Caroline County Public Schools

Elementary Parent-Student Handbook

Caroline County Public Schools
School Administration Building
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Bowling Green, VA 22427
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www.ccps.us

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Achieve
2027
CCPS
ALL THINGS WITH EXCELLENCE

Caroline County Public Schools

Welcome to the new school year! This handbook contains useful information for both parents/guardians and students regarding the daily operations of Caroline County Public Schools three elementary schools. You will find information highlighting some of the division's policies and guidelines that are necessary for the safety, welfare, and well-being of our students. Please keep this handbook throughout the school year. Should you have any questions about the contents of this handbook, contact your school principal.

Bowling Green Elementary

Ms. Cynthia Heckstall
Principal

17502 New Baltimore Rd.
Milford, VA 22514
804-596-2391

"Huskies"

Lewis and Clark Elementary

Ms. Cyndi Brown
Principal

18101 Clark & York Blvd.
Ruther Glen, VA 22546
804-448-0175

" Grizzlies"

Madison Elementary

Ms. Teresa Hicks
Principal

9075 Chance Place
Ruther Glen, VA 22546
804-448-2171

"Mustangs"

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#OneElementary

Achieve 2027 CCPS

ALL THINGS WITH EXCELLENCE

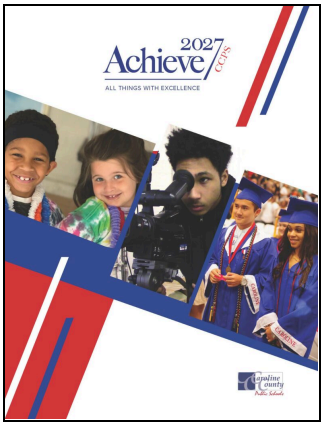
An excellent education is personalized, relevant, and growth-producing; it empowers students to reach levels previously unknown, and it is one that affords student voice throughout the educational process. Quite simply, providing excellence in education is about meeting each student where they are emotionally, socially, and academically and ensuring their needs are met through access to a diverse offering of services, resources, and opportunities.

Achieve 2027 will serve as a roadmap to 3E Readiness for all CCPS graduates. Through intentional collaboration, a relentless focus on evidence, and a commitment to action, assessment, and adjustment, each student will work intentionally alongside staff, community partners, and family members to reach their post-secondary pathway: Enrolled, Enlisted, and/or Employed. The CCPS school community will embrace continuous improvement practices to maintain purposeful focus on teaching and learning, relationships, health and safety, and talent management. This collective school community effort will yield student graduates with the knowledge, skills, and experiences needed to succeed regardless of their future endeavors.

Focused and empowered by our vision, mission, and core values, we know there is still work that needs to be done to strategically employ new ideas and resources to elevate our comprehensive student and employee experience. We will continue to remain fiscally responsible while providing programming and resources that maximize student and educator impact. We encourage all of our stakeholders to understand our strategic plan and to work alongside to... Achieve 2027!

Measures of Success: Visit ccps.us and select Strategic Plan under the Division header...select the goal to learn more about the achievements of Caroline County Public Schools and Achieve 2027.

Goal 1: Teaching & Learning Goal 2: Relationships Goal 3: Health & Safety Goal 4: Talent Management



Caroline County Public Schools
2025-2026 Instructional Calendar

4 Holiday

JULY '25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST '25

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

28-1 New Teacher Academy
4-8 Teacher Prep Workdays/PD
11 First Day of School (PreK, K, 6, 9)
12 First Day for All
29 No School

14 St./19 T days - 1st Q

1 Holiday
12 Interims

22 St./22 T days - 1st Q

SEPTEMBER '25

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER '25

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9 End of 1st Quarter
10 No School
10 1/2 PD - 1/2 Workday
13 No School/Fall Break (Make-up Day)
17 Report Cards

7 St./8 T days - 1st Q
14 St./14 T days - 2nd Q

2 Daylight Savings Ends (Fall Back)
3 No School - Wellness day
4 No School - Election Day
4 PK-12 PTCS/Workday (8:00-4:00)
14 Interims
26-28 No School - Holiday

