



**Parent/Student Handbook  
2017 – 2018**

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## **Our Mission**

The Stoneleigh Elementary School community exists to enable all students to: participate fully in rich academic intellectual and social opportunities; grow in their knowledge, creativity, diversity and self-acceptance; and become productive, responsible and respectful citizens.

## **Vision Statement**

As members of the Stoneleigh Elementary school community and the Baltimore County Public School System, we believe that student growth and achievement is our primary function. To this end, we accept the responsibility to:

- Work together in collaborative teams, to set clear goals, and share best practices for improving student achievement on a continuing basis;
- Analyze and identify the strengths and needs of all learners to provide appropriate instruction; and,
- Monitor each student's progress in order to provide appropriate, timely and direct support and/or enrichment.

## **Stoneleigh Elementary School Pledge**

I pledge to treat others the way I want to be treated.

I will be trustworthy and do my best work.

I will respect others and be responsible for my own actions.

I will also be honest to myself and to others, as I travel safely through the day.

## Arrival and Dismissal Procedures

### Arrival Procedures

- **All** bus riders no matter the grade level will enter through the front doors.
- Kindergarten students enter through the doors on the far left of the school.
- 1<sup>st</sup> grade students enter through the front doors.
- 2<sup>nd</sup> grade students enter through the doors to the immediate left of the front doors.
- 3<sup>rd</sup> grade students enter through the doors on the far left of the school.
- 4<sup>th</sup> and 5<sup>th</sup> grade students enter through the gym lobby doors.
- **All** students are to report directly to their classrooms.

### Kiss and Go

Students who are transported by parents should not arrive before 8:30 a.m. Teachers are not “on duty” prior to this time. Students should be dropped off at the “Kiss and Go” location within the parking lot using the entrance at the corner of Pemberton and Copeleigh Roads. Drop off can occur between 8:30 a.m. and 8:45 a.m. Students may be dropped off along the sidewalk which starts after the black fencing. Look for the sign indicating “Kiss and Go.” School personnel will be there to receive students and allow you the opportunity to “kiss (your child) and go”. A barrier will be in place across the emergency vehicle entryway to the faculty parking lot from the bus loop to eliminate any traffic in and out of the lot, thus ensuring that students can walk safely across the sidewalk to the school building.

**Student Tardiness:** After 8:45 a.m., no teacher may admit a child to class without a late slip. All late arrivals must sign in at the office. Late bus arrivals are announced over the PA system.

### Regular Dismissal

All walkers will be dismissed after hearing the announcement.

- Bus riders dismiss through the front doors.
- Kindergarten students dismiss through the doors on the far left of the school.
- 1<sup>st</sup> grade students dismiss through the front doors.
- 2<sup>nd</sup> grade students dismiss through the doors to the immediate left of the front doors.
- 3<sup>rd</sup> grade students dismiss through the doors on the far left of the school.
- 4<sup>th</sup> and 5<sup>th</sup> grade students dismiss through the gym lobby doors.

Bus riders will be dismissed from their classroom to assemble in the main lobby as their buses arrive and are called.

If a student is being picked up at the end of the day, a note should be received from the parent/guardian specifying that the child will be picked up in the front office. In the absence of a note or notification from the parent, students will follow their regular dismissal procedures. A long-term note will be accepted for a routinely scheduled dismissal.

**Please Note:** The decorative brick wall that borders Stoneleigh School grounds and 7105 Rich Hill Road is not meant to be load bearing. The school is requesting that students do not jump over the

wall or lean on it during arrival and dismissal. It is our goal to keep all students safe and to protect the private property of Stoneleigh's neighbors.

### Transportation

Transportation is provided five days a week to specified stops in the morning and afternoon. Transportation to and from school is a privilege afforded students. Students will be expected to ride their assigned buses to and from school and be picked up and discharged at the same stop. When students' behavior is such that it causes the driver to be distracted from concentrating on driving, it places the bus and the students in jeopardy. When this happens, we have no alternative but to deny bus-riding privileges to those who are creating a situation that may cause a bus accident.

Bus supervision is necessary because of our responsibility to the students for their safe conduct in school. All staff has a responsibility in providing a degree of orderliness and supervision during arrival and dismissal time. Once on the buses, the students become the drivers' responsibility.

### Bus Safety

Many of our Stoneleigh students ride the bus to and from school. Others will have experiences on buses when they go on field trips. In the interest of maintaining safety on the buses, please review the following rules with your students:

- Follow directions from the driver the first time they are given.
- Stay in your seat at all times while the bus is in motion.
- Keep all parts of your body inside the bus.
- Keep hands, feet, legs, arms, personal property, and your voice to yourself.
- No eating, smoking, drinking, or vulgar language at any time on the bus.

We believe, with your assistance, our students will have a safe and happy bus experience this year.

### Early Dismissal

For the safety of all children, parents/guardians must come directly to the school office to sign out their child. **The child will be called to the office when the parent/guardian arrives.** Children will not be called to the office prior to the arrival of the parent/guardian. Under no circumstances are parents to remove children from school without following these procedures. Children will not be released to any other person without written permission from the parent/guardian. Children may be released to the designated emergency contact on the child's emergency card. **Due to class scheduling and dismissal, we will not call for a child after 3:05 p.m. except in the case of an extreme emergency.**

If there is to be a change in the way your child travels home from school please send in a note that morning to inform the school of the change. **Emails are not acceptable as notification of a change.** If a change of dismissal is needed during the middle of the day, a signed fax must be received. If your child is to go home with another child and this is not the usual procedure, both students need to bring a note with the parent's signature stating this change.

## Attendance

### Student Attendance

Since research shows that student achievement is directly related to attendance, regular on time attendance is vital for your child to meet with success in school. During the course of every year, we have many families who take vacations when school is in session. Frequently, parents ask teachers to gather all the work students will miss during their absence so they can complete it while on vacation. We recognize that vacations are an important part of family life although we cannot condone these vacations during times when school is in session. When parents choose to remove a child from school, for any length of time other than excused absences it is the responsibility of the student to get the missed assignments from their teacher. **Teachers will not provide work ahead of time or provide alternate assignments; however they will work with the family upon their return from their vacation.**

When absent, students will have the same number of days they are absent to make up work (i.e. 5 days absent, 5 days to make up work).

In the case of a prolonged absence, it is recommended that make-up assignments be requested. Arrangements can be made by contacting the school office or emailing the teacher prior to 9:00 a.m. Every attempt will be made to have your child's available assignments ready for pick up by 3:15 p.m.

Absence notes are mandatory by law upon the return from an absence. Absence notes should include the full name of the student, date(s) of the absence(s), reason for the absence, and a parent/guardian signature.

