

**Charles Carroll
Barrister
Elementary School**



**Student & Parent
Handbook
2022 -2023**



Dear Students and Parents,

It is with great pleasure that our teachers and staff welcome you and your child to another wonderful year of learning at Charles Carroll Barrister Elementary School. We are excited about the start of the new school year and the opportunity to work with you and your child. As we begin another exciting year of growth here at CCB, I am pleased to provide you with the Charles Carroll Barrister Elementary School Student Handbook.

This handbook provides you with valuable information about your school. It includes procedures, policies, and guidelines on topics such as absences, lateness, early dismissals, behavior, the dress code, and much more. It describes many of the rules and policies of Charles Carroll Barrister Elementary School as well as Baltimore City Public Schools. It is intended that this handbook be read carefully by parents and students together. Both students and parents should become familiar with all of the information in the handbook. Teachers will review the handbook with students periodically throughout the school year.

The entire Charles Carroll Barrister staff is very excited to begin a new school year on the heels of an impressive year of continued academic successes. As the school year begins, our goal is to continue to create self-sufficient/independent citizens with an enthusiasm for learning and respect for self and others. Together we will strive for excellence for all our students. I wish you an excellent and productive school year!

Once again, we are very excited about the opening of a new school year. Together we can truly make a difference for our children.

Sincerely,

David M. Wunder

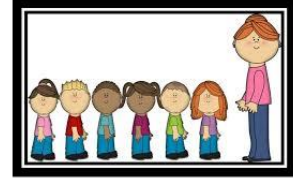
Principal

Charles Carroll Barrister Elementary #34

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Code of Conduct



Charles Carroll Barrister Elementary School is committed to providing an environment where teaching and learning take place every day in a safe and orderly learning environment. In order to accomplish this goal, Charles Carroll Barrister Elementary School follows the Baltimore City Public Schools Code of Conduct regarding all school rules. This Code of Conduct is distributed to all students at the beginning of each school year, and both students and parents should be familiar with the code. A major responsibility of Charles Carroll Barrister Elementary School is to promote the growth of young men and women in self-discipline; appreciation of the rights of all people-students and staff; and understanding that responsibilities to others, as well as to oneself, go with these rights. The City Schools Code of Conduct is a guide to behavior that protects the rights and safety of all and promotes a school environment in which students can learn comfortably. The principles behind the City Schools Code of Conduct are the following:

1. I respect others and myself. I am kind and courteous. I demonstrate positive verbal and non-verbal communication and positive behaviors.
2. I am responsible for my behavior and the consequences for my behavior.
3. I come to school on time, focused, and prepared to work.
4. I demonstrate behaviors that promote a clean, safe, and civil learning environment.
5. I respect school property and the property of others.
6. I present myself in appropriate and orderly fashion at all times and in all settings. I demonstrate personal honor and integrity at all times.

Charles Carroll Barrister Elementary School General Rules

1. Respect yourself, peers, adults, materials and property.
2. Be safe.
3. Follow directions.
4. Come prepared to learn.
5. Honor instruction and the learning environment.

Attendance



No single factor contributes as much to success in school as punctual, daily attendance. Students must make a total commitment to daily and punctual attendance, thereby establishing a pattern of responsible behavior, which will also make them successful in their adult lives. Parents are charged with the responsibility of daily and punctual attendance of their children as required by the law. Parents should understand that grades are negatively affected by habitual poor attendance and lateness, and that poor attendance can result in failing a grade.

Absence

In the event of an absence, the day the student returns to school, they must bring a note, signed by the parent and dated, stating the reason for the absence. Maryland State Department of Education recommends that **students miss no more than 10 days of school in a school year.**

Maryland State Law (Section 7-301) requires regular attendance of all students between the ages of five and 18 years old. The parents of students who are unlawfully absent 20 days or more will be referred for attendance hearings and to Baltimore City Truancy Court. These parents are subject to legal fines of \$50.00 per day for each day their child is absent past 20 days and/or imprisonment. The Charles Carroll Barrister Elementary School Administration will refer parents to court if their child is absent more than 20 days.

Lateness

Homeroom starts at 8:45 a.m., and students will be marked late if they are not in the classroom by 9:00 a.m. Students who arrive at school after 8:45 a.m. are to sign in at main office and obtain a pass before reporting to class. Lateness adversely affects student and class performance and routine. **Students who are late more than two times in a quarter or more than eight times in a school year are not eligible for perfect attendance awards, classroom parties, or PAWS Events.**

A free breakfast program is available from 8:15 a.m. to 8:40 a.m., but is not mandatory. Breakfast will not be available on days where City Schools declares a one or two hour delay due to inclement weather.

Before & After School Policy

Before School Policy

For your child's safety, please make certain that you have arranged for your child's transportation needs to coincide with the school's entry and dismissal times. Students must remain on the school grounds at all times while waiting to enter the building. Students will have specified locations/lines for morning entrance. At entry time, students will enter the building promptly and report immediately to their specific specified locations/lines for their homeroom classes. The breakfast program will only be available in the cafeteria from 7:30 a.m. to 7:55 a.m.