15 St./16 T days - 2nd Q

NOVEMBER '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER '25

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 End of 1st Semester
22 No School - Winter Break Starts

15 St./15 T days - 2nd Q

1-2 Winter Break
5 No School - Workday (Make-up Day)
6 School Reopens
9 Report Cards
19 No School - Holiday

18 St/19 T days - 3rd Q

JANUARY '26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

5 Interims
12 PTSC (CMS/CHS 3-6 PM)
12 PTCS (PK-5: 4-7PM)
13 No School - 1/2 PTSC & 1/2 PD (PM)
16 No School/ Holiday (Make-up Day)

18 St./19 T days - 3rd Q

6 End of 3rd Quarter
9 No School
9 1/2 PD Day & 1/2 Workday
13 Report Cards
30-31 No School - Spring Break Begins

5 St./ 5 T days - 3rd Q
14 St./15 T days - 4th Q

MARCH '26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-3 No School - Spring Break
6 Workday (Make-up Day)
17 Interims

18 St./ 19 T days - 4th Q

21 End of 4th Quarter
22 Workday (Make-up Day)
25 Holiday

15 St./16 T days - 4th Q

MAY '26

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '26

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Report Cards
19 Holiday (Juneteenth)

(990 Hours): The School Board reserves the right to make changes to this calendar as necessary.

Tips for a Successful School Year

Talk to your child's teacher frequently. Together we are a team for your child's academic success.	**Encourage your child to succeed by** encouraging his/her best work and praising his/her efforts towards achieving a goal.
Provide a quiet place and a consistent time to do homework. Support your child in homework efforts, but refrain from doing it for him/her.	**Refrain from sending a sick child or one who has had a fever within the past 24 hours**. This precaution will help preserve the health of other children.
Teach your child to show respect for others by using polite responses such as "yes," "no," *please," "thank you," and "excuse me."*	**Discuss with your child what it means to be a responsible digital citizen** and the important role we all have in using technology and social media wisely.
Model and reinforce appropriate behavior.	**Involve your child with daily reading and writing activities.**
Listen to your child and encourage him/her to talk about new experiences.	**See that your child gets a good night's sleep** and has a **nutritious breakfast.**

Instructional Calendar and School Hours

The current instructional calendar is featured on the previous page. Each year CCPS collaborates with community stakeholders to develop and propose a calendar for the upcoming school year(s). Calendars are approved by the school board in advance of the new school year to allow families proper planning of childcare, wellness, and vacations. Students are expected to attend school during the identified instructional days. Please see Attendance Policies and the CCPS Code of Student Conduct for additional guidelines.

School Hours

Student Arrival:	8:30-8:50 am	School doors are open for walkers, car and bus riders.
Instruction Begins:	9:00 am	
	Students arriving after this time will be identified as tardy. See Late Arrivals and Code of Conduct.	
Student Dismissal:	3:25 pm	Walkers/Car riders
	3:30 pm	Buses

Attendance Policies

Excused Absence

An excused absence is one in which the parent has communicated (in **written documentation within three days of returning back to school**) the reason for the child's absence and school officials consider the reason valid.

Excused absences include:

- Student illness - Student illness for more than three (3) consecutive days will require a doctor's note.
- Death or serious illness of a family member
- Doctor, dentist, or therapist appointment
- Pre-approved travel for family emergencies or vacation
- College visitations
- Subpoenas for court
- Religious observances

Reasons outside of those listed shall be subject to approval. If you know your child will not be present in school, please contact the school via telephone and submit a written note within three days after returning to school.

Unexcused Absence

An unexcused absence is one in which the parent has **NOT** communicated to school officials in writing the reason for their child's absence; or the parent has communicated to school officials the reason for their child's absence and school officials consider the reason invalid.

Unexcused absences include, but are not limited to the following: oversleeping, tiredness, hair care appointments, shopping, recreational activities, childcare issues, missed school buses, personal transportation problems, bus suspensions, and vacations (unless previously approved).

To report an electronic absence, please use the following email address for your child's school...

