



2022-2023 Family Handbook

Please note this handbook is subject to change with changing Policy and Regulation

School Motto: Blue Jays LEAD

WELCOME!

Welcome to the 2022-2023 school year at Sugarloaf Elementary School! This handbook is published so that you have a resource of information about the daily operations of SuES. Please read and use this reference throughout the school year. We extend an invitation to you to visit your child(ren)'s class, attend your child(ren)'s programs, volunteer and become an active participant in our school. The entire staff is looking forward to a very exciting year of learning for your child(ren) and building a collaborative relationship with you.

Please note that while we are looking forward to having parents in our building, we may have to limit access at times due to COVID restrictions put in place by FCPS, the state or the county to maintain a safe learning environment.



School Mission:

Nurture and develop active learners who **LEAD**

School Vision:

Sugarloaf Elementary School is committed to nurturing the development of students as **leaders** of integrity who persevere and collaborate on a journey of academic excellence and overall wellness. Sugarloaf staff are committed to embracing and celebrating our diversity to create an inclusive, safe, and engaging learning environment that welcomes, values and accepts all individuals. All staff commit to ongoing professional learning to ensure quality instruction to students. All Sugarloaf community stakeholders will build and maintain strong and effective partnerships to enable all students to reach their highest level of achievement and social emotional well-being to promote success now and in their future.



FCPS CALENDAR HANDBOOK

You will receive a copy of the Frederick County Public School's Calendar Handbook. This calendar handbook contains useful information about FCPS policies, programs, contact information and services. It can be used as a reference if questions arise during the school year. The 2022-2023 approved calendar is also [linked here](#) for your convenience.

EQUITY

Educational equity provides all students with opportunities to participate in all aspects of the educational process. FCPS and SuES strive to provide every student access to quality culturally responsive instruction and challenging curricular programs. Some students require particular interventions to help them better access the curriculum and take full advantage of educational opportunities.

FCPS expects all students and staff to exhibit behavior based on respect for the individual. Acts of discrimination related but not limited to race, religion, color, gender, ethnicity, disability, sexual orientation or national origin will not be tolerated and will be investigated and responded to according to BOE policy and FCPS regulation.

THE COMMON CORE

The Common Core State Standards are a set of expectations that outline what students learn in English/ Language Arts and Mathematics at each grade level PK-12. Maryland adopted these standards in 2010. The Common Core is not a curriculum but yet an outline of skills that students should master. FCPS teachers have worked with our central office to write our own curriculum, using Common Core standards as a guide.

GROUPING OF INSTRUCTION

In elementary school, students are grouped heterogeneously in classrooms for most of the day. Student needs at this age change quickly and sometimes, a student's teacher may change within a school year to best meet the child's needs. Within each classroom, teachers work with students in small groups in both reading and math to ensure student needs are met. Teachers, administrators, content experts use multiple criteria when making placement decisions. This criteria includes:

- classroom performance



- assessment data
- information provided by our enrichment team (speech and language pathologist, literacy specialist, math specialist, special education teachers)
- learning style of a child
- gender
- class size

Students also have the opportunity to work in flexible group structures. The teacher sets the criteria determining the composition and purpose of a group. Groups may be homogeneous, heterogeneous, total group, cooperative learning or small instructional.

REPORT CARDS

Frederick County Public Schools uses a reporting system which includes interim reports and the report card. Interims may be issued at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year. You will receive your child(ren's) report card in an envelope. We ask that you sign the envelope and return to your child's teacher. Students with an Individualized Education Plan will receive a progress report in addition to the report card.

ASSESSMENT

Throughout the school year, informal and formal assessments are used to measure a child's strengths and needs. This information is used to evaluate learning so that instruction can be adjusted to meet students' needs and improve learning. Assessments also demonstrate whether schools, teachers, and students have met the objectives outlined in the curriculum. As appropriate, teachers will share assessment information with parents as a way to apprise parents of their child's progress.

HOMEWORK OPPORTUNITIES

Homework is assigned by the teacher to be completed by the student at home and may not be assigned every day. The purpose of homework is to provide opportunities for your child(ren) to practice skills learned in the classroom. Reasonable time allocations for homework as well as our system guidelines and further explanation about homework is outlined in [FCPS Regulation 500-15](#). Communication with your child's teacher is key. You can help at home by developing routines to establish good work habits.

- Show an interest in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and of academic progress.
- Establish a regular homework time each day.



- Have your child organize a special “place” for completing homework to include all necessary supplies.
- Remember that homework is your child’s responsibility. Your child must be permitted to make a mistake in order to learn from it.
- Support your child in reading every day either with an adult, a friend or sibling, or independently.

