils, crayons, scissors and 1 glue stick.

❏ Water bottle (water fountains will only be used to fill bottles, not to drink from).

❏ Small personal bottle of sanitizer **labeled** with child’s name

❏ Small pack of tissues

❏ Personal books that your child enjoys reading

❏ A smile and positive attitude! 😊

**Expectations:**

* State and federal guidance is that anyone on a school bus at any time must be masked, regardless of age or vaccination status.
* At our schools this fall, students and staff will be allowed to be unmasked during outdoor activities, provided they exercise the maximum possible physical distancing. When appropriate physical distancing cannot be maintained outside, all students and adults are strongly encouraged to wear face coverings.
* Indoors, all students, staff, and visitors – regardless of age or vaccination status – will be masked.
* Students are always to remain in their personal learning areas except for using the restroom.
* Students are expected to follow physical distancing rules to the extent possible and ALL RULES in the AACPS [Reopening Safety Guide](https://www.aacps.org/fall2021).
* Students’ temperatures must be [checked at home daily](https://www.aacps.org/site/handlers/filedownload.ashx?moduleinstanceid=28239&dataid=67256&FileName=Reopen-Daily%20Checklist228.pdf) before coming to school. If your child’s temperature is 100.4°or higher, they must not attend school.
* Superintendent’s letter about masking protocol: <https://www.aacps.org/2122update>

**School Website**

[**https://www.aacps.org/Page/1196**](https://www.aacps.org/Page/1196)

****[**School Website**](https://www.aacps.org/Page/4973)****[**Follow us on Twitter**](http://twitter.com/sevenoakses)

**School Hours**

School hours are from 8:15 am to 2:40 pm. Buses begin unloading students at 8:00 am. Buses usually leave school grounds to take children home by 2:50 pm.

**Walkers and children being driven to school should arrive between 8:00 am and 8:10 am**. **Please be advised that there is no adult supervision for students prior to 8:00 am.** Students must be in their homeroom by 8:15 am. Students that arrive after 8:15 am must be accompanied by an adult. The student must enter the main office with an adult to be signed in and receive a pass to enter class.

**Dismissal begins at 2:40 pm**. Car riders are dismissed first, followed by van/bus riders, walkers, and aftercare students. **Students must use the crosswalks to leave school grounds**. Students should refrain from crossing the driveway, walking between vehicles, or leaving the sidewalk for any reason. After a student has left the building, he/she may not re-enter without the permission of a staff member on duty.

**Student Schedule**

8:00 am Student Arrival/Breakfast

8:15 am Community Building

8:20 am Morning Announcements

8:25 am Instruction Begins

10:50 am Morning ECI & Pre-K Dismissal

12:05 pm Afternoon ECI & Pre-K Arrival

2:40 pm Dismissal

**Please note that there will not be afternoon ECI & Pre-K classes on 2-hour early dismissal days. If there are late arrival days, there will not be morning ECI & Pre-K classes.**

**Meals**

* Information regarding Food & Nutrition Services can be found at: <https://aacpsschools.org/nutrition/>.
* The USDA grant is in effect until the end of the 2021-2022 school year. This means ALL students will be offered breakfast when they arrive in the morning.
* ALL students, regardless of free/reduced priced lunch status, will receive a school lunch when attending school.
* Regardless of USDA grant status, all families are encouraged to apply to receive free or reduced-price meals at <https://applyformeals.aacps.org/>.

 **Additional Information**

* If a student has been in close contact with someone who has COVID-19, the child must not come to school without advice from the county health department.
* Teach your child how to log into their Chromebook and find their class assignments independently.
* Teach your child about appropriate distancing by helping them to understand what maintaining a safe distance of space from others looks like.
* Remind your children of proper and frequent hand washing.

**Arrival/Dismissal Safety Guidelines**

Arrival: **Supervision of students begins at 8:00 a.m.** It is strongly recommended that they do not arrive before that time. Crossing guards are on duty at the intersections of Bluewater/Town Center and Town Center/Charter Oaks, from 8:00 am to 8:15 am and from 2:40 to 2:55 pm.

