

Red House Run Elementary School



2025-2026 PARENT HANDBOOK

1717 Weyburn Road
Baltimore, Maryland 21237

Phone: 443-809-0506

Fax: 443-809-0507

Health Suite: 443-809-7376

Website: <https://redhouserunes.bcps.org>

Facebook: <https://www.facebook.com/redhouserun>

Principal: *Leah Scarafile* (lmurphy3@bcps.org)

Assistant Principal: *Ashley Manger* (amanger@bcps.org)

Assistant Principal: *Chenee Dwarte* (cdwarte@bcps.org)

Administrative Secretary: *Diane Karpus* (dkarpus@bcps.org)

Office Secretary: *Jennifer Keller* (jkeller3@bcps.org)

Office Secretary: *Danielle Johnson* (djohnson38@bcps.org)

Nurse: *Sue Kosiorek* (skosiorek@bcps.org)

PTA President: *Melissa Gilson* (rhrelementarypta@gmail.com)

Emergency Contact Information:

It is extremely important that you report any changes regarding your contact information to the school office in writing as soon as possible.

We must have a way to get ahold of you in an emergency.

The School Day (8:45 a.m.- 3:30 p.m.)



Arrival

Doors open at 8:30 a.m. Students should not arrive before 8:30 a.m., as there is **no** supervision available until the bell rings. All students enter through the front doors. Breakfast will be served from 8:30-8:45 only and will be promptly put away because our instructional day begins at 8:45. Students should be in their classrooms and ready to begin their school day by 8:45 a.m. **Any student that arrives after 8:45 a.m. is considered late and must be signed in at the office by a parent to get a late pass.** Parents who drop their children off in the morning are requested to remain outside the building during morning arrival; this will help children establish independence and responsibility. During the first few days of school, extra staff will be available to guide students to their classrooms.

Late Arrival

Students arriving after **8:45 a.m.** will be considered tardy and a **parent must sign them in** at the office to obtain a late pass before going to their classroom.

Dismissal

Dismissal starts at 3:30 p.m. with Kindergarteners called first, then intermediate walkers, then primary walkers, then bus riders. Students are either dismissed as a walker or a bus rider. If you are picking up, please follow all safety guidelines and traffic rules in the parking lot and on the street to ensure safety.

DO NOT double park on Burnfield because the buses will not be able to get through. Parents and siblings must remain outside of the school while waiting for dismissal in order to keep our halls and building safe and secure for students. **Please stand back and do not crowd the front door so that we can get students out safely. All students not traveling by bus must be picked up at 3:30.** Please be kind to our staff who are working hard to ensure an orderly and safe dismissal process.

If your child is a walker, please be sure to review and practice their walking route home. Be sure that they are crossing where the crossing guards and cross walks are located at the school entrance on Weyburn and the intersection of Burnfield and Weyburn. If you are meeting your child to walk home with them, you may want to arrange a location to meet on the sidewalk or neighborhood to avoid congestion on the school property. Please remind your student they are still responsible for their behavior on the walk home and must follow all school rules while on school property; this goes for older siblings picking up their younger siblings too. Anyone who violates school procedures and causes a disruption may be banned from the school property by the principal.

Bus riders will be escorted directly onto buses by the classroom teachers. We will start with our youngest learners in Pre-Kindergarten all the way through 5th grade. Students will be boarded on the buses they are assigned. **The bus loop is for buses ONLY during arrival and dismissal. NO cars are permitted in the bus loop.** We ask that you use bus services if your child qualifies. Please be aware that dismissal will take a bit longer at the beginning of the year to ensure safe procedures are followed and students are accounted for.

Early Dismissal

Students being dismissed early must be signed out in the main office by a parent or legal guardian only. **Please note you are required to show ID in the main office and your child will be called down upon your arrival.** If it is known in advance that your child will be leaving early, please send a note to his/her teacher that morning stating the time and who will pick up your child. The child will be sent to the office when the parent or guardian arrives. We ask that students not be signed out after 3:00, but rather wait for the regular dismissal time at 3:30 because it is a very busy time of day to accommodate additional traffic in the office and changes to dismissal procedures.

