



**NORRISVILLE ELEMENTARY SCHOOL
PARENT AND STUDENT HANDBOOK
2009-2010**

A MESSAGE FROM THE PRINCIPAL

Dear Parents,

I am excited about the 2009-2010 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
GAIL THOMAS	1	2
AMANDA FRITZ	1	3
BARBARA KILKER	2	4
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 (TUES./THURS.)	
ANNE BELL	SPECIAL EDUCATOR	
JENNIFER SEXTON	SPECIAL EDUCATOR	
ERIN TRAUB	MEDIA SPECIALIST (MON./WED./FRI.)	
MELISSA BERRELL	PHYSICAL EDUCATION	
KRISTEN ENGELKE	VOCAL/INSTRUMENTAL MUSIC	
LYNDSAY DAVIES	VOCAL MUSIC (MON. P.M./ WED./THURS.)	
ARLENE HASKINS	STRING MUSIC (MON.P.M./WED. P.M.)	
DIANNE VAN PELT	READING SPECIALIST	
CHRISTY RENZULLI	GUIDANCE COUNSELOR	
DONNA SIGWART	SEM TEACHER (TUES./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	
DEBBIE PACITTI	INCLUSION HELPER	
JUDI DEACON	NURSE	
SANDRA BUCHANAN	CHIEF CUSTODIAN	
JAMES JETER	CUSTODIAN	
JOHN DIEHL	CUSTODIAN	
DAWN ARNOLD	CAFETERIA LEAD	
DONNA ROSENBERGER	FOOD SERVICE	
JEANNE SMITH	FOOD SERVICE	
MARC HAMILTON	INSTRUCTIONAL FACILITATOR	
KAREN LOUDERBACK	MENTOR TEACHER	
NATE SMITH	PUPIL PERSONNEL WORKER	
OLIVIA HAZEL	SCHOOL PSYCHOLOGIST	

SCHOOL CALENDAR 2009-2010

Opening of School for Students	August 27
Back To School Night	September 1
Labor Day – Schools & Offices Closed	September 7
Picture Day	September 22
Elementary Teacher’s Planning – Dismissal at 1:00	September 25
Yom Kippur – School Closed	September 28
Elementary Teacher’s Planning – Dismissal at 1:00	October 15
Maryland State Teachers Convention – Schools Closed	October 16
Elementary Teacher’s Planning – Dismissal at 1:00	November 4
Elementary Conference Day – Schools Closed	November 5
Teacher Staff Development Day	November 6
Thanksgiving Holiday – <u>2-HOUR</u> Early Dismissal	November 25
Thanksgiving Holiday – Schools & Offices Closed	November 26, 27
Elementary Teacher’s Planning – Dismissal at 1:00	December 23
Mid-Year Holidays – Schools Closed	Dec. 24 – Jan. 3
Christmas Eve Observance–Schools & Offices Closed	December 24
Christmas Day – Schools & Offices Closed	December 25
New Year’s Day – Schools & Offices Closed	January 1
Schools Reopen after Winter Holidays	January 4
Elementary Teacher’s Planning – Dismissal at 1:00	January 15
Martin Luther King, Jr.’s Birthday – Schools & Offices Closed	January 18
Teacher Staff Development Days – Schools Closed	January 19, 20
Elementary Teacher’s Planning – Dismissal at 1:00	February 12
President’s Day – Schools & Offices Closed	February 15
Elementary Teacher’s Planning – Dismissal at 1:00	March 19
Teacher Staff Development Day – Schools Closed	March 31
Teacher Staff Development Days – Schools Closed	April 1
Good Friday – Schools & Offices Closed	April 2
Spring Vacation – Schools Closed	April 2-7
Schools Reopen after Spring Vacation	April 8
Elementary Teacher’s Planning – Dismissal at 1:00	April 16
Elementary Teacher’s Planning – Dismissal at 1:00	May 14
Memorial Day – Schools & Offices Closed	May 31
Elementary Teacher’s Planning – Dismissal at 1:00	June 4
Schools Close At End Of Day For Students K-12	June 9

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 10, 11, 14, and 15) 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, March 31, will be used; if a sixth makeup day is needed, April 1 will be used. The school year will not exceed 180 days for students.