Parents of car riders may pull into the Hug and Hop Lane and discharge children from the passenger door or park in the parking lot and walk children across the crosswalk to any of our entrances. **Drivers must remain in their vehicle and pull forward in the Hug & Hop Lane. At no time may cars be parked in the Hug and Hop Lane**. All cars must exit the driveway and make a right onto Town Center Blvd.

**Dismissal**

2:35 p.m. ECI, PreK, and Kindergarten students prepare for dismissal.

ECI, PreK, and Kindergarten car riders and walkers will be dismissed at the care of an adult at the kindergarten playground.

Kindergarten van/bus riders will be escorted to the bus loop through the music hallway door.

2:40 p.m. Car riders are dismissed through the primary hall door and must be picked up at 2:40 p.m.

Van/Bus riders are dismissed through the back door to the bus loop.

Town Center Walkers are dismissed through the side door at the end of primary hallway and proceed through the kindergarten playground to the sidewalk and parent waiting area.

Backdoor Walkers are dismissed through the back door to make a left on Bluewater Blvd.

Bluewater Walkers are dismissed through the front door.

**Early Dismissal**

When a student is to be dismissed early, the school should be notified in writing in advance of the early departure. The note should contain the date and time of the early departure and the name of the person who will be picking up the child from school. The child must be picked up from the office at the appointed time and signed out at that time by the person who will be responsible for the child. Please be prepared with picture identification. In order to help ensure a safe and orderly departure from school for all students, **early dismissal must be requested prior to 2:30 p.m.**; otherwise, the regular dismissal procedure will be followed.

If you need to pick up your child early, please report to the office. We will send for your child and you will be asked to sign him/her out. Parents, guardians, and those listed on your Student Information Form are the only individuals allowed to pick up a student from school. You may also send a written permission for dismissal to other individuals in special situations. For safety & security, **students will not be released for early dismissal after 2:30 pm.**

**Attendance**

Regular school attendance is very important to your child's academic progress and success in school. Please try to schedule dental/medical appointments and other commitments for after school hours whenever possible.

When your child is absent, we are required to record a reason for the absence. Please fill out the [Attendance Note](https://docs.google.com/forms/d/e/1FAIpQLSdq-OxurJbnMuX-dtsx31cPY5BsQ7joHGS2ePawJI7_Lp-tqQ/viewform) for each day your child is absent from school or have your child bring a note from you when he/she returns. The note should state the reason for the absence. **If we do not receive a written reason for an absence, we are required to record the absence as unlawful.** A child is lawfully absent when ill, when there is a death in the family or when another serious situation exists. If your child is absent in excess of **five consecutive days**, he/she must have a **doctor's note** before returning to class. Children who have excused absences will be given time to make up work. Vacations are not excused absences. We do not give out assignments in advance for anticipated vacation absences. In addition, according to Board Regulation JB-RA, the principal may require a physician's note from the parent(s) of a student with a pattern of excessive absences. Excessively absent refers to a student who is absent six or more days a semester.

[AACPS Attendance Policy](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2016/08/JB-Compulsory-Attendance.pdf)

[AACPS Attendance Regulation](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2018/11/JB-RA-Compulsory-Attendance-2017.pdf)

**Immunizations**

The State of Maryland Immunization Regulation requires students enrolled in school to show proof of immunizations. A student whose immunizations are not up to date or who has not provided proof of having received required immunizations will not be permitted to attend school until proper documentation has been provided to the school. Children enrolled must show proof of 4 DTap, 3 Polio, 3 Hepatitis B, 2 Measles, 1 Mumps, 1 Rubella (often given as an MMR) and 1 Varicella (Chickenpox).

[AACPS Immunization Policy](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2016/08/JEG-Immunization-Requirements-for-Students.pdf)

[AACPS Immunization Regulation](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2016/08/JEG-RA-Immunization-Requirements-for-Students.pdf)

**Health Care**

The school policy is to call parents when children are sick or hurt at school. Children who are too ill to return to class must be taken home by their parents. They may not remain in school. Children should not be sent to school to report to the office for treatment of wounds or illnesses that occur at home.

