

The Chatsworth School
Family Handbook
2022-2023



222 New Avenue
Reisterstown, Md. 21136

School Phone: 443-809-1103

School Fax: 443-809-1109

Office Hours: 9:00 a.m. - 4:15 p.m.



Our Web site: <http://chatsworthes.bcps.org>
Follow us on Twitter @ChatsworthSch



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QUICK REFERENCE

| | |
|---------------------------|--------------|
| The Chatsworth School | 443-809-1103 |
| BCPS Bus Transportation | 443-809-4321 |
| Pupil Personnel Worker | 443-809-0404 |
| Shared Domicile Residency | 410-887-6403 |
| Special Education | 443-809-3660 |
| Office of World Languages | 443-809-6756 |



BCPS: VISION

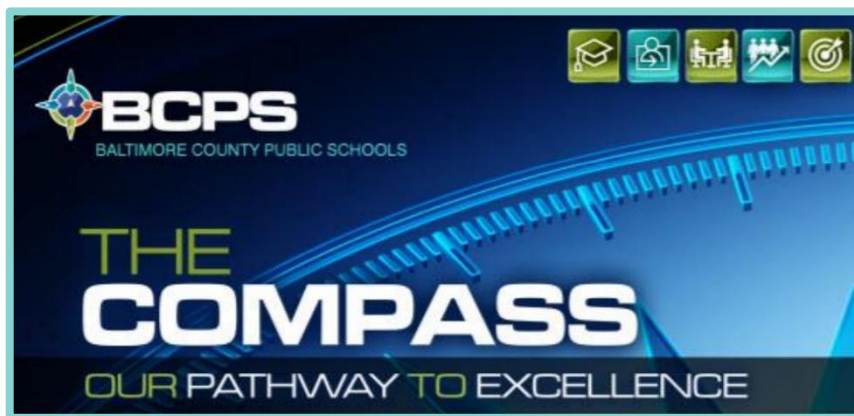
Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of raising the bar, closing gaps, and preparing every student for the future.

BCPS: PURPOSE

Baltimore County Public Schools will increase achievement for all students while preparing a variety of pathways to prepare students for career and college, in a safe, orderly, and caring environment for students and staff.

OUR CORE VALUES OF BCPS

- Learning is our core purpose.
- Effective teaching is the most essential factor in student learning.
- Leadership matters. Effective leaders support learning and optimum performance at all levels.
- BCPS is committed to equity. We will do whatever it takes to ensure that every student learns and succeeds, regardless of race, ethnicity, gender, orientation, socioeconomic status, language proficiency, or disability.
- Every student will be successful when provided with high expectations and appropriate supports.
- A high-performing workforce is essential to BCPS becoming a world-class school system.
- Trusting relationships and commitment to our core values will foster learning at all levels.
- Students, parents, employees, community members, and all BCPS stakeholders comprise Team BCPS.
- Every member of Team BCPS has value and makes important contributions towards BCPS becoming a world-class school system.
- Positive and productive relationships among all members of Team BCPS are built through meaningful communication and engagement. · All members of Team BCPS are partners in raising the bar, closing gaps, and preparing for our future, and are vital to our success.



THE CHATSWORTH SCHOOL VISION

The Chatsworth School is a learning community focused on academic excellence where all students achieve their highest potential and help others do the same.

STEAM MAGNET

Students develop 21st century skills including communication, collaboration, critical thinking, and creativity in a rigorous program of learning that integrates BCPS' curriculum, S.T.E.A.M. (science, technology, engineering, arts, and mathematics), and computer science. In an engaging, hands-on, project-based environment, students develop a well-rounded understanding of the world through a multidisciplinary approach focused on innovation and problem solving. Students are empowered to become producers of information as they write code, implement the Engineering Design Process, and persevere to solve complex problems.

SCHOOL COMMUNICATION

Calendars and Messages

The Baltimore County Public Schools (BCPS) distributes a countywide calendar and information booklet at the beginning of the school year that outlines the academic year. BCPS calendars and events are also posted on the system's Web site at www.bcps.org. BCPS uses School Messenger to reach parents and guardians by telephone. Periodically you will receive specific messages from The Chatsworth School about upcoming events. System wide messages will also be sent regarding current issues. It is important that phone numbers are current. If you are not receiving any calls or emails, please contact the main office to request a copy of your child's Student Contact Information sheet for you to update.

