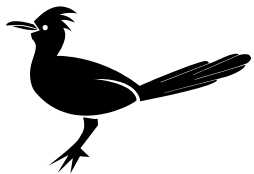

CHARLESMONT ELEMENTARY SCHOOL



FAMILY HANDBOOK 2022-2023

Colleen Banks
Maria Henry

Principal
Assistant Principal



Focused on Quality; Committed to Excellence

Dear Charlesmont Elementary School Families,

This handbook was designed to welcome and assist you and your child as members of the Charlesmont Elementary School community. It provides information about school procedures and answers commonly asked questions and concerns of parents and students.

We are available to clarify any additional questions or issues that arise throughout the school year. Please refer to individual teachers regarding specific issues or procedures for each classroom. The Charlesmont Elementary School and Parent Teacher Association website provides additional information about our school.

We, the faculty and staff at Charlesmont Elementary School, encourage your active involvement as partners in your child's education. Parent, teacher and student cooperation and close communication will support your child's success at Charlesmont Elementary School. We look forward to working with you.

Sincerely,

The Faculty and Staff of Charlesmont Elementary School

Vision

Charlesmont students will have the knowledge, skills, and confidence to reach their potential as respectful, responsible, healthy, productive citizens prepared for career/college readiness in a global economy and multicultural society.

Mission

Charlesmont's mission is to provide a quality education that develops the content knowledge, skills, and confidence that will enable all students to reach their maximum potential as respectful, responsible, healthy, lifelong learners and productive citizens.

Charlesmont Elementary School Family Handbook

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SCHOOL HOURS

8:00 a.m.	School Office Opens
8:45 a.m.	Doors Open for Students
9:00 a.m.	Late Bell Rings & Morning Announcements Begin
3:45 p.m.	Dismissal
4:15 p.m.	School Office Closes

SCHOOL CONTACT INFORMATION

Charlesmont Elementary School
7800 W. Collingham Drive
Baltimore, MD 21222
[443]809-7004
[410]887-7355 (fax)

SCHOOL DAY PROCEDURES

Bus Transportation

BCPS provides children living a mile or more away from school the privilege of riding a school bus. Students are expected to ride their assigned buses to and from school and be picked up and discharged at the same bus stop 5 days a week. The Office of Transportation has noted that each student only rides his/her assigned bus (Parent and Students' Guide to Transportation, p. 15-17).

Students are expected to follow basic safety rules on the bus: arrive at the bus stop at least 5 minutes prior to the pick-up time, remain seated when the bus is in motion, sit properly with feet out of the aisle, keep hands, feet and other objects inside the bus and to themselves, use appropriate language, and follow the bus driver's directions at all times.

When students get off the bus on their trip home, they are to wait on the side of the road where they disembarked. Students must stand away from the side of the bus until the bus pulls away, leaving better clearance for vision. When traffic has cleared, and it is safe to cross, students may proceed to the other side of the road.

Although parents are not required to wait with children at the bus stop, BCPS strongly recommends that a parent be present at the bus stop to supervise their primary age children. Parents are responsible for their children's behavior/supervision from the time they leave home until the bus picks up their child.

As noted in the Transportation Guide and posted on the buses, parents, guardians, or other unauthorized adults are not allowed to enter buses at the bus stop or at the school for any reason. While parents are encouraged to discuss bus concerns with the bus driver, any issue that is unable to be resolved by the bus driver should be brought to the attention of a school administrator who will work to resolve the issue. All BCPS buses video record the ride to and from school. If a

serious infraction occurs, per BCPS guidelines, “To maintain student confidentiality, videotapes and data files are only reviewed by appropriate administrators.”

Arrival

Charlesmont Elementary School’s doors open for children at 8:45 a.m. each morning. Supervision of students is not provided before this time. Students arriving to school before 8:45 a.m. must wait outside *without* CES staff supervision. Students should not arrive to school more than 15 minutes prior to the doors opening. To avoid having your children wait outside on cold or wet days, other arrival plans should be considered. Students carrying cell phones must have them turned off and put away before entering the building.

The bus loop in front of the school is reserved for bus use only during arrival and dismissal. Due to traffic conditions, bus arrival time may vary. Cars should not enter or park in the bus loop in front of the school between 8:15 a.m. and 9:15 a.m., and in the afternoon, between 3:00 p.m. and 4:00 p.m. If you need to leave school during this time, please park on the parking lot or on Collingham Drive; not in the bus loop.

Students arriving after 9:00 a.m. must be signed in at the front office by a parent or guardian.

Should you have the need to come into the school for business during arrival time, you should park your car and walk your child across the bus loop at the crosswalk. Children of any age should never independently cross the crosswalk during arrival time as this is an area where bus drivers have limited visibility. Please do not park your car in the handicapped spots unless you have a handicap tag. Also, vehicles may not park in front of “No Parking” signs or double park on Collingham Drive. Parking in these areas limits the visibility of pedestrians and creates a very dangerous situation.

Before/After Care

If you need daycare coverage for your children before/after school, you may consider enrolling them in **Gray Charles at Charlesmont**, the Rec & Parks daycare facility housed in the school cafeteria. For further information regarding Gray Charles at Charlesmont, please call 410-335-7102 or 410-599-0861. Before care staff will escort students in their care to the lobby at 8:45.

Bus Riders

The driveway in the front of the building is reserved for use by buses during arrival and dismissal times. Bus arrival and dismissal times vary according to the weather and traffic congestion. Students transported to school on buses usually begin arriving at approximately 8:40 a.m. If buses arrive prior to 8:45 a.m., the children will remain on the buses until the school doors open. The buses drop off students in front of the school building, near the front door. Staff members carefully monitor the arrival of students transported by buses.

