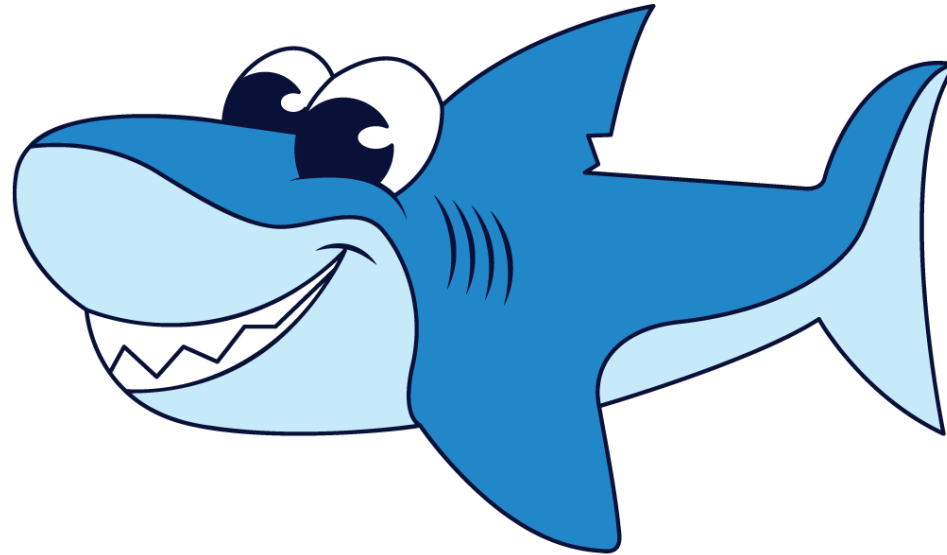


2021-2022



*Shipley's Choice*  
*Elementary School*  
FAMILY HANDBOOK

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS




## **Shipley's Choice Elementary School**

310 Governor Stone Parkway

Millersville, MD 21108

[shipleyschoiceschool.org/](http://shipleyschoiceschool.org/)

 @ShipChoiceAACPS

Phone: 410-222-3851 / Fax: 410-222-3885

Health Room: 410-222-3809

### **Principal**

Dr. Beth Anne Burke  
[baburke@aacps.org](mailto:baburke@aacps.org)

### **Secretaries**

Mrs. Debbie West  
Mrs. Noelle Eisele

### **PTO President**

Mr. Jon Calvert

### **School Hours**

9:00 AM-3:25 PM

[School Staff List and Contact Information](#)

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## Schedule

8:45 AM Arrival time begins for students

9:00 AM Instruction begins

3:25 PM Instruction time ends

3:25 PM Students dismissed in following order:

Y-Aftercare, Clubs, Bus Riders

Walkers, Bike Riders

Car Riders



**\* Last call for early dismissals will be at 2:45PM. No students will be called for early dismissal after 2:45PM.**

## Lunch & Recess Schedule

Grade	Recess Before	Lunch	Recess After
K		11:10-11:35	11:35-12:05
1		11:40- 12:05	12:05-12:35
3		12:10-12:35	12:35-1:05
2	12:10-12:40	12:40-1:05	
5	12:40-1:10	1:10-1:35	
4		1:40-2:05	2:05-2:35



## Special Events

*As safety protocols permit, more information on special events will be shared with families.*

Mark your calendar for these special events at Shipley's Choice throughout the school year.

Event	Description	Date
<b>Concerts</b>	Concerts for Chorus (fifth grade), Band (fourth and fifth grade), and Strings (third, fourth, and fifth grade) showcase students' musical talent	An evening December and May; dates are posted
<b>Field Day</b>	A day games and activities that celebrate physical fitness near the end of the school year	End of May or June
<b>Kindergarten Extravaganza</b>	A brief show featuring our kindergarten students	During the school day in June
<b>Maker Faire</b>	An evening showcase that highlights the many projects and activities that engage students in the Makerspace club. Fourth and fifth graders participate in club; Maker Faire is open to all	An evening in May
<b>Mini Rock 'n' Roll Revival</b>	A talent show featuring fourth and fifth graders who sing, dance to the hits you grew up with	April; Saturday evening and Sunday afternoon performances
<b>Special Friends Day</b>	Students in each grade sing a special tribute to veterans. All are welcome to attend	During the school day on <b>Veteran's Day</b>
<b>Spring Festival/ 5K (Tech Trot)</b>	Every other year; includes games, face painting, moon bounces, food, and more; this year it is combined with our "Tech Trot" community 5K race	First Sunday in <b>May</b>

# COVID SAFETY

The first priority of this school year is keeping everyone (students, staff, families) safe. There is no way to totally prevent the spread of COVID. We have procedures to mitigate risk, but we cannot eliminate risk totally. Here are some safety protocols in place:

- Mask indoors and on buses.
- Hand wash and/or sanitize frequently.
- Distance as much as possible.
- Wipe down high touch areas.
- Use disinfecting spray often in the building and on playground equipment.
- Remove masks for eating or drinking only. Remain seated when unmasked.
- Students are spread apart as much as possible in classrooms.