After School Policy

At dismissal, students are to meet their parents in front of the building (Pre-K, Kindergarten, & Grade 1) and at the back playground area (Grades 2-5). All bus and taxi riders will be dismissed from cafeteria. Elementary students waiting for younger siblings should wait outside the building and not in the hallways. Once students have left the building, they will not be permitted to re-enter the building without parental supervision. Loitering on or around school grounds after dismissal is not permitted. Students are not permitted on the playground after dismissal without supervision (see Playground Safety).

For safety reasons, children should be picked up by parents or guardians promptly at dismissal time. Students who are not regularly picked up by 3:25 p.m. will be referred to the appropriate agency for support services. School personnel are not available to assume parental supervision after the close of the school day. It is the parents' responsibility to pick up students promptly at dismissal.

Book Bags



Book bags that are not clear or netted must remain in lockers during the school day. Book bags must be small enough to fit inside a locker.

Transportation



Students who are transported to and from CCB by yellow bus or taxi service are expected to follow specific guidelines. Certain behavior is expected of each child on the bus. Failure to obey the established rules will cause you to lose the right to ride the bus. The rules for bus behavior are listed below:

1. Each student will conduct himself/herself in a courteous manner and follow the instructions of the bus driver.
2. Profanity will not be allowed on the bus.
3. Fighting will not be allowed on the bus and will be punished with a disciplinary removal.
4. Throwing objects on the bus or from the bus windows will not be allowed.
5. Hands and heads must be kept inside the bus.
6. Each student will remain seated while the bus is in motion.
7. Loud talking and yelling are not allowed on the bus.
8. Eating and drinking is not permitted on buses.

Cafeteria



Once again this school year, all students in Baltimore City are eligible to receive a free cafeteria lunch every day. If students do not want the lunch that is provided, they may bring their own packed lunch. It is expected that students behave appropriately in the cafeteria, and follow the cafeteria rules and procedures.

Cafeteria Rules

1. Walk into the cafeteria quietly and sit at assigned tables.
2. Remain seated at all times unless you have been called to line, and you are moving directly to line.
3. Do not throw anything in the cafeteria.

4. Do not take any food that does not belong to you. This includes sharing and trading food.
5. At the end of lunch all tables must be cleared of food and trash. Designated students will pass trash cans from table to table. All other students must remain seated. Each student is responsible for the cleanliness of their table and area.
6. If the administrator or adult in charge gives the quiet signal, talking and movement must stop immediately.
7. Be ready to move quietly, with your teacher, to class when you are called to line at the end of lunchtime.

Classroom Parties



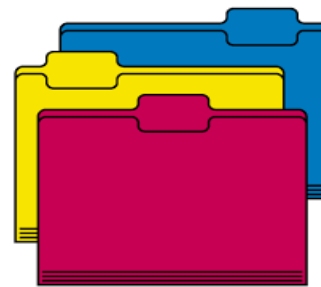
All student birthday parties must be approved by the classroom teacher and take place during your child's scheduled lunch time. During various occasions throughout the school year, such as holidays, teachers may plan a classroom party. These classroom parties will be announced by teachers and communicated in advance to parents. Parents who would like their child to be excluded from any classroom party, should notify their child's teacher.

Guidelines for Birthday Parties During Lunch:

1. If a parent/guardian would like to plan a birthday party during lunch, **arrangements must be made with the classroom teacher in advance.** Birthday party activities must be approved by the classroom teacher prior to the planned date in order to prepare the students prior to going down for lunch. We will not accommodate impromptu birthday celebrations.
2. **All treats must be store purchased and individually wrapped with an ingredient label.** Treats must be approved by the classroom teacher in advance. Parents who do not want their child to accept treats brought in for birthday celebrations must notify their child's teacher.
3. No more than ten minutes will be allotted for birthday celebrations, and these celebrations should occur at lunch only.
5. Only the parent or legal guardian is permitted to provide treats for birthday celebrations.

Daily Folders

Daily Folders will be sent home every day to provide parents/guardians with a means of communication with teachers. Teachers and school administrators ask that all parents/guardians check Daily Folders every day for communication from the school and for homework assignments. Some of the items that will be sent home in daily folders include, but is not limited to homework assignments, field trip permission slips, letters from teachers, monthly newsletters, report cards, progress reports, etc.



Discipline Policy

Effective disciplinary policies are critical to the well-being of a school. Every effort will be made to correct disciplinary concerns immediately. When disciplinary infractions occur, there is a continuum of disciplinary actions that will be taken by administration and/or teachers.



The continuum of disciplinary actions is as follows:

- Loss of privileges
- Parent conference
- Short-term suspension
- Expulsion
- Lunch detention
- Administrative after school detention
- Long-term suspension

Disciplinary action may be taken for infractions that occur in school, on school grounds, in the school community, and on the way to and from school. The following information is a partial list of disciplinary actions that a student may incur for infractions of the discipline code. Please refer to the Baltimore City Public Schools Code of Conduct for additional explanations of rules, policies, and consequences.

