

# New Market Elementary



## Family Handbook 2024 - 2025

### Contact Us

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New Market, MD 21774

Phone: 227-203-1460



Fax: 240-236-1301

Front Office Hours: 8:30 - 4:00 during the school year

School Website: <https://edu.fcps.org/nmes/>

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Dear Students and Families,

Welcome to the 2024- 2025 school year at New Market Elementary School!

Your teachers, counselors, school staff, and administrators are all ready to support you as we start this new school year. This handbook is a resource for you to refer back to if you have questions or to orient you to NMES if you are a new family. This is a living document and will be added to as new information becomes available.

We are looking forward to a very exciting year of learning for your child and building a collaborative relationship with your family.

Dr. Steven Lockard  
Principal

Mrs. Karen McGaha  
Assistant Principal

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## NMES Vision

New Market Elementary School (NMES) is a school where parents want to send their children, where students love to be, and where staff want to work.

- **It is a safe place** – physically, socially, and emotionally for all who are here. When you are here, you are welcomed, loved, included, supported, valued, respected, and treated with care
- **It is a place where the joys of teaching and learning aren't forgotten.** When you are here you are encouraged to be curious, inquisitive, engaged, and empowered. You are given access, opportunities, and experiences to reach your potential, as the building blocks of success for your future are firmly built each year you are here
- **It is a place that the entire community values,** is proud of, and contributes to; where parents, teachers, students, and community members work together for the betterment of our students, staff, and school community at large

The high expectations for academic achievement and good character that are carefully and intentionally developed at NMES will serve our students well beyond their elementary school years. They will be future-ready individuals, family members, employees, neighbors, and citizens; who will see obstacles, challenges, and set-backs, not as limitations- but as opportunities for growth.

Now, and many years from now, students, parents, and staff will look back on their experiences at NMES with great reverence, and recognize that they were, and always will be, part of an incredible school community.

## **NMES MISSION:**

***To serve and support our students – every student, by name and need.***

In order to achieve the VISION of NMES, the day-to-day ***MISSION of NMES*** is to work relentlessly, thoughtfully, and intentionally on behalf of our students. We are here for one purpose – **to serve and support our students'** academic, behavioral, social, and emotional needs – **every student by name and need** - so that all students can access instruction and achieve to their highest potential.

- In serving our students, we want them to feel welcomed, safe, and valued at our school. We want them to be happy, have friends, and be treated with respect. We work tirelessly on what it means to "Be a Wolf" and teach and reinforce the expectations of good character and good citizenship.
- In serving our students, we want them to experience academic success. We provide opportunities for all students to engage in exciting lessons, build their skills and experiences, ask questions, be problem solvers, and learn from mistakes. We utilize the data and resources available to us to make thoughtful and timely decisions for supporting students' needs.
- In serving our students, we know that it takes strong collaboration and communication with our families to be successful. We see parents as our partners in their child's education. We want parents to be involved in their children's school experience. We proactively communicate throughout the school year and welcome two-way communication with our parents and guardians.

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## A Message from our NMES PTA

Mission: The PTA provides programs to strengthen the family-school partnership. We welcome all to be a part of a powerful association that can advocate on behalf of children and educators at the local, state, and national levels.

### 2024-25 Board:

Kim Bicknell - President

Sarah Reynolds - Vice President

Catherine Russell - Secretary

Jessica Smith - Treasurer

### Committees

In addition to our board positions, the PTA has formed the following committees to lead efforts in these specific areas -

- **Volunteer Recruitment:** We work closely with NMES teachers and staff to coordinate parent volunteers in multiple roles.
- **Hospitality & Appreciation:** This committee celebrates our teachers and staff acknowledging their work for our students and showing our gratitude for each and every NMES member
- **Events:** Plans and executes student and family activities throughout the school year to build our NMES community
- **Fundraising:** Plans and executes fundraisers for our PTA budget so we can give back to our NMES community. Funds go to paying for student learning services (i.e. Bookflix and others), technology upgrades for our school, PTA events and programs, and grants to teachers.
- **Social Media:** Regularly updates our New Market Elementary PTA Facebook page with upcoming events and PTA happenings
- **Advocacy:** Provides resources to NMES parents concerning policies, procedures, and legislation impacting public education.
- **Walking & Wheeling Wolves:** A PTA program that encourages walking and biking to and from school with special events and regular participant engagement and recognition.

If you have an interest in helping in one of these areas we would love to have you join us! Send an email to [nmesptainfo@gmail.com](mailto:nmesptainfo@gmail.com)

### How to Join

Check out our website: <https://newmarketpta.memberhub.com/store>

### Monthly Meetings:

During the 2024-25 school year, our PTA General Meetings will be held the first Wednesday\* of the month 7:00-8:00pm in the cafeteria. We review the previous month's activities and plan for upcoming items. All are welcome to attend - see you there!

\*Some exceptions may occur due to school calendar and events.

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## **Back to School Information**

**NMES Open House** sessions will be held on **August 19 from 2:30pm - 3:30pm** for students in grades PK-5. Open House is an informal family engagement activity designed to provide an opportunity for families to visit their child's school and classroom(s), prior to the first day of school, to familiarize themselves with the school building. Teachers will be present to meet your children. This is a great opportunity to drop off school supplies.