## *Lunch Safety*

Students will eat lunch in the cafeteria this year. We have made some modifications to maximize safety efforts this year. Each grade will eat lunch alone in the cafeteria. This means fewer students, so they may spread apart. Students will select a seat and keep that seat each day. This will help greatly in case we need to do contact tracing if a student contracts COVID. Students may remove masks while actively eating but keep their masks on when moving about the cafeteria for any reason.

## *Contact Tracing*

We work very closely with our nurse, the county health department, and AACPS officials to conduct contact tracing in accordance with CDC and Maryland Department of Health Guidelines. People who are identified as close contacts to a person who tests positive for COVID. Everyone in a classroom is not necessarily identified as a close contact, especially when wearing well-fitting masks.

## *Quarantine And Virtual Teaching*

Students who have tested positive for COVID or are close contacts of others who tested positive are required to quarantine by the health department.

If students are quarantining, parents will receive a letter from AACPS explaining how to access learning. Students will have Google Meet sessions each day with an AACPS teacher (not their classroom teachers), and will be required to attend in order to be marked present. Students may complete assignments in Brightspace.

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*For more information on safety protocols in AACPS, visit:*  
[www.aacps.org/safetyprotocols](http://www.aacps.org/safetyprotocols)

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*For details on AACPS contact tracing protocols, visit:*  
<http://www.aacps.org/contacttracing>

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## ATTENDANCE

Regular attendance is important to your child's success. Please try to schedule appointments outside the school day. If your child is ill, please keep him/her home from school to contain germs. If your child has a contagious illness (e.g. flu, strep), please contact the Health Room to let them know. If your child has COVID or COVID LIKE ILLNESS (CLI), please contact the health room. Students who have CLI and show COVID-like symptoms must be **symptom-free** and have a **negative COVID test** before returning to school.

**If your child is absent**, you will automatically receive a phone call from Blackboard Connect (formerly Connect-ED). When your child returns, complete the google form about your child's absence and attach necessary documentation if necessary. It is not necessary to call the school to report an absence; a note is required due to AACPS regulations. For a full list of excused absences, see the AACPS family handbook that is sent home during the first week of school.

If a student must quarantine, families will receive a letter with information about how to access online assignments and virtual meets with AACPS teachers. See the section on [COVID Safety](#) for more information.

*From the AACPS Parent Handbook:  
Whenever your child is absent, you must provide a note of explanation to the school within three days of your child's return to school. Absences due to illness in excess of five consecutive days require a physician's note.*

# ARRIVAL AND DISMISSAL PROCEDURES

We have developed procedures for arrival and dismissal to ensure the safety of all students. Students arrive at school by bus, car, bike, or foot and enter school property from various pathways. Often children (and drivers) do not pay close attention to their surroundings. Please pay attention to the procedures. We want all our children to arrive safely at school and at home! Please note that cars are not permitted to enter the bus lane at any time during arrival and dismissal.

## *Arrival*

The arrival time for students is **8:45-9:00 AM**. Instruction begins at 9:00 AM. Walkers and bike riders should not arrive before 8:45 AM. Please do not allow your child to arrive before 8:45 because teachers are not available to supervise until then. Any child who arrives to school after 9:00 AM bell will be considered **tardy**.

Walkers or bikers should report to the blacktop behind the school. Teachers will line students up by grade to enter the building through the door near the kindergarten wing.

**Car Riders may only be dropped off in the car rider loop.** Here are a few reminders for safety in the car loop:

- 1) Pull all the way forward as far as you can in the car loop.
- 2) Remain in your car and have your child enter and exit through the passenger door.
- 3) Students may not be dropped off in either parking lot. If you go to the parking lot, park and escort your child to the school.
- 4) Cars may not be left running on school property (this is a law!).
- 5) If your child is not ready to exit in the car loop, please be courteous and pull to the parking lot until s/he is ready.
- 6) Pack your patience on rainy and snowy days! Students will not be marked tardy due to a long line in the car loop on inclement weather days.