### Official MSDE attendance rules

**Students Scheduled For a Full Day:** A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if the student is in attendance for two hours or more, but less than four hours.

**Students Scheduled For a Partial Day:** A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled to attend. A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by school personnel. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for home bound students, and similar activities when officially authorized under policies of the local school board. It does not include "making up" school work at home, or activities supervised or sponsored by private groups or individuals. Excerpt from Maryland Student Records Manual 2011, page C-42.

Please note that attendance is monitored monthly. A letter will be sent home alerting parents that their student is no longer meeting the state 94% satisfactory attendance standard. This letter is meant to be a reminder of how important it is for us to work with your student each and every day. Additionally, we want parents to know we are here as a resource to resolve attendance issues. Attendance is coded and recorded each day, as well as monitored by The Maryland State Department

of Education. As a school, we are held to a standard of 96% or higher to maintain excellent attendance.

### **Before and After School Child Care**

Before and after school child care is not part of Baltimore County Public Schools. Independent agencies such as the Towson Recreation Council and Play Centers complete use of facilities forms in order to offer before and after school child care to Stoneleigh parents.

Early Bird Gym is an on-site **before** school child care provider. Child care is available before school from 7:30 a.m. to 8:30 a.m. Interested parents should call the Towson Recreation Council at 410-887-5883 for more information.

Play Centers is an on-site before and after school child care provider. Child care is provided from 7:00 a.m. until 8:30 a.m. and then again from 3:15 p.m. to 6:00 p.m. Interested parents should call 410-296-4880 for more information.

### **Behavioral Expectations**

Blueprint 2.0: Our Way Forward is a strategic plan to establish goals and measurable objectives for the school system for the next five years. One of the four key goals of focus within Blueprint 2.0 is safety. Every school and office will be safe and secure, promote individual wellbeing, and provide positive, respectful, and caring environments for teaching, learning, and working.

The teachers and staff at Stoneleigh Elementary are committed to having a school that is physically and emotionally safe for all children. In order to maintain a safe and secure learning environment, the school imposes certain demands upon students. Staff members are continually evaluating student behavior. They decide which behaviors can and should be ignored, which can and should be tolerated, and which call for intervention, regardless of the child's age.

The administrative team will review the contents of the Student Handbook with each classroom beginning the first month of school. Students need to take home the Student Handbook and have the Student Handbook Acknowledgement Form signed and returned to school within the week.

### **Books and Supplies**

The school loans textbooks and materials for regular class work to the students. Students are responsible for caring for texts and returning them in good condition. Lost or damaged books will be billed to the parents. Parents will be billed for library books if they are lost or damaged. Students are expected to provide their own notebooks, paper, and miscellaneous supplies. A list of these supplies is sent home at the end of the previous school year with the report card.

## Bullying Prevention, Intervention, and Investigation Information

**Bullying Defined:** A *pattern* of behavior when a person *repeatedly* uses power in an intentional manner including verbal, physical, or written conduct or intentional electronic communication against one or more students.

**Characteristics of Bullying:** intentional behavior, violence or aggression, repetition, power differential, unwanted

**Is it a conflict?** Most conflicts arise in the moment because people of the same relative amount of power see the same situation from different points of view. In conflict, people may get frustrated and angry. The amount of emotions each person feels will be relatively equal because both are vying for what they want. In the heat of the moment, one or both people's feelings may escalate a conflict causing one or both people to say or do something to hurt one another which they later regret.

**Cyberbullying Defined:** The use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner.

**Harassment Defined:** Includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, and physical or mental disability.

**Intimidation Defined:** Subjecting an individual to intentional actions that seriously threatens and induces a sense of fear and/or inferiority.

**BCPS Bullying Prevention:** Code of Conduct, Policy and Rule (Superintendents Rule 5580), Health Education Curriculum Professional Development, and Character Education Emphasis

**Reporting Bullying:** Report to a staff member, or Report in writing or electronically:  
[To Submit a Bullying Report hard-copy or electronically](#)

### What your child's school should do:

- Have a bullying prevention plan.
- Investigate the bullying complaint.
  - meet with your child to learn what happened
  - meet with witnesses to the event
  - meet with person accused of bullying
  - review surveillance tape if available
- Develop a plan to keep your child safe.
- Inform you of their plans for handling the situation.
- Intervene with the person who is bullying.
- Administer consequences as appropriate.
- Monitor adherence to the plan.

**BCPS Interventions:**

- Student conferences
- Parent/student conferences
- Bullying prevention education
- Counseling referral
- Loss of privileges
- Referral to Student Support Team
- Schedule changes
- Diversity training
- Suspension/expulsion
- Arrests for criminal behavior

### **Cafeteria**

The BCPS Office of Food and Nutrition Services provide a balanced, breakfast and lunch daily for students. Breakfast will be served daily for interested students in the school cafeteria from 8:30 a.m. to 8:45 a.m. Students may bring lunch from home or purchase a lunch from the cafeteria. Choices of three different lunches are available on most school days. If a child forgets his/her lunch and there is no money on the debit card, the school will provide cereal and milk.

Menus are sent home monthly with carriers and are also available on the BCPS website. The price for paid breakfast is \$1.40 and lunch is \$2.90. A reduced cost breakfast is \$0.30 and lunch is \$0.40. Snacks and beverages range in price from \$.50 - \$1.00. The Office of Food and Nutrition will provide information regarding the price of each item offered to students.

#### **Nutrition Express Account**

When buying lunch, students may pay cash daily or use the Nutrition Express Account. The Nutrition Express Account is a debit account program available to students to purchase menu items.

PIN pads are used by students to purchase breakfast, lunch, and/or snacks. Baltimore County Public Schools assign each child a private 3 digit PIN number. The students need to memorize their individual PIN number. The cafeteria staff will also have a copy of the PIN numbers at the point of sale should he/she forget their 3 digit number.

Information and applications will be sent home to parents in September and are available in the school office. Use of this account is encouraged. Prepayment deposit forms are available for your convenience. Parents may also provide payment online through a [prepayment system](#) by creating a My Lunch Money account or by downloading the mobile application.

The cafeteria will continue to accept daily payments at the register, although prepayment is encouraged and preferred. Benefits of the Nutrition Express Account include: no more lost lunch money as the money is placed on the child's personal account, supervised purchases using the system's ability to track each purchase, and "emergency" money can be placed into the account to cover those days when money or lunch are forgotten.

