

Red House Run Elementary School



PARENT HANDBOOK
2019 - 2020

RED HOUSE RUN ELEMENTARY SCHOOL

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Mission

We believe that all children can learn and are entitled to a quality instructional program that is customized to each student's various strengths and needs, and results in equitable outcomes ensuring college and career readiness. We believe in creating a strong and collaborative partnership between family, school, and community in an environment which is safe and nurturing. We must educate the whole child and envision a school community where each student has a positive sense of self, respect for others, and sense of belonging. We hold high expectations, which encourages each student to believe they can achieve, thrive, and positively impact the world around them.



The School Day

School Hours

Pre-Kindergarten – Grade 5

8:45 a.m. – 3:15 p.m.

Arrival

The entrance bell rings at 8:30 a.m. Students should not arrive before 8:30 a.m., as there is **no** supervision available until the bell rings. Breakfast for **all** students will be served in classrooms free of charge. **All students, including those from the Pavilion and modular buildings, must enter the building by the front door of the main school building.** Students should be in their classrooms and ready to begin their school day by 8:45 a.m. **Any student that arrives after 8:45 a.m. is considered late and must check in at the office to get a late pass.** Parents who drop their children off in the morning are requested to remain outside the building or in the lobby during morning arrival; this will help children establish independence and responsibility for themselves. During the first few days of school extra staff will be available to guide students to their classrooms.

Late Arrival

Students arriving after **8:45 a.m.** will be considered tardy and must report to the office to obtain a late pass before going to their classroom. **Parents are expected to come to the office with their child to sign him/her in.**

Dismissal

Bus riders will be called first. Once all bus riders are accounted for, we will dismiss walkers. Car riders will be dismissed last once buses have been loaded and departed. **The bus loop will be closed for a period during arrival/dismissal to allow buses to get into our loop so that we can board and depart in an expeditious manner.** The bus loop will be reopened for parents once the majority of buses have arrived/departed to accommodate those students that must be dropped off and/or picked up. Please be aware that dismissal will take a bit longer at the beginning of the year to ensure safe procedures are followed and students are accounted for. All students, including those from the Pavilion and modular buildings, will exit the building by the front door of the main school building. During afternoon dismissal, we ask that parents who pick up their children make arrangements to meet them outside. Parents and siblings must remain outside of the school while waiting for dismissal in order to keep our halls and building safe and secure for students. Teachers are off duty by 3:30 p.m. **All students not traveling by bus must be picked up by 3:30.**

Due to safety concerns and space constraints in our parking lot and loop, we want to minimize the amount of car riders. If you must be a car rider, you need to identify who will pick up your child and **you must show staff your ID at pick up every day.** For safety reasons, we need to confirm that only allowable persons pick up your child. A separate mailing will come home to identify pick up guidelines.

Emergency Contact Information

It is extremely important that you report any changes regarding your contact information to the school office in writing as soon as possible.

Attendance

It is vital that children consistently attend school for academic achievement to occur. If your child is not ill, please make every effort to send him/her to school. If you have a question regarding the attendance of your child, please call the school nurse. We would also appreciate you notifying the nurse immediately if your child has a communicable illness or pediculosis (head lice). If your child is absent, a written excuse and/or doctor's note should be sent in when he/she returns. Parents should contact the teacher to request make up assignments. Attendance is monitored under the guidelines of the Maryland Compulsory Attendance Law. The standard for satisfactory attendance is 94% and Red House Run has monitoring procedures in place to track attendance.

Early Dismissal

Students being dismissed early (before 3:15 p.m.) must be signed out in the main office by a parent or legal guardian only. Please do not go directly to your child's classroom; we will call for your child to meet you in the office. **For the safety of all children, students may not be taken from the school facility or grounds without first coming to the office. Please note you are required to show ID.**

If it is known in advance that your child will be leaving early, please send a note to his/her teacher that morning stating the time and who will pick up your child. The child will be sent to the office when the parent or guardian arrives. If the child will be returning, he/she is to come back to the office to be signed in.

