

**BRADLEY HILLS ELEMENTARY SCHOOL
BACK TO SCHOOL INFORMATION**



2021-2022

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STAFFING UPDATES

Several staff members will not be returning to Bradley Hills this year:

- Mrs. Kathryn Applewhaite accepted an instructional specialist position in the Division of Title 1 Services.
- Mrs. Therese Brooks retired to spend more time with her grandchildren.
- Ms. Beth Foster accepted a full time special education position at Strawberry Knolls Elementary School.
- Mrs. Eleanor Jimenez retired to explore other opportunities.
- Mr. Christopher Jones accepted a physical education teacher position.
- Mrs. Marsha (Jody) Morstein moved to Burnt Mills Elementary School to teach third grade.
- Mrs. Janice Newman retired to spend more time with her family.
- Mrs. Jessica Purdham accepted a position at Whetstone Elementary School as a Primary Talent Development Coach.
- Ms. Lisa Rule-Peterson has decided to take some time off to spend time with her family.
- Ms. Arielle Suggs has relocated.

We wish them the best in their new endeavors.

We are pleased to introduce the following addition to our staff:

- Mr. Danny Chillin and Mr. William Dyer will join our paraeducator team.
- Ms. Caitlyn Howell will join our third grade team.
- Ms. Shu An (Annie) Mo will join our cafeteria team.
- Ms. Krystal Sung will join our fifth grade team.
- Mrs. Mollie Szymanski will join our team as our staff development teacher.
- Mrs. Tracy Winston will rejoin the BHES staff serving as a part-time special education teacher and our part-time reading initiative teacher.

Please join us in welcoming these outstanding professionals to the Bradley Hills community.

Finally, there have been two changes to teaching assignments in the building. Our kindergarten enrollment numbers are very low. As a result, we will only have three sections. Mrs. Melissa Rodriguez will move to first grade this year. Ms. Jordana Paul has moved into the Reading Specialist position.

IMPORTANT DATES

Kindergarten Orientation: Thursday, August 19, 2021 from 9:00 a.m. - 3:00 p.m.

Our Kindergarten Team is excited to begin the new school year. We will hold an in-person Kindergarten Orientation on Thursday, August 19th from 9:00 - 3:00 p.m. If you haven't made an appointment, please call the office to learn what forms are needed and schedule a time for you and your child to visit the school.

New Parent Meeting: Wednesday, August 25, 2021 from 7:00 – 8:00 p.m.

Are you new to Bradley Hills this year? If you would like the opportunity to learn information about Bradley Hills ES and have the opportunity to ask questions, please join us for a parents-only meeting on Wednesday evening, August 25 beginning at 7:00 p.m. in the media center. We will review information shared in this summer mailing and provide an opportunity for you to ask questions.

Sneak-a-Peek: Friday, August 27, 2021 from 2:00 p.m. - 3:00 p.m.

The annual Sneak-a-Peek for K–5 students will be on Friday, August 27th. This is a time for students to see the school, meet their teachers and find their new classrooms. Teachers will be available to greet students but cannot discuss individual students or the curriculum at this time. If you have an individual concern that needs to be discussed privately, please schedule an appointment with your child's teacher once school begins for students. Doors will open at precisely 2:00 p.m. We will open the front door, the door at the car drop off, and the playground door to ease crowding.

Instrumental Music Information Meeting: Thursday, September 2, 2021 at 6:15 p.m.

Our instrumental music teacher, Ms. Daniella Krohn, will hold a meeting for fourth and fifth grade parents interested in having their child participate in instrumental music right before Back to School Night begins. The meeting will be held in the cafeteria. Parents should enter the cafeteria using the ramp to the right of the front doors.

Back to School Night: Thursday, September 2, 2021 from 6:30 p.m. - 8:00 p.m.

Our Back-to-School Night will be held on Thursday, September 2, 2021 from 6:30 - 8:00 p.m. A message from the principal, the PTA President and the Bradley Hills Parent Foundation President will be broadcast from the t.v. studio and shared in each classroom from 6:30 - 6:50 p.m.

To enable families with more than one child to attend different classrooms, teachers will conduct two identical Back-to-School Night sessions. The first classroom session will be held from 6:50 - 7:20 p.m. Classroom teachers will conduct Session 2 of their presentation from 7:25 - 7:55 p.m.