## Cafeteria Rules

- Stay Seated
- (be) Polite
- Use Indoor Voices
- (be) Responsible, Neat and Clean
- (be) Respectful

## Snacks

Individual classes may decide to build into their schedule an optional healthy snack time. Families may choose to prepare a small, healthy snack for their student(s). Snacks will not be provided by the school.

## Smart Snack Rule At-A-Glance

- Effective July 1, 2014, the *Maryland Nutrition Standards for All Foods Sold in School* applies to all food and beverages sold to students on the school campus, including cafeteria à la carte items, vending machines, school stores, fundraising activities, and culinary education programs from 12:01 a.m. until thirty minutes after the end of the office school day.
- Snacks sold to students by the Office of Food and Nutrition Services in school cafeterias must comply with limits set forth for calories, sodium, fat and sugar, flavored water, milk, and juice.
- Smart Snack rules do not apply during non-school hours, on weekends, and at off-campus fundraising events.
- Caffeinated beverages are not allowed to be sold in secondary schools.
- Reminder: Superintendent's Rule 5470, "*Wellness, D. Food and Nutrition Services, 4. Foods and beverages should not be consumed for educational purpose except as defined in the general curriculum or when indicated in a student's IEP*" relates to using food as a reward in the classroom.

## Celebrations

Parents are encouraged to send in ribbons, pencils, stickers, in lieu of perishable items for celebrations such as birthdays. Kindly, provide at least 24 hours notice to your child's homeroom teacher if you will be bringing in food/perishable items. This allows the teacher to properly prepare for those students whom may have a food allergy. Children's birthdays are announced during morning announcements. Party invitations or Valentines, unless they include all classmates, should not be distributed during school. In order to reduce the loss of instructional time and to prevent hurt feelings, students may not distribute invitations for private parties at school. These should be mailed or delivered from home. The school office is not authorized to release addresses or telephone numbers, unless they are published in the PTA Student Directory.

## Parties and Activities

Classroom parties detract from the instructional program and impact an already overcrowded schedule. Therefore, parties will be limited to two a year for each class and each party should be no longer than 60 minutes in duration.

Per the Office of Food and Nutrition Services celebrations in schools should encourage healthy choices and portion control. It is recommended that all foods be commercially prepared to avoid

food borne illness. In addition, the labels on prepackaged items provide valuable information for students with allergies and special diets.

### **Class Structure**

Students in kindergarten through grade 5 have been placed in heterogeneous classrooms for instruction. This instructional setting promotes flexible small group instruction designed to specifically meet the needs of all students in each academic subject.

Cluster grouping within a classroom allows for small groups to receive targeted instruction on a daily basis. Differentiated instructional strategies for the supported, enriched, and accelerated learner are embedded in the curriculum.

The revised elementary reading/language arts and mathematics curriculums and instruction will be differentiated and responsive to the strengths and needs of all students on a daily basis. The curriculum allows for fluid and flexible groups that provide acceleration pathways in every classroom. Providing rigorous and engaging learning opportunities for all students is the highest priority of the Baltimore County Public Schools. We look forward to continuing a partnership with you in providing your child with a learning experience that is responsive to his/her needs.

Grade level teachers who have worked with your child met with the school counselor and principal in order to determine which classroom setting would best meet his/her academic, social, and emotional needs. Individual student class placement remains at the discretion of the school administration.

### **Conduct – Dress Code: Students**

#### Policy 5520 – Students: Conduct – Dress Code

The Board of Education of Baltimore County (Board) is committed to providing a safe and secure learning environment that is conducive to student learning. While student dress and appearance are the responsibility of students and their parents, the Board believes that dress and appearance should not interfere with any aspect of the educational process.

#### Rule 5520 – Students: Conduct – Dress Code

Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment. Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students, which includes but is not limited to that which:

1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit or that reference items that are illegal in general or illegal specifically for underage students;
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products;
3. Contains sexually suggestive messages;
4. Depicts gang affiliation;

5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities;
6. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.

The following specific items are not permitted, except in individual cases as approved by the principal of the school:

1. Bare feet;
2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith.

## **Communication**

Positive proactive communication builds bridges with parents and prevents many problems. The school will send home electronic copies of *The Stoneleigh Gazette* (hard copies are available upon request) once a month, on the second Thursday, regarding special programs, announcements, and general school information. Please be sure to check for these bulletins and read them carefully. Staff members will provide families with information about activities, class calendars, programs, and achievement of classes in a means which best fits with their style.

Another effective means of communication is to access the [Stoneleigh Elementary School website](#) and to follow Stoneleigh Elementary on Twitter @StoneleighES. You may contact your child's teacher to become informed about various school activities. Additionally, you will find links to parent activities to support your child's success on the school website. Please note that faculty/staff email addresses are listed in the back of this handbook.

### **School Messenger Communicate**

Baltimore County Public Schools use of the School Messenger Communicate program allows one phone call to reach all families (students and staff) associated with his/her school within minutes. The system is intended for use in the Baltimore County Public Schools in key school-to-home communications, improvement of attendance and truancy reduction, and as an outreach tool to encourage parent involvement.

Additional school-to-home communication avenues include the [Stoneleigh Elementary Twitter Page](#). Baltimore County Public Schools-to-home communications can be found on the [BCPS web page](#), [BCPS Twitter Page](#), [BCPS Facebook page](#), [Team BCPS Instagram](#), BCPS NOW mobile app, Directory of RSS Feeds, and [Deliberate Excellence – The official news blog of Baltimore County Public Schools in Maryland](#).

### **Home/School Communication Folder**

Every child at Stoneleigh Elementary will receive a Home/School Communication Folder. This folder is to go home on Thursdays and should be returned by students the next school day. Items such as information from the school office, the teachers, classwork, and homework will go home in this folder. Parents are asked to review the folder, pull out appropriate materials, and check their child's work and send back any papers or information as requested. Grade level teams may specify additional uses for this folder. In turn, parents can use the home/school communication folder to communicate with

teachers, as well as the school office. At a minimum, please look in your child's folder **each Thursday** as you will find it a most effective communication tool!

### **Teacher**

The success of our school is based in part on the effective forms and channels of communication we establish between parents and faculty. Your first and most important contact within the school is the teacher. Your child's classroom teacher is the best single resource for information and advice concerning your child and his/her studies, relationships, homework, and individual development.

Parents should feel free to contact teachers and staff during the school day by leaving a message at the front office, e-mails, notes, or by making appointments for either in person or phone conferences. Our teachers welcome your communication messages and will return your calls or e-mails in no more than 48 hours.

### **Administration**

The next step in the communication process is provided by the principal/assistant principal. The administrative team works together with the faculty and parents on issues that cannot be resolved at the classroom teacher level.

