

FULLERTON PROCEDURES

1) What are the school hours at Fullerton?

9:05-9:20- Students Enter the Building; 9:20- Instruction Begins; 3:50- 4:05 Dismissal

2) What are the arrival and dismissal procedures?

Arrival Procedures

Children are expected to come to school regularly and on time. For the safety and welfare of the students, it is imperative that no children arrive at school before 9:05 a.m. since no adult supervision can be provided prior to that time. Students need to be in their classrooms by 9:20 a.m. Anyone arriving after the 9:20 bell must obtain a late pass from the main office. A parent must come into the office to sign in late students. Grades one through five will enter through the cafeteria doors. Kindergarten students will enter through the kindergarten doors. Pre- K will enter through the Pre-K doors. Bus riders, except kindergarten, will enter through the main lobby doors. All students are to report directly to breakfast, and/or to their classrooms. We appreciate that our parents model the safe crossing at all crosswalks. Crossing guards will be on duty to ensure safety. A **drop-off lane** is also available for students who are driven to school in the morning. **Please drive through the lane marked with cones to drop off your child. A faculty member will help your child exit the car door located on the passenger side of the vehicle only. Parents are asked to refrain from getting out of their car, or dropping off students at another location near our school.**

DOGS AND OTHER PETS ARE NOT PERMITTED ON SCHOOL GROUNDS DURING ARRIVAL AND DISMISSAL.

Tardiness

It is the family's responsibility to get their child to school on time. Student tardiness is disruptive to the educational program. No student will be admitted to class after the 9:20 bell without a late pass. When a bus is late, students will not be marked late. **Parents are responsible for accompanying their child to the front office to obtain a late pass when a child is tardy.**

Regular Dismissal

Kindergarten walkers/car riders are dismissed at 3:50p.m.from the Kindergarten doors. Pre-kindergarten walkers/car riders are dismissed at 3:45 at the pre-k doors. All other grade levels will be dismissed through the front doors after hearing their grade level announced. Parking is permitted in the senior center after 3pm. Parents who park in the senior center should meet their child at the front doors and use the crosswalks. This will help to ensure the safety of all students. **No parking is permitted in the bus loop during dismissal. Red Rider loop has been discontinued.**

Early Dismissal

To sign a child out for early dismissal, parents will report directly to the office, sign the child out, and wait there until the child has been called from class. 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 3:30 p.m. except in the case of an extreme emergency.** Early departures should occur only in extreme situations. Doctor/dentist appointments, etc. should be scheduled before or after regular school hours to minimize the loss of instructional time.

If there is 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 and phone calls are not acceptable as notification of a change.** If a change of dismissal is needed during the middle of the day, the office should be called.

3) What is the nutritional program at school?

We are excited to announce, all students will have the opportunity to eat breakfast in their classroom at Fullerton, at no charge. Breakfast will include milk, juice, and/or fruit, and an entrée. This program, which is called Breakfast in the Classroom (BIC), is funded by many organizations. We will continue to offer school lunch in the cafeteria, under the traditional payment system. When buying food from the cafeteria Lunch is served everyday that schools are open. Students may bring lunch from home or purchase a lunch from the cafeteria. There are several choices available for lunch each day.. If a child forgets his/her lunch and there is no money on student's account, the school will provide a simple alternative. Menus are sent home monthly. Additionally, they are also available on the BCPS website. When buying lunch, students may pay cash daily or use express account. Parents/guardians are encouraged to put money on student accounts by sending in checks or using MY SCHOOL BUCKS. You can sign up for your free account by going to myschoolbucks.com. MY SCHOOL BUCKS accepts credit cards, debit cards and electronic checks. The system allows you to view account balances and meal purchases, schedule automatic payments, and make payments at anytime. **Please note:** Due to the

number of students at each lunch setting, parents/guardians are not allowed to eat lunch with the students. There are provisions with students with allergies.

4) What are the health and medical policies?

Immunizations

State laws require specific immunizations for students entering school. Your child may not begin school unless the required health forms have been filed with the school nurse, or a student is exempt. The school nurse will notify parents if immunization records are not up to date.

Medication

There are occasions when a physician considers it necessary to administer medication during the school day. In these cases, the Baltimore County policy determines that:

- No prescription medication will be administered in school without the parent's/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and for each medication ordered.
- It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container. Children are not permitted to bring medication on the bus.
- The school must have on file in the student's health folder a "Physician's Medication Authorization for Prescription" and/or "Discretionary Medication" form before any medication can be administered.
- The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
- All medication will be stored in a secure area in the school and accessible only to authorized personnel.
- No child is allowed to keep any medication on his/her person.
- Notify the school, including the teacher, if your child has any continuing health problems such as allergic reactions to bee stings or food, asthma, heart murmur, etc.

