

WELCOME TO MUTUAL ELEMENTARY SCHOOL

Phone: 410-535-7700 Fax: 410-535-7701

<http://mesweb.calvertnet.k12.md.us>

Mrs. Lisa Wisniewski, Principal

Mrs. Summer Cox, Vice Principal

Mrs. Stacy Hawxhurst, Dean

The Mutual Elementary family would like to welcome you to our school! We're proud of the hard work that our students, staff and families have done. We're all looking forward to a wonderful school year!

MASCOT



Our mascot is the mustang.

SCHOOL COLORS

Maroon, Gray, Teal

MOTTO

"MUTUAL Respect, MUTUAL Responsibility, MUTUAL Right to Learn and Teach".

Our Vision Statement...

The Mutual Elementary Community will work together to create a positive, highly motivating and technology-rich environment centered around a demanding curriculum. We will collaborate for high achievement while fostering individuality in order to develop life-long, goal oriented learners.



School Closings

School closings, due to inclement weather, will be announced on major radio stations and can also be found on the web-www.calvertnet.k12.md.us.

Unscheduled closings due to equipment failure may also occur. If an emergency should arise; and school is dismissed early, a pre-arranged plan of action should be discussed with each child so that he/she would know where to go in that situation.



Attendance and Tardiness

All students should attend school regularly. Regular attendance is essential if a student is to achieve maximum success in school. Please refer to the CCPS Code of Conduct pages 11-19. Parents/Guardians must send in a note within **three days** of their child's return to school stating the reason for any absence(s). Absences not confirmed in writing by the end of three days will be considered *unlawful*.

Excessive Absences

Report cards will be considered appropriate notification of the number of student absences up to 14 days. Parents will be notified when students have missed 14 or more days. Students that are absent 14 or more days may be required to provide a doctor's note for any absence thereafter. Students with excessive absences will be referred to the Department of Student Services and a conference with the parent/guardian, the principal and the appropriate school system personnel will be scheduled to review the absences and actions required.

Tardiness

ALL STUDENTS arriving after 8:20 am must be brought into the office by the person bringing them to school and **MUST BE SIGNED IN**. For the safety and security of your child, please do not drop students off at the curb.

Early Arrivals

Mutual's doors open for students at 7:55 am. Please do not drop off students before this time. We cannot have students sitting in the lobby unsupervised. If you need to drop off your child earlier than 7:55 am, you may be interested in Before and/or After Care, please contact Cheryl Yates at the Early Childhood Education Office at the Board of Education at 410-535-7264.



DISMISSAL PROCEDURES



Dismissal begins at 3:00 pm. Every day car riders and surprise car riders (students who usually ride the bus) will be called to the cafeteria at this time. When picking up your child at dismissal, please enter and exit through the cafeteria doors. Sign your child out in the cafeteria and remain there until your child arrives. ***Please do not walk to the classroom trying to find your child.*** If you would like your child to be an every day car rider, there is a form that is available to be filled out at dismissal in the cafeteria during the first week of school.

If you have to take your child out before the end of the school day, send a note to the teacher and he/she will send it to the office first thing in the morning. When students leave early, parents must sign them out in the office. Parents may be asked to present proper identification before students are allowed to leave. Please do not be offended by this safeguard.

Children will not be released to anyone except their parents without written permission from the parent.

Please note that individuals under the age of 18 are not allowed to sign students out of school without a note from the parent or guardian ***and*** this documentation must be presented every time the under age person signs the student out.

AND

Remember that our students are involved in instruction until the very end of each day. Any students leaving prior to that time will miss valuable instructional time and will be required to make up their work. We will not call students from class from 2:45 pm to 3:00 pm (except in an emergency) as intercom calls are extremely disruptive during this time. We appreciate your understanding. If you need to pick up your child for an appointment, please arrive at school ***prior to 2:45 pm.*** Otherwise, we will call students to the cafeteria for dismissal at 3:00 pm.


A LITTLE MORE INFORMATION

The staff's official hours are 7:55 am to 3:25 pm. As we work together to encourage personal responsibility in our students, we are discouraging students and/or their parents from returning to the classroom to retrieve any school materials after 3:45 pm each day. Classrooms are locked when the teachers' day ends and our building service staff will not be available to unlock classrooms. Thank you for supporting these efforts in promoting personal responsibility and guaranteeing the safety of our staff and our families.

