



**NORRISVILLE ELEMENTARY SCHOOL  
PARENT AND STUDENT HANDBOOK  
2011-2012**

## **A MESSAGE FROM THE PRINCIPAL**

**Dear Parents,**

**I am excited about the 2011-2012 school year at Norrisville Elementary. This handbook will begin to communicate much useful information that will help our children get off to a great start. Please review this handbook with your child/children so that we may share common expectations for each other.**

**You will be able to use this handbook as a reference throughout the year. In addition, “The Jaguar Junction,” our monthly newsletter, and classroom newsletters will promote the connection between home and school that is essential. The NES website is also accessible at <http://www.norrisville.org>.**

**Maintaining effective communication is a responsibility shared by parents, staff, and students. We are interested in any feedback you may wish to provide. Please do not hesitate to call me about any item in the booklet that requires further clarification.**

**Together, we will succeed in achieving the goal of making Norrisville Elementary the place “*Where Bright Futures Begin!*”**

**Sincerely,**

**DUANE WALLACE  
Principal**

## THE MISSION OF THE NORRISVILLE ELEMENTARY SCHOOL

### *OUR VISION...*

Norrisville Elementary: “Where bright futures begin!”

### *OUR MISSION...*

- **N**uturing respect, responsibility & relationships.
- **O**pening minds
- **E**xpanding academic potential
- **S**haping life-long learners

# NORRISVILLE ELEMENTARY STAFF MEMBERS

PRINCIPAL..... DUANE WALLACE  
 TEACHER-IN-CHARGE..... SCOTT GROVE  
 SECRETARY..... MARCIA MORRIS  
 TELEPHONE NUMBER FOR NORRISVILLE ELEMENTARY 410-692-7810  
 FAX NUMBER FOR NORRISVILLE ELEMENTARY 410-692-7812

	<u>GRADE</u>	<u>ROOM</u>
KELLY MARECKI	K	1
KELLY BREINER	K	205
REBECCA ROMMELMAN	1	2
AMANDA FRITZ	1	3
BARBARA KILKER	2	4
JENNIFER SEXTON	2	5
LYNNE SWANENBURG	3	6
LACY STAHL	3	7
JESSICA KELLER	4	8
ERICA MUNDLE	4	9
SHARON WIMER	5	10
SCOTT GROVE	5	11
SUSAN HAVRAN	ART TEACHER (TUES./THURS.)	
STEVE WEBSTER	SPEECH THERAPIST (WED./FRI.)	
ANNE BELL	SPECIAL EDUCATOR (MON. – FRI. A.M.)	
ERIN STAFILATOS	SPECIAL EDUCATOR	
HEATHER JARMER	MEDIA SPECIALIST (MON., WED., FRI.); BEL AIR/TU; JARR/TH	
MELISSA BERRELL	PHYSICAL EDUCATION	
KRISTEN ENGELKE	VOCAL MUSIC	
MOLLY CAPP	INSTRUMENTAL MUSIC/STRINGS (MON./TUES. P.M./WED.)	
DIANNE VAN PELT	READING SPECIALIST	
CHRISTY RENZULLI	GUIDANCE COUNSELOR	
DONNA KASNIC	SEM TEACHER (WED./FRI.)	
RENEE FORD	INSTRUCTIONAL ASSISTANT	
SHARON MCNUTT	INSTRUCTIONAL ASSISTANT	
MARY JANE DYKES	INCLUSION HELPER	
KELLY GILBERT	INCLUSION HELPER	
ELAINE HEILMAN	INCLUSION HELPER	
JULIE HEMLING	INCLUSION HELPER	
JUDI DEACON	NURSE	
SANDRA BUCHANAN	CHIEF CUSTODIAN	
JOHN DIEHL	CUSTODIAN	
CURTIS KRAUSE	CUSTODIAN	
DONNA ROSENBERGER	CAFETERIA LEAD	
JEANNE SMITH	FOOD SERVICE	
JENNIFER PALMER	INSTRUCTIONAL FACILITATOR	
DEBORAH GEPPI	MENTOR TEACHER (TU. OR WED.-NES/NBES) / (MON.TH.FRI.-ABES)	
NATE SMITH	PUPIL PERSONNEL WORKER	
TAMMY WEBB	SCHOOL PSYCHOLOGIST	
LISA BAINER	SPECIAL EDUCATION EVALUATOR	