***No supervision is available for students who arrive before 8:45 AM.***



## Dismissal

1. All students who attend Y-After Care will be dismissed first. When afterschool clubs resume, they will be dismissed first as well. This will allow club leaders to take attendance before students accidentally walk home!
2. Bus riders and daycare vans will be dismissed next.
3. Walkers will be dismissed through the back door near the **blacktop**. On your student dismissal form, please indicate whether your child has permission to walk home alone or is to wait for a parent, sibling, or identified adult.
4. Car riders will be dismissed last and will be lined up by grade to wait for cars. **NEW THIS YEAR:** Each family will receive a sign to hang from the rearview mirror with your last name on it. This will allow teachers to call students quickly when they see your car. Additional car loop hangers may be purchased at the school store.

All families will receive one **SHARK MIRROR HANGER** to be used in the car loop. If you display the hanger with your name facing out, it can help speed the car loop by helping teachers know which students to call to line up next.

*Additional Shark Hangers may be purchased in the Shark Shop.*

We strongly encourage parents to NOT meet their children along the paths or in alternate locations. If you are late, your child will be waiting alone without supervision. Do not tell your child to meet you in the parking lot! Students may not walk in the parking lot alone at any time.

## Playdates & Changing Dismissal Arrangements

Students should dismiss in a consistent way each day. It gets confusing when arrangements are frequently changed. If your child is going home a different way (such as being picked up by someone else), send a note with him/her. **We cannot take a child's word for it that their dismissal arrangements have changed. We must have information directly from a parent.**

If an emergency arises and you must change dismissal arrangements, **call the school and follow up with an email.** While this procedure seems redundant, it is necessary to ensure that the message is delivered to your child and your child safely follows your wishes. By calling the school, you guarantee that we got the information about the change. The email is for our records to verify that the change is at your request.

## AA County Dog Policy

Please remember, no dogs are allowed on school property at any time. This is according to Anne Arundel County Code of Law and is a safety and health issue. While we don't manage people walking dogs outside of school hours, please do not walk dogs or pets during the school day. Please do not bring dogs with you when you are walking to or picking up children from school. We have had a number of complaints because of dog waste as well as children who have allergies or are afraid of dogs. Thank you for your assistance.



## BEHAVIOR & PBIS

One of our goals as a school is to develop our students into good citizens. This includes behaving respectfully and being responsible. To foster positive behaviors, we have developed the Shark Code. The Shark Code encourages students to be self-reflective, to be considerate of others, and to demonstrate growth mindset.

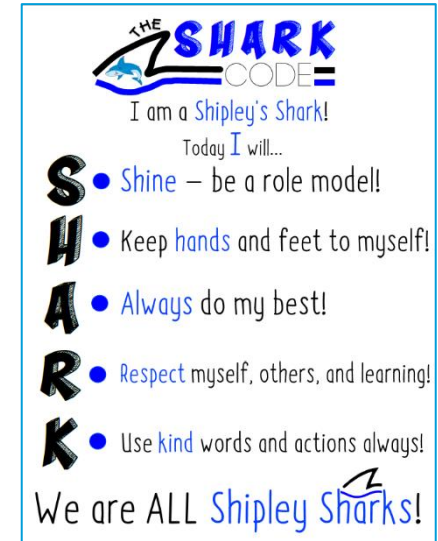
We believe that student mistakes are opportunities for them to learn—this includes behavior mistakes. If students misbehave, they receive consequences according to the [AACPS Student Code of Conduct](#). Our goal is always on changing and guiding behavior.

### PBIS

This year we are implementing PBIS (Positive Behavior Intervention & Support). This is a nationwide program that is being implemented in every school in AACPS. PBIS provides a common language to describe positive behaviors for students and language for adults to encourage those behaviors. If you haven't seen it, check out this short, informative video. Our students are very well-behaved, and this program is designed to build on the positive behaviors that they already demonstrate. PBIS is going to help students transition to the routines of learning in the building. Teachers and students developed expectations for the classrooms, cafeteria, playground, and other areas in the building. Watch for more information about PBIS from your child's teacher and in our weekly bulletins.

### Shining Sharks

As part of our behavior plan, teachers are completing “positive referrals” in the form of Shining Sharks. This is part of our effort to recognize and applaud students who do the right thing and follow the Shark Code! Shining Sharks will be recognized with post cards, phone calls, and other awesome ways.



# COMMUNICATION

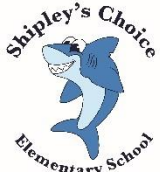


## Automated Messages

AACPS and Shipley's Choice utilize Blackboard Connect, automated notification system, to communicate quickly and efficiently with parents. These notifications may alert you to emergencies as well as other important information or events. Parents will also receive an automated notification for a child's absence. These messages are sent via phone call, email, and/or text.

If you have questions about these notifications and wish to edit how you receive your notices, contact the school's front office.

