

## Chesterbrook Elementary School

1753 Kirby Road  
McLean, VA 22101

703-714-8200  
703-714-8282(Attendance)

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Principal Kirkpatrick @Principalkirkp1

## Chesterbrook PTA

### PTA 2020-21 Board

PTA President: Ann Rucker

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VP Membership: Nicole Soukup

VP Fundraising: Pam Park

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<https://www.chesterbrookpta.org/>



# 2020-2021

## CHESTERBROOK ES PARENT HANDBOOK

<http://Chesterbrookes.fcps.edu>

### ATTENDANCE

**ARRIVAL:** Doors will open at **8:40 a.m.**

**Supervision of students is not available prior to 8:40 .** All students should be seated in their classrooms by the bell at **9AM**

**Late Arrival:** Students are considered tardy if they arrive after 9a.m. Parents should escort or drive students to entrance 1 (provided no buses are in the loop). Call the office and notify us you are dropping off your child. Our office staff will check them in and escort them to class. To minimize contact, parents are not allowed in the school building.

**DISMISSAL:** Walkers and Wave 1 Kiss & Ride students will be dismissed from their classrooms at **3:30 p.m.** **Wave 2 Kiss N Ride will be released at 3:40 PM.** Bus riders will be dismissed beginning at 3:30 p.m. or as soon as their buses arrive. Buses generally leave between 3:45 and 3:50 p.m.

**ABSENCES AND TARDIES:** If your child is going to be absent or late, contact the school office before **9:00 a.m.** on the day of the absence by phone at **(703) 714-8282**. The attendance line is available 24 hours a day for your message. You may also send an email to [ChesterbrookElem.Attendance@fcps.edu](mailto:ChesterbrookElem.Attendance@fcps.edu)

### Early Pick-Up

Parents/Guardians who need to occasionally pick up children early from school **MUST** do so **prior to 3:00 p.m.** **We will not be able to call into classrooms between 3:00 p.m. and 3:30 p.m. for early dismissal.** Exceptions will only be made for emergencies.

**Green Slips-** A green slip should be submitted to provide advance notice to the teacher and office. Parents who are picking their children up early from school **MUST** call the office when they are 5 minutes away and we will get your child from class. Parents should wait in their car and call the office when they have arrived and the office staff will escort your child to door 1. Please have a valid ID ready for pickup.

Chesterbrook will not allow a student to walk home alone during the school day, nor will we release your child to anyone other than a parent or guardian without a written request signed by the parent or guardian.



### Breakfast & Lunch Information

This school year students are provided breakfast or lunch in a grab and go style for free. If you have previously had money in our online system, it will remain in your account. No student PIN will be used to obtain breakfast or lunch this school year.

**My School Bucks—Online Payment System**  
[www.myschoolbucks.com](http://www.myschoolbucks.com).

### VISITORS

Due to the safety of staff and students, visitors are not allowed in the building. Please call our office so we can help you. We will make every effort to help you via electronic or virtual means and will assist parents in the lobby or front office as needed. Please make an appointment or call prior to arriving.

### Kiss N Ride

#### **Exit Right Turn Only**

**KISS AND RIDE Times**

**8:35—8:55 AM and**

**3:30—3:50 PM**

During the designated Kiss N Ride times, cars exiting the parking lot will have a right turn only. Please adhere to the posted sign for the safe and expeditious routing of traffic.



## KISS AND RIDE AFTERNOON PICK-UP

All families who use KISS AND RIDE on a regular basis will be issued 2 hang tags (1 for each family vehicle) which should be hung from your rear view mirror. Cars should pull up around the circle by the gym. Our staff will call students by last name listed on your hang tag. Students will exit the building from **Door 2** in the afternoon and will walk to your vehicle. Students will be released for K&R by wave 1 (3:30) or wave 2(3:40) dismissal time set by the parent.

## BUS RIDERS

FCPS provides bus transportation for all students. Bus riders should follow school bus rules, obey the bus drivers, and remain seated on the bus. Please have your child arrive at the bus stop at least five minutes before the scheduled pickup time. **Kindergarten students must be met by a parent, a childcare provider, or a middle school aged or older sibling.** The child will be returned to school if no one is there to meet him or her.