Walkers

Crosswalk/Safe Walking Pattern

As you may be aware, traffic during arrival and dismissal can become very congested and make visibility for students very difficult. To promote a safe arrival/dismissal, parents and students are to walk on sidewalks and cross West Collingham Drive at the crosswalks. Cell phones have become a major distraction to adults and children. During arrival and dismissal, we ask that you

and/or your child not use your cell phone and remain alert to avoid potential danger.

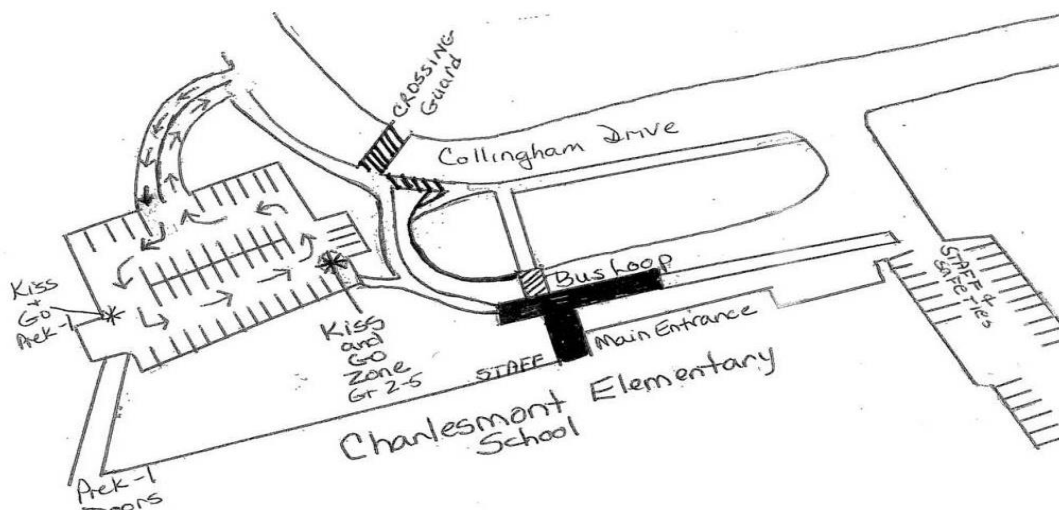
In addition, we ask that you remind your children to walk on the sidewalks and to ***not jump over the brick wall*** as this can result in serious injury. Parents who walk their children to school are to say their “goodbyes” and drop off their children in front of the school each morning. Allowing children to walk to class independently, with the help of our safeties and staff, will enhance your child’s confidence and independence. Parents will not be allowed to escort their children to class.

For students who are walking to school without adult supervision, please remind your children to leave for school at a time when the crossing guards are on duty as follows: 8:30 am to 9:00 am and 3:30 pm to 4:00 pm.

Car Riders

Parents/guardians dropping students off for school should enter the Primary Parking Lot at the “Kiss and Go Drop Off” zones. It is essential that ***traffic flows in one direction only*** around the Primary lot. Be sure to follow the painted arrows around the front parking lot. Cars may not double park as this creates a problem with traffic flow in the front parking lot, reduces visibility for students getting out of cars, and creates a safety hazard. Cars dropping off students on Collingham Drive must not double park or park in the areas with street signs that say, “No Parking.” Students should get out of vehicles on the passenger side, closest to the sidewalk.

Cars are not allowed in the “bus loop” between 8:15-9:15 a.m. and 3:00-4:00 p.m. If you need to come to school during this time, please park in the parking lot or on Collingham Drive.



Instructional Day

The instructional day at Charlesmont Elementary School begins at 9:00 a.m. Children arriving in their classrooms after 9:00 a.m. will be marked tardy. Students are encouraged to arrive at 8:45 a.m. to eat breakfast (see Universal Breakfast) and benefit from important transitional activities as they begin their day at school.

Dismissal

Bus Riders

Students traveling home on buses will be walked to bus areas in the school by staff at 3:45 p.m. All students will line up according to their bus color and be escorted outside and onto the buses by staff members. The BCPS Department of Transportation will not permit children to ride on buses to which they are not assigned on a daily basis. Parents who want to pick up their child for early dismissal should NOT remove children from the bus line. Parents must go to the office and sign the student out in the presence of office staff, who will verify the adult is authorized to pick up the child from school.

Walkers

Dismissal of walkers takes place at 3:45 p.m. Parents who are walking their children to and from school are asked to wait in the grassy area across from the bus loop. Each afternoon, walkers in the intermediate grades (3rd-5th) will dismiss through the front lobby doors. These students will be escorted to the lobby by their teachers. Siblings will meet outside. Students in the primary grades Pre- Kindergarten-Second will be called outside when a parent/approved guardian arrives. Kindergarten students will be dismissed from the door at the end of the Primary Wing by their teachers and students in Pre-Kindergarten, first, and second grade will be dismissed from a classroom door at the front of the building. Parents are asked to wait on the sidewalk, or along the curb near the parking lot, to allow for social distancing and the safe dismissal of our students.

Middle School/High School Siblings: Safety Procedures

Only middle/high school students who have a sibling who attends Charlesmont will be allowed on school property during arrival or dismissal. Charlesmont “green” school passes are available in the school office and must be carried by older siblings picking up their Charlesmont Elementary brothers and sisters. Middle/high school students may pick up their passes on the first day of school. Parents may also request a pass when they enroll their child. These passes are required for middle/high school students to be on Charlesmont property. These students should wait on the grassy area on the other side of the bus loop for their siblings. Please remind your middle/high school children that friends who do not have siblings in our school are not allowed on school grounds.

