

Frost Elementary School Handbook

2009-2010

Please read and refer to the important state, county and school information and policies found in this handbook.

Lunch Applications, Prices and Menus

As in past years, applications were **mailed** to your home instead of being sent home with your child(ren). Again, each household will only need to complete and return **one** application. Please return the application with your **oldest** child to either the school office or cafeteria manager on the **first full day** of school.

The school office will have extra applications. However, these applications will be given to newly-enrolled students who did not receive an application in the mail.

If you need an application, please notify the school at 301-689-5168 and we will be happy to send an application home with your child. Remember, **all applications are to be returned to Frost Elementary School as soon as possible. Regardless of your lunch status last year (free or reduced), you must return an application this year.**

Cafeteria Prices for 2009-2010

Breakfast prices: Regular Price \$1.30 Reduced Price \$.30 (includes milk)

Lunch prices: Regular Price \$2.05 Reduced Price \$.40 (includes milk)

Milk price: \$.50 for students who either pack or buy extra milk.

(No free milk will be available except that which is included with the full lunch.)

A complete breakfast and lunch menu will be posted on the Allegany County Web Page and in the Sunday newspaper. Lunch menus will also be announced each day during the morning and evening announcements. Please encourage your child to listen for last minute changes in the menu.

School Day

8:20 a.m.	Arrival of bus students and walkers
8:25 a.m.-8:45 a.m.	Breakfast served
8:25 a.m.	Students enter classrooms
8:50 a.m.	Morning announcements (Students are tardy if entering classrooms after 8:50.)
8:55 a.m.	Classes begin
11:30 a.m.-12:00 p.m.	K-2 lunch
12:00 p.m.-12:30 p.m.	K-2 playground recess
12:25 p.m.-12:55 p.m.	Grades 3-5 lunch
12:55 p.m.-1:25 p.m.	Grade 3-5 playground recess
3:10 p.m.	Afternoon announcements / Walker dismissal
3:20 p.m.	Bus dismissal

Morning Arrival

Again this year, we are asking parents not to drop off students **before 8:20 a.m.** This will, most likely, be a convenience for some parents and an inconvenience for others. It will be necessary for parents to make **before school** arrangements. We certainly regret any inconvenience this may cause to your morning routine. On the other hand, as we know you will agree, our most important concern is the supervision and safety of your child(ren).

Dismissal / Safety

Please read the following procedures required by the Board of Education's Transportation Office and Frost Elementary School for the 2009-2010 school year:

- If your child needs an early dismissal for various reasons, please stop at the school office and we will notify the classroom teacher. At that time you will be asked to sign the **Early Dismissal Log**. If you know in advance, a note would be appreciated.
- If your child is going home with someone other than his/her parent, the school **must have written permission** from the custodial parent. That adult's name needs to be on the student's emergency information form (green).
- If a student is to go home with another child, **both** children must have a **signed note** from their parents. These notes insure school staff that both children have previously obtained permission from parents. If one or both children do not have notes, then both children will need to go home in their usual and customary manner.
- Please avoid calling the school secretary with dismissal and/or bus route instructions on a **daily basis**. If it is a particularly hectic day and calls are made at the last minute, as hard as we try, we cannot absolutely guarantee that students will receive the message before dismissal. Telephone calls will be accepted in emergency situations only.
- Again this year, the Board of Education's Transportation Office and Frost Elementary School are requiring a parent note each and every time a child is required to go home anywhere other than their normal destination.

Dismissal time at Frost Elementary School is a very busy time. Announcements will begin at 3:10 p.m. Dismissal of students will begin at the conclusion of the announcements. Parents that choose to pick up their child (ren) from school may park anywhere on the horseshoe road in front of the school, on Shaw Street in front of the school and on Rynex Avenue which runs along the school. Parents may come into the office to sign their child (ren) up to be dismissed to the lobby. Parents may also send a note asking that their child (ren) be dismissed to the library door for parent pick up. Parents must come to the library door in the front of the school to pick up their child (ren). We will have staff members who will release the student to a parent or caregiver. Due to traffic, we ask that the parent / caregiver supervise their child (ren) until they are in their vehicle. Students will not be permitted to go out to meet cars. At **3:20 p.m.**, all cars should be gone. At this time buses will move to the front of the building. Bus students will be dismissed as buses arrive. Staff members will be responsible for leading students safely to their respective buses. After the last bus is dismissed, usually around 3:30 p.m., students who will be walking to their homes will be dismissed to leave school using the front door.