The art, music, and physical education teachers along with the media specialist will also provide two sessions of information during Back-to-School Night in the media center. The ESOL teacher will also present to parents in RM 124.

Please remember, the purpose of this evening is to provide parents with a general overview of the grade level curriculum, how you will receive information about your child's classroom, etc. Teachers will not be able to discuss individual students during this time.

SCHOOL HOURS

Our **regular school hours** are 9:00 a.m. until 3:25 p.m.

- 8:45 – Children enter the building and line up outside their classrooms.
- 8:50 – First bell rings. Teacher welcomes students into the classrooms.
- 9:00 – Second bell rings. Instructional program begins.
- 3:20 – Bell rings. Patrols are dismissed to posts. Kindergarten car and bus riders are picked up from classrooms by patrols.
- 3:25 – Bell rings. Walkers and car riders are dismissed. Buses are called as they arrive.

Please do not drop off your children before 8:45 a.m. There will not be any staff supervision before 8:45 a.m.

At 9:00 a.m., all outside doors will be closed. After 9:00 a.m. (11:00 a.m. on delayed openings), students must enter school through the front doors and be signed in by their parents. Parents will be required to provide a reason why the student is late. This is to ensure that the office records attendance accurately. Parents should NOT drop the student off in the bus lane and drive away without making sure they provide a reason for the late arrival to the front office staff. Teachers cannot admit students into the classroom without a late pass. When students arrive after 9:15 a.m. and plan to order a school lunch, they must order lunch in the office when they arrive.

Our **early dismissal hours** are 9:00 a.m. until 12:55 p.m.

- 8:45 – Children enter the building and line up outside their classrooms.
- 8:50 – First bell rings. Teacher welcomes students into the classrooms.
- 9:00 – Second bell rings. Instructional program begins.
- 12:50 – Patrols are dismissed to posts. Kindergarten car and bus riders are picked up from classrooms by patrols.
- 12:55 – Walkers and car riders are dismissed. Buses are called as they arrive.

Our **two-hour delayed opening hours** are 11:00 a.m. until 3:25 p.m.

- 10:45 – Children enter the building and line up outside their classrooms.
- 10:50 – Bell rings. Students line up and proceed to classrooms.
- 11:00 – Bell rings. Instructional program begins.
- 3:20 – Bell rings. Patrols are dismissed to posts. Kindergarten car and bus riders are picked up from classrooms.
- 3:25 – Bell rings. Walkers and car riders are dismissed. Buses are called as they arrive.

ARRIVAL PROCEDURES

All students will be required to wear a mask when indoors. Students will not be allowed to enter the building without a mask.

Walkers: Doors will open at 8:45 a.m. (10:45 a.m. on delayed openings). Children will enter the building through the door near the outside playgrounds or the front entrance of the building depending on where they are walking from and where their classroom is located.

We recommend that walkers walk to school with a friend or group of friends if an adult is unable to walk with them. Very young children should walk with parents or find an older, school-aged buddy to walk with.

Traffic congestion around school at arrival and dismissal time creates hazardous conditions for walkers and bikers. Please make student safety your top priority and drop children off at the designated student drop-off area. Encourage your children to cross with patrols as they near the school. It is important to note that patrols are trained using rules developed by the Montgomery County Police Department. Although pedestrians have the right of way when crossing a street, patrols will hold students until an intersection is clear unless they make eye-contact with the driver of a vehicle. The patrols will allow students to cross either when the intersection is clear or the driver lets the patrol know s/he will wait for students to cross. If you are walking with your child, please be respectful of the role the patrol plays at an intersection.

Car Riders: Car drop-off is located in the staff parking lot on Folkstone Road. Doors will open at 8:45 a.m. and are monitored by the staff to ensure the safety of students. Drivers should turn onto Folkstone Road from Bradmoor and then turn right into the car loop. Vehicles exiting the car loop should turn right onto Folkstone, heading towards Hempstead Avenue to ensure we avoid a bottleneck on Folkstone Road. Left turns from Folkstone Road into the car drop off lot are restricted during arrival and dismissal.

Please be sure to adhere to all posted parking signs on surrounding streets and only park where you are legally allowed to do so. The car drop off remains open until 9:00 a.m. or until all cars have been through the parking lot. If you are driving your child to school, please proceed cautiously through the intersections.