**NMES Back to School Night** will be held on **September 3 from 6:00pm - 7:30pm** for primary grades (PK - 2) and on **September 4 from 6:00pm - 7:30pm** for intermediate grades (3 - 5). Back to School Night is a parent engagement activity designed for parents to meet their child's teacher(s) and learn more about classroom expectations, curriculum and procedures. The goal is to equip parents with knowledge and tools necessary to support classroom activities and ways to connect with school staff to help their child thrive in school. Staff will promote the importance of parental involvement and the shared responsibility for student success. This event is not designed to accommodate individual parent conferences.

## **Kindergarten Orientation**

Click [HERE](#) to view our Kindergarten Orientation. This document was developed by our Kindergarten Teachers to serve as a resource to families. It provides an overview of our kindergarten program and what families can expect.

## **NMES School Supply Lists for 2024 - 2025**

Click [HERE](#) to view our school supply list.

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## Volunteering at NMES

NMES recognizes and appreciates our volunteers! A volunteer is any interested person willing to donate time to support our school. This service can occur in many ways: working directly with children in the classroom, preparing materials to enhance instruction, helping in our media center or cafeteria, attending field trips, planning school events, and so much more! Volunteers may even provide services from home by completing tasks (cutting, pasting, coloring, etc.) or offering babysitting for other volunteers. Younger, non-school aged siblings are not allowed in the school when a parent/guardian is volunteering. Our students and staff are grateful for any time you can offer. All volunteers are required to complete the FCPS Volunteer Training and Registration annually prior to working in the school building. Link for training and registration:

<https://www.fcps.org/student-services/volunteer-in-fcps>

Note: Any questions regarding the required training should be directed to [unifiedtalent@fcps.org](mailto:unifiedtalent@fcps.org)

Note: Any questions regarding volunteering within FCPS should be directed to your child's classroom teacher or Amy Knight, our NMES volunteer coordinator.

## NMES School and Office Hours

227-203-1460

Front Office	8:30am - 4:00pm Monday - Friday except when offices are closed or on other days designed in the FCPS Calendar Handbook.
Arrival to School	8:30am - 9:00am
Dismissal from School	3:25pm

\*Any student who arrives at school after 9:00am must report to the office with an adult.

\*Any dismissal changes (car rider, walker, bus, daycare) must be communicated to the front office prior to 3:00pm each day: 227-203-1460

\*If your child is going to be absent, send an email to [nmes.attendance@fcps.org](mailto:nmes.attendance@fcps.org) stating the reason for the absence. Include your child's first and last name and their teacher.

## NMES School Song

Click [HERE](#) for the digital and audio version of our school song, *"The Heart of New Market"*.

### The Heart of New Market

We get up each mornin' and greet our new day.  
We're happy we're going to New Market today!  
We're free to be learning in our special way.  
We're happy we're going to New Market today!

#### Chorus

**We're learnin' in the heart, in the heart of New Market!**  
**We're learnin' in the heart, in the heart of New Market!**  
**We're learnin' in the heart, in the heart of New Market!**  
**We're learnin' in the heart, in the heart of New Market!**

We learn in a school where our dreams can come true.  
A school with choices for me and for you.  
A school where our learning will always shine through.  
We're happy to be with our New Market crew!

#### Repeat Chorus

**(stomp stomp) Listen to the wolves howl! (4x)**

#### Repeat Chorus (3x)

New Market

New Market

**All-The Wolves!**

## Walking and Wheeling Wolves Program

New Market Elementary school promotes walking and biking to and from school through collaboration with The Town of New Market Green Team and PTA in the oversight of the Walking and Wheeling Wolves program. The program seeks to increase activities of walking and biking to and from school through special events, student participant recognition, and providing pedestrian and bicyclist safety information.

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## **Academics at New Market Elementary**

The Academics section of our Family Handbook will address curriculum, homework and grouping for instruction.

Click [HERE](#) to view the FCPS Board of Education approved curriculum and parent resources.

### Pre-Kindergarten

Pre-K is where children begin to develop a relationship with learning and, through play, develop early knowledge about the world. Children focus on skills needed for reading, expanding their vocabularies, learning about numbers and solving math problems, and hands-on learning in social studies and science. They also continue developing their social and emotional skills.

### Kindergarten

The kindergarten classroom stimulates children's curiosity to learn more about the world around them. It's the job of the teacher to help children become comfortable working in a classroom setting and to introduce basic literacy and math-related skills.

### 1st-5th Grades

Elementary children learn important skills and knowledge through direct instruction from their teachers, opportunities for problem solving, and independent mastery. Instructional technology is used to engage students in critical thinking, research using approved resources, and communication of their ideas. Children develop concepts and knowledge in:

- Language Arts
- Mathematics
- Science
- Social Studies
- Art and Music
- Physical Education and Health

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## Homework

Homework provides opportunities for your child to practice skills learned in the classroom. Per FCPS Regulation number [500-15](#):

- Grades PK - 3: As written in FCPS Regulation 500-15, "*research shows that homework is not as beneficial for students in these grades as it is for older learners, teachers should use discretion in assigning homework.*" Teachers in these grades will use discretion when assigning homework and providing meaningful activities for home use.
- Grades 4 - 5 will have a maximum of 45 minutes of homework.

Families can help at home by developing routines to establish good study habits, as follows:

- Show an interest in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and of academic progress.
- Contact your child's teacher with any concerns regarding homework.
- Establish a regular homework time each day and a quiet place to work.
- Homework is your child's responsibility. Your child must be permitted to make a mistake in order to learn from it. If your child is consistently demonstrating a lack of understanding with assignments, contact the teacher.