If your child has an accident while in school, we will do our best to contact you. If we cannot contact you, we will take all appropriate measures to assure the proper treatment of your child.

Recess and play periods, either general or by class, are arranged during the day when weather permits. Students will not be exposed needlessly to bad weather. When a general recess is called, everyone is expected to go out. It is difficult to arrange alternate supervision for students.

Please be sure the school is aware of any medical situations that would affect the health or safety of your child (bee stings, allergies, asthma, etc.). Be sure this is indicated on the Family Emergency Card.

**Medication**

NO MEDICATIONS OF ANY KIND CAN BE ADMINISTERED BY THE SCHOOL STAFF UNLESS YOUR DOCTOR HAS FILLED OUT THE PERMISSION FORM ISSUED BY THE BOARD OF EDUCATION. Students are NOT to have ANY medications with them in school, i.e., Tylenol, cough drops, calamine lotion or any other over-the-counter medicine. Permission forms can be obtained from the school office. Many physicians have these forms available in their offices, as well.

[AACPS Medication Policy](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2018/04/JEC-Administering-Meds-to-Students-2018.pdf)

[AACPS Medication Regulation](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2018/04/JEC-RA-Administering-Meds-to-Students-2018.pdf)

**Student Support Services**

**Counselor**

Seven Oaks is fortunate to have a full-time school counselor. The counselor teaches classroom lessons on a variety of topics (self-esteem, conflict resolution, test taking skills, etc.) and provides small group and individual counseling.

**Psychologist**

We have a part time school psychologist who works closely with the resource team and entire staff to help ensure the academic and social growth of all students. The psychologist collaborates with classroom teachers providing instructional and behavioral recommendations and helps the special education team with cognitive testing and interpretation of test results.

**Literacy**

The literacy teachers are an integral part of the instructional program at Seven Oaks. The team works closely with classroom teachers to monitor student progress and plan appropriate literacy lessons, as well as provide small group instruction.

**Mathematics**

The math resource teacher collaborates with classroom teachers to plan and deliver differentiated mathematics instruction to support specific students in small groups.

**Special Education**

The special education team is trained to work with students with learning differences. Individual Educational Plans are developed for qualifying students and services are provided in the least restrictive environment.

**Speech and Language Pathologist**

The SLPs are members of the special education team and specialize in children with language difficulties.

**Cultural Arts**

Cultural Arts are an important part of the total school program. Classes are scheduled for one one-hour session per week.

**Art**

Experiences include creating, perceiving, appreciating, and evaluating a variety of art forms/media.

**Media**

The media specialist provides instruction in use of library/media resources for research and pleasure reading.

**Physical Education**

All students are expected to participate in PE unless a doctor's note is provided.

**Music**

In addition to the grades 1-5 general music program, students in fifth grade are given the opportunity to participate in the chorus.

**Instrumental and String Music Instruction**

Instruction in specified musical instruments is available to 4th and 5th grade students. Instruction in the strings begins in 3rd grade. Instruments may be owned or can be rented. Students will be required to purchase other materials as needed. These students comprise a school band/orchestra that plays for various activities.

**Arts and Humanities**

Education through creativity... Through an interdisciplinary approach and curriculum that emphasizes connections and collaboration, the Arts and Humanities theme nurtures the qualities of intelligence and imagination necessary for success in the 21st Century. Rigor and relevance are enhanced for all children through the arts and humanities lines of thought, avenues of exploration and vehicles for showcasing student understanding.

This theme explores how people process and record the human need to respond to life through the arts and literature. There are four different types of art forms:

**Dance** is kinesthetic - movement of the physical being.

**Music** is aural – singing, listening and/or playing an instrument.

**Theatre** is interdisciplinary - written text, dramatic interpretation and multimedia production.

**Visual Arts** is spatial – images, structures and tactile works.

**Parent/Teacher Conferences**

Conferences are held through the school year. Parents and teachers may request conferences as the need arises via a personal note, email, telephone call, or a notation on the report card. All conferences must be scheduled in advance to ensure there is no disruption to the instructional program.