Emergency School Closings (Countywide)

Depending on the weather, schools may be closed all day, may be delayed in opening, or may be dismissed early. When this occurs, announcements will be made over the local radio and television stations, as well as BCPS website and School Messenger System. Please listen for announcements and refrain from calling the school because telephone calls will hinder our efficient handling of the announcements and tie up lines so that we cannot get messages through concerning our buses. Parents, please talk with your child about procedures that they must follow when schools have an emergency closing.

BCPS One-card Identification system

All students and staff are expected to wear their identification badges on a daily basis. If a student loses his/her identification card and lanyard, it must be replaced with a charge of \$5.00 per incident.

School Etiquette

For a positive learning environment in our school building, we ask that you please adhere to these courtesy and safety reminders:

- Refrain from all cell phone use in the schoolhouse. Cell phone usage is not allowed outside of the lobby and office area.

- Due to privacy issues, please do **not** take any pictures/videos without consent of your child's teacher.
- When visiting your child's classroom, please do not interrupt instruction. You are welcome to sit in the back of the room and observe quietly. *Please see next section regarding visitation policies.
- Teachers are not permitted to have conversations with families during instruction/class time. Parent teacher conferences are encouraged and should be set up for a mutually agreeable time.

Classroom Visitations for Parents

As always, we welcome parents to come observe instruction, but we also want to keep our children safe and keep distractions to a minimum. *Rule 1240* from Baltimore County Public Schools states that: An authorized school visitor is any person who is not an employee, volunteer or currently registered student of the school. Classroom Visits should adhere to the following:

- A. Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits and conferences must be arranged in advance with the school principal or with the classroom teacher.
- B. Such visits and conferences are at the discretion of the principal.
- C. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.

In order to follow the policy and keep children safe, we are asking you to set up an appointment with the teacher to observe or volunteer in the classroom. Please allow the teacher 24 hours to respond to your request. Furthermore, the length of the visit is at the discretion of the principal. In order to maintain fair and equitable practices, visits will be kept to 30 minutes. When you do visit, it is important to observe instruction without interrupting the class. Parent conferences need to be set up at another time so that teachers can focus on instruction and meeting student needs. Thank you for your understanding with this matter.

The School Building and Grounds

Office Hours

The school office is open from **8:00 a.m. – 4:00 p.m.** on weekdays only. It is closed during schoolyear vacations. If you find that you will be late picking up your child from school, please be so kind to notify the office as soon as you are aware of your transportation situation.

Parent or Visitor Check-In

For the safety of our children, it is important for someone in the front office to know when visitors are in the building. You must check-in and show ID before traveling anywhere in the building and obtain a Visitor's Pass from the office. If you need to deliver anything to your child during the school day, such as a forgotten lunch or book, please leave it in the office and we will see that your child gets it.

RAPTOR Sign-In System for Parents

The safety of all students and staff in Baltimore County Public Schools is of utmost importance. Our school is utilizing a system for checking in all visitors called Raptor. When you visit our school for the first time, you will be asked to present a government issued photo ID, such as 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 sex offender databases throughout the country. If your name appears on any lists or you refuse to allow the school to scan your ID, you will not be allowed to access the school.

Parking Lot and Driveway

Our parking lot can become very congested at arrival and dismissal times. ****Please follow posted signs and directions given by staff to ensure a safe and smooth arrival and dismissal.** In the interest of the safety of our children, we request that you adhere to the following:

- Traffic must flow in one direction only, following the arrows.
- Parking is available in the spaces marked and along the outer curb only. If you are not parked in a pre-determined spot, you may not leave your car unattended. Additional parking is available on Weyburn Road and Avery Road. Parents are asked to observe the “No Parking” signs which are posted in front of the Pavilion.
- The lane nearest to the school is reserved for bus drop off and pick up only. Parents must use the center lane when picking up/dropping off students.
- Students may only cross the bus lane at the crosswalk, where a teacher will be on duty at arrival and dismissal times to ensure safety. Students may not cross the parking lot without a parent.
- We realize that the parking lot situation may be frustrating at times, but please remember that our procedures are to ensure the safety of our children. We must always model safe and respectful behavior for our students as we comply with safety procedures.