Loss of Privileges & Lunch Detention

Students may lose privileges or receive lunch detention for inappropriate behavior or misconduct. Some examples of offenses which may result in loss of privileges or lunch detention are:

- Class disruption
- Not following teacher directions
- Inappropriate behavior in the halls
- Being in the halls without a pass
- Late to class
- Late to school
- Failure to complete homework or classwork

Parent Conference & Administrative After School Detention

Students may receive a parent conference letter or administrative after school detention for a continual pattern of inappropriate behavior or misconduct. Some examples of offenses which may result in a parent conference or administrative detention are:

- Repeated pattern of class disruption
- Repeated pattern of not following teacher directions
- Repeated pattern of inappropriate behavior in the halls
- Repeated pattern of being in the halls without a pass
- Repeated pattern of being late to class
- Repeated pattern of being late to school
- Repeated pattern of failure to complete homework or classwork
- Using a cell phone or electronic devices such as iPods and personal video games
- Using computers/internet/technology inappropriately
- Cutting class
- Academic dishonesty

Short-Term Suspensions

Students may be suspended from school for up to ten days for serious or continued misconduct. Students who are placed on short-term suspension may not return to school until the administrator who authorized the short-term suspension has a satisfactory conference with the parent or guardian. Some examples of offenses which may result in short-term suspension are:

- Refusal to follow administrator or teacher directives
- Petty theft of student/school property
- Involvement in a fight
- Physical attack on a student
- Fighting on or off school grounds
- Throwing food or other objects in the cafeteria
- Profanity directed towards a staff member or student
- Disrespect toward a staff member
- Extortion
- Leaving school grounds without permission
- Insubordination/defiance towards a staff member
- Refusal to report to detention
- Disruptive behavior during a fire drill
- Making racial comments or harassment to staff or students
- Repeated violations of the school uniform policy or the City Schools exclusionary dress code policy
- Repeated classroom disruption (i.e.: making intentionally disruptive noises, throwing objects, use of profanity, or distracting others)
- Sexual harassment (i.e.: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature)
- Graffiti or destruction of school property
- Gambling

- Trespassing on school grounds
- Bullying
- Misconduct on buses
- Alcohol consumption, possession, distribution, or selling
- Possession of objects that could endanger the safety or health of others or cause disruption to the smooth operation of the school (i.e.: stink bombs, popping string etc.)

Extended Long-Term Suspension

An extended long-term suspension is a severe disciplinary action brought about as the result of either extreme inappropriate conduct or a continued pattern of unacceptable behavior. During an extended long-term suspension, the suspended student may not be on school grounds for any reason. Some examples of offenses which may result in extended long-term suspension are:

- Intentionally doing bodily harm to staff member or student
- Threat against a teacher/staff member
- Vandalism/malicious destruction of school property
- Vandalism/malicious destruction of teacher/staff property
- False activation of a fire alarm
- Bomb threat
- Chronic classroom disruption
- Chronic disrespect towards teacher/staff member/other students
- Extortion
- Arson
- Theft of school property
- Sexual assault/offense

Expulsion

An expulsion is the most serious form of disciplinary action. Expulsions occur as a result of extreme infractions of school and district rules. During the expulsion period, the expelled student is not permitted to attend any City Schools regular day school program. Examples of offenses which may result in an expulsion are:

- Assault on teacher/staff member
- Serious bodily harm to a student or teacher/staff member
- Possession or distribution of drugs or illegal substances
- Possession of any type of weapon and/or weapon look-alike object

Note on Weapons

Baltimore City Public Schools has a rule regarding students who have weapons in school that states the following: Students found in possession of any weapon will be expelled. Students must understand the following:

1. It does not make a difference what kind of weapon is found or why the weapon is in the student's possession. Weapons include, but are not limited to the following: a box-cutter, a penknife; a pocketknife; a knife; brass knuckles; a chain; a pipe; a BB gun; a pellet gun; a starter pistol; a toy gun if it resembles a real gun; a revolver or automatic pistol-loaded or unloaded, operable or inoperable.
2. If anyone asks a student to hold a weapon, the student should refuse. The student will be expelled because the weapon is in his or her possession. The person who brings the weapon to school will also be expelled.
3. A student of any age may be expelled for weapons violations.
4. The weapons rule covers all activities that are connected with school. For example, students will be expelled if they have weapons at school games, dances and while traveling to and from school.
5. Miscellaneous items, such as scissors, when used as a weapon will be treated as a weapon violation.

* This district policy is implemented to promote the safety of all students in the school.

Note on Drugs/Medicine

1. You or your child do not have the right to use, sell, distribute, possess, or be under the influence of drugs, including alcohol and marijuana, on school property or during school-sponsored activities.
2. The office and school nurse must be notified in writing by the parent or physician, if your child is taking medication, or you cease to take medication.
3. Students are not allowed to carry any kind of medication with you during the school day. This includes over the counter medications.
4. If a student must take prescribed medication or over the counter medication during school hours, the school office will issue the parent/guardian a “Parent’s Request and Authorization to Administer Medication to a Student in School” form, to be completed and signed by the physician and the parent/guardian and returned to the elementary school office.

Note on Bullying and Harassment

It is the policy of Baltimore City Public Schools to maintain a learning environment that is free from bullying and harassment. It shall be a violation of this policy for students to bully or harass other students or staff through conduct of a sexual nature or conduct designed to reduce dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, or parental status. Cyber-bullying is included in the City Schools Bullying and Harassment Policy. Violations of this policy will be cause for disciplinary action up to and including expulsion. Students who believe they have suffered bullying or harassment shall report such matters in a timely manner to a teacher, counselor, or building administrator.