There may be occasions when the parent may wish to speak to the principal or counselor. We do, however, suggest that a parent first talk with the child's teacher concerning any recent and pertinent information before arranging to connect with other school personnel. All school personnel may be reached by calling the school office at 410-222-0937. Return calls or emails will normally be made within 48 hours.

**Visitations**

During the pandemic, visits to the school are limited to specific scheduled appointments.

**Homework**

The faculty of Seven Oaks Elementary School considers homework to be an important component of the educational process. It is to serve a definite purpose and be an extension of the daily instructional program. It should provide practice for skills already taught and be understood by students.

The type, quantity, and frequency of homework assigned will depend upon the teacher's judgement of the student's need and ability to complete the work within a reasonable time. Homework assignments also have a value in teaching students to assume responsibility for self-improvement and to exercise self-discipline in attending to a task. Students should complete work independently. Parents should check on the process and give encouragement for homework to be completed.

Teachers will send work home to children who are absent because of illness if they feel it is necessary to the child's progress. Otherwise, the child will be helped to make-up missed assignments when he/she returns to school. It is not necessary to call or write to request that work be sent home. There will be a 48-hour turn-around time for any parental requests for homework.

**Report Cards**

Report cards are issued in November, January, April and June. The major purpose of the report card is to report student progress to parents; however, it should be only one of many means of ongoing communication between parents and teachers. The report card provides information about your child's progress in the four major academic areas of language arts, math, science and social studies, as well as in art, music, physical education and technology. The strengths and weaknesses of your child's work habits are also reported.

Students may be working above, on, or below grade level as indicated on the report card.

Students working below grade level may receive grades higher than C or 2 (satisfactory). Parents and students must clearly understand that the letter grades reflect the child's achievement on his or her instructional level.

**Interim Progress Reports**

An interim is a notice that your child is averaging a D or an E, has dropped two letter grades in a subject or is having a problem in conduct, work habits or social development. This may indicate a need for further communication with your child's teacher. These interim reports are distributed midway through the grading period. Teachers may also send positive interim reports to recognize and acknowledge specific strengths or accomplishments.

[AACPS Grading Policy](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2019/06/FINAL-II-Grading-Policy-2019.pdf)

[AACPS Grading Regulation](https://aacpsschools.org/boardpolicies/wp-content/uploads/bsk-pdf-manager/2021/08/FINAL-II-RA-Grading-2021-2022.pdf)

**Class Placements**

Class configurations are compiled by the administration and staff. This is a difficult and complex task, and many factors are considered. When grouping children, we consider students' abilities, work habits, and social skills. We will try to place students where they will be able to work successfully with their new team of teachers and classmates, thereby maximizing their potential.

Requests for a specific teacher will **not** be accepted. The Seven Oaks staff feels strongly about demonstrating mutual respect for all teachers. We have a staff with various experiences and styles, and feel all have something special to offer our community of learners.

Requests will be considered only when they are substantiated by recommendations from a psychologist or other certified professional. Any requests need to be specific in the suggested teaching or environment characteristics required (not a specific teacher) and state the child's individual needs so that the appropriate accommodations can be made. This established process allows for thorough and equitable instructional placements for all our children. Thank you for your support and respect for our professional judgment.

**School Closing Due to Inclement Weather**

Sometimes it may be necessary to close or delay schools due to inclement weather. On such occasions, tune to one of the local radio/television stations or check [www.aacps.org](http://www.aacps.org) for updates. The announcement is usually stated "ALL PUBLIC SCHOOLS IN ANNE ARUNDEL COUNTY WILL BE CLOSED TODAY." Announcements usually occur between 5:30-6:30 a.m.

**Blackboard Connect**

Anne Arundel County Public Schools now utilizes the Blackboard Connect automated telephone notification system to alert parents to emergencies and other important issues and events throughout the school system. The Blackboard Connect system may also be used by principals to communicate with parents about key school events.

**Delayed Opening**

The delayed school opening time plan, when used, eliminates the need to close school for an entire day. This plan would be used only when conditions justify such a delay in the opening time for schools in Anne Arundel County.