Monthly Newsletters

The school newsletter is published once a month and emailed to each family. These publications are the primary source of up-to-date information about the school community and upcoming activities and events. Copies of the newsletters are also posted on the school Web site.

Conferences & Communication

Open communication between parents/guardians and teachers is critical, and parent/guardian-teacher conferences, or contacts are an important component of that communication. At the end of the first marking period, schools will be closed for students for all parents/guardians to meet with teachers. In order to provide sufficient time for all conferences, Chatsworth teachers may expand the number of days used for conferences by meeting before or after school hours. Parent/guardians should contact the teacher during the year to discuss academic, social, and emotional progress of their child by calling, sending in a note, or emailing the teacher. A teacher may also request a conference with parents/guardians during the year to discuss student progress, student behavior, and/or an area of concern.

School Web Site & Social Media

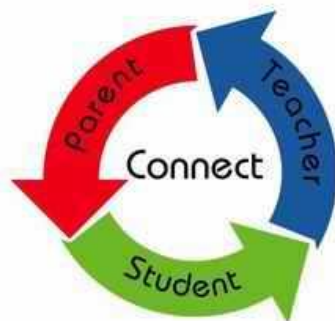
Visit our school Web site for information! <http://chatsworthes.bcps.org>



Follow us on Twitter @ChatsworthSch

School Events & Parent/Guardian Information

The Chatsworth School believes in building partnerships with families. In order to provide families with information about what your child is learning and how you can help your child at home, please plan to join us at events listed on the, "Year at a Glance" located on the end of the handbook.



SCHOOL VISITATION & CONTACT INFORMATION

Office and Entrance

For the safety of all students and staff, outside doors are locked at all times. All visitors must enter the school through the front door. To gain entry, visitors will first need to push the buzzer located on the right side of the door and wait for instructions.

Visitors must report to the office to obtain a pass which must be clearly displayed at all times. A photo ID is required to visit within the building.

If a student forgets something necessary for the school day, the item can be dropped off in the office. Students will not be allowed to use the school phone to contact a parent/guardian for any forgotten items including homework, instruments, field trip permission slips, or lunches.

Classroom Visitation

Classroom visits and conferences by parent/guardians and other authorized individuals are encouraged. Please be mindful that visits cannot interfere with the instructional program, and parents will refrain from discussing their child's progress during the observation. The school reserves the right to limit or schedule the visit in such a way to diminish or avoid disruption to the normal operation of the school.

Grounds

The school grounds are for the use of students during the school day. The grounds provide open space for the students to play in a healthy environment. Please do not litter on the school grounds.

Animals are not permitted in the school or on the grounds at arrival, during the school day, or at dismissal as per BCPS policy. In addition, when walking animals on the grounds after school hours, please be responsible by cleaning up after them.

Smoking is not allowed at any time on BCPS property. The Board of Education of Baltimore County is committed to providing a tobacco-free work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, Baltimore County Public Schools prohibits the sale and use of any form of tobacco in any school system property at any time regardless of whether or not students are present.

Student Contact Information

The information sheets with emergency information for your child must be returned to the school by the end of the first week of classes. This information is recorded into an electronic database to assist staff in contacting parent/guardians for routine contact, as well as for emergencies.

****Whenever contact information changes, parents must notify The Chatsworth School.**

Custody Arrangements

If there is a custody situation with your child, please make an appointment early in the year to meet with the secretary, principal or professional school counselor to discuss this matter. *Custody papers and other related legal documents are required to be on file at school.*

ARRIVAL & DISMISSAL PROCEDURES

School Hours

9:00 a.m. - 4:15 p.m.

Bus Information

Bus transportation is available to students based on their enrollment address. If you have any questions or concerns about bus transportation, please contact Monica Roth by phone at 443-809-1103, email to mroth4@bcps.org or consult BCPS Office of Transportation at 443-809-4321. All students are required to board and disembark at their designated bus stop location. Students are not permitted to ride the bus in order to go to a friend's house.