Dogs and Other Pets



Dogs and other pets are not permitted on school grounds. Parents and guardians should not bring any animals onto school grounds when bringing students to school and when picking up students at dismissal. Some children are afraid of dogs, and some dogs can behave unpredictably around crowds of people.



Dress Code & Uniform Policy

1. All students are required to wear the school uniform. Students are expected to wear **navy blue bottoms and white tops** every school day (pre-K – 5th grade) such as a polo shirt, buttoned-down collar shirt, sweater, or sweatshirt. These items may be purchased at any clothing store.
2. Writing is not permitted on shirts or pants other than Charles Carroll Barrister Elementary School logos. Striped shirts are not permitted.
3. Sweaters and sweatshirts worn during cold weather must be navy blue or white.
4. Anything worn under the uniform (e.g. layered shirts) should be navy blue or white. For example, a white collared shirt worn under a navy blue sweater is acceptable.
5. No coats, jackets, sunglasses, hats, stocking caps, head scarves, legwarmers, or any other outside clothing may be worn in school. Coats, jackets, hats, and sunglasses worn to school must be removed upon entering the building and left in lockers.
6. Clothing that might be considered beachwear or lounging clothing should not be worn to school.
7. Open-toed shoes, flip-flops, and slippers are not permitted. Sandals may only be worn if the sandals are designed with substantial covering over the toe and foot and have a strap around the heel (e.g. Keens).
8. Students may not wear shorts above mid-thigh, halters, midriffs, sundresses, tank-tops, spaghetti strapped tops, strapless tops, or muscle shirts.
9. Students may not wear mini-skirts (skirts above mid-thigh), hair rollers, see through blouses, or blouses which expose the midriff, in school or on school grounds.
10. Students may not wear pants that do not stay up at the waist, and underwear may not be exposed.
11. Students may not wear athletic outfits of any type including warm-up suits, spandex sportswear, jogging suits, sweat suits, or torn clothes to school.
12. Excessive jewelry such as large earrings, scarves, and large belts are not permitted. This includes jelly bracelets, silly bands, or other forms of wrist bands. Other accessories that are excessive, brightly colored, or otherwise distract from the uniform are prohibited.
13. Students improperly attired will be sent to the main office, principal, or assistant principal. All efforts will be made to contact the student's home for a change of clothing to be brought to school.
14. All students are to remain in uniform while they are on school property.
15. The uniform policy will be enforced.

Early Dismissal by Parent Request



Please consider planning out-of-school activities such as doctor's appointments or family outings after school hours if at all possible. Students lose valuable instructional time when they leave before the school day has ended; for some students, early departure occurs too regularly. Students who have more than two early dismissals in a quarter or more than eight early dismissals in a school year are not eligible for perfect or good attendance awards and parties.

Early Dismissal Procedures

Students must come to the main office during the homeroom period with a written note from home.

Students should have a hall pass from their homeroom teacher before coming to the office.

The note from home should contain the following information: student's name, class, reason for request, date and time of requested early dismissal, parent's/guardian's name and a phone number for verification.

When the request has been verified, an early dismissal pass will be written and logged in the early dismissal book. The student will be given the early dismissal pass when he/she reports to the office at the indicated time of early dismissal.

Students will only be released to parents, guardians, or persons listed on the emergency card unless specified in writing from the guardian in advance. For the safety of our students, no child will be dismissed during the school day without an adult signing her/him out in the main office and showing proper identification.

- ✓ **Early dismissals will not be given between 3:00 p.m. and 3:25 p.m. If early dismissals are necessary, please make arrangements for the early dismissal to occur prior to 3:00 p.m.**
- ✓ If an early dismissal is requested by a parent after a field trip, all of the procedures detailed above still apply.

Purpose of Early Dismissal Procedures

The purpose of early dismissal procedures is to:

- Ensure the safety of students.
- Protect both the parents and the student from a fine for violation of the regulations pertaining to mandatory school attendance and curfew law.
- To provide a systematic means of communicating with the home and the homeroom teacher when students leave the building before the regular dismissal hour.

Weather-Related Early Dismissals



When Baltimore City Public Schools are dismissed early due to inclement weather, hazardous conditions, or excessive heat, the building will be closed within thirty minutes after the announced official closing time. Parents should listen to the radio and/or television to get the most recent weather report if they think schools might be closing early because of weather conditions. It is important that you have a pre-arranged plan of what to do on days when school is dismissed early, as phones may not be available.



Electronic Devices/ Cell Phones/iPods/CD Players/ Head Phones/Toys/Trading Cards/Scooters/Skateboards



Portable electronic devices, iPods, CD players, ear buds, head phones, laser lights, electronic games, trading cards, communication devices, toys, and similar items are not to be brought to school. These items are to be left at home. There are no reasons to bring any of these items to school. Also, students may not bring skateboards or scooters to school for play or as a means of transportation. **CCB teachers and administrators will not be held responsible for lost or stolen items that are not permitted in school.** Additionally, teachers and administrators are not able to look for or address lost or stolen items that are prohibited in school.

Cell phones are never to be used during school. The use of cell phones will result in disciplinary action. Cell phones must be turned off and put away while in the school building. Charles Carroll Barrister Elementary School will not be held responsible for lost or stolen cell phones. School personnel will allow students to use the phone in the main office when necessary.