If you are attending an after-school program, teacher conference, workshop, scout meeting, etc. which will detain you after 3:20 p.m., please park in the side parking lot or on the roads in front or beside the school.

In past years, local law enforcement issued citations for any car parked on the road directly in front of the school when buses arrive. We have discussed this dismissal plan with faculty, staff, and many interested and concerned parents, and everyone agrees that this plan worked well for the last seven years and is in the best interest and safety of all students. However, it will work only if we have the continued cooperation of all parents, grandparents, and other caregivers. Again this year, we are asking that all parents and /or other community members report names of anyone passing a bus during loading and unloading times. It will be necessary to report offenders to the local law enforcement.

One other note of importance:

We certainly understand the need for scheduling late-day doctor and dentist appointments but, if at all possible, please refrain from having your child dismissed from class early unless it is absolutely necessary. In **2008-2009**, we had **997 early dismissals**. The last ten minutes of school are busy and important to your child(ren). Last minute questions and instructions are frequently discussed during this time. Please remember late day announcements interrupt the entire classroom. Your cooperation is always appreciated!



School Bus Regulations

Students riding the school bus must use their assigned bus stops only. All youngsters need to understand that riding the school bus is a privilege. For your convenience, a copy of the Allegany County School Bus Regulations is included in your handbook. Please discuss this information with your child(ren). **Students who are unable to follow the bus rules are jeopardizing the safety of all students and will face the possibility of bus suspension.** As always, if you have any questions, please contact the school office at **301-689-5168**.

Walkers and Bicycle / Scooter Riders

Please talk with your children about observing safety rules and street signs when walking or riding his/ her bicycle / scooter to and from school. Before and after school hours are busy and potentially dangerous times for students. Please notify the school **IN WRITING** if your child(ren) will be riding a bicycle / scooter to school. Teachers will notify the office and notes will be kept on file. With all the construction in our area, a great amount of additional traffic now travels Shaw Street and surrounding areas. **It is absolutely necessary that your child have written permission to ride his/her bicycle or scooter to school. Students should secure their bicycles to the bicycle rack located on the grass near the side parking lot. Scooters and all helmets can be kept on the stage in the cafeteria. Please make sure they are properly labeled.**

Video Surveillance Cameras

To provide a safe and secure environment and deter inappropriate behavior or illegal activity on school property, Allegany County Public Schools are utilizing video surveillance cameras. Signs have been posted at entrances of our school making visitors aware of the camera use. Video surveillance is intended for the purpose of reviewing an alleged incident that may compromise the safety or security of our school grounds and to prevent and deter inappropriate activity.

Entering the School

For the safety of our students, Frost Elementary School will again **lock** all entrances (except the front door) to the building at **8:45 a.m.** each morning.

All persons entering the building at any time are required by county policy / state law to register in the school office first, regardless of the nature of the visit. We ask that you **do not visit** the classrooms during the school day to see your child or deliver forgotten materials. If you need to speak with your child, teachers will send him/her to the office upon request. Even though they are well meaning, unexpected visits interrupt classroom instruction. Please help us eliminate as many classroom interruptions as possible. Please remember- This law exists to insure the safety of **your** child(ren). Your cooperation is appreciated.

In addition this year, between the hours of 8:50 a.m. and 3:20 p.m., we are requesting that all parents, volunteers and visitors observe the following:

- **Parents** who are either 1) bringing a child who is **tardy**, or 2) picking up a child who is **leaving early** need to sign the **Tardy** or **Early Dismissal Logs**. **Please accompany tardy children into the building. State law requires your signature in the office log.**
- **School volunteers** will sign the **Volunteer Log** and obtain a **volunteer badge** to be worn while on the school premises and returned when they sign out.
- **School visitors** who are only visiting the office and using the main entrance should sign the **Visitor Log** in the office. Visitors who will be visiting areas of the school other than the office and the main entrance must **register in the school office** and wear a **visitor badge** while on the school premises. School visitors include parents, grandparents, substitutes, F.S.U. staff and students, and any other community members. **It is county policy that all individuals entering a public school must be registered and identified with proper identification.**

Visitor Parking

As always, visitors are welcome at Frost School. However, as in the past, please **do not park in the bus loading and unloading zone** in the front of the building.