Changes to Dismissal Plans

Charlesmont Elementary School will be responsible for dismissing children according to the information that parents write on our transportation form. Any changes in dismissal must be communicated to the school office **in writing**. Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to children. **End of the day phone calls to the office to change your children’s dismissal plans should be limited to emergencies only.** When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests. All changes need to be completed **before 3:15 p.m.** in order for the office staff to reach the children affected by the changes before the end of the school day.

Any person picking up a student for early dismissal ***MUST be listed on the Emergency Contact Form and have a current picture ID.*** Relatives/guardians must have their picture ID with them

and present it to the clerical staff. Students will not be released to any individual unless their ID is shown, and a legal parent/guardian confirms they have permission to pick up the child from school. If you know that your child will be picked up for early dismissal, please send in a note that morning to your child's teacher to help facilitate a smooth transition. Dismissal times at Charlesmont are extremely busy. End of the day requests for early dismissal interfere with the safe, efficient, and accurate end-of-the-day transition activities and the office staff may not be able to accommodate or honor these requests. Dismissals after 3:15 p.m. are discouraged without advance notice to the teacher and the office.

For the safety of all students, parents/guardians must come directly to the school office to sign out their child for an early dismissal. Office personnel will request ID and if the adult is authorized to take the child, office staff will call the child to the office. (Children will not be called to the office prior to the arrival of the parent/guardian.) Under no circumstances are parents to remove children from school without following these procedures.

Parents who are volunteering at the school, or are at the school for other reasons, should not take their children directly from the classroom. They must come to the office and follow the appropriate procedures to ensure all staff members are aware of the dismissal and that dismissal of the child is recorded.

Children will not be released to any other person without written permission from the parent/guardian. Children may be released to the designated emergency contact on the child's emergency contact listing. Early dismissal should occur only in unavoidable situations. Doctor/dentist appointments, etc. should be scheduled after regular school hours whenever possible to minimize the loss of instructional time.

In the event of an unexpected need for early dismissal, please do not email teachers or office staff. Instead, please call the school office as soon as possible to ensure the notice is received and your child and staff have ample time to make the change to the dismissal plan.

Dropped Off Items

The office will contact teachers about non-emergency items that parents may drop off for their children. These items may include forgotten library books, projects, snacks, water bottles, or tennis shoes for gym. These items will be held in the office, and teachers will be contacted requesting that the children owning the items retrieve their items from the office.

School Safety

School Grounds

Bikes, Scooters, Skateboards, etc.

To keep our dismissal/arrival safe and orderly, bikes, scooters, skateboards, hover boards, and/or roller blades may not be ridden on school grounds during the school day and at arrival/dismissal time by anyone.



Dogs, Cats, and Other Pets

Pets, even on a leash, are not allowed on school property when school is in session or at arrival and dismissal, with the exception of service dogs. Service dogs are for the purpose of conducting the work associated with their use. Students are not to approach or pet service dogs if they are on school property.

Fragrance During School Day

Staff and students in the building often have respiratory issues that are aggravated by fragrance in perfumes, body sprays, etc. Therefore, we ask that you do not send your child to school wearing items with scents for the protection of our school family.

Smoking/Vaping

Smoking/Vaping of any substance is not allowed on school property.



Playground Equipment Use During School Day

During the school day, playground equipment is reserved for the use of Charlesmont Elementary students who are being supervised by their teacher. Children who are not under the direct supervision of a teacher, including siblings who are not in school, should not play on the recess equipment or engage Charlesmont Elementary students during recess.

Unauthorized Visitors

Signs on our building note that unauthorized persons may not be on school grounds. This means that at no time may a person be on the school property unless they have been screened by the front office to participate in a school approved event or are dropping off/picking up students. For the safety of our students, unauthorized visitors will be asked to leave the school grounds immediately.

Visitors to School During Pandemic

Charlesmont will adhere to BCPS published policies regarding visitors to the school during a pandemic. Accordingly, if BCPS has closed school buildings, non-bcps employees will not be given admittance to the building. School business will be conducted virtually as much as possible. Once BCPS opens school buildings, only those who have an appointment at the school will be given access to the building. Prior to entering the building, visitors are to make sure they have a normal temperature and do not exhibit symptoms. Appointments are to be cancelled if a person exhibits symptoms, has a positive test result, or have been told by their medical provider to quarantine. While in the building, visitors must practice social distancing, not touch their face, and wear a face mask.

Inclement Weather Closing

When weather conditions or forecasted conditions present a safety concern, the BCPS Superintendent may close schools to ensure that staff and students are able to get to and/or from school safely. If schools are to close early, or if afternoon or evening programs are to be cancelled, the decision will be made as much in advance as possible.

Emergency forms provide essential information when Charlesmont Elementary or all Baltimore County Public Schools need to close early. Information on the emergency form directs the school about the dismissal option you prefer if BCPS schools need to unexpectedly close early. It is important that all families promptly return the emergency forms sent home with children on the first day of school in the **Charlesmont Folder**. Without the emergency forms, we will be unable to contact family members in an emergency. If an option is not selected or if parents have selected more than one option, your child will not be dismissed until the parent is contacted. At times, schools are given very short notice about early closings and the office is unable to contact parents when dismissal plans require clarification. In those situations, students will remain at school until parents are notified. The school will release your children only to those whose names you have listed on the contact form. If you are unsure of the option that you selected for your child, please contact the school as soon as possible. It is often difficult to determine this information on the day of the unscheduled early closing due to the high volume of phone calls received in the office. Please contact the school if there are changes in this information during the school year.