If conditions warrant the delayed opening time plan, the media will be requested to make this announcement: "ALL PUBLIC SCHOOLS IN ANNE ARUNDEL COUNTY WILL OPEN ONE/TWO HOUR(S) LATER THAN THEIR USUAL OPENING TIME AND SCHOOL BUSES WILL OPERATE ONE/TWO HOUR(S) LATE."

**Early School Closing Procedure**

It is necessary that every family establish a procedure that their children can follow if school should have to close early due to a power failure, lack of water, heat, or bad weather. Fortunately, this rarely occurs; however, when it does, it is very important that children are aware of a neighbor, relative, or friend to whom they could go if no one is home. It is impossible for the school to call all parents when this happens. Therefore, we will be requesting on the emergency form, your pre-arranged emergency plan for early dismissal, which will be used throughout the school year. ***This plan cannot include individual telephone calls or simply waiting for a parent to get to the school.***

**Emergency Information**

IT IS OF THE UTMOST IMPORTANCE THAT WE HAVE AN **EMERGENCY PHONE NUMBER FOR EACH CHILD IN ADDITION TO THE HOME PHONE AND THE PHONE AT THE PARENTS' PLACE OF EMPLOYMENT**. YOUR COOPERATION IS ESSENTIAL SHOULD THERE BE AN EMERGENCY OR NEED OF ANY KIND PERTAINING TO YOUR CHILD.

All schools in Anne Arundel County are required to have a crisis response/emergency management plan. A response plan has been established to help school personnel deal with an emergency at Seven Oaks ES.

**Phone Calls**

We are asking for your continued cooperation in reducing the number and type of phone calls made to/from the school. Children will not be permitted to come to the phone unless it is an emergency. Please speak with your child about assuming the responsibility for bringing materials, instruments, books etc. as they may not be permitted to call home for these items. Please help the office staff help you by listening to messages and/or voicemails completely before calling the school. The information left in the message may help us to more efficiently direct your call.

**Lost and Found**

If your child is missing an article of clothing, we suggest you check with us... it may be in our Lost and Found. To help avoid lost clothing, please label your children's outer garments such as coats and sweaters. Please label lunch boxes. Articles not claimed will be donated to a relief agency.

**Outside Food**

In consideration of wellness issues and student allergies, outside food is discouraged to share with classmates.

**Parent Teacher Association (P.T.A.)**

The P.T.A. is an asset to the school. The Association members assist the school in many ways including planning events for students and their families, raising funds to purchase needed items, and volunteering their time during the school year.

The P.T.A. meets periodically throughout the school year. Meeting dates are published in the school and P.T.A. newsletters. Parents, teachers and interested community members are encouraged to become members of the P.T.A. The success of the P.T.A. is dependent upon the active involvement and participation of all members of the Seven Oaks family and community.

[PTA Website](https://www.aacps.org/Page/4981)

**Volunteers**

Volunteers are parents who contribute their time and talents toward the enrichment and support of our educational program. They may work with small groups of children or an individual child or help to prepare instructional materials (running off papers, laminating materials, etc.). There is an orientation held in late September (date to be announced). For more information, you may contact the Volunteer Coordinators or the school.

Please remember that volunteers may not bring preschoolers to accompany them during volunteer activities. This policy has been instituted for safety reasons.

**Behavior**

Students are always expected to maintain proper standards of behavior while at school. These standards include respect for the safety, property, and rights of others, and as well as courteous treatment always. Please carefully note the Anne Arundel County Board of Education policies regarding student rights and responsibilities as stated in the *"Anne Arundel County Public Schools Parent/Student Handbooks. "*

The discipline program at Seven Oaks is designed using the tenets of the Positive Behavior Intervention and Supports (PBIS) framework and reinforces appropriate behavior by accentuating the positive. Children are encouraged to make good choices that ensure the safety of others and respect for the learning environment.

Teachers will reward appropriate behaviors in a variety of ways, including utilizing Pride Passes and/or Passports. Verbal reminders, think time, counseling and logical consequences are used to discourage inappropriate behavior. Parents will be notified of inappropriate behavior that occurs at school so that we can work together closely to modify and correct unacceptable conduct.