Also, please refrain from parking in the designated disabled zone in the side parking lot unless your vehicle displays the necessary identification. **The Frostburg police regularly patrol our school grounds and will enforce these simple rules by issuing citations to insure the safety of your children.**

Emergency Closings and Delayed Openings (Inclement Weather etc.)

From time to time, emergencies arise and school must be delayed or closed early. During these times, children must be sent home. Please make arrangements for your child's care in case of emergency closings or delays. Listen to local radio stations, WFRB 105.3 FM and / or WROG 106.1 AM, for the latest up-to-date announcements concerning delayed openings and school cancellations. You may also visit <http://www.schools-out.com>. As a reminder to you, **no breakfast is served on delayed opening days. (Children need to eat**

breakfast before coming to school.) Please do not call the Board of Education's Transportation Office or Frost Elementary School for information as this ties up telephone lines that need to remain open for emergency calls.

Parents: Please make child care arrangements early in the school year in case of emergency closing and delays. It is extremely important that your child(ren) know what to do in these situations. Discussing this plan with your youngster gives him / her peace of mind and a feeling a security. **Please complete the attached form concerning this important issue and return it to your child's teacher as soon as possible.**

School Safety Procedures

Learning at Frost Elementary School requires a safe and orderly environment. To insure the safety of our students, again this year, we will enforce specific measures to increase school security (locked doors, visitor and volunteer badges etc.). These measures are an important component in our Frost Elementary School Safety Plan. Our faculty and staff are prepared to respond quickly and appropriately in the event of a school crisis. We are fortunate to live in a community filled with good youngsters, supportive parents, and community members, but we must remain alert to anyone or anything that may threaten the safety of our students, faculty, and staff. Please be assured, our safety measures are not meant to inconvenience anyone, but only to maximize school safety.

Please talk with your child(ren) regarding the following:

- 1. Never act or pretend like you are going to hurt anyone.**
- 2. Never physically harm another person.**
- 3. Never threaten to harm another student.**

Students are responsible for their words and actions. As promoted by the Board of Education, Frost Elementary School takes **all** threats seriously. Upon student referral to the office, a telephone call / parent conference will determine the most appropriate consequences. Depending upon the age of the child, intent, history, etc. the school principal will determine the best course of action toward promoting a safe and orderly environment.

Toy guns and pocketknives are absolutely not permitted in school.

As mentioned, these measures are not intended to inconvenience anyone but to maintain an orderly environment conducive to student learning and to insure the safety of our students and school personnel. As always, if you have any suggestions, concerns, or questions, please call the school to speak with Mrs. Smith at 301-689-5168.

Discipline Policy

The Board of Education expects every teacher to maintain reasonable order in his / her classroom. Without good discipline, the school cannot discharge its primary responsibility - education and the development of good citizenship. Without good discipline, students cannot realize their greatest opportunity for growth.

The Board of Education has established an elementary discipline matrix to be used as a guide to the progressive discipline policy. Rules and policies incorporated in the progressive discipline policy have been established to allow for the efficient uninterrupted education of your child(ren) and the operation of our school.

Students and parents share in the responsibility of appropriate behavior at Frost Elementary School. Proper student behavior is expected during the school day and while attending evening activities.

For a eighth year, Frost Elementary will participate in a program conducted by

Johns Hopkins and Sheppard Pratt Health System entitled, **Positive Behavioral Interventions and Supports (PBIS)**. This program will include many of the incentives and character education activities already practiced at Frost Elementary School for the past several years. It will, however, incorporate additional components necessary for a complete positive behavior program. Our faculty and staff are excited about the opportunity to share this positive program with both you and your children. Again, our school-wide theme for 2009-2010 will be **"Frost Students Beam with Respect."** A contract will be included in your child's Wednesday folder. Each teacher will be explaining the program in detail at our Frost **"Back to School Night."** Please plan to attend. Your cooperation is necessary for the continued success of this exciting new program.