Bowling Green Elementary bgeattendance@ccps.us
Lewis and Clark Elementary lcesattendance@ccps.us
Madison Elementary School mesattendance@ccps.us

All excused, unexcused, and medical excuses are taken into consideration when determining whether a child is chronically absent. Chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month.

Arrivals and Dismissals

Late Arrivals

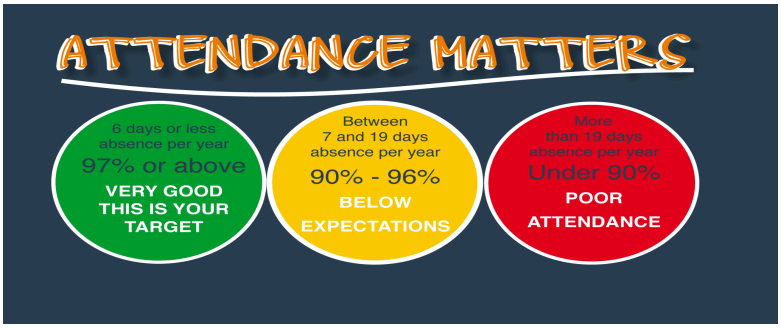
School instructional hours are 8:50 am - 3:30 pm. Students should arrive at school between 8:30 am - 8:50 am and go directly to their classrooms. Supervision for students arriving before 8:30 am is not available. At this time, teachers are readying for a successful school day, planning with colleagues, and participating in meetings or professional learning sessions. For the safety of your child, students should not be dropped off unsupervised prior to 8:30 am. Students arriving after 8:50 am will be documented as tardy for the instructional day. When tardy, parents/guardians must escort their child(ren) into the office to sign in and the child(ren) will receive a tardy pass to enter class.

Early Dismissals

Instruction and learning continually take place in the classrooms. It is highly recommended that students stay in attendance until 3:25 pm. Students leaving before this time will be documented as dismissed prior to the close of the instructional day. If a parent desires to take his/her child out of school early, he/she must report to the office to communicate and sign out the student prior to 3:00pm. It is required that parents send notes to the school's main office to communicate the mode of transportation changes for a child's dismissal. Due to safety concerns, phone calls are not permissible to change the dismissal routine for any student. No student will be permitted to leave school during the school day without being signed out by a parent or designated adult who is listed on the student's contact information.

Our schools follow safety guidelines and are 100% identification schools. Any adult who picks up a child will be asked to show valid identification. All notes from parents must have a contact phone number in case there is a need for verification. Please understand this policy is to ensure the safety of students.

Tardiness or early dismissal from school will be considered excused for the same reasons listed for excused absences. Students must be in school a minimum of three hours to be counted present. Students with a combined total of five (5) tardies and /or early dismissals during a grading period will not be eligible for perfect attendance awards. Missed instruction, regardless of the reason, can have significant academic consequences. Therefore, the broader emphasis is on improving attendance for every student.



Child Find Screenings

Child Find is a federally mandated initiative, established under the Individuals with Disabilities Education Act (IDEA), designed to systematically locate, identify, and evaluate children from birth through age 21 who may require special education and related services due to a disability. This vital process ensures that all eligible children receive the necessary support to access appropriate educational opportunities. Screenings conducted as part of Child Find are provided at no cost to families, with the overarching objective of facilitating early intervention and specialized services, thereby maximizing each child's potential for growth and success. Screening is part of identifying the individual needs of each child. Schools will conduct screenings in the areas of speech, voice, language, and fine and gross motor functions.

The vision and hearing for all children in grades three, seven, and 10, must be screened within 60 days of the beginning of the school year. You will receive a general notice about the screening and will be notified if your child fails the screening.