It is essential that parents reinforce our behavioral expectations at home. The staff will maintain close contact and open communication with families in order to ensure that every child has the chance to benefit from the instructional program in a safe, caring environment.

**Behavior in Route to School**

Behavior before and after the bus arrives, or while walking to and from school, is a community responsibility that should be shared by all parents in a neighborhood. To alleviate problems, we suggest the following:

1. Do not send children on their walk or to the bus stop too early.
2. Parents, if possible, should accompany students to the bus stop or on their walk to school. Perhaps a schedule of days for different parents would be helpful.
3. If children are misbehaving, notify their parents.
4. If you have concerns about bus arrivals times or other bus concerns, please contact Transportation at 410-222-2916.

Cooperation from you, the community, will prevent the school from spending instructional time solving behavior problems that the children bring from home, the bus stop, or walk to school.

**Transportation**

School bus transportation is a privilege. This privilege may be temporarily denied or permanently revoked if the misconduct of the child jeopardizes the safe operation of the school bus or the safety of pupils riding the bus. Parents are responsible for seeing that their child attends school despite the loss of riding privilege. Please go over these bus regulations with your child.

1. Observe the same conduct as in the classroom.
2. Be courteous; use positive language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat while the bus is in motion.
8. Keep your head, hands, feet and objects inside the bus.
9. Talk quietly to your friends.
10. Glass containers **are not** permitted on the bus.
11. Large instruments and/or projects that do not fit in a seat are not permitted.

**Bicycle Riders**

Students riding bicycles to school must put them in the bicycle rack provided. Locks are strongly recommended. Bicycle riders **must walk** their bicycles on all school sidewalks. Scooters must also be walked on sidewalks while on school property and must be parked in the bike rack. Scooters are not permitted in the school building.

**Student Rights & Responsibilities**

A major goal of our school system is to prepare students for active, responsible participation in a democratic society. To develop an understanding and appreciation of our representative form of government, students need to participate in decision-making, exercise their rights and responsibilities as individuals, and educate themselves in the democratic process.

All students are given a booklet entitled "AACPS Student Handbook" which describes the programs, services and regulations of Anne Arundel County Public Schools annually. Within the booklet is a section entitled, *Student Rights and Responsibilities*, students and their families, should review this section carefully.

**Weapons**

State law prohibits the carrying or possessing of certain weapons on public school property, and community expectations demand a firm stance against weapons in school.

In accordance with these principles, the Board strictly prohibits any student from possessing or using any weapon or dangerous implement on Board of Education property, including in school buildings or on school grounds; on school buses and other school vehicles; or during any school, school-related, or Board sponsored activity, whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

Any student who violates this policy shall face disciplinary action. Possession of a weapon or dangerous implement may result in suspension and/or expulsion. Use of a weapon or dangerous implement shall result in expulsion.

**Student Property**

Educational materials and supplies are kept in desks. It is a good policy to have your child label all his/her belongings so that ownership may be easily determined. Students should understand that on occasion it might be necessary for school personnel to examine the contents of lockers or desks.

Students are not permitted to bring radios, music players, electronic devices, or toys to school unless they have a teacher’s permission to do so.

Students are issued materials for all basic needs of the instructional program. Minimal requests are made of parents for the purchase of supplementary materials. When teachers make these requests, it is because they feel the materials will enhance the effectiveness of the basic program.

Students are required to reimburse the school for textbooks, library books, or materials that are not returned in good condition.

**Board Policies & Administrative Regulations**

Please review all AACPS policies & regulations which can be found on the intranet at:

<http://aacpsschools.org/boardpolicies/>

Seven Oaks Elementary School is equipped with a video camera system. It covers selected interior and exterior public portions of the building and grounds. It is not monitored constantly but is monitored during emergency situations. During certain events, when the safety and security of students may be in question, authorized personnel from local, state, or federal police or fire emergency units may be given access to view images projected on the camera system. If you have any questions about the system, you should call the Supervisor of School Security at 410-222-5083.