Attendance

Regular school attendance is expected of all students of the Allegany County Public Schools. School attendance is directly related to school achievement. In order to maximize academic achievement, there must be a unified effort between school and home. Please encourage your child to come to school when possible. However, if your child is too ill to attend school, we do encourage you to keep him/her home. If possible, please send a doctor / dentist slip to school each time your child makes a visit due to illness and/or checkups.

All absences, tardiness, requests for early dismissal, vacations or any other change in the regular daily program of your child must be explained in a written note to the teacher. Students are also responsible for completing all missed work. The updated attendance policy will also be enforced again this year. Please make an effort to schedule doctor and dental appointments **before** or **after** school hours or on school holidays. The school calendar lists all vacations days for the entire school year.

There were 63 students who had absences due to family vacations recorded during the 2008-2009 school year. We do respect the importance of family vacations, but we hope that you will attempt to keep these days to a minimum.

Again this year, your son/daughter will be marked tardy if entering the building after 8:50 a.m. After this time, it will be necessary for a parent/guardian to accompany his/her child to the office to sign the Tardy Log. The total number of "days tardy" will be recorded on your child's report card at the end of each nine- week marking period. Also this year as in past school years, daily attendance records will be transferred electronically to the Pupil Personnel Office at the Board of Education. There were **493 tardies** and **997 early dismissals** recorded during the **2008-2009 school year**. For the progress and academic success of all our students, please make an effort to decrease **these** numbers for the upcoming school year. **Needless to say, regular school attendance has a direct bearing on student academic success!**

Please remember that prior to morning announcements at 8:50 a.m., children have an opportunity to ask questions, make-up missed assignments, organize their thoughts, and begin preparation for the day's activities. This time is very important to your child. Please help your youngster begin each day on a positive note!

Dress Code

Students should always attend school dressed appropriately for the weather and for participating fully in all school programs. Shoes and clothes should be suitable for both classroom and playground activities. (ex. Tennis shoes should be worn on physical education day.) The Board of Education requests that students not wear bare midriff shirts / blouses, inappropriate pictures and/or objectionable phrases, designs, or slogans. Clothing that advertises alcoholic beverages, tobacco, drugs, or projects images and/or words that might be interpreted as symbols of violence are not permitted. We're sure you will agree that distracting jewelry, long chains, sprayed or colored hair and high platform shoes are inappropriate for elementary school students. Not only are these items inappropriate and distracting to students in the classroom, but may also pose a danger to young students. **Important thought: Unusual hair colors and inappropriate hairstyles and clothing may encourage unkind comments made by other students, unfortunately resulting in hurt feelings and discipline issues. Please help us spare hurt feelings and undesirable behavior.**

Emergency Information Forms

Please complete the Emergency Information Forms included in the back of this handbook and return them to school by **Wednesday, September 8, 2009**. These forms will enable us to bring all our records up-to-date. It is extremely important that you return this information to school as soon as possible. In the event that a child becomes ill or is injured, it is necessary that we are able to contact a parent/guardian as quickly as possible. As noted, an alternate number must also be given in the event that you cannot be reached. **Cell phone numbers, which will remain confidential, may be included for your convenience.**

If this information changes during the school year, please notify the office so our records can be updated.

Medication Forms

For your convenience a blue **PHYSICIAN'S MEDICATION ORDER FORM** is included in this handbook. It is necessary before giving any medication (prescription and/or over-the-counter medications) that the school have complete written instructions from the prescribing physician, including date of order, identification of drug by name, dose, time, circumstances of administration and length of time the medication is to be continued. **This form must be kept current.** Whenever there is a change in medication, parents must have a new form completed by their child's physician. **The form must be signed by the attending physician and parent/guardian. A new medication form must be completed at the beginning of each school year if medication is to be given daily at school.** No medication will be administered without a Physician's Order Form on file. This is Maryland law. Note: All area physicians have medication forms in their office. For your convenience, **physicians may fax completed forms to Frost Elementary School at 301-689-1735.**

Health Nurse

Frost Elementary will be staffed with a full time health nurse this year. **Mrs. Stacey Santmyire's** hours will be Monday through Friday 8:00 a.m. - 3:30 p.m. If your child has any special health needs please feel free to call her at **301-689-5168** during these hours.

