Tech-savvy Citizens

Chesapeake Math & IT
North Elementary
School
2021-2022
Parent Handbook

6151 Chevy Chase Drive
Laurel, Maryland 20707
Phone: 240.573.7240
Web: http://cmitelementary.or
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Preface

Welcome to the 2021-2022 school year at Chesapeake Math and IT Elementary School! CMIT-North Elementary parent handbook has been designed as a reference guide and summary of policies, procedures and general practices governing our learning environment. The information contained in this handbook will provide parents with pertinent information to assure an orderly and safe learning environment.

Please consult with the CMIT-North Elementary Leadership staff with any questions or concerns relevant to the parent handbook. It is vital to the overall operation of CMIT-North Elementary that all parents comply with the prescribed policies and procedures.

It is the responsibility of all parents to follow these procedures, interact in a respectful manner with staff, and utilize the resources to support your scholar at CMIT-North Elementary.

Parents are encouraged to reference the CMIT-North Elementary Parent Handbook as questions or concerns arise that impact the operation(s) of the school. Any suggestions for revisions or clarifications are welcome. It is imperative that we work as a team to provide and maintain an effective learning environment for our scholars.

Scholars are expected to:

1. Respect others
2. Opt to be Scholarly
3. Act Responsibly
4. React with Kindness

This year we will work together as the CMIT-North Elementary Team to create a safe and orderly learning environment. Our strength will evolve through partnership with our community stakeholders.
## School Profile

<table>
<thead>
<tr>
<th>PGCPS Cluster</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Hours</td>
<td>7:35 a.m. – 2:25 p.m.</td>
</tr>
<tr>
<td>Office Phone</td>
<td>240-573-7240</td>
</tr>
<tr>
<td>Fax</td>
<td>240-647-2571</td>
</tr>
<tr>
<td>Grades</td>
<td>Kindergarten – 5th</td>
</tr>
<tr>
<td>Student Uniform</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Before/After Enrichment</td>
<td>Yes</td>
</tr>
<tr>
<td>School Colors</td>
<td>Orange &amp; Teal</td>
</tr>
<tr>
<td>School Mascot</td>
<td>Tiger</td>
</tr>
<tr>
<td>Theme</td>
<td>USING T.E.C.H.NOLOGY TO CREATE S.T.E.M.ATICIANS!</td>
</tr>
</tbody>
</table>
School Theme

Our theme this year is *Using T.E.C.H.nology to Create S.T.E.M.aticians*! We will continue to teach evidence-based critical thinking habits through project and inquiry-based learning. We will use our common beliefs and values to engage our stakeholders. We will consider all possibilities. We will continue to have courage to address tough challenges and we will be consistent with our mission.
# 2021-2022 SCHOOL CALENDAR