## Contacting School

If you have general questions about the school, here are some great resources:

	<p><a href="http://ShipleysChoiceSchool.org">ShipleysChoiceSchool.org</a> school website that includes an online copy of the handbook, school calendar of events, and more</p>
	<p><a href="http://AACPS.org">AACPS.org</a> district website that includes information about curriculum, the AACPS family handbook, guidelines, etc.</p>
	<p><a href="https://www2.mypaymentsplus.com/welcome">https://www2.mypaymentsplus.com/welcome</a> monitor or add money to your child's lunch account online</p>

**Still have questions? Call the school at 410-222-3851.**

## Contacting Teachers

You may email the teacher directly via email links on the school [website](#) or call and leave a message in the office. Remember that teachers are instructing their students during the day and can only return calls and emails during breaks. Teachers typically return emails within two school days.

## Grade Level Communication

Each grade level will distribute their own news each month. This will contain specific information related just to your child's grade level. Also, grade level teams will send home weekly communication folders on Wednesdays. All graded papers and important notes will go home in those folders. Please review your child's papers, sign the folder and return it to school on Thursday.

## SCES Newsletter



Our school newsletter is published each Friday afternoon. News from the school and the Board of Education is included. Only news relative to the school community may be considered for publication. The newsletter is sent out electronically by our school office. You will be asked to provide an email address for the newsletter distribution list at the beginning of the school year.

## Social Media

Shipley's Choice Elementary School **does not** have a certified Facebook account; we do not use Facebook as a tool to communicate with you. Please be very cautious about information that is posted on Facebook about the school. Well-meaning parents often post incorrect times or information. When in doubt, contact the school directly.



Do you want to see the great things that are happening at school? Follow us on Twitter [@ShipChoiceAACPS](#). We are tweeting out pictures of learning, bucket-filling, and much more.

Many families have not granted permission for their children's pictures to be shared via social media. School staff knows which students have permission when we post pictures via Twitter or other media. We ask parents to use great caution and always be respectful of others as they use the social media (Facebook, YouTube, etc.) as it relates to Shipley's Choice Elementary School. This includes taking pictures of your child and friends at school, at lunch, etc. **Be mindful that social media posts may be permanent, even after they are deleted.**

# CURRICULUM & THE STUDENT DAY

All students in grades 1-5 receive daily instruction in Literacy, (reading, writing, handwriting, spelling, literature, listening and speaking) Math, Social Studies and Science. In addition, each student attends Media/Library, Physical Education, Music, and Art. For information about the curriculum in AACPS, visit <https://www.aacps.org/domain/178>.

## Brightspace

This year, we are using a new platform for posting lessons and sharing information. Instead of Google Classroom, teachers are posting information in Brightspace. For more information on Brightspace, visit <https://www.aacps.org/brightspaceforfamilies>.

## Homework

Why do we give homework? To check for understanding or provide practice of what was taught that day. All students in grades 1-5 will write their homework assignments in their student planner each day. Parents are encouraged to sign or initial their child's homework or planner each evening. Homework should not be a source of stress and should not require you to teach concepts to your children. If homework is taking longer than the time listed below, contact your child's teacher. AACPS Board Policy states the following time commitments for homework:

- Students in Kindergarten should spend approximately 20 minutes per night on homework, two to three times per week.
- Students in grades 1-2 should spend approximately 30 minutes per night on homework, three to four times per week.
- Students in grades 3-5 should spend approximately 40 minutes per night on homework, three to four times per week.

***Each grade level team will share their specific homework procedures on Back-to-School night.***

## Field Trips

All grades take at least two field trips each year. Grade level teams provide advanced notice of field trips via email and a paper flyer. Written permission is required for students to go on a field trip. If field trips pose a financial hardship, parents are asked to request financial assistance. Board policy ensures that no student is denied a field trip experience due to lack of finances.

### Care of Textbooks / Media Books

Students are responsible for the care of textbooks and media books that are signed out to them. All textbooks must be covered. Students will be assessed for lost or damaged textbooks or library books.

### Care of Chromebooks

Each student is assigned a Chromebook for their use. Students in grades 3-5 must bring it to school each day. Students in K-2 may leave it at home. Note that families are responsible for the device, and may have to pay for replacement or repairs.



## *Recess*

Recess is for movement! Research shows that children need to move. It actually helps them cement their learning! Encourage students to move and play during indoor and outdoor recess. All recess activities must be organized, structured, and carefully monitored and supervised

Students are scheduled for a 30-minute recess on every full school day. Recess is held outside when weather permits (as often as possible). On days when outdoor recess is not possible, movement activities are provided in the classroom. Our goal is to give students opportunities to move and be outside as often as possible. In addition to recess, several movement breaks are scheduled into the AACPS curriculum each day.