TECHNOLOGY

We are very excited about the use of technology for both student learning and home/school communications at Sugarloaf Elementary School. Students will access multiple technology sources in their classrooms and other opportunities throughout the building. Each classroom is equipped with a Promethean Board to enhance instruction. In addition, we have a variety of other technology devices to include iPads, Chromebooks, Laptops, etc. SuES is wireless so the access to technology as a support to instruction is further advanced. Visit our school website at <https://edu.fcps.org/sues/>

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are offered to discuss your child’s progress and to allow you the opportunity to examine samples of your child’s work. Check the Calendar Handbook for conference dates this year. Since these conferences are scheduled for short periods of time, think about what you want to learn from the conference and make notes of specific questions you would like to ask. SuES will use signup.com for scheduling a conference. Please look for a link in a future newsletter closer to the conference days to sign up. In addition, conferences may be held at any time at the request of the parent, teacher and/or administrator. Parents may freely discuss with school personnel any concerns that directly affect their child’s school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities or instructional time. For example, in the morning before school begins, your child’s teacher is occupied with making preparations for the school day, greeting students as they arrive and/or providing support to individual students, therefore, this would not be an appropriate time for an unscheduled visit to the classroom.

DISCIPLINE

Procedures and routines are the foundation for a school and provide the basis for predictability and reliability, which in turn creates a structured environment where learning can occur. A self-disciplined student is better able to perform and learn. To achieve this requires cooperation, collaboration, and understanding between the school and home. All students are expected to



follow the established routines and rules for their individual classrooms and for the school. Failure to follow these routines or rules will result in progressive actions from reteaching the routine, to warnings, time outside of the classroom, parent conferences, and could lead up to discipline referrals involving administration. We encourage you to be a partner in providing a positive learning experience for our children. For further information on school discipline and students rights and responsibilities, please refer to the FCPS Calendar Handbook.

ARRIVAL

Students begin entering our building between 8:30am and 8:55am. For the safety of our students, we cannot permit students to be in the building prior to 8:30am. Our televised morning announcements begin at 8:55am followed by instruction beginning promptly at 9:00am. For the safety of all, please do not drive into our bus lane between the hours of 8:15-9:15am or between 3:15-4:00pm. Our school buses need to access the bus lane during these times.

BREAKFAST

Breakfast is served in our cafeteria for purchase each day from 8:30am-8:55am. The cost of breakfast this year is \$1.60. Please note that our instructional day begins at 9:00. Students planning to enjoy breakfast should arrive at school no later than 8:45 to ensure they are in their classroom by 8:55 and marked present.

WALKERS

Walkers enter the building through the main entrance at the front of the building. For the safety of our students, walkers are only considered as such when they walk to and from school from their home. Family members should not accompany their walkers onto campus. We are a kiss and wave school and we ask, for the safety of our students, that you remain on the Stone Barn street side of the brown, wooden fence. Parents meeting identified walkers are encouraged to meet their students on the home side of Stone Barn Drive and Flatwoods Drive or to the left of the car rider entrance past the end of the brown fence. **We do ask that families not crowd around the fence at the main entrance as this can be very intimidating to young students.** We have 2 crossing guards, one at Flatwoods and Stone Barn, and one at Urbana Pike and Stone Barn. Our bus loop entrance will have SuES staff serving as crossing guards in the afternoon only.

CAR RIDERS

Car riders should be dropped off in our back parking lot, which is our car loop. Students should not exit their vehicles until 8:30 when staff will be actively supervising student arrival. Students cannot be dropped off in our side bus lane or at the main entrance or any other areas outside of the car rider loop. This poses significant dangers to arriving students, staff, and vehicles



transporting students. Cars should drive in a single file line to the car rider entrance where staff members will be standing. Up to 8 vehicles will unload students at one time. Please pull all the way to the first cone when dropping off to allow our car rider line to run safely and efficiently. A staff member will be happy to assist your child in opening their door to exit the vehicle, if needed. Children should exit on the passenger side of the car. Please wait for the car in front of you to move forward, and please do not pass unless motioned by duty staff to do so. We ask that parents remain in the vehicle and allow your child to exit the car independently. For the safety of the students, please adhere strictly to the guidelines outlined above. CELL PHONE USE IS STRICTLY PROHIBITED IN OUR CAR RIDER LINE.

TARDINESS

Students arriving at school after 8:55 a.m. must be escorted by an adult into the main office for check-in. Students may not be dropped off at the front office or on the street to enter the building themselves as they will not be supervised by school staff. Instead, they need to be escorted by an adult into the main office and signed in on the sheets in our vestibule.

Additionally, all tardiness will be carefully recorded and monitored. We strongly encourage that children maintain an appropriate attendance pattern including being on time each day. Being late to school can impact a child for the rest of the day as well as their overall performance in school. It also impacts other students when the teacher has to stop instruction to repeat directions for a tardy student. Morning announcements begin promptly at 8:55am each day with instruction beginning promptly at 9:00am.