Prince George's County Public Schools  
2021-2022 School Calendar

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>July 5</td>
<td>Independence Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>July 20</td>
<td>Eid al-Adha* (starts at sunset 7/19)</td>
</tr>
<tr>
<td></td>
<td>August 24-26</td>
<td>Professional Duty Days for New Teachers</td>
</tr>
<tr>
<td></td>
<td>August 27, 30, 31</td>
<td>Professional Duty Days for All Teachers</td>
</tr>
<tr>
<td></td>
<td>September 1-3, 7</td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>September 1</td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>September 3</td>
<td>Student Orientation/Mock Virtual Class Day (all students)</td>
</tr>
<tr>
<td></td>
<td>September 6</td>
<td>Labor Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>September 7-8</td>
<td>Rosh Hashanah* (starts at sunset 9/6)</td>
</tr>
<tr>
<td></td>
<td>September 8</td>
<td>First Day of School for All Students</td>
</tr>
<tr>
<td></td>
<td>September 16</td>
<td>Yom Kippur Holiday (starts at sunset 9/15) – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>October 1</td>
<td>Professional Development – Schools Closed for Students</td>
</tr>
<tr>
<td></td>
<td>October 11</td>
<td>Native American Day &amp; Parent-Teacher Conferences – Schools Closed for Students</td>
</tr>
<tr>
<td></td>
<td>October 15</td>
<td>Professional Development – Schools Closed for Students</td>
</tr>
<tr>
<td></td>
<td>November 4</td>
<td>Diwali*</td>
</tr>
<tr>
<td></td>
<td>November 16</td>
<td>End of First Quarter (45 days)</td>
</tr>
<tr>
<td></td>
<td>November 17</td>
<td>Professional Day for Teachers – 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td></td>
<td>November 24-26</td>
<td>Thanksgiving Holidays – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>December 24-31</td>
<td>Winter Break &amp; Christmas Holidays – Schools and Offices Closed</td>
</tr>
<tr>
<td>2022</td>
<td>January 17</td>
<td>Martin L. King Jr. Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>February 2</td>
<td>End of Second Quarter (45 days)</td>
</tr>
<tr>
<td></td>
<td>February 3</td>
<td>Professional Day for Teachers – 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td></td>
<td>February 21</td>
<td>Presidents' Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>February 22</td>
<td>Parent-Teacher Conferences – 2-Hr. Delayed Opening for Students</td>
</tr>
<tr>
<td></td>
<td>March 7</td>
<td>Professional Development – Schools Closed for Students</td>
</tr>
<tr>
<td></td>
<td>April 3</td>
<td>First Day of Ramadan (starts sunset of 4/2)</td>
</tr>
<tr>
<td></td>
<td>April 7</td>
<td>End of Third Quarter (45 days)</td>
</tr>
<tr>
<td></td>
<td>April 8</td>
<td>Professional Day for Teachers – 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td></td>
<td>April 11-14</td>
<td>Spring Break – Schools Closed for Students and Teachers</td>
</tr>
<tr>
<td></td>
<td>April 15-18</td>
<td>Spring Break &amp; Easter Holidays – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>April 16-23</td>
<td>Passover (starts sunset of 4/15)</td>
</tr>
<tr>
<td></td>
<td>May 1</td>
<td>Last Day of Ramadan</td>
</tr>
<tr>
<td></td>
<td>May 3</td>
<td>Eid al-Fitr Holiday (starts at sunset 5/2) – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>May 30</td>
<td>Memorial Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td></td>
<td>June 22</td>
<td>2-Hr. Early Dismissal for Students¹</td>
</tr>
<tr>
<td></td>
<td>June 23</td>
<td>Last Day for Students¹ and End of Fourth Quarter (45 days) – 2-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td></td>
<td>June 24</td>
<td>Last Day for Teachers¹</td>
</tr>
</tbody>
</table>

### IMPORTANT CALENDAR NOTES
- There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change. 10- and 11-month employees can refer to Bulletin M-1.21 for clarification on workdays.

### INCREMENT WEATHER MAKE-UP DAYS
- Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 23; if one day is used, the last day for students will be June 21 and the last day for teachers will be June 22; if no days are used, the last day for students will be June 20 and the last day for teachers will be June 21.

### RELIGIOUS HOLIDAYS
- Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before sunset. To avoid excluding students, families and staff from important meetings or activities, PGCMS prohibits scheduling these events on major holidays noted with an asterisk (*) on this calendar. This restriction does not apply to state or regional events.
Mission and Vision

Mission
Provide a transformative educational experience anchored by excellence in equity – developing 21st century competencies and enabling each student’s unique brilliance to flourish in order to build empowered communities and a more inclusive and just world.

Vision
A culturally responsive district developing distinguished learners, leaders, voices of social justice, and advocates for humanity for the world of today, tomorrow, and beyond.

CMIT Mission and Vision

Mission
In partnership with students, parents and the community, CMIT Elementary School will attain educational excellence by providing a rigorous and technology-integrated education for elementary school students with an emphasis on mathematics, science, and information technologies.

