



Bay View Elementary School

910 North East Road
North East, MD 21901
410-996-6230 410-287-8081(fax)



Parent Handbook **2024-2025**

Dear Bay View Families:

On behalf of the entire Bay View Elementary School staff, we would like to welcome you to the new school year. We are excited to be here, and look forward to getting to know our students and families, and to partnering with you throughout the year in order to make this school year successful. Together, we can create a positive learning community.

We hope this Parent Handbook will provide you with information from A to Z about practices, policies, and procedures to support a safe and appropriate learning environment. Please use it as a reference when questions arise. As always, please contact our office if you have any questions.

Best wishes to you and your children for a successful school year!

Sincerely,

Mrs. Katie Fortune
Principal

Mr. Mark Barczewski
Assistant Principal

School Hours

Grades PK-5

8:45 AM - 3:30 PM: Monday, Tuesday, Thursday, Friday

8:45 AM - 1:50 PM: Wednesday

Students should not arrive before 8:45 AM.

Preschool Morning Session:

8:45-11:50 AM: Monday, Tuesday, Thursday, Friday

Preschool Afternoon Session:

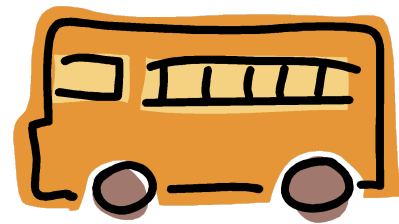
12:50-3:30 PM: Monday, Tuesday, Thursday, Friday

Teacher Hours:

8:15 AM – 3:45 PM

Office Hours:

8:00 AM – 4:30 PM



A – Z of Bay View Elementary School

ARRIVAL AND DISMISSAL

Ensuring the safety of all students is our priority during arrival and dismissal each day. Consistent drop off and pick up arrangements for students will support our staff to ensure students' safe arrival to school and home each day.

CAR RIDERS: Parents/guardians choosing to transport their children, both to and from school should enter the car loop at the front of the school building. In the morning, doors to the building will **open at 8:45 AM**. Procedures for arrival and dismissal are as follows.

Arrival:

1. When dropping off your student please pull ahead to the white line near the playground. Please stay to the left so that students may exit to the right.
2. A staff member assigned to the car loop will open the car door on the curb side of the vehicle. Please do not unload your child on the inside of the loop.
3. For the safety of our students, please do not unload your child prior to the white painted line in the car loop.
4. If there is no adult in the car loop when you arrive, the 9:00am bell has rung, and you will need to come into the office to sign your child in.

Dismissal:

All cars are to display the BVES Car Tag. No students will be dismissed to cars without the BVES Car Tag.

1. When you arrive at the car loop please pull ahead to the white line near the playground. Please stay to the left so that students may exit to the right. If the loop is full, please park along the outside of the bus loop until you are directed to move forward.
2. A car tag will be issued to parents/guardians who utilize the car loop. Students will only be dismissed to your vehicle with the proper car tag. If you do not have a tag, please park your vehicle and sign your student out in the office.
3. If you are the first car in the loop, please wait for staff to signal you before pulling away from the loop.

CHANGES IN DISMISSAL PLANS:

When there is a change to your child's normal dismissal plan, please send in a note and call the school to alert us of the change. It is requested that changes are made only on an as-needed basis; if a "change" becomes frequent, you will be requested to permanently update your child's dismissal plan to reflect the change.

- All early pick-ups are to be completed by 3:15 PM so as not to interfere with dismissal.
- Students will only be dismissed to the car rider room if they are a regular car rider; all cars in the car loop must display the BVES Car Tag in order for students to be dismissed to the car loop.

RESTRICTED DISMISSAL/CUSTODY: Please be advised that we will not release your child to anyone who has not been authorized to pick up your child. Anyone picking up students must be listed in PowerSchool. PowerSchool is updated based on the completion of the student information card. ALL unknown persons to our office staff will be asked to provide picture identification prior to receiving your child. Please send a note with your child explaining who will be picking your child up if it is someone other than a parent or guardian.

ATTENDANCE

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The CCPS Policy reads as follows:

A student shall not be absent from school in excess of 17 days during the school year regardless of the reason.

Please see the CCPS policy on attendance and tardiness for additional details.

