

# Pasadena Elementary

PES Handbook 2023-2024

## Principal's Message

Welcome to the 2023-2024 school year! Pasadena Elementary serves students in pre-k through fifth grade and is designated as a specialty site for autism. Our school has been recognized with awards: National Blue Ribbon, Maryland Blue Ribbon, E-Gate School, Wellness School of Distinction, and Green School - Sustainability.



Pasadena Elementary is committed to ensuring this school year is a successful learning and growing experience. The dedicated and professional staff will strive to provide an excellent instructional program to all students while providing learning activities that are challenging, exciting, engaging, and often incorporating technology. Setting high expectations for ourselves and our students, we invite you to join us as we work toward reaching these goals. As partners in education, your active involvement with your child's education is critical. We believe that a cooperative effort will yield the greatest degree of success. We look forward to your child having an amazing school year as we work together sharing ideas and new experiences. Please take a moment to review the important information on the following pages. Additional AACPS information is available online in the AACPS Parent Handbook and AACPS Student Handbook.

Maryland law states regular attendance is required and monitored. We look forward to our students attending daily. AACPS has a new procedure for documenting your student's absences. If your student is absent, please complete the absence notification through Parent Connect or send a note to the school. E-mails to the staff are no longer accepted. Absences for medical reasons and death in the family are excused; vacations are unexcused according to guidelines.

School doors open 7:40am. Students should be seated in class, ready to start the day at 8:00am. For safety reasons, students must be supervised before 7:40am; car riders must remain in vehicles; and the playground is closed before school opens. Dismissal begins at 2:25pm. To help expedite dismissal, parents/guardians of car riders and walkers will be provided with a plastic nametag. To request a car rider or walker tag, [please click here](#). Please have this tag on display in the car, or hold up while waiting near the playground.

Please adhere to the [traffic pattern](#) provided by Anne Arundel County Police Department: When coming to the school for morning drop-off or afternoon pick-up, the arrival queue will enter from Maple Avenue, E. Chestnut Street, E. Hamburg Street or Catalfa Avenue. When leaving the school from morning drop-off or afternoon pick-up, please exit on Spruce Avenue only. Although Spruce Avenue will continue to be two-traffic, our school traffic will only use Spruce Avenue as an exit to E. Pasadena Road.

If at any time you have a question or concern, please contact your child's teacher. If you feel intervention by the administration or school counselor is necessary, please call. The staff at Pasadena welcome the opportunity to address your questions or concerns. Open communication is essential if we are to maximize the learning experiences of the children. *The school is closed to visitors during the school day. Please schedule an appointment in advance of coming to the school.*

We look forward to this school year with you and your student.

Sincerely,

[Jennifer Quirino](#), Principal

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## Counselor's Corner

As a school counselor I work along side teachers and parents to help students develop socially and emotionally, and to help remove any barriers they have to learning. My role is to assist and support students to ensure their success at school.



I provide:

- Monthly classroom lessons on a variety of developmentally appropriate topics such as personal safety, goal setting, social interaction, academic success, problem-solving and communication skills.
- Personal safety lessons at all grade levels include learning about safe/unsafe touches related to sexual abuse (Erin's Law). Students in grades 3-5 will also learn about the dangers of drugs (Start Talking Maryland). More detailed information will be sent to parents before these lessons are taught.
- Small group counseling and short-term individual counseling on identified topics, as needed.
- Consultation with school staff and parents to assist with behavior management and developmental challenges.
- Community resource referrals

School counseling resources are available online [here](#). Parent resources are available [here](#).

If I can be of assistance, please contact me!

[Michele Noble](#), School Counselor

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# Curriculum

Students may connect with curriculum resources through the ClassLink portal found on the AACPS website → Students → ClassLink-Student Portal or click [here](#).

## **Pre-K:**

The Connect4Learning interdisciplinary curriculum connects children's eagerness and readiness to learn with lessons and activities with application in authentic literacy, engaging math, connected science experiments, and social emotional skills, centered around:

- Unit 1: Connecting with School and Friends
- Unit 2: Our Environment
- Unit 3: How Structures Are Built
- Unit 4: Exploring Museums
- Unit 5: Growing Our Garden
- Unit 6: How We've Grown

## **Grades K - 5**

AACPS is dedicated to ensuring 21st century readiness for every student. AACPS recognizes that when 21st-century learning skills are embedded in the context of core academic subjects and taught to actively engage students in the learning process, our youth are better prepared to thrive in today's digitally and globally interconnected world.

**Literacy:** The Elementary reading classroom is student centered and designed to encourage students to investigate new ways to engage, learn, and achieve through 21st Century Literacy skills. The AACPS literacy curriculum provides students with explicit instruction in language comprehension and word recognition in alignment to the Science of Reading. A compilation of learning blocks work in tandem to address the variety of needs of developing readers and writers.