Vision
The vision of CMIT Elementary School is to provide multiple opportunities for Prince George’s County elementary school students by developing an early interest in Science, Technology, Engineering and Mathematics (STEM). CMIT Elementary School will create expanded learning opportunities, hands-on activities, and course design which are focused on STEM curriculum that connects real world experiences for Prince George’s County students.
Covid-19 Reporting Procedures

If your child tests positive for Covid-19, please report the results to the school nurse or principal immediately. Students who test positive for COVID-19 must stay home for 10 days and be symptom free before returning to school. Students that have been exposed should not attend school in the school building until the 10 day quarantine period has been completed. Additionally, students must be symptom free prior to returning to the building.

Safety Protocol

- Masks must be worn at all times except during meal times
- CMIT-NES will adhere to PGCPS and CDC guidelines for social distancing (3ft apart in classrooms)
- Student desks will be fitted with partitions.
- Hands should be washed or sanitized every 2 hours. (Please provide your class schedule to the admin team).
- Shared surfaces must be sanitized between uses (ie. desks in departmentalized classes and specials classrooms, shared manipulatives, equipment, etc.)
- All visitors will have to complete health screening prior to entering the building
- Students will bring their school-issued devices daily (loaner devices will be provided to each classroom and will need to be sanitized after use) email help@cmitelementary.org for assistance with computer help.
- Parents will be required to use the Frontline app for their students daily
  - Instructions here:https://www.pgcps.org/reconnect-pgcps/frontline-health-portal

General Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35-7:55</td>
<td>Breakfast/Math Fluency Enrichment</td>
</tr>
<tr>
<td></td>
<td>Parents are expected to have all scholars in the building by 7:55 a.m.</td>
</tr>
<tr>
<td></td>
<td>Tardy slips will be issued to scholars after 7:55 a.m.</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7:55-2:25</td>
<td>Daily Instruction</td>
</tr>
<tr>
<td>2:25-2:55</td>
<td>School Dismissal: <strong>Parents are expected to be prompt and follow all procedures for pick-up.</strong></td>
</tr>
<tr>
<td>2:55-3:00</td>
<td>Scholars will transition to Enrichment or Clubs.</td>
</tr>
<tr>
<td>Varies</td>
<td>Club schedules will be implemented in October. Enrichment activities will begin the first day of school.</td>
</tr>
</tbody>
</table>
Kindergarten Placement Assessment

During the summer, coming kindergarten students will be assessed to help inform placement decisions that best support the students’ needs. At least two sessions are offered during the summer. The results are for in-house use only.

Daily Instruction

Your child instructional day will include an accelerated curriculum in English Language Arts, Social Studies, Mathematics, and Science. Your child instructional day will also include Art, Music, P.E, Ecology, Technology, World Language, Media and Lego on a weekly rotation schedule.

General Education Model:
Your child will engage in project and inquiry-based learning. Project-based learning is a student-centered, interdisciplinary approach that incorporates students applying
knowledge to real-world problems in multiple subject areas. Inquiry-based learning is a learning approach that presents different scenarios that provide opportunities for students and the teacher to explore by asking and answering questions to develop or experience new learning.

Daily small group instruction will be implemented in the ELA/SS and Math/Science classes. Up to 7 students will be placed in a group to work on common goals or objectives. Some groups will be teacher-led and some groups will be student led, depending on the complexity of the activity.

Differentiated instruction will be implemented to meet the needs of all students. Differentiated instruction is an approach that the teachers will plan lessons tailored to the students' abilities and interests.

**Student Intervention Programs**

**Student Intervention Plan/Response to Intervention:**
Students who have been identified by the Student Intervention Team (SIT) or the Student Support Team (SST) who are not meeting the grade level expectations will receive an instructional plan that will include strategies to address the deficit for six to eight weeks. The SIT or SST will meet to monitor the progress of the student after the six to eight weeks to determine next steps.