In case of inclement weather please check the following locations for information on school closings and/or early closings:

- BCPS.org
- TV/Radio: local radio and television stations
- Facebook
- Twitter

Severe Weather Event

When the National Weather Service makes the announcement on the Weather Alert Radio to take shelter immediately or has announced a Storm Warning (imminent storm), school administration must take all precautions. If this occurs during arrival/dismissal, adjustments may be made to the arrival/dismissal procedures. Special consideration must be given to any outdoor activities and dismissal time. If a weather event is imminent in our area during dismissal, we may need to delay dismissal until the storms or danger has passed. This decision will be made by school administration. If a parent insists that the student be dismissed during such an event, the parent will be required to sign out the student so that all students can be accounted for if the danger results in a safety emergency. We appreciate the cooperation of our families as we work to keep students safe.

Visitors

All parents and other visitors entering the school must report to the office and sign in. Visitors will be asked to identify themselves and the purpose of their visit prior to entering the building. When parents or other visitors enter the school for the first time, they will be asked to present a government-issued photo ID, or driver's license to a staff member in the school office. The ID will be scanned, and the following information will be collected: photo, name, and date of birth. This information will be used to check in the visitor, create an ID badge, and compare the visitor's

information against sexual offender databases throughout the country. If the visitor's name appears on any of the lists or if the visitor refuses to allow the school to scan their ID, the visitor will not be allowed access to the school. Once visitors have their IDs initially scanned, the system will recognize their information and the check-in process will be brief.

Once a visitor has been given a badge, he/she may fulfill the purpose of the visit as it was described to the office secretary. If a visitor would like to change the purpose of his/her visit, he/she must report back to the office to clear the desired change in plans. It is critical for the safety and security of our students that visitors report directly to the location intended for their visit.

Visitors who have not been volunteer trained are not authorized to engage with children who are not their own. Therefore, visitors who are observing in classrooms should not participate in classroom activities with their child's classmates. We strongly encourage that all parents, guardians, and grandparents complete volunteer training at the beginning of each school year to allow for full participation in special events in your child's classroom. Directions for completing the volunteer application/training process are in the Volunteer section of this handbook.

Staff members, volunteers, and substitutes will also be given badges. Anyone in the school building without a badge should expect to be approached and questioned by a staff member. These guidelines are designed to assist us in providing a safe and orderly school environment. Charlesmont strongly encourages parent involvement and participation in our school. These measures are intended to ensure the safety and security of the school community, not to limit parent involvement in our school.

Parents may not visit classrooms in the morning during arrival or in the afternoon during dismissal. Students begin working on transitional tasks upon arrival in the homerooms each morning, and teachers are needed to assist them in their morning activities, as well in the afternoons for dismissal procedures. If a parent needs to speak with a teacher, it is important that the parent leave a note with one of the secretaries, and the message will be delivered to the teacher. Our teachers' priority must be to supervision and instruction of their students.

Seating in the cafeteria is limited and students must have the space required to facilitate the lunch period. If seating is unavailable, parents and guardians who visit for lunch may not be able to sit with their child during lunch. Visitors to school, including volunteers, ***may not give any food or drink items to any child other than their own.*** (See BCPS Policy/Rule 5740)

ATTENDANCE

In accordance with state laws, students are required to attend school 180 days as outlined on the Baltimore County Public Schools Calendar. It is important for students to attend school regularly and on time. The mandated State of Maryland attendance rate is 94%, which means students should not miss more than 10 days of school for the year.

During arrival time, students conduct transition activities and begin morning work. When students do not have this time to transition, it can lead to distractibility, frustration, and loss of instructional time. Please note the following absence/tardy information:

Our school doors open for students at 8:45 a.m. The school day begins at 9:00 a.m. Students arriving after 9:00 are tardy.

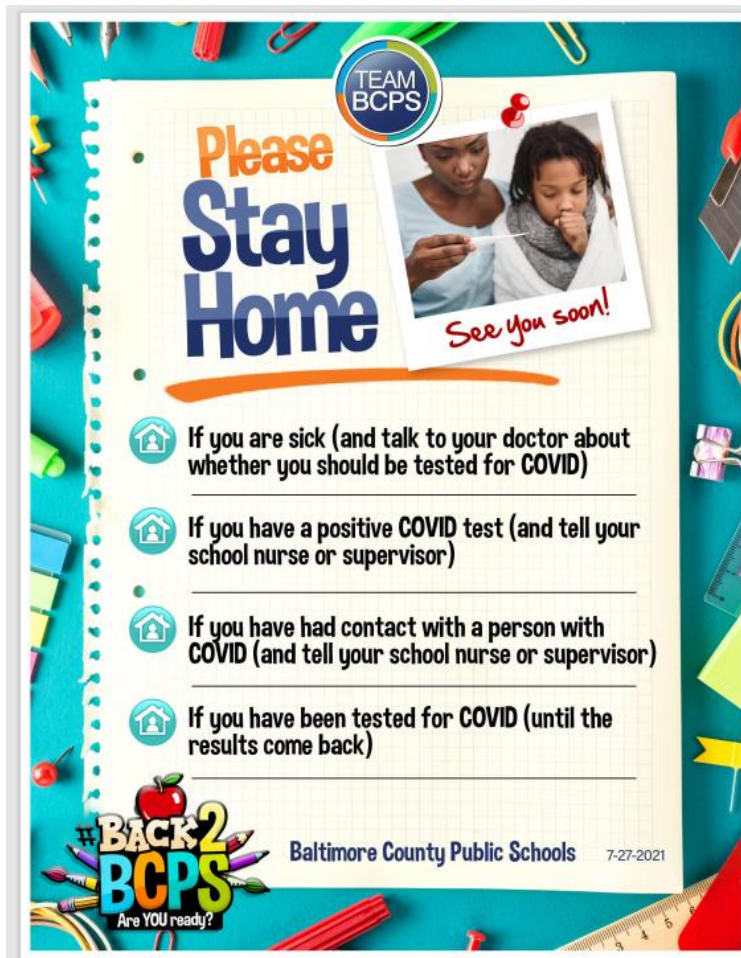
- To obtain a late pass, students will need to be escorted to the office by a parent or guardian and present a note explaining the reason for the lateness and parents must sign in the student.
- State law requires attendance each day of school. Personal illness, religious holidays, and death in the immediate family are considered legal or excused absences.
- When a child is absent from school, he/she must bring a note, signed by a parent/guardian, on the day he/she returns to school. The note should indicate the date(s) and reason for the absence. If we do not receive a note, the absence will be recorded as unexcused.
 - If you expect that your child will be absent two or more days due to illness, please call our school nurse, Mrs. Drasser (443-809-6028), and inform her of your child's illness.
 - Please call the school office if you need to discuss a prolonged absence with a teacher and/or an administrator.
 - If a student is absent for an extended period of time because of illness, a written statement of explanation will be required from the physician on the day of the student's return to class.
 - Students with chronic absence will be required to meet with the AP, principal and/or the PPW to discuss a plan for improving attendance. If there is an issue inhibiting your child's consistent attendance, it is best to contact the nurse, school counselor, or an administrator to seek support.