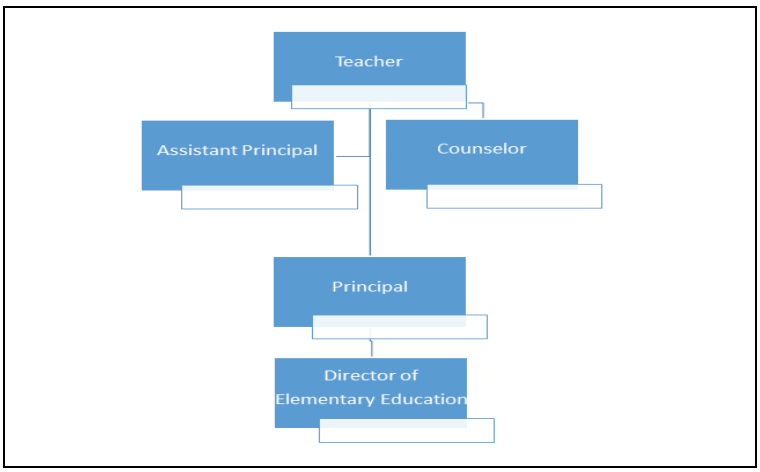
Communication

Communication is vital for a successful school year, and keeping in touch with your child's school and teacher is important to the academic success of your child. The faculty and staff will strive to communicate with you through phone calls, agendas, homework, notes, newsletters, parent updates, the school webpage, and School Messenger recordings. The district website and Facebook are avenues for information about the school division and current events with the schools.

Parents and guardians are encouraged to communicate with teachers about their child's progress through notes, e-mail, telephones, or SchoolStatus Connect. **SchoolStatus Connect** is an all-in-one tool that will make it easier than ever to stay informed and connected with your child's school, teachers, and division updates (including weather delays, closings, emergency communications, late buses, and absences/tardiness). With SchoolStatus Connect, you will receive announcements, messages, event information, photos, and more—all in your preferred language, all in your preferred communication method (text, email, and/or app,) and all in one convenient platform regardless of the school your child attends!

Back-to-School nights and orientation events are opportunities to learn general information about the school and your child's class and teacher. Parent-Teacher conferences are scheduled several times a year which provide opportunities for more individualized information about your child's progress. For a conference at any time other than on a regular scheduled school conference date, please call your child's teacher, school counselor, or office staff to make arrangements to meet with the teacher. "Drop by" or unscheduled meetings are discouraged as they may take time away from the delivery of educational services. It is our goal to provide effective home-school communication. Please refer to the chart below for the Home-School Communication path for elementary education, Preschool thru fifth grade.

While Caroline County Public Schools offers **Write CCPS,** a two-way customer service platform designed to provide official feedback/information to our Caroline school community, it is recommended that parents follow the respected chain of command exhausting all school level resources and supports prior to seeking additional information. Social media is not a recommended method of communication regarding individual students, staff, and/or school circumstances.



Parent Portal

Powerschool Parent Portal provides easy online access to class grades, attendance information and student schedules. If more than one child is enrolled in the school system, parents and guardians can view all of their children's information in one place. Parents and guardians create an account using credentials obtained from their child's school. The account creation letter which includes an access ID and password can be obtained by reaching out to your child's guidance counselor. With this tool, parents are able to stay informed and engaged in their child's education. Parent Portal gives parents and guardians access to:

- View your child's grades, report cards, and transcript
- See your child's schedule
- Monitor your child's attendance
- Communicate with your child's teachers
- Stay current on homework, projects and deadlines
- View contact information

Inclement Weather/Emergency Situations

In the event of inclement weather or other emergency situations, it may be necessary to close schools, delay the start of the school day, or close schools early. As soon as a decision is made to implement one of these changes, we post the information on our web site – www.ccps.us, Facebook, and Twitter. Notifications will also be made through our mass phone/email notification service, SchoolStatus Connect

Extreme Weather/Questionable Weather Event: In the event of a Tornado Warning - students will not be released from the building until it has been lifted. This means families will not be allowed into the building to pick up their child nor will their child be released. In the event of a Tornado Watch - regular dismissal procedures will occur.

STOPit

STOPit is for reporting information anonymously. It is designed to keep students safe from bullying, drugs, suicide, gangs, violence, and any other threats to student safety. Students and parents may report anonymously via mobile app, web, or phone hotline service. STOPit is 100% anonymous, 100% of the time. STOPit is not monitored in real-time. If this matter involves the risk of injury or is life-threatening, you should call 911. Please visit the CCPS website at www.ccps.us to access STOPit.