**504:**
Students who have been identified by the Student Intervention Team (SIT) or the Student Support Team (SST) that have a physical or mental impairment which substantially limits one or more major life activities with a record of an impairment and is regarded as having such an impairment may qualify for a plan that will accommodate the impairment. The plan will be implemented by each teacher to meet the needs of the student.

**Special Education:**
Students who qualify for special education services will receive an Individualized Education Plan (IEP). Students who have an IEP will have an additional teacher that aids in the implementation of the IEP.
Access to PGCPS SchoolMax

SchoolMax is a tool used by PGCPS to aid parents with monitoring their scholars’ grades. To gain access, follow the steps below.

1. Go to https://family.sis.pgcps.org/schoolmax/family.jsp
2. Type in your username and password.
3. Make sure your scholar’s name is listed.
4. Click on the subject area you want to see. A list of assignments and grades will be posted.
5. Weighted percentages are set by PGCPS. PGCPS Grading and Reporting Policies
6. If you do not have your scholar’s username and password, please contact our front office for assistance.

Student Daily Attendance

- When your scholar is absent, a parent or guardian must fill out the following link: CMIT North Elementary School Absence Form. A parent written or doctor’s note can be uploaded directly into the form. Late or make-up work will not be accepted unless the absence is an excused absence and a form has been completed within three (3) days once your child returns to instruction.
- For questions regarding student absences please email attendance@cmitelementary.org
• The attendance manager will notify your child’s teacher when a note has been received.
• Every day the School Communication System (SCS) calls all households to inform parents about tardy and attendance issues.

**TARDINESS POLICY**
• Scholars will be officially tardy if they are not in the building at 7:55 a.m. when the bell rings.
• If your scholar enters the building after the 7:55 a.m. bell, a tardy slip will be issued by the main office.
• If your scholar comes to class without a tardy slip, the teacher will send the scholar to the office to receive one. The only exception to this is when a bus arrives late. When a bus arrives late, teachers will be notified to ensure that students are not marked tardy due to transportation issues.

**Student Dress Code**

Uniforms are mandatory at CMIT Elementary.
• Navy blue or khaki bottoms and burgundy or blue polo style shirts with Logo.
• P.E. uniform is blue t-shirt or sweatshirt with school logo and the blue shorts or sweatpants with the school logo.
• P.E. uniform is only worn on days your child has P.E. with the exception of K-2 students.
• Only school embroidered logo jackets and fleece can be worn in the building. All other coats/jackets should be removed upon entering the building.
• Shoes must be closed-toe, uninterrupted black dress shoes or athletic shoes. If your child does not know how to tie their shoes, please consider purchasing shoes with velcro.
• White Oxford shirts with tie and khaki or blue bottom must be worn during formal ceremonies and pictures.
• Socks, stockings, tights, or hose may only be in solid school colors of burgundy, blue or white or black. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student’s legs and feet – leg warmers are not permitted.
• For the full uniform policy, visit [http://cmitelementary.org/uniform-policy/](http://cmitelementary.org/uniform-policy/)
• If your scholar comes to school out of uniform, you will be notified and need to bring your child a change of clothes.
Discipline

Every teacher will implement the schoolwide behavior protocol listed below.

**Behavior Interventions**

Teacher Behavior Interventions (Tier 1)
1. Verbal Warning
2. Negative Class DOJO points (with specific concern noted)
3. Reflection Sheet
4. Parent Contact (contact log)

(Tier 2)
Refer to Program Coordinator (Mrs. McCain-Wigfall)

(Tier 3)
1. Refer to Ms. Monroe, provide a PS.74
2. Administration implements PGCPS POLICIES

Before your scholar is referred to the administration staff with a PS-74, you will be contacted by a staff member to communicate the events that led to the PS-74.

The administrator will contact the parent to communicate the consequences.
Only students who display serious, dangerous or chronic misconduct will be sent to administration directly with a PS-74 and the administrator will contact the parents.