Attendance

It is vital that children consistently attend school for academic achievement to occur. If your child is not ill, please make every effort to send him/her to school. If you have a question regarding the attendance of your child, please call the school nurse at 443-809-7376. We would also appreciate you notifying the nurse immediately if your child has a communicable illness or pediculosis (head lice). If your child is absent, a written excuse and/or doctor's note should be sent in when he/she returns. Parents should contact the teacher to request make up assignments. Please note that students must be in attendance at school the day of events in order to attend.

Attendance is monitored under the guidelines of the Maryland Compulsory Attendance Law. The standard for satisfactory attendance is 94% and Red House Run has monitoring procedures in place to track attendance. Interventions include formal letters and Required Parent Conference (RPC) with an administrator and our Pupil Personnel Worker (PPW). Students who miss more than 18 days are considered chronically absent and will be referred to our Pupil Personnel Worker for further action, which can include formal charges.

The School Building and Grounds

Office Hours

The school office is open from **8:00 a.m. – 4:00 p.m.** on weekdays only. It is closed during school year vacations.

Parent or Visitor Check-In

The safety of all students and staff is of utmost importance. **When you visit our school, you will be asked to present a government issued photo ID, such as a driver's license.** The ID will be scanned into our Raptor system and the information will be utilized to check you in, create an ID badge, and compare your information against sex offender databases throughout the country. If your name appears on any lists or you refuse to allow the school to scan your ID, you will not be allowed to access the school. **Please do not be on your cell phone when entering the building.**

Lunches

We kindly ask parents to make sure that their students who pack lunch for the day have a full, healthy lunch prepared in the backpack each morning before they leave for school. Student lunches should not contain soda, candy, or gum. **Fast food and food delivery for students is not allowed due to the issues it creates in the cafeteria.** If an adult has to drop off a forgotten lunch due to an emergency that morning, the lunch can be dropped off in the front office. Students will not be immediately summoned to the office to retrieve lunches dropped off in order to not disrupt the learning environment. Thank you for your understanding so that we can keep our focus on instruction and healthy eating!

Classroom Visitations for Parents

As always, we welcome parents to come observe instruction, but we also want to keep our children safe and keep distractions to a minimum. Baltimore County Public Schools *Rule 1240* states that classroom visits should adhere to the following:

A. Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits and conferences must be arranged in advance with the school principal or with the classroom teacher.

B. Such visits and conferences are at the discretion of the principal.

C. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.

In order to follow the policy and keep children safe, we are asking you to set up an appointment with the teacher to observe or volunteer in the classroom. Please allow the teacher 24 hours to respond to your request. Furthermore, the length of the pre-arranged visit is at the discretion of the principal. In order to maintain fair and equitable practices, visits will be kept to 30 minutes. When you do visit, it is important to observe instruction without interrupting the class. Parent conferences need to be set up at another time so that teachers can focus on instruction and meeting student needs. Please do not take pictures or videos while observing due to privacy of the other students. Cell phones should not be used while observing or volunteering.

Parking

Please use the parking lot that is accessible through the Weyburn Road entrance. We have ample parking on our lot. We ask that you use our parking lot rather than Burnfield Road because it limits accessibility of buses trying to get in and out of the bus loop. Please follow all parking, traffic, and safety rules in the parking lot. We must always model safe and respectful behavior for our students as we comply with safety procedures.

Alcohol, Tobacco, and Drug Free Zones

Baltimore County Public Schools are committed to providing a healthy, comfortable, and productive work environment for its students and employees. The use of tobacco in any form is prohibited in school buildings, on school property (including the parking lot), and at school-sponsored functions (including field trips) at all times. Vaping is also prohibited in and on school grounds. Red House Run is a drug, alcohol and tobacco free environment.



Pets

Dogs and other pets are not permitted on school grounds during the school day, including arrival and dismissal, as well as field day or other activities.