NORRISVILLE ELEMENTARY PTA

Norrisville's Parent Teacher Association welcomes you and your children to the 2009 - 2010 school year. I would like to take this time to share our mission and goals. We are a community-based group of adults working for all children and youth. We provide parents, teachers, and community members the opportunity to unite to improve the children's lives by addressing health, education, and social concerns. We encourage parent and public involvement in our school, and strive to bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of our children.

Communication is the key. Our school newsletter, the Jaguar Junction, is the primary source of monthly school and PTA information. The newsletter is distributed electronically via email during the first week of each month. You may sign up on our school website www.norrisville.org. Please check the "Important Dates" section for upcoming events, trips, assemblies, meetings, school closings and early dismissals, etc. In the school lobby, the bulletin board and the PTA bookcase will often have additional information, interesting literature and flyers displayed. Please feel free to help yourself to the flyers or read and return any single copy of literature for the next person.

In addition, www.norrisville.org is our PTA website. If you need to contact one of the PTA officers, you can send an email to one of the PTA officers, via our website or you can call or drop a note in the PTA mailbox, which is located in the school office. You can also sign up, via www.norrisville.org, for important notifications via email – just enter your information under the "Join the Norrisville Elementary School PTA Email List" section. Your email address will not be shared with outside organizations. This is an effective way to communicate important information to our community of parents and teachers.

BACK TO SCHOOL NIGHT is one of the most important PTA nights. This is an opportunity for you to meet your children's teachers and to find out about the curriculum, classroom plans and policies for the new school year. Attending this meeting is essential to getting the school year off to a great start. Please make every effort to attend. In order for you to have the quality time you deserve with the teachers, we recommend and encourage you to leave your children home with a responsible family member or babysitter. The date for Back to School Night is Tuesday, September 1, 2009.

Parent/Guardian involvement is what makes our school community strong and Norrisville Elementary has long had a tradition to active volunteers. Our goal is to have everyone involved at the level of participation that is comfortable for them. We value your time and strive to use it most effectively. There are many ways that you can offer support. Membership and involvement in our PTA is our strongest asset. Your commitment to the PTA will help make a difference in the lives of our children.

Today more than ever, PTA is dedicated to the issues that parents, teachers, and children face in their daily lives. Because of your energy, ideas, and dedication, we can create a force that cannot be ignored. The desire to make a difference in the lives of children drives all of us and involvement is the key to our success. With your help, we will make a difference for all our Norrisville children!

Julie Marindin, PTA President

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.

PTA OFFICERS

President	Julie Marindin	410-692-6866
Vice President	Mike Hood	410-557-3663
Secretary	Kimberly Tulp	410-399-0333
Treasurer	Melissa Dick	443-690-1901

The PTA meets regularly once each month, except in December. All officers, chairpersons, and co-chairs are members of the board. These meetings are open to the public and we welcome anyone to attend. Please check your newsletter for dates and times.

PTA MEETING DATES

2009-2010

September 8th
October 20th
November 10th
December 8th
January 12th
February 9th
March 9th
April 13th
May 11th
June 8th

PTA NEWSLETTER DEADLINE

MONTH

September
October
November
December
January
February
March
April
May
June

DATE DUE

September 22nd
October 27th
November 24th
December 22nd
January 26th
February 23rd
March 23rd
April 27th
May 25th

Please try to send information to be included in the newsletter to Julie Marindin before the above deadlines. This can be accomplished by sending the news item to pepreston@yisi.net.

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 on 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 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.

DRUGS AND MEDICINE

Teachers are not permitted to administer drugs or medicine to pupils. Therefore, if your child must be on medication for a prolonged period of time, arrangements should be made, if at all possible, for the medication to be administered to the child either before he/she comes to school or after he/she returns home.

