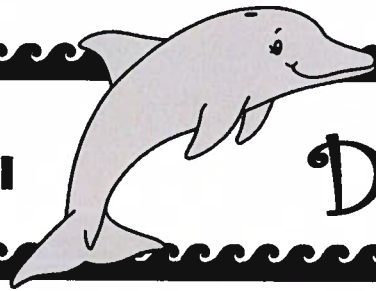


Mary H. Matula Elementary School

August 30, 2021



Dolphins' Cove

Welcome to the 2021-2022 School Year!

Welcome to a new school year! The staff at Mary H. Matula is excited to welcome your child back to in-person learning. Although some things may look a bit different, we are working hard to keep your child safe and healthy while we continue to provide an engaging and challenging learning environment. Should you have any questions, please do not hesitate to contact the office staff if we can help in any way.

First Day Paperwork

The beginning of a new school year always brings a multitude of papers to be completed, signed and returned. Your child should have brought home the items listed below. All items with an asterisk need to be completed, signed and returned by all students.

*CCPS Code of Conduct Booklet

*White Pre-Printed Student Profile Card -

Please note that listing an emergency contact does not allow the individual to pick up a student at any given time in a non-emergency situation without prior written permission from the parent/guardian.

*Library Permission Slip

*Meal Benefits Application - Even though all meals for students are free this year, school system funding is dependent upon completed forms being returned.

Technology Code of Conduct Excerpt

Zoom/Laptop Setup Instructions

Student Insurance Form - A call out message with insurance information was sent to all families.

Parent Handbook/Calendar

Student Dismissal

Any changes to a student's daily dismissal arrangements must be made in writing. Since teachers may not be able to check email during the school day, please do not email same day dismissal changes. Emergencies will be handled on a case by case basis and should be directed to the main office.

In order to allow office staff to focus on the safe and orderly dismissal of students, early dismissals must take place prior to 3:30 PM.

Medication at School

Students may not transport medication to and from school. Additionally, a completed and signed medical authorization form must be on file in order for medication to be dispensed. Please see Ms. Garner, school nurse, with any questions or for additional information.

Car Rider Information

Car rider information was sent electronically to all families. If your child is going to be a DAILY car rider, complete and return the form so that hang tags and bookbag tags can be issued. New numbers will be issued for all families this year. Car rider tags will be available the week of September 13.

Agenda Pages

Students in grades 2-5 will use agenda book pages to record assignments and important classroom information as well as keep track of the tasks they complete. At the end of each month, students will bring home agenda pages for the upcoming month.

Elementary Cell Phone Rule

As many of our students' parents desire them to have a cell phone for safety reasons, please note the CCPS rule regarding cell phones at school for elementary students.

CCPS allows the possession and use of cell phones and other personal electronic devices by students. It is the intent of the Superintendent to ensure that this allowance does not disrupt the learning environment, after-school activities, or the safe transportation of students. Students are permitted to use cell phones while attending (but not participating in) general public events that occur after hours and are open to the community.

The following conditions outline the standard expectations for the possession and/or use of cell phones and electronic devices by students at school, on the bus or on other school-chartered vehicles.

Elementary school students: Students may only bring their phone or device, with a written request from the parent or guardian for a specific (non-social) purpose, and upon receipt of written approval from the principal.

Once approved, student must keep their phone or device powered completely off (not on vibrate or silent mode) and inside their book bag, locker or cubby throughout the entirety of each school day, unless other storage arrangements are made with the teacher.

Once approved for school, students may use their phone or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time; examples include: phone conversations, loud music, videos or electronic games.

At Matula, phone storage arrangements have been made in the main office. The student must drop off the phone in the office upon arrival and pick it up at dismissal.

Breakfast at School

If your student eats breakfast at school, please remind him of the following procedures upon entering the building:

- PreK and Kindergarten students proceed directly to their classrooms as they eat breakfast in the activity room.
- 1st - 5th grade students follow our "Grab and Go" process by picking up their breakfasts and proceeding to their classrooms to eat.
- Breakfast ends at 9:20 AM when our instructional day begins.

