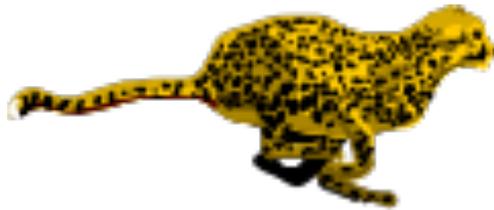




# **Chapel District Elementary School**



## **Student Handbook**

2017-2018

**Jodi Colman, Principal  
Jody Murdoch, Office Manager  
Cara Hughes, Guidance Counselor**





### **Talbot County Public Schools Mission**

We leverage innovation, compassion and inspiration to empower students to realize their full intellectual potential. College and career preparedness is at the heart of everything we do.

### **Chapel District Elementary School Mission**

Students, staff and families will strive for excellence at Chapel District Elementary.

### **Chapel District Elementary School Beliefs**

1. Learning is the chief priority for the school.
2. Students' learning needs must be the primary focus of all school decisions.
3. Students learn best when they are actively engaged in the learning process and have appropriate opportunities for success.
4. Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning needs and styles.
5. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
6. A student's self esteem is enhanced by positive relationships and mutual respect among students and staff.
7. A safe and physically comfortable environment promotes student learning.
8. Teachers, administrators, parents/guardians, and the community share the responsibility for advancing the school mission.
9. The commitment to continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.

## School Procedures

### Arrival

The doors of the school open at 8:35 am. No students or parents may enter the building prior to 8:35 am unless they are accessing the Critchlow Adkins before school child care services. Parents who are accessing this service may enter through the outside cafeteria doors. **Car riders can be dropped off between 8:35 am and 8:55 am at the main entrance on the side of the school. Students will be marked tardy after 8:55 am.** If a student is tardy, a parent/guardian must come in with the student and sign him/her in at the main office. PM Pre-K students should arrive at **12:35 pm**.

Parents are not permitted to walk their children to class beyond the first day. It is important that all students begin their morning routines upon entering their homeroom. Teachers are responsible for working with students at this time. Teachers can be emailed or a conference can be scheduled. We welcome parental participation!

### Inclement Weather or Emergency

In the event of inclement weather, natural disaster or state of emergency, the Superintendent may deem it necessary to delay school opening, close school early or cancel school. If the decision is made to close early, all schools will usually close two hours earlier than their regularly scheduled dismissal time. Chapel District's early dismissal time is **1:20 pm**. Parents/guardians need to instruct their child(ren) what to do in advance if there should be an early dismissal. They will need to know which bus to ride or who will pick them up from school.

If there is a change in the school schedule, the schedule for Pre-K students will run as follows:

- 90 Minute School Delay:
  - Morning Pre-K students will arrive at 10:05 and be dismissed at 11:55.
  - Afternoon Pre-K students will arrive at 1:05
- 2 Hour School Delay
  - No Morning Pre-K program.
  - Afternoon Pre-K students will report at their regular time – 12:35.

School delay or closing information will be posted on the Talbot County Public Schools website ([www.talbotschools.org](http://www.talbotschools.org)) and parents will receive a message through the TCPS School Messenger notification system. Additionally, local television and radio stations will announce school delays and closings.

### Attendance

Written excuses for absences are required on the day the student returns to school. After 5 days, an unlawful absence cannot be changed to a lawful absence. If your child is excessively absent, he/she may need a doctor's notes for each absence.

Please see the TCPS website and review the attendance policy 10.2. [www.tcps.k12.md.us](http://www.tcps.k12.md.us)

### **Before and After School Care**

Child care services are available for students in pre-kindergarten through fifth grade. Care is provided on regular weekdays (including when school is not in session) from 6:45 am until 5:30 pm. Contact Critchlow-Adkins Child Care at 410-822-6293 for more information.

### **Breakfast/Lunch Program**

Breakfast and lunch are available daily for students. Free and reduced breakfast and lunch are available for those students who qualify. A form is mailed home during the summer. Forms are also available in the school office and can be filled out online at [tcps.k12.md.us](http://tcps.k12.md.us).

Talbot County Public School's Food Services makes use of a computerized lunch system. Parents/guardians can prepay any amount on their child(ren)'s account and the amount of each day's purchase is deducted from the balance. The computer tracks the balance and parents/guardians are notified when the balance is low. Parents/guardians are able to view their student's account history and make an online payment to their child's account through My School Bucks. For all online transactions, parents/guardians will need their student's nine-digit ID number (found on report cards). Please visit the TCPS website ([www.tcps.k12.md.us](http://www.tcps.k12.md.us)) and click on the My School Bucks button at the top right corner to make use of this service.

