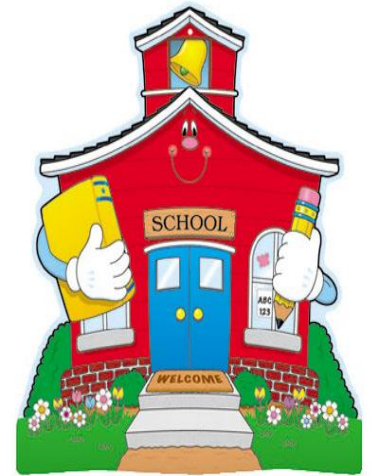


DAILY SCHOOL SCHEDULE

8:15-8:45	Breakfast
8:45	Morning Entry
3:20	Prepare for Dismissal
3:25	Dismissal



ARRIVAL PROCEDURES

Students that arrive for breakfast (8:15-8:45), are expected to enter through the Main Entrance doors and promptly go to the cafeteria. Students should remain in the cafeteria until their grade level is called to report to their lineup area. Parents may not eat breakfast with their students. Parents must stop in the office to get a visitor's pass daily. You must have a visitor's pass to walk around the school building.

LATE ARRIVALS

Students are late at 9:00 am. They must enter through the main door and get a late pass from the office to be marked present for attendance. Please make sure your child is in school daily and on time. Our school goal is to have a 94% attendance rate by the end of the year. Excessive absences will have a negative impact on your child's academic performance and achievement of our school goal.



EARLY DISMISSALS

It is our expectation that students will be in school for the entire school day as not to miss instruction time. However, if an early dismissal is required, parents are to go to the office and sign the student out. The office staff will call the classroom and have the student sent to the office. Early dismissals will not be allowed after 12:00 pm. for half days or after 3:10 pm. for regular scheduled days. Students may not be sent home alone even if a parent gives permission as it is not safe.

DISMISSAL PROCEDURES

Dismissal is at 3:25 pm. Students in grades Pre-K and Kindergarten will dismiss from their rear classroom doors, to the front playground. Grade 1-2 will dismiss from the main entrance. Grades 2-5 will be dismissed from the back playground. Please adhere to these procedures to maintain the safety of our staff and students.

REGISTRATIONS AND WITHDRAWALS

Parents should call Ms. Lewis, at **(410) 396-5973** to obtain information for registrations and withdrawals in and out. Students entering school for the first time, entering from a non-public or county school should have the following documentation:

1. Child's Birth Certificate
2. Child's Updated Immunization Record
3. Two forms documenting proof of address (i.e., lease, mortgage receipts, B G & E statement, or water bill from the Director of Finance Dept.). (Must within the last 60 days.)
4. No student will be registered without all the appropriate documentation.
5. No out of zone students will be registered without approval from the building principal, or the Office of Enrollment Choice and Transfers.

PARENT INVOLVEMENT



The Baltimore City Public School System supports the premise that parent involvement is one of the contributing factors to the success of children in school. The mission of the Baltimore City Public School System is most completely realized when parents participate fully in the education of their children.

VOLUNTEERS

There are many opportunities to volunteer, some just for a few hours a year, others requiring more time. If you are interested in being a school volunteer, please call the school and ask for our School Family Coordinator, Ms. Brenda Rodriguez. All parent volunteers must attend orientation and sign up every year. Please contact or make an appointment with Ms. Rodriguez at 410-396-5973 to leave her a message.

- Donating goods, services or time to school activities
- Helping teachers with activities in the classroom
- Clerical support in an office
- Chaperoning field trips
- Cafeteria support
- Custodial support

PARENT VISITS/CONFERENCES

All guests are welcome at Charles Carroll Barrister Elementary School and all guests are requested to observe the rules and regulations of the Baltimore City Public School System with respect to visits during the school day. Your cooperation is solicited. Appointments must be made to conference with teachers and administrators, please utilize Class Dojo to connect with your child's teacher. Please limit all classroom visitations to 20 minutes each day. Teachers are not able to pause instruction to have parent conferences in the classroom or in the hallway. Please leave a message in the office at **410-396-5973** or on Class Dojo for a teacher if you need a conference.

1. All parents and other guests are required to report to the Main Office upon arrival and receive a pass.
2. Guests are requested to give the following information:
 - Purpose of the visit
 - Place or person(s) to be visited
 - Identification

VISITORS

All visitors must stop in the office to get a pass. You will need identification to get a visitor's pass. Visitors will not be permitted to interrupt instruction.

FOR CONFERENCES OR MEETINGS

Visits for pre-scheduled conferences or meetings will be honored as arranged once the parent or visitor has reported to the office. **No conferences can be held during the instructional period.** Report Card Conferences and Progress Report Conferences will be scheduled throughout the school year. Notices will be sent home with the dates.

CLASS DOJO

ClassDojo is a classroom communication app used at CCB to share reports between parents and teachers. Class Dojo is also used to have consistent communication with parents about student achievement, behavior, class and school wide events. This communication supports working with student families to create a relationship that promotes "parents as partners". Students cannot be successful unless their first teachers are involved in their wellbeing in succeeding in school. Parents to promote positive communication about your student, please download the APP to your cell phone and connect with your child's teacher and our school. Please reach out to your child's teacher if you need additional assistance.



PARENT PORTAL

Parent Portal is an online grade book accessible to parents and students. Parents, please see the main office for your student's specific log in information. The Parent Portal allows you as the parent to stay abreast of your student's attendance, grading/academic performance. Parents this system will allow you to see student performance prior to progress reports and report cards. Parents who are listed on registration will only have access to Parent Portal.

HEALTH SUITE/NURSE

If students have medical needs that require the nurse, a pass will be written by the teacher and the child will be sent to the health suite. If students take medication during the day or require an inhaler, it must be registered with the nurse. Students are not allowed to administer their own medication during the school day.

MEDICATION

Our health aide or nurse with the signed physician's authorization form can only give children regularly receiving prescription medication (cough syrup, inhalers, aspirin, etc.) the prescribed medication. Parent or responsible adult must bring the medication to the Health Suite. ***Students are not allowed to bring, take or have medicine in their possession in school.***

IMMUNIZATION

The Maryland School Immunization Requirements are mandatory for children enrolled in all Baltimore City Public Schools Grades Pre-Kindergarten through 12th grade. State law requires that all students be in compliant with all of their required immunizations for the 2019-2020 school year. Failure to produce age appropriate, updated immunization records on or before September 20, 2022, may result in your child's inability to attend school.

If your child needs vaccinations, you may:

- Call the Baltimore City Health Department at 410-396-4454 for locations of City clinics that offer free vaccinations

- Call your child's health care provider for an appointment to get the shots. Please make sure that you bring the school the completed form from the health care provider.
- Plan to visit the TIKE van—a mobile service that brings free vaccinations to your neighborhood (Please visit the website <http://baltimorehealth.org/tikeschedule.html> for more information)
- Call the district's Student Support and Safety Department at 410-396-8904 for additional information or assistance.

BIRTHDAY **PARTIES/CELEBRATIONS**

If a parent wants to provide treats for his/her child's birthday, please adhere to the following:

- You must contact the teacher at least 48 hours in advance to request an appropriate day and time to bring in treats. Treats or party items brought in the day of, without teacher permission is not allowed as it interrupts instruction.
- Baked goods or treats must be store-bought and sealed.
- Please do not purchase any products that contain nuts and check with teacher about student allergies.
- Celebrations will only take place in the cafeteria during your child's lunch period.