Transportation



Parent's Role in Pupil Transportation

All students transported by school buses are expected to obey the rules set up by the Department of Transportation. **The supervision of students while walking to, from, or waiting at the established bus stop is the responsibility of the students and their parents or guardians.** When students walk to and from school or the bus stop, they must show consideration for the property of those citizens whose homes or places of business are located along their routes. Once the student boards the school bus, the responsibility lies with the bus driver and school administration. Students must ride on their assigned bus and get on/off at the stop indicated. **We cannot excuse a bus rider from riding the bus without a written note from his/her parent.**

Riding the school bus is a privilege. **This privilege may be revoked if the misconduct of the student jeopardizes the safe operation of the school bus or the safety of the other students riding the bus.** Please review the following rules with your child before school begins:

1. Follow directions from the driver the first time they are given.
2. Stay in your seat at all times while the bus is in motion.
3. Keep all parts of your body inside the bus.
4. Keep hands, feet, legs, arms, personal property and your voice to yourself.
5. Eating, smoking, drinking, and vulgar language are not allowed at any time.

Communication



BCPS Account

Parents are encouraged to review their child's grades, attendance, and report cards via FOCUS. Please contact the school if you are having difficulty accessing your BCPS account.

School Communication

It is imperative that you read any information that comes home regarding upcoming events, important dates, etc. Please also make sure we have the correct email and contact information on file so that you receive School Messenger information that is sent out via email and automated phone message.

Emergency School Closings (Countywide)

Depending on the weather, schools may be delayed, dismiss early, or close all day. When this occurs, announcements will be made over the local radio and television stations, as well as BCPS website and School Messenger System. Please listen for announcements and refrain from calling the school because telephone calls will hinder our efficient handling of the announcements and tie up lines so that we cannot get messages through concerning our buses. Parents, please talk with your child about procedures they must follow when schools have an emergency closing.

Expressing Concerns

We hope you and your child will have a positive school experience. It is important to have a strong home-school partnership where we work together to help support our students. We can help make that happen if you share with us small issues before they grow into larger concerns. **Please contact the person most directly involved with your concern, beginning with your child's teacher.** We need your feedback to help us do our job well and we rely on your communication and input.

Cell Phone Policy

While children are allowed to bring cell phones to school for emergency situations, these phones must be turned off and put away during the school day. Superintendent's Rule 5552 indicates that all personal devices are to be off and away during the school day. Progressive consequences will be used with a warning first, followed by requiring the parent to pick up the phone from the main office. Please see Policy and Rule 5552, as well as the Student Handbook. The school is **NOT** responsible for lost or stolen cell phones or other related items. **Students are not permitted to make or receive calls during the day on their cell phone.** If they are ill or need to reach a parent, they need to see the nurse or office to do so with permission from the teacher. School rules related to cell phones extend to school buses. In addition, we ask parents not to be on their phones when they enter the school building as this is a place of business.

Academic Guidelines



Classwork Expectations

It is expected that students will come to class prepared with the necessary materials and supplies to learn. Students will engage in whole group instruction, discussion, small group instruction, group work, independent work, etc. It is very difficult for a child to catch up on missed classwork because of the interactive nature of the classroom. When possible, written assignments will be sent home in the case of illness if requested by the parent. The best scenario is for students to be present and prepared for instruction every day.

Homework Expectations

Home practice reinforces skills, builds study habits, and encourages students to take responsibility for their own learning. We also believe students should have time for sports, hobbies, and personal interests. Talk with your student's teacher if you need any tips to help your child at home. You can help by setting up a schedule and providing a good place to study/read, free of distractions such as TV or social media. The best thing you can do is have your child read at home!

Reading

Research has shown that the most successful students are those that read well and often. Reading helps expand our vocabulary and build background knowledge. **We ask that students read every night at home for at least 20 minutes.** Students can read silently, read to a sibling, or be read to by a parent to model fluent reading. Any exposure to text is beneficial!

Math

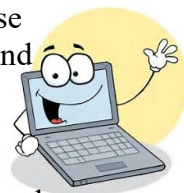
Research also shows that students who are able to recall basic math facts are more successful with all other math processes as they are foundation skills. Please assist your children with memorizing their addition, subtraction, multiplication, and division facts as is grade appropriate and directed by their teacher.