Thursday Folders

Again this year, all students will be provided with a Thursday folder to bring home graded work and important school information. Printed on the inside of the folder is our school information. Since folders will not be arriving until mid to late September, a copy of the information is attached to this week's Dolphins' Cove.

ParentVue/StudentVue

ParentVue and StudentVue are online systems that allow parents, students, teachers and administrators to monitor grades, assignments, class information and more. Parents need their child's six-digit student identification number to use the system; student ID numbers are located at the top of report cards and are on file at school. Parents will need to register for initial system access at their child's school and provide photo identification. Parents can also email parentvue@ccboe.com with account or password questions.

ParentVue and StudentVue are connected to the CCPS student information system, Synergy, and are accessible 24 hours a day, seven days a week. CCPS teachers use Synergy Mail to communicate with students and parents.

Daily return to school

Checklist

☒ Pack a face covering

All students & staff are required to wear a face covering at school and on the school bus. Cloth face coverings should be washed regularly; disposable face masks should be used once. Masks must be able to be worn on the face unaided. If possible, students should pack an extra mask.

☒ Check wellness

Students showing symptoms of COVID-19 — or any signs of illness — may not attend school. If a student will not be in school, please report the absence to the child's school.

☒ Remember to bring a water bottle

Students are encouraged to bring their own water bottles from home. Water fountains & bottle filling stations are for filling an empty bottle, not for drinking directly from the fountain.

☒ Charge devices, pack charging cords

Students should carry their fully-charged laptop or iPad to school each day. Be sure to charge the devices each night and pack charging cords to ensure a student will have access to their device during the school day.

☒ Make meal plans

Breakfast and lunch will be available free of charge to all students. Look at the daily menu at www.ccboe.com. Students may bring their meals to school, as well.



Charles County Public Schools COVID-19
Pre-screening Questionnaire
For 2021/2022 School Year
7-30-2021

Dear Parents:

To ensure the highest level of health and safety in Charles County Public Schools (CCPS) buildings, we ask all parents to report their child's health status before coming to school. We are implementing safety measures beyond cleaning and sanitizing as we allow more employees and children into our schools.

We need your help to check your child's health each morning before they enter school. By sending your child to the school, you indicate you have screened your child, and he/she is not a potential positive COVID-19 case. A child who has tested positive for COVID-19 in the past ten days, who is suffering from an upper or lower respiratory illness, or had close contact with an ill person who has tested positive for COVID-19 should stay home.

"COVID exposure" is defined as being within six feet of a positive person for more than 15 minutes during a 24 hour period. Close contact would also include sharing a drink or utensils, kissing, hugging, or a sick person coughing or sneezing directly on you.

People with COVID-19 have reported a wide range of symptoms. According to the Centers for Disease Control and Prevention (CDC), children with the below symptoms may have COVID-19. The most common symptom of COVID 19 for school aged children is a fever and cough. If your child displays ANY of the COVID symptoms listed below, your child should stay home and your family medical care provider should be contacted.

New uncontrollable cough	Y/N
Fever (over 100.4) or higher	Y/N
New onset of severe headache, especially with a fever	Y/N
Sore throat	Y/N
Difficulty breathing	Y/N
Nausea or vomiting	Y/N
Diarrhea	Y/N
New loss or change in your ability to taste or smell	Y/N

We will ask parents to remove any child from the center and school building within 60 minutes if they become ill.

If your child presents symptoms associated with COVID-19, please contact your family medical provider immediately. If your child tests positive for COVID-19 and they have been to school within the four days before the test or displaying symptoms, please contact the school immediately.

Students may not return to school for at least 24 hours after they no longer have a fever or other symptoms without the use of medicines.

Parents who knowingly send students suffering from any of the COVID-19 symptoms are jeopardizing other students health. Students sent home by the nurse with COVID symptom may not return to in-person instruction unless they are symptom free without symptom- treating medication for the initial day, plus 48 hours.

CCPS, in partnership with the Charles County Department of Health, has purchased re-usable thermometers. Each household can receive up to two thermometers per student. If you need a thermometer, please contact your school.

Sincerely,
Jason Stoddard
Director, School Safety and Security