

FISH PHILOSOPHY

Kempton Elementary has adopted the FISH philosophy for the 07-08 school year. It is our hope that this philosophy and common terminology will carry throughout our school community. The four main premises are: Be There, Choose Your Attitude, Make Their Day, & Play. For more information visit: <http://www2.charthouse.com/ffs/home.asp>

SCHOOL DAY

8:30 – 8:55	Arrival of students
8:55 – 9:05	Bell rings – Attendance taken, morning announcements
9:05 – 3:35	Instructional day
3:35	Bell rings signaling end of instruction
3:40	Bell rings – 1 st shift of busses and day care vans will be dismissed
3:45	Car riders will be dismissed to cafeteria
3:50	2 nd shift of busses will be dismissed

END-OF-DAY DISMISSAL

3:35	Bell rings signaling end of instruction
3:40	Bell rings – 1 st shift busses and day care vans will be dismissed
3:45	Car riders will be dismissed to the cafeteria
3:50	2 nd shift busses will be dismissed

We will not call individual students to the cafeteria at the end of the day. Parents who wish to pick up their children as a car rider will need to send a handwritten note to their teacher on the day they will be picked up; or, if you are picking up your child every day, complete a car rider information card. Parents will sign out and wait for their students in the cafeteria.

Parents needing to pick up students early from school for an appointment will need to do so prior to 3:20 p.m. in the main office.

Parents picking up students at the end of the day should park in the side parking lot. *Cars parked on the yellow lines interfere with an orderly dismissal and could be ticketed or towed.*

Students are encouraged to ride the bus to and from school.

Parents are not permitted to go to their child's classroom without an appointment, either before school starts, after school, or during school hours.

ATTENDANCE/ABSENCE POLICY

Parents play an important role in helping students develop good attendance habits that begin in elementary school. We continually work toward improved attendance at Kempton, as good attendance positively impacts academic achievement. Parents are encouraged to notify the school in the event of a student's absence. A note stating the reason for absence or lateness is required within two days, or the absence is automatically classified as unexcused. It is important that students arrive at school on time (8:55 a.m.). When students are absent from school, they have the responsibility to make-up missed work when they return to school. If you are requesting make-up assignments or homework for extended absences, please call and leave a message for your child's teacher so that he/she will have ample time to prepare materials for next day pick-up.

Parents will be contacted by the guidance counselor and/or principal if a student is excessively tardy or absent. Please refer to the school system's calendar handbook for further information and specifics for lawful/unlawful absences.

HOMEWORK GUIDELINES

Please refer to the school system's calendar/handbook for homework guidelines.

BIRTHDAYS

We announce students' birthdays as part of morning announcements. We will make sure to include students who have birthdays on the weekends and during the summer. We have discontinued passing out cupcakes, cookies, etc. during lunchtime and in the classrooms. Party invitations may not be distributed at school or on the bus, as the distinction between invited and uninvited children becomes apparent. We are committed to ensuring equity at school. By law, we cannot give out addresses or phone numbers of families of our students. We recommend checking the Buzz Book published by the PTA for addresses and phone numbers of classmates. Parents have given permission for this information to be published through the PTA.

CHARACTER COUNTS

The Character Counts! Coalition is a nonpartisan alliance of education and human service organizations dedicated to fortifying the character of our youth with "Six Pillars of Character:" trustworthiness, respect, responsibility, fairness, caring, and citizenship. The school system joined the coalition, and we continue to implement activities that promote the pillars on an ongoing basis. We appreciate the pillars being reinforced at home. For more information visit: <http://www.charactercounts.org/>

RIDING THE BUS

We are committed to providing a safe ride on the bus for your children. We inform children throughout the year of rules for riding the bus safely. Bus drivers issue Bus Referral Forms to the principal to report serious misbehavior or repeated disregard of the driver's instructions. The principal will notify parents when a student receives a referral. Repeated referrals or a single referral for a serious offense may result in suspension from the bus for one or more days.

The Calendar Handbook states that, "Students may ride only the school bus to which they are assigned. Inviting friends home via the school bus makes it difficult for schools to account for students and can cause bus capacity problems. School principals may authorize a pupil to ride another bus on a temporary basis in emergency situations only. Transportation to jobs, social meetings, non-school sporting events or practice remains a parental responsibility."

FIELD TRIPS/TRANSPORTATION TO ACTIVITIES

Students are required to ride FCPS vehicles to and from Kemptown Elementary while on field trips or for school-sponsored activities

SCHOOL LUNCH

Children may use cash in the line to purchase individual lunches for \$1.85. Lunch cards are also available and are stored in the cafeteria to prevent loss. They may be purchased in the morning before school or online at www.cafeprepay.com. Children may purchase snacks on account. Please indicate on your check if it is for both lunches and snacks or for lunch only. Lunch cards are available as follows:

\$9.25= 5 lunches

18.50=10 lunches

37.00=20 lunches

Drinks and snacks are available every day.