HEALTH AND SAFETY

Health and Medical

In order to keep students and staff healthy, it may be necessary to keep your child home. Here are some general guidelines to help you to determine if your child is too ill for school.

- Has a temperature above 100 degrees before any medication has been given (the child should be fever-free for 24 hours before return)
- Has had repetitive, or more than one episode of vomiting or diarrhea
- Has a rash that has not been identified by a physician
- Has a severe, persistent cough



Taking medication during school hours is discouraged. There are occasions, however, when a physician considers it necessary to administer medication during the school day. In these cases, the Baltimore County policy determines that:

- No medication (prescribed or non-prescribed) will be administered in school without the parent/guardian's written authorization. Parental consent and a physician's order are required for each illness and for each medication ordered for administration at school by the nurse. The parental consent for over-the-counter medications may be found at <https://www.bcps.org/offices/sss/health/pdf/BEBCO-0881-Consent-for-Admin-of-Approved-Disc-Meds.pdf>.
- 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.** Children are not permitted to bring medication to school.
- The school must have on file in the student's health folder a "Physician's Medication Authorization for Prescription" and/or "Discretionary Medication" form before prescription medication can be administered. These forms may be obtained on our website at www.bcps.org/offices/sss/health.
- No child is allowed to keep any medication on his/her person. This includes over-the-counter medicines such as cough drops or headache medicines.

Emergency Contacts

It is absolutely vital that current phone numbers be on file with both the nurse and the front office. If you are not available to pick up your child during the day, at least two emergency contacts must be provided. The school is not equipped to care for an injured or ill child for several hours.

Head Lice Policy

Your child must be kept home from school if live lice are observed in your child's hair. The child must be treated before they can return to school and should be re-treated after 7 -10 days. Please contact the nurse to report the incident. Your child will be checked for 2 weeks to ensure that nits are being removed and no new lice are seen. Instructions as to home and environment procedures will be sent home along with a checklist to ensure that the lice are completely eliminated. Children may remain in school as long as the nits (eggs) are decreasing in number, and no new nits appear. Removal of all nits is strongly encouraged, since most medications do not kill nits.

Classroom Celebrations

Classroom celebrations are held at the teachers' discretion. Your child's teacher will send home specific information concerning each classroom event or celebration. It is highly recommended by BCPS that non-food ideas be considered for celebrations. The following are a few suggestions:

- Reading a book to the class
- Playing a short game
- Give out party bags filled with pencils, stickers, novelty erasers, or school supplies

Should the teacher choose to include food as part of the celebrations, BCPS requires schools adhere to BCPS Wellness Policy/Rule 5470. This requires snacks distributed at school must meet healthy schools requirements and encourage portion control.

Policy/Rule 5470

BCPS remains committed to promoting student's health. In September 2017, the BCPS Board of Education (BOE) approved Wellness Policy and Rule 5740. This policy and rule states that during the hours of 12:01 a.m. through 30 minutes after the end of the school day (4:00 for Charlesmont), school staff may not provide students with food that does not meet the Healthy Food Guidelines. BCPS discourages food rewards and suggests non-food celebrations.

Policy/Rule 5470 Implementation at Charlesmont

While we do not have many celebrations including food at our school, on occasion, food is included. Therefore, teachers may ask you to only provide a specific brand of food which meets the Healthy Food guidelines or provide a snack only for your child (as you would provide a lunch). Some teachers may ask that you consider allowing your child to purchase their own snacks from the cafeteria on the day of the celebration to ensure snacks meet guidelines. Teachers will communicate this information to families in flyers, emails, or class newsletters.

Safety

BCPS One Card Identification System

At the beginning of the school year, all students and staff receive a One-card badge that has a photo of the person, his/her name, and the school's name. All staff and students are expected to wear their One card badge throughout the school day. During certain physical activities in which the lanyard may present as a hazard, students keep their One-card badge in a designated location in the classroom. Currently the One-card badge is used to identify students and check out library materials. BCPS has a plan to phase in other functions of the One-card as follows:

- Documenting daily and classroom (secondary) attendance
- Riding buses
- Accessing interior doors or auxiliary buildings or trailers

Parents will be advised as more information regarding other uses of the One-card is made available.