We have buses picking up students as early as 8:15 a.m. in the bus loop. Cars should not enter the bus loop between 8:15 and 9:15 a.m. to ensure all of our buses have arrived. If you arrive between 9:00 and 9:15 a.m., we ask that you park your car and walk your child to the building.

The parking lot on Madison is not supervised by school staff and should not be used as a drop-off loop. Patrols will only allow staff members to enter the parking lot in the morning. Thank you for helping us keep all of our students safe.

Bus Riders: Bus riders will enter the building through the front door and proceed to the cafeteria if they arrive before 8:45 a.m. At 8:45 a.m., bus riders will be dismissed from the cafeteria to line up outside their classroom. Bus riders that arrive after 8:45 a.m. will report directly to their classroom. Specific information about riding a school bus can be found at this [link](#). Please take a few minutes to review the information with your child if they are riding a bus to school.

DISMISSAL PROCEDURES

At 3:25 p.m. (12:55 on early dismissal days), walkers will be dismissed through the rear exit door by the playground. Car riders will walk to the drop-off location to wait to be picked up. Kindergartners will be dismissed through individual rear classroom doors. Please note that limited walkers and no car riders will exit through the front doors. This is to separate walker traffic from bus traffic and make dismissal more efficient. If you are picking up your child(ren), please wait beyond the door area to limit congestion.

Please let your child know in advance of any after-school plans that alter their routine (play dates, doctor’s appointments, etc.). **Children must bring written permission to change their normal departure plans. The telephone will not be available for arranging playdates.**

If for some reason a change in dismissal occurs and you have not been able to send a note with your child, please call the office as soon as possible. There is no guarantee that teachers will read their email during the school day. Changes to dismissal plans should be conveyed as early as possible.

As you know, the office is extremely busy at the end of the day. We need to make sure that all student changes to dismissal that have been phoned in each day are shared with teachers before the dismissal bell rings. **If you need to pick your child up early for an appointment, please pick them up before 3:00 p.m. This will help ensure all students have the information they need to get home safely.**

BUS TRANSPORTATION

A schedule for buses for students is posted on our website and is attached to this email. All children, including kindergarten students, may ride the bus if they live in areas where bus transportation is provided. During the first week of school, we place a color coordinated pipe cleaner on each child’s backpack who rides the bus. Please leave the pipe cleaner attached to your child’s backpack. This lets us know at a quick glance that your child rides a bus and which one they should ride.

BUS ROUTE	COLOR NAME
1402	Green
1404	Purple

1413	Orange
1412	Pink
1420	Blue
1423	Red

Riding the bus is a privilege. Students are expected to follow the bus rules at all times. More information about the school bus rules can be found at this [link](#). Parents should take some time to talk with their children about bus rules to ensure everyone’s understanding of them.

A video of the bus safety rules can be found at this [link](#).

BICYCLE RIDING TO SCHOOL

Bicycle racks are available for students who ride their bicycle to school. We recommend that students be at least eight years old to ride unaccompanied. Please consider the following before allowing your child to ride his/her bicycle to school:

- Does your child know the way to school?
- Have you spent time sharing the “rules of the road?”
- Does your child know the hand signals for turns, riding in the road, and giving the right of way to pedestrians? Especially on the sidewalks?
- Does your child know to keep his/her bike helmet on at all times?
- Do you have a bike lock?
- Is the bike in good condition?

The National Highway Transportation Safety Administration's Bike Safe, Bike Smart video reviewing bike safety provides good information for students and can be found at this [link](#). Parent tips can be found at this [link](#).

CLASS ASSIGNMENTS

We are very fortunate to have an extremely capable and caring staff who will work with you to meet the social, emotional, and academic needs of your child. A great deal of planning has gone into grouping students for instruction. We have considered instructional needs, social needs and parent feedback for each of our students. Although you may have a preference for a specific teacher, please do not request a change of classroom assignment for your child when you receive information on class placement.

This year, homeroom class information will be available on ParentVue on Monday, August 23. If you are not able to access ParentVue, please contact the school’s office so we can send you a parent letter with your activation code. Registration codes for ParentVue can take up to two weeks to generate. If you are a new parent, we may have to wait until the code is generated to provide the letter. We will email a copy of homeroom classes on Thursday, August 26, 2022 at approximately 4:30 p.m. to confirm the homeroom teacher. We register students up to and

including the first week of school. As a result, homeroom teacher assignments can change before that time.