Your cooperation is greatly appreciated and will help us maintain the safe arrival and dismissal of our students.

Smoking

Baltimore County Public Schools is committed to providing a healthy, comfortable, and productive work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, the use of tobacco in any form in school buildings, on school property (including the parking lot), and at school-sponsored functions (including field trips) is prohibited at all times. Red House Run is a drug, alcohol and tobacco free environment.

Bicycles

A bicycle rack is available for students who wish to ride their bikes to school. Please discuss with your children the importance of securing their bicycles with a heavy duty lock, chain and/or security device in order to ensure their safe keeping, as the school cannot be held responsible for damage or loss. Maryland law requires that children wear a helmet every time they ride a bike.

Pets

Dogs and other pets are not permitted on school grounds during the school day, including arrival and dismissal.



Transportation

Parent's Role in Pupil Transportation

All students transported by school buses are expected to obey the rules set up by the Department of Transportation. **The supervision of students while walking to, from, or waiting at the established bus stop is the responsibility of the students and their parents or guardians.** When students walk to and from school or the bus stop, they must show consideration for the property of those citizens whose homes or places of business are located along their routes. Once the student boards the school bus, the responsibility lies with the bus driver and school administration. Students must ride on their assigned bus and get on/off at the stop indicated. **We cannot excuse a bus rider from riding the bus without a written note from his/her parent.**

Riding the school bus is a privilege. **This privilege may be revoked if the misconduct of the student jeopardizes the safe operation of the school bus or the safety of the other students riding the bus.** Please review the following rules with your child before school begins:

1. Follow directions from the driver the first time they are given.
2. Stay in your seat at all times while the bus is in motion.
3. Keep all parts of your body inside the bus.
4. Keep hands, feet, legs, arms, personal property and your voice to yourself.
5. Eating, smoking, drinking, and vulgar language are not allowed at any time.

Car Riders

Due to limited parking and congestion in the bus loop, we would like to minimize the amount of car riders. Car riders will be dismissed last after bus riders and walkers. **Please be advised that the bus loop will be closed for a period during arrival and dismissal to allow buses to get into our loop.** The loop will be reopened after buses have departed. If your child must be picked up, we will require you to show ID to a staff member stationed in the pick up location. A form will come home asking you to identify people allowed and authorized to pick up your child. The person picking up **MUST** be on the preapproved list and **MUST** show ID.



Communication

BCPSOne

Parents are encouraged to review their child's grades, attendance, and report cards via BCPSOne. Please contact the school if you are having difficulty accessing BCPS One.

Parent Newsletter

The Parent Newsletter will be sent home bimonthly. It is imperative that you read the newsletter each month as information is included regarding upcoming events, important dates, etc.

Assignment Book

An assignment book and/or RHR home-school folder will come home with your child each night. Please review assignments and any notes written in this book with your child and then sign to indicate to your child's teacher that you have reviewed the information.

Parent/Teacher Conferences and Visitations

Conferences may be scheduled during the year for all students at the parents' or teacher's request. Please schedule conferences in advance, as teachers use the time before and after school to prepare for the day, help their students get organized, check work, and participate in grade level meetings or professional development. In order to set up a conference with a faculty member, parents are encouraged to call during school hours and leave a message. Faculty members will return your call as soon as possible.

We welcome your presence in the schoolhouse and in the classroom. Parents are encouraged to visit during American Education Week in November. If you would like to observe your child during other times, please make an appointment to do so at a preapproved time with the teacher and/or administration. Visits will be kept to 30 minutes to maintain consistent practices and minimize distractions in the learning environment.