In the event that a One-card badge is lost or damaged, there is a \$5 replacement cost for a new One-card badge.

Emergencies

In the event of an emergency or crisis, a well-organized and rehearsed safety action plan goes into effect. The goal of the plan is to ensure the safety of the students and account for all members of our school during any emergency. Our plan includes the following drills:

- **Fire Drill:** Fire drills are held at least once a month. Everyone evacuates the school building when the fire alarm sounds. Roll is called and everyone is accounted for in an efficient manner.
- **Lockdown Drill/ ALICE Initiatives:** Lockdown drills are held twice a year. Students/staff are told to remain in their classrooms, through an announcement over the public address system. Staff and students are trained to employ life-saving strategies through ALICE (Alert-Lockdown-Inform-Counter-Evacuate).
- **Severe Weather Drill:** Severe weather drills are held twice a year. In the event of severe weather, an announcement is given over the public address system. Students/staff are directed to sit quietly in a secure location, until notified that the weather warning has been lifted.
- **500-foot drill:** These drills are held twice a year. Students/staff are notified of the 500-foot evacuation through an announcement on the public address system. Classes move directly out and away from the building to designated areas. Roll is called and everyone is accounted in an efficient manner.

During an emergency it is important that phone lines remain accessible to communicate with BCPS Central Office Safety and Security staff and local public agencies that assist in emergencies. So that we may ensure focus on handling emergencies and open communication with these entities, we ask that you please not call the school if you are aware of an ongoing emergency situation. As soon as we are able, we will communicate information regarding the emergency situation to families.

INFORMATION AND COMMUNICATION

Student Progress

Schoology

Schoology is the digital portal for curriculum and instruction, assessments, student data, reporting, and analysis. It is a fully integrated, customized, and user-friendly Web based solution.

As part of Schoology, students, teachers, administrators, and parents have access to a web-based portal 24/7. The portal is designed to provide various functionality to support the instructional delivery specific to each audience. The portal also allows parents and guardians to stay informed and engaged in their child's education by providing access to grades, schedules, attendance, some textbooks, databases, and various other data elements.

Kindergarten Progress Reports

Progress reports are given to parents two times a year. Conference days are designated within the school calendar for parents to meet with their child's kindergarten teacher to discuss his/her progress. If parents have concerns regarding their child's progress, additional conferences with the teacher can be scheduled.

Pre-Kindergarten Progress Reports

Progress reports are given to parents two times a year. Conference days are designated within the school calendar for parents to meet with their child's pre-kindergarten teacher to discuss his/her progress.

Report Cards

Report cards are sent home four times a year for grades 2 through 5 and three times for first grade. At the end of the first marking period, there will be no comments included on the report card. Parents of students in grades 1-5 are expected to arrange a conference time with the teacher to discuss their child's progress. Elementary conference day is reserved for this purpose, however, the teacher may offer alternative meeting times before or after school on other mutually agreeable dates.

Team Meetings/Support

When a student has not made adequate progress after receiving Tier 1 interventions from the classroom teacher, Student Support Team (SST) meetings may be scheduled with a child's teachers, parents, school administrator, and other related service providers. During this meeting the team will discuss school related needs impacting attendance, behavior, and/or academic progress. When appropriate, the team creates student educational plans to support student progress, 504 plans, and/or Behavior Intervention Plans.

Special education concerns and services are addressed at Individualized Education Plan (IEP) team meetings. Special education meetings are requested when students are unable to access

their grade level curriculum with general education supports, are not responding to Tier One and Two interventions, and are performing significantly below grade level. A child becomes eligible for special education when the IEP team identifies the child as having a disability and in need of specially designed instruction. The disability must have educational impact.

Parents may request a team meeting to discuss their child's progress and/or to determine whether additional educational support is needed. Please contact Danielle Comer, IEP Chairperson, to request an IEP team meeting and Maria Henry, Assistant Principal, to request a Student Support Team meeting.

Registration

Kindergarten Students

Children entering kindergarten must be five years old, on or before September 1st of the present school year. Kindergarten attendance is mandatory in the state of Maryland. Please call the school office after March 1st to register your kindergarten age child for the following school year. If a parent chooses to delay their child's kindergarten attendance, (due to developmental differences), a waiver form must be completed. These forms are available in the school office.

K-5 Students

When registering a child in a Baltimore County Public School or transferring from another Baltimore County Public School, the following documentation is needed:

- Child's birth certificate or certification of birth form
- Current immunizations
- Photo ID of parent/guardian, (ID must indicate current address)
- Proof of residence which may be one of the following: deed, mortgage coupon book, property tax bill, lease, (must be a current lease)
- 3 current bills addressed to the residence, dated within 60 days

Residency

BCPS Board of Education Policy and Rule 5150 states that students are to attend their assigned school which is based on the student's residency. When a student's residency changes, the school must be notified immediately. If the new address is a location outside of the BCPS established school boundaries for Charlesmont Elementary, the student must attend the assigned school for their new address. If there is an extenuating circumstance which is documented in accordance with BCPS Policy and Rule 5140 or 5150, the parent must follow the procedures outlined in the Rule, adhering to all BCPS established timeframes, to seek special permission to remain at Charlesmont Elementary.

Withdrawal

When a child needs to be withdrawn from Charlesmont Elementary School, please contact the school office with the withdrawal date as soon as possible. A Maryland Student Transfer Record

Form will be prepared and given to the student on his/her last day of school. Student records can not be given to parents. Student records can not be faxed. A request must be completed by the receiving school and then the child's records will be forwarded to the child's new school.