FRONT OFFICE/TEACHER HOURS

Our office hours are 8:00 a.m. - 4:00 p.m. The teacher duty day is from 8:30 a.m. - 4:00 p.m. If you need to contact your child's teacher, please email them. If you email them, please give them 24 hours to respond.

ATTENDANCE INFORMATION

Attendance is an important key to school success. We encourage parents to make sure students are present and on time every day. Teachers will take attendance each day and during each content block.

The Maryland State Department of Education is responsible for defining what constitutes full- and half-day attendance. A student will be counted present for a full-day if the student is in attendance four or more hours. A student will be counted present for a half-day if in attendance for at least two hours, but less than four hours.

Perfect attendance means that a student must be in school all day, every day, except for religious holidays they participate in. Early dismissal and late arrival will count against perfect attendance, even if they are excused (e.g. doctor's appointment). Unexcused tardies will also disqualify a student for perfect attendance.

Reporting Absences

Parents must either enter an absence online on our website at <http://www.montgomeryschoolsmd.org/schools/bradleyhillses/> or call the school at (240) 204-5210 to report an absence. The email notification of an absence reported online will serve as the absence note for the school.

If you call in an absence, please leave your child's name, the teacher's name, and the reason for the absence. Please also send a note with your child when he/she/they returns with the reason for the absence for our records.

Make-up Work for Absences

When students return from an excused absence, they will be given an opportunity to make up any missed work. Excused absences include doctor's visits, illness, etc. Trips during the year are considered unexcused absences. ***Teachers are not able to provide work for students who take trips during the school year.*** Students may be asked to make up missed work when they return.

During an unexcused absence from school, students should continue to read each day. They can also keep a journal of their activities while they are away.

FOOD ALLERGIES

Food allergies have become common among students nationally and within our school system. If you send in a snack for your child, we ask that you minimize those snacks that contain nuts. Some online resources and nut-safe food lists include: www.foodallergy.org/home, www.peanutfreelife.com/safe-food-list/ and snacksafely.com/snacklist.pdf.

If you would like to provide food for a classroom celebration, please provide only food items that are store-bought, labeled, and contained in a sealed package. Food products with labels indicating that the product contains any peanut or tree nut ingredients or stating that the food product was manufactured in a facility that also processes peanuts or tree nuts are not permitted for classroom parties. Please consult with the classroom teacher in advance of the celebration.

We strive to enable all students to fully participate in activities while maintaining a safe learning environment. If your child has an allergy, please be sure to let the teacher know as soon as school starts so that we can take appropriate precautions - including whether your child needs to sit at a nut-free table in the cafeteria.

Thank you for your understanding and assistance in making this a safe and healthy school year for all our students.

BREAKFAST/LUNCH/RECESS INFORMATION

MCPS will continue to provide COVID relief through the 2021-2022 school year by providing free breakfast and lunch to all students. If you qualify for Free and Reduced Meals, (FARMS) be sure to complete an application for next year. Additional benefits can be associated with qualifying applications. More information can be found at this [link](#).

Breakfast

Breakfast is served beginning at 8:45 a.m. Students eating breakfast should proceed to the cafeteria as soon as they arrive. If your child will be eating breakfast routinely, it is helpful to send a note to the teacher to help us monitor who stops in for breakfast with parental permission.

Lunch

School lunch menus are sent home monthly when they are received from the Division of Food and Nutrition Services and are available on the [MCPS website](#).

Special Diet Modification for Students with Disabilities

Under Section 504 of the Rehabilitation Act of 1973, a student may be entitled to receive menu substitutions or texture modifications under the school lunch program. This entitlement occurs

when a doctor determines that a child has a disability that substantially limits one or more major life activities. A signed statement from the student's doctor must verify the existence of the student's disabling condition and an indication that the disability restricts the student's diet. If the disability prevents the student from eating the regular school meals, the doctor must indicate the substitutions that should be provided to the child. If your child has special dietary needs and you wish to participate in the school lunch program, please call the Food and Nutrition Services office at 301-284-4900 for more specific information.

Lunch/Recess Schedule

Students will have 25 minutes for lunch and 35 minutes for recess. Teachers will continue to provide additional breaks during the school day. We will eat lunch outside when we can using the parking lot on Folkstone Rd. Parents can send in a towel for students to sit on as they eat lunch. Students will be responsible for keeping track of their towels. When these become dirty, they will be sent home to be laundered.