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction. Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow.

Morning Drop-Off Procedures

9:00 a.m. - all students may enter the building

No staff members are on duty to supervise students prior to 9:00 a.m.

Students are not to be left unattended by parents, guardians, or daycare providers prior to 9:00 a.m.

Drop-Off Location - along the sidewalk directly in front of the school building

9:15 a.m. - students are considered late and will receive a late pass from the office. Students must be escorted to the main entrance by a parent/guardian if arriving late. Students should not be sent late to the school entrance alone. Continued tardiness will result in a referral to the pupil personnel worker and is a violation of the magnet school contract.

NOTE: A carpool number is not required for morning drop-off only.

Afternoon Carpool Pickup Procedures

If you wish to pick up your children at dismissal each day, you will need to follow these guidelines to ensure the safety of our students:

Complete a Carpool Registration Form - this can be obtained at the main office.

Display Carpool Number in Vehicle Windshield - three copies will be issued.

As you enter the car loop from New Avenue, the number should be displayed for staff members to easily see. Cars with no numbers will be asked to park and enter the main office to sign out the child.

3:55 p.m. - 4:15 p.m. - students are dismissed by number when their car arrives.

4:15 pm. - parent/guardians or daycare providers must park and sign out the child from the office.

Staff members are off duty at 4:15 p.m.

Continued late pickup will result in a referral to the pupil personnel worker and is a violation of the magnet school contract.

Changes to Regular Dismissal Plans

Students will not be called to the office for dismissal after 3:25p.m. Changes to your child's normal dismissal plan must be made in writing; phone calls will not be accepted. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and will avoid any confusion regarding dismissal. In the case of a family emergency, please contact one of our administrators.

Late Arrivals

It is very important that all students arrive to school on time. A late arrival means that your student starts the day at a disadvantage. All students are expected to be in their seats and ready to begin the instructional day at 9:15 a.m. Students arriving after 9:15 a.m. are considered late and should follow these guidelines:

1. Enter through the front door and report to the office.
2. Students will receive a late slip which they are to give to the classroom teacher.
3. A staff member will walk students to class if necessary.

Leaving Prior to School Dismissal

If it is necessary for you to pick up your child prior to the end of the day:

1. A note should be sent to each classroom teacher which includes the date and time of pickup. Students will not be called to the office for dismissal after 3:25 p.m.
2. When you arrive, an office staff member will need to see photo identification before calling your child to the office for dismissal.
3. Please sign the dismissal log in the office.

Emergency Early Dismissal Plan

In the event that all BCPS schools close early due to inclement weather, excessive heat, or other emergency, your child will be sent home according to the early dismissal plan identified on your child's Student Contact Information sheet for the current school year.

When it is decided that schools are to be closed for inclement weather or excessive heat, announcements will be made by local television and radio stations. A School Messenger message will be sent by the principal and notifications will also be posted on Twitter. Please note that The Chatsworth School is not required to call parent/guardians concerning county-wide school closings. The only exception is if The Chatsworth School is the only school to close due to do an emergency, such as a power outage. In that case, school staff must have direct contact with parent/guardians (phone or email) in order to release students.

Delayed Openings & Early Dismissals

All buses will run during delayed openings and early dismissals. Arrive at your bus stop the appropriate number of hours prior to the normal pickup time/drop-off time.

1 Hour Delay: Students may enter the building at 10:00 a.m. Our instructional day will begin at 10:15 a.m. Breakfast will be served.

2 Hour Delay: Students may enter the building at 11:00 a.m. Our instructional day will begin at 11:15 a.m. Breakfast will not be served.