### **Conferences**

In addition to report cards and interim reports, many teachers and parents find conferences to be a helpful way of communicating academic progress. Schools are closed during the year to provide teachers with opportunities to meet with parents. Please refer to the calendar for these dates. 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. However, teachers are available for conferences at any time throughout the school year.

Should you wish to initiate a conference with your child's teacher, please send a note to school with your child, email the teacher directly or call the school office at least 24 hours ahead of time. The teacher will contact you to schedule a conference at a mutually convenient time. Please do not expect the teacher to be available for a conference if prior arrangements have not been made. If parents desire to discuss their child in the hall, public area, or during instructional time they will be asked to make an appointment.

If an interpreter is needed for conferences, please notify school staff two weeks prior to a conference so that arrangements can be made. Your positive involvement with your child's teacher and school expectations can help your child meet with success in school.

## **Emergency Drills**

A variety of drills to practice safe and orderly procedures in the event of an emergency are held each year. In all of these, the primary concern of any drill is the safety of the students. All adults in the building are to protect students from harm and to be responsible for the children in their care.

### **Fire Drill**

The purpose of a fire drill is to practice the evacuation of the school building by all personnel in as quick, quiet, and safe manner as possible. The signal for the drill is the sounding of the bell in a repetitive manner. Each teacher prepares for these drills by reviewing the nearest exit to his/her room with each class at the beginning of the school year, and discussing the rules for student behavior during a fire drill.

### **Evacuation Drill**

In the event of a threat of explosion, danger, or toxicity, teachers may have to lead their classes at least 500 feet from the building. The signal for this drill is the sounding of the fire alarm and an announcement over the intercom. This evacuation drill follows the same procedures for student behavior as a fire drill, but the safe distance is increased.

### **Severe Weather Drill**

In the event that there is a severe weather warning from the Weather Bureau, all schools are notified by an emergency alert radio. If it is necessary, all classes will report quickly to the first floor hallway away from windows and doors. Students follow the procedures for all other drills, moving quickly, quietly, and safely to the designated space. The announcement for this evacuation is via an announcement.

### **Lockdown Drill**

In the event of a threat to student safety by an intruder, it may be necessary for teachers to protect their students from any interaction. An announcement will be made over the intercom that the school is in a Lockdown situation. Students will remain in a lockdown drill until the all-clear announcement is made.

## **Field Trips**

All field trips at Stoneleigh are considered part of the curricular program and have specific educational goals. Teachers are encouraged to use the many resources in the Baltimore area to enrich our curriculum. These off campus educational opportunities are considered an extension of the classroom where we represent our school, our community and ourselves.

A signed permission slip is required for each trip. The child may not go on field trips without written permission. We will NOT call for permission the day of the trip.

The following guidelines apply to Stoneleigh students when off campus during an educational program:

- Field trips are considered part of the program. As in all classes, students who interfere with the learning process may be excluded from participation.
- All behavior expectations are in effect.
- Parent chaperones must participate in the BCPS Online Volunteer Orientation.
- Students will be dismissed at the end of the school day (3:15 p.m.) when they return from a field trip, even if the students arrive before the end the regular school day.
- Money cannot be refunded if your child is absent on the day of the trip.
- If the cost of a field trip creates a financial hardship for any family, the parent is requested to contact the principal.

### **Reporting Student Progress**

Good communication between parents/guardians and teachers is very important to the educational process. Report cards are used as one method for schools to communicate student progress in school with parents. The three factors used in evaluating student progress are class work, homework, test and other assessments. There are four reporting periods for grades 2-5 during the school year. In the first grade, parent conferences replace the first report card in November. Thereafter, your child will receive a report card. Report cards are distributed in November, February, April, and June. Students in grades 1, 2, and 3 do not receive letter grades; these are introduced in grades 4 and 5. Kindergarten students do not receive report cards; parent conferences will be scheduled in November and May to review the kindergarten progress report.

### **BCPS One, Learning Management System**

Grades are also made available through the BCPS Learning Management System, BCPS One, at any time during the school year. BCPS One is an online environment with integrated tools and resources. It is accessible anytime and from anywhere. Digital curricular content can be accessed at any time by logging in to BCPS One. Check out the "Digital Content" and "Instructional Tools" pages for resources that your student can access to continue their learning at home.

As part of Baltimore County Public Schools' (BCPS) continuous improvement process, security enhancements are being made to BCPS One that will increase the protection of student information. Effective July 1, 2017, only contacts identified in the BCPS Student Information System (SIS) as a member of the Parent/Legal Guardian relationship group and authorized to make educational decisions for the student will be allowed access to their student's information in BCPS One. This will reduce the risk of exposing student information to individuals who do not have an educational right to know. This security enhancement will require parents authorized to make educational decisions to have an e-mail address, first name and last name in the SIS that matches the e-mail address, first name and last name used to establish their myBCPS account.

Parents returning to BCPS One for the new school year need to make sure they switch to the current marking period if your browser has not already done so. If your student has changed schools, please be sure to check the school drop down list for your student's new school and select the new school before viewing grades and assignments.

## Guidance

School counselors have demonstrated, through the impact of their programs, that they are a positive force in the lives of students and in the climate of schools. Within all schools, for all students, school counselors promote students' school success, career decision making skills, and competencies for understanding self and others. The BCPS School Counseling Program is aligned with National Standards identified in the American School Counselor Association's National Model and with the guidelines found in Code of Maryland Regulations (COMAR), which address areas of academic, career, and personal/social development allowing school counselors the opportunity to promote academic achievement while meeting the developmental and emotional needs of all students. School counselors consult with school teams, teachers, families, agencies, curricular offices, and other help-givers about the academic, social-emotional, and behavioral needs of students to remove barriers to student success and create safe learning environments.

The counseling program at Stoneleigh is designed to assist students and families through the social/emotional issues that arise during the elementary school years. The goal of the program is to permit students to maximize their ability to focus on their main task - learning. Through either individual or group discussions with the counselor, students are offered a listening ear and guidance as to coping with individual or socialization issues that impact their ability to contribute positively to the educational environment of the classroom and the school.

The counselor supports and consults with teachers. The counselor works with staff through informal discussions and workshops to increase their understanding of children. The counselor observes students and makes helpful suggestions to the classroom teachers. The counselor may request parent conferences and may suggest outside professional consultations. The counselor helps parents work with the school to promote their children's sense of responsibility and independence. The counselor is a resource for parents to learn more about child development, the parent/child relationship, communication and problem-solving techniques.

## Health and Medical Procedures

Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers. Please keep the nurse informed of significant changes in your child's health. For example: changes in diet, daily medication, injuries, illnesses, allergies, changes in physical restrictions, and vision and/or hearing impairment.