## **Grouping for Instruction**

### **Classroom Grouping Information for Grades K - 2:**

Students are grouped in heterogeneous classrooms for language arts instruction, math, social studies, science and PATHS (social-emotional learning). Students are assigned a Homeroom Teacher for these instructional areas.

Students have the opportunity to work in flexible group structures during language arts and math instruction. Language arts and math groupings are determined using data from FCPS required assessments. The teacher sets the criteria for determining the composition and purpose of a group. Groupings may be homogeneous, heterogeneous, total group, cooperative learning, or small instructional groups. Students are provided with enrichment opportunities that align with curriculum, as appropriate.

### **Classroom Grouping Information for 3 - 5:**

Students are grouped in heterogeneous classrooms for language arts, math, social studies, science and PATHS (social-emotional learning). Students are assigned a Homeroom Teacher for these instructional areas.

Students have the opportunity to work in flexible group structures during language arts instruction. Language arts groupings are determined using data from FCPS required assessments. The teacher sets the criteria for determining the composition and purpose of a group. Groupings may be homogeneous, heterogeneous, total group, cooperative learning, or small instructional groups. Students will be provided with enrichment opportunities that align with curriculum, as appropriate.

Math groupings are also determined using data from FCPS required assessments. In order to meet the needs of all students, students may have a different math teacher than their assigned homeroom teacher (grade 5 only). This grouping structure allows for math instruction that is targeted and specific.

## **Request for Make-Up Work**

When a student is absent due to illness, parents may request make-up work; students who are absent for one day will receive work missed from the teacher the following day. Parents may request make-up work for students that will be absent for more than one day by contacting the teacher. Due to limited planning and preparation periods, teachers cannot send home individualized lessons and activities for your child if they are taken out of school for vacation. Expect your child to receive some practice related to the activities they missed while they were gone. Please ensure that your child completes the work at home and returns it to school in a timely manner so that the teacher can review it.

## Social-Emotional Learning

What is social-emotional learning? The process to acquire and apply the knowledge, attitudes, and skills necessary to:

- Understand and manage emotions
- Set and achieve positive goals
- Feel and show empathy for others
- Establish and maintain positive relationships
- And make responsible decisions

Elementary schools in FCPS use the PATHS program to teach social-emotional learning. PATHS stands for *Promoting Alternative Thinking Strategies*. The PATHS program is a comprehensive social-emotional curriculum that is evidence-based. It is grounded in the science of children's brain development, which has determined that children experience and react to strong emotions before developing the cognitive abilities to verbalize them. The PATHS elementary school curriculum has been shown to significantly improve children's social and emotional skills which underlie both effective behavior and academic success. PATHS teaches five domains of social and emotional development:

- Self-control
- Emotional understanding
- Positive self-esteem
- Relationships
- Interpersonal problem-solving skills

Research supporting PATHS can be found by clicking [HERE](#).

National and international recognition of PATHS can be found by clicking [HERE](#).

## **Specials Area Classes**

### Art

From Picasso, Monet, and O'Keefe, NMES students will discover their inner artists throughout the year by attending art classes twice a week for 40 minutes. Students will learn different types of art techniques through activities such as drawing, painting, and sculpture, as well as art history through the exploration of various artists. The basic skills that our students learn will prepare them for their art journey throughout elementary school and beyond!

### Music

From learning your ABC's to memorizing your math facts, music has always been a powerful teaching tool. At NMES, students attend general music classes twice a week for 40 minutes. All grade levels explore concepts involving rhythm, music notation, music history, expressive elements, tone color, melodic elements, and much more. Activities such as singing, listening, movement, playing instruments, playing games, writing and more, are used to help master the above concepts. The mastery of these concepts will enable students to gain a deep appreciation and understanding of music as it relates to their everyday lives, history, and culture. In addition, many students will be well prepared for future experiences in band, orchestra, choir, and theater.

### Physical Education

Students at NMES get to enjoy Physical Education classes twice a week for 40 minutes. During these classes, they learn about skill-related and health-related concepts while participating in many different types of engaging activities.

### Media

From literature appreciation to coding to digital citizenship, students learn a wide variety of skills in media classes! Each homeroom class receives a 40-minute media class once each week. In class, all grade levels listen to read alouds, use technology tools to apply research skills and practice coding in unplugged and digital ways, including robots and Scratch. Our curriculum encourages reading, research and computational thinking in a scaffolded way as our students grow from kindergarten through 5th grade. Students also have an opportunity in class to check out books in their interests and grow as readers!



## Band and Orchestra

Instrumental Band and Orchestra will be offered during the school day to all interested fourth and fifth grade students. We encourage students to take instrumental music for the joy of the experience as well as the development and use of higher level thinking skills. Research has shown that children who take instrumental lessons are better able to understand math concepts and achieve higher scores on tests.

## Schoology Support for NMES Families

Schoology is Frederick County Public Schools selected learning management system to support course management, mobile learning, communication and collaboration opportunities PK-12. During the school year, all teachers will use the Schoology gradebook. *Assignment grades will be visible for PK-12 while course averages will be available for Grades 6-12.*



For the 2024 - 2025 school year, Mrs. Siderius will serve as our NMES Schoology Ambassador. Families can contact her for any Schoology related questions or issues.