Students may charge one full lunch and pay for it the following school day. Charges should be paid the following morning before school. Until this charge is paid, a second charge must be approved by the principal. The policy from Food Services at the Board of Education specifies that if a second charge is necessary, the student receives a bologna sandwich.

Other special services provided by our food service staff include special bag lunches packed for field trips and picnics (upon request) with 3 days' notice (240-236-3555).

Every child needs to either purchase or bring a lunch every day. As you know, proper nourishment helps our children to realize their full learning potential.

Substitutions may be made for children with specific food allergies. The cafeteria manager requires written documentation from a qualified physician in order to honor food or drink substitution requests.

PETS

Pets are not permitted at school. FCPS encourages opportunities for students to observe living organisms in their natural setting outside of the school day.

READING INCENTIVE PROGRAMS

Research indicates that independent reading by children improves their reading achievement. Our school promotes reading incentive programs to encourage children to read, including, but not limited to, Book It, Keys for Reading, etc.

The Accelerated Reading Program is a voluntary program coordinated by our media specialist that enables children to select designated books from the media center. The books are assigned point values based on their difficulty level. After reading each book, the child may take a computerized multiple-choice test to check comprehension. Full point value is awarded for a perfect score. Otherwise, partial credit for passing (60% or higher) is earned. Monthly progress reports will come home in your child's folder. Children are recognized in various ways for earning points.

SCHOOL SECURITY

We take security and the safety of our children very seriously. For that reason, all parents, guardians, visitors, and vendors are required to check into the office and to wear an identification badge if visiting in the building. This accounts for all adults in the building and their purpose for being here. When picking up children after school, parents should sign them out in the cafeteria and wait for them to be called to the cafeteria, rather than picking them up from the classroom. **We ask that parents not go to their child's classroom without an appointment, either before school starts, after school, or during school hours.** Teachers are engaged in planning and meetings before and after school. Interruptions during the school day impact instruction. You are welcome to visit during the school day. However, we ask that you call and set up a time with the teacher. This prepares the teacher and students for the visit and does not create the disruption that a surprise visit can cause.

SELLING ITEMS AT SCHOOL

There is a Board of Education policy that prohibits students from selling anything at school. As much as we love Girl Scout cookies and chocolate bars, students cannot take orders or sell merchandise at school or on the bus. This also includes selling items in a child's lunch.

EFFECTIVE SCHOOLS PROCESS

The mission of Frederick County Public Schools is *Working Together to Educate Each Child and Promote Success*.

Kempton Elementary's mission is: *Through working collaboratively with the school community, the school staff will ensure that all students achieve to their maximum potential and function as responsible citizens.* Our school motto is: *Kempton is for Kids.*

Kempton's School Improvement Plan is the vehicle through which goals, objectives, and strategies for accomplishing the mission are established. The strategies are continually evaluated for their effectiveness through the analysis of data and informal feedback, and the plan is revised based on this evaluation. The School Leadership Team is composed of staff and parent representatives. Parents are invited to provide input to the team by communicating with one of the parent representatives. The school staff provides input to the team via the staff representatives. The plan is available for review by visiting our school web site.

SCHOOL STORE

Our school store provides limited school supplies. Children may purchase items on Monday, Wednesday, and Friday mornings from 8:30 to 8:55 a.m. Fifth grade students are trained to operate this business. Any profits from this venture are used to purchase school equipment. Examples of items sold include: crayons, dividers, erasers, folders, glue, markers, notebooks (assignment, composition, handwriting and spiral), paper, pencils, pens, rulers, school boxes, and scissors.

SCHOOL PICTURES

All school pictures will be taken on a prepaid basis. A notice and envelope will be sent home prior to actual dates. The following options are offered to parents for the purchase of school pictures:

Individual Pictures	Fall
Class Pictures	Spring
Fifth Grade Class Picture	May

Purchasing pictures, as well as having your child's picture taken, is a parental option. If you do not wish to have your child's picture taken for any reason, please notify us of your wishes in writing at the beginning of the school year. Proceeds from school pictures are deposited in the school's General Account and are used to purchase materials for direct use by children.

THURSDAY BULLETIN

The "Thursday Bulletin," our weekly vehicle for home-school communication, will be sent to you automatically every Thursday afternoon via e-mail. Simply visit our school website at <http://schools.fcps.org/kes> and click on the **Find Out First** icon to create a personal profile. Be sure to select other areas of interest in addition to the "Thursday

Bulletin,” including guidance and pertinent grade-levels. We encourage you to update your profile annually.