DISMISSAL

Should a parent wish to change their child's usual transportation routine on any given day, an email must be sent to sugarloaf.es@fcps.org. Please ensure that the email that the transportation change is sent from is on the child's emergency contact form within our student information system. Transportation changes will not be accepted via note or phone. If an email is not received, the child will be sent home their usual way. **ALL requests to change a child's transportation, even for one day, must be provided to the email above prior to 1:00pm on the day of the change.** Our dismissal is done through visual announcements in all classrooms so that meetings and professional learning that is occurring is not interrupted.

CAR RIDERS will begin dismissal at 3:20. Students will be called to the gym at this time. All families picking up via car, **MUST** have their family number displayed in their car window. These are provided at Back To School Night or you can pick them up in the office if you are unable to attend. **Please work with your child to learn this number so they know when their number is called to exit the gym and meet their car.** Please note that family numbers and tags change every year. Previously provided numbers should be discarded. If you do not



have your family number, you must have a valid ID and be on the student's emergency contact list to pick up a student. Without a current family number, your ID will be requested in the car line and checked with our front office prior to releasing a student to a vehicle. This does slow the car rider line so we ask that you please have your family number with you and displayed.

SuES **CAR RIDERS** are dismissed at the car rider entrance/dismissal location in the back of the school. Cars will pull into the back lot in a single file line. At 3:15, cars will be asked to form 3 lanes to prepare for students to load. These will be titled BLUE (lane 1) JAYS (lane 2) LEAD (lane 3). At 3:20, car riders will be called to the gym with the first 3 lanes of students lined up to load into their vehicles. Please note that **NO VEHICLES WILL EXIT UNTIL EVERY STUDENT IS LOADED INTO ALL 3 LANES** of staged vehicles. We will load approximately 21 cars at a time. Once all 3 lanes are filled with students, a staff member will dismiss each lane and the next lanes of cars will pull up to load. Students will wait inside the school gym and be called to your vehicle in the order that you arrive. Please remain in your vehicle while waiting for your child. We ask for your cooperation and patience in following these procedures and discussing your personal pick-up/dismissal instructions with your child prior to the start of school. A staff member will open and close your child's door to assist them in entering their vehicle, if necessary. If a child requires assistance in securing their seatbelt, please pull through the line when directed and park in an available parking space. This allows our dismissal line to continue to move. Unless directed by a staff member, do not pass cars while in our car rider line. It is vital that students know their family numbers. Please practice these with them leading up to the start of the school year. **CELL PHONE USE IS STRICTLY PROHIBITED IN OUR CAR RIDER LINE**

WALKERS will begin dismissal at 3:25 Walkers will dismiss in 4 different waves by last name through the main entrance. Wave 1(last name A-D) is dismissed at 3:25, wave 2 (last name E-L) at 3:28, wave 3 (last name M-Q) at 3:31, and wave 4 (last name R-Z) at 3:34. **Families are encouraged to practice walking from the front door with their students if they are walkers PRIOR to the first day of school.** Discuss a place to meet your child(ren) and where they should look for you each day. This alleviates significant anxiety for both student and parent. SuES walkers exit the building through the main entrance/exit door and can meet an adult off campus along Stone Barn or at a meeting point you determine with your child(ren). Only children that are walking from school should be dismissed as a walker. For the safety of our students, parents may not park on school property or along the school side of Stone Barn and walk to the front entrance to receive their children as walkers. If this is necessary, these students should be dismissed as car riders. Walkers are for students that use our walking convenience to and from school to their home. Families are encouraged to meet their child(ren) on the non-school side at the Flatwoods Drive intersection or at the corner of the bus lot entrance. Families should not congregate on the school side sidewalk along Stone Barn as



SuES staff is not able to safely account for or dismiss students when this occurs and younger students become scared due to the crowd.

BUS RIDERS will be dismissed to their buses from their classrooms as buses arrive beginning at 3:30. It is a good idea to help your child memorize his/her bus number, if known, before the school year begins. You will want to focus on the route number followed by the letter "U" on the school bus and not the actual bus number. If your child needs to ride a bus other than their assigned bus, an email to sugarloaf.es@fcps.org must be received from the parent so approval can be given. Please note that an email will be needed from both parents for children to ride a bus with a friend. It will be honored by the office if there is room on the bus and it does not require an additional stop. If no note is presented, the child will be placed on his/her regularly assigned bus. Adults and students in the middle and high school may not ride the elementary school buses. Your cooperation with this procedure is greatly appreciated and enables us to ensure that children arrive safely where they should be. [School bus stop information can be found HERE](#). During the school year, you are encouraged to [check the bus delay board, linked HERE](#), if your child's bus seems to be running late.