Habitual tardiness and early pick-ups cause a hardship to students' academic growth. We will work with families to address these issues should they become a problem. Students that arrive at school after the 9:00 AM bell are considered tardy until 12:14 a.m. In the morning, parents are expected to report to the school office and "sign-in" their child. If you pick your child up from school between 12:16 PM and 3:30 PM, a PM tardy will be recorded. In order for a

child to receive a perfect attendance award, they must have no absences. When your child is absent, please call the school to report your child's absence. Any student not attending school on the day of any extracurricular activity, such as Winter/Spring Concerts, various evening presentations/activities, etc. will not be permitted to participate without a doctor's note.

BIRTHDAYS and CELEBRATIONS

Do not send in food to celebrate your child's birthday. This policy is for the safety of all children, including those with severe food allergies. Students are not permitted to receive flowers, balloons or other types of deliveries during the school day. This practice will help us to minimize disruptions in the school day as well as ensuring safety on the buses. Birthday invitations are not permitted to be distributed before, during, or after school on school property. Classroom celebrations may be held twice a year. If items are requested for this celebration your child's teacher will communicate with you.

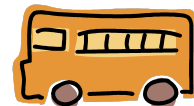
BUS TRANSPORTATION

Private contractors and the school district provide buses for our school according to the rules and regulations as determined by the State Department of Education.

Providing safe and efficient school bus transportation for our students requires the cooperation of everyone – students, parents, bus drivers, and school staff. Please visit the CCPS Transportation Department's webpage for more information at <https://www.ccps.org/Page/289>.

It is our goal for every student to travel safely while on the bus. When riding the bus, students are expected to maintain safe and appropriate behavior at all times. The school bus driver is expected to enforce the regulations of student behavior while students board, ride, and depart the bus. Failure to comply with bus rules and regulations may result in the following consequences:

- o Verbal warning
- o Written warning
- o Suspension of bus riding privileges and/or suspension from school



PLEASE NOTE: If a student continues to violate bus regulations, bus riding privileges may be suspended for an indefinite period of time. A student serving a bus suspension may not ride any bus during their suspension time. **The school is not responsible for student conduct at the bus stop.** Parents are strongly encouraged to make arrangements for adult supervision at the bus stop.

When a school bus is stopped to load or unload students and the bus lights are flashing, it is illegal to pass the school bus. THIS RULE ALSO APPLIES WHEN THE BUSES ARE IN THE SCHOOL DRIVEWAY.

For the safety of all students and accountability on buses, students may NOT ride a different bus with another student after school. Requests for a change in bus assignments will be granted by an administrator only for day care or emergency needs. This also applies if your child is a car rider and he/she needs to ride a bus to a classmate's home due to an emergency or for daycare reasons. Administrator approval is required, as well as a note from both the student's parent/guardian AND the classmate's parent/guardian.

CAFETERIA



Breakfast and lunch are available daily for students in all grade levels. A monthly menu is printed and sent home with the children. The school menu is also posted in our weekly newsletter and on the county website at www.ccps.org. Each class is assigned a half-hour lunch time in the cafeteria daily. Students may enjoy a school lunch or bring one from home. Please refrain from sending glass bottles or cans to school.

Bay View Elementary participates in the Maryland Meals for Achievement program which provides **FREE breakfast** for each student and staff member. We support the link between nutrition and academic achievement. The federally sponsored free and/or reduced meals program is available to all eligible students including those in pre-school. Morning session students may eat breakfast, and the afternoon session students may eat lunch.

Bay View Elementary will also participate in the USDA Community Eligibility Provision (CEP) program. The CEP program allows all students to get a free lunch each school day. If you would like to read more about the program you can do so at the following link: <https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>

The easiest way to ensure that your child has money to purchase snacks, is to enroll in the Meal Express Program. This program creates an account for each student and allows you to prepay for your child's snacks. An enrollment form is sent home in the opening day packet. Simply fill out the form and return it to school. This account can be prepaid using the School Cash Online program, sending a check made payable to BVES Food and Nutrition, or send in cash. All funds will be placed on the Meals Express Account for your child's use. Please send it in an envelope marked with your child's name, and indicate that it is for school meals. **Please call our cafeteria manager, Mrs. Christina Offidani, 410-996-6232 when you have questions.**

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as inclement weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including the Internet, radio, television and our telephone calling system. Parents, please make sure you have developed a plan with your child to cover late starts and early dismissals. Please do not let your child be caught unaware of what he/she is to do. Make your child well aware of where they should go in case of an early dismissal when you are at work. Students who are permanent car riders and who have never ridden a bus will not be placed on a bus. They will remain at school until you make arrangements for them to be picked up. Please do not call the school to see if we are dismissing early or opening late. The volume of phone calls inhibits important phone calls from getting through to us. Should the decision be made to close school, the official announcement of the closing will be placed on the CCPS website, and you will receive a phone call through the school wide messaging system on the CCPS App.