1 Hour Early Dismissal: We will begin dismissal at 2:45 p.m. Lunches will be served.

2 Hour Early Dismissal: We will begin dismissal at 1:45 p.m. Lunches will be served.

3 Hour Early Dismissal: We will begin dismissal at 12:45 p.m. Lunches will be served.

Please check the following sources for weather related closings and delays:



BCPS Web site www.bcps.org



BCPS Information Line 410-887-5555



@BaltCoPS



The Education Channel, Comcast Cable Channel 73



www.facebook.com/BaltCoPS



All Local Radio and Television Stations

ATTENDANCE

Mission and Goals of Baltimore County Public Schools (BCPS)

In order to provide the opportunity for greater academic, career, and social success, it is the goal of Baltimore County Public Schools to ensure that students attend school on a regular basis. Good attendance positively impacts academic performance and leads to maximum student potential. In an increasingly technological society, our students need to graduate from school with academic and life survival skills that will make them competitive and socially secure in modern society.

Baltimore County Public Schools is committed to finding ways to encourage students to attend school regularly. School personnel, parents, and communities must work together to keep students focused on the goals of finishing school and earning a high school diploma. Schools are encouraged to implement policies that support system wide attendance goals and maintain high expectations concerning student attendance. The development and implementation of the school system's goals must have the direct involvement and cooperation of parents and the community.

The Code of Maryland Regulation (**COMAR**) 13A.08.01 (Students - general Regulations) requires that all public school systems have a student attendance policy. Baltimore County Public Schools Attendance Policy 5120 complies with state law.

Attendance Rate

Attendance is reported on each report card. In the attendance area, you will see the number of days absent, the number of days late, and the attendance rate (the percentage of enrolled days present). Attendance is important to student achievement. The Maryland State Department of Education's standard for satisfactory attendance is 94%. Many school systems have adopted an Exemplary Attendance rate of 96% or better with no unlawful absences. With the knowledge that absenteeism affects a child for a lifetime, Baltimore County Public Schools encourages families and students to set high attendance expectations.

Parent/Guardian Responsibility

First and foremost, the parent/guardian is responsible for their child's regular, on-time school attendance under the Maryland Compulsory School Attendance law. In addition, the parent/guardian is expected to provide their child with a signed, written statement accounting for the reason and date(s) of the absence to be presented upon the child's return to school for excused absences. At the discretion of the principal, a written statement from a physician may be required in the case of excessive or extended absences. Absences not accounted for in writing by the parent or doctor will be coded "other unlawful."

Recording Attendance

Calculating Attendance for Students for a Full Day

A student is counted present for a full day if the student is in attendance for four hours or more of the school day. A student is counted present for a half day if the student is in attendance for two hours or more, but less than four hours of the school day.

Calculating Attendance for Students for a Partial Day

A student scheduled for less than a full day is to be counted present based on the amount of time they are scheduled to attend. A student is counted present if at school, or at a school activity sponsored by the school and personally supervised by school personnel. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for home bound students, and similar activities when officially authorized under policies of the local school board. It does not include, "making up" schoolwork at home, or activities supervised, or sponsored by private groups or individuals. (Lawful and unlawful absences are both counted as an absence.)

Example:

A student scheduled for a two-hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two-hour block of time will be counted present for a half day if the student is in attendance for one hour.

ABSENCES: SPECIAL CIRCUMSTANCES

"Take Your Child to Work Day": Students should be marked excused and coded 08, "Work approved or sponsored by the school, LEA, or the State Department of Education, accepted by the local superintendent of schools, the school principal, or their designees as reasons for excusing students"

Lawful Absences

Death in Family

Illness of the Child

Court Summons

Religious Holiday

Suspension

Make-up Work (Rule 5120)

Students absent for lawful reasons may request make-up work. It is the responsibility of the student, or their parent/guardian to request missed assignments for each lawful absence. Teachers will provide students the opportunity to complete missed work for excused absences. Students are provided the same number of days to complete and turn in make-up work. All other absences (including vacations) are considered unlawful. Students missing as much as 20% of class time within each grading period are subject to a failing classwork grade.

Parent/Guardian Notification

Students who have an attendance rate of 90% or below and/or more than 4 days tardy each quarter will be informed through written communication from an administrator.

SCHOOL SAFETY

Once an administrator calls for one of the universal emergency responses below, students, employees, service providers, and visitors are to immediately follow the procedures provided. Notification is to be given in an age-appropriate manner. Parent/Guardians should not come to a building while the occupants are under one of the procedures below as it may endanger the parent/guardian and/or students and staff. Staff will communicate with parents as soon as they are able to do so.