### Immunizations

Students must be vaccinated according to Code of Maryland Regulations to attend school. In order for the immunization status of a student enrolled in kindergarten through 12th grade to be complete, the student's parent or guardian shall provide proof of the immunizations or immunity.

Subject to the provisions of this regulation, a preschool or school, public or private, shall temporarily admit a student to or retain a student in a preschool or school if:

- The student is homeless; or

- The student's parent or guardian is unable to provide proof of immunization pursuant to the requirements.

In order for a student to be temporarily admitted to or retained in a preschool or school, the student's parent or guardian shall present evidence of the student's appointment with a health care provider or local health department to:

- Receive a required immunization;
- Reconstruct a lost record; or
- Acquire evidence of age-appropriate immunity on a form provided by the Department.

The date of the appointment pursuant to this regulation may not be later than 20 calendar days following the date the student was temporarily admitted or retained. A preschool or school, public or private, shall exclude from school a student who has been temporarily admitted or retained on the next school day following the appointment date if the student's parent or guardian fails to provide evidence of required immunizations.

## Medications

Students who require medication during the school day must have a written order from a licensed health care provider. This includes medication used daily or on an as needed basis (e.g. inhalers, Benadryl and EpiPens). Medication must be brought to the school nurse in a pharmacy labeled, or original, container by an adult. Parents may request two containers from the pharmacist. At no time during the school day should students have medication of any kind in their possession or in their locker (including cough drops). All medication is administered by the school nurse or a trained staff person. Written permission from the school nurse, parent, and health care provider is required before a student may carry an emergency medication such as an inhaler or EpiPen.

In accordance with established BCPS protocols, and with parental consent, school nurses may administer non-prescription (discretionary) medications such as acetaminophen, Benadryl, antacids, and cough drops. These medications are intended for occasional use only to alleviate minor discomforts and avoid early dismissals when possible. This permission must be renewed annually.

## Illness

“How to Decide Whether Your Child Should Stay Home from School?” Every Baltimore County Public School has a full-time school nurse who can evaluate children who develop signs of illness during the school day. However, in the best interest of the child and to minimize the spread of germs, it is important for parents to know when it is safe to send a child to school and when it’s best to keep a child home.

A child may safely be sent to school if he/she:

- Has vague or generalized complaints of illness without any specific symptoms like fever, vomiting, or diarrhea.
- Has a chronic health problem and you and his/her doctor have a plan for meeting health needs at school.
- Has a mild cough or cold symptoms without fever or difficulty breathing.

- Has been fever-free for 24 hours WITHOUT medication.

It is very important to wait at least 6 hours after the last dose of Tylenol or ibuprofen before checking the temperature. It is also important to wait most of a day to be sure the fever is gone; many times a child's temperature goes down in the morning but rises again in the afternoon.

It is often challenging in the rush of the morning to know if a stomachache is going to develop into something more serious. In general, it is okay to send your child to school with a stomachache unless the child is unable to eat and this is something out-of-the-ordinary for your child. (Some children, particularly adolescents, are often reluctant to eat in the morning.)

Your child should be kept home from school if he/she:

- Has a fever of more than 100 degrees. It is important to have a thermometer to measure a fever as just touching a child's head only tells you how warm the head is. Most grocery and drug stores sell thermometers for \$5.00 or less.
- Has vomited two or more times. A single episode of vomiting can be caused by a variety of non-illness related issues. However, vomiting more than two times is a sign of a contagious condition.
- Has diarrhea. It can be difficult to know when diarrhea is more than a loose bowel movement. Parents should watch for two or more episodes of watery stools, particularly if the child also has nausea, a fever, or other signs of illness. A child with blood or mucus in the stool should be taken to the doctor for further evaluation.
- Has severe pain. Many times a doctor will clear a child to return to school after an ear infection, dental procedure, or other intervention. However, most children who need prescription strength pain medication to control pain will not be able to learn and should stay home until the condition is controlled with over-the-counter pain medications like Tylenol and Advil.

## **Injury**

At all times, we at Stoneleigh Elementary consider safety to be a top priority. Injuries that occur at school, home or play requires extra planning to ensure a safe return to the school environment. Please inform the nurse, if your child has sustained any of these types of injuries: fractures, sprains, sutures, concussions, injuries which require limited activity. The school will need documentation from your primary care provider in order to most effectively assist the child at school.

## **Pediculosis (Head Lice)**

Throughout the school year, we are informed of the occurrence of pediculosis (head lice). Your support to help us address this issue is greatly appreciated. Head lice is a relatively common childhood condition. Infestation with head lice is not known to cause any human disease. The condition can cause itching; some children can develop infections from excessive scratching. Having head lice does not mean you are dirty. Most people get head lice when they have head-to-head contact with someone who has head lice. Head-to-head contact lets the lice crawl from one head to another head. The lice do not care whether the person has squeaky-clean hair or dirty hair. The lice are looking for human blood, which they need to survive.

BCPS excludes any student with an active infestation (live bugs on the head). Students and families are **STRONGLY** encouraged to remove all eggs (nits) from the hair. In a recent research study, 18%

of students with nits later developed active infestations. The school nurse must be notified when an infestation is detected, as BCPS protocol requires the school nurse to screen all students upon return to school after treatment for an infestation.

### **Sunscreen**

Skin cancer is the most common form of cancer with one million cases diagnosed each year in the United States. Sun safety practices that are begun early in life and are followed consistently contribute to the prevention of skin cancer. Facilitating sun safety habits in the school setting can assist students and staff in reducing potential risk for ultraviolet-related illnesses. Application of a broad spectrum sunscreen with a sun protection factor (SPF) of at least 15 or higher is recommended 30 minutes before outdoor activities. Sunscreen is not considered a medication and is intended to protect the skin from harmful effects of UV radiation. Schools or individual teachers must not supply sunscreen for students. Students may carry sunscreen (non-aerosol) and apply according to the manufacturer's directions.

### **Library Media Program**

Library media programs support student achievement. It ensures that students and teachers have equitable access to an organized and centrally managed collection of library resources, instructional materials, and information technologies in order to improve instruction, accelerate student learning, and facilitate student critical thinking, problem solving, and research.

The mission of the library media program of instruction is to prepare students as “knowledge workers” by integrating information and technology literacy skills with all curricular content. The library media specialist is the catalyst that inspires students to choose reading for pleasure by providing an age/level appropriate and current collection of reading materials. It provides comprehensive services related to the organization and management of print, digital, video-on-demand resources, and related information technologies to provide equitable instruction and access by the educational community to information resources that support teaching and learning.