Pre-School Delayed Openings:

If school opens two hours late on Monday, Tuesday, Thursday, or Friday, both the morning and afternoon sessions will be shortened – mornings from 11:00 AM - 12:50 PM and afternoons from 1:50 PM - 3:40 PM.

CHANGE OF ADDRESS/PHONE NUMBER/ EMAIL

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address with the school office. Proof of residency is required with any address change. The same applies to telephone numbers. Please notify the office immediately of any changes. We require a minimum of three (3) working emergency phone numbers. If you are new to the area, you will need to send them in as soon as possible. Our weekly newsletter and notifications will be emailed, so please keep your information up to date.

CONFERENCES

The value of parent/teacher conferences cannot be overstated. Effective communication between home and school has a positive impact on students and their achievement. Conferences can be set up at any time throughout the school year between the teacher and the parent to discuss student progress and establish goals for success.

COURT ORDER

If you are in possession of a court order prohibiting another person from seeing your child or taking him/her from school, we must have a copy in your child's folder/record in order to honor it. A judge must sign the court order and it **must** state that the person in question (seeing or signing out the student) is not allowed **at school**. We must adhere to the stipulations defined in the court order. Our goal is to keep all children safe while they are in our care at Bay View Elementary. We will do whatever it takes to contact you should another party come to the school to pick up your child if we know there are domestic/legal circumstances pending. Please keep us informed of any custody issues.

COUNSELING SERVICES

We have a full-time school counselor on staff at our school. Our counseling program provides services to all students, teachers, and parents. Services include classroom guidance lessons on personal safety, small group counseling,

consultation, and parent education. This objective based program will focus on enhancing self-esteem, facilitating academic growth and development, exploring career education, and developing interpersonal skills. Our program offers preventative and crisis intervention to all students. Feel free to contact our School Counselor at any time at 410-996-6230.

CRISIS EMERGENCY RESPONSE TEAM

Every school in Cecil County has a Crisis Emergency Response Team (CERT) made up of school administrators, teachers, secretaries, a custodian, the school nurse, and support staff. It is the responsibility of this team to develop our Crisis Emergency Response Plan. Although one plan cannot provide for every imaginable emergency, our CERT works with our school system and other county emergency response agencies to provide for the safety and well-being of all of our students. Several times throughout the year, we have practice drills to test our plan and revise it as needed. During these drills, your phone calls may go unanswered and you may not have access to the building. Thank you for your understanding.

COMMUNICATION

We are committed to ongoing communication with families throughout the school year. We will utilize Blackboard Communicate, to send phone messages as well as email updates. A weekly newsletter will be sent each Sunday at 5 PM. Additionally, we will regularly update the school Facebook and Instagram pages.

DRESS CODE

“Cecil County Public Schools seeks to promote good citizenship, to provide a safe and comfortable environment conducive to learning, and to prepare students for adult professional life. Certain clothing types and styles are deemed not appropriate as school-day attire and in addition may present an unhealthy situation. Appropriate dress is expected of all students. The responsibility for appropriate student dress lies with the student and his/her parents or guardians within approved standards set by the Board of Education and the schools.” -from the Board of Education Dress Code Policy

For the safety of our students at Bay View Elementary and to minimize distractions from instruction, we have included the following in our dress code. The following items will not be permitted at school:

- Clothing with inappropriate slogans or advertising (i.e. alcohol, drugs, tobacco products, foul language, inappropriate hand gestures, etc.)
- Other clothing/accessories that are deemed inappropriate by the Principal or Assistant Principal (ex. shorts that are too short, or shirts that show a bare midriff)

This code is intended to help students focus on learning. If a student does not comply with the dress code, we will call you requesting a change of clothes. Please assist your child in planning his/her school clothes for each day. It is very important that students wear tennis shoes on gym days and sturdy safe shoes for the playground, stairs, and buses each day. Please refer to the Student Rights and Responsibilities Handbook for more information.