# SCHOOL CALENDAR 2011-2012

Opening of School for Students	August 29
Labor Day – Schools & Offices Closed	September 5
Back To School Night	September 6
Picture Day	September 19
Elementary Teacher’s Planning – Dismissal at 1:00	September 23
Rosh Hashanah – Schools Closed	September 29
Maryland State Teachers Convention – Schools Closed	October 21
Elementary Teacher’s Planning – Dismissal at 1:00	October 28
Teacher Staff Development Day – Schools Closed	November 3
Teacher Staff Development Day – Schools Closed	November 4
Elementary Teacher’s Planning – Dismissal at 1:00	November 18
Thanksgiving Holiday – <u>2-HOUR</u> Early Dismissal	November 23
Thanksgiving Holiday – Schools & Offices Closed	November 24, 25
Elementary Teacher’s Planning – Dismissal at 1:00	December 22
Mid-Year Holidays – Schools Closed	Dec. 23 – Jan. 2
Christmas Eve Observance–Schools & Offices Closed	December 23
Christmas Day Observance– Schools & Offices Closed	December 26
New Year’s Day Observance– Schools & Offices Closed	January 2
Schools Reopen after Winter Holidays	January 3
Elementary Teacher’s Planning – Dismissal at 1:00	January 13
Martin Luther King Day – Schools & Offices Closed	January 16
Teacher Staff Development Days – Schools Closed	January 23, 24
Elementary Teacher’s Planning – Dismissal at 1:00	February 17
President’s Day – Schools & Offices Closed	February 20
Elementary Teacher’s Planning – Dismissal at 1:00	March 30
Teacher Staff Development Days – Schools Closed	April 2, 3
Spring Vacation – Schools Closed	April 4 – 9
Good Friday – Schools & Offices Closed	April 6
Schools Reopen after Spring Vacation	April 10
Elementary Teacher’s Planning – Dismissal at 1:00	April 13
Elementary Teacher’s Planning – Dismissal at 1:00	May 11
Memorial Day – Schools & Offices Closed	May 28
Elementary Teacher’s Planning – Dismissal at 1:00	June 8
Schools Close At End Of Day For Students K-12	June 8

NOTE: This calendar contains the potential for 186 student days – six more than the state minimum requirement for 180 days. The six days may be used as make-up days for any days lost to inclement weather or other emergencies. Any of the four days listed at the end of the school year (June 11, 12, 13, and 14) not needed as inclement weather/emergency make-up days will be dropped and the last day of the school year adjusted accordingly. In addition, if a fifth inclement weather/emergency make-up day is needed, April 2, will be used; if a sixth makeup day is needed, April 3 will be used. The school year will not exceed 180 days for students.

## NORRISVILLE ELEMENTARY PTA

Welcome to the 2011-2012 school year! Your PTA has another fruitful year planned for the Norrisville children and families. We continue our tradition of sponsoring programs and events that enrich the school day experience by celebrating the physical, social and FUN aspects of life! And we do this with a minimum of fundraisers – just enough to be self-sustaining, and they too promote less product and more art, physical, and academic activity.

In addition to programs and fund-raising, NES PTA works cooperatively with school officials and county leaders to address any health, educational, and social concern on behalf of members. We partner with the Norrisville Recreation Council and local corporate entities to expand opportunities within our community.

Your PTA is proud to be “Green”! The days of paper flyers and bulky newsletters have long passed. We rely on our Facebook presence and website, [www.norrisville.org](http://www.norrisville.org), as the primary way to share news within our community. Early each month, both the school newsletter, The Jaguar Junction, and meeting minutes are posted on the website, and email notification is sent to all who have registered there. It is very easy to register, simply visit the website and enter your information under the “Join the Norrisville Elementary School PTA Email List” section and you will receive both school and PTA notifications via email. Your email address will not be shared with outside organizations.

A PTA premiere event is coming up soon – BACK TO SCHOOL NIGHT is Tuesday, September 6, 2011. On this night, parents and teachers visit together and review curriculum, classroom plans, and policies. Experience shows that the communication flows more freely if children do not accompany their parents on this particular night, and we thank you in advance for your efforts in this regard. While the official school program begins at 7:00 pm, PTA will open the doors at 6:00 pm and be there to welcome you and assist in membership and committee sign up.

Please consider joining NES PTA if you haven't already done so. We are a dynamic and friendly group, happy for the many good things that happen when we come together for the nicest of reasons – our children, each and every one.

### PTA OFFICERS

President	Lorrie Warfield	410-459-0562
Vice President	Kim Tulp	410-399-0333
Secretary	Keri Demos	410-452-0111
Treasurer	Teresa Wild	410-879-4057

## **PTA OBJECTIVES**

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Your PTA meets in the school library on the first Wednesday of each month at 7:00 pm, except in December. All officers, chairpersons, and co-chairs are members of the board, and our meetings are open to the public and we welcome everyone. The minutes of our meetings and monthly newsletter are posted on our website, usually within that week. Newsletter entries sent to [lorrie.warfield@gmail.com](mailto:lorrie.warfield@gmail.com) within 2 days of our meeting will appear in that month's newsletter.

## **VOLUNTEERS**

The volunteer program at Norrisville is a wonderful working partnership between parents, students, and teachers. On any given day, under the guidance of a teacher, parents can be seen reading with a small group, one-on-one with a reading student, monitoring the computer lab, running the math climber program, working in the library, helping to order Scholastic books, or helping with treats and games for a class party.