**Math:** Using *Reveal Math*, students engage in rich, rigorous problems, using manipulatives and representations, while making sense of the task, finding possible solutions through mathematical discourse. The math block is designed to engage students in a productive struggle to learn concepts with a depth of understanding. These lessons build student number sense, encourage students to think flexibly and develop mathematical reasoning. STEM-focused units will highlight careers and real-world application of math to help students see the application and applicability of math to understand the world around them.

**i-Ready:** After completing a reading and math diagnostic assessment, "My Path" will provide each student with a personalized series of games and learning activities. Each student should spend an average of 15-20 minutes each day on reading and math i-Ready learning activities.

**Typical school day includes:** Community Circle or Second Step Lesson; Literacy: Reading, Writing, and Foundational Literacy (PK-3); Math; Science; Social Studies; Recess & Lunch; Cultural Arts: Art, Music, Physical Education, Media, Global Studies

**Extracurricular Activities** include, but not limited to: 24 Math, Best Buddies, Continental Math League, Dance Company, Game Club, Safety Patrol, School Store, Sea Perch, Terrapin, Wake Up, Pasadena (Morning Announcements & Flags), Yearbook, Strings (Gr 3-5); Band and Chorus (Gr 4-5). There may be grade level participation requirements, a cost to rent an instrument, or cost to purchase concert attire.

## Student Code of Conduct

AACPS requires Student Code of Conduct lessons and activities during the first two weeks of school. Each Student Code of Conduct lesson contains important components of the AACPS Student Handbook, which contain skills we want students to learn to encourage positive school behavior. These lessons are integrated in Theme 1 Social Studies and Literacy. At the conclusion of the Code of Conduct lessons, all elementary and secondary students in attendance must sign the 2023-2024 Student Handbook Sign-off sheet. The Acknowledgement of Review of the Student Handbook for parents/guardians/students can be accessed, through the following links:

- <https://www.aacps.org/handbookacknowledgement> (to print, sign, and return to school) or
- [www.aacps.org/parentportal](http://www.aacps.org/parentportal) (digital signature)

## Positive Behavior Intervention Supports

Pasadena is a Positive Behavior Intervention Supports (PBIS) school. PBIS has as its primary focus the school as a multidisciplinary system of care whose ultimate goal is to improve achievement by reducing barriers to learning. PBIS can focus on behavior, attendance, and learning. PBIS is a process of teaching appropriate behavior and providing supports necessary to sustain that behavior. Through a common approach, positively stated expectations for all students and staff, and procedures for teaching these behaviors, there are procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis.

As part of PBIS we have identified four core values which we expect students to demonstrate throughout all school settings. **Panthers CARE:** Care~Achieve~Respect~Engage

#PanthersCARE						
CARE	Classroom	Mealtime	Bus	Hallway	Restroom	Recess
<b>Care</b> (Care about yourself and others.)	• Show a caring attitude towards others • Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show a caring attitude towards others • Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show a caring attitude towards others • Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show a caring attitude towards others • Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show a caring attitude towards others • Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show a caring attitude towards others • Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff
<b>Achieve</b> (Achieve in goals)	• Complete assignments • Follow directions • Follow rules • Follow school rules • Follow school staff	• Complete assignments • Follow directions • Follow rules • Follow school rules • Follow school staff	• Complete assignments • Follow directions • Follow rules • Follow school rules • Follow school staff	• Complete assignments • Follow directions • Follow rules • Follow school rules • Follow school staff	• Complete assignments • Follow directions • Follow rules • Follow school rules • Follow school staff	• Complete assignments • Follow directions • Follow rules • Follow school rules • Follow school staff
<b>Respect</b> (Respect the way of thinking, feelings, and needs of others.)	• Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff	• Show respect for others • Show respect for school property • Show respect for school rules • Show respect for school staff
<b>Engage</b> (Actively Participate)	• Participate in class • Participate in school activities • Participate in school rules • Participate in school staff	• Participate in class • Participate in school activities • Participate in school rules • Participate in school staff	• Participate in class • Participate in school activities • Participate in school rules • Participate in school staff	• Participate in class • Participate in school activities • Participate in school rules • Participate in school staff	• Participate in class • Participate in school activities • Participate in school rules • Participate in school staff	• Participate in class • Participate in school activities • Participate in school rules • Participate in school staff