The lunch and recess schedule for the 2021-2022 school year is below.

Regular Lunch/Recess Schedule

Lunch		Recess	
Time	Grade	Time	Grade
11:00	3	10:50	4
11:25	4	11:25	3
11:50	1	11:40	2
12:15	2	12:15	1
12:40	K	12:30	5
1:05	5	1:05	K

Early Dismissal

Time	Recess	Lunch
10:55 - 11:20	No Recess	1 & 3
11:25 - 11:50		2 & 4
11:55 - 12:20		K & 5

Delayed Opening*

Time	Recess	Lunch
11:50 - 12:20	No Recess	1 & 3
12:25 - 12:55		K & 4
1:00 - 1:30		2 & 5

Recess Equipment

Recess equipment is color coded in order to provide equitable access to the equipment. Students will be expected to care for their grade level equipment each day. We respectfully ask that students keep their own soccer balls, basketballs, and other outdoor toys at home in order to facilitate a collaborative environment at recess.

Students will go outside whenever possible. Please be sure to dress your children appropriately. Students will wash/sanitize their hands at the end of recess each day.

Toys in School

Toys brought to school often distract or interrupt the learning environment. We cannot be responsible for ensuring the safety of these items. Students should not bring toys, including soccer balls or basketballs, without prior approval of their classroom teacher if it is for use during the classroom. Each grade level will be provided with equipment for recess that is color coded to ensure each grade level is responsible for its own equipment.

If a student receives permission to bring something in, for example, to use during indoor or outdoor recess, and it then causes a distraction, this approval may be rescinded. If a student is permitted to bring something in for use during recess, s/he may not restrict other students from participating in its use.

MEDICATION INFORMATION

Medication of any kind cannot be administered by MCPS or Health and Human Services personnel without the parent/guardian's written authorization and a written physician's order. This includes both prescription and over-the-counter medications. Parents must complete Part I of [MCPS Form 525-13](#) (Authorization to Administer Prescribed Medication) and obtain a physician's statement (Part II).

A physician may use office stationery or prescription pad in lieu of completing Part II. The physician's statement must include the following information: child's name, diagnosis,

medication name, dosage, time of administration, duration of medication, side effects, physician's signature, and date.

The parent must hand deliver the completed MCPS form and the medication, properly labeled by a pharmacist, to school personnel. Under no circumstances will either school or Health and Human Services personnel administer medication brought to school by the student.

VISITORS TO SCHOOL

While we welcome parent visitors, we are also responsible for maintaining a safe and secure school building. All doors to the building will be locked at all times once the tardy bell rings at 9:00 a.m. Visitors must be buzzed in through the front doors. Once in the building, visitors must present a driver's license to be scanned into the Visitor Management System. All visitors will receive a visitor's badge. This may seem like an inconvenience at times, but is a necessary component of ensuring safety for all of our students and staff. Any unknown adult in the hallway who is not displaying a visitor's badge will be escorted to the office for a visitor's badge or escorted out of the building. If you need to speak with your child's teacher, please be sure to make an appointment to ensure they are available to meet with you.

Parents volunteering for outside recess will receive a red "wallet necklace" to wear when they sign in at the office. The necklace will help staff know that the parent has signed in and is volunteering during recess.

VOLUNTEER TRAINING REQUIREMENT

MCPS requires that all volunteers who work with children in MCPS participate in an online training on Child Abuse and Neglect. Volunteers must complete the training before they can volunteer in schools. Confirmation of completion of the course will be sent via email once the course is completed. Volunteers must bring this confirmation to school when they come to volunteer in order to volunteer. Training is required every three years. The training opened for access on August 1, 2021. The link to the training is

<http://www.montgomeryschoolsmd.org/childabuseandneglect/>

A link to Frequently Asked Questions for the required volunteer training can be found at this [link](#).

MCPS policy requires parents who attend field trips that extend beyond the regular school day to be fingerprinted in addition to completing the Child Abuse and Neglect training. Parents must plan for 4-6 weeks for fingerprint checks. Ask your child's teacher for more information about the fingerprinting process. If any parent arrives at school planning to go on a field trip without the required documentation, they will not be allowed to go.

All regular volunteers will be asked to sign a Volunteer Contract to ensure student privacy is protected as parents volunteer in the building. This information will be shared at the PTA's Volunteer Training.