Here are a few important things to remember with reference to your child and the library media program:

- Always try to find a safe place to keep library books at home.
- Help your children to bring library books back on time.
- Encourage a love of reading by reading at home with your child; encourage them to read independently.

### **Music Program**

The music curriculum serves as a catalyst for the development, implementation, and evaluation of music through a comprehensive, engaging, and challenging program for all children.

Instrumental Music is an enriching experience which many students remember as one of the most enjoyable and creative times in their lives. The instrumental music program offers fifth grade students

an opportunity to study one instrument. Lessons are during school hours for approximately 30 minutes on a rotating schedule. In order to get the most out of Instrumental Music, one has to spend time outside of class getting to know the instrument and practicing.

**Please be advised that your child will not be allowed to call home for his/her forgotten instrument during the school day.** In these days of busy schedules for parents and children, your support is indispensable. We hope the band and string ensembles at Stoneleigh are ones in which you take pride and leave your family with many memories of their first years of music.

Through vocal music primary grades focus on singing, listening, moving, playing classroom instruments, and reading music notation. Research has shown that musical activities aid students in their reading skills. Intermediate grades focus on acquiring the necessary skills for playing classroom instruments, and composing original compositions. Additionally, students refine and develop previous musical skills through singing, listening, moving, creating, playing musical instruments, as well as reading and writing music notation.

A winter and spring concert are held to highlight students' talents and achievements.

### **Non-Sufficient Funds (NSF) Checks Restitution Program**

The Baltimore County Public Schools procedure for non-sufficient funds checks (NSF) is to submit the check to the Baltimore County State's Attorney's Bad Check Restitution Program. Implementation of this program will be carried out by staff in schools and offices in compliance with procedures outlined by the State's Attorney's office. Issuers of dishonest checks presented to BCPS will be given 10 days to submit full payment of the amount of the check plus actual bank charges incurred by BCPS. If this payment is not received by the end of the 10 days, the issuer will be given an additional 10 days to submit full payment of the amount of the check plus \$35.00. If payment is not received at the end of the 20-day period, BCPS will turn over the dishonored check to the Baltimore County State's Attorney's Bad Check Restitution Program for collection and/or criminal prosecution.

### **Nuisance and Valuable Items**

The following list of valuable and nuisance items should not be brought to school: toys, water pistols, stereos, roller blades, skateboards, and expensive jewelry. Valuable collections are brought to school at the family's risk. Valuables become potential items of theft and are not the responsibility or liability of the school. Only authorized school sales are permitted. Students are not permitted to sell any merchandise or other items at school.

### **Parent-Teacher Association**

The PTA invites all parents, students, staff and community supporters to learn more about our work and to join us in our efforts on behalf of Stoneleigh students. Please visit the [Stoneleigh PTA webpage](#) to find the most recent information on their meetings, how to volunteer, purchase spirit wear, or just learn more about our wonderful school.

## Membership

Stoneleigh's PTA encourages all families to join the association and participate in some aspect of its activities. A membership drive is conducted every fall. Information is available at Back-to-School Nights and in newsletters. Membership is available to everyone for a nominal annual fee.

## Student Directory

Each year the PTA produces an online-directory listing student addresses, phone numbers, e-mail addresses, class lists, faculty names, current PTA officers, board members, a calendar of Stoneleigh Elementary School events and other important information. The PTA directory form **must be** completed annually by the assigned deadline in order for families to be included in the directory. The directory is a handy reference to contact new school friends or identify classmates. **The directory is strictly for use by the families and staff of Stoneleigh Elementary and may not be given or sold to anyone.**

## Pets on School Grounds

In keeping with our ongoing effort to assure safety for our students, we are requesting that **no pets** be brought into the school building or **onto school property during the hours of 8:30 a.m. to 3:30 p.m.**

## Physical Education Program

The Physical Education program complies with the Maryland State Board of Education Regulations. Each elementary school provides an instructional physical education program every year for all students. It is important that students be prepared for activities with appropriate attire. Active wear that allows ease of movement and **tennis shoes** are required for class. Parents will be notified of P.E. days so that they may help their children to be prepared for class.

## Recess

The purpose of recess is to invigorate the mind and body. Recess is not scheduled for the last thing of the day. Children are watched closely whenever they are on the fields or playground. Proactive actions are taken to stop problems and injuries before they happen. Teachers assume responsibility for children in their care on the playground. At the beginning of the school year and frequently thereafter, rules for fields and the playground are reviewed with students by their teacher. Whenever possible, children are provided with opportunities to engage in organized games with an adult stationed near any game.

## Supervised Play Safety Rules

- No running on the playground equipment.
- No playing dodge ball.
- Use two hands on equipment at all times.
- Do not throw mulch, sand, or dirt.
- No jumping off of equipment from heights, climb down safely.

- Go forward in a seated position down the slide.
- Proper dress is required, tennis shoes only.

When the cold weather approaches, teacher discretion is used to determine the need for indoor versus outdoor recess. We encourage a brisk walk at a minimum, on our paved surfaces on cold days. Parents are encouraged to dress students for the weather.

### Safety Issues

As we continue to work together to ensure the safety of our students, we would like to call your attention to the following:

- The front door of our school is equipped with a door buzzer security monitoring system. This system allows front office staff to monitor visitors to our school. A camera is installed in the upper left hand corner of our entry way. We ask that you push the buzzer, look up and “smile”, listen for response and upon hearing a click open the left hand door.
- All outside doors are locked. All visitors must enter through the front door and report directly to the office. **Visitors must bring their driver’s license when visiting in the school in order to be signed in through the “Raptor” safety and security program and receive a visitor badge.**
- The driveway and parking lot in the front of the school have been specifically designed for one-way traffic. Cars may not enter the bus circle from 8:15-9:00 a.m. or 3:00-3:45 p.m. or until the last bus leaves. Please refer to the Arrival/Dismissal Map.

### BCPS One-Card

Baltimore County Public Schools uses a One-card identification system for all students and staff. All students are issued a One-card that is coordinated with the school colors in a holder with a safety lanyard. Elementary level students keep their one-cards in school. They wear them once they arrive at school and remove them before leaving. All One-cards, lanyards, and cases from the previous school year have been washed and sanitized for use this school year.

The One-card not only identifies who belongs in the school, but it is used by students for checking out library materials. The One-card helps to improve students' safety and accountability in BCPS. One-card student identification cards are the property of the school. If a student damages, loses, or misplaces his or her One-card, a permanent replacement card will be issued for a fee of \$5.