The PGCPS Student Rights & Responsibilities Handbook can be found at this website. [http://www.pgcps.org/student_rights_responsibilities.htm](http://www.pgcps.org/student_rights_responsibilities.htm).
Purpose

- Create a positive environment for students to learn and grow.
- Provide a forum for open dialogue between parents and the school about events and classroom learning.
- Promote positive behaviors, while reducing negative behaviors.
- Afford opportunities for students to earn rewards based on their behavior choices and actions.

How to Communicate on Class Dojo

SCHOOL STORY

- Events and memos are shared that are school wide.
- You may like a post, and ask clarifying questions about the details of events that pertain to the whole school. (This is not the forum or platform to vent.)

CLASS STORY

- Specific classroom learning is shared here, such as what is going on in the week, or even a picture or video clip of students ‘in action’.
- Specific Homework/Project expectations may be found here.
- You may like a post and ask questions that relate to the whole class (This is not the forum or platform to vent.)

MESSAGES

- Private communication takes place regarding your child in this way.
- Personal notes/reports from their day may be shared.
School Wide Reward System

CMIT Elementary will use ClassDojo as the primary tool for our reward system. ClassDojo is an online tool that teachers will use to reward points to your scholars during the day for Respecting Others, Opting to be Scholarly, Acting Responsibly, and Reacting with Kindness. Each teacher will communicate the point threshold that each student will strive to make. Students that make the threshold will receive a certificate each month and the ability to become a Student of the Month. If a student achieves the grand threshold at the end of each quarter, they will be invited to the ROAR celebration. There will be 4 ROAR celebrations for each school year. Classes with 100% school wide positive behavior will be recognized and rewarded.

Every parent will need to have a Class Dojo account, so you can monitor your scholar’s points. Your scholar’s teacher will issue a letter that will have instructions on how to create your account and it will have a code that is assigned to your child. Please monitor your child points and encourage them to earn, earn, earn!!!

www.classdojo.com (Teachers will provide you with their code.)
## Monthly Dojo Goal Per Grade Level

### Monthly Incentives

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Points</th>
<th>Incentives</th>
<th>Face to Face-</th>
<th>Virtual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I Bronze</td>
<td>50 points</td>
<td>• Prize box</td>
<td>Scavenger Hunt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pick a Name</td>
<td>Pick a Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certificate</td>
<td>ECertificates</td>
<td></td>
</tr>
<tr>
<td>Tier II Silver</td>
<td>75 points</td>
<td>• Spirit day</td>
<td>Spirit day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Show and tell</td>
<td>Show and tell</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Gift certificate</td>
<td>e-gift certificate</td>
<td></td>
</tr>
<tr>
<td>Tier III Gold</td>
<td>100 points</td>
<td>• Game Day</td>
<td>Game Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dress down day</td>
<td>Dress up</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lunch Bunch</td>
<td>Virtual Lunch Bunch</td>
<td></td>
</tr>
<tr>
<td>Quarterly Dojo Event</td>
<td>For students that have earned a Tier III reward for each month in the quarter.</td>
<td>• Invitation to Quarterly event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Communication Policy

Our staff will communicate important events or issues throughout the school year using one or more media listed below.

- Class Dojo
- CMIT Newsletter
- Email
- Phone Call

When a parent has a concern, please contact us through the following media.

- Class Dojo
- Email
- Phone Call

Staff will respond to any concerns communicated through these media within 48 hours.