Grading and Promotion Guidelines

Each student should learn the relevant grade level subject matter before promotion to the next grade. A formal report on a student's academic progress is provided to parents each nine weeks of the school year. Interim grades are available on the PowerSchool Parent Portal for all students to inform parents of progress. Below is the elementary grading scale for CCPS.

Pre-K, Kindergarten & First Grade	Grades 2-5	
4 - Excelling and Demonstrating mastery	**A+** 97-100	**C** 70-76
3 - Succeeding towards mastery	**A** 90-96	**D+** 67-69
2 - Progressing towards mastery	**B+** 87-89	**D** 60-66
1 - Needs Improvement to obtain mastery	**B** 80-86	**F** 0-59
N/A - Not Assessed	**C+** 77-79	

High Quality Instructional Materials

Teachers and students are provisioned with the following instructional and learning materials:

- English Language Arts - Benchmark Advance (K-5)
- Mathematics - Kiddom (K-5)
- Science
    - Exploring Science All Around Us by Five Ponds Press (K-2)
    - STEMscopes Virginia (3-5)
- History & Social Sciences

- Our World by Five Ponds Press (K-3)
- Our Virginia by Five Ponds Press (4)

Assessments

Assessments and Standardized Testing

Students will be assessed at various times in the school year. The purpose is to help evaluate the curriculum of the school and to identify strengths and weaknesses within our program. It may also be valuable to help identify students who may need special programs and assistance. Below is a chart listing the county-wide assessments for each grade level.

Virginia Kindergarten Readiness Program (VKRP) - **Preschool & Kindergarten** Virginia Language & Literacy Screening System (VALLS) - **PreSchool - Grade 5**	County-Wide Common Assessments - **Grade 2-Grade 5**
STAR Reading - **Grade 2-5** for progress monitoring	Performance-Based Assessments: Science and History - **Grade 3**
STAR Math - **Grade 1 -5** for progress monitoring	Virginia Growth Assessments: **Grade 3-5**: Reading and Math

Students in grades 3-5 will be administered state standardized tests each year called Standards of Learning tests. Students in third grade will be assessed in reading and math, fourth grade students will be assessed in reading, math and Virginia Studies, and fifth grade students will be assessed in reading, math and science. If you have any questions or concerns about our standardized testing program or if you need assistance interpreting test results, please contact the school testing coordinator or principal.

Parent Resource Support

Parent Resource Center (PTRC)

The Parent Teacher Resource Center is an information center for all Caroline County families, teachers, and others concerned about the care and education of children. Each school occupies a center led by a Family Engagement Coordinator and is open to all families and educators. Materials are made available to the PTRC through funding from the Title I Program, Special Education, Title VI and local funds. It is designed to be the bridge connecting educators and families by promoting the parent/teacher partnership.

Programs of Interest

Clubs

Extracurricular activities can nurture the academic, social, emotional and physical growth of our students. All elementary schools offer a variety of before or after school clubs. Be on the lookout for information regarding specific clubs at your child's school. Some clubs have limited space and may require a small fee and/or a solid commitment.

Exceptional Education

All students with disabilities who are eligible for special education services participate in the elementary curriculum according to their Individualized Educational Plans (IEP). A variety of programs are provided to meet the student's individual needs including instructional and related services. Parents, teachers, counselors, or administrators may refer students to the Exceptional Education Department to determine eligibility for these services. For more information regarding special education services please see the "The Virginia Family's Guide to Special Education" available on the Virginia Department of Education website.