EARLY DISMISSAL We encourage you to try to schedule your child's doctor and dental and any other appointments around school hours. If this is not possible, you must come to the office to sign your child out. No child will be dismissed directly from the classroom. If someone other than the parent signs the child out, that person must have written permission from the custodial parent before the child will be permitted to leave the building. You will be asked to present a picture ID. All early dismissals will be monitored and recorded in our student information system.

BUS BEHAVIOR

Safety of students and our bus drivers is a priority. This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of others on the bus. Parents cannot board buses. Additionally, school staff may assign a seat on the bus should a child demonstrate inappropriate or unsafe behavior on a bus. Please review proper bus conduct with your child throughout the year. Even if your child does not access bus transportation on a regular basis, we do utilize buses for field trips and other school events. We encourage each parent to review the following expectations with their child(ren) prior to accessing FCPS bus transportation:

- Children should maintain order at the bus stop.
- There should be no excessive noise, disorder or fighting on buses.
- Eating and drinking on buses is not allowed.
- Upon entering the bus, children should be seated as directed from the bus driver.



- There should be no standing while the bus is in motion.
- The bus driver has authority over students that enter, ride, or leave the bus.
- Children should not talk to the bus driver while the bus is in motion unless in a severe emergency.

Student Responsibilities:

- Obey the instructions of bus duty staff and bus drivers.
- Walk around parking lots on dedicated walkways or sidewalks.
- Do not walk/cross in between buses.
- Cross at street corners with crosswalks and wait for the signal to walk before crossing.
- Make eye contact with drivers to ensure that you see them and they see you.

CROSSING GUARD

Thanks to our Frederick County Government, SuES walkers are provided the service of two crossing guards. Children and families are encouraged to cross the streets only where the guards are on duty.

ATTENDANCE

Regular school attendance directly impacts a child's school success and academic achievement. We encourage all students to maintain a positive school attendance pattern. Attendance is carefully monitored and parents are informed when we notice a concern regarding attendance. If your child is reluctant to come to school, contact the school so we can work with you in solving the problem. State law requires a written excuse any time a child is absent from school. The excuse should be received by the school within two days of the absence and should include the date of the absence, the reason for the absence and the signature of the parent/guardian. All information related to student absences should be emailed to sugarloaf.es@fcps.org. Classroom teachers can also be included/copied in the email to keep them informed, but it is imperative that the email be sent to the school email address noted. Without this information, the absence is coded as an unexcused/unlawful absence. A written excuse is also required when a child arrives at school past 8:55 a.m. A written excuse from a physician is necessary for a long-term restriction from physical education activities. FCPS [Regulation 400-98](#) mandates that a parent letter be sent from the school when a student accumulates 3 days of unlawful absences in any marking term. It also stipulates that a student may receive an unsatisfactory mark in grades K-1 and a failing grade in grades 2-5 in the affected class or classes if there is an excess of five (5) unlawful absences in a term. Elementary students who have been absent 27 days by the end of third term may be considered for possible retention. In middle and high schools, a student may fail or lose credit if unlawful absences exceed 5 days in a term, 10 days in a semester or 20 days in a school year.



REQUEST FOR WORK

Students who are absent will receive missed work upon their return to school. Parents may request work when they know in advance the child will be missing school (due to illness, injury, death in the family, etc.). In these cases, the teacher will do their best to gather and provide some work that may be missed, however, all work missed may not be available in advance due to the instructional focus that accompanies some tasks. Requests such as these should be made as far in advance as possible to provide staff time to collect materials. If a parent requests work, we do ask that it be picked up and completed as the teacher spends time preparing the work. If an absence is planned for an extended period (beyond 2 weeks), please email our Assistant Principal at ellen.hanner@fcps.org.

EMERGENCY SCHOOL CLOSINGS/DELAYS

Information regarding cancellations, delays, and early closings is announced on local radio stations (WFMD 930 AM and WFRE 99.9 FM) and Frederick cable channel 18. You can also obtain school closing information at www.fcps.org and through "Find Out First" on the FCPS website. A texting option is also available through Find Out First. FCPS also notifies regional TV and radio stations. Parents are encouraged to arrange emergency backup care and to notify students as to where they should go when school closes unexpectedly. Please be advised that we will be unable to honor requests to call parents in the event of an emergency early dismissal or delay.

FIND OUT FIRST

Sugarloaf is a Find Out First School. This is a free service which allows each school to share important school information via email. Parent/Guardian email addresses provided to our school via your child's Student Information Card upon enrollment in Power School are entered into the FCPS Student Information System and uploaded to the FCPS FindOutFirst service to receive school and system-level email messages such as when schools are closing unexpectedly due to inclement weather or other emergencies. Your FindOutFirst (FOF) record will automatically reflect your child's school and grade level. From FOF you will receive instructions about how to log in to add a mobile phone number to get emergency-closing text messages. You will also receive instructions about how to sign up for system-level email such as calendar updates, newsletters, BOE action and more. If you change your email address during the school year, notify our school office so you will continue to get FOF emergency notices. When you become a Find Out First subscriber, you will automatically receive emails from the school of your choice that will include announcements, newsletters, schedule changes,



reminders and so much more! We highly encourage you to become a subscriber by visiting www.fcps.org/fof. It's easy and free! Please don't miss out on this important communication tool.