Special Area Classes

Students will participate in art, gym, music, and library at least once a week; 4th grade students will also participate in Exploratory Music. For art, students are encouraged to keep a smock in their locker to protect their clothing. In order to ensure safety and comfort, students must dress appropriately for physical education by wearing tennis shoes. You may want to consider having your child remove his/her glasses or providing safety glasses as well. In library, students are expected to return books when they are due and will be held accountable for lost or damaged books.

Technology

Students will have access to a BCPS device to use for instructional purposes only at the direction of the teacher. All students must be respectful of the devices and abide by the Technology Acceptable Use Policy and Student Handbook. If the devices are mistreated in any way, they will be taken away and privileges revoked. Restitution will be charged.



School Counseling

Red House Run offers a comprehensive guidance program. Our counselors work toward helping each child become more responsible for him/herself by gaining a better understanding of the factors which motivate behavior and develop strategies to manage emotions and self-regulate. The counselors work in classrooms as well as with individual and small groups of children to achieve these goals. The counselors are available to discuss concerns parents have for their children. The counselors can also assist parents in connecting with various agencies and services that may be helpful to families.

Student Behavior Expectations

Wolf Pack Pledge:

I am at school to learn, so I will...

- *be respectful of myself and others*
- *be responsible for my behaviors*
- *be safe.*

All students have the right to attend a school environment that is safe, positive, and conducive to learning. In our efforts to support children's organization, behavior, and learning, it is expected that children will behave in ways that will not interfere with their learning or the learning of others. School, classroom, and transportation rules are shared with and explained to each student at the beginning of the year (see Student Handbook) and throughout the year as needed. The Student Handbook Acknowledgement Page should be signed by both the student and parent and returned to the school.

We are continuing our work with Conscious Discipline, Restorative Practices, and Virtues Language in order to create classroom communities characterized by mutual respect and collective responsibility. We encourage families to use these strategies at home to consistently reinforce expected behaviors, effectively problem solve, develop empathy, and build capacity for self-regulation.

Special Occasions



Field Trips

Field trips can provide rich educational experiences and supplement the instructional program. All students are expected to participate in these valuable experiences and take part in the pre-planning and follow-up activities in the classroom. A permission form will be sent home for each field trip. We must have written permission anytime we take students off school property. We cannot accept verbal permission over the phone. The cost of each field trip will be communicated by the teacher. Students must travel to and from field trips on the BCPS provided transportation and cannot be taken home by a parent accompanying the field trip.

Chaperoning Field Trips

If you would like to help chaperone a field trip, please tell your child's teacher. Spaces are limited on most trips, so please understand if you are not selected and try for another opportunity. Older (school aged) siblings cannot serve as chaperones. We appreciate chaperones complying with the following important policies:

1. In order to chaperone you must complete the annual volunteer training course and have an up-to-date, approved volunteer application on file.
2. Siblings, whether they be school aged or younger, cannot attend field trips.
3. The teacher is the trip leader, responsible for decisions, and in charge of students and chaperones.
4. When you chaperone, we need your supervisory help. Please actively monitor students, encourage expected behaviors, and seek the supervising teacher's assistance if needed to address behaviors.
5. Please remember that you serve as a role model for our students. We ask that you dress appropriately for your own comfort and safety. Please remember that smoking/vaping by chaperones is strictly prohibited as the location of the field trip is an extension of the school boundary and school day.

Field Day and School Events

Students can only attend field day and school events if they are present in school that day. If they are not well enough to be in school, then they should not attend the event. For grade level specific events, only students in that grade level are permitted. Students in other grade levels are not permitted to attend, so please do not bring or sign out a child in a different grade to attend the event.

Class Parties

Teachers may choose to have occasional class parties in conjunction with holidays or events. Snacks must comply with strict BCPS nutritional guidelines. You must check with your child's teacher before bringing in any food items. Due to significant food allergies and disruptions to the learning environment,

we are requesting that birthdays be celebrated at home with families. **No birthday cupcakes, balloons, flowers, etc. will be accepted. Only non-food related items can be sent in for birthdays**, for example pencils, book for class library, etc. Please note that it is school policy that school-aged siblings may not attend class events or parties.