Emergency Cards

It is important that every student has an emergency card on file in the main office. It should reflect current information. This is required by law and allows us to communicate with parents in the event of an illness or accident. **It is the parent's responsibility to report any change of emergency information immediately.** It is critical that the emergency card is signed by a parent or guardian, and that serious medical problems are noted.



Field Trips

Field trips are periodically used to enrich the curriculum. Below are a few notes on field trips:

1. Only students with a signed permission slip may attend field trips. Students must give their permission slips and trip money to the teacher in charge of the trip prior to the date of the trip.
2. Students are to wear their school uniforms on all field trips as a measure of safety and security.
3. Field trips may be designated as merit-based incentives, and students can be excluded from attending field trips as a result of inappropriate behavior.
4. Parents must notify teachers if their child takes medication or has any health or medical needs that may impact field trip participation upon receiving the field trip permission form.
5. Chaperones will be used for field trips. However, parents may be restricted from chaperoning field trips if they are not approved through the school's visitor sign-in system, if they have failed a criminal background check, or if they have behaved inappropriately on a previous field trip.

Field Trip Chaperone Guidelines and Responsibilities

In order to help ensure that field trips result in safe and educational experiences for all participants, the following guidelines have been prepared to provide information about volunteering as a field trip chaperone.

1. Chaperones are expected to comply with City Schools and Charles Carroll Barrister Elementary School policies, follow the directions given by the coordinating staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

2. All chaperones must be at least 25 years old.

3. Chaperones may not:

- Use, sell, provide, possess, or be under the influence of drugs or alcohol
- Smoke or use tobacco
- Be in possession of any weapon
- Administer any medications, prescription or nonprescription, to students

4. Students must be supervised at all times while on field trips. Chaperones will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with the chaperone at all times. Chaperones must account for all students regularly and before changing activities. Chaperones must be sure they know when and where to meet the rest of the group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

5. Chaperones should work with teachers to support and promote good behavior from students. Chaperones should bring inappropriate behavior to the attention of teachers, but should not issue disciplinary actions or consequences. School rules related to student behavior apply. Chaperones should go over rules and standards of behavior, safety rules, and any site specific rules with students. Chaperones should ensure that students do not get involved in extra activities not pre-approved by teachers and administrators.

6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student such as restrooms and locations away from the main areas of the field trip.

8. Children and/or family members or friends of a chaperone may not participate in a field trip or event. Additional children can distract a chaperone from their duties as a chaperone, and are not allowed.

9. Chaperones may not transport students in their personal vehicles, including their own children.

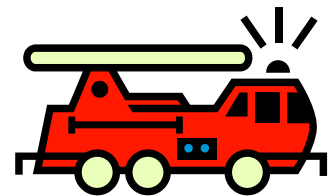
10. Chaperones are expected to provide supervision of students to and from the field trip and must remain with assigned students at all times.
11. In the event that more chaperones volunteer than what is needed, a lottery system will be utilized to determine which chaperones will be used.
12. Chaperones must remain on duty for the duration of the field trip and may not leave prior to the end of the field trip.
13. Chaperones should not depart from the field trip early with students, including their own children, in the format of an early dismissal.

Fire Drills and Other Safety Drills

Fire drills and other safety drills help students learn what to do if there is an emergency. In addition to fire drills, students will complete lockdown drills, tornado drills, earthquake drills, and evacuation drills periodically throughout the school year. It is critical that students know the procedures for all safety drills.

Fire Drill Procedures

1. Remain absolutely silent for the duration of the fire drill.
2. When the alarm rings, stop what you are doing and silently get in line.
3. Listen for teacher directions.
4. Walk in line quietly to your assigned emergency assembly area.
5. Stand in the emergency assembly area in silence.
6. Teachers check attendance log to confirm that all students are accounted for.
7. When the signal is given, walk in line silently to return to your classroom.



Homework Policy



Homework is a vital part of the educational process. It provides opportunities for students to reinforce skills, gain a better understanding of the subject matter, and extend their thinking through research and application. Homework helps students hone their work habits and organizational and study skills; it helps them to increase independence and responsibility. In addition, homework connects parents/guardians with what their children are learning in school. Educational research shows that students who complete appropriate homework assignments demonstrate significant gains in academic achievement.

General Homework Expectations and Policy

- Students are expected to complete homework assignments nightly. Although daily assignments will not necessarily be written assignments, teachers will assign written assignments several times a week. Depending on the students' grade level, home assignments may include research, reviewing vocabulary, studying for tests and quizzes, reading assigned texts/related subject matter, or preparing reports. Primary grade assignments may include handwriting practice, story reading, vocabulary practice, skill worksheets, book reports, etc.
- Teachers will check homework for completion and accuracy. Written homework will be corrected with appropriate feedback given to students according to the lesson design established by the teacher. For example, the work may be self-corrected after correct responses are reviewed in class, peers may correct written work, or the teacher may collect and grade the homework. Teachers may require that students obtain a parent signature on written homework.
- Teaching teams in the upper grades will coordinate the due dates of major assignments, long-term projects, and major tests to avoid a conflicting and excessive work load for students. Long-term assignments will not be due on the day students return from an extended holiday.
- Homework will be factored in as a percentage of the total quarterly grade. Extended projects will also account for a portion of the total quarterly grade.
- Students must put their names on their homework assignments. Students who fail to write their name on papers may not receive credit for the assignment.
- Students are encouraged to attend available coach classes if they need assistance with class work especially after an extended absence.