### **Parent Contact Information**

It is important that parents keep their contact information up to date. This information is used by the School Messenger notification system to inform parents of school delay/closings, emergencies, student absences and school happenings. Additionally, school personnel may need to contact parents during the day in the case of injury/illness or a discipline issue. If there is a change in any phone number, please be sure to inform the school office so the change can be made in the computer system.

### **School Visitors**

Each and every visitor to the building must use the front entrance and register in the main office. Visitors will be required to present a picture ID upon arrival and state the nature of their business to office personnel. When the visit is complete, visitors are asked to stop in the main office to sign-out.

Parent conferences may only be held when the teacher does not have instructional responsibilities and the parent/guardian must have made an appointment prior to the conference. Appointments may be made directly with the teacher. If a parent/guardian wishes to sit in on a class for observation purposes, the observation must be scheduled in advance with the principal AND the school principal must accompany the observer for the duration of the observation period (not more than 45 minutes). Observers must remain silent throughout their visit, as not to disrupt the learning process.

### **Volunteers**

Volunteers are welcome at Chapel District Elementary! Those interested in volunteering should contact the Volunteer Coordinator, Jane Tillman, or their child's teacher to learn how they can become more involved. Ms. Tillman can be reached at [jtillman@tcps.k12.md.us](mailto:jtillman@tcps.k12.md.us) or by calling the main office at 410-822-2391.

**Parent-Teacher Organization (PTO)** The Chapel District PTO works with the teachers, Principal and Office Manager to organize activities and additional educational opportunities for the students. They are divided into committees to organize PTO events. They are always looking for parent volunteers willing to chair a committee or help with events. Consider joining the PTO.

### **School Counselor's Office**

School counselors are an integral component in the education system. The school-counseling program is guided by the three state and national goals that address the needs of students for academic, career decisions making, and social/emotional success. School counseling services include counseling, advising, consulting, and coordinating programs and initiatives. School counseling achieves maximum effectiveness through the support and collaboration of parents, teachers, administrators and community members. You can reach your child's counselor by calling the school main office.

### **Character Counts!**

Chapel District Elementary participates in a character education program for elementary school children. A community volunteer called a **Character Coach** visits each classroom several times a month for fifteen minutes. The coaches present lessons that instruct students on the six pillars of Character: **Caring, Trustworthiness, Fairness, Respect, Citizenship and Responsibility.**

### **Olweus Bullying Program**

CDES participates in the Olweus Bullying Prevention Program. The goals of the program are:

- to reduce existing bullying problems among students
- to prevent the development of new bullying problems
- to achieve better peer relations at school

All students participate in weekly morning meetings to discuss bullying issues and work on building community in the classroom. If you would like more information about the program, feel free to contact the school counselor or the principal.

### **Field Trips**

Field trips are to be an extension of the learning process and are directly related to instructional objectives. Parents/guardians must give individual student permission. Permission letters will go home with the student. All students are expected to follow school rules while on field trips. Students who do not follow rules will be referred to the Principal's office. These students may be denied the privilege of participating in field trips for the remainder of the year. School buses will be used as the mode of transportation, unless otherwise decided upon by the Principal, Office Manager or Manager of Transportation.

Chaperones for field trips are welcome, when space is available. The number of chaperones will be determined by the teacher and/or the Manager of Transportation. Each teacher will use his/her own discretion in selecting chaperones. All chaperones must complete the Chaperone Agreement Form and present a picture ID. While on the field trip, each chaperone should

maintain order in his/her group and should notify the teacher immediately if students are not complying with school rules.

**NOTE: No siblings, additional children or adults are permitted to attend the field trip. All chaperones selected must ride the bus with the students unless approved by the principal.**

### **Class Activities/Picnics**

There will be several opportunities to celebrate during the school; these celebrations may include classroom parties. Any activities will be decided on by grade level teams and approved by the Principal. Teachers will contact room parents/guardians to assist with setting up these activities.

Please do not send any birthday or food related treats for students to pass out to the class. When sending in classroom snacks for a special classroom planned activity, please check with the classroom teacher to see if anyone has a food allergy in the classroom. Snacks served during the school day should, to the extent practicable, make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

There are many students with severe allergies in our classrooms. Notify the nurse and classroom teacher if your child is allergic to anything. In addition, please make sure to identify your child's allergy on the emergency card that will be handed out at the beginning of the school year.