**Please ensure that your child has the proper outdoor clothing each day that s/he comes to school.** In most cases, children who are well enough to come to school are expected to go out for recess. Baseballs, baseball bats, lacrosse sticks and footballs should not be brought to school.

*Note that parents may not participate in recess activities.*

## *Sunscreen*

It is recommended that students wear sunscreen to school. State law now allows students to carry and self-apply sunscreen if needed. Teachers/staff may not apply sunscreen to students.

## *Reporting on Student Progress*

**Report cards** are sent home in November, February, April and June, as per AACPS calendar. The copy sent home is your copy and it is not to be returned to the school. You are asked to sign and return the report card envelope indicating that you received the report card and any comment sheets.

In addition, teachers also send home interim reports mid-way through each marking period. Every student receives an interim, regardless what their current grades are. To monitor how your child is doing daily, sign up for [ParentConnect](#), which gives you access to your child's current grades and attendance. Contact your child's teacher if you have specific questions about your child's performance.

## Clubs & Activities

*At the beginning of the 2021-22 school year, we are delaying the start of before/after school clubs and activities to focus on safety protocols, routines, and instruction. As health rules allow, we will resume clubs.*

Shipley's Choice offers a variety of before- and after-school clubs that are sponsored by the school or by PTO. The sponsor or leader of each club communicates information directly with parents. Clubs may not allow students to eat in any rooms except the Shark Café! Note that parents who are here for evening activities, clubs, or Y Daycare may not go to classrooms or elsewhere in the building.

### PTO Sponsored Clubs

PTO Clubs may use the designated project lab (room 85). PTO sponsored clubs have a fingerprinted PTO representative (Club Chairperson or other) present. This person can supervise arrival and dismissal as well as handle emergencies such as a student illness.

All clubs (before and after school) provide a list of PTO representatives and students who have signed up at the beginning of the semester. This list, as well as student club forms, are stored in a binder in the school office. Inclusion on the list means that parents have provided a signed permission form for the student to attend each week. Therefore, parents do not need to send a note for a student to attend the club each week; a note is only needed if there is a change (that is, the student does not attend due to an appointment or something). PTO representatives and club sponsors are reminded to be respectful of school and teacher property. Do not use school materials without checking first.

#### Before School Clubs

- Students may arrive no earlier than 7:45AM.
- Club sponsors and PTO representative may arrive after 7:35 AM.
- PTO representative will admit students via the door near kindergarten.
- PTO representative will dismiss students to their classrooms when the bell rings at 8:45.

#### After School Clubs

- Club sponsors and PTO representative may arrive at 3:30 to be checked in and wait for students to arrive in room 85.
- Students will be dismissed from their classrooms **before** bus riders, walkers, and car riders.
- Only students on the club list will be dismissed to the club.
- The PTO club representative will dismiss students when the club ends. Parents wait outside for their children. All students must be picked up promptly at the specified time by the parents or designated adult.

## HEALTH ROOM



School Nurse: Kelly Kennedy

Health Assistant: Rachel Penner

## Contagious Illnesses & COVID

Shipley's Choice has put many protocols into place to do all we can to prevent the spread of COVID-19 or other contagious illnesses. This includes wearing masks, distancing as much as possible, frequent sanitizing and hand-washing, and regular deep cleaning of learning areas and equipment. We work closely with the Health Department to identify symptoms and act accordingly.

If a student is demonstrating a symptom of COVID-19 or CLI (Covid Like Illness), the health room will contact parents to pick the student up and be tested for COVID. We follow AACPS, Health Department, and CDC guidelines for contact tracing and/or quarantining students or teachers. Students who must quarantine will have access to asynchronous online learning and will meet with an AACPS teacher twice per day.

For more information about safety protocols, visit [www.aacps.org/safetyprotocols](http://www.aacps.org/safetyprotocols). For more information about contact tracing, visit [www.aacps.org/contacttracing](http://www.aacps.org/contacttracing).

## Illnesses & Accidents

When children bring it to our attention that they are feeling ill, they will be sent to the Health Room where the School Nurse or Health Assistant will attend to them.

- For minor complaints, students are encouraged to return to class as soon as possible.
- If the student seems unable to return to class, or if s/he has a rash or fever, parents will be contacted.
- When a student is injured at school, first aid will be administered.
- If the injury is more than superficial, parents will be contacted immediately. In some cases, this will only be done to make you aware, so that you can examine your child when s/he arrives home. In other cases, of course, more immediate care may be needed.
- If we are unable to contact a parent, persons listed on the emergency card will be called. It is essential that your emergency card is accurate and updated as needed.
- If we are unable to reach you or your emergency contacts, your child will be taken to the nearest hospital and we will use our best judgment in caring for them.