FIELD TRIPS

All classes take one or more field trips during the school year to enhance curriculum and to broaden students' knowledge. Parents are invited to chaperone these trips. Space is limited to the number of seats on a bus. Chaperones will be chosen in a way that is fair to all interested persons. **All chaperones must pass a basic background check.** At times, parents may not be able to afford the price of a field trip. Simply contact the office if you have this kind of need. We must always have a signed permission slip to document approval for the student to attend the field trip. Students must ride the school bus to and from field trip locations if they are to be counted present for the school day.

GRADING AND REPORTING

The Elementary Grading and Reporting Policy and Regulations can be found on the CCPS web page under “Board of Education” (<http://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=C6WPZ96323EB>).

All attendance and grades are recorded electronically in PowerSchool. As a parent, you have access to your child's information through the Parent Portal. **In order to protect students' privacy, you must come into the school office to pick up your user name and password letter.** We may ask for ID to ensure that we are giving the information to

the correct person. It does not change from year to year, so if you already have this information, you may continue to use it to view your child's records.

HEALTH AND MEDICATIONS

Please monitor your child's health each day before he/she leaves for school. Children gain little from being in school when they are ill and they may infect others. If your child has a fever, a severe cold, or is vomiting, it is better to keep him/her home until they feel better. Please call the school nurse, Mrs. Theresa Robinson, at 410-996-6230 to discuss any questions you may have regarding your child's health.

Children who become ill while at school will be sent to the office. Temperature will be taken to determine the extent of the illness. Parents will be notified by phone as to their child's condition and may choose which course of action they wish to take. Please report to the school any health conditions that may affect your child while at school. Be sure to let us know if your child has any contagious illness so that we can protect the other students. All medical information is kept strictly confidential and is only released to the nurse and principal.

Before a child can take or receive any medication, including over the counter (OTC) drugs, a doctor's authorization called a "Physician's Medication Order Form" must be signed by the doctor and parent and be on file in the nurse's office. Authorization forms are available from the school office. **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE. This includes cough drops, aspirin, Tylenol, etc.** Please be sure the school is notified in writing if your child is allergic to bee stings or any other sources of serious allergic reactions. Any other serious medical problem should also be brought to the school and teacher's attention. Cecil County Public Schools has developed a policy in conjunction with the Emergency Medical Management System. This procedure is available through the school office.

ITEMS (MISCELLANEOUS) BROUGHT TO SCHOOL

Many times, children want to bring various items to school such as balls and small toys. Please be aware of the items your students are bringing to school. Any items from home should be clearly labeled with the student's name. All items brought from home are the responsibility of the student. We reserve the right to ask students not to bring an item back to school at any time. If students bring a phone or iPod to school, it is to be turned off and stored in their backpack for the duration of the day. In the event that a student brings an item to school that is not permitted, it will be returned to them at the end of the day to take home on the first offense; on the second offense, the item will be confiscated and the parent will need to pick it up from school.

LOST AND FOUND

We strongly urge you to make sure that your child(ren)'s belongings are labeled with his or her name in permanent marker. This applies to coats as well as book bags, lunch boxes, and the like. Many items are turned into the "lost and found." Lost and found items are displayed in the cafeteria during lunch. If your child lost anything, he/she should check in the cafeteria.

PARENT DIRECTORY

BVES publishes a parent directory. The purpose of this directory is to provide contact information so that parents can communicate with one another. Only parents who complete the interest form will have their information published. If you would like to be a part of the BVES parent directory, please complete the form that is sent out at the beginning of the year. Information is due by the date listed on the form in order to be included in the publication. We publish this directory and it will only be distributed to families who are participating in the program. Birthday invitations may not be distributed at school as it is a violation of the CCPS Distribution Regulation, KJA-RA. Parents may contact other parents using the information published in the Parent Directory.

PARENT TEACHER ORGANIZATION

The PTO will continue to provide support to our BVES community. Many activities are planned throughout the school year to allow parents, teachers and students the opportunity to participate in worthwhile adventures. Join the PTO at the annual Ice Cream Social or at Back to School Night held in September.

PARENT PARTICIPATION

We encourage all parents to take an active part in their child's education. Your child's education is enhanced by parental participation.

- Talk with your child each day about what is happening in his/her classes.
- Look over and help with homework assignments.
- Read with your child every day.
- Read our school newsletters and respond to questionnaires and surveys.
- Complete forms and return them in a timely manner.
- Make sure your child is prepared for school with the appropriate supplies, lunch or lunch money, library books, permission slips, band instruments, etc.
- Become a member of our PTO.
- Attend conferences and meetings.
- Become a member of the Family Involvement Team.
- Chaperone class trips and attend school performances.
- Join our volunteer program.