Visitor Policy

- All approved visitors must complete the COVID-19 health screening prior to arrival. All visitors will be escorted throughout the building. No visitor is allowed to roam the building freely, unless specified in their volunteer agreement.
Volunteer Compact

Please Note: All visitors /parents/volunteers to CMIT North Elementary School are required to:

- Have an appointment
- Must complete the health screening, prior to arrival
- Report to the office upon entering the building
- Check in and receive a visitor sticker to wear while they are in the school building. It is important for the safety and instruction of our children that visitors do not go to the classrooms until after they have checked into the office.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What are the new requirements for parents and other individuals interested in volunteering for school activities and events?</td>
<td>Effective August 18, 2016, parents/guardians and other individuals interested in volunteering for school system activities and events are required to complete: (1) a fingerprint background check and (2) child abuse/neglect clearance from CPS at least 14 days in advance of the activity/event. Exception: volunteers may complete a commercial background check instead of a fingerprint check if they are escorted and under the supervision of a PGCPS employee at all times while on campus for a one-time event, such as career day, book fairs, school dances, etc.</td>
</tr>
<tr>
<td>2. May parents still request a commercial background check for</td>
<td>No. Parents must now obtain a fingerprint background check for school field trips. Once a fingerprint background check is completed, however, it does not have to be repeated annually, as long as the parent volunteers at least once a year.</td>
</tr>
</tbody>
</table>
| school field trips? | Both the fingerprint background check and the CPS clearance may be completed in the following offices at the PGCPS Sasscer Administration Building, 14201 School Lane, Upper Marlboro, MD 20772:  
Fingerprint background check -  
Background Unit, Room 128  
Hours: M-F, 8:00 a.m. - 3:45 p.m. Ph.: 301.952.6775  
CPS clearance –  
Employee Services Center, Room 124  
Hours: M-F, 8:00 a.m. – 5:00 p.m. Ph.: 301.780.2191  
In addition, several volunteer processing sessions have been planned throughout the county. Please visit the-  
Department of Family & Community Engagement webpage for locations, dates and times:  
www1.pgcps.org/familyandcommunity/.

| 3. Where do I complete the CPS clearance paperwork? Is it in the same place as the fingerprint background check? | Online commercial background checks cost $7.26 and may be accessed online:  
http://www1.pgcps.org/fingerprinting/.  
The cost is $7.00 if the request is submitted on-site at the Sasscer Administration Building.  
Fingerprint background checks cost $56.57. (Costs may be reduced or waived for parents/guardians who qualify for Free and Reduced Meals (FARMs). Please bring a
| 5. | What “proof” will I receive from PGCPS that I met the background check requirements? How will the school know if I’ve been “cleared” to volunteer? | Fingerprint background check - You will receive a receipt confirming the date that you applied for the fingerprint background check. CPS clearance – Upon completion of the fingerprint background check, take your receipt to the Employee Services Center and complete the required documents for CPS clearance. After you have completed the documents, a representative in the Employee Services Center will stamp or initial the fingerprint background check receipt, validating that you have applied for the CPS clearance check. Please provide a copy of your receipt to the school office for their records at least 14 days before the activity/event. This gives our staff enough time to receive results and notify you and the school principal if there are any adverse findings on your record that may prevent your participation in the event/activity. |

COPY OF YOUR FARMS ELIGIBILITY LETTER FROM THE DEPARTMENT OF FOOD AND NUTRITION SERVICES.

CPS CLEARANCES ARE FREE, BUT THE PAPERWORK MUST BE NOTARIZED. PGCPS STAFF PROVIDES NOTARIZATION ON SITE FREE OF CHARGE.
6. Once I complete the background check and CPS clearance, how long does it last? Do I have to do it every year?

Once the fingerprint background check and CPS clearance are completed, they do not have to be repeated annually, as long as you volunteer at least once a year with PGCPS.

7. Who do I contact for more information?

Ms. Ecola Virgil, Secretary
Office-240.573.7240
Email- evirgil@cmitelementary.org

When volunteering, it is important to

- Complete the COVID-19 health screening
- Sign-in in the front office
- Wear your badge at all times
- Adhere to the agreement made with the staff member
- Stay in your assigned area
- Sign-out in the front office and return your badge for disposal.

This will help our days run safely, smoothly, and orderly.
Classroom Liaison

Classroom Liaisons will help the teacher with classroom needs by communicating with the parents and coordinating classroom activities. This person will help update the bulletin boards, organized classroom materials, and assist the teacher as needed. The schedule for the liaison will be determined by each teacher. The qualification for this role is listed below.