HEALTH ROOM SERVICES

The School Health Team is composed of our School Community Health Nurse, the Health Room Technician, and the Hearing and Vision Screening Technician.

The School Community Health Nurse provides services that include supervision of the health room, delegation of tasks to the Health Room Technician, referral of services, health education and promotion, acting as a resource for family and staff, completing health appraisals, and monitoring immunization compliance.

The Health Room Technician provides first aid and emergency care for all ill and injured students, and acts as a designee of the School Community Health Nurse in the routine administration of medications. The HRT works under the license of the School Community Health Nurse.

The Hearing and Vision Technician screens students in grades K and 4 (or other students by referral) as mandated by Maryland State Law, usually in the spring. Prior to screenings, notice will be sent to parents/guardians who may notify the school in writing if they do not want their student screened.

The Kemptown Health Room is staffed daily during the school year by the Health Room Technician during the hours of 8:30 a.m. - 4:00 p.m. Although the school nurse may supervise three or four other school health rooms and cannot be present in each health room on a daily basis, the nurse can be contacted by the Health Room Technician if the need arises. Parents of students with special concerns are encouraged to contact the nurse or technician at 240-236-3507.

The policy regarding prescription and non-prescription medications is that all non-prescription and prescription medications (including antiseptic sprays, ointments, eye or ear drops, cough drops, poison ivy lotions, Tylenol, etc.) require a written order by the physician or other licensed care provider if they are to be given at school. **THE APPROPRIATE FORM MUST BE COMPLETED BY THE PHYSICIAN AND PARENT/GUARDIAN.** Forms are available in the Health Room. Prescription medications must be current and in a correctly-labeled pharmacy bottle, and non-prescription medications must be in the original container. Also, all medication must be brought to school by a parent, guardian or designated adult. **STUDENTS ARE NOT ALLOWED TO CARRY MEDICATIONS ON THE BUS OR AT SCHOOL.**

COMMUNITY AGENCY SCHOOL SERVICES (CASS)

The purpose of this voluntary confidential program is to assist families in connecting with available community resources, including: assessments of needs, substance abuse counseling, health care, counseling, financial assistance, in-home support, preschool support programs, and parenting seminars. Our representative for the Urbana Feeder Schools can be reached at (240-236-7658). You may contact him/her for assistance with accessing these resources. The representative can also work with the school as a liaison between the school and family. However, your contacts will remain totally confidential at your request.

WEATHER/EMERGENCY CLOSING INFORMATION

Please refer to the Frederick County Public Schools' Calendar Handbook procedures under "What Schools Do in Bad Weather and Emergencies" for specific information on radio and TV.

Parents can keep young children safe when schools close unexpectedly by arranging emergency back-up care. Children should be taught what to do and where to go in case parents are not at home should schools close because of emergency situations. Parents should designate at least one telephone number on the emergency card where a friend, neighbor, or relative can be reached if the parent is not at home.

FCPS has a free email service for local school news. It has information on school emergencies, menus, Channel 18 program guide, redistricting, BOE agenda and minutes, calendar, testing, funding, policy/procedure changes, and program and services updates. Sign up by going to www.fcps.org; click on Find Out First; complete your private subscriber profile; and enter your home (and work) email addresses.

COUNCIL DELEGATES

The Maryland State PTA is divided into councils (local PTAs cooperating in their immediate geographic area). The PTA Council of Frederick County is an organization consisting of representatives from the PTAs throughout Frederick County. The purpose of the council is to collect and disseminate information pertinent to its member PTAs. The function of the council representative is to act as a liaison between the council and his/her local PTA. The Kemptown PTA has two delegates who attend the monthly council meetings, as well as an annual Maryland PTA conference and roundtable meetings with the FCPS superintendent. They report back to the local PTA about activities and events of interest to our parents and staff.

CULTURAL ARTS COMMITTEE

Cultural Arts programs inject variety and vitality into everyday school life by bringing the excitement of "live" professional artists to Kemptown. Each year, the PTA funds several programs to enrich the children's educational experience through the creative and performing arts, science, history, literature, etc. Examples include concerts, mime, dance, puppetry, story telling, theater, etc.

Parents are invited to attend these shows. Kindergarteners are encouraged to come to school for any performance their classes may not be attending. Watch the weekly bulletin for upcoming programs. We welcome you to share your children's delight in these shows as you enjoy some of the best talent in the area.