Expressing Concerns

We hope you and your child will have a happy, rewarding year. It is important to have a strong home-school partnership where we work together to help support our students. We can help make that happen if you share with us small issues before they grow into larger concerns. Please contact the person most directly involved with your concern, beginning with your child's teacher. We need your feedback to help us do our job well and we rely upon your candor and good suggestions.

Cell Phone Policy

While children are allowed to bring cell phones to school for emergency situations, these phones must be turned off **and** put away during the school day. The school **CANNOT** be responsible for lost or stolen cell phones or other related items. If students/parents feel more comfortable, they can drop their phone off at the school office for safe keeping prior to traveling to their classroom. **Students are not permitted to make or receive calls during the day on their cell phone.** If they are ill or need to reach a parent, they need to see the nurse or office to do so with permission from the teacher.

Emergency Contact Information - It is extremely important that you report any changes regarding your contact information to the school office in writing as soon as possible.

Academic Guidelines

Classwork Expectations

It is expected that students will come to class prepared to learn. To this end, it is important that they have the necessary materials, supplies, and completed homework. Classwork activities in which students will be expected to participate include reading, participating in discussions, completing independent work, and completing group projects. It is very difficult for a child to "catch up" on

missed classwork because of the interactive nature of the classroom. When possible, written assignments will be sent home in the case of illness. The best scenario is for students to be present and prepared for instruction every day.

Homework Expectations

Homework is important. It reinforces skills, builds study habits, and encourages students to take responsibility for their own learning. We also believe students should have time for sports, hobbies, and personal interests. Talk with your student's teacher if you feel they are struggling with homework or if you need any tips to help your child at home. You can help by setting up a schedule and providing a good place to study, free of distractions such as TV or social media.

Reading

Research has shown that the most successful students are those that read well and often. Reading helps expand our vocabulary and build background knowledge. We ask that students read every night at home for at least 15 minutes. Students can read silently, read to a sibling, or be read to by a parent to model fluent reading. Any exposure to text is beneficial!

Math

Research also shows that students who are able to recall basic math facts are more successful with all other math processes as they are foundation skills. Please assist your children with memorizing their addition, subtraction, multiplication, and division facts as is grade appropriate and directed by their teacher.

Special Area Classes

Art

Students will have art at least once a week. They are encouraged to keep a smock in their locker to protect their clothing. Display your child's art work at home to show pride in their efforts!

Computer

Students will use devices as a part of their regular academic program. They will have access to their devices in their classrooms. All students must be respectful of the devices and abide by the Technology Acceptable Use Policy and Student Handbook. If the devices are mistreated in any way, they will be taken away.

Guidance

The comprehensive guidance program at Red House Run has been designed to assist each child in developing his/her unique potential as an individual. The counselor will work toward helping each child become more responsible for him/herself by gaining a better understanding of the factors which motivate behavior and develop strategies to manage emotions and self-regulate. The counselor works in classrooms as well as with individual and small groups of children to achieve these goals. The counselor is available to discuss concerns parents have for their children. The counselor also has names of various agencies and services that may be helpful to families.

Instrumental Music

Instrumental music is provided for all fourth grade students. For those fifth grade students who are interested, instrumental music lessons are offered as part of the regular school day. The Instrumental

Music teacher has information regarding rental/purchase payment plans. Students that elect to play an instrument will be in the band/orchestra and are expected to participate in the concerts.

Library/Media

Students will visit the library/media center at least once a week. They may borrow up to two books at a time. Students are expected to return books when they are due. Students will be expected to pay for books they lose or damage.

Physical Education

Students will have physical education at least once a week. In order to ensure safety and comfort, students must dress appropriately for physical education by wearing tennis shoes and removing jewelry. You may want to consider having your child remove his/her glasses or providing safety glasses as well.

Vocal Music

Students will have vocal music at least once a week. Students in grades 4 and 5 will have the opportunity to engage in chorus, which is an after school program that students try out for. Students in chorus are expected to participate in the evening concerts.