- Cleared by PGCPS to volunteer
- PTO member
- Friendly and welcoming
- Team-player
- Flexible
- Positive attitude
- Chosen by the classroom teacher

Transportation

CMIT North Elementary does not provide transportation. However, outside vendors are available for student transportation needs. Please make sure your vendor knows the drop off and pick up times and procedures. CMIT and PGCPS do not endorse transportation vendors.

After-School Clubs

There are many opportunities for students to participate in extracurricular activities around our school. Please note that some clubs have participation limits due to access to equipment or safe limits for classroom size. This year, clubs start in October. Club forms will be shared with our parents. CMIT-North Elementary offers clubs on a "subject to availability" basis.
Drop-off Procedures

Car Riders:
Parents are to enter the second entrance and drive around to the cafeteria in the back of the school.

- The back door will open at 7:35 am.
- A staff member will open the door to let the scholar out of the car. Please ensure that your scholar is ready to exit and do not release them prior to a staff member opening the door. **Parents should not exit their vehicle**
- To exit - continue towards the first entrance on Chevy Chase Dr. Staff members will be on duty. Please be prepared to follow their directions.

Bus Riders:
Buses will turn at the cul-de-sac on Chevy Chase Drive and release scholars, at 7:35 am, at the pick up/drop-off steps. Students will cross the parking lot in the marked area, with a staff member, and follow the sidewalk to the back, cafeteria door. After drivers release scholars, they must leave immediately to reduce traffic. Drivers are to follow the directions of the staff member on duty.

No scholars should be waiting to enter the building. If you need to drop your scholar off prior to 7:35 am, please sign them up for morning Enrichment.

Pick-Up Procedures

Dismissal begins at 2:25 p.m.
All students will be dismissed from their classrooms.

1. Bus/van riders
   a. Students will be dismissed from their classrooms and exit the building from the main entrance.
   b. Parents, share these procedures with your transportation vendor. CMIT does not provide transportation.
   c. Drivers will receive scholars on Chevy Chase Drive. After scholars are safely on the bus, the driver must leave immediately to reduce traffic. Drivers are to follow the directions of the staff member on duty.
d. Transportation coordinator - Mrs. Virgil will contact bus/van companies if buses/vans are late and supervise students in the front office after 2:55 pm; parents will be contacted should buses/vans be more than 15 minutes late picking up students, secretaries and administration have daily access to the school’s master list for bus riders.

2. Car Riders
   a. All students will be dismissed from their classrooms and exit the building through the cafeteria door.
   b. Parents are to enter the second entrance and drive around to the cafeteria in the back of the school. Two lines will be formed. Please make sure you are alert and aware of your surroundings at all times. Wait patiently in line for your scholar to be escorted to your car. To exit - continue towards the first entrance on Chevy Chase Dr. Staff members will be on duty. Please be prepared to follow their directions. Please use your mirrors and drive with caution at all times.

3. Enrichment/Club
   a. Students will remain in their classrooms and will be dismissed at 2:55

Parents who do not pick up their scholar by 2:55 will be assessed a 25.00 fee. An additional fee of $10 will be added if the scholar is picked up after 4pm.

Early Release Days:
Drop off/pick up procedures will be the same as above. However, students are expected to leave the building at 11:55 am.

Early Dismissal/Dismissal Changes:
If your scholar needs to leave prior to dismissal, s/he must be signed out of the Main Office before 2:00 p.m. There are to be no early departures between 2:25 p.m. and 2:55 p.m.