Visits to the Nurse

- When a student visits the nurse, it is at the nurse's discretion if and how she communicates with parents. Parents will only receive notification when:
 - Parent observation or follow-up is recommended
 - A student needs to go home or there is an emergency.

Our amazing school nurse is Ms. Wall and her email is swall@bcps.org

5) What do I need to know about absences

Student Absences

Since research shows that student achievement is directly related to attendance, regular on-time attendance is vital for your child's school success. It is disruptive to your child's education to schedule vacations or extracurricular activities during school hours. Please refer to the school calendar when making your family vacation plans. 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 a classmate. **Teachers are not expected to provide work ahead of time or provide alternate assignments.**

Absence Procedures

The law requires a written excuse any time a child is absent. Excused absences include illness, bereavement, religious observance, and family emergencies. The excuse must be received by the school within two school days and contain the date of absence, the reason, and the signature of the parent/guardian. Without this information, the absence is coded "unlawful". A written excuse from a physician is required for long-range absences.

6) Does Fullerton have a school guidance program?

The counseling program 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 discussion with the counselor, students are offered a listening ear and guidance for coping with individual issues or socialization that impact their education in a healthy classroom environment.

The school counselor supports the social, emotional, and academic development of our students by:

- meeting with students, individually or in small groups
- teaching classroom guidance lessons
- coordinating the monthly school themes on character education
- providing and coordinating parent education
- coordinating and planning Career Day

The school 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. Our amazing, full-time school counselor is Ms. Cossaboon and her email is ccossaboon@bcps.org additionally, we are excited to announce that Fullerton has an additional .5 guidance counselor. Ms. Dinah Hong will be at Fullerton every day in the mornings. We are working to obtain an email account for Ms. Hong.

7) How can I become a part of the PTA or Volunteer at Fullerton?

Parents are invited to participate in the parent teacher organization (PTA). At the beginning of each school year, information is sent home about membership, direct donation, and the PTA's volunteer program. Our first PTA meeting is scheduled for Tuesday, September 3 at 7PM. Meetings take place in the school's faculty lounge. After September 3rd, PTA meetings will be held on the first Monday of the month, at 6PM. The PTA meetings are listed on the Fullerton magnetic calendar. Additionally, the PTA has a PTA Facebook page- FullertonElemPTA and additional PTA information can be found on the school's website.

Volunteers are an essential support system at Fullerton. They help at school, as well as with home activities. **Please note:** Parents cannot volunteer at school or attend field trips without completing the Parent Volunteer Training. The training can be completed online in 30 minutes or less and is required by Baltimore County Public Schools. To be trained to volunteer please visit: <https://bcpsvolunteers.md.safeschools.com/register/Oc626573>

Completed volunteer certificates must be submitted to the front office as record the training as been completed.

8) Do students take field trips?

All field trips at Fullerton 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. Students may not go on field trips without written permission.

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

- Field trips are considered part of the learning program. Students who interfere with the learning process may be excluded from participation.
- Appropriate behavior is expected. All BCPS and school rules must be followed.
- Parents who wish to chaperone must participate in the Parent Volunteer Training Program offered online before the day of the trip.
- 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 Administration.

Please note: Parents cannot volunteer at school or attend field trips without completing the Parent Volunteer Training. The training can be completed online in 30 minutes or less and is required by Baltimore County Public Schools. To be trained to volunteer please visit: <http://bcpsvolunteers.md.safeschools.com/register/Oc626573>

Completed volunteer certificates must be submitted to the front office as record the training has been completed.

9) What are the behavioral expectations for students?

The staff at Fullerton Elementary is committed to providing a safe secure teaching, learning, and work setting that promotes individual wellbeing, and provides positive, respectful, and caring environments for everyone. In order to achieve this goal Fullerton staff and students practice Restorative Practices and implement Conscious Discipline.

Parents are requested to refer to the Baltimore County Public School Student Behavior Handbook for specific information regarding student behavior. Every child receives a copy of the handbook, which is reviewed with them at school by school personnel in September. Parents will be asked to electronically verify with their signature that they have reviewed the Behavior Handbook with their child at home.

10) How can I obtain more information about school closings?

Inclement Weather

When it is decided that schools are to be closed for inclement weather, local television and radio stations will make announcements. The information will also be posted on the BCPS website at www.bcps.org. These announcements are made for the cancellation of school, as well as for delayed openings and early dismissals.