Parent-Teacher Contact

Parents who wish to make a conference with a teacher are requested to arrange appointments for conferences by calling the school office at 301-689-5168. Please leave your message with Mrs. Llewellyn. Teachers cannot leave their classrooms unattended to answer telephone calls during the day. You may also wish to send a note with your child, but as you know, notes get lost, misplaced and/or frequently forgotten. So please, if you do not hear from your child's teacher within a reasonable time, please call school or check that backpack! Please refer to sections, **Assignment Notebooks** and **Wednesday Folders**, for additional information.

Parent - Teacher Conference Day

We encourage all parents to participate in conferences with their child's classroom teacher. Scheduled Parent-Teacher conferences for Allegany Public Schools for the 2009-2010 school year are :

October 1, 2009	10:00 a.m. - 5:30 p.m.
February 10, 2010	8:00 a.m. - 3:30 p.m.

Assignment Notebooks

Your child(ren) (grades 1-5 only) will be bringing an assignment notebook home at the beginning of the school year. This is an excellent way for him/her to organize assignments. In addition, our assignment notebooks have become a good communication tool between school and home. Please discuss the assignment notebook contents each night with your child, and don't forget to sign it daily.

Wednesday Folders

In an attempt to better organize our communication line between school and home again this year, Frost Elementary School will be using a **Wednesday** folder to notify parents of all upcoming school activities, PTA events, teacher communication, and student work. This folder will many times contain student work and invitations that may need to be **signed** and **returned** to school on Thursday. Please look for this folder each **Wednesday** in your child's backpack. **All folders are to be returned each Thursday.**

Homework

Homework is a very important part of your child's education. It is your opportunity to see what has been studied during the school day. Your child's homework will be an opportunity to **complete** work on a skill that has already been taught. It will never be a new concept that has not been previously introduced and discussed by your child's teacher. The amount of time that your child spends on homework in the evening will depend on his /her grade. A good rule of thumb is "Approximately 10 minutes per grade." (ex. Grade 1 - 10 minutes, Grade 2- 20 minutes, etc.) Obviously, there will be exceptions, but your child's teacher will explain more at our Open House that will be scheduled in early September.

Student Belongings

Please remind your child(ren) that they are responsible for all their personal belongings. We discourage children from bringing toys or games to school except during sharing time or when requested to do so by the teacher. Game Boys and other expensive toys are to remain at home.

Our **Lost and Found** is located in the cafeteria. If an item is found, it will be placed there for students to claim. At the end of the year, all items not claimed will be given to a local charity or laundered and used for emergency needs.

Please help us keep clothing and material losses to a minimum by writing your child's name with permanent marker on all items. (You would be amazed at the high number of Barbie, Star Wars and Spiderman lunchboxes we see in our cafeteria!) Each year, expensive articles of clothing and personal belongings are not retrieved due to the lack of identification. The school can assume no responsibility for lost, damaged, or misplaced items.

Textbooks

Any textbook or library book, lost or damaged, must be replaced. If your child loses or damages his/her book in any way, you will be responsible for paying to have the book replaced. We are lucky to have new textbooks for math, reading, science and social studies. An average textbook costs \$40.00. Please see that books are covered. Brown grocery bags make good covers that are available at no cost.

Parties

We are frequently asked if children in the primary grades may celebrate their birthdays by having parties with their classmates at school. Our policy is not to do this. Instead, the primary grade teachers recognize the child's birthday in some special manner (singing, birthday crown, badge, recognition on morning PA announcements with birthday pencil, etc.) so that all children are treated equally. Summer and holiday birthdays are also recognized/celebrated throughout the school year. **If a child is having a birthday party outside of school, we ask that invitations not be distributed in school, unless every child in the class is invited.** Unfortunately, this occurs every year and youngsters leave the building in tears. **Please help us spare hurt feelings.**

School Store

Our PTA will again sponsor a school store from which students may purchase items for school use. More information will be forthcoming. The store will be open to primary grades **(K-2)** on **Tuesday** and **Thursday** mornings. Intermediate grades **(grades 3-5)** will be able to purchase items on **Mondays** and **Wednesdays**. Store times will be 8:25 a.m. - 8:45 a.m. (Morning announcements begin at 8:50 a.m.) The school store will be closed on Friday mornings.