Volunteers are also used on a regular basis to help teachers with classroom management. Letters for bulletin boards, lamination, running off dittoes, are just a few of the weekly tasks volunteers assist with.

This invaluable volunteer program is an asset to the entire school population. The faculty and staff are always grateful to have interested and willing adults to lend an extra hand in the education of the children. If you wish to join the volunteer team working at home and or working at school, please call the school office.

## **SCHOOL STORE**

Our school store will be open for business on Fridays from 8:45 a.m. to 9:00 a.m. The school store will be located in the front lobby. If you are sending money with your child for a purchase at the store and must use a large bill, please put it in an envelope with a note from you that your child has this much money in his/her possession. This will help to alleviate the loss of large sums of

money. We would also like you to stress to your child not to spend their lunch money at the school store.

### **PARKS AND RECREATION ACTIVITIES**

The Norrisville Recreation Council offers various school based activities throughout the year. Notices about these activities are distributed through the school to the children informing you of appropriate registration information. If additional information is needed, the Norrisville Parks and Recreation offices may be contacted at 410-692-7820 or stop by and visit the Norrisville Parks and Recreation Building and Norrisville Branch of the Harford County Public Library.

### **SCHOOL HOURS**

The school day begins at 9:00 a.m. with all students being dismissed at 3:30 p.m. The front doors will open to admit students at 8:40 a.m. Please do not drop your children off any earlier. The school office closes at 4:00 p.m. If any emergency arises and you need to return to school, please report to the main office. The main office will remain open until 4:00 p.m.

### **STUDENT BEHAVIORAL EXPECTATIONS**

Good discipline is one of the keys to effective instruction. Classroom teachers take responsibility for discipline management within the classroom setting. Six school-wide rules for all students are followed at Norrisville Elementary School:

1. Walk at all times.
2. Keep hands, feet, and objects to yourself.
3. Talk quietly in proper places.
4. Always speak well of others.
5. Use school property in the correct manner.
6. During group times, raise your hand if you need help

### **CHILDREN'S DRESS**

We are proud of the neat, attractive appearance of the boys and girls of our school. Habits of good personal grooming are indicative of well-developed family attitudes and personal pride.

Further explanations, exceptions, special provisions, and restrictions are available on the Harford County website as well as the Harford County School Parent-Student Handbook (Calendar).

## **SCHOOL VIOLENCE POLICY**

Harford County Public Schools have instituted a zero tolerance policy in regard to violence in schools. Therefore, students bringing toy guns, knives or threatening to do bodily harm to others will be dealt with in a serious manner including a possible suspension from school. Please talk to your child about speaking to others in a careless manner or bringing inappropriate items to school.

## **DISCRIMINATION/HARASSMENT POLICY**

Harford County Public Schools is committed to providing an educational environment for all students that is safe, optimal for academic achievement, and free from any form of discrimination or harassment. Members of the school community are expected to treat each other with mutual respect.

Discrimination occurs when any person in the school community has on the basis of race, color, gender, national origin, religion, region, language, age, socioeconomic status, or disability been subjected to differential treatment, conditions, or decisions which substantially affects the person's ability to participate in or benefit from any educational program or activity.

Harassment is a form of discrimination which includes a) verbal conduct such as derogatory comments, slurs, offensive jokes, name calling, spreading rumors, extorting, threatening, bullying, mockery, and negative stereotypes, b) visual conduct such as degrading posters, photography, cartoons and gestures, graffiti, and the use of symbols of hate, and c) physical conduct such as threatening, assault, unwanted touching, acts of aggression, and blocking movement.

If a student believes he/she is a victim of discrimination or harassment, which also includes hate/bias incidents and sexual harassment he/she should report this to the school principal. A copy of the Harassment/Intimidation form is available on the HCPS website at [www.hcps.org](http://www.hcps.org) or by contacting the school.

## **TRANSPORTATION**

Parents who wish to transport their children to school should have their children arrive in the classroom prior to 9:00 a.m. Excessive tardiness has a damaging effect on a student's school success and will be reported to Pupil Services. Please refer to the Harford County website as well as the Harford County School Parent-Student Handbook (calendar) regarding the attendance/tardiness policy.

Children are to ride their assigned buses each day. Permission to ride a different bus or to get off at a different stop will only be granted in emergencies and must be approved by the principal. A note requesting that permission is required from the child's parent or guardian.

Children who do not ride the bus home must be signed out in the main office by the adult taking them home. On the morning of the day that a child will not be riding their regular bus home, a note is required in the school office from the parent or guardian identifying the time the child will be leaving school and the person who will be picking up the child.

### **PARKING PROCEDURES**

When one or more grade levels have a special event, parking can become a problem. If all of the marked parking spots are taken, please park on the Parks and Recreation Parking lot and not along the yellow fire lane, the designated bus area or the inner curb drive loop. This will allow our buses, which begin to arrive shortly before 8:45 a.m. and after 3:00 p.m., to drop off, pick up and exit the drive loop in a safe manner.