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### CONFIDENTIALITY

*Student confidentiality is critical! If you visit the health room, please do not share information about other students you may see there with anyone, even that child's parents. Be assured that staff is communicating necessary information with families.*

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## *Medication Policy*

Policy from the Anne Arundel County Department of Health concerning medication administration at school:

Students are permitted to take medication at school or a school-sponsored activity ONLY when it is deemed medically necessary and only under the supervision of school personnel. A form, [Parent's Request to Administer Medication at School](#), must be on file for each medication. The school system reserves the right to refuse to accept, administer, or supervise self-administration of any medication if these procedures are not followed.

This policy applies to both prescription and over-the-counter medications. For the safety of the children and the school at large, it is imperative that these policies be followed correctly. If there are any questions, please feel free to call the Health Room at 410-222-3809.

## *Allergies/Contagious Diseases*

Please inform the School Nurse of any allergies that your child may have that could affect their well-being while at school (bee stings, peanut allergies, etc.)

Keep our health staff informed of any contagious diseases (measles, chicken pox, pertussis, etc.) your child is treated for so that we can be alert to the risks to other students or staff in our school.

## *Head Lice*

The guideline for screening for head lice comes from the Department of Health and Human Services policy, which has been established through evidence-based research and statistics. Screening entire classrooms is an unjustified response. Studies demonstrate that screening for head lice in schools does not decrease the incidence of head lice. Results of studies suggest that education of parents in identifying and managing head lice is more effective and that class-wide or school-wide screening should be discouraged. For more information about headlice, see the [information sheet](#).

# FOOD AT SCHOOL

## Lunch

All meals continue to be free for all students. Students who select to get the school lunch must take an entire meal. There are no ala carte items this year (such as extra milk, chips, or ice cream). Lunch menus are available at [www.aacps.org/nutrition](http://www.aacps.org/nutrition). To maximize safety in the cafeteria, students:

- May only remove masks while seated and actively eating.
- Must keep the same seat (that they selected) each day to aid in contact tracing.
- Sit with only up to two students per bench (for a maximum of 8 students at an entire table).

All students have a 25-minute lunch period each day. Students may choose their seat within their class's assigned tables. Lunch is supervised by a teacher and several lunch assistants. We understand that this is the students' time to socialize and unwind with their friends and we are generally tolerant of noise and activity. Teachers on duty help to ensure that the noise and activity level remain within safe levels.

## Food Allergies



Food allergies are very common, and we have students in every grade that have specific allergies. Many of those are serious and life-threatening, so we take allergy awareness seriously! To ensure safety of our students here are some of the guidelines we have in place:

- All snacks consumed in classrooms are **nut-free**. If your child's grade level offers a snack time in the schedule, please only send in snacks that are nut free. Students will not be able to eat a snack in the classroom if it is not nut-free.
- Students with food allergies sit in designated locations during lunch in the cafeteria. Staff monitors to ensure that no food with allergens are within proximity. With social distancing, students are already farther apart than normal so potential contacts are minimized.
- During outside events, we ask groups to only serve snacks that are nut-free. During those events, parents are expected to supervise their children's snack consumption.
- Clubs that meet in **Room 85** may not consume snacks in the room.

*While we make every effort to make the school safe for students, the school is a public building that is frequently used by outside groups, such as Elections, basketball, scouts, etc. We are unable to ensure that the building is entirely nut-free.*

### ***Can I drop off a fast-food lunch for my child this year?***

AACPS strongly recommends that families do not drop off hot lunches this year. All school lunches are hot and free. We are unable to guarantee that a lunch remains at proper temperature until your child eats it. Also, dropping items off can be disruptive and a potential for exposure to germs. For reference, visit [AACPS Reopening FAQs](#).

## Food and Snacks Policy

In keeping with the Food and Nutrition Policy established by the Anne Arundel County Board of Education, the following guidelines **WILL** be enforced during all activities during the regular school day.

- The school/teachers do not provide food or treats to students as a reward. On occasion, we may give students a special treat. Parents will always be notified in advance if we are giving students popsicles or other small treats.
- If your child has a health concern or food sensitivity, contact the [Health Room](#).
- Only food that is pre-packaged, sealed with the original ingredient labels attached, will be allowed to be shared with students at classroom holiday celebrations.
- Some grade levels do allow nut-free snacks. This depends on their schedules. If your child's grade level allows snacks, please take note of any restrictions. Rules for snacks are stricter than in the cafeteria because of the possibility of contact contamination. (For example, eating peanut butter crackers while using a Chromebook that is shared by others.)