There are occasions, however, when it is deemed necessary by a physician that a child receive medication during the school day, either on a daily basis or in the event of an emergency (such as bee stings, asthma, and diabetes). Below are some guidelines for these situations.

1. It is necessary before giving any medication that the nurse or principal have complete written instructions from the prescribing physician, including date of order, identification of drug by name, length of time medication is to be continued, reasons for prescription, and possible side effects. A form for this is available from the nurse.
2. We must have written permission from the parent before any medication can be administered.
3. The quantity of medicine brought to school should be as small as possible. Please do not bring more than a week's worth.
4. Medicine must be brought to school by the parent or another responsible adult, in proper prescription bottle with child's name, instructions, and name of medicine. In addition, non-prescription drugs may not be administered without a physician's written instructions.
5. No medicine may be inserted in eyes or ears. This treatment must be done by parents.
6. Medicine must be brought to school by the parent. **STUDENTS ARE NOT ALLOWED TO BRING MEDICINE OF ANY KIND TO SCHOOL ON THE BUS.**

LEGAL ABSENCES

According to our county guidelines, there are a number of reasons for lawful absences from school. One of the possibilities is a family vacation, although this is strongly discouraged due to the potentially damaging effect the loss of class time may have on a student's success. Reasons for absence need to be submitted to the principal in writing at least (10) school days in advance of absence. Maximum number of lawful days for family trips for the school year shall not exceed five.

CAFETERIA SERVICE

The cafeteria provides a well-balanced breakfast and lunch every day. The price of breakfast is \$1.05 and lunch is \$1.70, including milk. Those who bring lunch to school may purchase milk for \$.40. 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.

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**.

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.

INSTRUCTIONAL PROGRAM

Our mathematics program is based on Maryland Voluntary 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 certain prescribed units.

The language arts process 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 spelling. In reading, our students in grades 1-5, will use the Harcourt Collections ILA program. In grades 2-5, our students will also utilize trade books in dialog groups formed within their grade level and connected to common themes. 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. Weekly vocabulary lists are developed from the stories in which children are reading. 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 the writing areas, our children do what is called 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.

A rubric is a scoring guide designed to evaluate a student's performance within a specific curricular area. The teacher uses a rubric to clarify their goals for assessment. The student uses a rubric for self-evaluation.

In the integrated language arts curriculum a rubric is created to measure specific components of a student's writing. These components may vary to reflect the criteria being used to judge the student's work. After providing students with a writing prompt which may be evaluated for correct work, addressing the audience, fulfilling their purpose, responding to the topic or utilizing mechanics properly, the child's performance must be evaluated. By supplying students with the rubric, they are given a guide as they strive to respond as thoroughly as possible to the writing prompt.

KINDERGARTEN

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

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.

ENRICHMENT/GIFTED EDUCATION PROGRAM

The Harford County Public School System believes that students are bright in many ways. The responsibility for the education of bright students is shared among educators, parents, students, and the community. A strong link is required between gifted education and the general education programs.

There are many facets of the Enrichment/Gifted Program in Harford County. Differentiation of instruction within the regular classroom, accelerated learning options, independent investigations, whole class training, and other challenging activities are just some of the components.

The Enrichment Teacher serves both as a resource to meet the needs of students and teachers and a facilitator to encourage changes within and beyond the classroom. Since classroom teachers are charged with meeting the individual needs of each student, the Enrichment Teacher assists classroom teachers and enhance the development of students' talents and interests.

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
2009-2010
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:

Friday, September 25th	Friday, February 12th
Thursday, October 15th	Friday, March 19th
Wednesday, November 4th	Friday, April 16th
Wednesday, December 23rd	Friday, May 14th
Friday, January 15th	Friday, June 4th

- **Log on to 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 10th, the latest date school will be in session for students is June 17th.

Inclement Weather Days Used	Final Day of School for Student
0	June 9
1	June 10
2	June 11
3	June 14
4	June 15
5	June 15*
6	June 15**

*Includes using March 31st as a regular school day instead of a professional development day

**Includes using April 1st 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