EVACUATION: For use when conditions outside are safer than conditions inside.

When a school's or office's occupants are told to follow their evacuation procedures, there is a condition within the building that makes it safer for them to be out of the building. Each school or office building has designated meeting locations for an evacuation with alternate locations if necessary.

DROP, COVER, & HOLD: For use in an environmental threat such as an earthquake.

When the drop, cover, hold response is called, occupants of a building will take cover away from windows or any areas that are likely to be affected.

LOCKDOWN: For use in protecting building occupants from imminent dangers in the building or immediately outside.

When a school or office building is on lockdown, no one can enter or leave the building. Movement within the building is restricted, and individuals within the building remain behind locked doors until cleared to move by first responders or when the event is deemed over.

LOCKOUT: For use in securing access to buildings, usually resulting from an event in the community.

When a school or office building is on lockout, no one can enter or leave the building without the principal's or office head's permission. That building's external doors are secured but instruction in schools or work within office building is conducted as normal. Entry to or exit from a building is granted on a case-by-case basis and usually in conjunction with approval by the Baltimore County Police Department.

SEVERE WEATHER SAFE AREA: For use in severe weather emergencies.

When a severe weather response is called, occupants of a building will take cover away from windows or any areas that are likely to be affected. Dismissal may be delayed.

SHELTER IN PLACE: For use in securing access to a building and for controlling movement within a building.

When occupants of a building are told to shelter in place, they remain in their locations. Activities within that location can continue but students do not move from one location to another. If there is a threat of chemicals from outside of the building, staff makes every effort to seal the building from outside toxins by shutting down their air handling systems and blocking fumes from entering the building.

ALICE PROTOCOL: Used in a situation involving an active assailant or the imminent threat of an active assailant.

When an ALICE protocol is called, occupants will respond by evacuating or locking down based on information they have about the location of the assailant. ALICE stands for alert, lockdown, inform, counter, and evacuate.

SCHOOLWIDE BEHAVIOR MANAGEMENT PLAN

To establish a positive learning environment, it is critical to create a school climate upon which teachers feel supported, students are treated fairly, parent/guardians are well informed, and the office runs efficiently. It is understood our Chatsworth families that the creation of a safe and orderly school environment will foster increased student achievement and security. A school-wide behavior plan has been established as a common thread binding the classroom, the home, and the office to a consistent approach to behavior management and discipline. It is our goal to remain committed to the plan and to be responsive to school discipline data on a quarterly basis.

Chatsworth Code of Conduct

Effective instruction is best carried out in a structured yet nurturing environment. This code is posted in each classroom, and the school community will enforce it through recognition of desired behaviors and consistent enforcement of school-wide discipline procedures. The Code of Conduct is recited daily during morning announcements:

As Champions, we are respectful, responsible, safe, and prepared.

Classroom Expectations:

Each classroom will utilize the Code of Conduct as the foundation of their classroom discipline program. Teachers may choose to develop classroom rules with wording which is age-appropriate, aligned with the school-wide Code of Conduct.

Hallway Expectations:

Students are expected walk quietly and stay to the right side of the hall and stairwells.

Bathroom Expectations:

Each class will take bathroom breaks prior to lunch and all specials. Students should only be sent to the bathrooms during lunch, specials, recess, and assemblies in the event of an emergency. In an attempt to keep our bathrooms in good working order, teachers and paraeducators monitor bathroom breaks. Students will be sent on an individual basis only when necessary. Students are expected to refrain from talking and horseplay, dispose of trash properly, show respect for privacy, and use all facilities as they are intended to be used.

Cafeteria Expectations:

Students will enter and exit the cafeteria in an orderly manner. Each class has assigned tables, students will remain with their class throughout the lunch period. To be respectful of our school and others, students will pick up and dispose of their trash at the appropriate time. Teachers will pick up their class at the designated time and escort students quietly and safely back to class.

Discipline

Through the consistent use of the PBIS program, teachers will monitor and manage behaviors within the classroom setting. Should behaviors continue and/or escalate, students will be referred to the school administrators.