[jennifer.siderius@fcps.org](mailto:jennifer.siderius@fcps.org)

Families can access the following links for Schoology support:

- [FCPS Schoology Guide for Families](#)
- [FCPS Schoology Playlist on YouTube](#)
- [FCPS Troubleshooting Guide for Families](#)
- [Viewing your Child's Grades and Assignments in Schoology](#)

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## **Technology Access and Support**

Technology is used to enhance the student learning experience. Students will access computers in the classroom and media center. Students will be given opportunities to utilize technology in order to demonstrate, synthesize, and apply skills they have learned. NMES has a 1:1 ratio of chromebooks within grades 3 - 5 classrooms and 1 chromebook for every five students in K - 2. Staff and students are instructed on the regulation for acceptable use of computers: Reg. [400-73](#). Visit Mrs. Siderius' Media Center website for additional technology resources for your child/family:

<https://edu.fcps.org/nmes/media>

Appropriate use of technology is critical and we want all our Wolves to be responsible digital citizens. Click [HERE](#) to access websites about being a responsible digital citizen.

Ms. Esslinger is our NMES User Support Specialist. Her contact information: [kelly.esslinger@fcps.org](mailto:kelly.esslinger@fcps.org)

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## **Grading and Feedback**

FCPS uses a reporting system which includes interim reports and report cards. Interims may be used at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year according to the FCPS schedule. Grading practices follow FCPS Regulation [500-06](#): Grading, Reporting, and Intervention. You can expect:

- One graded assignment per subject per week
- Parent view of Schoology gradebook
- Media and Social & Emotional Learning lessons are not graded

FCPS uses the Schoology learning management system for access to elementary, middle and high school grades. After grading and entering assignments, both students and parents can view grades in the Grade Report screen.

[FCPS Information for Grades and Report Cards](#)

[Understanding the Pre-Kindergarten/Kindergarten Report Card](#)

[Understanding the Grade 1 Report Card](#)

[Understanding the Grades 2-5 Report Card](#)

## **Assessment**

Throughout the school year, informal and formal assessments are used to measure a child's success and needs. State assessments will also be given each year, which includes the Maryland Comprehensive Assessment Program (MCAP) for grades 3, 4, and 5. The MCAP encompasses all state assessments and is designed to provide information that helps strengthen instruction and improve performance. The Maryland Integrated Science Assessment (MISA) is designed for grade 5 at the elementary school level.

English language proficiency assessments are administered to English learners in grades kindergarten through 12 upon their entry into the school system and annually during a testing window in the second semester. The assessments measure a student's English language proficiency in the areas of listening, speaking, reading, writing, comprehension and literacy.

Please be advised of testing windows/dates that are published in the FCPS Calendar Handbook before making doctor appointments and planning vacations during these scheduled times.

Click [HERE](#) to view additional assessment information on [www.fcps.org](http://www.fcps.org)

## Attendance and Tardiness

If your child is not able to attend school on any day please be sure to send an absence email to [NMES.Attendance@fcps.org](mailto:NMES.Attendance@fcps.org) and include your child's homeroom teacher as well.

Regular attendance is required by law, and is vital for your child to have success in school. Research shows that student achievement is directly related to attendance. NMES' attendance goal mirrors the state goal of 96%; this equates to missing no more than 7 days of school per year. Attendance is carefully monitored and parents are informed when we notice a concern regarding attendance. If your child is reluctant to attend, contact the school so we can work with you in solving the problem. When it comes to your child's education, every day counts. While we certainly understand that circumstances beyond your control arise, we ask that you make every effort to limit your child's absences to those due to illness, and plan family vacations over long weekends and other breaks already built into the school calendar. Please also be aware of scheduling appointments and vacations during testing windows that are published in the FCPS Calendar Handbook.

### Excuse Notes

State law requires a written excuse any time a child is absent. The excuse note should be received by the school **within two days of the absence** and should include the child's first and last name, date of the absence, the reason for the absence, teacher name, and the signature of the parent/guardian. Without this information, the absence is coded as unlawful. A written excuse note is required when a child arrives at school after the morning bell. A written excuse note from a physician is necessary for a long-range restriction from physical education activities or recess. FCPS [Student Attendance Policy 430](#) and [Regulation 400-98](#).

### Tardiness

Students arriving after 9:00am must be accompanied to the office and get a "Late Pass." If a child has been tardy several times, a letter will be sent home to the parent. Tardiness has a huge impact on student learning. If a child is 10 minutes late 2 days per week, that adds up to about 30 minutes of missed instruction by the time the child gets a late pass from the office, walks to class, and stops at their locker. We strongly encourage that children maintain an appropriate attendance pattern including being on time each day.

If your child is not able to attend school on any day please be sure to send an absence email to [NMES.Attendance@fcps.org](mailto:NMES.Attendance@fcps.org) and include your child's homeroom teacher as well.

**Keep up the great work, attend school each day, and we look forward to seeing you in class!**

## **Arrival and Dismissal Procedures**

### Arrival

For the safety and welfare of the students, it is imperative that no children arrive before 8:30am, as no adult supervision can be provided prior to that time. The doors open at 8:30am and students should be in their classrooms by 9:00am.

The following procedures were developed with your child's safety in mind as our first priority.

Bus Riders arrive at the side of the building and are met by staff.

Walkers enter the building through the blacktop walker door or blue awning door located on the sides of the building.

Car riders should be dropped off on the side of the school. Drivers may release students when their vehicle is in "park" against the curb adjacent to the side of the building.

We **strongly** encourage you to utilize bus transportation if it is available to keep the school arrival and dismissal process safe and efficient.