In the morning when dropping off your child, it is important that you pull your vehicle forward to allow room for the buses and others behind you. If your child requires extra time to leave the vehicle, please be considerate to others and park your vehicle in a regular parking spot.

Also, when going to your car with your child, be aware of the traffic in the parking lot. The potential for injury in the parking lot is great especially if your child is not properly supervised while going to your vehicle. **PLEASE – DO NOT PASS BUSES IN THE DRIVEWAY.**

### **REPORTING TO THE OFFICE**

If you find it necessary to bring something to your child or to contact him/her for any reasons during the school day, **PLEASE REPORT TO THE OFFICE FIRST.** We make every attempt to avoid classroom interruptions. If you need to contact a staff member, **PLEASE REPORT TO THE OFFICE** and ask if they are available for a conference before reporting to the classroom.

### **VISITOR/VOLUNTEER ID BADGES**

As you know Harford County Public School buildings are public institutions and are open to members of the community. Visitors should find our schools open and inviting places where they are welcome. Nevertheless, the school system must take every precaution to ensure the safety and security of its students and staff from those individuals who might want to cause disruption or harm.

Therefore, it is important if you are visiting our school for you to sign in at the office and obtain a visitor pass or a volunteer badge. Harford County Public Schools have implemented this initiative to maintain access control to our schools.

Even though the office staff recognizes many of our parents and grandparents, you may be asked to show photo identification when picking up your child. Please cooperate with us in this matter. We are doing this in order to ensure a safe environment at Norrisville Elementary School.

### **RELEASE OF CHILDREN**

During the course of a school year we are often asked to excuse children early for various reasons. For your protection, we do not excuse any student unless a parent calls for them at school. If such an occasion does arise, please stop at the office, and we will arrange to have your child meet you there. **PLEASE BE SURE TO SIGN THE BOOK IN THE OFFICE BEFORE TAKING YOUR CHILD HOME AT ANY TIME.** In situations where a child is to be signed out by someone other than his/her parent or a person identified on the emergency card, a note or phone call will be necessary from the parent. No children will be released without such prior notification.

### **HEALTH SERVICES PROGRAM**

The Health Services Program is an integral part of the educational support system and maximizes every student's learning potential by promoting his or her optimum health.

The major responsibilities of school health services include:

- Maintain the health room to provide emergency care for the ill and injured school population.
- Provide for the prevention, identification, assessment, and management of health concerns in the school setting.
- Assist students with special health care needs.
- Maintain the required health records.
- Coordinate all activities related to student medication.
- Implement health-screening programs as mandated by the State of Maryland: vision and hearing.
- Provide for the prevention and control of communicable diseases within the school setting.
- Monitor compliance of current Maryland immunization laws.
- Act as a resource to teachers, parents/guardians, and students on health education and safety issues.
- Participate in student services team conferences.
- Assist in the promotion and maintenance of desirable student attendance practices.
- Continue professional and personal growth by attending conferences, workshops, and inservice/graduate courses.
- Maintain and enhance a safe school environment.

## **Guidelines For Medications For Students While In School:**

When a student is taking a prescribed medication, parents/guardians should make every effort to arrange for the medicine to be taken outside of the school day. However, there are occasions when it is determined by a health care provider that a student must receive prescribed medication during the school day, either on a regular schedule or in the event of an emergency. When this circumstance occurs, the following guidelines apply:

- All medication must be accompanied by a written health care provider's order. These instructions must contain: the student's name, name of the medication, the route of administration, the exact dosage, time and circumstances of administration, length of time the medication is to be continued, reason for administration, health care provider's name, time and frequency of administration and date of order. Parents/guardians must also provide written authorization to administer medication to their child. For your convenience, a form for this purpose is available from the school nurse. No medication may be administered to a student without the required health care provider's order and parent/guardian permission. Faxed medication orders are acceptable. In some circumstances orders written on health care provider's letterhead or prescription pad is acceptable.

- The parent/guardian should give the first dose of any new prescription or over the counter medication at home (except for emergency medication, e.g. Epi-Pen®).

- Medication must be in its original prescription bottle, properly labeled by the pharmacy. Pharmacies can provide a second labeled bottle to accommodate medications that are given at school. Siblings may not share medication.

- Discretionary medications are available for occasional use only to students who have a signed permission slip on file in the health suite. Acetaminophen, ibuprofen, diphenhydramine, antacid tablets and cough drops may be administered under the ordered protocols of the Deputy Health Officer of the Harford County Health Department and at the discretion of the school nurse.

- Over-the-counter medications that are required on a more than occasional basis must be accompanied by an order from an authorized health care provider and supplied and transported to the health suite by the parent/guardian.

Parents/guardians or their designee must bring the medication to the school personally. *Students are not permitted to carry medication on the school buses or the school grounds.* Under extenuating circumstances there may be exceptions. This is for the safety of all students.