Discipline Referrals

Any student who is seen by an administrator will have a Discipline Referral Form filled out by the teacher, or referring staff member. Discipline referrals will be handled on an individual basis by school administrators.

BCPS Student Handbook

All students have the right to a safe and orderly learning environment. In our efforts to support learning for all students, it is expected that each student behaves in a manner that will not interfere with their learning, or the learning of others. It is important for students to assume responsibility for their behavior. Each student is provided a copy of the BCPS Student Handbook at the start of each school year, or upon enrollment and engages in an overview session of the handbook. Parent/Guardians are asked to review the Student Handbook with their child, sign and return the Student Handbook Acknowledgement Form within 5 school days.

BCPS Student and Parent/Guardian Guide to Transportation

Transportation provided by the county requires students to uphold the same behavioral expectation as those in the school. When a student's behavior distracts the driver, it places the bus and the students' safety in jeopardy. When this happens, the student may be denied the privilege of riding the bus to ensure the safety of others. Bus drivers are responsible for students from the time they enter the bus until they exit the bus. A parent/guardian must be present at the shuttle stop for the driver to release students. Parent/guardians are responsible for the supervision of their students from the time the student leaves home in the morning until they board the school bus. Additionally, parent/guardians are responsible for the supervision of their students at the end of the day from the time the school bus departs the unloading area until the student reaches home.

GRADING & REPORT CARDS

Clear, consistent, and effective communication between parent/guardians and teachers is essential to the educational process. There are four reporting periods during the school year for students in grades 2 - 5. Students in kindergarten will receive a Kindergarten Progress Report in November and in May at the Kindergarten Conferences. Students in first grade will receive their first quarter report card at a scheduled parent conference. First grade students will then receive a report card for the remaining three quarters as scheduled.

Kindergarten

Kindergarten Progress Reports evaluate student progress in Personal and Social Development, Language and Literacy, Mathematics, Science, Social Studies, The Arts, and Physical Development.

Key:

- I Independent - The child is consistently demonstrating and extending a desired skill.
- P Progressing - The child is in the process of acquiring and demonstrating a desired skill.
- E Emerging - The child is beginning to demonstrate a desired skill.
- N Not Demonstrating - The child is not demonstrating the desired skill.

Grades 1, 2, & 3

Student progress is reported differently in the primary grades and intermediate grades. In the primary grades, students do not receive an overall grade for each academic subject. In addition to the effort grade for each subject, students are scored on each domain from the Maryland College and Career Ready Standards using the following report card codes.

Achievement Codes:

CD - Consistently Demonstrating - Student demonstrates a strong command of the knowledge, skills, and practices embodied in the grade-level standards.

P - Progressing - Student is developing their command of the knowledge, skills, and practices embodied in the grade-level standards.

N - Needs Development - Student demonstrates a beginning command of the knowledge, skills, and practices embodied by the grade-level standards. Additional practice is needed.

N/A - Not Applicable - The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period. The box will appear gray.

Skills and Conduct Indicators:

3 - Meeting

2 - Developing

1 - Insufficient Progress

No Evidence

Grade Calculations:

Grades are determined by content area, course, and grade level through a balance of major and minor assessments.

Major: 60-70% of Quarterly Grade

Minor: 30-40% of Quarterly Grade

Grades 4-5

In the intermediate grades, students receive an overall achievement grade for each academic subject using a traditional 100-point grading scale and achievement grades: A, B, C, D, or E. Students are also scored on each domain from the Maryland Common Core State Standards using the following report card codes.

Achievement Codes:

A - Outstanding - 90-100% - Students performing at this level demonstrate a distinguished and strong command of the knowledge, skills, and practices embodied by the standards. Students at this level are meeting or extending the standards at their grade level.

B - Above Average - 80-89% - Students performing at this level demonstrate a moderate command of the knowledge, skills, and practices embodied by the standards. Students at this level are approaching the standards at their grade level.

C - Average - 70-79% - Students performing at this level demonstrate a developing command of the knowledge, skills, and practices embodied by the standards at their grade level.