### Dismissal

Dismissal begins at 3:25pm. No child will be dismissed directly from the classroom, which also applies if you are volunteering. In addition, no student will be allowed to leave school with anyone other than the parent or legal guardian unless written permission is presented to the school office. Verbal permission may be granted by administration or designees.

If you are going to change your child's dismissal transportation, a note must be sent to the school. If the dismissal change is determined after the school day begins, you may call the Main Office and verbally advise the office staff to notify your child of a change in transportation. **These requests need to be made before 3:00pm.** Otherwise, the child will be going home according to their normal mode of transportation. **Please remember to notify your daycare provider if your child is going home a different way.**

FCPS policy states that children must ride the bus to which they have been assigned, except in cases of emergency with Administration's permission. If a child is riding in a car, or walking to the home of another student, a note must be presented by parents of both families. Your cooperation with this procedure is greatly appreciated and enables us to ensure that children arrive home safely.

Walkers will be dismissed at either the blacktop exit or the blue awning exit. Kindergarten students will be monitored until an adult arrives to walk them home.

Bus riders need to memorize their bus number. It is a good idea to help your child memorize his/her bus number before the school year begins. FCPS uses the "L" number on the bus card in the window; not the painted number on the bus.

Car riders will be dismissed from the gymnasium. Cars will line up in the car rider line.

- The staff parking lot may NOT be used for parents to park during arrival/dismissal and then walk children to the door. Walkers are NOT brought to our school by car; they walk from off-school property. Car Riders stay in the Car Rider line.
- Follow the traffic pattern and continue to form a double line in our front 'loop.' Also, as safely as you can, maximize space by pulling up as close as you can to the vehicles in front of you.

### Dismissal Changes

If you need to change the way your child is normally dismissed, send the change in writing or call the office **prior to 3:00pm** when change notes are delivered to students. Do not email the teacher as they may not have the opportunity to check prior to the end of the day.

If, on occasion, your child is to go home with another student, we must have a note with permission from both families.

We encourage you to try to schedule your child's appointments around the school hours and day off. If you must pick up your child prior to dismissal, the secretary will call your child to the office upon your arrival. Please arrive early enough to accommodate this process.

## **Bus Safety and Bus Rules**

Safety of students and our bus drivers is a priority. The bus should be viewed as "NMES on Wheels." This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of others on the bus. Parents cannot board the buses. Please review proper bus conduct with your child throughout the year. Even if your child does not access bus transportation on a regular basis, we do utilize buses for field trips and other school events. We encourage each parent to review the following expectations with their child(ren) prior to accessing FCPS bus transportation: FCPS Bus/bus stop rules to review with students:

School bus safety is a shared responsibility that depends upon the cooperation of students, parents, drivers, and school officials. Bus transportation is an extension of the school day. FCPS will not tolerate students preventing drivers from doing their job or preventing other students from having safe transportation. Video cameras on buses record images and sound, enabling FCPS to document behavior that infringes on others. These cameras and recordings are kept secure by authorized FCPS personnel. Safety Is Priority - Expected student conduct on FCPS operated or contracted buses are:

- If a student has a cell phone then it must be silenced and kept out of sight (during the entire school day) and when riding FCPS transportation to and from school.
- Ride assigned bus only, unless written permission is provided by a school administrator to temporarily ride another bus.
- Follow the driver's instructions the first time they are given.
- Stay in your seat at all times.
- Keep hands, arms, feet, legs, and property inside the bus and to yourself, and keep your voice low.
- No eating, smoking, drinking, or vulgar language.
- Do not block the aisles or exits.
- Only those large items that can be held safely on your lap, placed on the window side of the seat beside you, or placed on the floor between your feet may be brought onto the bus. Items that are sharp-edged, glass, or subject to spillage are not allowed.
- There should be no excessive noise, disorder or fighting on buses.
- Eating on buses is not allowed.
- Upon entering the bus, children should be seated as directed from the bus driver.
- There should be no standing while the bus is in motion.
- The bus driver has authority over students that enter, ride, or leave the bus.
- Children should not talk to the bus driver while the bus is in motion unless in a severe emergency.



- Obey the instructions of bus duty staff and bus drivers.

## **FCPS Bus Delay Information**

A quick and easy resource to check if your child's bus is delayed is to visit <https://apps.fcps.org/transdelay/> This site is updated in real-time to reflect any bus delays.

## **FCPS Calendar Handbook**

Every family receives the Frederick County School System's Calendar Handbook which contains information about the school system's policies, programs, Student Rights and Responsibilities, and a School System Directory. It should be used as a reference if questions arise during the school year. Calendar Handbooks are distributed to students in August and can also be accessed online:

[2024 - 2025 BOE Academic-Approved Calendar](#)

## **Student Learning and Behavior Expectations**

At NMES, we focus on improving the school's ability to teach and support positive behavior for all students. Staff members work to embed our NMES Be a Wolf expectations into lesson plans and into their classroom behavior modules. This is a proactive approach for creating and maintaining a safe and effective learning environment in school.

Click [HERE](#) to view the FCPS Code of Conduct.

Click [HERE](#) to view our school-wide PK - 5 rules.