These are just a few ways that we welcome parent participation. If you are interested in other ways to become involved, please contact the school office or your child's teacher.

SCHOOL CASH ONLINE



Cecil County Public Schools offers families the opportunity to make online payments for school fees such as field trips, student meals, yearbooks, etc. on School Cash Online. It provides a convenient fee payment option that will save time, reduce paper, maintain a focus on instruction in the classroom, and limit cash and checks in our schools. To access the School Cash Online site, visit the CCPS webpage and click on School Cash to create an account.

SCHOOL PICTURES

School pictures are taken two times during the school year, once in the fall and once in the spring. Fall pictures are to be prepaid, but each student will have their picture taken for the yearbook. **Throughout the school year it is possible that school staff will be taking photographs of various activities. These photos will be utilized in school displays, on our school bulletin boards, and school yearbooks. Should you wish for your child not to be photographed, please send a note to Mrs. Fortune.**

SCHOOL STORE

Bay View Elementary has a PTO sponsored-school store that is available to our students. All proceeds from the school store directly benefit our students through the support of our PTO. The school store includes a variety of items for purchase.

SPECIAL AREA CLASSES

Students at Bay View engage in five special area classes per week. These specialists work together to provide enrichment and extension of the work in the classroom. These special areas and teachers are as follows:

- | | |
|--|---------------------------|
| Physical Education, Mr. Neil Walk/Mrs. Darlene Ritchie | Music, Mr. Sean O'Donnell |
| Personal Wellness, Mrs. Ruth Branham | Art, Mrs. Joyce Williams |
| Media, Mr. Michael Harris | |

STUDENT RECOGNITION CEREMONIES

Bay View Elementary recognizes students for the contributions that they make to the classroom as well as achievements in academics, character, and attendance four times per year, at each marking period. We encourage parents and families to celebrate student accomplishments. During the Student Recognition Ceremonies, we recognize students for the following accomplishments:

- Principal's List: More As than Bs and NO Cs (Gr. 2-5)
- Academic Achievement: All As and Bs and no more than one C (Gr. 2-5)
- Bringing Up Grades (BUG Award): Awarded in Marking Periods 2-4
- Perfect Attendance: No absences
- Excellent Attendance: No more than one absence

TITLE I

Bay View Elementary is a Title I school. This means that over 50% of our students qualify for free or reduced meals. As a result, Bay View receives Title I funding to support student achievement, teacher training, and parental engagement. There are many opportunities for parents to learn about curriculum, understand the resources in the community, and be a partner in education for our students and community.

VISITORS

All visitors must report to the main office upon entering the building. No one may walk the grounds without registering in the office. Visitor stickers will be issued to each visitor. All employees wear badges and this lets students know that they are safe people to be in our building; therefore, students will look for visitor stickers on all adults in our building. If you are interested in visiting your child's classroom, please contact the teacher to determine an appropriate time and let the office know upon your arrival that you have set up a visitation time with your child's teacher. Visitors in the classroom distract many children and the teacher will choose a time which will be the least disruptive for the learning environment.

VOLUNTEER PROGRAM

Our school volunteer program consists of many parents and other community members who assist students, teachers, and staff members on a daily basis. More information will be shared regarding our volunteer program. There is an orientation and background check process for all school volunteers.

WHO TO CALL

Because of the complexity of our school programs, no one person knows all of the answers to all questions that may arise. To help you get the correct answer to your questions you should:

- **Call your child's teacher**, email, or send a note to get answers to questions about the classroom, schoolwork, homework, social expectations, and academic expectations.
- **Call the principal or assistant principal** when referred by the teacher, for a problem not solved by the teacher, for special assistance with your child's learning, with questions on general school policies and/or activities, and with concerns regarding students, curriculum, or other school matters.
- **Call the school secretary** to report your child's illness if he/she has a contagious disease or will be absent due to a prolonged illness, to request assignments for your child to do at home, or to get general information about upcoming events.
- **Call the school nurse** to ask questions about medications or other health concerns.
- **Call the cafeteria manager** to inquire about school meal accounts, snacks, or other aspects of the breakfast and lunch programs. Their phone number is **(410-996-6232)**.
- **Call the Board of Education Office at (410-996-5400)** for answers to questions of a district-wide nature and for general information about our school system.
- **Call the Transportation Department (410-287-4656)** to discuss bus routes, bus stops, or other transportation concerns.