## Homework

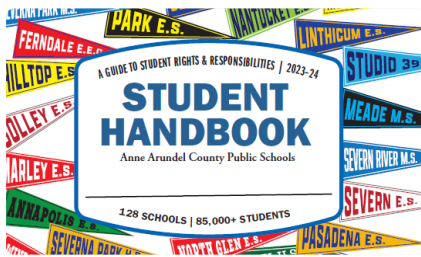
Home assignments are an important part of classroom instruction and an outgrowth of classroom learning and experience. Homework requires students to apply skills developed

in the classroom and provides repetition and reinforcement to aid students in the retention of concepts. Assignments may required students to initiate thoughts about material yet to be studied and/or give students opportunities to use resources located outside the school environment. Homework assignments teach students to assume responsibility for self-improvement and to exercise self-discipline in attending to a task. Students should complete homework independently. Contact the teacher if your student experiences frustration. Homework can include: reading text, completing online or written assignments, working in i-Ready MyPath or First in Math, foundational literacy activities, etc. Students may be assigned homework:

**Pre-K – K:** 20 minutes nightly, 2-3 times per week;

**Grades 1 - 2:** 30 minutes nightly, 3-4 times per week;

**Grades 4 - 5:** 45 minutes nightly, 3-4 times per week.



## AACPS Student Handbook

All families are asked to review the [AACPS Student Handbook](#) and digitally sign the acknowledgement form in the [PowerSchool Parent Portal](#). This is a guide to student's right and responsibilities.



## Parent Portal

Please utilize Parent/Student Portal to complete the Emergency Card verification, access grades, and document reasons for student absences. Review/make changes in [PowerSchool Parent Portal](#).

## RESOURCES/LINKS

### Student Handbook - 2022-2023

> [Student Handbook \(español\)](#) - coming soon

### Athletics

[ClassLink - Student Portal](#)

## ClassLink Portal

Practice having your student sign in to the AACPS Chromebook. On a desktop computer, students can also sign in to [Classlink-Student Portal](#) via the STUDENTS tab.

## AACPS Calendar

Mary your family calendar with this information! Click [here](#) for the AACPS Calendar. This calendar contains information for parent conferences, early dismissal, and school closures.

### Upcoming Dates:

**August 24:** New Student Orientation Grades 1-5 only, 12:30pm

**August 24:** Sneak-a-Peek, Grades PK-5, 2:00-3:00pm

**September 14:** PTA Meeting, 5:30pm

**September 14:** Back to School, 6:00pm

**Staggered Openings for ECI, Pre-Kindergarten and Kindergarten**

The year begins with parent/teacher conferences. Kindergarten and Pre-K classes are divided into three groups. Each group begins on a different day.

	August				Sept.	
	28	29	30	31	1	5
<b>C-Conferences</b>						
<b>S-Staggered opening</b>						
<b>A-All students</b>						
	ECI	C	C	A		
Full Day Pre-K/Kindergarten	C	C	SI	SI	SI	A

## Staggered Entrance

Parent Conference and Staggered Entrance information for students in Pre-K and Kindergarten:

**Aug 28: Only students in grades 1-5 start school!**

**Aug 28 & 29:** Parent Teacher Conferences

**Aug 30, Aug 31, or Sept 1:** Staggered Entrance

**Sept 4:** Labor Day - No School

**Sept 5: All students, Pre-K to grade 5 will come to school**



## Monthly Calendars

The monthly school newsletter will provide an overview of activities including holidays, planned early dismissal/late arrival days, spirit activities, PTA events, and schoolwide events. In the Physical Education updates, a "Health Moves Minds" calendar is included. Pasadena Elementary strives to share fun activities for families to support our Wellness School activities. Click here for the [August & September calendars](#).





## Brightspace

Parents/Guardians are invited to join the Brightspace community. This dashboard enables families to track student progress, use communication tools to support school-family connections, and access lessons and assignments. To access, sign in to the Chrome browser and ClassLink-Student Portal using the AACPS student identification number and password.



## Chromebook

All students will be issued a Chromebook: Grades PK - 2 will borrow a Chromebook during the school day. Grades 3-5 are asked to bring the charged Chromebook to school daily. Families assume liability for the Chromebook and charger. Reminders: store in case; keep away from food or liquid; keep charging cords away from pets, etc. Use technology appropriately and as directed at school.



## Instructional Technology

Student intro to digital tools is available via Classlinks. AACPS has online instructional technology resources for Chromebooks, Brightspace, or other applications, located [here](#). The Help Desk is also available: 410-222-5135.

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## #BePresent

Join in a community/school partnership designed to increase and improve community relationships within schools! [View information about the AACPS #BePresent program.](#)



## Anti-Bullying Initiative

Bullying and cyberbullying, harassment and intimidation, hazing, and/or bias behaviors are unsafe behaviors that do not reflect respect for others as defined by the Code of Student Conduct. If a student is a target of one of these behaviors, you can report it using the Bullying, Harassment, or Intimidation Reporting Form.