- If the health care provider feels that your child must carry and self-administer either an inhaler or Epi-Pen®, please have the health care provider complete the "Permission for Students to Carry/Self Administer Medications" form, stating the medical necessity for carrying the medication. The parent/guardian must also sign the form. This completed form must be given to the school nurse. The school nurse will notify all appropriate personnel when such exceptions are granted, including bus drivers. A copy of this form will be

retained in the student's confidential health folder. The Contract for Self-Administration of Medication must also be completed. Back-up medications must be kept in the health suite.

- No medication will be stored over the summer. The parent/guardian must pick up all medication by the end of the school day on the last day of school. Any remaining medication not picked up by a parent/guardian will be destroyed. No medication will be sent home with a student.

- A new health care provider's order and parent/guardian permission form is required for medications at the beginning of each new school year, and for any changes during the school year.

- Students are permitted to carry cough drops, but must have written parent/guardian permission. No health care provider's order is required.

To ensure the safety of the student taking medications, as well as other students, the following apply:

- All medications are kept in a locked cabinet in the health suite at all times.
- Medication must be taken in the presence of the school nurse, principal, or designee.

- Records are maintained documenting the medication taken, date, time, and the person who administered it.

## **TELEPHONING THE SCHOOL/TELEPHONING FROM THE SCHOOL**

Parents sometimes find that emergencies arise requiring a telephone message to the school. The secretary will deliver messages of this kind. However, parents are urged to make arrangements for lunches, transportation home, dental appointments, meetings, etc. before school and to confine requests to **EMERGENCIES ONLY**.

## **CAFETERIA SERVICE**

The cafeteria provides a well-balanced breakfast and lunch every day. The price of breakfast is \$1.05 and lunch is \$1.90, including milk. Those who bring lunch to school may purchase milk for \$.50. Other a la carte items are also available.

As in previous school years, Norrisville will be on a computerized system with each child having their own account and PIN (Personal Identification Number). Each child will use the same number he or she was given last year. All new students and kindergarten students will receive their PIN numbers the first day of school. Parents may send in any amount of money to put in their child's account for purchasing lunch, milk or a la carte items.

Occasionally, the purchase of daily breakfast or lunch places a financial strain on the family budget. Free and reduced meals are provided for those who qualify. Applications for this program are sent home with all children early in the year. For more information, please contact the principal.

## **INVITATIONS**

When making plans for a birthday or holiday party for your child, unless you are planning on inviting every child in the class, please make other arrangements for distribution of the invitations instead of through the classroom.

In this day when self-esteem is an important issue for people of all ages, something as simple as an invitation can mean a lot to a child.

## **THE BIRTHDAY CUPCAKES POLICY**

*The following three statements are taken from the “HCPS SchoolWellness Policy:”*

*Schools/staff shall refrain from using food or beverages at any time as either reward or punishment for academic or instructional achievement, performance, effort or activity in any respect or for behavior modification or punishment.*

*Nutritional and ingredient information on all products served shall be available to the public so that students may make informed eating decisions.*

*Schools are encouraged to offer and promote nutritionally dense food when providing food and beverages free of charge between 12:01 a.m. and dismissal.*

*If you choose to send a treat for your child’s class in recognition of your child’s birthday, we require the following:*

- *Notify your child’s classroom teacher in advance*
- *Be sure that the treat is commercially prepared and clearly shows ingredients on the package.*
- *Deliver the treats to the office so that our school nurse can determine that there are no allergy concerns for students in your child’s class.*

## **INSTRUCTIONAL PROGRAM**

Students at Norrisville Elementary are grouped into heterogeneous homerooms in order to provide them a diverse learning environment throughout the day. As appropriate for reading and math, students are flexibly regrouped throughout the year to provide targeted differentiated instruction based upon their needs. Any questions about the appropriateness of grouping for your child should be addressed to the principal.

The language arts program in our school is called Integrated Language Arts, following Harford County Public Schools ILA framework and scope and sequence. It involves all areas of language including reading, speaking, listening, writing and thinking. In reading, our students will use the Harcourt Collections ILA program. All students receive phonics instruction beginning in Kindergarten. Through discussions of what they have read and writing in response to what they

have read, comprehension is developed. Sustained silent reading is another important element of our program. Students are given the opportunity every day to read independently from self-selected books.

In writing, our children engage in process writing. They go through the steps of generating ideas, draft writing, revising, editing, and final draft writing (although all assignments may not go through all these steps). Emphasis is given to creativity in expression of ideas. Writing is emphasized throughout the curriculum, responding to prompts from many different subject areas and themes. Handwriting is taught using the Zaner Bloser method and materials.

Our mathematics program is based on Maryland State Curriculum, using the *Every Day Mathematics* series. In addition to the regular books, our children use math manipulatives, calculators, and computers. Emphasis in our program is given to computation, word problems and mathematical reasoning.

Social studies and science are taught as indicated in Harford County curriculum guides. For each grade level there are prescribed units.

## **KINDERGARTEN**

Kindergarten classes are available to boys and girls who reach their fifth birthday by September 1<sup>st</sup>.