D - Below Average - 0-69% - Students performing at this level demonstrate a beginning command of the knowledge and/or skills embodied by the standards assessed at their grade level.

E - Failing (No Credit Awarded) - less than 60% - Students performing at this level demonstrate no evidence of the knowledge, skills, and practices embodied by the standards assessed at their grade level.

N/A - Not Applicable

Skills and Conduct Indicators:

3 - Meeting

2 - Developing

1 - Insufficient Progress

No Evidence

Grade Calculations:

Grades are determined by content area, course, and grade level through a balance of major and minor assessments.

Major: 60-70% of Quarterly Grade

Minor: 30-40% of Quarterly Grade

Parent/Guardians should log into the Focus Student Portal using the student's login information to view report cards. Parent/Guardians may request a paper copy of the report card by contacting the main office.

End of 1st Marking Period: November 4, 2022

Report Cards Distribution: November 14, 2022

End of 2nd Marking Period: January 17, 2023

Report Cards Distribution: January 25, 2023

End of 3rd Marking Period: March 24, 2023

Report Cards Distribution: April 12, 2023

ADDITIONAL PARENT INFORMATION

Volunteer Training & Screening Process

Volunteers are utilized in a variety of meaningful ways throughout the building. Although many volunteers prefer to help in the classrooms, our special area teachers need additional support as well. We urge you to consider volunteering during the school year.

All volunteers are required to participate in a BCPS training. This is an opportunity to review school procedures as state law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect Policies and Procedures. In an effort to manage the volunteer training, application, and screening process there are procedures which need to be followed. If you have not been trained this year and are planning on attending a field trip or volunteering in any way, please follow the directions below. **Please keep in mind that each school year the process must be started over again.** If you do not have access to a computer, please feel free to contact the Hilary Winston, Volunteer Coordinator at 443-809-1103.

STEP 1: Please visit BCPS.org and type "Volunteer Training" in the search box

STEP 2: Click the link titled "BCPS Volunteers - Division of Chief of Staff"
Follow the steps on this page to complete the Volunteer Training

STEP 3: Print your completion of training certificate.

STEP 4: Attach your Application for Volunteer Services to your Training Certificate. Send the application and certificate to the Volunteer Coordinator at Chatsworth. Once the packet is received, we will do a background check on the sex offender registry and when cleared, will add your name to our master list.



Field Trips

In an effort to extend learning activities, teachers may schedule field trips. When a field trip is scheduled, teachers will send home detailed information, permission slips, requests for payment, and chaperone information. It is imperative that the permission slip be signed by the parent/guardian and returned along with any money needed to cover the cost of the trip. If your child is absent on a field trip day, we are unable to reimburse the field trip fee. If your family needs financial assistance, please let your child's teacher know.

Supervision on Field Trips

There are several items that are important for you to be aware of when you are a field trip chaperone.

- Chaperones are required to complete volunteer training before attending a field trip.
- Volunteer training and the submission of documentation to the school must be completed a minimum of 2 weeks prior to the date of the field trip. ***** It is highly recommended that this be completed in September.***
- The teacher is the trip leader, is responsible for all decisions, and is in charge of students and chaperones.
- When you chaperone we need your supervisory help. Although we want you to enjoy the trip, remember that your first responsibility is to supervise students.
- Never take students off-site without the prior knowledge and approval of the teacher-in-charge.
- Cell phones should be left in your pocket or purse and only used in an emergency.
- Since this is an educational activity, siblings are not allowed to attend.
- Chaperones must abstain from smoking/tobacco products and drinking alcohol while supervising students.

Cell Phones & Other Electronic Devices

Board of Education Policy and Superintendent's Rule 5552 indicate that all personal electronic devices are to be off and away during the school day. Cell phones and other electronic devices may not be used during school hours or while being transported on the bus unless prior permission is given. Exceptions include grades 3 to 5 - when permitted for instructional purposes during instructional time.

Lost and Found

A lost and found collection is maintained by the school. Items not claimed at the end of each marking period will be donated to charity. Please label your child's apparel and lunch bag/box for easy identification and return. Lost glasses and keys are held in the main office.