Procedures and routines are the foundation for a school and provide the basis for predictability and reliability, which in turn creates a structured environment where learning can occur. A self disciplined student is better able to perform and learn. To achieve this requires cooperation and understanding between the school and home. All students are expected to follow the established routines and rules for their individual classrooms and for the school. Failure to follow these routines or rules will result in progressive actions from reteaching the routine to warnings, time outside of the classroom, parent conferences, and could lead up to discipline referrals to the administration. We encourage you to be a partner in providing a positive learning experience for our children. For further information on

school discipline and students rights and responsibilities, please refer to the FCPS Calendar Handbook.

Inappropriate behavior will be handled in alignment with the FCPS Discipline Regulation: [Regulation 403-01](#) - Discipline.

At New Market Elementary School, we have zero tolerance for bullying and harassment. Please access this link to report bullying click [HERE](#). Students are encouraged to share what they know regarding bullying, harassment, or dangerous activities with a trusted adult. Reports of bullying will be investigated by NMES administration and counselors. If bullying is confirmed, it will be entered as a disciplinary referral and will become part of the student discipline history within FCPS. School counselors and administrators will continue to utilize mediation, intervention, and conflict resolution to work on and improve relationships.

***With everyone's help, we will ensure a safe and positive learning environment for all students.***

Additional FCPS Policies and Regulations that you may want to review:

- [Policy 444 - Educational Equity and Excellence](#)
- [Policy 439 - Dress Code for Students](#)
- [Regulation 500-32 Replacement of Lost or Damaged Instructional Materials](#)
- [Regulation 100-08 - Responsible Use of Social Media](#)
- [Regulation 400-48 Bullying - Harassment - Intimidation, Complaint Process for Students](#)
- [Regulation 400-73 - Responsible Use of Digital Technology - Students](#)
- [Policy 112: Promoting a Drug-Free, Alcohol-Free, and Tobacco/Vaping Free Environment](#)
- [Regulation 300-39 - Weapon Possession on School Property](#)

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## Cell Phones and Smart Devices

Read the FCPS Regulation for Technology Use - Click [HERE](#) to view. The regulation outlines helpful and important information for student expectations, parent expectations and staff expectations.

Click [HERE](#) to view the NMES Hot Sheet for Personal Mobile Devices.

According to the FCPS Code of Conduct and FCPS Policy and Regulation: Cell phones must be silenced and stored (out of sight and not with the student) while in classrooms, the cafeteria, the media center, the gymnasium, and restrooms for the entire school day, except for pre-approved medical use. This also includes riding FCPS transportation to and from school. This means that if you allow your child to bring a cell phone to school it must be stored in your child's backpack/locker during the entire school day.

If you allow your child to wear a smartwatch to school then it must be in "airplane mode" or "schooltime mode" during the entire school day to avoid any distractions. Smart watches are not allowed to be used for communication of any type during the school day.

Wireless earbuds are not allowed to be used.

Since personal mobile devices are not required by the school and are not school-issued, the school is not responsible for damage or theft if your child brings a device to school.

## Food and Nutrition

### School Lunch Program

Applications for free and reduced meals are available [online](#). If you need a hard copy, please contact the NMES front office. Families who previously qualified for Free and Reduced Meals **must** reapply. This does not automatically renew in most situations. More information can be found at <https://www.fcpsnutrition.com/>.

Students may bring a lunch from home or purchase lunch by cash or check, or in advance by placing money on a lunch account by visiting [https://www.fcpsnutrition.com/index.php?sid=1496937421390&page=prepa\\_idacct](https://www.fcpsnutrition.com/index.php?sid=1496937421390&page=prepa_idacct)

A fee will be charged for each online transaction. You will need to set up a new account if you have not used this before. The student's name and ID

number (which you can get from the office) are required. A payment in any amount may be placed in the child's account. Parents may indicate "Meals Only" on the check if they prefer their child not purchase a la carte items. When the check is received indicating "Meals Only," a notation will be made on the child's account to alert the food service staff. On the lunch account you can also indicate if the money is for lunch only, snack only, or both.

Breakfast and Lunch menus and costs can be found on the [FCPS Nutrition Website](#).

Elementary School Prices (subject to change):

- Breakfast: \$1.60
- Lunch: \$2.65

If the need should arise, students will be permitted to charge their lunches and will be expected to pay for the charged lunch the following day. You will receive notification that a lunch was charged.

Free and Reduced cost lunches are offered to those families who qualify. Applications and guidelines will be sent home on the first day of school. If your situation changes during the year, please ask for an application at the front office.

**Note:** Eating lunch with your child in the cafeteria is allowed during the school year. Due to limited space in our cafeteria, we request for only one parent/family to join your child for lunch during their scheduled lunch time. Parents who choose to eat lunch with their child in the cafeteria will need to sign in and out in the front office. After the 30-minute lunch the parent will need to return to the front office to sign out. Parents are not permitted to join the class for recess.

## **School Safety and Safety Drills**

The safety of our students and staff are our number one priority. Several types of safety drills are conducted throughout the year inclusive but not limited to fire drills, lockdown drills, weather drills and Avoid-Deny-Defend. A comprehensive Local School Emergency Plan has also been developed for our school and a Crisis Team made up of school staff are aware of their roles and responsibilities in the event of an emergency.