Gifted Education

Gifted Education is provided to students in grades K-12. The program is called **Search** and is incorporated into the curriculum in all schools. Multiple criteria are used for identifying gifted students. Students may be referred for the gifted academic program in grades 1-12 at any point during the school year. Kindergarten students may be referred during the second semester only. Students may be referred by members of the school staff, an administrator, parents, peers, community members, or by the student him/herself. Students in elementary school may be identified as gifted in the areas of general intellectual or specific academic (language arts or mathematics). Beginning in 6th grade students may be identified in the area of visual/performing arts, after they have had time to develop their artistic talents. Students identified as gifted are placed in classroom clusters and participate in a pull-out program. Differentiated instruction will be provided through enriched and accelerated learning activities and a variety of challenges including critical thinking, creative thinking and problem solving.

School Counseling

The school counselor supports the positive growth and development of the entire child including his or her academic, social and emotional well-being within his or her school, home and community. To meet this goal, counseling services are provided through classroom lessons and activities, individual counseling, small group counseling, as well as consultation with parents, school personnel, and outside service agencies. Students may see the school counselor through a parent, teacher, administrative or self referral.

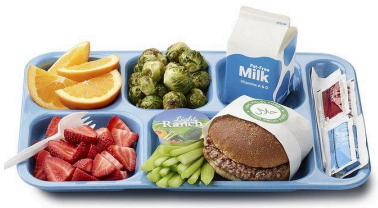
School Meals

Breakfast and lunch are both available at all schools. Meals are currently provided at no cost to the student under the Community Eligibility Program. All students receive a student identification number which they use daily. Menus will be sent home at the beginning of each month. Students may choose to bring lunch to school. Lunch is a requirement, and no child will be allowed to go without lunch. Students may purchase additional lunch or snack items at meal time.

Pre-payment with **MySchoolBucks.com** is encouraged for students to purchase items to complement their meal. Parents are able to create an account and view information.

Parents are able to monitor account balances, view recent purchases in the cafeteria, add money to their student's account, and set low balance alerts through this system.

	Breakfast	**Lunch**
Reduced Student	Free	Free
Elementary Student Students usually incur cost for school meals, however CCPS has been approved for CEP funded meals for all students.	Free (CEP)	Free (CEP)
Adult-Prices subject to change	$2.85	$4.85



School Visitors

Visitors/Volunteers/ID Check

CCPS has a 100% ID check for all visitors and volunteers. Please have your ID available upon entering the building. Report directly to the main office to sign-in and receive a visitor's pass. All visitor and volunteer licenses/ID's will be scanned.

Instructional time is valuable and visits need to be scheduled around that time. Parents are invited to visit the school for assemblies, field trips, lunch, presentations, etc. Visitors are required to sign in at the main office and obtain a visitor's pass/sticker before entering the instructional areas of the building. All visitors must wear a visitor's badge while visiting for any reason in the school building. Immediately following all visits please return to the main office to finalize check out procedures.

Student Expectations

Dress Code

Students are expected to maintain an appearance that is not distracting to teachers or students, or in any way disruptive to the instructional program of the school. Clothing that may be hazardous to the health and safety of other students, teachers, and staff must not be worn at school. Maintaining appropriate appearance during school hours and at official school functions is the responsibility of the parents and students. The dress code in its entirety may be found in the Caroline County Code of Student Conduct.

Homework

Responsibility is a priority at school, and students are encouraged to be responsible for their homework. Agendas may be utilized as a tool to promote good homework organization and provide two-way communication between home and school. Students are expected to practice skills within each content, as assigned nightly, and return it to school by the assigned day.

Moment of Silence

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one moment of silence in each classroom of the division. During the one-minute of silence, the teacher responsible for each classroom shall take care that all students remain seated and silent and make no distracting display to the end that each student may, in the exercise of his/her choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.
*CODE OF VIRGINIA S 22.1-203

Please review the Code of Student Conduct for more detailed information regarding student expectations. It can be found at the CCPS website www.ccps.us under the Safety & Compliance tab.

Student and Parental Rights

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (20 U.S.C.§1232h) applies to programs that receive funding from the U.S. Department of Education ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor-students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
    1. Mental or psychological problems of the student or the student's family.
    2. Sexual behavior or attitudes.
    3. Illegal, anti-social, self-incriminating, or demeaning behavior.
    4. Critical appraisals of other individuals with whom respondents have close family relationships.
    5. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
    6. Religious practices, affiliations, or beliefs of the student or of the student's parents.
    7. Income other than as required by law to determine program eligibility.