Student Behavior

Expectations

A belief that is integral to the Red House Run school community is respect – for ourselves, other students, adults, and property. This concept is the basis for our Wolf Pack Pledge:

I am at school to learn, so I will...

- *be respectful to myself and others,*
- *be responsible for my behaviors and*
- *be safe.*

All students have the right to attend a school environment that is safe, positive, and conducive to learning. In our efforts to support children's organization, behavior, and learning, it is expected that children will behave in ways that will not interfere with their learning or the learning of others. School, classroom, and transportation rules are shared with and explained to each student at the beginning of the year (see Student Handbook) and throughout the year as needed.

Restorative Practices

This school year, Red House Run is excited to continue our work with Conscious Discipline, Restorative Practices, and Virtues Language in order to create classroom communities characterized by mutual respect and collective responsibility. We encourage families to use the restorative language and practices at home to consistently reinforce expected behaviors, effective problem solving, develop empathy, and build capacity for self-regulation.

Special Occasions

Field Trips

Field trips can provide rich educational experiences and are viewed as part of the instructional program. They broaden the child's experiences, interests, and understanding. All students are expected to participate in these valuable experiences and take part in the pre-planning and follow-up activities in the classroom. Teachers send notes home to announce trips and reminders appear in the Newsletter. A permission form will be sent home for each field trip. We must have written permission anytime we take students off school property. We cannot accept verbal permission over the telephone. The cost of each field trip will be communicated by the teacher. Children should dress appropriately for field trips.

Chaperoning Field Trips

If you would like to help chaperone a field trip, please tell your child's teacher. Spaces are limited on most trips, so please understand if you are not selected and try for another opportunity. Older siblings cannot serve as chaperones. Additionally, siblings (whether they are school aged or younger) are not permitted to attend field trips.

We appreciate chaperones complying with the following important policies:

1. **In order to chaperone you must complete the annual volunteer training course and have an up-to-date, approved volunteer application on file.**
2. **Siblings, whether they be school aged or younger, cannot attend field trips.**
3. The teacher is the trip leader, responsible for decisions, and in charge of students and chaperones.
4. When you chaperone, we need your supervisory help. Please actively monitor students, encourage expected behaviors, and seek the supervising teacher's assistance if needed to address behaviors.
5. Parents may not take their child home from field trip locations without prior authorization from the principal in advance of the trip. The request must be made in writing.
6. Please remember that you serve as a role model for our students. We ask that you dress appropriately for your own comfort and safety. Please remember that smoking by chaperones is strictly prohibited as the location of the field trip is an extension of the school boundary and school day.

Class Parties

During the last period of the day, teachers may choose to have occasional class parties in conjunction with holidays or events. Snacks must comply with strict BCPS nutritional guidelines. You must check with your child's teacher before bringing in any food items. Cupcakes and baked goods are no longer permitted. In fact, due to significant food allergies and disruptions to the learning environment, we are requesting that birthdays be celebrated at home with families. Likewise, please be so kind to limit balloons and flowers to home celebrations. If you would like you may send a treat that is non-food related (i.e. pencils, book for class library). **Please note that it is school policy that school-aged siblings may not attend class events or parties.**

Volunteer Training

We highly encourage and welcome you to volunteer in the classroom and school. It is very important to have a strong home-school connection and it is important for children to see everyone working together to help them succeed. All parents/guardians that would like to volunteer in the school or attend field trips must complete the volunteer training annually and have an approved volunteer application on file.

Health Information

Health Suite

The health suite will be staffed by our school nurse, Ms. Kosiorek. She can be reached at 410-866-9315. The nurse will provide first aid, supervise the administration of all prescribed medications, and provide assessment of medical and health-related situations that may require referral to appropriate community resources (including screening for vision and hearing). If your child becomes sick at school and needs to go home, we will call you. We understand the inconvenience to working parents, but we have no facility or personnel to provide extended care for sick children. Please prepare a contingency plan for these situations well in advance and be sure to update emergency contact information.

