



Darter Tacklebox Parent Information for the 2023-2024 School Year 8/27/23

Good evening, DARLINGTON ELEMENTARY SCHOOL! WE are LIVE Here at the BUBBLE. This is Alberta Porter, Proud Principal of Darlington Elementary School with our Assistant Principal, Danielle O'Neill, Ms. Vaughan the school's Administrative Assistant and School Nurse, Ms. Klaschus.

We are approaching the Most Wonderful Day of the School Year, tomorrow, the first day of school! Monday 8/28/23 for students in grades K-5th 8:30-3:30.



Thank you for joining us Thursday night for Back-to-School Night!

Arrival on the first day of school-we ask that students use the mode of transportation to school that they will be using throughout the year. Now here is our secretary, Ms. Gena Vaughan.

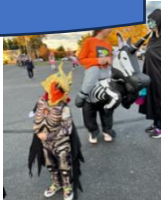
School communication Note Pads-each family will be provided with a note pad for communicating with the school. These help when writing absence notes and asking questions. See below, additional information about attendance. Now here is Nurse Susan.

Speaking of attendance-Make sure you read, below, the process for seeking approval for vacation requests provided by our school system. Remember, requests must be received 10 school days prior to the vacation request for approval. Please call the school office or send a note when you need additional communication note pads.

From the Health room-If you have any health documents that were completed, please submit them ASAP. This includes immunization record, physical, vision or hearing assessment, and any changes in health information. Below, please see Health Room Information

Health Room information-If your child is to receive medication at school whether daily or as needed, the Medication Policy and Permission Form must be completed and signed by the student's health care provided. This includes all prescription and over-the-counter medications. The medication must be brought to school by a parent/guardian or responsible adult. **Students are not permitted to carry medication on the school buses or the school grounds.**

If your child has a fever or symptoms of illness, please do not send them to school. Notify me either phone at 410-638-3700 or email, Susan.klaschus@hcps.org Students must be fever free for 24 hours without the use of fever reducing medication.



PTA-please remember, without at least 10 volunteers for events, we will not be able to host the event. Larger events like Gingerbread Night and Spring Festival require many more volunteers. Please plan to join the PTA. The membership is \$10 and please attend the September 7th PTA officers' election meeting at 7:00 p.m. This meeting will be virtual. We plan to have a mix of in-person and virtual meetings which all members are invited to attend: [DAES PTA Facebook Link](#) or visit the DAES website to access PTA updates.



HCPS Forms and Calendars: Parents are encouraged to visit the HCPS Back to School Information page on hcps.org to complete the required forms for this school year online [HCPS Online Forms](#). Don't forget to access the [HCPS 23-24 Calendar and Parent Handbook](#) available on the HCPS.org website for your reference.

School Supply List: Student school supply lists are available on our school website by clicking this link [Darlington Elementary Website & Supply List](#). If you should need any assistance with securing school supplies, please contact the school office to speak with our School Counselor, Ms. Mussini.

Weekly Sunday School Messages: We know that there are many Mass Notification calls from HCPS. However, we ask that all families sign up to receive the weekly school specific update call, "The Darter Tacklebox." This call goes out every Sunday at 5:00 p.m. This call informs and reminds families of upcoming events and needs. An email is also sent to your email account, and it is uploaded to our [DAES website](#). Stay informed for spirit days, events, closures, etc.

Mass Communication-NEW!!! HCPS will be transitioning to a new communications system in August. This system will utilize the information you provide to DAES to call, text, email, and identify your home address in situations where a geographic area is used to send communications. The new mass communication system will no longer require a Parent Portal to set preferences to ensure all parents and guardians receive communications. To help with this transition and to make sure you do not miss any important communications, please ensure the phone numbers, addresses, and emails on file at DAES for each parent/guardian is accurate. If you need to update either parent's contact information (phone/address/email), please do one of the following:

1. call the main office (410-638-3700)
 2. update your contact sheet at Back to School Night in your child's classroom, or
 3. see Ms. Vaughan in the office on August 24th at the Back to School Night.
- 23-24 Parent/Guardian Permissions Forms: A parent/guardian permissions form must be completed online for each student in the school system. To complete the permissions form for the new school year all parents must go to <https://registration.hcps.org/> to access the required form. If you submitted forms online in a previous school year, the same login information can be used. If this is the first time you are submitting forms online, an email address is required to access the forms. You are required to complete the form each year.
 - If you have any issues with the online form, contact user support via contact us! link on the registration website. *Please complete forms ASAP.
 - How do I find my child's ID number? Ask your child! This is also their lunch pin number which most students have memorized!
 - Did you register your child online? Did you complete the previous year's online forms? Log into your account... [HCPS Forms Online Link](#)
 - Use the above link to create an account.