Tuesday Folders assist us in our communication between home and school. Each Tuesday, your child will bring his/her "Tuesday Folder" home and we recommend that parents and students read the contents of the folder carefully. Although we have become a Green School and will not be printing as much information as in the past, there will still be important information coming home with the oldest or only student in your family via the Tuesday folder. Please return the Tuesday folder by Friday so that we may have it ready for the next week.



To register for lyrics (e-mail announcements) log on to CCPS, then click on parent, then quick links, subscribe to alerts and you can sign up to be informed of MES and CCPS alerts.

Students are only permitted to use the  in an emergency. In an effort to encourage responsibility, they will not be permitted to call home for band instruments, homework, questions, permission slips, money, etc.

Please check with your child prior to leaving the house to make sure that they have everything they need for the day (including lunch or lunch money).

Cell phones must be registered in the office and are not to be used during the school day or on field trips. Please refer to the CCPS code of conduct, pages 19-20 for specific details.



Report cards are distributed every nine (9) weeks. Distribution dates are November 6, 2009, January 25, 2010, April 12, 2010; and on the last day of school, June 17, 2010.



ACCURATE INFORMATION IS CRITICAL!

Parents are required by the school system to fill out an updated Emergency Form for each of their children at the beginning of every school year.

It is requested and best practice for you to provide us with the names of three other adults who we can call if your child becomes ill or in the case of an emergency. Please legibly print all information on the Emergency Form. We have encountered times when we've been unsuccessful reaching a parent or other adults because the writing on the form is unreadable. As information changes, please notify the school.

Please understand that a person other than yourself who may be listed on the emergency form cannot pick up your child unless we call them. If you want an adult to pick up your child for any reason, you must send a note to the school informing us that someone other than you will be picking up the child. If we do not have a note from you, we will attempt to reach you by phone; however if we cannot reach you, we cannot release the child to that person and normal dismissal procedures will be followed.



MEDICATION/HEALTH ROOM

Parents should make the school aware of any medical problems their child may have. It is important for us to have every child's emergency form on file so that we may contact you as soon as possible. The emergency form should be updated as medical or emergency contacts change.

During the year, it may become necessary for some students to take medication during school hours. ***All medications whether prescribed by a physician or bought over the counter must be transported by a parent (NOT BROUGHT TO SCHOOL ON THE BUS BY THE STUDENT) and must be registered with our school nurse. A "Request to Administer Medication During School Hours" form must be filled out by a physician. The date of the prescription must be noted on this form.*** Please refer to the CCPS Code of Conduct, page 26-27 for more specific information.



SCHOOL COUNSELOR

Each elementary school in Calvert County has a full time Child Development Counselor. The counselor sees students by appointment, by special request from staff members or parents or in the case of a crisis. The counselor also conducts on going programs at various grade levels concerning self-esteem, good study habits, hygiene and suicide prevention based on a decision making model. The counselor can be contacted by calling or writing the school.



The way you look reflects your attitude towards school and yourself. Student dress and grooming habits are the responsibilities of the student and the parent. Dress that tends to disrupt the class or contribute to a safety hazard will result in a phone call to parents asking that they bring a change of clothing. Please refer to the Code of Student Conduct, pages 21-22 for more information.



STUDENT INSURANCE

Student accident insurance for incidents which occur at school or on the way to and from school is available. Information regarding coverage and cost will be available during the first week of school. This would be available to any parent even if you already have a hospitalization policy.

We will exercise safety precautions and procedures, however: accidents to happen.



The PTA is an integral part of the total school program. It serves the students in many ways and thus serves the school. To function effectively, the PTA needs volunteer workers with a broad range of talents and skills. We urge all parents and teachers to become involved. PTA dues are \$5.00 this year for the first member per family and \$4.00 for each additional member.

Parents and teachers are invited to attend all regular PTA general meetings which are held on the second Tuesday of the month beginning at 7:00 pm.

PTA officers for the 2009-2010 school year are:

President	Tracy Fiore
Vice President	Lara Gladhill
Secretary	Wendy Miller
Treasurer	Kevin Frere
County Rep.	Sheila Pitcher

*We are very proud of our volunteers!
We couldn't do it without you!*



We are very proud of the number of hours our volunteers put in each year. All volunteers must sign in at the office upon arrival using our computerized sign-in system and receive a Volunteer's Badge, and please remember to sign out before you leave the building. Volunteer hours will be logged in the computer and tallied each day. In order to keep distractions to a minimum in the classrooms, please use the Mustang Room to work as much as possible. The Mustang Room is now located in the trailer on the cafeteria side of the school. Although we discourage parents to bring younger siblings with them to volunteer, we do know that it is not always an option. However, we must inform you that younger siblings are not covered by the BOE due to any unforeseen accidents. Because our halls and classrooms are exceedingly busy first thing in the morning and at dismissal, it would be in everyone's best interest if volunteers work with us between 9 am and 2:30 pm.