ONE CALL NOW

Sugarloaf will utilize our One Call Now communication system to communicate information and important announcements to families. This information may be in multiple forms such as text message to cell phone numbers, email address, or phone calls to numbers and addresses that have been provided as part of a student's emergency card.

EMERGENCY CONTACTS

You will receive an email from PowerSchool if you are a returning FCPS family requesting that you update student emergency contacts for this school year. Please complete this task within the first week of school, if not before. All emergency contacts **MUST** live within a reasonable distance from the school and have a source of transportation. Should a child have an emergency and the parents are not reachable, we will expect appropriate support from the emergency contacts provided. Emergency contacts cannot live out of state or country. Please notify the school if you change addresses or telephone numbers during the year. Current and accurate information is essential if an emergency arises and the school must locate the parent due to injury, illness, or other critical reasons. A copy of custodial papers must be filed with the school if there are any special custodial arrangements.

SCHOOL COUNSELOR

Our school counselors work with students in a variety of settings: total class, small group, or individually as appropriate for school related reasons. Emphasized areas such as personal and school growth, decision making, self-esteem, social emotional development, and positive interactions with others are often targeted. If you would like to speak with a school counselor please contact the front office so that your call can be directed, appropriately. Our school counselors at SuES are Ms. Zambreny and Mrs. Trombatore.

VOLUNTEER PROGRAM

SuES recognizes and greatly appreciates our volunteers! A volunteer is any interested person who is willing to donate his/her time to support our school. This service can occur in many ways: working directly with children in the classroom, preparing materials to enhance instruction, supporting our media center, attending field trips, planning school events and so much more! Volunteers may even provide services from home by completing tasks (cutting,



pasting, coloring, etc.). Our students and staff would be most grateful for any time you can offer. Volunteer training is required annually. It can be found and accessed on our [school website](#) at the top of our homepage as well as at [this link directly](#). **You are encouraged to complete the training early as you never know when an event may occur that you want to support!** Last year, our office made concessions and supported the completion of this required annual training on the day of events. This will not be able to occur this year or moving forward. Our PTA also provides and promotes many volunteer opportunities. During your volunteer time at SuES, younger non-school aged children and siblings not accompany you as a volunteer. It is important for you to focus on your role as a volunteer. This is also the case while volunteering as a chaperone for a field trip or any school event that occurs during school hours. Safety of our students is a priority. Please note that any visitor to the building will be required to register through the Raptor system if they will be leaving the front office and entering the school. Your ID will be required each year upon your first visit to the school.

PARENT-TEACHER ASSOCIATION (PTA)

The Sugarloaf Elementary PTA is very active! We invite you to attend any or all of our scheduled meetings, which are held once a month. Parents and teachers are encouraged to participate in the PTA and to attend school functions sponsored by the organization. For more information about the SuES PTA, please visit their website at <https://www.suespta.org>.

COMMUNICATION

Several different forms of correspondence are utilized to enhance communication between home and school. Your child will receive a "Communication Folder" from his/her teacher (provided by PTA), which can be used to transfer important papers, notices, etc. from school to home and vice versa. This folder will come home with your child throughout the week and should be returned to school with your child each day. All second grade through fifth grade students have assignment agendas (provided by the PTA). Students should bring home their agenda each day with recorded assignments/homework opportunities in the agenda. If no homework is noted, you are encouraged to read with your child daily. We ask that parents check and sign/initial the agenda on a daily basis to indicate your review of the student's day and any communication from the teacher. Feel free to use the agenda as a way to communicate with your child's teacher as needed. School administration will publish a bi-weekly newsletter to include a calendar of events, special announcements, reminders, recognitions and much more. Additional communications and announcements are often made through our social media outlets, too. See below and be sure to join/follow us! Our Learning Management System, Schoology, is another tool that will be used to communicate with families. At the beginning of the year, you will receive a parent passcode for your child. This will allow you to view student grades in real time. Please note that only teachers will communicate



through Schoology with families. Front office and administration will communicate through email.

SuES Social Media Outlets:

Facebook: Sugarloaf ES Blue Jays

Twitter: @SuES_BlueJays

Twitter: @MrsWorkingFCPS

EMAIL

Each staff member is available to communicate via email. Addresses are the same except for the individual staff member's name. For example: carmen.working@fcps.org. Please keep in mind that teachers may only be able to check their email during their daily scheduled planning time. If the nature of your email is urgent, please contact the front office. Staff will respond within 48 hours of receiving your email. Thank you for your patience as our teachers remain highly focused on student instruction.