Money

Please make sure that all money sent to school is in a sealed envelope with your child's full name and teacher's name clearly written on the outside of the envelope along with the purpose of the money. This process must be followed for breakfast/lunch money, field trip money, yearbook money, as well as any event which requires money. Please remind your child to give the clearly labeled, sealed envelope to the classroom teacher upon arrival. If you have any questions about sending money into school, please contact your child's teacher.

Cafeteria & My Lunch Money

BCPS is partnering with MySchoolBucks (www.myschoolbucks.com), which allows parent/guardians to prepay for their student's school meals online. Parent/guardians have the ability to set up free accounts to monitor student meal purchases, to receive e-mail notifications for low account balances, to set spending limits, and to place limitations on items purchased. Families can submit Meal Benefit Applications on the BCPS Website under Food and Nutrition Services.

Baltimore County provides a menu to students each month. The lunch menu offers a choice of three entrees, served with milk, fruit or juice, and vegetable. Ala carte items are also available. A cafeteria policy has been designed to assist students who need a lunch, but have no lunch money on a given day. It will enable your child to receive a regular lunch for the day. Your child will receive a notification indicating insufficient funds to make you aware of the situation. You will need to repay the loan and make sure your child comes to school with money, or put money on their cafeteria account. Should there be a third day on which the student needs lunch and financial responsibilities have not been taken care of, your child will receive an alternate lunch, such as cereal, until the account is brought up to date.

Locker Searches

The principal may conduct a search of the school's physical campus including students' lockers. Students have the responsibility to cooperate with school officials who conduct reasonable searches and seizures under federal and state laws and regulations as well as BCPS policies and rules.

Moving or Moved?

If you are moving or have moved, according to the Board of Education Policy and Superintendent's Rule 5140 *Students: Enrollment and Attendance*, "A parent shall notify the school of any change in the domicile or change in the reason for which special permission was approved. Failure to notify the school within fifteen (15) business days of any change may result in the student being withdrawn from school."

If you need to withdraw your child from The Chatsworth School, please contact the main office at 443-809-1103. The office will provide the necessary paperwork so that a smooth transition to the new school can occur. Please give the office staff at least a 2 day notice to prepare the paperwork.

Dress Code

To ensure safety, flip-flops and open-toed shoes are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students who wear flip-flops or sandals will not be allowed to participate in PE or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times; however, students must be able to change in and out of their shoes quickly and independently.

Playground Safety

Students are asked to abide by the following rules on the playground or at recess: students must have tennis shoes to use playground equipment, use all equipment as it is intended to be used, refrain from standing or sitting on railings or equipment, keep two hands on playground equipment at all times, climb down safely from equipment, take turns to avoid overcrowding, move on the monkey bars in the assigned direction, move safely through open space, refrain from playing chase or tag, and leave mulch and sand on the ground.

Birthday Treats

We know that our students are excited when it is the day of their birthday! At The Chatsworth School, we recognize our Champions' special day while being mindful of BCPS Superintendent's Rule 5470 Wellness. Therefore, we offer recognition of their special day by announcing their birthday on the morning announcements and offering a birthday pencil. Our focus at The Chatsworth School is on instruction and learning. With that mind, school is not the appropriate place to celebrate birthdays with classroom parties.

Balloons, flowers, cupcakes, etc. will not be permitted in the classrooms or cafeteria. While food is not permitted, you may choose to donate a book, game, or donate recess equipment (ball, hula hoops) to your child's classroom, or you may choose to send in a small favor for your child's classmates such as pencils, stickers, erasers, notepads, etc. If you would like to recognize your child's birthday in one of these ways, please check ahead of time with your child's teacher to ensure acceptability and to provide advance notice for scheduling purposes. If you would like your child excluded from this recognition, please inform the office prior to the birthday. We appreciate your support and cooperation.

Invitations

To respect the feelings of all students, when sending out invitations, we ask that you mail them, hand deliver them to the friends' homes, or make email or phone invitations. Invitations may not be handed out at school including on the bus or during carpool. School emails are intended for school related communication purposes. We are not able to forward personal emails from one family to another family or families. We are also prohibited from sharing email addresses of our families unless your teacher has an opt in email list.