SCHOOL VISITATIONS



Any person entering the building during the school day must report directly to the office, sign in using our computerized sign in system and receive a badge/sticker before going to any other part of the school – even if prior approval for the visit has been given. Please remember to sign out before leaving the building.



Classroom observations must be approved by the principal. Parents are invited to observe classrooms during American Education Week and other designated events throughout the year. Other requests by parents or agencies to visit must be submitted in writing *48 hours* prior to the visit. The principal will consider numerous factors in determining the appropriateness of the visit and notify the parent / guardian or agency by phone. No more than two visits per quarter of no more than 45 minutes in length may be approved.



Parent – Teacher conferences may be requested throughout the year. If you want to request a conference, please send in a note to the teacher requesting a day and time. The teacher will contact you and set up a time that is convenient for both parties. When you arrive for a conference, please sign in and ask office personnel to confirm that the teacher is ready for you to go to the classroom before doing so. Parents/guardians and/or visitors may not interrupt a teacher who is teaching class, during preparation times or other related instructional duty times unless an appointment has been made or other advance notice given. Teachers start receiving students at 7:55 am and are not available to parents at that time.

At all times, we ask that you respect the fact that our school is also a workplace and refrain from dropping in on our teachers without an appointment.



Use of Facilities – We are pleased to have you as our guests while occupying our school facility. Please remember to complete the three yellow *Use of Facilities* form in full and return it to Mrs. Cox ASAP so that we can schedule your group and/or function on the day(s) and time(s) that are most preferable to you. We ask that you please keep in mind, while occupying our facility that our night custodians are working diligently to prepare our school for the next day. Therefore we ask that your group remain in the designated area in which you have been assigned, which includes the use of one set of bathrooms. In addition, please be aware that you may be asked to move to another designated area due to unforeseen circumstances. We will attempt to contact you ahead of time if there is a change.

If you have any questions and/or concerns while occupying our facility, please speak with our Head Night Custodian, Mr. Ganyon.



CAFETERIA

We would like to remind parents and students that the school cafeteria offers a school meal computerized system known as Café' Terminal. It is a debit system that allows for pre-payment of meals. Students enter their pin number when purchasing a meal or other food items and the computer will subtract the purchase from their account. Please note that students/siblings are not permitted to share accounts.

With this system, parents can tell us if they want their child's money used just for meals or meals and snacks. If you wish to restrict your child's purchases to be for meals only, just send a note to the cafeteria stating your wishes.

Parents may send in cash or check. Checks are deposited daily and should be made payable to Mutual Elementary School and the minimum check amount is \$10.00. Please include the child's name and student number in the check memo area. Even though we have Café' Terminal, students may still pay with cash on a daily basis. Please note that there is a \$20.00 processing fee for all checks that are returned because of insufficient funds.

Meal Prices for Elementary Schools 2009-2010

Lunch = \$2.25
Reduced Lunch = \$0.40
Breakfast = \$1.35
Reduced Breakfast = \$0.30
Milk = \$0.55
Ice Cream = \$0.65



Borrowing Lunch Money

If students forget their lunch or lunch money, they may come to the office and borrow money to purchase lunch. We will send an envelope home asking for the money to be repaid in cash to the office. We offer this courtesy because we do not want any student to be hungry. If your child owes us money, please pay it back ASAP.

The Free and Reduced Price Meal Program is available to those families who qualify for benefits. Every student will receive a meal application on the first day of school, but please only complete one per household. Please keep in mind that a new application must be completed each year. Menus are published on www.calvertnet.k12.md.us

CELEBRATIONS!



Student birthdays will be announced on MES TV. If parents elect to send refreshments in for a student's birthday, they'll be distributed at lunch (in the cafeteria) or recess time only. Sending in healthy snacks is recommended, as you consider nutritional guidelines and respect our students who may have health concerns.

Excerpted from the CCPS Nutrition and Wellness Procedures #1450.1

- For safety and security, schools should encourage all food brought on site for consumption be commercially packaged. Should foods from the home kitchen be used, the following will apply:
 - Baked items such as: baked cakes, muffins, brownies, cookies, breads, fruit pies and other items requiring refrigeration are acceptable. Items such as custards and custard based pies are prohibited.
 - Schools are encouraged to develop alternatives to the use of food for celebrations or as rewards.