## Class Parties

*As safety protocols allow, more information on class parties will be shared with families.*

Anne Arundel County guidelines allow two parties per year. The dates for the parties will be shared in September. Class lists may not be sent home to parents due to confidentiality. However, teachers may send home a list with students' first name and last initial. Room parents organize parties, and frequently grade levels plan parties together. Parents are welcome to attend parties (due to space and liability, siblings may not attend). According to AACPS security protocols, all visitors for parties or any event must sign in through the raptor system. The school will offer a pre-registration form for all events to ease this process.

## Snacks for Parties

- Room parents will post or email snacks and ingredients prior to the party.
- All food must be **store-bought** and have the **ingredients listed on the product**.
- All snacks that are consumed in classrooms and/or at parties are **nut-free**.
- Parents of students with allergies must be diligent in examining the ingredients list and always have the option to provide their own snacks.
- To protect students' confidentiality, we cannot share the names of students with allergies or other food restrictions. We can make families aware that there is a specific concern within the grade or class.

### *Individual Students' Birthdays*

Students may not bring in food or treats (even non-food items such as pencils or goody bags) for others on their birthdays.

Party invitations may not be distributed at school.

## SAFETY & SECURITY

AACPS and the school have put security protocols in place to keep everyone safe. It is easy for us to become lax about security because Shipley's Choice is a close community, but safety is everyone's business. As we work hard to provide a safe school environment the following practices are part of our regular school routines:

- All exterior doors are locked during the regular school hours.
- All visitors to our school must enter via the ***FRONT*** door. To enter, press the call button and wait for a staff member to greet you and open the door. Visitors must report directly to the school secretaries and provide picture identification.
- All visitors must wear a badge from the Raptor system to be on school grounds (inside or outside) during school hours.
- Updated Emergency cards are extremely important. We need information about how to contact parents or others in the event that your child is ill or needs to be picked up. Only people listed on the emergency card may pick up your child.
- **Parents who are at the school for evening activities, weekend basketball, or for the Y Daycare may not go to classrooms or elsewhere in the building.**

Safety and security is everyone's business! We encourage you to call the police and to notify the school if they see anything that is suspicious or dangerous on our school grounds. Weekend vandalism can also be greatly reduced with the support of the residents in our community.

### *Emergency Drills*

During each school year, various drills are conducted to ensure that staff and students are prepared in the event of an emergency. These drills include monthly fire/evacuation drills.

In addition, schools perform additional emergency exercises developed by the Office of School Security. These exercises include, but are not limited to evacuation, shelter, and potentially dangerous situations inside and outside the building. We do not share specifics about possible reasons for drills with students. We tell students that we are practicing ways to stay safe.

These drills are discussed with staff prior to the drill and evaluated once the drill is complete. In some cases, the drills may be discussed with students before they take place.

## VISITING THE SCHOOL

*Due to COVID restrictions, Shipley's Choice is currently limiting visitors and volunteers to the school building. Visitors are by appointment only—call the school or send an email.*

We are hopeful that we will be able to welcome volunteers and visitors openly in the building soon! Visitors are our special guests, and we welcome you! AACPS has guidelines and policies for visitors and volunteers to help ensure the safety of students. Here is what to expect if you visit Shipley's Choice Elementary School.

- Bring your driver's license to the school the first time you visit or volunteer so we can scan it through our Raptor system.
- Enter through the school's **FRONT** doors, even during arrival and dismissal times.
- Go directly to the front office to get a visitor's badge. All visitors must wear a badge during school hours (8:00AM-4:00PM) and may be needed at other times.
- All visitors must call or email in advance for an appointment. Please contact your child's teacher if you wish to schedule a meeting.

### *Visiting School During Events*

*As safety protocols allow, more information on school events will be shared with families.*

Throughout the year, we offer a number of large-scale events during the school day. Examples include **Special Friends Day/Veteran's Day, Classroom Parties, the Volunteer Tea, and Kindergarten Promotion**. AACPS requires that all visitors, even for events, must be screened using our Raptor system. To make this process go more smoothly, we offer **ADVANCED REGISTRATION** for events. At least two weeks before an event, the school will share a link to a GOOGLE FORM for all visitors to pre-register. Visitors new to the school may also stop by to scan their drivers' licenses. On the day of the event, visitor badges will be pre-printed, allowing for a shorter line to check in and happier visitors!

## Volunteers

We love volunteers! Parents and other volunteers dedicate countless hours to help in the classroom, do clerical tasks, assist with student clubs, or to support PTO events and activities.