### School Hours

School hours at Stoneleigh Elementary are 8:45 a.m.-3:15 p.m. Students may not enter the building prior to 8:30 a.m. unless they are participating in a special program with adult supervision. Students are required to leave the building by 3:15 p.m. unless they are participating in a special program with adult supervision.

Please say goodbye to your student(s) at the outside entrances of the school and allow them to walk to their classrooms independently. It is important for your children to walk to their classrooms and handle morning responsibilities by themselves. There are school personnel and student safeties

available, if needed. Teachers are responsible for greeting children and managing arrival activities beginning at 8:30 a.m. and must direct their energies to students. **Teachers are not able to talk with parents without compromising their attention to students.** If you need to contact a teacher, please send a note with your child, email the teacher directly, or phone the office and the teacher will contact you with 48 hours.

### School Improvement Team

The Stoneleigh School Improvement Team meets on the 3<sup>rd</sup> Monday of most months. The purpose is to provide input regarding:

- Acquiring knowledge about the school and the school improvement process
- Establishing priorities
- Clarifying problems, making decisions
- Monitoring the implementation of the school plan
- Engaging in continual improvement

The meetings are open and parents are welcome to join us for the discussion. If you have concerns to bring to the team, please contact Mrs. Hollenbeck, principal at [hhollenbeck@bcps.org](mailto:hhollenbeck@bcps.org) so that you can be placed on an agenda or directed to a more appropriate resource.

This plan is available to review upon request.

### School Closings, Delays, and Early Dismissals

#### Inclement Weather

Information about school operations (delays, early dismissal, closings) are announced publicly as soon as possible on local radio and television stations and other media including the Internet.

- [BCPS Now for Android and iOS](#)
- BCPS Web Home Page links to page displaying emergency announcements
- BCPS TV, Comcast Cable Channel 73 & Verizon FIOS Channel 34
- BCPS Telephone Information, 410-887-5555
- Local radio and television stations

Students and parents are asked **not** to call the school for this information as all telephone lines need to remain open in the event that additional changes are required.

#### Delayed Openings

One-Hour delay – Stoneleigh opens at 9:30 a.m.

Two-Hour delay – Stoneleigh opens at 10:30 a.m.

## **Early Dismissal**

One-Hour Early – Stoneleigh dismisses at 2:15 p.m. (Follow normal lunch schedule)

Two-Hour Early – Stoneleigh dismisses at 1:15 p.m. (Follow normal lunch schedule)

Three-Hour Early – Stoneleigh dismisses at 12:15 p.m. (Follow modified lunch schedule)

## **School Pictures**

School pictures are taken twice a year. It is optional for you to purchase pictures. Unless, a parent has opted out of disclosure in school publications, students will have pictures taken in the fall. In the spring, individual and class pictures are taken. The class picture is available for purchase individually. Look for the information to come home with your child for specific information.

## **School Store**

Once again, the school store will be open this year. If a child would like to visit the school store, he/she must report to his/her homeroom first, unpack for the day and secure a pass/permission from the teacher prior to visiting the school store.

## **Special Services**

### **Reading**

Stoneleigh is pleased to have two reading specialists on the staff. The reading specialists assist in the implementation of the classroom reading program by helping individuals, small groups, and whole classes acquire competency in reading or broaden their reading abilities and apply reading skills in a variety of content areas.

### **Student Support Team (SST) –**

The Student Support Team is a general education team that addresses complex academic and behavioral issues of individual students. The team promotes school wide prevention and early intervention for all students; develops and implements a continuum of academic and behavioral interventions and supports matched to student needs; and determines the need for additional interventions on the basis of student response and systematic progress monitoring. Student Support Teams are designed to serve as a first level of intervention when difficulties arise.

### **Special Education**

Students receiving special education services are afforded a continuum of indirect and/or direct services in the least restrictive environment. Services can be delivered in a variety of settings depending upon the individual needs of the student. Some students receive services in the general education classroom, while others may receive services in a resource room. The special education teachers work with students, staff, and parents to provide an appropriate education for children identified with educational disabilities.

When a child has been identified, the special education teacher:

- Works with the parents and teachers to develop an individual education plan (IEP), which may include direct instruction, individual curriculum modification, adaptation, or adjustment
- Serves as a liaison with educational therapists
- Oversees work with the child in and/or out of the classroom towards identified goals

### Speech and Language Therapy

The speech and language pathologist provides individual and small group therapy to children diagnosed with learning needs in these areas. The pathologist also consults with teachers and parents to assist the child.

### Student Contact Information Forms

At the beginning of each school year, parents will be asked to complete a Student Contact Information form and return it with your student as soon as possible. **Throughout the school year, if updates are needed, please contact the office and a new form will be sent home.** This form provides the school with specific instructions about where a child is to go in the event of an emergency dismissal as a school system or specific to Stoneleigh Elementary only. If a parent chooses to have his/her child follow normal dismissal procedures and ride the bus home, this choice is limited to the child's own bus route. Parents may indicate that the child is to ride the bus home, but report to a particular neighbor's house.

### Visitors

Parents/guardians are always welcome to visit our school; however, for security reasons all non-staff adults including volunteers must enter through the front door and report directly to the office. **Visitors must bring their driver's license when visiting the school in order to be signed in through the "Raptor" safety and security program and receive a visitor's badge.** The visitor's badge is a symbol for our students and staff that you have signed in and have a purpose to be in the building. Due to instructional and insurance reasons, younger siblings or other children (out of town friends or relatives) may not attend class parties, volunteer, or visit for the day.

No one will be permitted to interrupt teachers between the hours of 8:35 a.m. and 3:15 p.m. Parent conferences are strictly prohibited during the arrival and dismissal of students.

### Visual Arts Program

The Baltimore County Visual Arts Program is aligned with the National and State Standards for Visual Arts and guided by the Blueprint for Progress. Its mission is to educate all students in creative thinking, creative production, and the artistic process while developing their understanding and appreciation of the artistic achievements of people from different times, places, and cultures.

## Volunteers

Stoneleigh Elementary teachers, administrators, and staff depend on volunteers and value their contributions to enhance the programs and services provided for students. Volunteers are important members of Team BCPS and help our professional staff sustain effective learning environments, enrich the education and experiences of students and build critical partnerships to increase achievement for all students. Volunteers are essential to the educational process, as they bring knowledge and skills into our schools and strengthen classroom instruction.