Party Invitations

Students may distribute their own party invitations during recess, but we encourage you to remind your child of the feelings of others. Children who are not invited to a party, but see others in the classroom receiving invitations may feel hurt.



Homework/Homepractice

Homework is an important component of the total educational process. Meaningful homework fosters lesson application, review, clarification and/or enrichment of concepts previously taught. Each grade level team of teachers will develop guidelines for homework that is appropriate to the student's age, ability and independent work/study level. Homework is intended for students to practice a skill, which may be different for different students.

Every student will be given a daily planner to support the school/home communications process. It is recommended that you review this with your child daily.



Lost and Found

Lost and found objects are kept in a designated spot in the cafeteria. We clean out the "Lost and Found" on the last school day of every month and offer the items to a charitable institution. We can't stress enough the importance of the students assuming personal responsibility for the safekeeping of all their belongings, as well as those assigned to them by the school. We recommend that students **never** bring large sums of money or other valuables to school,

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students should be discouraged from bringing toys, games, animals, etc. to school unless their teacher instructs or authorizes them to do so. *Students assume total responsibility for any item brought to school including clothing and electronics.*



Bus Transportation

Bus transportation is provided for all of our students. Students are not under school supervision until they board the bus. Safety and behavior at the bus stop is the responsibility of the student under the guidance of their parents. ***Students are not permitted to use the bus for visiting friends or Scout meetings.*** Any changes in buses for students should only occur in the case of an emergency. In such an event, the office staff must receive a written request in the morning.

Failure to comply with the above rules may result in a student's bus privileges being suspended. Suspensions will be enforced in accordance with the guidelines established in the Calvert County Code of Student Conduct, Pages 28-31.



Field Trips

We are excited about the opportunity that field trips provide for our parents and family members to join us as we extend the curriculum experience to an authentic setting. Please remember that when you volunteer to chaperone:

- ❖ All CCPS rules and policies are in effect.
- ❖ Chaperones are responsible for monitoring and traveling with an assigned group of children from the beginning of the trip (departure from school) to the end of the trip (arrival back at school), including the bus ride.
- ❖ Chaperones are not permitted to drive their vehicles to the field trip site, they must ride the school bus with the students.
- ❖ Siblings are not permitted to accompany the students on the trip; this includes "in-school" trips and class events, such as Field Day.

Student Conduct



Schools are established for the benefit of all children. The educational purpose of schools is accomplished best in a climate of student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated. Parents, students, teachers and administrators must work cooperatively to make Mutual a safe, orderly and caring environment.

The "Calvert County Code of Student Conduct" outlines standards of acceptable behavior and procedures for dealing with discipline problems in the school and school system. Students will have an assembly during the first few weeks of school to review the Code of Conduct. Please refer to the CCPS Code of Conduct for specific descriptions of violations and consequences.



Contacts and Important Phone Numbers

Curriculum/Instruction	Classroom teacher/Mrs. Milliken/Mrs. Cox/ Mrs. Wisniewski
Student Placement	Mrs. Wisniewski/Mrs. Cox
School Procedures	Mrs. Wisniewski/Mrs. Cox
Use of Facilities	Mrs. Cox
Discipline	Mrs. Wisniewski/Mrs. Cox/Mrs. Hawxhurst
Special Education/504	Mrs. Cox/Mrs. Hawxhurst
Transportation(discipline/concerns)	Mrs. Hawxhurst/Mrs. Cox/Mrs. Wisniewski
Testing	Classroom Teacher/Mrs. Cox/Mrs. Milliken
Free and Reduced-Priced Meals	Mrs. Cox
Counselor/Guidance	Mrs. Chang-Savoy - 410-535-7707
School Calendar	Mrs. Gilbert/Mrs. Balley - 410-535-7700/7706
Attendance	Mrs. Balley - 410-535-7706
Lunch Account	Mrs. Gyimah - Cafeteria Manager - 410-535-7702
Health Room/Nurse	Mrs. Hubbard - 410-535-7708
Aftercare	Ms. Chase/Ms. Williams - 410-535-7708 (after 3 pm)
Main Office/Fax	Mrs. Gilbert - 410-535-7700//410-535-7701
Dean	Mrs. Hawxhurst - 410-535-7709
Learning Specialist	Mrs. Milliken - 410-535-7702