Students must be up to date with their physical examinations and immunizations. Any child not in compliance with required immunizations will be withdrawn from school until the necessary immunization documentation is provided.

It is essential that you inform the nurse and homeroom teacher if your child has a serious medical condition, health problem, or allergy.

Any medication, whether it is prescription or over the counter (including cough drops), that must be taken in school must be brought to the nurse. Students are not permitted to self-medicate and teachers are not allowed to supervise administration of medication; all medication will be administered by the school nurse. A signed order (available from the school nurse) from the doctor is required for administering medication in school. Parents must bring medication to the nurse in the original container and clearly labeled; students are not permitted to carry medication. The nurse will notify you when refills are needed; however parents should monitor this as well. All medications and medical equipment must be picked up by a parent or a designee by the end of the school year. Any medication not picked up by the end of the school year will be discarded.

Medical Emergencies

In the case of a medical emergency, we will first call 911 and then the parent or legal guardian. The ambulance takes children to the most convenient hospital. If you are unreachable, we will call the person named on your emergency form. Please be sure to name someone who can be reached easily. If transported by ambulance, the child must be accompanied by either a parent or school personnel.

Suspected Child Abuse or Neglect

Teachers, staff members, and parent volunteers are legally responsible for reporting suspected child abuse or neglect to Social Services, and they are legally protected from lawsuits for false reports as long as evidence indicates that suspicion of child abuse or neglect was reasonable.

Guidelines for Appropriate Dress

We ask for your assistance in helping us maintain an environment that is conducive for learning. Proper dress helps to create a positive environment for learning and behavior. Suitable dress should be comfortable, ensure safety, and present a positive appearance.

Students should wear:

- Proper footwear to ensure safety during play at recess and physical education.
- Shirts should cover the upper body including the midriff.
- Bottoms (including shorts, dresses, skirts, etc.) should be an appropriate length.
- Outerwear (i.e. coats and jackets) should be kept in lockers.
- Clothing with “sayings” or graphics on it must be appropriate for school.

Students in Pre-K through Grade 2 should store an extra pair of clothes at school in case of spills or accidents.

Cafeteria Services

Pin Numbers

All students will receive a pin number to be used with the computerized system in the cafeteria. We encourage parents to prepay at least 5 meals in their child’s account. The computerized system allows for prepayment into an account that can only be accessed by the student’s ID number. Any questions can be directed to the cafeteria manager, Mrs. Burcham, by calling the main office at 410-887-0506 or 410-887-0507.

Breakfast in the Classroom

All Red House Run students will have the opportunity to eat breakfast in their classrooms every day at no charge. Breakfast will include milk, juice and/or fruit, and an entrée that meets BCPS nutritional standards.

Lunch

Proper nutrition makes a big difference in a child’s performance in school. Students may pack a lunch or purchase one from the cafeteria. A lunch menu will be sent home at the beginning of each month. When packing a lunch, please keep in mind that we cannot refrigerate or heat children’s meals at school. Please avoid junk foods and sugar whenever possible. Students are not permitted to have soda during the school day. Parents are discouraged from bringing their children fast food lunches.

On occasion, you may need to deliver a forgotten lunch to school. If so, please leave it with a school secretary. The secretary will see that the child gets it.

Free and Reduced Lunch

At the beginning of the school year, you will receive an application form for free and reduced lunch. If you feel your child is eligible for free or reduced lunch, please complete the application and return it to school as soon as possible. As in previous years, students who were eligible for a free or reduced price lunch at the end of the previous school year are eligible to receive a free or reduced price lunch until

October 1 of the current year. **However, even if your child was eligible last year, you must reapply for the current school year by October 1.**

We appreciate your support and partnership in creating a positive and safe learning environment for our children. We look forward to a great 2019-2020 school year at Red House Run Elementary School