Anyone interested in volunteering must attend a training at the school as well as watch a video. In addition, volunteers may need to have a background check or fingerprinting completed. This applies to volunteers for school- or PTO-sponsored clubs before and after school as well. Siblings may not accompany a parent volunteer to the school as per AACPS guidelines.

## Volunteer Screenings

Please see the [Safety & Security](#) section of the SCES Family handbook for information on security requirements for volunteers. Depending on the activity, this may include watching a training video, a commercial background check, and/or fingerprinting.

In addition to watching the [Sexual Harassment and Child Abuse video](#) and submitting a [form](#), all field trip chaperones must have background checks completed by AACPS. The form can be found [here](#). Please note that siblings are not permitted on field trips. Parents wishing to chaperone must make other arrangements for siblings. A commercial background check is required of all chaperones and volunteers **without one-on-one** unsupervised or unrestricted access to students. This group is inclusive of student teachers, PTO and PTO officers, CAC officers, Booster club officers, field trip chaperones, and chaperones and volunteers who work with children in the presence of an approved AACPS representative. All adults who have **unsupervised access** with students must have a **fingerprint-supported background check**. Overnight volunteers, such as those that go to Arlington Echo, and volunteers who have sole custody of children at any point (including field trips such as Drownproofing) must be fingerprinted. The cost of fingerprinting is \$57.00. You will receive a **fingerprint verification card** at your fingerprinting appointment. Bring the card to the school office so we can make a copy to keep on file in our volunteer binder.



## Siblings at School

When are siblings welcomed at school? Younger siblings are welcome for any performance (for example: Veterans Day or grade-level project sharing). Due to safety and liability issues, visitors may not bring younger siblings when volunteering anywhere in the building or eating lunch with students in the cafeteria.

## STUDENT BELONGINGS

Personal belongings are not insured by the Board of Education's policy. We cannot, therefore, be responsible for broken, lost or stolen personal belongings. Students should not bring games, toys, trading cards, iPods, cell phones, etc. to school. If a student brings a cell phone to school, it should be off and out of sight during the school day.

### *School Supplies*

Please see the school website or contact your child's teacher for an updated list of school supplies. Make sure that all supplies are labeled with your child's name. Parent/child should inventory and replenish materials mid-year or as needed. While we were able to pare down the supply lists with some extra funds from the county, we did not receive enough money to eliminate the lists entirely.

Note that fun erasers, pencil sharpeners, and other supplies may be very distracting for students and should be left at home.

### *Lost And Found*

A lost and found box is located in the front of the Shark Café. If your child has lost or misplaced a belonging, please encourage him/her to check in the lost and found box **BEFORE OR AFTER SCHOOL OR AT RECESS TIME**. Students are encouraged to have their names on all items that belong to them. Unclaimed items are donated to charity quarterly.

## PRIVACY

Shipley's Choice staff and AACPS take privacy very seriously. We take every precaution to guard our students' personal information. This includes (but isn't limited to) pictures, contact information, data, or health information. We ask for your help with this. Please refrain from taking and/or posting pictures inside the school that include other children. Also, do not talk about things you observe with other children in school (e.g. "I saw Johnny in the health room again" or "When I was volunteering in the classroom, Sally couldn't read at all"). If you have a concern about something you observed with another child, talk to a staff member.

The school is not permitted to give out phone numbers or addresses of other students. All information given to us about students is confidential and will not be shared with others unless permission is granted in writing. PTO members have access to a directory with this information and members grant permission to the PTO to publish their information.

### *Taking Photos at School*

We have a large number of families who have not given permission to share their child(ren)'s photos on social media. Therefore, please do not take photos at school at any time. Yearbook photographers have special permission to take photos for the school yearbook only.

## PTO

The Shipley's Choice Elementary PTO is dedicated to enriching and supporting the lives of children, parents and educators. We do this by providing resources, communication and encouraging involvement in the school and community. PTO supports our school through organizing volunteers, fundraising, and providing enrichment opportunities for our students.

For more information on PTO, visit their website: <https://shipleyschoicePTO.membershiptoolkit.com/home>

### ***FLYERS & HANDOUTS***

All flyers and handouts (including those for PTO) that are distributed in the school must be reviewed and approved in advance. This provides the office staff with the flyer's information so they can answer any questions that arise; it also allows the opportunity to ensure that the information is accurate. Please email anything that you wish to be distributed to Dr. Burke or Mrs. West five days before it needs to go out.

***We are a GREEN SCHOOL, so please consider other ways to share your message instead of paper.***

## YMCA DAYCARE

The YMCA offers daycare before and after school. The program has a contract with AACPS and is not affiliated or run by the school or school district. Office staff does not have information about the program. Students must be enrolled in the program. For more information, contact 410-544-2525.