Parents or eligible students who believe that their rights have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887. Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. You may also use the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Equal Educational Opportunities/ Nondiscrimination Statement

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise

of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities. The School Board shall:

- provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
- not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled persons in the provision of health, welfare or social services

Early Childhood Identification & Services (Child Find)

Screening is part of identifying the individual needs of each child. The purpose of Child Find screenings is to determine if a referral for an evaluation for special education and related services is indicated. Schools will conduct screenings in the areas of speech, voice, language, and fine and gross motor functions. The vision and hearing for all children in grades three, seven, and 10, must be screened within 60 days of the beginning of the school year. You will receive a general notice about the screening and will be notified if your child fails the screening.

Transportation

Bus transportation is provided to and from school for CCPS students and is based on each school's transportation zone. Buses do not cross school zones as students attend school within their school's community zone allowing for efficient pick up and drop off.
As parents/guardians, you can help ensure our students arrive at and from school safely each day. Be sure your child arrives at his/her bus stop five to ten minutes before the bus is scheduled to arrive and remind your child to stand at least five giant steps (10 feet) away from the curb or road. Parents/Guardians are highly encouraged to walk students to and from the bus stop. Students who are allowed to walk to and from the bus stop without the presence of an adult present must present a written notice to the driver. If there is not a note on file, the student will not be permitted to walk from the bus stop without an adult present.

Students are expected to behave properly and observe all rules. Parents/guardians are encouraged to remind their children of acceptable behavior on a school bus. Riding the school bus is a privilege and disciplinary actions may result in riding accommodations and/or removal of bus riding privileges.
A note is required for any transportation changes. Notes should be written by parents and should be delivered to the office in the morning. **Phone calls, faxed messages, or e-mails will not be accepted**

for any transportation changes due to safety issues. A change must be written or the parent needs to come to school to make a change.

Students are not allowed to ride on a different bus without a written request from a parent/guardian. This request should include the bus number and the 911 address where the student will be getting off in the afternoon. They will be required to go home on their regular bus.

Parents who drive their child to school should make every effort to be punctual. Students should not arrive earlier than 8:30am and no later than 9:00 am. Students riding home in cars will be released at 3:25pm.

Safety Tips for Students Riding the Bus

Make sure your child stays within sight of the bus/car driver. Children should be taught to stay **10 feet** away from a bus/car.	All students riding the bus should go directly to a seat and **sit quietly**. This allows the bus/car driver to concentrate on driving safely.
Make sure your child does not step onto the bus/car until it has completely stopped. Students should never run in front or behind the bus/car.	Students should refrain from placing any part of their body and/or objects through the bus/car window.
Keep hands, objects, and feet to self while at the bus/car stop.	All school rules and expectations apply while riding on any CCPS transportation.

Parents/Guardians are not allowed to step onto the school bus at any time.

Safe Schools and Emergency Procedures

Birthday Celebrations

Parents are encouraged to coordinate with the classroom teacher before bringing in birthday treats. Please contact your child's teacher to make arrangements. Teachers will be responsible for notifying the office staff of your expected arrival. This procedure is in place to protect instructional time for the students. For the safety of students, food items **must be purchased** from a store and contain a list of ingredients. Birthday invitations cannot be distributed at school. Balloons can be a choking hazard and are not allowed in school.

Code of Conduct
A positive, engaging, and safe environment is a necessity for learning. CCPS strives to make all school buildings and grounds safe and conducive for learning to take place. The Caroline County Student Code of Conduct will be strictly adhered to in order to make schools safe places for learning.

Crisis Management
CCPS is committed to providing a safe environment for students, staff, and visitors. Each elementary school has an approved crisis management plan of action in case of fire, bomb threats, tornadoes, earthquakes, lockdowns, and other emergency situations. The staff conducts periodic drills (announced and unannounced) in preparation for necessary action. Schools work in conjunction with local police and fire department agencies in response to all emergencies. In case of an emergency School Messenger the division notification system, will be used to send updates through phone calls and/or emails. It is critical that households keep accurate contact information on file in the office to ensure timely receipt of emergency communication.