- Please email Mrs. Virgil at evirgil@cmitelementary.org, or Mrs. Love at wlove@cmitelementary.org and your scholar’s teacher of any dismissal changes. No verbal authorization to remove a child from the premises will be accepted. Please update the emergency contact list annually, or as needed to include all authorized adults who may remove the child from the premises.
- When arriving to pick up children for early dismissal, parents must complete the health screening, prior to arrival, and report to the main office. Every adult that
wishes to pick up a child from school must show a valid, government issued picture ID. There will be no exceptions. Parents/guardians will sign the child out in the Early Dismissal log stating their first and last name, relationship to the student, time of departure, and reason for early dismissal.

- Upon verification by Mrs. Virgil, Mrs. Love, or Ms. Twyman, the teacher will be notified that you have arrived and your child will meet you in the office.
- If a child is being picked up by an adult outside the family, that person must be designated on the child’s Family Emergency Card, or have a note from the parent or guardian on record, and they must show a valid, government issued picture ID. This precaution is in the interest of maintaining your child’s safety.
- Unless the office has been notified in writing, no changes will be made to a student’s regular dismissal routine. When possible, if you alter your child’s dismissal routine, please discuss the changes with your child in advance.

## Important Contacts

<table>
<thead>
<tr>
<th>SchoolMax/Parent Contact</th>
<th>● Mrs. Love</th>
<th><a href="mailto:wlove@cmitelementary.org">wlove@cmitelementary.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>● Mrs. Love</td>
<td><a href="mailto:wlove@cmitelementary.org">wlove@cmitelementary.org</a></td>
</tr>
<tr>
<td>Device/Gmail</td>
<td>● Mr. Sahin</td>
<td><a href="mailto:help@cmitelementary.org">help@cmitelementary.org</a></td>
</tr>
<tr>
<td>Attendance/Absence Notes</td>
<td>● Mrs. Love</td>
<td><a href="mailto:attendance@cmitelementary.org">attendance@cmitelementary.org</a></td>
</tr>
<tr>
<td>Academics</td>
<td>● Ms. Crosby, Program Coordinator</td>
<td><a href="mailto:mcrosby@cmitelementary.org">mcrosby@cmitelementary.org</a></td>
</tr>
<tr>
<td></td>
<td>● Mrs. Brooks-Curry, Assistant Principal</td>
<td><a href="mailto:qcurry@cmitelementary.org">qcurry@cmitelementary.org</a></td>
</tr>
<tr>
<td>Discipline/Grades</td>
<td>● Mrs. McCain, Program Coordinator</td>
<td><a href="mailto:bmccain@cmitelementary.org">bmccain@cmitelementary.org</a></td>
</tr>
<tr>
<td></td>
<td>● Ms. Monroe, Assistant Principal</td>
<td><a href="mailto:mmonroe@cmitelementary.org">mmonroe@cmitelementary.org</a></td>
</tr>
</tbody>
</table>

*Please use this list to address your specific concerns.*
Please click the link below.
**Visitor Health Screening**

**Parent Compact** *Please click the link to complete the compact electronically*

I,__________________________________________________, parent/guardian of __________________________________________________, am committed to the mission and vision of CMIT North Elementary School. The efforts taken to apply for a lottery number in hopes of my child attending a Public Charter School that is not our zone school, demonstrates my belief in CMIT and my extended commitment to my child’s education.

By signing this form, I am acknowledging that I have received:
- CMIT North Elementary School Parent Handbook
- Prince George’s County Public Schools Student Rights and Responsibilities Handbook

My signature below represents my partnership with CMIT North Elementary School, and my continued efforts in support of the energies dedicated to creating, developing and maintaining a school culture built on Respecting Others, Opting to be Scholarly, Acting Responsibly and Reacting with Kindness (R.O.A.R.)

I recognize that there may be times where my child does not meet the expectations set forth by CMIT-North Elementary, and that interventions and consequences will be implemented in support of my child’s continued positive growth and development.

By signing this page, I am demonstrating my understanding of the joint efforts required for the awesome task of raising a generation, and I am committed to
being a part of it together with the choice school for my child, CMIT North Elementary School.

__________________________________________  ____________________  __________________
(Print Name)  (Signature)  (Date)