Delayed Openings

One-Hour delay - Fullerton opens at 10:05 a.m.

Two-Hour delay - Fullerton opens at 11:05 a.m. (Breakfast is NOT served)

Early Dismissal

One-Hour Early - Fullerton dismisses at 2:50 PM (Follow normal lunch schedule)

Two-Hour Early - Fullerton dismisses at 1:50 PM (Follow modified lunch schedule)

Three-Hour Early - Fullerton dismisses at 12:50 PM (Follow modified lunch schedule)

When Baltimore County Public Schools close early for inclement weather, after-school care (Open Door) is also closed.

Please see the BCPS calendar for scheduled half day and full day school closings.

<http://www.bcps.org/calendars>

11) How do I visit Fullerton?

Parents/guardians are always welcome to visit our school; however, for security reasons all non-staff adults including volunteers must sign in at the school office and wear 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. On the first visit, parents will be asked to share their driver's license with the front office staff to obtain clearance to enter the building. This Baltimore County Public School procedure is in place to ensure the safety and security of our school for the students. 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 9:00 a.m. and 4:00 p.m. Parent conferences are strictly prohibited during the arrival and dismissal of students. If a parent wishes to observe in their child's classroom, they may send a request to the teacher and the office to schedule an appointment.

12) Are birthdays celebrated at school?

Birthdays are an exciting time for children. At school we celebrate these events with a special announcement and a birthday book. In accordance with nutrition policies, we do not pass out treats. Birthday party invitations may only be distributed through school **if every student in your child's class is being invited**. We never want to hurt children's feelings. In all other cases, invitations should be mailed or delivered from home. The school office is not authorized to release addresses or telephone numbers.

13) How should I dress my child for school?

Parents should help children select clothing for school that reflects positively on them and on the school community. Inappropriate dress or grooming can be disruptive to the educational program. Dressing appropriately for the weather will allow students to play outside comfortably, weather permitting, each day. Hats are not to be worn in the building during instruction. Tennis shoes must be worn for gym and outdoor recess activities. The BCPS Student Behavior Handbook includes more specific information regarding the student dress codes for Baltimore County Public Schools.

All students should have a full set of seasonal clothing for cases of emergencies. Items should be placed in a bag or bin that is labeled with the student's name. Additional clothing will be kept in cubbies. "Things happen", such as bloody noses, spilled drinks, mud, and not making it to the bathroom in time. Students feel so much better when they can change into their own clothing.

14) When are school pictures taken?

School pictures are taken twice a year. It is optional for parents to purchase pictures. All students will have individual pictures taken in the fall. In the spring, individual and class pictures are taken. The class picture is available for purchase separately from the individual pictures. An additional panoramic picture is available to our fifth grade class.

15) What should I know about grading and achievement testing?

Report Cards

Report cards are issued at the end of each quarter. Students in grades 1-3 do not receive letter grades; these are introduced in grades 4 and 5. Pre-K and K receive progress reports twice a year.

Interim reports are sent home at the mid-point of the marking period to identify areas where your child may need improvement or is making good progress. Please check the calendar for the exact dates for report card distribution.

Fullerton recognizes students who display outstanding self-development and academic achievement. Students will be recognized on the school website and by having administrators visit classrooms with rewards.

PRIDE AWARD: Any student in GRADES 1-5 can earn the P.R.I.D.E Award (Positive Recognition in Developing Excellence). The criteria for this award is that a student must have all threes (3-meeting) on the BCPS Skills and Conduct Rubric

HONOR ROLL AWARD: The Honor Roll award is awarded to students in grades 4 and 5. Students must earn all A's and B's in all subjects, including core and special area.

Achievement Testing

Throughout the year, all of our students will be involved in MAP (Measure of Academic Performance) testing. The MAP test is a pair of tests, one in reading and one in mathematics, which students will take on a computer three times during the school year. There is no time limit on the tests, but most students take from 45 - 60 minutes to complete each test.

The MAP test results provide information on your child's general knowledge in reading and mathematics. Much like how a growth chart illustrates your child's height from one year to the next, MAP tests measure student growth and achievement in reading and mathematics skills. The MAP test results will not be used as part of your child's grade in a content area. Just as one tool doesn't give you a full picture of your child's physical growth, no single assessment can give a full picture of your child's knowledge and skills. MAP scores provide one part of that picture of student growth. Additional assessments are also given throughout the year.

In the spring, students in grades 3-5 will take the state assessments in reading/ELA and math. The state assessments are aligned to Maryland's College and Career Ready Standards and will measure the essential critical thinking and problem solving skills that students need to be successful in college and careers.