CELEBRATIONS/BIRTHDAYS

Due to the severity of many complex food allergies, the importance of promoting a healthy lifestyle, extensive clean-up, and other important factors; birthday treats (including goodie bags/gifts) of any kind cannot be distributed. We know that birthdays are very exciting and special; therefore, we will announce individual birthdays each day on morning announcements. Children will also receive a special birthday surprise provided by the school. Balloons, flowers, or other tangible items may NOT be sent or brought into the school to celebrate student birthdays or other celebrations.

CLASS CELEBRATIONS

SuES coordinates two celebrations each year: Fall Festival and Valentine's/Friendship Day. The dates will be determined by our school staff and communicated with families. Parents, in cooperation with the classroom teacher, may help plan the parties for the students. Specific information will be sent home as the party date approaches. Due to classroom sizes and space, volunteers in the classroom will be limited to no more than 2 visitors for each celebration. Teachers will organize adult participation for these events. During class celebrations at SuES, younger (non-school aged children) and siblings may not accompany you as a visitor.

INVITATIONS



Birthday and other party invitations may not be distributed at school. Because we value equity, we want to avoid hurt feelings when some children receive invitations while others do not; as such, all private party arrangements must be made outside of school. FCPS regulations prohibit schools from releasing private information regarding names, phone numbers or addresses of students.

VISITORS

BUILDING ACCESS

All exterior doors of the building are locked at all times. Visitors needing to gain access to our building must enter at the main office entrance. Our building is equipped with the “buzzer system” where all visitors will need to push our buzzer to gain access. Once the buzzer is pushed, you will be asked to provide your name and purpose for visiting the school. Any visitor that plans to visit further than the office will be required to present a drivers license or government issued identification. This ID will be scanned through our Raptor Visitor System as a way to receive access to the building and a visitor badge. Your cooperation with this state law is appreciated. Parents/guardians are always welcome to visit our school (unless prohibited due to restrictions.) However, we do ask that you schedule an appointment to talk with a teacher. Visiting the classroom during arrival, instructional time and dismissal will not be permitted as it is important that staff supervise their students appropriately. Visitors will not be permitted to walk their children to classrooms. We are a kiss and wave (walker/bike riders) and kiss and ride (car rider) school. This supports the development of self-confidence as well as higher levels of independence. If you are dropping off an item for your child such as a lunch box, library book, etc., you will enter the front vestibule, place a Post-It note on the item with your child’s name, and our office staff will be happy to deliver the item so that instructional time is not disrupted.

VISITING STAFF

When needing to meet/talk with a staff member, especially a classroom teacher, we kindly request that you refrain from visiting the teacher during school hours unless pre-arranged with the teacher. We value the time to talk with you so scheduling an appointment will help to provide adequate time, free of distraction. Teachers must be available to their students from 8:30-4:00.

NO DOGS/PETS ALLOWED

Dogs and other animals are not allowed on school property during school hours. For the safety of our students, please do not walk or bring your dog or other pets onto school property during school hours; even if leashed. Dogs and pets should not be on school property outdoors during school hours of 8:00-4:00..



VISITING WITH SIBLINGS AND/OR YOUNGER CHILDREN

For the safety of our students and siblings, we kindly request that younger (non-school aged children) and siblings not join students during indoor and outdoor recess. Siblings are welcome to join us during lunch in the cafeteria but we request that they not attend recess related events. Younger children may not accompany you during volunteer time or other special events at SuES (field trips, parties, Field Day, etc). It is important that our volunteers and staff are able to be focused on the tasks related to our students.

DRESS CODE

Students may not wear clothing which advertises alcohol, drugs, tobacco, and/or clothing that supports or implies violence. Students who wear clothing that is inappropriate will be asked to change or to turn it inside out. Roller sneakers, flip-flops,, and high heels are a safety concern and should not be worn to school. On the two days a week your child has Physical Education, please ensure they wear sneakers. Hats are not to be worn inside the building. Students are restricted from wearing clothing that is unduly revealing (e.g. cut low at the neck or under the arms, exposes bare midriff, pants worn below the hips exposing the student's underwear or skin). Students may find it helpful to have a sweater or sweatshirt available on days when the air conditioner is operating. A parent/guardian will be called to bring in alternative clothing if these items are worn to school. Additional information related to [Policy 439, FCPS Dress Code](#), can be found by clicking [HERE](#).

