

## Back to School Tips



**SCHOOL SAFETY** -The safety of all students and staff in Baltimore County Public Schools is of utmost importance to all of us. Our school is utilizing a system for checking in all visitors. The system is called V-soft by RaptorWare or *Raptor*. When you visit our school for the first time this school year, you will be asked to present a government-issued photo ID, or a driver's license to a staff member in the school office. The ID will be scanned and the following information will be collected: your photo, your name, and your date of birth. This information will be utilized to check you in, create an ID badge, and compare your information against sexual offender databases throughout the country. If your name appears on any of the lists or you refuse to allow the school to scan your ID, you will not be allowed access to the school. You will also be asked to check out with the office staff upon leaving the school so that we know you are no longer in the building. The information collected will not be shared outside of the school and is kept on a secure server. Please display the badge on your chest area; it is easier for school personnel to see it. You will be required to show ID even if you are only coming to school to pick up your child. Your assistance in keeping our students and school safe is appreciated.

### LATE ARRIVALS

When a child(ren) arrives late, **the child(ren) and the person driving must report to the office** for a late pass and a staff member will sign them in. If your child is tardy and needs assistance going to the classroom, **only staff members** will accompany them.

### EARLY DISMISSALS

When picking up your child from school early, please send a note or email to your child's teacher and office staff stating the date and time and who is picking up your child. The person picking up your child **MUST** be on your child's Emergency Information Sheet. The person picking up your child **MUST** have a valid ID. A person of 18 years of age or older must be listed on the child's Emergency Information Sheet. A staff member will locate your child as you wait in the lobby.

### VISITORS

**ALL VISITORS** must report directly to the main office and sign in. **All visitors** must receive a visitor's badge and clearly display it while in the building. If you wish to speak to your child's teacher, please make an appointment at a time that is convenient for both of you. If you need to get a message to your child, our office staff will be happy to deliver it.

### INFORMATION OVER THE PHONE

Due to privacy and security, the office staff is not allowed to give information regarding our students over the telephone to anyone that calls the office. Please note that parents cannot call the office to inquire as to if their child is in school. A parent must come to the office in person, present ID and then the information can be given.

### THURSDAY FOLDERS

The first week of school your child will be provided a blue CHES folder. All students in grades K-5 will bring these folders home once a week. Each Thursday, teachers will place important school, classroom and PTA information in the folder for your review.

### MEDICATION

Baltimore County Public Schools has a policy regarding medications in schools. If your physician decides that it is necessary for your child to receive medication during the day, a physician's order must be provided to the school nurse. All medications must be brought to the school in the original or duplicate container that has been labeled by the pharmacist, with the current prescription in the container. An adult must bring all medications to the school. According to Baltimore County policy, **NO** student should transport medication to or from school.

## **KISS AND GO**

Morning arrival procedures are as follows:

Parents/guardians that want to drop their student(s) off will use the far-left parking lot from 8:35-8:50 am. Please drive up and wait in your car with your student. A CHES staff member will greet you wearing an orange safety vest and a smile by opening the passenger door, helping your child out of the car if needed and closing the car door. Please make sure that your child(ren) exit your vehicles from the right side of the car. For safety purposes, parents are not to use the parking lot in front of the school for pick-up or drop-off purposes; the bus loop nearest to the school can be used for drop-off after 8:50 AM. In addition, please pay close attention to the signs on the parking lot that prohibits left hand turns during certain time periods during the day.

## **DISMISSAL PROCEDURES**

If you are coming to the building to pick up your child, please park on the far-left parking lot and walk up to the building. CHES parents will wait under the blue canopy in front of the school. Parental pick up students will be dismissed through the main doors of the school. Staff members will be outside during parental pick up dismissal to assist. At 3:20 pm parental pick-ups students will be called to the lobby starting with our Kindergarten students and grades 1-5 will follow.

Remember, students who are picked up in front of the school by their parents are considered parental pick-up students. Students who walk to and from school by themselves or meet parents at alternate locations (Panorama and Linkgerst) off school property are considered walkers and will be escorted by school personnel to the edges of the property at dismissal. Parents may want to reconsider either of these methods of dismissal that works best for you and your family.