GRADING AND REPORTING

The elementary school grading system reflects progress toward mastering grade level standards. In kindergarten and first grade, grades will be P (proficient), I (in progress) and N (not yet). Students are expected to earn a P by the end of the school year. In grades 2 through 5, grades will be A (consistently demonstrating mastery), B (frequently demonstrates mastery), C (occasionally demonstrates mastery), and D (rarely demonstrates mastery).

During the year, teachers will communicate with you about student performance in many ways. They will use report cards, conferences, progress reports, phone calls, e-mail, and/or notes home to keep you up-to-date on your child's performance in school. Additional information is also available to parents on the MCPS web site at:

<http://www.montgomeryschoolsmd.org/info/grading/report-cards.aspx>

Parents can check assignment grades on ParentVue once they have been posted by the teacher. Interim grades and final grades for the first three marking periods are available on ParentVue.

ParentVue is a portal to view student and classroom information, update emergency contacts, register or apply for school athletics and special programs, and stay connected with teachers and activities happening in schools and classrooms. For more information about ParentVue, see the link [here](#).

HOME/SCHOOL COMMUNICATIONS

Whale Folder

For those who are new to Bradley Hills, the Whale Folder is our way of keeping you informed of your child's progress and school news. The Whale Folder includes information from the school, information from the PTA, and Montgomery County or other government agency materials. Four times a year, flyers from non-profit organizations will be included in the Whale Folder. We send the school information home with the youngest child in the family. Please be sure to check it when it comes home.

Staff Email Addresses

Staff emails can be found on the Montgomery County Public Schools website at this [link](#). Please give staff at least 24 hours to respond to your email.

Bradley Hills Newsletter

The Bradley Hills Parent Newsletter will be posted on our website on the first school day of each month. The principal and assistant principal will provide updates about programs and/or special

events. A two month calendar will be included for your convenience. During each month, electronic updates and reminders of special events will be posted on bradley.net.

A to Z Connect

The PTA uses A to Z Connect for home/school communication. All events and programs will be advertised through this tool.

If you are a returning family:

- Log on to *login.atozconnect.com* with your email and password. If you don't remember your log in credentials, sign in with Facebook or Google! You can also go to the main log in page and click on Forgot Password. Follow the instructions in that email to reset your password.
- Complete the Verification Wizard using your desktop or mobile device! Once completed, you will be directed to the main page of the directory.

If you are new to the school you can be added to the school directory.

- Go to *join.atozconnect.com*. Enter the school zip code then select our school from the *Select Organization* drop down.
- The system will do a quick look up to see if you are in the database. If your email or phone number was found, a password reset link will be sent to you. If no results are found, complete the form to send in your join request.
- Once we approve your request, you will get an email with your log-in information, and you can complete the Verification Wizard and view the directory!

Once you have completed verifying your data, you can access the online school directory at *login.atozconnect.com*. You can also download the app from the App Store or Google Play.

If you have difficulty joining, please contact the PTA.

Emergency Messages

In the event of emergency school closings or other important messages, emails and/or phone calls will be automatically generated to all families who sign up for emergency alerts on Alert MCPS. Parents can also sign up for traffic and weather updates. Alert MCPS is a way that you can receive text messages or e-mail from Montgomery County Public Schools during weather-related emergencies and other major events that impact school system operations. Alert MCPS is administered by Montgomery County Public Schools and is part of the Montgomery County Alert System. Sign up at <https://member.everbridge.net/index/1332612387832009#/signup>

When the administration sends out an email via Connect-Ed, the email will only be delivered to the address that we have on file. There are times when email providers delay Connect-Ed emails or send them to junk mail. We have also had instances when parents block the messages that

come in through Connect-Ed. Please make sure that your phone numbers and email addresses stay current.

DISCIPLINE POLICY

The most important goal of the Bradley Hills Elementary School community is to establish a positive, respectful, and supportive learning environment in which our students feel safe, secure, and have maximum learning opportunities. Students are expected to be:

- Respectful,
- Responsible, and
- Ready to learn.

When mistakes are made, we view these as “teachable moments” and ask the student to reflect upon their choices or actions. Discipline is a developmental process and effective discipline strategies should meet students varied behavioral and developmental needs with tiered responses and interventions. We strongly believe that giving the student the opportunity to identify, process and bring positive closure to the incident is the best option. We hope to teach these life skills to students.