SOCIAL MEDIA/PICTURES

We recognize that social media is a great way to share memories and stay in contact with family and friends. However, we do ask that you not take photos of students other than your own while visiting SuES. Additionally, we ask that you refrain from posting photos on social media in an effort to be respectful of a family's privacy and confidentiality. If you have a concern or a question about something involving SuES or FCPS, please contact our front office first for assistance rather than sharing your concerns on social media. The Board of Education and SuES are committed to responsible use of social media to further our goals to facilitate community engagement, encourage collaborative communications, and enhance the education process. It is an expectation that employees and students use social media in a civil, respectful, and safety-conscious manner that is consistent with the school system's mission and does not infringe on the rights of others. To promote school safety, FCPS recommends: Report It, Don't Repost It. For details, see [Policy 115](#) and [Regulation 100-08](#).

FIREARMS & WEAPONS



Possession of any firearm or other weapon by a student on school property, including in vehicles parked on school property, is strictly forbidden. Look-alike weapons are also prohibited. For more information, please review [FCPS Regulation 300-39, linked HERE](#).

DRUGS, ALCOHOL, & TOBACCO/VAPES

The Board of Education (Board) values health and wellness, and promotes educational programs and activities to maintain a safe, healthy, and productive environment. The possession, distribution, sale, or use of alcohol, tobacco, or any illegal or illicit drug, in any form, on school property at any time is prohibited. Please review [Policy 112, linked HERE](#), for more information about our Board Policy.

PARKING

We recognize that parking is difficult on our school campus. Please refrain from parking in our handicap spaces unless there are appropriate handicap tags on display. Please refrain from parking along Stone Barn Drive prior to 3:00 pm in preparation for dismissal. This could impact emergency vehicle access to the school, if needed. Please be mindful of areas that are marked as No Parking lanes. We continue to encourage our community to refrain from U-Turns at the Flatwoods/Stone Barn intersection during our arrival, 8:30-8:55, and our dismissal, 3:20-4:00, times.

BUS LANE

Please do not use our bus lane during the hours of 8:15-9:00am or 3:15-4:00pm. During these times, our buses need to safely pull up to drop off and pick up students.

CELL PHONES/SMART WATCHES

FCPS regulation states that “electronic devices including cell phones must be powered off at all times during the school day.” Students may use personal electronic devices on buses, in accordance with FCPS Regulations. Electronic devices, inclusive of cell phones and smart watches placed on vibrate or other non-audible mode are not considered powered off for purposes of this regulation. Electronic devices, inclusive of cell phones and smart watches, with camera and recording functions may not be used to take or transmit any image at any time on school premises, even if the use of the cellular phone is otherwise permitted”. Students who bring cell phones to school should ensure they are turned off completely and remain in their backpack which will be stored in their locker. Smart watches may be used to tell time but text messaging, calls to and from the watch, and pictures sent through a watch are strictly prohibited during school hours. Any student who violates this rule, will have the device(s) confiscated and



a parent/guardian will need to pick them up. Should this occur, the device(s) will not be allowed to return to school. We also request that visitors/volunteers follow the practices outlined above when in the school building. If visitors/volunteers need to use their cell phone, we ask that they step outside of the building. No photos should be taken while in school on devices. Additional information can be found in [Regulation 400-18, linked HERE](#).

RECESS

Weather permitting, students will have one 30-minute recess block OR 2-15 minute recess blocks outside daily. Even on cold days, students will go outside. Please ensure to dress your child appropriately. A doctor's note is needed for children who are to remain inside during outside play periods. In most cases, if a child is not well enough to play outside, he/she is not well enough to be in school. A note signed by a physician is necessary also for a long-range restriction from physical education activities and/or outdoor recess. For the safety of our students and siblings, we kindly request that younger (non-school aged children) and siblings not join students during indoor and outdoor recess. Siblings are welcome to join us during lunch in the cafeteria but we ask that they not attend recess related events.

LOST AND FOUND

Every year, several boxes of unclaimed clothing are given to charitable organizations. It is to the advantage of children and their parents to mark and label clothing. Our lost and found is located just outside our front office.

TOYS

Toys are fun and interesting, but they are not allowed at school or on the school bus. Please enjoy toys at home unless there is a special day and you have permission from the teacher. Examples of toys include Pokemon or baseball cards, balls, games, Switch, etc. Items brought to school will be taken by a teacher or administrator if they continue to come to school after a warning has been given. Should this occur, a parent/guardian will need to pick the item(s) up from the front office.

LOST AND DAMAGED BOOKS/TEXTS

Parents are responsible for the cost of lost or abused books (less 10% cost per year of use.) Books found may be redeemed within that year only.