Custodial/Non-Custodial Parent
A court-approved document is required for our files to support custodial arrangements between divorced or separated parents. Otherwise, either a parent that is listed on the student's registration form or emergency contact has the right to request academic records, contact school staff, and pick up their child from school.

Drug-Free Zone
Caroline County Public Schools is a Drug-Free Zone. Smoking, drugs, vaping and alcohol are not allowed in the school building or on school grounds at any time.

Emergency Phone Numbers/Email
Please **provide the school with at least two emergency contacts** for your child. In the event of a serious accident or illness at school, parents will be called. If the school is unable to reach a parent, someone on the emergency contact list will be notified. Please ensure your current email is on file and up to date.

Nurse's Clinic Information
If a child develops a fever **(100 degrees or more)** while in school, the clinic will contact the student's parent(s)/guardian. If your child has a fever of 100 degrees or more in the morning or has a communicable disease, **do not send him/her to school.** A child **must be fever free for 24 hours without medicine** before returning to school. If your child has a communicable disease (chicken pox, pink eye, strep, etc.) do

not send him/her back to school without consulting your family physician. Notify the school as soon as possible in order to help the school quickly recognize additional cases of that disease.

Employees of Caroline County Public School Board may give prescription or non-prescription over-the-counter) medication for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner, and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. More information can be found in the CCPS Student Code of Conduct.

Prohibited Items

Students are not permitted to bring firearms, explosives, knives, boomerangs, slingshots, and other potentially dangerous items to school. Look-alike weapons are also prohibited on school grounds. Failure to follow this policy will result in suspension.

Students are not permitted to bring ipods, cd players, radios, computer games or toys to school or on school field trips. Sports equipment, such as footballs, basketballs, etc., are not allowed to be brought to school. The school is not responsible for confiscated items, and parents will be required to pick up items from school.

Large sums of money should not be carried by students at school. This practice is highly discouraged as is selling items from student to student. The school is not responsible for lost items or money.

Refer to and adhere to the CCPS revised cell phone policy as cell phone use is prohibited during the school day.

Technology

Students and Technology

Technology extends the classroom beyond the school building by providing access to information and resources. Students will have access to available school system technology resources for educational purposes. Parents and guardians will be expected to discuss the terms and conditions of the Acceptable Use Policy (AUP) and the Digital Citizenship Agreement with their child and sign the student handbook acknowledgement form each school year. This form can be found in the back of the Caroline County Code of Student Conduct. Students will be held responsible for the appropriate use of CCPS technology and will be subject to disciplinary action for any violation of the Acceptable Use Policy.

Tips for Being a Responsible Digital Citizen

Keep passwords private and not share with friends	Only post text and images that are appropriate for school
Understand cyberbullying and refrain from using computers to bully or harass other people	Log on to a computer with your username and password and not another student's information
Web browse for school research and not visit inappropriate websites	Understand "fair use" and copyright as it applies to school work and assignments
Will not forward inappropriate materials or hurtful comments or spread rumors	Will only play games on school computers with instructions from the teacher

Parents and Technology

When volunteering or during school business, CCPS upholds a cell phone free school. Silence your phones upon entering your child's school. **Parents/visitors/volunteers are not allowed to photograph or video students in classrooms or outside of school performances.**

News/Photography

Students and/or their academic work may be photographed, videotaped, and/or audiotaped while participating in school-sponsored activities and learning experiences. A parent may withhold approval to photograph, videotape, and/or audiotape a student and/or academic work by completing the ***Release Form for Published Student Information*** found in the back of the Caroline County Code of Student Conduct. The form must be submitted to your child's teacher within seven days of entering school each year.

Virtual Learning

Students will have opportunities to participate in blended learning. Students are expected to follow the guidelines provided in the Caroline County Code of Student Conduct regarding internet safety and acceptable computer system use policy. Parents are highly encouraged to monitor and support students while participating in virtual learning programs and activities.

#OneElementary