School Communication

The success of our school is based in part on the effective channels of communication, we establish between faculty and parents. Therefore, it is imperative that all school forms communicating important information be completed accurately and submitted/updated promptly. Your first and most important contact within the school is the teacher. Your child's classroom teacher is the best single resource for information and advice concerning your child and his/her studies, relationships, homework, and individual development. Our teachers welcome your communication messages and will return your calls or e-mails as soon as they are able to do so.

Parents should feel free to contact teachers and staff during the school day through phone call messages, e-mails, notes or letters. Parent input is very important. When concerns/questions arise, please request a scheduled meeting with your child's teacher so he/she can give you undivided attention and maintain a confidential discussion with you. Conferences will not be conducted during arrival/dismissal times as the teacher's attention is on the safety of students during these transition times.

Teachers will send home daily communications and student classwork in the Charlesmont Folder. On Thursdays, information requiring a parent signature and documents that need to be completed and returned, such as field trip papers, will be sent home on Thursdays in a blue Thursday folder. Please be sure to look for this folder on Thursdays.

Charlesmont Chatter Newsletter

The quarterly school newsletter is available on the school website and via email. Anyone who would like to receive an electronic copy of the newsletter should complete the forms in the office. Paper copies are also available. This publication is the primary source of up-to-date information about the school community and upcoming activities and events.

School Communicate Messages

Important information is often shared with parents/guardians through the School Communicate system via phone call or email. Families who have not set up a BCPS One account with an email may not receive time sensitive letters sent via School Communicate as these systems interface.

When receiving a school communicate phone call, please listen to the message before calling the school. School closings and other urgent matters may tie up phone lines and the information you need is most often contained in the message.

STUDENT EXPECTATIONS

Behavior Expectations

Students are expected to follow the behavior guidelines outlined in the BCPS Student Handbook. Each year teachers and administrators review behavior expectations with students. Early in September students will receive the Student Handbook and parents are expected to review the handbook with their children and return the signed and dated acknowledgement form. In order to make behavior expectations more memorable and elementary school friendly, students learn the Charlesmont Creed. Teachers thoroughly instruct students regarding what appropriate behavior looks like in each area of the school building and on the bus.

Homework

Homework is an important extension of student learning and provides the following benefits for students:

- Encourages the development of independent study habits, skills, and responsibilities.
- Reinforces, enriches, and extends learning by providing a variety of educational opportunities outside the classroom.
- Provides an additional opportunity for family involvement in the child's education.

The following times are recommended by BCPS Board Policy/Rules as an average amount of homework to be given at the various grade levels:

- Grades 1-3 Time: An average of 30 minutes per day for all subjects combined.
- Grades 4-5 Time: An average of 60 minutes per day for all subjects combined.

Independent, long-term projects may be assigned as well.

Use of Personal Electronics in School

Students are not allowed to use any personal electronic communication devices, such as cell phones, tablets, or any other wireless communication device (which are not part of the educational program) during regular school hours. Electronic devices may not be used while being transported on the bus unless special permission is granted by administration as documented in an education plan.

The administration strongly discourages students from bringing electronic devices to school. However, if the need to bring a device is unavoidable, any such device must be turned off and stored in the locker or book bag during school hours. The student is responsible for his/her communication devices and the school will not be held liable for loss or damage to these devices. If a student is found using an electronic communication device during school hours, the device will be confiscated and will only be returned to the parent.

Personal Entertainment Items

Students are not allowed to bring any toys, games, sports equipment, trading cards, etc. to school. They interfere with student learning by causing disagreements between students, distractions during instruction, and disappointment and conflict if lost or broken. Therefore, students should only bring the items listed on the school supply lists distributed by their classroom teachers. Also, please note that Baltimore County Public Schools does not accept responsibility for damage or loss of students' personal property, as stated in the BCPS *Student Handbook* distributed at the beginning of the school year.

Lost and Found

A lost and found collection is maintained outside of the nurse's office. Students have the opportunity to check for missing items on a daily basis. Lost items that are not claimed by the end of the school year will be donated to a charitable organization. Please label all of your child's apparel, school supplies, and lunch box/bag for easy identification and return.

Supplies

The school provides all textbooks and instructional materials. Classroom teachers provide a list of supplemental school supplies for each student. The lists are also available in the school office and on the school website. Please check periodically throughout the course of the school year to ensure your child has all required supplies, and to replenish as necessary.

Dress Code

As noted in the BCPS Handbook, students dress may not cause a disruption to the learning environment. Children should be dressed appropriately for safety, modesty, personal hygiene, climate, and consideration of others. Please note the following dress code guidelines:

- Shorts and skirts should not be too short or too tight.
- Shirts should cover the entire torso. Halter-tops, spaghetti-straps, and bare midriff tops should not be worn.
- Undergarments should not show.
- Tennis shoes or rubber-soled shoes are recommended for safety reasons since they protect feet from injury and insect stings. This is required for participation in physical education classes and for using our playground equipment. Sandals, flip-flops, and other open shoes are not recommended for school.
- Clothing with graphics that depict violence, gore, suggestive acts, or other disturbing visual displays, which advertise alcohol, drugs, tobacco, illegal products for minors, or contain rude or discourteous expressions, or inappropriate language may not be worn to school.
 - Note: When visiting our school, please remember to consider whether your attire contains messages or graphics that are appropriate for the elementary school environment.
- Art shirts or smocks are recommended to protect your child's clothing during art special area times.