The curriculum is activity-oriented with emphasis on reading and mathematics readiness and on improving background in science and other areas of the curriculum. The children will begin to write using a process known as the Writer's/Illustrators' Workshop.

Attempts to make maximum use of small group interaction will play an important role throughout the program.

Comfortable play or school clothing is recommended for kindergarten children. There are no dress restrictions in kindergarten, and we will, as always, be satisfied with the good judgement of the parents in regard to the children's attire for school.

## **DAILY ASSIGNMENTS AND HOMEWORK**

Daily assignments and homework are important elements of the instructional program within our school. As such, homework will reasonably be assigned to all students. Homework assignments should reinforce the acquisition of study skills and self-organization, thus preparing students for future endeavors.

Generally speaking, at the primary level, homework should collectively range from two to three hours per week but not exceed approximately one-half hour per night. Similarly, at the intermediate level, homework should collectively

range from three to four hours per week and not exceed forty-five minutes or so, per evening. If your child regularly has problems completing homework, please contact his/her teacher.

If a student is absent from school for reasons other than illness (family vacations, trips, etc.) class work and assignments generally will not be provided prior to the absence. We have found that such work is of little benefit since the student will miss the class instruction that is the key element in all assignments. It is also an impossible task to project assignments over an extended period of time for the same reason; classroom instruction will be missed by the student. We will make every effort to supply needed assistance to the student upon his/her return to school.

Teachers will provide upon request, work and assignments for students who are absent from school due to illness. We ask that adequate notice be given to teachers so that meaningful work can be provided. When your child is ill and must be absent from school for more than one day, you may call the office to request work assignments. We will have this work available in the office for you or we may send it home with a sibling or neighbor.

### **SPECIAL READING**

This program is designed to meet the needs of children experiencing difficulty in progressing through the scope and sequence of skills of the school's reading program. The reading teacher coordinates her efforts with the classroom teacher in an attempt to maximize the student's reading progress.

Groups of students on similar levels meet with the reading specialist on a regular basis for instruction.

### **SPECIAL EDUCATION**

Special Education programs educate students with disabilities. Children may be referred by teachers or parents and are screened by the school's Student Services Team (SST) and the Individual Education Program (IEP) team. A specific handicapping condition must be determined before placement into special education. The child's handicapping condition is then documented as the cause for below grade level functioning by the IEP team. Individual Educational Plans (IEP) are designed and written for each student receiving services. Students may receive instruction in the areas of listening, reading, written language, mathematics, oral expression, and/or school success. Parental permission is required for formal testing and for entrance into the program. Parent input is an important part of the program. All students are included in the least restrictive environment appropriate. Norrisville Elementary is an inclusion setting.

## **504 PLAN**

A student may be identified as handicapped under Section 504 of the Rehabilitation Act of 1974. A 504 team determines whether a student is qualified. A handicapped student under 504 has a physical or mental impairment which substantially limits one or more major life activities. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The 504 team is responsible for developing and approving a 504 plan when a student is determined to be eligible.

## **SPEECH AND LANGUAGE**

The speech and language program is designed to meet the needs of children experiencing problems in the area of speech and/or language. Children referred by teachers or parents are screened by the school's Individual Education Program (IEP) Committee. The IEP committee may recommend individual assessments. If, based on the recommendations from that assessment, speech/language services are found to be appropriate, an Individual Educational Plan (IEP) is developed which addresses the student's individual needs and the goals for speech/language therapy. Parental permission is required for formal testing and for entrance into the program. Parent input is an important part of the process.

## **VOCAL MUSIC**

Our music teachers provide a coordinated developmental music program for children in grades K-5. Instruction is given to the students in singing skills and general music knowledge during two scheduled music periods every week. A detailed county curriculum is used based on the elements of music which are: rhythm, melody, harmony-texture, tone color, tempo, dynamics and form. The elementary music curriculum also promotes the learning of a wide variety of musical styles which include: American Patriotic, African-American, Native-American, Hispanic, European, Asian, Middle-Eastern and Polynesian Island music. These musical styles are addressed through a variety of activities including: singing, playing instruments, moving, music-reading, music-writing and listening.

In addition to the music instruction in the classroom, large groups showing musical aptitude and interest will participate from time to time in choral activities. A Winter Program and a Spring Program will be presented by these groups.

## **INSTRUMENTAL MUSIC**

Instrumental music begins with the primary students having much practice and fun in playing the instruments of the rhythmic part of the Percussion Family: drums, tambourines, triangles, maracas, etc.

In third grade the students as part of their regular music class are introduced to all of the families of the instruments: woodwind, brass, string and percussion. They become acquainted with each family and its members, finding out how the sound is produced in each one. In addition, history and other information is provided which pertains to individual instruments. Each instrument that is available, is demonstrated for the third graders so he/she can hear first hand, the sound of each instrument.

