

Carroll Manor Elementary School

Phone: 443-809-5947

4434 Carroll Manor Road • Baldwin, Maryland 21013

Fax: 443-809-5948

School Hours: 8:30 am-3:30 pm

<https://carrollmanores.bcps.org/>

GENERAL SCHOOL INFORMATION

WELCOME!

We wish to extend a special welcome to everyone who is new to the school and a welcome back to our returning students and families. We are excited to have you as part of our Carroll Manor school family! We are looking forward to the 2023-2024 school year. Keeping the lines of communication open is very important to us. Don't hesitate to call the school at 443-809-5947.

The Administrative Team

Mrs. McNelly, Principal amcnelly@bcps.org

Mrs. Tracy Hanley thanley@bcps.org

School Counselor

Mrs. Hashimoto, shashimoto@bcps.org, 443-809-7439

School Nurse

Nurse Becky, rschafer2@bcps.org, 443-809-3455

Main Office Team

443-809-5947

Mrs. Kowalewski, Administrative Secretary

Mrs. Hardesty, Office Secretary

MARK YOUR CALENDAR

New Family Orientation

August 24, 2023 3:30-4:00 pm (Cafeteria)

Back-To-School Night Open House

August 24, 2022 4:00-5:00 pm (Enter at Breezeway)

ABSENCES

Teachers will be unable to give your child homework assignments if they are *planning* to be absent from school for any length of time (i.e. vacations, shadowing, etc.) Teachers will be happy to collect any work your child misses during their absence and give it to him/her upon returning to school. Because assignments are based on day-to-day instruction, and instruction can change based on the children's needs, it is difficult for teachers to provide homework and/or classwork in advance. **If your**

child is unable to attend school due to illness, please include the School Nurse, Mrs. Schafer, in an email at rschafer2@bcps.org indicating the reason why they are absent.

Please note: both excused and unexcused absences get reported in one total number of absences and will appear on quarterly report cards/records as such. For example, it is important to understand that if your child has an "excused" absence for being ill or an "unexcused" absence for being on vacation, these both appear as days absent. There is no distinction in final records (i.e. the report card). While normal attendance (including minimal late arrivals and early dismissals) is critically important, we do understand that students need to stay home when ill.

VISITING THE BUILDING & VOLUNTEERS

In order to ensure continued comfort, safety, and instructional excellence it is imperative that you enter the building through the front doors, check in the office immediately, and receive a visitor's badge. **We respectfully request that you do not walk your child to their rooms or visit their classroom unless you have previously been granted permission to do so. If you need to speak with your child's teacher, please email or schedule a time to do so.** Volunteers will be permitted for the 2023-2024 school year. Please visit the [volunteer page of the BCPS website](#) for detailed information. Once complete, volunteer applications and certificates must be sent to Mrs. Hardesty, office secretary.

ARRIVAL AND DISMISSAL

Please keep your child's dismissal consistent each day, send in handwritten notes with your child if there should be a change, and **avoid calling after 3:15 pm to change dismissal procedures unless there is an emergency change.** Please **do not email** teachers or staff with dismissal changes.

If there are changes to your child's/children's normal dismissal procedures, you must send a handwritten note to the homeroom teacher or call the office before 3:15 pm; otherwise, he/she will be dismissed as he/she normally is.



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For late arrival, students will ring the center doorbell, enter the building, and report to the office. Students will then be directed to their homerooms. **Parents may not escort students to classrooms at any time.**

For early dismissal, parents/guardians can pull up to front of the building (if before 3 pm) or parking lot and **ring the bell at the front center red doors**. Please report to the office and a staff member will call the classroom for your child(ren). The front loop should be free of cars by 3:00 pm to prepare for bus dismissal.

Bus Riders

Please be at your bus stop 5-10 minutes ahead of your pickup time. The first few days of bus transportation run slower as drivers and students get used to new routes. Bus riders will enter the building at 8:30 a.m. through the main front doors. The 2023-2024 school day will end at **3:30 p.m.** Buses typically load up to 15 minutes after the 3:30 p.m. dismissal bell. **Students will not be permitted to ride a bus other than their assigned bus.** Please discuss a back-up plan with your child if you are unable to retrieve him/her from the bus stop. When there is a substitute driver, pickup/drop off times can vary, so please wait at the stop for several minutes before and after your pickup and drop-off time. If your bus does not arrive in a reasonable amount of time, please call the school office so that we can investigate.

Car Riders

Car riders will enter the building at 8:30 a.m. through the cafeteria doors. All adults should remain in cars and students should not exit/enter cars until directed by staff during arrival and dismissal. Practicing independence with seatbelts and entering/exiting your car over the summer is a good idea. This will ensure safety and smooth operation during these busy times of the day. **Students should not arrive at school before 8:30 a.m. unless they are involved in special programs.** There is no supervision prior to 8:30 a.m. because teachers are not on duty at this time, so students are not allowed to enter the building until the 8:30 a.m. bell rings. If parents need to drop off students at an earlier time, Play Centers, Inc. registration is available for a fee. Please call them at 410-296-4880 for more information. Students will be dismissed to the car line at 3:30 p.m. Please be prompt for pick-up. Cars are *not* permitted in the front entrance circle between 8:00 a.m.-

8:45 a.m. and between 3:00 p.m.-3:45 p.m. This is a bus lane and a fire lane. Thank you for your cooperation in this matter.

BIRTHDAY CELEBRATIONS

Please remember that food treats for birthdays are not an option. The Wellness Policy and Rule 5470 states: all foods and beverages that are provided during the school day must meet the same nutrition standards as the school meals program and non-food rewards are encouraged in all grade levels. If you would like to celebrate your child's birthday, please consider the following options as food will not be accepted:

Parent Ideas—Please check with the classroom teacher in advance to ensure acceptability for the class and to provide advance notice for scheduling purposes.