## Weapons

*"It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object which is used in a way that can physically harm another. This school is committed to providing each of you with a safe environment, and we will do all we can to carry out that responsibility including, if necessary, conducting searches of student lockers."*

## Students Reporting Security Concerns

"See Something, Say Something™" and "Don't repost it. Report it™" – Encourage students to report security concerns to a trusted adult (parent, school staff member, school administrator, SRO, or a local law enforcement agency). Students may also anonymously report concerns using the Safe Schools Maryland Tip Line at 833-MD-B-SAFE or <https://www.safeschoolsmd.org/>. **In an emergency, call 911.**

## Dress Code

Students may not wear clothing that is unduly revealing. Students may not wear clothing which advertises alcohol, drugs, tobacco, and/or clothing that supports or implies violence or sexual activities. Students are not to wear clothing that is unduly revealing. Students are prohibited from wearing clothing or items containing derogatory expressions or language demeaning an identifiable person or group such as based on a person's race, color, gender, national origin, religion, sexual orientation, gender identity, or disability that could disrupt or materially interfere with school activities. Students are prohibited from wearing head gear unless an exception is provided. Head gear is defined as any article worn on the head including, but not limited to, hats, sunglasses, bandanas, hoods, or visors. Please see FCPS Policy 439 for more information.

School administrators may grant exceptions to the dress code for disabilities, health reasons or for sincerely held religious beliefs. Exceptions may also be made for spirit week celebrations or for extracurricular and athletic related purposes, as approved by the school administrator.

Students may find it helpful to have available a sweater or sweatshirt on days when the air-conditioning is operating. They are encouraged to wear shoes that tie or fasten in some way.

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### **Communication**

#### Sign up for School News

FCPS uses SchoolMessenger to send important emails both from the district and our school. FCPS has information about SchoolMessenger on their website: <https://www.fcps.org/about/communication>

Please visit the NMES Website at <https://edu.fcps.org/nmes/> You will find information about our school, upcoming events, links to other FCPS sites, and more.

#### Email

Each staff member is available to communicate through email. In general, staff email addresses have been created using first and last names followed by fcps.org. For example: firstname.lastname@fcps.org. Our staff emails are not included on our website due to the threat of phishing. Please keep in mind that teachers may only be able to check their email during their daily scheduled planning time. If the message is urgent, please contact the front office. We ask that you respectfully give staff at least 48 hours to respond to your correspondence.

#### Parent-Teacher Conferences

Parent-teacher conferences are held to discuss your child's progress and give you the opportunity to examine samples of your child's work to determine your child's strengths and needs. Check the FCPS Calendar Handbook or the [FCPS website](#) for dates of the scheduled conferences. Since conferences are scheduled for short periods of time, think about what you want to learn and make notes of specific questions you would like to ask.

Conferences may be held at any time at the request of the parent, teacher and/or administrator. Parents may freely discuss with school personnel any concerns that directly affect their child's school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities.

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# COUNSELING

Our school counselors work with students in a variety of settings: total class, small group, or individually, emphasizing areas such as personal and school growth, decision making, self-esteem, and positive interactions with others. If you would like to speak with one of our counselors, please contact Keeley Carl at [keeley.carl@fcps.org](mailto:keeley.carl@fcps.org) and Katherine Blake at [katherine.blake@fcps.org](mailto:katherine.blake@fcps.org)

Our School Psychologist is a professionally trained psychologist who specializes in services for pre-school and school-aged children, adolescents, their teachers, and families. Our School Psychologist works with all school personnel to help make education a positive and rewarding experience for students and to assist them in achieving their potential as productive members of society.

## Supports for Mental Health

### Need Help?

- Child Protective Services (CPS): 301-600-2464
  - To get help for physical, sexual, emotional abuse or neglect.
- Crisis Services: Call 211 or text your zip code to 898-211
  - To get help when you feel really anxious or really depressed and need someone to talk with so that you can stay safe.
  - You can also text the word HOME to 741741 and [crisistextline.org](http://crisistextline.org) will respond
- Maryland anonymous Tip Line: 1-833-632-7233 or text 240.674.8477 with your concern
  - To report threats or situations that put your safety, or others' safety, at risk.
- Suicide Prevention Hotline: 1-800-273-8255 or go to [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
  - To get help if you are thinking about suicide

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## Health Room

The Health Room Technician (HRT), under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Health Room services
- Monitoring immunization records

If a child sustains a serious injury or shows an elevated temperature, the parents/guardians, or your emergency contact, as noted on your child's emergency card, will be notified. For this reason, your correct, current address and telephone number must be on file in the office by the end of the first week of school. Please notify us immediately of any change.

Taking medications during the school day is discouraged. There are occasions, however, when it is deemed necessary by a physician for a child to receive medication during the school day. In these cases, Frederick County policy states that:

1. No medication (prescribed or non-prescribed) will be administered in school without the parent's/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and medication record.
2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container.
3. The first full day's dosage of any new prescription must be given at home.
4. The school must have on file a Physician's Medication Authorization for Prescription and Non-Prescription Medication form.
5. The parent must submit a new form to the school each time there is a change in dosage or time of administration.
6. All medication will be stored in a secure area in the school and is accessible only to authorized personnel.
7. One week after expiration of the physician's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be disposed of.
8. The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to the school to administer the medicine. No child is allowed to keep any medication on his/her person.
9. Please notify the school if your child has any health problems such as asthma, allergies to bee stings or food, or if your child contracts a



communicable disease such as measles, chickenpox, etc. In addition, if your child has any restriction for play due to health-related issues, the school should be informed.

#### Health Room Requests

- Please provide a change of clothing for PreK, Kindergarten, and 1st grade students.
- It is very important for emergency information to be current. If you change your phone number or the number changes for any of your emergency contacts, please contact the office immediately.