Children in third grade are also given an opportunity to play the recorder. The recorder is introduced and used in the vocal music classes in conjunction with the curriculum.

All this preparation is to help the children decide whether or not they are interested in beginning study of an instrument in the fourth grade. At Norrisville, we teach the percussion, brass, woodwind and string families. Lessons are provided weekly on a pull-out basis. Each student also has the opportunity to participate in a large ensemble with like and unlike instruments. The ensembles perform at the Winter and Spring Concerts. A parent meeting is held in early fall to inform parents of fourth and fifth graders about our instrumental music program.

## **PHYSICAL EDUCATION**

The physical education program is planned, organized and directed for the purpose of promoting co-ordination and muscular development. It is not a period in which the children “just play” but a period of developing physical fitness. Activities are planned according to the maturity level and needs of the children. These include stunts, games, rhythms, dramatic play, and skills leading into organized sports. All grades K-5 will have two scheduled physical education periods per week. Learning good sportsmanship is a very important phase of the program. Rules and regulations for safety are emphasized in all activities. Children are not allowed to wear jewelry during physical education classes. If children do not remove jewelry, they will not be allowed to participate. (This is a Harford County Public Schools policy).

## **MEDIA CENTER**

Students have a weekly library/media period with their class for instruction as well as book selection and check-out. Books will be checked out to students for one week, with the privilege of renewal, if the book is not on reserve for another student. Books to be used in the classroom will be checked out to the classroom teacher.

Students are instructed in the use of the on-line public access catalog (OPAC), Dewey Decimal classifications, and literature appreciation. The library is available to small groups as time permits. No fines are charged for late book returns. However, we do solicit the help of parents in seeing that books are returned promptly on succeeding “library days”. Lost or damaged books are the

student's responsibility. Parents will be requested to make full payment to the school for books lost or damaged.

### **GIFTED AND TALENTED EDUCATION PROGRAM**

*At NES, we strive to meet the needs of students at all academic levels. Each year, Norrisville students performing at high levels, when compared with their peers, or who show potential to do so, will be provided with differentiated services, challenge, enrichment and opportunities that meet their needs through active collaboration with stakeholders.*

***Students will focus on the following objectives:***

- *develop and apply analytical, critical, executive, and creative thinking skills to all content areas;*
- *utilize problem-solving strategies in real-world situations;*
- *prepare to assume educational, civic, social, and personal responsibilities;*
- *develop leadership potential and a commitment to learning as a life-long process.*

***Teachers will focus on the following objectives:***

- *collaborate to facilitate the consistent implementation of instruction;*
- *counsel and advise students, parents, and teachers about underachievement, and special issues associated with giftedness;*
- *pursue professional development in Gifted & Talented recognition, theory, programming, assessment, counseling, and teaching;*
- *utilize challenging, standards-based curriculum that includes evidence of expanded or extended student performance;*
- *procure and use resources to support a challenging curriculum;*
- *facilitate opportunities for learning that are external to the school while providing an optimal match to the needs of the learner. Students will be able to gain access to educational advantages provided by resources outside the environment of the school;*
- *represent the needs of Gifted and Talented students on the School Improvement Team*

### **CHARACTER EDUCATION**

The goal of the Norrisville Character Education Program is to have students and staff build skills in the areas of: respect and responsibility and relationships.

## **ART**

Classroom instruction in art is based on a wide range of creative experiences in drawing, painting, and printmaking. Student also have the opportunity to evaluate art from historical and cultural perspectives.

All students' artwork is displayed in the hallways of Norrisville School, and a selection of student artwork is chosen to be displayed at various shows during the school year. Please, take time during the year to wander the hallways to see the wonderful creative talent our student display.

## **PUPIL REPORTING**

Reporting pupil progress to parents is a continuous process. A combination of scheduled conferences, general newsletters, and progress reports comprise the report to the parents. The school year is divided in four reporting periods at which time teachers prepare the progress report. During the first quarter, teachers schedule a parent/teacher conference for each pupil instead of providing a report card. The philosophy of the reporting program supports the idea that teachers contact parents at any time during the year to ensure that parents are aware of their child's progress and needs. All aspects of communicating pupil progress to parents focus on a child's own growth in the school environment related to the areas of:

Writing/Reading Skills  
Mathematics Skills  
Spelling Skills  
Handwriting  
Social Studies

Science  
Music  
Art  
Physical Education  
Media

## **CONFERENCE WITH TEACHERS**

Parent-teacher conferences are encouraged as a means toward promoting ever-increased mutual understanding of children's educational programs. Should the teacher see a need, be assured that he or she will request a conference. Should you see a need, do not hesitate to call the school secretary who will arrange a conference with the teacher for you. Teachers are not permitted to conduct conferences during the course of the instructional day. In order that adequate time is provided for teacher planning, conferences must be limited to one per morning or afternoon. For this reason, it is essential that parents schedule their conferences with the school secretary as described above prior to their coming. Special area conferences, such as those involving a team of professionals, will be scheduled on an individual basis.