If you are changing your child(ren)'s dismissal, please send a note or email to your child(ren)'s teacher and office secretaries.

Please realize that it takes time for the morning and afternoon bus schedules to regulate themselves during the first month of school. Make sure that you have your child at the bus stop in the morning for 10 to 15 minutes before your proposed pick-up time. Please realize that it also takes time for the afternoon bus schedule to regulate itself during the first month of school. Please know that your child may be delivered at home anytime between 3:30 PM and 4:00 PM. Many bus drivers are new to the route and will need time to establish a regular routine. For safety purposes, BCPS possesses the ability to videotape, including audiotape, students on school buses. Videotapes may be used for disciplinary purposes.

It is important for parents to know that according to the procedures of the Department of Transportation, bus drivers are not required to wait for an adult at the bus stop for any student (Kindergarten-Grade 5) during the afternoon bus drop-off. Please make sure that your family members and day care providers are aware of the information.

Student transportation arrangements should be consistent to ensure child safety. If there are emergency transportation changes during the school year, please send in a written note or email to our office. School officials need to have a written permission from parents, not verbal permission from students, to change their normal afternoon dismissal routines. If no written permission is produced, students will be required to follow their regular bus, parental pickup, or walking routines. Please be mindful that no balloons or glass products are allowed on the bus.

It is illegal to make a left turn from the bus loop or the far-left parking lot during specific times in the day. These times are written on both the "No Left Turn" signs...no left turn between 8:00-9:00 am and 3:00-4:00 pm. Please take note that there are "No Stopping Anytime" signs along Linkgerst Way on both sides. If parked at "No Stopping Anytime" areas at any time of the day or night, you may be in danger of receiving a ticket from Baltimore County Police Department (BCPD). If making a left turn outside of the times listed on the signs, you may also be in danger of receiving a ticket from the BCPD.

## **BCPS ONE ACCESS**

All parents at Baltimore County Public Schools will need to gain access to the BCPS One/Schoology system to receive updates regarding your child's daily attendance and grades. More information will be forthcoming.

## STUDENT BIRTHDAYS/WELLNESS POLICY

Cupcakes and other food treats

As we begin this school year, I wanted to remind parents that students will not be allowed to distribute cupcakes, donuts, or other edible treats as part of in school birthday celebrations this school year. It is important for us to move in this direction in order to be in compliance with BCPS policies including Policy 5470 which focuses on wellness. Additionally, edible treats can cause potential dietary and allergy concerns for some families.

For parents who would like to provide a small treat for their child's classmates suggestions are provided below:

- pencils, stickers, erasers, notepads, etc.
- donate a book to the classroom and schedule a time with your child's teacher to read it.
- donate classroom supplies.
- provide supplies and directions for a craft.
- donate a board game for indoor recess.

## FREE AND REDUCED PRICED LUNCH-SAVING MONEY

As parents, we know that everything seems to cost more each year. We all enjoy any available opportunity to lower our household costs. Many children throughout the country are eligible to receive lunch for free, or at greatly reduced prices. In order to determine whether or not your child can take advantage of this great cost savings, it is important that all families complete the eligibility form each year. Only one form needs to be completed for the entire family. You may go online to apply at <https://mealapps.bcps.org/lfserver/EFORM>.

This form will be sent home on the first day of school. In order to determine eligibility, we encourage all parents to return this form. **Please return the forms as soon as possible.**

Make sure that you include **ALL** of the information that is requested. If you do not include all of the required information, it will delay approval by the *Office of Food and Nutrition Services*. While you are awaiting approval, you will need to provide a lunch or send lunch money for your child.

**NOTE:** Students who received free or reduced meals last year, will be served meals during the first week of school. **NEW APPLICANTS** will not receive this service during the first week of school. Please know that this information is treated with extreme confidentiality. At no time are children informed or made aware of who receives discounted or free meals. In fact, only the cafeteria manager knows which children benefit.

## BREAKFAST

For breakfast, children will enter the building and go directly to the cafeteria to be served. If students arrive between 8:35 and 8:40 am, they will be able to eat breakfast in the cafeteria. Students arriving in the cafeteria for breakfast between 8:45 and 8:50 am will need to take their breakfast items and eat them in classrooms.