What to Expect if a Student is Absent from School

Short Term Illness

- Upon returning from a short-term absence from school (three days), the student must obtain missed homework and classwork.
- All make-up work must be completed within seven days after they are provided, unless other arrangements are made with the teacher. When make-up work has been successfully completed, the student's grades shall reflect the completion of such work. The time allowed for makeup work may be extended on a case-by-case basis for extenuating circumstances determined by the teacher.

Extended Illness

- During an extended illness (three or more days), parents are encouraged to acquire work for their children to complete at home before returning to school. Parents should contact the teacher(s) or office and allow from 24 to 48 hours for teachers to assemble the work packet. The packet will then be available for the parent to pick up.
- The teacher will determine the due date based on the quantity and nature of work to be completed. When make-up work has been successfully completed, the student's grades shall reflect the completion of such work.

Chronic Health Impaired Program (CHIP)

- Work is requested on the day of absence; the home school teacher will come to the school to obtain the work packet.
- The student is marked present for the day.
- CHIP students must return the CHIP work packet to their teachers upon return to school.
- It is strongly recommended that the parents of students with chronic illnesses apply to this program. The school nurse and social worker will assist parents with children who have chronic illnesses with applying to the CHIP program.

Family Vacations

- Vacation is considered by Baltimore City Public Schools to be an unlawful absence from school.

- Teachers are under no obligation to provide advanced or make up homework for families who plan vacations during the school year.
- School administrators and teachers will evaluate the educational merit of certain travel to allow for possible alternate assignments for which students may receive credit in relevant content areas.
- Before planning a family vacation, families should consider the following:
 - More than 10 days of unlawful absences may cause a student to be in danger of repeating the grade.
 - Court referral is submitted after 17 days of unlawful absence.

Suspensions

- If a child is suspended he/she will receive a work packet to be completed during the suspension period.
- Additional make-up work may be required upon return to school.
- The work packet must be completed and the assignments turned in to the teachers the first day upon return from suspension.

What to Expect if a Student Fails to Turn in a Home Assignment

- Students may receive partial or no credit for late homework assignments depending on the nature of the assignment and grade level policy.
- If an assignment is graded in class on the scheduled due date, the teacher may determine if late work will be accepted for partial or no credit.
- Teachers may have students stay in at recess or miss PAWS activities to complete missing assignments.
- Failure to turn in homework will result in a lowered total quarterly grade, and puts the student at risk for failing the class.

Homework Responsibilities/Expectations

The Student's Responsibility:

- Students are expected to complete all homework assignments every day.
- Students are responsible for completing their homework on time and in the required format.
- Students are responsible for recording all homework assignments in an agenda book and taking home all books and materials necessary to complete the assigned homework. (In the lower elementary grades, students are given assignments in their take-home folders).
- Students are responsible for requesting make-up work when they return to school after an absence.
- In order to increase reading fluency, students are responsible for reading on a daily basis regardless of whether homework is assigned.
- Students are responsible for placing their name on all assignments.
- Students are responsible for attending coach class as needed.

The Teacher's Responsibility:

- Teachers will assign relevant homework that complies with professional standards.
- Teachers will provide criteria when requiring a specific format.
- Teachers will check homework for completion and accuracy.
- Teachers will make available the work the student has missed due to absence.
- Teachers will notify parents if their child is repeatedly not completing homework.

The Parent's Responsibility:

- Parents must make homework a priority in the home by expecting and monitoring that their child completes homework.
- Parents should provide an appropriate work environment.

- If circumstances arise at home which prevent students from completing their homework, parents should send a note to school to explain the reason. Teachers will exercise judgment regarding a possible extension of the due date.
- It is appropriate to assist children with homework when they are getting started and when they have questions. However, parents should promote independence in their children by allowing them to complete homework and projects independently.

Honor Roll/Awards Criteria

Honor Roll and other awards are presented to students quarterly and annually. These are awards of distinction that all students should strive for. Parents are welcomed and encouraged to attend all awards assemblies.



Awards and Criteria

Principal's Award

- 90% or above average in all subjects and no poor conduct marks.
- Given each quarter

Honor Roll

- 80% or above average in all subjects and no poor conduct marks.
- Given each quarter

Citizenship Award

- 2 model students who consistently display excellent behavior and citizenship.
- Awarded based on teacher decision
- Given each quarter

Perfect Attendance

- Student must be present every day of the quarter with no absences for any reason.
- Student must be late no more than two days during the quarter
- Student must have no more than two early dismissals during the quarter

Lockers



All students will be assigned a locker. Because of space, student's may be required to share a locker with a classmate. Book bags must fit within your locker. The school is not responsible for lost or stolen items.

Lost and Found



Lost and found for clothing items will be located in the cafeteria. All items of value will be kept in the main office. Students who have lost an item should check the lost and found to see if their possessions have been found. It is suggested that coats, clothing, lunch boxes, and other items are labeled in the event that they are lost. Items not picked up in a reasonable amount of time will be donated to a charitable organization on a quarterly basis.