Prior to each Back-to-School Night, the school will offer computers in the library to complete the BCPS Online Volunteer Orientation. All parents **are required** to be trained prior to volunteering in classrooms or class sponsored activities such as field trips, class parties, class picnics, or cafeteria helper. If you are unable to attend one of the scheduled training sessions, you can view the online orientation at home at a more convenient time, complete the necessary paperwork and send it into school with your student. **No parent will be considered for field trip chaperoning unless they are already on the approved volunteer list.**

For the safety of our students, faculty, staff, and parents, all volunteers must enter through the front door and report directly to the office. **Volunteers must bring their driver's license when volunteering at the school in order to be signed in through the "Raptor" safety and security program and receive a volunteer badge.**

## Withdrawal of Students

When a child needs to be withdrawn from Stoneleigh Elementary, please contact the school office in writing with the withdrawal date as soon as the date is known. A Maryland Student Transfer Record Form will be prepared and given to the student on his/her last day of school. Student records cannot be given to parents. Student records cannot be faxed. The new school must request the child's record.

## Appendix – 2017/2018 Faculty Organization with room and email addresses

### **Classroom Teachers**

#### **Kindergarten**

Ms. Bosco	Room 106	abosco2@bcps.org
Ms. Emerson	Room 108	vemerson@bcps.org
Ms. Fenlason	Room 109	afenlason@bcps.org
Ms. Howard	Room 110	vhoward@bcps.org
Mr. Zimmerman	Room 111	mzimmerman@bcps.org

#### **First Grade**

Ms. Brune	Room 116	jbrune2@bcps.org
Ms. Conroy	Room 113	jconroy2@bcps.org
Ms. Downs	Room 114	mdowns@bcps.org
Ms. Ghattas	Room 117	ehart@bcps.org
Ms. Myers	Room 115	jmyers7@bcps.org

#### **Second Grade**

Ms. Ciattei	Room 215	cciattei@bcps.org
Ms. Donelan	Room 216	ldonelan@bcps.org
Ms. Hancheruk	Room 213	ahancheruk@bcps.org
Ms. Katz	Room 217	jkatz@bcps.org
Ms. Kerns	Room 214	skerns@bcps.org

#### **Third Grade**

Ms. Edwards	Room 209	medwards6@bcps.org
Ms. Hickey	Room 207	khickey@bcps.org
Mr. Mintiens	Room 205	jmintiens@bcps.org
Ms. Schindler	Room 210	sschindler@bcps.org
Ms. Thompson	Room 206	sthompson@bcps.org

#### **Fourth Grade**

Ms. Edwards	Room 212	medwards4@bcps.org
Ms. Eibl	Room 105	meibl@bcps.org
Ms. Engle	Room 121	sengle@bcps.org
Mr. Gieron	Room 112	bgieron@bcps.org
Ms. Harris	Room 101	charris4@bcps.org
Mrs. Lane	Room 107	mlane3@bcps.org

#### **Fifth Grade**

Mr. Detwiler	Room 201	wdetwiler@bcps.org
Mr. Imirie	Room 202	bimirie@bcps.org
Ms. Ortiz	Room 218	sortiz@bcps.org
Ms. Ronson	Room 219	kronson@bcps.org
Mr. Tolerton	Room 211	jtolerton@bcps.org

Third – Fifth Grade Math Split                      Ms. Cordasco                      Room 204  
jcordasco@bcps.org

Fourth/Fifth Grade Spanish                      Ms. Swift                      Room 121  
pswift@bcps.org

**Special Area Teachers/Staff**

**Art**

Ms. Pellegrini                      Room 007                      lpellegrini@bcps.org  
Ms. Glaaser                      Room 008                      jglaaser@bcps.org

**Vocal Music**

Mr. Bosco                      Room 004                      abosco@bcps.org

**Instrumental/Vocal Music**

Ms. Glewwe                      Room 006                      aglewwe@bcps.org

**Physical Education**

Mr. Lane                      Gym                      tlane2@bcps.org  
Mr. Berkey                      Gym                      mberkey@bcps.org

**Librarian**

Ms. Mooney                      Library                      hmonney2@bcps.org  
Ms. Max                      Library                      mlowenthal@bcps.org

**Reading Specialist**

Ms. Asaki                      Room 208                      masaki@bcps.org  
Ms. McGraw                      Room 208                      jmcgraw@bcps.org

**Math Specialist**

Ms. Fisher                      Room 203                      afisher@bcps.org

**STAT**

Ms. McGivney                      Room 203                      bmcgivney@bcps.org

**Special Education**

Ms. Chapdelaine                      Room 005                      schapdelaine@bcps.org  
Ms. Glavaris                      Room 005                      cglavaris@bcps.org  
Ms. Stoner                      Room 005                      astoner2@bcps.org

**ESOL Teacher**

Ms. Hare                      Room 002                      khare@bcps.org  
Ms. Hester                      Room 002                      shester@bcps.org

**Instructional Assistants**

Ms. Bacon	Room 005	tbacon@bcps.org
Ms. Brown	Room 005	lbrown3@bcps.org
Ms. Poole	Room 005	tpoole2@bcps.org

**Speech/Language Pathologist**

Ms. Riddle	Room 001	mriddle@bcps.org
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**School Counselors**

Ms. Gardill	Room 103	mgardill@bcps.org
Ms. Leaf	Room 103	nleaf@bcps.org

**School Nurse**

Ms. Hess	Health Suite	phess@bcps.org
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**School Psychologist**

Ms. Golaner	Health Suite	tgolaner@bcps.org
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**Occupational Therapist**

Ms. Seidenman	Gym	vseidenman@bcps.org
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**Physical Therapist**

Ms. Stillman	Gym	dstillman@bcps.org
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**Cafeteria Manager**

Ms. Kiser	Cafeteria	skiser@bcps.org
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**Cafeteria Aides**

Ms. Green	Cafeteria	
Ms. Soloway	Cafeteria	

**Building Operations Supervisor**

Mr. Richardson	Boiler Room	arichardson@bcps.org
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**Building Service Workers**

Mr. Alsol	Boiler Room	
Ms. Ben	Boiler Room	
Ms. Harris	Boiler Room	
Ms. Randell	Boiler Room	

**Kindergarten Assistant**

Ms. Detwiler	Kindergarten	ldetwiler@bcps.org
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**Secretaries**

Ms. Testen	Office	ktesten@bcps.org
Ms. Tinkler	Office	btinkler@bcps.org

**Administrative Secretary**

Ms. Wingerd Office [dwingerd@bcps.org](mailto:dwingerd@bcps.org)

**Assistant Principal**

Ms. Stevens Office [kstevens2@bcps.org](mailto:kstevens2@bcps.org)  
Ms. Malinowski Office [amalinowski@bcps.org](mailto:amalinowski@bcps.org)

**Principal**

Ms. Hollenbeck Office [hhollenbeck@bcps.org](mailto:hhollenbeck@bcps.org)