### **Invitations**

Invitations are not to be handed out on school property (including the school bus) even if enough are sent in for the entire class. This practice promotes exclusion and is not fair to all students. If invitations are sent in, they will be returned in the child's book bag.

### **Lost and Found**

All clothing and other items found on school grounds are placed in the Lost and Found in the cafeteria. Parents/guardians should periodically check there for items that belong to their child(ren). Items not claimed will be donated to a local charity at the end of the school year or when the pile becomes too large.

### **Pictures**

Individual student pictures are taken of all students in the fall. Yearbooks are also available for order near the end of the school year.

Throughout the school year, student pictures are taken for inclusion in the local newspaper, the school newsletter, on the TCPS or CDES website or on a bulletin board. If you do not want your child's picture included, please send in a letter stating your request.

### **Special Education**

Programs are available for any child with special needs. Services are arranged through the IEP procedures based on the individual's educational needs. Please contact your child's Principal if you have any questions.

### **Student Insurance**

It is recommended that students purchase school accident insurance if parents do not have adequate coverage. Students participating in interscholastic athletics and certain classes are required to have insurance coverage. If a student needs to purchase insurance, it is available on the Talbot County Public Schools website: [www.tcps.k12.md.us](http://www.tcps.k12.md.us)

### **Family Educational Rights and Privacy Act (FERPA)**

As parents and students, you have rights under the Family Educational Rights and Privacy Act (FERPA) as well as state and local regulations and policies concerning student records, their access, release, and confidentiality.

### **Dismissal**

#### **Car Riders:**

If a child will be a car rider each day, parents/guardians must request a Car Rider Form. This form will designate who will be picking-up a student from school each day. Upon receiving that form, the school will issue an identification card that should be displayed in the car window. This will ensure that a student is going home with the correct adult.

At **3:30** pm, car riders are dismissed to the cafeteria. Students will exit the building at the side of the school. Parents/guardians should stay in the car and wait for their child to walk to their vehicle. To ensure that a student is going home with the correct adult, each student will be given a card with their name on it that will be displayed in the car window. A staff member will dismiss students when an adult is there to pick up the child. **Once a child is safely in their car, the card should remain in the line with the other cars and only move forward when the cars in front do so. Cars should not pass other cars that are waiting for a student to board. Parents/guardians should not park on Rt. 309 and walk to the cafeteria to pick up a child.**

**NOTE: Students who usually ride the bus home from school must bring in a note if they are to be a car rider. Parents/guardians may only call the school during the day before 2:30pm to have their child be a car rider if it is an emergency. All transportation changes must be finalized by 2:30pm for safety reasons.**

#### **Bus Riders:**

After the students who are car riders are dismissed to the cafeteria, students who ride the bus will be dismissed. Classroom teachers will walk their students to the bus loading area.

**NOTE: Students are not permitted to ride any other bus except the one to which they have been assigned unless a note is sent to school stating the student's full name, the bus they are to ride, the location where they will be dropped off and the reason for the change in bus.**

## **TCPS Policies**

The Maryland State Department of Education mandates that parents receive copies of school system policies. These policies are available for parent review in the school system calendar mailed to each family or on the TCPS website ([www.tcps.k12.md.us](http://www.tcps.k12.md.us)) under the Board of Education (Board Policies). The policies can be searched by title or number. The following policies are important for parents to read:

Acceptable Use of Technology and Internet Safety for Students (Policy 10.32)  
Administering Medication to Students (Policy 10.26)  
Alcohol or Drug Use by Students (Policy 10.17)  
Community Use of School Facilities (Policy 11.2)  
Fire Drills (Policy 5.4)  
Gangs, Gang Activity and Similar Destructive or Illegal Group Behavior (Policy 10.33)  
Graduation Requirements (Policy 9.32)  
High School Assessments (Policy 9.35)  
Homework (Policy 9.27)  
Honors and Recognition of Students (Policy 9.29)  
Interrogations and Searches (Policy 10.18)  
Parent Conferences (Policy 9.26)  
Parent, Family and Community Involvement (Policy 11.11)  
Possession of Portable Communication Devices on TCPS Property (Policy 10.19)  
Promotion (Policy 9.30)  
Public Complaints and Appeals (Policy 11.9)  
Sale or Use of Tobacco on School Premises (Policy 11.3)  
School Wellness (Policy 10.27)  
Student Attendance (Policy 10.2)  
Student Conduct (Policy 10.14)  
Student Conduct – Bullying, Harassment or Intimidation (Policy 10.16)  
Student Dress Code (Policy 10.15)  
Student Progress Reports to Parents (Grading) (Policy 9.25)  
Visitors to Schools (Policy 11.7)