## **RECESS**

Recess is scheduled for all students every day for 15 minutes. Playground and equipment rules will be discussed and modeled at the beginning of the year

and a safety contract will be signed by every student. Weather permitting, this recess occurs outdoors all year. Because of changing temperatures and windy conditions surrounding the school, please encourage your child to bring a sweatshirt, sweater, or light jacket with their name in it and leave it in the closet for use on cool days. This is very important for the health of your child on school days.

### **FIELD TRIPS**

All classes at Norrisville are eligible for field trips at various times during the school year. These field trips are chosen by the teacher to correspond with curriculum that is being presented in the classroom. Permission forms are sent home prior to these field trips and are required by Harford County Public Schools. Forms must be filled out and returned to the teacher before a student may participate. If a student does not receive permission, he/she will stay at school and complete assigned work in another classroom.

### **GOOD NEWS ASSEMBLY**

Norrisville Elementary celebrates with a monthly School Spirit Day on the first school day of the month which coincides with our Good News Assembly. To celebrate this day, faculty, staff and students should wear our jaguar tee-shirts or our school colors, blue and gold. During our Good News Assembly we celebrate in and out of school accomplishments of students and staff.

School Slogan: "Where Bright Futures Begin!"

School Colors: Blue and Gold

Good News Assembly/School Spirit Day: First school day of every month

School Mascot: "Diablo" The Jaguar

### **"JAGUAR SONG"**

WITH A JAGUAR ON OUR TEE-SHIRT  
AND A SMILE UPON OUR FACE,  
YOU WILL KNOW WE'RE KIDS FROM NORRISVILLE,  
AND THERE'S NO FINER PLACE  
WE WORK HARD ON ALL OUR SCHOOLWORK  
SO OUR FUTURE WILL BE BRIGHT,  
'CAUSE WE'RE THE BEST IN ALL THE LAND  
AND WE'RE A HAPPY SIGHT.  
NORRISVILLE IS GREAT!  
NORRISVILLE IS GREAT!  
OUR READING PROGRAM'S NUMBER ONE  
OF THAT YOU CAN'T DEBATE  
WE CAN ADD OUR NUMBERS BEFORE WE COUNT TO THREE  
BECAUSE WE ARE THE VERY BEST, JUST COME RIGHT UP AND SEE.

# Norrisville Elementary School 2011-2012 REFRIGERATOR NEWS

**TWO HOUR DELAYED OPENING** (usually happens on inclement weather days)

School will begin for students at 11:00 a.m. (two hours later than the normal 9:00 a.m. starting time).

Students will be dismissed at 3:30 p.m. (our normal dismissal time).

## **EARLY DISMISSAL**

School will begin for students at 9:00 a.m. (our normal starting time)

Students will be dismissed at 1:00 p.m. (instead of 3:30 p.m.)

Early Dismissal Days are:

<b>Friday, September 23<sup>rd</sup></b>	<b>Friday, February 17<sup>th</sup></b>
<b>Friday, October 28<sup>th</sup></b>	<b>Friday, March 30<sup>th</sup></b>
<b>Friday, November 18<sup>th</sup></b>	<b>Friday, April 13<sup>th</sup></b>
<b>Thursday, December 22<sup>nd</sup></b>	<b>Friday, May 11<sup>th</sup></b>
<b>Friday, January 13<sup>th</sup></b>	<b>Friday, June 8<sup>th</sup></b>

- **Log on to [www.hcps.org](http://www.hcps.org) for updates on inclement weather closings, late openings, and early dismissals.**

If no inclement weather days are needed, the earliest the school year will end will be June 8<sup>th</sup>, the latest date school will be in session for students is June 14<sup>th</sup>.

Inclement Weather Days Used	Final Day of School for Student
<b>0</b>	<b>June 8</b>
<b>1</b>	<b>June 11</b>
<b>2</b>	<b>June 12</b>
<b>3</b>	<b>June 13</b>
<b>4</b>	<b>June 14</b>
<b>5</b>	<b>April 2*</b>
<b>6</b>	<b>April 3**</b>

\*Includes using April 2<sup>nd</sup> as a regular school day instead of a professional development day

\*\*Includes using April 3<sup>rd</sup> as a regular school day instead of a professional development day

Listen to **WBAL Radio at 1090** on the AM dial for the most up to date information. Other stations to listen to:

WAMD	970	Aberdeen	WLIF-FM	101.9	Baltimore
WBAL	1090	Baltimore	WPOC-FM	93.1	Baltimore
WCBM	680	Baltimore	WQSR-FM	105.7	Baltimore
WSBA	910	York, PA	WWMX-FM	106.5	Baltimore
WARM-FM	103	York, PA	WXCY-FM	103.7	Havre de Grace
WDAC-FM	94.5	Lancaster, PA	WXYV-FM	102.7	Baltimore
WERO-FM	92.3	Baltimore			

TV – Channels 2, 11, 13, 45