Money at School

Students should not carry extra money to school. Any money that students must bring to school should be carried in a safe place and not shown to others. Parents should be concerned if students come home with extra money found at school, or if items are bought from other students. Students are not allowed to sell items of any kind at school.





No Smoking

By order of Baltimore City Code, Article 8, Section 807.01, Charles Carroll Barrister Elementary School is a tobacco-free school. Smoking is not permitted in the school or anywhere on school grounds. This policy pertains to all school property including the playground and sidewalk area in front of the school. In order to keep our school a healthy place for students, parents must abide by this policy at all times.

Parent Participation

Parents are always welcome in our school. There are several ways to participate:

- Parents are strongly encouraged to join the Parent Teacher Organization (PTO). (See school calendar for dates and times.)
- Parents are strongly encouraged to join the School Family Council. (See school calendar for dates and times.)
- Parents should attend every parent-teacher conference. There are four parent-teacher conferences throughout the school year. (See school calendar for dates and times.)
- Parents are invited to several awards assemblies, field trips, and school-wide functions throughout the year.
- Parents are needed to volunteer their services in the cafeteria, at recess, in the classroom, and in the library. Interested volunteers should contact the main office for details on how they can assist. All volunteers must complete a criminal background check at the Central Office per Baltimore City Public Schools policy.

Volunteer Policies and Procedures



We want to thank you in advance for your interest in volunteering Charles Carroll Barrister Elementary school. The teachers, students and staff greatly appreciate the time you are willing to share through your volunteer work here. You will add greatly to the educational experience of our students.

Some of the Ways You Can Help

- * Assist in the Library Media Center.
- * Chaperone field trips, dances, etc.
- * Help children by reviewing skills, concepts taught (vocabulary flash card drill, review mathematic facts, letter formation/handwriting skills).
- * Assist teachers in preparation of bulletin boards and/or duplicating instructional materials for classroom use.
- * Teach a craft or hobby, talk about your occupation, share cultural and ethnic background and experiences.
- * Help with clerical needs in the school office.
- * Assemble distributions.
- * Assist in the lunchroom and/or on the playground.
- * Complete projects at home for school use.

Volunteer Procedures

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship with the students, teachers, and school staff.

Prior to volunteering, we are asking for potential volunteers to meet with school administration and support staff to review City Schools volunteer requirements and develop a plan to make your time volunteering purposeful and fulfilling for both you and the students.

Please help keep our program running smoothly by following these guidelines:

- * Sign in at the office when you arrive at school.
- * Wear your volunteer name tag at all times within the school.
- * If you wish to volunteer longer, please see administration to determine if more assistance is needed during the day
- * Sign out at the office when you leave after your session is completed.

Please remember that after your volunteer session is complete, volunteers need to leave the building. The School House is a place of learning, not a social gathering area for adults.



As a Volunteer, Please...

- * Respect confidences of student and school personnel.
- * Follow the guidelines established by the school such as dress code, hours of work, adult behavior, values and all regulations, rules, and policies stated for school employees and volunteers.
- * Use reasonable judgment in making decisions, then as soon as possible, consult with school staff for future guidance.
- * Be considerate, respect competencies and work as a member of the team with the staff and students. Realize that you do not have instructional,

evaluation, decision-making or teaching responsibilities for students, but are expected to enrich and extend learning opportunities for students and promote educational excellence for the school system.

The Effective Volunteer:

- * is cooperative with the administration and teaching personnel.
- * is sincerely concerned about students.
- * is willing to be discreet, sincere, dedicated and punctual.
- * recognizes the individuality of each student.
- * respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student.
- * cooperates, coordinates and communicates continually with school administrators, faculty members, and staff.
- * provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched.
- * receives the sincere gratitude of the total school community.

Guidelines for Working with Children

- * Encourage children to do their own thinking.
- * Give students plenty of time to answer.
- * Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviors.
- * Respect children's privacy. If a child or teacher reveals personal information, regard it as a confidence.
- * Help build students' self-confidence and keep a positive attitude. Remember, effort and attentiveness can be as important as performance.

What a Volunteer Can Expect from Teachers and School Staff

The school staff will:

- * provide specific instructions to the volunteer.
- * provide space for the volunteer to do their work.
- * provide necessary materials and equipment.
- * communicate with the volunteer as needed.
- * provide advance notice when special events interfere with the volunteer time.

What a Teacher Can Expect from Volunteers

Confidentiality: When volunteering, please remember that the behaviors and abilities of students, teachers, and staff are never appropriate topics for discussions outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.

Dependability: The staff you work with will depend on you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will expect you and look forward to you coming to their class. Therefore, if you will not be able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member. Also, please be prompt. Being punctual lets the students know they are important to you. If you must be late, notify the school office.

Once again, thank you very much for your willingness to volunteer and serve the students of Baltimore City and the Charles Carroll Barrister Elementary family. Please let the school administration know if there is anything we can do to make your service to our school and students a better learning experience.