Student Insurance

Information concerning student insurance will be sent home to you in your child's **Wednesday folder**. As always, if interested, please complete and return the application to the address listed.

Calendar Handbook

Your child may be bringing home a 2009 - 2010 Calendar Handbook. Again this year, calendars will be distributed to the **oldest child in each family in every school** in Allegany County.

Parent-Teacher Association

Frost Elementary School is proud of its active Parent Teacher Association. Each year, PTA members conduct fundraisers to raise money to provide students and teachers with additional instructional supplies, materials and equipment to help insure student academic success. The Frost PTA also works closely with the school administration to organize and conduct many instructional and fun activities and programs that enhance the curriculum. Join PTA! Your help is greatly appreciated.

Frost PTA Officers for 2009-2010 are as follows:

President	Mrs. Tina Kesner	240-362-2857	tdkesner@comcast.net
Vice President	Mrs. Tammy Fearon	240-310-2265	frostbyte32@verizon.net
Secretary	Mrs. Leesa Blank	301-689-6967	leesa.blank@acps.k12.md.us
Treasurer	Mrs. Jayci Duncan	301-689-1320	jsduncan@skidmore-alderson.com
Teacher Rep.	Mrs. Lori Beeman	301-689-5168	lori.beeman@acps.k12.md.us

All parents, grandparents, and community members are encouraged to join and actively participate in the Frost Elementary PTA. Your involvement is crucial to the character development and academic success of our students.

Frost Volunteers

Frost School values its volunteers! Our school helps volunteer for a variety of classroom, school, and PTA related activities each year. All parents, grandparents, community members, retired teachers, and even former students, work with our staff to enhance the rigorous curriculum, assist teachers with activities, and help to create successful programs.

Information will be sent home in the early weeks of the upcoming school year. Please plan to share your talents and become an active participant at Frost Elementary School. If you have any questions or suggestions, please contact Mrs. Smith at 301-689-5168.

Frost Elementary Website -

<http://boe.allconet.org/users/fs/>

Allegany County Public Schools Website -

<http://boe.allconet.org>

Student Community Activities

If you are new to the Frostburg area or are a first time Frost parent, we have provided a list of available community activities, contact people and telephone numbers for your convenience.

Baseball: Contact: Chip Streitbeck 301-777-3103

Basketball: Frostburg Youth League
Contact: Dave Lowry 301-689-0094

Boy Scouts / Tiger Cubs Pack 24: Contact: Ken Stevens 301-689-1618

Football Leagues: **Lightweight:** Contact: Don Raley 301-689-1932
Pee Wee: Contact: Ken Kline 301-689-5366

Frostburg Dance Academy: Contact: Amy Gordon 301-689-1120

Frostburg Public Library Hours & other activities: Contact: Connie Wilson 301-687-0790

Girl Scouts / Brownie Troops: Contact: Lori Kooken 1-888-263-8834
Patty Leasure 304-788-1258

Gymnastics: Frostburg State University - Activities for Life
Contact: Amy Nazelrod 301-687-7934

Kickmasters Karate System: Contact: Rick Rando 301-689-8874

Soccer: Allegany Soccer Alliance Contact: Wes Boor (H) 301-722-4671 (W) 301-777-4651
AYSO Contact: Bobby Stevenson 301-707-8350
JCP Contact: Jim Lopez 301-689-2855

Softball: Contact: Dave Robertson 301-687-0448

Swimming Lessons: Frostburg State University - Activities for Life
Contact: Amy Nazelrod 301-687-7934

Chess Club: Contact: Paul Yearling 301-689-3618

Child Care Programs: Bridge Program 301-689-6626

Child Care Administration: For local certified child care providers call 1-800-9249-9188

Should you, at any time, have questions, concerns, or suggestions pertaining to your child(ren)'s education, please feel free to contact the school office at 301-689-5168. The faculty and staff at Frost Elementary School are eager to work with you to make this school year a very happy and successful one for both you and your child(ren). Remember, we all have a common goal..... to give your child the best possible education. Have a great school year and **WELCOME BACK!**