SCHOOL LUNCH



Students may bring a packed lunch from home or purchase a lunch from school. Lunch can also be purchased in our cafeteria for \$2.65. FCPS uses [My School Bucks](#) for meal accounts, however, our cafeteria manager is willing to continue to accept cash or check for student meal accounts. Parents may pay in advance by placing money on a child's account by visiting [My School Bucks](#). Some snacks, drinks, and dessert treats will continue to be available to students for purchase. Snacks and dessert treats will not be offered to our K-2 students until September 6th this school year to allow them to learn cafeteria routines and focus on eating their lunches. Students' lunch blocks are 30 minutes long. There are staff members who are available to assist with opening packaging or drink containers, but it is helpful if you work with your child to increase their independence in these tasks. Parents/guardians are always welcome to eat lunch with their child/children (unless COVID restrictions prohibit visitors) Your child's teacher can give you the time of day that his/her class is scheduled for lunch.

HEALTH AND SAFETY

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Health room services
- Monitoring immunization records

If a child sustains a serious injury or shows an elevated temperature, the parents/guardians, or the child's emergency contact as noted on your child's emergency card, will be notified. For this reason, your correct, current address and telephone number must be on file in the office.

Please notify us immediately of any changes. Taking medications during the school day is discouraged. There are occasions, however, when it is deemed necessary by a physician for a child to receive medication during the school day. In these cases, Frederick County policy states that:

1. No medication (prescribed or non-prescribed) will be administered in school without the parent's/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and medication ordered.
2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container.
3. The first full day's dosage of any new prescription must be given at home.
4. The school must have on file a Physician's Medication Authorization for Prescription and Non-Prescription Medication form.
5. The parent must submit a new form to the school each time there is a change in dosage or time of administration.
6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.



7. One week after expiration of the physician's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be disposed of.
8. The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to the school to administer the medicine. No child is allowed to keep any medication on his/her person.
9. Please notify the school if your child has any health problems such as asthma, allergies to bee stings or food, or if your child contracts a communicable disease such as measles, chicken pox, etc. In addition, if your child has any restrictions for play due to health related issues, the school should be informed.

Additional information can be found in [FCPS Regulation 400-23, linked HERE.](#)

FIELD TRIPS

Throughout the year, field trips will be scheduled to enhance the curriculum at each grade level. Parents must give permission for students to participate in field trips. Forms will be sent to parents prior to each trip with information about the trip including times, transportation arrangements, lunch instructions, and any additional costs, if necessary. If permission is not given, an alternative activity will be scheduled. Parent volunteers are often needed for field trips. The teacher will send information home asking for volunteers, when necessary. Oftentimes this is done on a lottery basis. Parents who chaperone field trips must take the transportation provided for the students and must adhere to the guidelines set up by the classroom teacher. A chaperone contract will be provided specifying appropriate code of conduct. Siblings may not attend field trips. The classroom teacher can provide further information about field trips, as needed. Additional information can be found in [FCPS Regulation 400-05, linked HERE.](#)

SCHOOL CASH ONLINE

SuES uses [School Cash Online](#) when collecting money for any event at school. School Cash Online is convenient and easy to use. It is available 24/7 from anywhere that has Internet access. It is safe and secure while avoiding having students carry cash and checks. You can register for this service by clicking [HERE](#) or on the link above. **Please note that SuES does not accept cash or checks for school events.**

DRILLS AND SCHOOL SAFETY

The safety of our students and staff are our number one priority. Several types of safety drills are conducted throughout the year inclusive but not limited to fire drills, lockdown, active



assailant, evacuation, and weather drills. A comprehensive safety plan has also been developed for our school and a Crisis Team made up of school staff who are aware of their roles and responsibilities in the event of an emergency. Following any drill held at SuES, a Find Out First will be sent to families so that you can have conversations with your child/children about any questions that may arise. Our school counselors remain available should you need support in this area. We will hold a safety drill week in August where many drills will occur as we teach students appropriate procedures to ensure their safety throughout the year. Additional drills will occur throughout the school year, as well.

CHARACTER COUNTS!

FCPS incorporates the Six Pillars of Character Counts into the daily operation and curriculum of its schools. The Six Pillars of Character include: Responsibility, Respect, Trustworthiness, Fairness, Caring and Citizenship. SuES supports the use of Character Counts and encourages students to show “good character” each and every day. We invite you to use the Six Pillars of Character within the home setting as well.

BLUE JAYS LEAD!

Frameworks for understanding schoolwide expectations have been developed and follow our school motto, “BLUE JAYS LEAD.” LEAD, at SuES, stands for:

Lead by example

Engage in learning

Accept others

Demonstrate respect always

Your child/children will become leaders in these areas as they develop and grow academically, socially, and emotionally. When their teacher or any staff member observes a student whose actions, words, and demeanor embody these traits, they may earn a LEADER BUCK. Leader Bucks can be used by students to ‘purchase’ involvement in quarterly incentives as well as weekly drawings for activities with counselors and/or administrators. We encourage you to ask them how they demonstrated leadership across their day frequently and to ask them how many Leader Bucks they earned each week!

It’s a GREAT day to be a BLUE JAY!