Free/Reduced Lunch: Parents are encouraged to complete all paperwork at the start of each school year. I'd like to bring particular attention to the application for Free/Reduced Meals. Due to the impact of COVID for the past 2 school years, the Federal and State governments provided free school meals to all students. As this program has now ended, it is vital that families once again complete the application for Free/Reduced Meals. This application should have been sent to all homes directly from the office of food and nutrition. You will receive another application in your child's folder the first day of school. Parents are encouraged to complete the paperwork even if you think you may qualify. New this year, families who qualify for Free/Reduced Meals, also qualify for free student Chromebook Device protection! Click here to access the [Application](#).

When starting a new year, it is helpful to all to know procedures to ensure smooth transitions that ensure safety for all.

Upon visiting DAES for any purpose, please make sure that you bring a Government issued ID.



Arrivals: Only buses are allowed to enter the bus loop from 8:30-8:55. Student car rider drop offs occur in front of the building. We ask that when parking, pull into the space rather than backing into the space for student safety. Feel free to park at the Methodist church across the street and walk your child over, if the lot is full. Walk your child to the flagpole (**Darter Kiss and Go station**) and allow your child to continue the walk to the steps. Adults will always be out front to welcome students.

The kindergarten teacher will be out front of the building to meet kindergarten students during the first days of school. Staff will be stationed inside and outside of the building to assist students in finding their classrooms. Staff will always be stationed outside during arrival and dismissal.

Dismissal: For parents who will be picking up students as car riders, line up begins at the entrance to Francis Silver Park. Once buses leave the lot, the custodian on duty will wave the first car to begin the procession to the bus loop. Families remain in the car; staff will assist students to get into the car. You will be waved up for students needing assistance with buckling seat belts, etc. so that we can keep the car rider line moving. Car riders are dismissed, after the buses leave, through the bus loop.

Dismissal Safety Procedures: If someone other than the parent is picking the child up on a day that you aren't available to pick up the child, please send a note with your child stating the first and last name of the individual who will be picking up your child. Contact the individual before they arrive at Francis Silver to inform them, they need a Government issued ID.

During the Day Teacher Calls: Please understand that teachers are busy teaching students or are engaged in planning sessions for teaching. When calling during the day, please leave your name, number, purpose for the call, and the best working preferred contact information.

Shoes and Clothing-student may not wear slides or flip flops to school as they are not safe for school purposes. Crocs can be worn only if the student is wearing a back strap. Although the school year starts with warm temperatures outside, the buildings can get cool so provide a light sweater or jacket in your child's backpack. Students must wear sneakers on gym days or they will receive a 0 grade due to non-participation.

HCPS's Dress Code found in the parent/student handbook:

RIGHTS & RESPONSIBILITIES OF STUDENTS: Dress Code — Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, and not disruptive to the educational process. The student dress code is intended to create and preserve a positive climate for teaching and learning, reduce the possibility of discipline problems, and preserve school order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances. Students' style of dress or grooming must meet the reasonable requirements of a course or activity.



- Clothing must cover the chest, midriff, pelvic/groin area and buttocks down to the upper thigh with opaque material.

- **Students must wear:** Shirt · Bottom (e.g., pants, sweatpants, shorts, skirt, dress, and leggings) Shoes must be worn at all times and should be safe for the school environment. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
- Curricular and activity specific shoes may be required.
- All tops **must have shoulder straps**. See through garments must not be worn without appropriate coverage underneath that meets the requirements of this dress code. Accordingly, students are prohibited from wearing clothing, jewelry, tattoos, bookbags or other articles of personal appearance that: Depict profanity, obscenity or violence.
- Promote the use of tobacco, drugs, alcohol or other illegal or harmful products. Contain sexually suggestive messages. Unduly expose or reveal skin or undergarments. Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others in embarrassment to students affected.



Learn With Me Days-as we have done so across the past 2 years, we have had Learn with Me days so that you have a chance to see your child during the learning process. You will be sent an invitation prior to your child's Learn with Me and a visitor's badge will be printed for you. Again, come with your government issued ID. You will be asked to list your 2 visitors. Our first Learn with Me will occur in late October to mid-November. An additional Learn with Me will occur during the Spring. Given the space in the classrooms, we have to limit visitors to only 2 adults, and we ask that toddlers not attend due to possible interruptions of instruction. Visitors are **asked not to take pictures** because some students have privacy, no picture taken filters attached to them. School based staff will take

pictures which can be shared with you via Class Dojo because staff will not include students with no public photo limits.

HCPS Family Vacation or Family Trip- When writing to request approval, a simple: Ms. Porter, our family is requesting approval for (Name/s of child) to be excused to participate in a family vacation, etc. We will be leaving on _____ and returning on _____. If the trip is to be a surprise for the children, please let us know so that we do not mention it. If there is a family death, please do not forget to call or write to inform us so that the school can provide support and the absence receives the appropriate excused coding. Please see, below, the HCPS policy.

- A family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken.
- A parent/guardian must submit the request to have a student's absence lawfully excused to the principal or designee in writing at least ten (10) school days in advance of the proposed absence.
- In making the determination as to whether the request shall be approved or denied, the principal or designee will review all relevant facts to include the student's attendance and academic record.
- If approved, the maximum number of lawful days for family vacations and family **trips for any school year shall not exceed five (5)**.

Thank you for supporting your child and the school community!