



Chapel District Elementary School



Student Handbook

2018-2019

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



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 the building. Staff are spaced throughout the building to help students if necessary.

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 delay school opening, the following schedule will apply:

Delay Schedule

- 90 Minute School Delay:
 - Arrival Time **10:05 – 10:25**
 - Students will be marked tardy after **10:25**
 - Morning Pre-K students will arrive at **10:05** and be dismissed at **11:55**
 - Afternoon Pre-K students will arrive at **1:05** and be dismissed at regular time
- 2 Hour School Delay
 - Arrival Time **10:35 – 10:55**
 - Students will be marked tardy after **10:55**
 - No Morning Pre-K program.
 - Afternoon Pre-K students will report at their regular time – **12:35**.

Early Dismissal Schedule

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.

School delay or closing information will be posted on the Talbot County Public Schools website (<https://www.tcps.k12.md.us/>) 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.

Half-Day Dismissal

During the school year, there are several days that are scheduled as ½ days for students. Parents/guardians need to instruct their child(ren) what to do in advance so they will know which bus to ride or who will pick them up from school. On those days, dismissal time is **12:20 pm**. Morning PK will be dismissed at **12:20** with the rest of the students and will have a scheduled lunch time.

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. Student attendance policy 10.2 can be found on the TCPS website at

<https://www.tcps.k12.md.us/index.php/board-ed/policies/102-student-attendance>

Before and After School Care

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

<http://www.tcps.k12.md.us/index.php/departments/food-service/free-reduced-meals>

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 and click on the My School Bucks button at the top left 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 delays/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 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@talbotschools.org 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. Please, 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 achievement, 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's 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 transportation manager.

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 to 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 School's website at <http://www.tcps.k12.md.us/index.php>

Dismissal

Dismissal procedures will start at 3:35 pm each day. Students who are riding home in a car are dismissed first. Shortly thereafter, students riding the bus home are dismissed.

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 **3:35** 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. Parents/guardians should not park and walk to the school to pick up a child. 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 car 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.

NOTE: Students who usually ride the bus home from school must bring in a note if they are to be a car rider. If there is a change in a child's dismissal routine while the child is in school, parents/guardians should make every effort to notify the school prior to 2:30 pm 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 at <http://www.tcps.k12.md.us/index.php> under the Board of Education (Board Policies). The policies can be searched by title or number.