## Change in Home-Travel Routine

If your child's plan to go home is changing, please do everything you can to remember to send in a note with your child in the morning indicating the change. ***If this is not possible, a parent/guardian MUST notify the school prior to 2:30 p.m. on that day.***

In cases of emergency, we will hold children here at school until a parent can come to pick them up. This will ensure the safety of students.

***Child going home with another student:*** BOTH children MUST present a note from a parent indicating this change for parent pickup only. Riding the bus with a friend is not an option.

***Child being picked up by a friend or relative:*** We must have a signed note from the parent indicating the full name of the friend or relative. Please add this friend or relative to the list of people permitted to pick up your child (Emergency Care Card). **The person picking up your child MUST present a photo ID.**

## POSITIVE BEHAVIOR APPROACH

Chesterbrook staff work together to implement a school-wide positive behavior approach for all students.

### WHOLE SCHOOL:

- **Behavior Expectations:** All classes will focus on teaching, learning, and practicing positive behavior expectations for the classroom and public spaces.
- **Morning Meetings:** Each morning, classroom teachers begin the day with classroom morning meeting to build a positive classroom community, discuss ideas pertaining to positive characteristics, and for students to share ideas and concerns with their classmates in a safe environment.
- **Positivity Project** is used school wide to teach character traits while empowering students to build positive relationships and become their best selves. As a school we focus on the same character trait throughout the week.



## Birthday Treats and Invitation Policy

At Chesterbrook we recognize the importance of birthday celebrations, while being mindful of students with life-threatening food allergies. Birthday treats are not allowed to be brought into school. Invitations should not be distributed at school for birthday parties unless all students in the class are invited. It is most preferred for invitations to be distributed outside of the school day.

## HEALTH INFORMATION

Students exhibiting any signs of illness should remain home. Call the Attendance Line at **703-714-8282** to report your child's absence. Please state your child's symptoms such as fever, cough, sore throat, nausea, or vomiting. **To prevent the spread of illness, please inform school staff if your child has received a diagnosis from a doctor, especially if it is an illness that is considered contagious.**

### TAKING YOUR CHILD HOME

Sick children will be isolated in a care room and supervised by an adult until the parent can arrive. Parents are expected to pick up a sick child as soon as possible. It is important to have all emergency numbers up to date in case we cannot reach you.

### MEDICATION AT SCHOOL

Prescription and most over-the-counter medications require strict adult supervision. Forms to authorize school staff to administer medication are available in the office and online at <http://www.fcps.edu/forms.shtml>. Call the school health aide for more information at (703) 714-8210.

**A parent or guardian must bring medication to and from school. Students are not permitted to carry medications to and from school.**

## COMMUNICATION - School and Classroom

In order to ensure the greatest learning potential for all students, we recognize the critical importance of consistent school-home communication.

- **Chesterbrook Website:** [Chesterbrookes.fcps.edu](http://Chesterbrookes.fcps.edu)
- **Chesterbrook Weekly News - News You Choose** - This is an electronic email sent weekly to share information pertaining to school related news.
- **Keep In Touch (KIT)** - These are shorter or more urgent announcements sent to the whole community or information sent only to specified stakeholder groups.
- **Chesterbrook Twitter** - Follow us on Twitter [@CES\\_FCPS](https://twitter.com/CES_FCPS)
- **SIS Parent View**

### GRADE LEVEL TEAMS

- **Monday Weekly News You Choose** Newsletter & Weekly Learning Calendar (Email)
- **Parent-Teacher Conferences** - Parents are welcome to request a conference with the classroom teacher if there are concerns about academic or social-emotional needs.
- **Quarterly Progress Reports** - The quarterly progress report is sent home approximately 2 weeks after the end of each quarter.
- **Email and Phone** - Parents and teachers should communicate through email and phone as necessary. Please allow 48 hours during school days for teachers to respond to email. Please note that teachers will not be able to respond to email during the evening and weekend hours. **If you need to contact a teacher during the school day due to an emergency, please call the main office at (703) 714-8200.**