## SCHOOL LUNCH INFORMATION

The Office of Food and Nutrition Services announces the lunch and breakfast meal prices for the 2019-2020 school year as follows:

**Lunch Full Price for students:** \$2.90

**Reduced Meal Price** -is free this coming school year per the Baltimore County Cares for Kids initiative. Students who received reduced price meals via household benefit application will receive meals at "no cost" this year.

If you plan to set up an account for your child, please send cash, check, or money order (payable to Chapel Hill Elementary School) to your child's teacher or go online to prepay for your child's meals at [www.myschoolbucks.com](http://www.myschoolbucks.com) to enroll. It will be deposited in your child's account. Questions regarding food services may be directed to Mrs. Linda Jones, cafeteria manager. You can go to [www.bcps.org](http://www.bcps.org), click on Parent Tab, click on Parent Resources and on the left-hand side click on Lunch Menus to get each month's lunch menu.

## **VOLUNTEERING**

Parents must sign up to volunteer online at [www.bcps.org](http://www.bcps.org) annually. Your volunteer status does not roll over from year to year. Volunteers must have a completed volunteer application and certificate on file in the office to work in the classrooms, attend field trips, and work directly with children in groups, pairs, or individually. Parents may sign up to volunteer on-line at [www.bcps.org](http://www.bcps.org) under the Community tab on the BCPS Web site that states Volunteer with BCPS. Once parents are on the Community tab, they can follow the directions in the "Get Involved" box on the right-hand side. If you have any questions about volunteering at CHES, please contact Mrs. Nicole Wagner at [nwagner2@bcps.org](mailto:nwagner2@bcps.org).

## **STUDENT ID**

The Baltimore County Public Schools (BCPS) will continue using the One-card identification system for all students, teachers, and staff in accordance with Superintendent's Rule 3710: Identification Badges. The One-card identification system is a tool for improving safety and security for students, teachers, and staff and for student accountability. During the first week of school, all students will be issued a One-card that is coordinated with our school colors in a holder with a safety lanyard. Students may change their lanyards as long as they are of the break-a-way type. Elementary level students will keep their one-cards in school. They will wear them once they arrive at school and remove them before leaving. If a student loses or misplaces his or her One-card, a permanent replacement card will be issued for a fee of \$5. The use of the One-card is not optional. All students are required to wear their One-card at all times unless there is a safety concern such as during recess and physical education class.

## **VACATION**

Please schedule vacations if possible when schools are closed. Helping children keep up with the schoolwork they will miss is a challenge for parents and teachers alike. While teachers plan in advance according to a long-range scope, planning for daily instruction is an ongoing process that requires frequent adjustments due to daily assessment of student needs. Therefore, instruction and learning that was planned is often rearranged or revisited. Please keep in mind that there is a great deal of learning that takes place in the classroom through discussion and other activities that cannot be made up in the form of a worksheet or textbook pages. If your child will miss school because of a vacation, your child's teacher will collect the work he/she misses and give it to him/her upon returning to school. Teachers are not obligated to grade this work so vacations may impact your child's quarterly report card grades. Please understand that school work will not be distributed to your child in advance of your trip!

## **SCHOOL HOURS**

Our school hours are 8:35am-3:20 p.m. The bell schedule is as follows:

**8:35 AM** First Bell – All students enter the building. Students buying breakfast enter the building and go directly to the cafeteria to purchase their breakfast.

**8:50 AM** Second bell rings -Morning announcements. Students arriving after this time are considered late.

**3:10 PM** First Bell – students begin to pack up

**3:20 PM** Afternoon Dismissal begins

**SECURITY NOTE: Please send your students to school no earlier than 8:35 am. There is no adult supervision outside before school. If interested, you can contact Rec & Parks for their before and after school program called Muscular Mustangs run by our PE instructors, Sean Cady and Katie Glatt. You may also contact HotSpots, our other in-school childcare. Also, please be prompt in picking up your child at dismissal at 3:20 pm.**

**\*\*If your child is late to school, the parent/guardian will need to come in and sign the student into school.\*\***

**No student will be dismissed within 10 minutes of dismissal since it is disruptive to our school dismissal.**