The principal, assistant principal or designee, and staff will implement the discipline policy consistently and appropriately using the MCPS Code of Conduct, making every effort to ensure that students are treated respectfully and fairly. Flexibility will be maintained depending on individual circumstances such as the seriousness or frequency of the offense, the student’s age, Individualized Education Plan, and effect of the misconduct on the school environment. We recognize that it is not possible to know about every instance of misbehavior; however, we believe that making the expectations clear and explaining the consequences for not following them are important steps in ensuring that the process will be as fair as possible to all students.

Action and Process: All disciplinary actions begin with a timely staff/student conference. We have developed a *Student to Student Conflict Resolution Rubric* to ensure all students are treated equitably when discussing behavior management. This rubric includes completing a *Think About It Form* that requires students to consider the motivation behind their behavior. Students will be asked to obtain a parent signature and return the form to the office. Subsequent interventions will include (no order implied):

- Conferences with the counselor and/or administrator
- Completion of *Think About It Form* sent home for parent signature
- Parent phone call or email
- Loss of recess or other privileges
- Placement in an alternative environment
- Conference with parent
- In the most extreme circumstances, suspension and/or expulsion from school

For additional information regarding a student's rights, visit the Montgomery County Public Schools website at <http://www.montgomeryschoolsmd.org/students/rights/> to find the Guide to Student Rights and Responsibilities in Montgomery County Public Schools. The link to the MCPS Student Code of Conduct can also be found at this address. Additionally, specific information regarding bullying is outlined at <http://www.montgomeryschoolsmd.org/info/bullying/>.

CELL PHONES AT SCHOOL

In accordance with MCPS regulation COG-RA, elementary school students are not permitted to possess or use cell phones on MCPS school campuses during the student day. This includes use on MCPS school buses. Elementary principals/designees can grant waivers to the regulation based on consideration of the following factors: safety to and from school, communication during off-campus after-school activities, or medical concerns. Other factors may be considered at the discretion of the principal/designee.

A parent or guardian must send a written request for a student to possess a cell phone at school. Upon the approval from the principal/designee, an elementary school student may possess a cell phone during the student day. However, cell phones must be turned off and kept in backpacks unless used for health reasons.

If a student is found with a cell phone without permission to have one on the premises or if the student forgets to turn it off, the phone will be confiscated and parents will be called to pick it up.

CHROMEBOOKS

Students in Grades K-5 will be issued a chromebook for use at school. The device is loaned to the student to be used for instructional purposes only and in accordance with MCPS Regulation [IGT-RA](#), User Responsibilities for Computer Systems, Electronic Information, and Network Security, and with [MCPS Technology Document Acceptable Use Policy for Chromebooks](#). By borrowing a Chromebook from the school, the student and the student's family acknowledges that they have read and understood the contents of the user responsibilities document and its linked articles.

There is no cost associated for a student to borrow, possess, or use an MCPS Chromebook. Families are only financially responsible when there is avoidable damage to the device. If the device is faulty, there is no charge to the family; however, if the damage is considered avoidable or the device is lost, the family will be charged according to the repair cost chart in section three. For more information about chromebooks, see this [link](#).

ONLINE SCHOOL PAYMENTS

Are you tired of making an extra trip to school to pay a fee? Are you tired of sending your kids to school with cash or checks that they misplace? Would you rather make a payment anytime from the comfort of your own home? If you answered yes to any of these questions, please visit our new payment site <http://osp.osmsinc.com/montgomeryMD> where you can now pay your student's school fees including field trips, by debit or credit card online using a web browser from any location, 24 hours a day.

This service allows parents/guardians, students, teachers, and staff the option to pay for school activities and events, such as field trips, yearbooks, fundraisers, and other items using a credit card (Visa, MasterCard, or Debit card). The online payment solution is provided by Montgomery County Public schools as an additional, convenient, and secure payment option.

If you are creating your account for the first time, you will be asked to setup your students in the Student Profile. A 3.75% fee will be added to the purchase price of a school purchase as a site service fee. This fee is not collected by MCPS, but is a processing fee of the company hosting the site. Don't miss out on this great opportunity!

LOST AND FOUND

Lost and Found Found items are collected and stored on the Lost & Found rack and in the bins in the All Purpose room. Parents are encouraged to check the areas periodically and to label easily lost items. Unclaimed items are donated to a shelter periodically throughout the year.