FALL FESTIVAL

Each year the KES PTA organizes and sponsors a great family day at the school. Activities such as a moon bounce, giant slide, face painting, crafts, carnival games, candy/specialty bread table, and the Silent Auction are featured during this day. Food is always a great hit with the KES families as well. Come and enjoy a November day with all of us!

FAMILY FUN NIGHT

Each year the PTA sponsors fun activities for the families of KES. In previous years the activities have included the Sock Hop/Ice Cream Social, the Fire and Ice Program (fun

science), and the Movie Night. These programs are provided free of charge and all are encouraged to attend.

FOREIGN LANGUAGE PROGRAM

Foreign language and sign language courses ranging from 10-20 weeks have been organized by the PTA for before-school classes. Students have had fun learning Spanish and sign language in the past few years. Early exposure to a second language is a great way to learn about other cultures.

HOMEROOM PARENTS' COMMITTEE

The Homeroom Parents' Committee has the pleasure of planning three special events: a Halloween party, with a parade in costume; a Valentine's Day party, with the traditional exchange of cards; and an end-of-year picnic. A minimum of two volunteer parents per classroom meet before each event to plan activities, games and refreshments. Homeroom parents host, supervise, and enjoy parties with the children.

HOSPITALITY & STAFF APPRECIATION COMMITTEE

The Hospitality & Staff Appreciation Committee has the pleasure of recognizing our wonderful staff in various ways. Not only are teachers honored, but secretaries, instructional assistants, custodial staff, cafeteria workers, and bus drivers as well. This boost lets them all know how much we appreciate their invaluable contributions.

This committee also provides meals/snacks to support the KES staff during the fall and spring parent-teacher conferences. These meals are provided by the generous support of the KES PTA.

MEMBERSHIP/BUZZ BOOK COMMITTEE

We want to be able to welcome all parents and teachers into Kemptown's PTA. We look forward to a very successful PTA this year, and hope to have the support from each family. We know you will enjoy the satisfaction of being a part of an organization dedicated to bettering your child's educational experience. The KES PTA membership drive begins at the beginning of the school year and continues through the beginning of October. Those who join the PTA and would like to do so can be included in the Buzz Book, the student directory compiled and distributed by the PTA at this time. Membership cards will be available for PTA members after the beginning of October. Our goal is 100% parental and staff membership to help support our school!

NEWSLETTER

Four times a year, the PTA provides a newsletter with great photos and stories about the events sponsored by the KES PTA. Anyone interested in contributing a story can contact the newsletter chairperson for more information.

PARENT VOLUNTEER PROGRAM

Another school year is upon us, and we are ready to get our parent volunteer program underway. Our volunteers at Kemptown are an exciting group of people who help out in a variety of ways. Help is needed in the classroom, media center, computer labs, to provide baby-sitting, help in the office, collate the weekly Thursday Bulletin, do laminating, help with fundraisers, etc., etc., etc. Volunteers in all areas enable our school to run more smoothly. If you can give some time to our school, please fill out the volunteer form that will come home the second week of school. Feel free to contact the

Parent Volunteer Chairperson anytime during the school year to find out about volunteer needs and opportunities.

REBATES PROGRAM COMMITTEE

Each year the Rebates Program Committee helps raise financial support through the collection of Box Tops, Campbell Soup Labels, receipts from Snell's Nursery, and rebate programs from Giant, Safeway and Target. Funds raised from these programs go directly to the school or through the PTA.

REFLECTIONS

Each year the KES PTA sponsors the local Reflections Program. Reflections is a statewide arts program. Kemptown students can enter the contest with photography, dance, drawing, music, etc. Watch for announcements in the early fall for information about the contest.

TALENT SHOW

Every spring the KES PTA sponsors the Talent Show. This is a showcase for the many talented students at the school. Come and enjoy the dancing, singing, instrumentation, gymnastics, magic, and other talents of our students. And definitely do not miss the great number by the Kemptown staff and the special fifth grade act!

TECHNOLOGY

The KES PTA is fortunate to benefit from the technology expertise of many of our families. We pass along this expertise to the school whenever possible. We also provide an email list service to keep our families informed of upcoming events and important information. We also have a website to provide information about PTA activities. Look for the web address in the weekly bulletin. Make sure to sign-on to the FCPS Find Out First system at www.fcps.org to get important news and snow emergency updates.

WAYS AND MEANS COMMITTEE

The KES PTA sponsors two fund-raising activities each year: the Sally Foster campaign and the Silent Auction at the Fall Festival. Between these two fundraisers, we are able to support all of the great activities provided by the PTA. Some of these activities include: Family Fun Nights, Family Dinner Night (formerly Spaghetti Dinner), Cultural Arts programming, Fall Festival, and many more! Please provide your support, both financially and effort-wise, to these fundraising activities.