The following specific items are not permitted except in individual cases as approved by the principal of the school: bare feet; headwear, except when worn for medical reasons or as a legitimate expression of a student's religious practice and faith. (See BCPS Student Handbook)

Together, if we set clear and consistent expectations for student dress and behavior, we will continue to maintain a positive learning environment for our children.

PARENT INVOLVEMENT

PTA Overview

The Parent Teacher Association (PTA[®]) at the national, state and county levels acts as an advocate for all children and strives to foster closer relationships between the home, community and school.

Parents, community members and school staff work together to advocate for: the passing of laws that promote the success of all students; funding of school budgets which provide adequate resources for teachers and students. The Charlesmont Elementary School PTA[®] promotes the ideals of the national association.

The Charlesmont Elementary PTA[®] encourages all families and staff to join the association and participate in PTA[®] activities. You can become an active member by joining the association, attending PTA[®] meetings, volunteering to work on a PTA[®] committee, working as a volunteer, and/or supporting fundraising activities.

Volunteers

Parents, grandparents and other family or community members may volunteer for a variety of short or long- term activities. Volunteer opportunities include, but are not limited to:

- Volunteering to help with a PTA[®] organized event
- Donating goods, services, or time to school activities
- Helping teachers with curriculum-related activities in the classroom. (These vary depending on grade level and the individual teacher.)
- Helping at class special events (e.g., picnics, parties, field day)
- Completing clerical/administrative work for teachers, or in the office (photo-copying, etc.)
- Chaperoning field trips
- Working on the school grounds
- Helping cafeteria assistants and students during lunch

In order to participate in any school sponsored activity in which adults interact with students, adults are required to complete the volunteer application, orientation, and approval process **at least 24 school business hours in advance of the event**. This will allow time for processing applications. You may attend a scheduled BCPS volunteer training at any school or complete the online volunteer orientation. Directions for completing the online orientation can be found at http://www.bcps.org/community/volunteer_info/Login-Instructions-for-BCPS-Volunteer-Orientation.pdf. Once the course has been completed, you must submit the application and printed Completion of Orientation certificate. Hours of service are then recorded on the Volunteer Services Form. Volunteer screening helps ensure that students and staff work in safe environments.

PLEASE REMEMBER:

- All volunteers are required to register in the school office and pick up a visitor badge each time they come to work in the building.

- Per BCPS guidelines, volunteers are to “Refrain from bringing visitors, children, siblings or others in your care to the volunteer site.” During volunteer activities, only approved volunteers will be covered by BCPS Workman’s Comp Insurance (Volunteer Handbook, p.5).
- Due to potential student allergies, volunteers should not bring any food or drinks meant for student consumption. It is recommended that volunteers avoid handling unwrapped or open student food and drinks as well. (Volunteer Handbook, p.6)

Support Programs

Library Media Specialist

Students visit the library weekly for a scheduled 50-minute class. At that time, they receive instruction and sign out books. Books are expected to be returned the following week. Parents should check with their children to determine which day of the week the library period falls and make certain that the child brings the books to class on the assigned day. If the book is not returned, a new one may not be signed out. Lost books should be paid for in a timely manner.

Nurse

A full-time nurse is on duty in the school. When students feel ill, they are sent, with a pass from their classroom teacher, to visit the nurse, who will listen to each child’s complaint and assess each child’s condition. If a child’s condition is deemed serious, the parents/guardians will be contacted immediately. If the child’s ailment is a minor one, a letter may be sent home to the parents/guardians advising them of the visit. Any medication that needs to be taken at school must be given to the nurse in the original prescription bottle with the doctor’s order. (See Health Services, page 10.)

ESOL Teacher

An ESOL teacher is available to assist students whose native language is not English. This ESOL teacher will also help parents to understand the child’s assignments and any papers that are sent home for the child. They are also encouraged to check their child’s folder every day to see if there is ESOL homework, to practice English at home, and to contact the ESOL teacher to discuss their child’s progress. ESOL students are tested once each year to determine their English proficiency. After receiving these results, the ESOL teacher communicates with the parents to discuss the child’s placement.

School Counselor

Counseling services are available every day for students who are having difficulties with school or personal situations. Students may make an appointment with the counselor by writing a note or by requesting a meeting. The counselor is also available to meet with parents to discuss a variety of issues related to their children.

Reading Specialist

A reading specialist is available to assist students who are having difficulty mastering basic reading skills. The reading specialist works closely with the classroom teachers to identify students in need of intervention, may work on enrichment activities with children, and

develops school wide reading programs. The reading specialist serves as a reading mentor to classroom teachers and provides staff with professional development.

Special Educators

Special education teachers collaborate with other educators, support staff, and parents to plan educational programming and coordinate provision of services for students who have an Individualized Education Plan, (IEP). Students are identified through the IEP team process and services are provided based on the student's IEP.

Speech and Language Therapist

A speech and language therapist works directly with students who have been identified as needing speech and/or language therapy to access their education and/or effectively navigate the learning environment. Students are identified through the IEP team process, and services are provided based on the student's IEP.

Staff Development Teacher

The staff development teacher serves as a school-based instructional leader whose job is to support the administrative team and teachers as they implement and monitor the *School Progress Plan*. The staff development teacher provides a continuum of professional development experiences aligned with that plan.

Occupational Therapist/Physical Therapist

An occupational therapist and the physical therapist work directly with students who have been identified as having a fine or gross motor deficit which significantly impacts their ability to learn and/or navigate the school environment. Students are identified through the IEP team process, and services are provided based on the student's IEP. For additional information about support programs, please inquire in the school office.

CHARLESMONT STAFF DIRECTORY

Name	Position	Email
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