## **Other Information from the Front Office**

### Emergency School Closings and Delays

Information regarding cancellations, delays, and early closings are announced on local radio stations (WFMD 930 AM and WFRE 99.9 FM) and Frederick cable channel 18. You can also obtain school closing information at [www.fcps.org](http://www.fcps.org). FCPS also notifies regional TV and radio stations.

### Celebrations/Birthdays

Birthday and other party invitations may not be distributed at school. Because we value equity, we want to avoid hurt feelings when some children receive invitations while others do not; as such, all private party arrangements must be made outside of school. FCPS regulations prohibit schools from releasing private information regarding names, phone numbers or addresses of students. Additionally, food items for a child's birthday are not allowed to be sent in due to food allergies.

### Field Trips

Field trips may be scheduled to enhance the curriculum. Parents must sign a permission form to participate in field trips. If permission is not given, an alternative activity will be scheduled. If a parent/guardian chooses to keep their child home on a scheduled field trip day then the absence will be unexcused.

Parent chaperones are sometimes needed for field trips. Parents chaperones must adhere to guidelines established by the school. Siblings may not attend field trips.

Please refer to FCPS Regulation [400-5](#) for clarification of field trip policies. FCPS uses a security sign-in system known as the Raptor System. When chaperoning field trips, folks will be asked for ID which will be scanned into the system. All chaperones must be scanned through the front office system prior to attending field trips and complete the [Volunteer Training](#).

### Lost and Found

Every year, several boxes of unclaimed articles are given to local organizations. Label outerwear and lunch boxes so they can be returned to children.

### Recess

Weather permitting, students have an outside recess, so please dress them appropriately. Notes from the physician are needed for any child to remain inside. Recess is held outside if the temperature is above 20 degrees, including wind-chill factor.

### Student Information

Please make sure the office has your current telephone numbers, address, and email addresses. The office also needs the name and telephone number of a local person who can be contacted in case you cannot be reached. Current and accurate information is essential if an emergency arises and the school must locate a parent due to injury, sickness, or educational issues. If there are any special custodial arrangements, a copy of the legal documents must be filed with the school.

### Visitors

All exterior doors of the building are locked at all times. Visitors needing to gain access to our building must enter at the main office entrance. Our building is equipped with the "buzzer system" where all visitors will need to push our buzzer to gain access. Once the buzzer is pushed, you will be asked to provide your name and purpose for visiting the school. Any visitor that plans to visit outside the office will be required to present a drivers license or government issued identification. This ID will be scanned through our Raptor Visitor System as a way to receive access to the building and a visitor badge. Your cooperation with this state law is appreciated. Parents/guardians are always welcome to visit our school. However, we do ask that you schedule an appointment to talk with a teacher. Visiting the classroom during arrival, instructional time and dismissal will not be supported as it is important that staff can supervise their students appropriately. Visitors will not be permitted to walk their children to classrooms. We are a kiss and wave (walker/bike riders) and kiss and ride (car rider) school. This supports the development of self-confidence as well as higher levels of independence. If you are dropping off an item for your child such as a lunch box, library book, etc. our office staff will be happy to deliver the item personally so that instructional time is not disrupted.

### School Grounds

NMES School Grounds are closed to the public during school hours.

### Class Celebrations

NMES coordinates two celebrations each year: A Fall Party and a Valentine's Day party. The dates will be determined by our school staff. The designated Room Parent, in cooperation with the classroom teacher, will help plan the parties for the students. Specific information will be sent home as the party date approaches. Due to classroom sizes and space, volunteers in the classroom may be limited for each celebration. Teachers will organize adult participation for these events. During class celebrations at NMES, we request that younger (non-school aged children) not accompany you as a visitor.

### Visiting Staff

When needing to meet/talk with a staff member, especially a classroom teacher, we kindly request that you refrain from visiting the teacher during school hours unless pre-arranged with the teacher. We value the time to talk with you so scheduling an appointment will help to provide adequate time, free of distraction. Teachers must be available to their students from 8:30am - 4:00pm.

### School Cash Online

NMES uses [School Cash Online](#) when collecting money for any event at school. School Cash Online is convenient and easy to use. It is available 24/7 from anywhere that has Internet access. It is safe and secure while avoiding having students carry cash and checks. You can register for this service by clicking [HERE](#) or on the link above. Please note that NMES does not accept cash or checks for school events.

### Smoke-Free Environment

The Frederick County Board of Education has adopted a tobacco-free environment policy. This policy states that the sale or use of tobacco products in any form is prohibited in school buildings at all times, all year. The sale or use of tobacco products in any form is prohibited on school grounds by anyone who uses, leases, or otherwise occupies FCPS property for any purpose whether or not school is in session. We appreciate your support of this effort to ensure a safer, healthier environment for everyone.

### Weapons

The Frederick County Board of Education has adopted a policy regarding weapon possession. Students, parents/guardians, teachers or any visitors are forbidden to have weapons or look-alike weapons on school property. Possession of a firearm, loaded or unloaded, or other weapons, including pocket knives, can carry severe disciplinary action up to permanent removal from Frederick County Public Schools.

### Character Counts

FCPS incorporates the Six Pillars of Character Counts into the daily operation and curriculum of its schools. The Six Pillars of Character include: Responsibility, Respect, Trustworthiness, Fairness, Caring and Citizenship. NMES supports the use of Character Counts and encourages students to show "good character" each and every day. We invite you to use the Six Pillars of Character within the home setting as well.

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