Parent-Teacher Conferences

Teachers are responsible for the supervision of students and have busy schedules; therefore parents must make an appointment to meet with teachers. Teachers cannot always have impromptu conferences prior to, during school, or at dismissal. Parents are encouraged to contact the main office at 410-396-5973 to schedule a parent-teacher conference.

Baltimore City Public Schools offers several scheduled parent-teacher conferences during and after normal school hours. Charles Carroll Barrister Elementary offers a Family Night event each month to bring families and the school together. This is one of the most important ways that parents can get involved at this school, and all parents are encouraged to be active participants.



Parking

Arrival and Dismissal

1. Students should only be dropped off above the school bus lane; parking in the bus lane is prohibited and violators will be ticketed.
2. Double parking is prohibited and violators will be ticketed. Double parking puts the safety of students at risk.
3. The school's parking lot can accommodate only faculty and staff. Cars parked in the lot not belonging to a CCB faculty or staff member can be ticketed or towed.
 - * Parents may not smoke on school grounds when dropping off or picking up students. Smoking on school grounds by parents or students is a violation of Baltimore City Law, Article 8, Section 807.01. (See No Smoking).



Personal Emergencies

Accidents: Should a student have an accident while in school, they should tell a teacher or nearest adult. Parents will be called when accidents occur. For this reason, it is very important to have an emergency card on file in the main office.

Illness: Should a student become ill in school, they should tell their teacher and will receive a pass to the main office/health suite. Parents will be called and asked to come and pick up ill students. All students who become ill while at school must be picked up by a parent or individual listed on their emergency card.

Medicine: Parents must tell the main office and nurse in writing about all medications that a student must take while in school. Documentation from doctors may be required. Students are not allowed to carry any kind of medicine during the school day.

Playground Safety

Students must play in a manner that is safe and respectful. Games of tag and football are not acceptable forms of play on the playground, as they frequently lead to some form of injury. Students are not to jump off the playground equipment. The school may distribute balls, jump ropes and other playground equipment during the recess period; therefore it is not necessary for students to bring playground equipment to school. When the bell is sounded,



students are expected to stop all activities and immediately walk to their designated area to form a line and wait to be escorted into the building.

On occasion, a parent has asked if a child could stay in at recess time. As there is no supervision within the building at recess time, this is not possible. Under our current staffing, supervision is outside during recess. Be assured we do not hold outdoor recess in very wet or cold weather. In extreme health care situations (child with a cast or other non-contagious conditions) where your child's physician has written instructions to be followed, please contact the main office.

Playground Use Before and After School

Unsupervised play on the playground is prohibited. Students are not permitted to play on the playground prior to the school day. Students may only be on the playground after school dismissal if they are supervised by their parent or legal guardian.



Report Cards

Formal report cards are sent home four times a year. Progress reports are sent out in the middle of each grading period. Parents or guardians should contact the school if there is an indication that a conference is requested by the teacher. Parents are also encouraged to schedule a conference to discuss any concern that they have.

Teachers are not available to discuss grades at entrance and dismissal times.

Restrooms/Lavatories

Students must have a lavatory pass from the classroom teacher to use the lavatory, and must sign the classroom lavatory log. Students should use the facilities as quickly as possible and leave after washing their hands. All students have the responsibility of keeping the restrooms in a clean and orderly condition. Any student found not using the restrooms appropriately will be referred to the office and may receive disciplinary action and be required to make restitution for any damage done.





Surveillance Camera System

The school building has a surveillance camera system that records visitors and students throughout the school. This surveillance system has the capacity to record people inside and outside the school building, and is monitored by school police at Central Office during and after school hours.

Telephone Use

Class time is dedicated to student learning; therefore, classroom interruptions, which are not related to the educational program, are kept at an absolute minimum. Office telephones are to be used only in emergencies. They are not to be used to make after school plans. Students should make sure they know who is picking them up after school and where they are to meet them before leaving home in the morning.



If a parent needs to contact a student during the school day, messages will be forwarded to that student. Students should not come to the office and ask to call home for something they have forgotten to bring. Teachers and the main office will make sure that students have what they need. Only in the case of emergencies will telephones be used for personal situations. Only in extreme emergencies will school personnel disturb classroom instruction to call a student out of the room to deliver a phone message. The principal or designee will determine when such an emergency exists and if school support personnel may be required. **Cell phones are never to be used during school. Cell phones must be turned off and put away while in the school building. The use of cell phones will result in disciplinary action.**

Visitors



For security reasons, parents and visitors must enter the building from the front door only. Visitors must ring the doorbell located on the front door for admission into the school. Visitors must provide identification, sign the visitor's log, and obtain a visitor's pass from the main office. Visitors are required to provide state-issued identification cards to main office personnel. Identification cards will be scanned through a screening machine in order for main office personnel to conduct a background check. Only those visitors who are approved through the screening process will be issued a visitor's pass and be permitted in the school. Baltimore City Code Article 24, Section 21, which is posted in the main lobby states, "It shall be unlawful for any person to enter any public school building owned or leased by the City of Baltimore or its agencies without immediately registering at the office of the principal or other designated head of that school."

Parents are encouraged to visit and confer with teachers and administrators, however parents must make an appointment in advance. After receiving a visitor's pass and reporting to the main office, visitors will be directed to their conference or classroom visit. Teachers cannot be interrupted for conferences during instructional time or during times when they are supervising children.