- Give small favor bags or items (pencils, stickers, glow sticks, erasers, notepads, etc.).
- Donate a book to the class and schedule a time to read it to them.
- Donate classroom supplies (books, games, musical items).
- Provide supplies and directions for a craft (bonus if parents come to class to help with the craft!).
- Donate recess items (balls, hula hoops, etc.) to the class in the student's honor.
- Coordinate a book swap – students bring in a book to “trade” with classmates.
- Create a treasure box with donations of non-food items for students to choose from as a reward.

In addition, personal birthday party invitations should not be sent to school for distribution. Please consider using electronic versions or the PTA directory for mailing.

Thank you for your understanding and support in this matter as we continue to strive for the wellbeing, health, and safety of our students.



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QUESTIONS OR CONCERNS?

WHERE DO I START?

If you have a question at any time, please call the office and you will be directed to the appropriate person

Mrs. Kowalewski: General Inquiries, Budget, Expenses, Special Events, General Fees, Field Trip Fees, Ordering/Materials, PTA Information/Events, Dismissal Changes, Other (she will direct you to appropriate person)

Mrs. Hardesty: General Inquiries, Registration/Enrollment/Residency, Special Events, Transportation (buses), Family Contact Information (address, phone, email), Records (Report Cards/Transcript Requests/Middle School Applications/Transfers), PTA Information/Events, Dismissal Changes, Other (she will direct you to appropriate person)

Nurse Becky: Health Records, Immunizations, Illnesses, Absences, Health Protocols

Mrs. Hashimoto: Student and Family Academic, Social, Emotional Support (friendships, peer relationships, anxiety, family changes, behavior, financial needs, etc.)

Ms. Hanley: IEP/SST (Special Education/504 Plans), Behavior/Discipline/Student Handbook, Standardized Testing, Transportation (buses), Special Events

Mrs. McNelly: Instruction, Grading/Curriculum, Safety, Scheduling, Physical Facilities, School Communications (SchoolMessenger)



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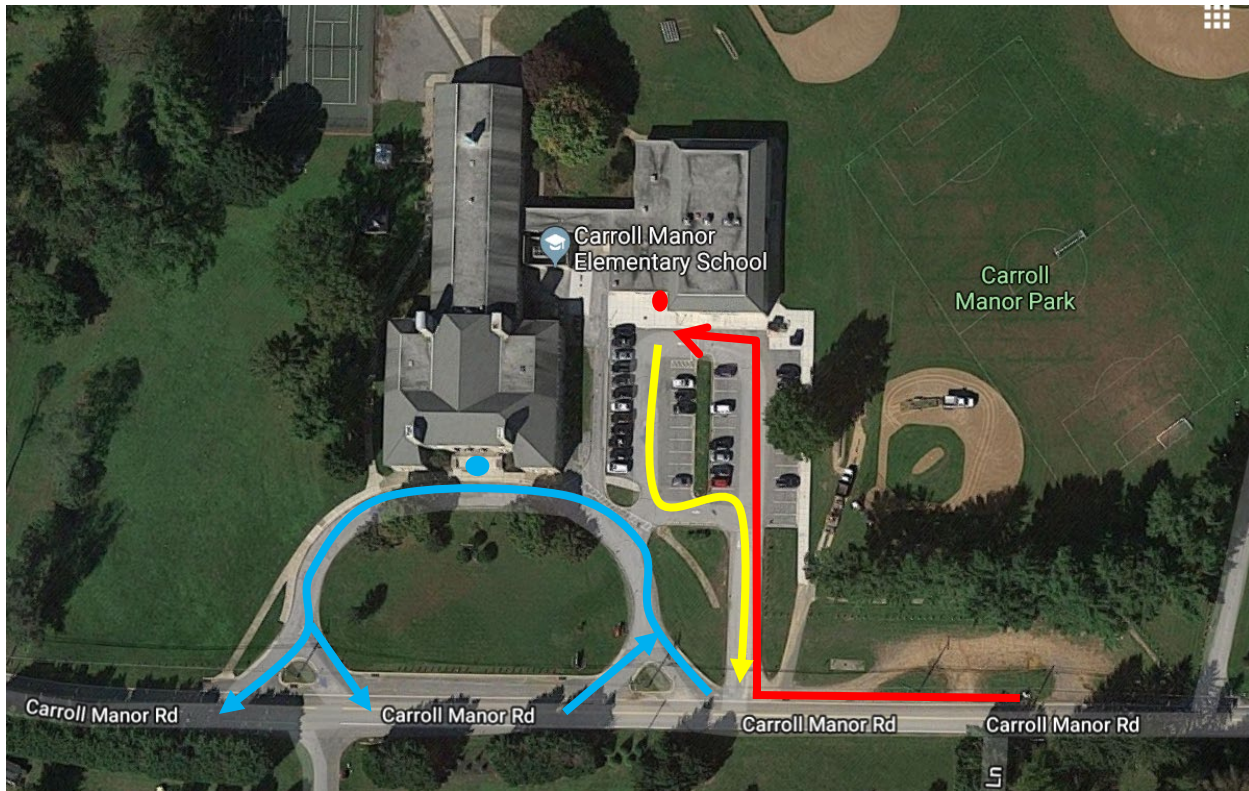
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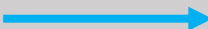




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Student Drop-off and Pick-up



-  Bus Drop-off/Pick-up (no cars, no pedestrians)
-  Bus Drop-off Student Entry
-  Car Drop-off/Pick-up (no buses, no pedestrians)
-  Car Drop-off Student Entry
-  Car Exit (no pedestrians)



Creating a Culture of Deliberate Excellence