Volunteer Training

We highly encourage and welcome you to volunteer in the classroom and school. It is very important to have a strong home-school connection and it is important for children to see everyone working together to help them succeed. All parents/guardians that would like to volunteer in the school or attend field trips must complete the volunteer training annually and have an approved volunteer application on file.

Health Information

Our school nurse, Ms. Kosiorek, can be reached at 443-809-7376. The nurse will provide first aid, supervise the administration of all prescribed medications, and provide assessment of medical and health-related situations that may require referral to appropriate community resources (including screening for vision and hearing). If your child becomes sick at school and needs to go home, we will call you. We understand the inconvenience to working parents, but we do not have the facility or personnel to provide extended care for sick children. Please prepare a contingency plan for these situations well in advance and be sure to update emergency contact information for you and your back up contacts.



Students must be up to date with their physical examinations and immunizations. Any child not in compliance with required immunizations will be withdrawn from school until the necessary immunization documentation is provided. It is essential that you inform the nurse and homeroom teacher if your child has a serious medical condition, health problem, or allergy.

Any medication that must be taken at school, whether it is prescription or over the counter (including cough drops), must be brought to the nurse by a parent. Students are not permitted to self-medicate and teachers are not allowed to supervise administration of medication; all medication will be administered by the school nurse. A signed order (available from the school nurse) by the doctor is required for administering medication in school. Parents must bring medication to the nurse in the original container and clearly labeled; students are not permitted to carry medication. The nurse will notify you when refills are needed; however, parents should monitor this as well. All medications and medical equipment must be picked up by a parent or a designee by the end of the school year. Any medication not picked up by the end of the school year will be discarded.

Medical Emergencies

In the case of a medical emergency, we will first call 911 and then the parent or legal guardian. The ambulance takes children to the most convenient hospital. If you are unreachable, we will call the person named on your emergency form. Please be sure to name someone who can be reached easily. If transported by ambulance, the child must be accompanied by either a parent or school personnel.

Suspected Child Abuse or Neglect

Teachers, staff members, and parent volunteers are legally responsible for reporting suspected child abuse or neglect to Social Services, and they are legally protected from lawsuits for false reports as long as evidence indicates that suspicion of child abuse or neglect was reasonable.

Guidelines for Appropriate Dress

We ask for your assistance in helping us maintain an environment that is conducive for learning. Proper dress helps to create a positive environment for learning and behavior. Suitable dress should be comfortable, ensure safety, and present a positive appearance.

Students should wear:

- Proper footwear to ensure safety during play at recess and physical education.
- Shirts should cover the upper body including the midriff.
- Bottoms (including shorts, dresses, skirts, etc.) should be an appropriate length.
- Outerwear (i.e., coats and jackets) should be kept in lockers.
- Clothing with “sayings” or graphics on it must be appropriate for school.

Students in Pre-K-2nd should store an extra pair of clothes at school in case of spills or accidents.

Cafeteria Services

All students will receive a pin number to be used in the cafeteria. Any questions can be directed to the cafeteria manager, Ms. Jennifer Zdenek, by calling the cafeteria office at 443-809-6007.

All Red House Run students will have the opportunity to eat breakfast at no charge between 8:30-8:45 a.m. The breakfast provided meets BCPS nutritional standards.

Lunch: Proper nutrition makes a big difference in a child’s performance in school. Students may pack a lunch or get one from the cafeteria. A lunch menu will be sent home at the beginning of each month. When packing a lunch, please keep in mind that we cannot refrigerate or heat children’s meals at school. Please avoid junk foods and sugar whenever possible. Soda and caffeinated drinks are NOT permitted for children to have during the school day. Candy and gum should also not be sent in. Fast food and food delivery for students is not allowed due to the issues it creates in the cafeteria. On occasion, you may need to deliver a forgotten lunch to school. If so, please leave it with the main office and we will be sure the child gets it.

We appreciate your support and partnership in creating a positive and safe learning environment for our children. We look forward to a great 2025-2026 school year at Red House Run Elementary School.