Students, parents/guardians of students, or close relatives of students may use this form to report incidents of harassment or intimidation (bullying) to schools, outside of the discipline process. When completed, the form is returned to the administrator of the student's school, who will conduct an investigation.

## School Meals

Food and Nutrition Services posts school breakfast and lunch menus online [here](#). Click [here to prepay online](#), or students can pay at school by cash or check. All families are invited and highly encouraged to apply for financial assistance by filling out the [Free and Reduced Meal Form](#). AACPS Board of Education has set these costs for students:

**\$1.50 Breakfast**

**\$2.75 Lunch**

**\$0.55 Milk only**

Breakfast is available 7:40-7:55am. There is no refrigerator or microwave available so please use an ice pack or thermos to keep your student's lunch items at desired temperature. Children should be able to independently open most items in the lunchbox.

Pasadena Elementary School Supply List 2023-2024	
<b>All students</b>	
<ul style="list-style-type: none"><li>Reusable water bottle</li><li>Art class: Old shirt/smock for painting</li><li>Physical Education class: For safety reasons, tennis shoes must be worn during physical education class.</li><li>School supplies have been purchased for students to use at school. Please consider purchasing general items for use at home.</li></ul>	
<b>Pre-Kindergarten Supply List</b>	<b>Third Grade Supply List</b>
<ul style="list-style-type: none"><li>Non-rolling full size backpack</li><li>Lunchbox, if applicable</li><li>Over-the-ear headphones</li><li>1 standard sized school supply box (plastic)</li><li>Spare set of clothing</li></ul>	<ul style="list-style-type: none"><li>Non-rolling full size backpack</li><li>Lunchbox, if applicable</li><li>Over-the-ear headphones</li><li>1 standard sized school supply box or pouch</li></ul>
<b>Kindergarten Supply List</b>	<b>Fourth Grade Supply List</b>
<ul style="list-style-type: none"><li>Non-rolling full size backpack</li><li>Lunchbox, if applicable</li><li>Over-the-ear headphones</li><li>1 standard sized school supply box (plastic)</li><li>Spare set of clothing</li></ul>	<ul style="list-style-type: none"><li>Non-rolling full size backpack</li><li>Lunchbox, if applicable</li><li>Over-the-ear headphones</li><li>1 standard sized school supply box or pouch</li></ul>

## School Supplies

Pasadena Elementary has purchased most of the school supplies that will be needed at school\*. All students will need to supply the following:

- Backpack (no wheels)
- Lunch box and reusable water bottle
- Over the ear headphones
- Pencil box or Pencil case
- Change of clothing (PK and K)
- Smock for Art
- Sneakers for PE

\*Specialty Site: See supply list

Feel free to purchase basic school supplies for use at home: pencils, crayons, colored pencils, glue stick, scissors.



## Recess

Students are scheduled for outdoor recess, weather permitting. Depending on temperature, wind chill, or heat index, students may have fewer minutes outdoors and participate in activities in the classroom. Proper clothing is needed to go outdoors during flurries or drizzle (jacket with hood). Children who are well enough to come to school are expected to go outdoors for recess. Requests for a student to be excused from recess should be made by parent to the principal. Recess areas include seating. *The school is closed to visitors for recess/lunch.*



## Student Attire

Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard, are not appropriate and not acceptable at school. School personnel will consistently and uniformly enforce this dress code. Masks are optional.



## Attendance

Getting your child to school on time daily can ensure your child has a chance to succeed in school. Maryland has a Compulsory Attendance Law: Children between the ages of 5 and 18 shall attend public school regularly during the entire school year unless enrolled in a private school, approved home instruction, or home-hospital teaching. Parents may be charged in District Court for children with excessive absences, found guilty of a misdemeanor, subject to a fine per day of unlawful absence, or imprisonment. Contact the Principal or Counselor if your child demonstrates school avoidance behavior.

Anne Arundel County Public Schools | Department of Student Services | Office of Pupil Personnel

### Student Custody

Student Information		
Name	Grade	Date

### Custody Agreement/Order Information

If your child lives with both parents and there are no custody agreement/order papers, please check the statement below and sign your name at the bottom of this form.

## Custody

By law, if parents are legally separated or divorced, each parent has equal rights to custody of the children UNLESS one parent has court ordered sole custody. The school must have a copy of the court order on file. Otherwise, either parent may (with ID):

- Check children in and out of school
- Request copies of student records
- Have contact with children on school property
- Participate in conferences, meetings, and school events



## Child Safety

Maryland law requires that all school employees and volunteers report suspected abuse or neglect to authorities in order that children may be protected from harm and the family may be helped. AACPS policy supports Maryland laws and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family. Should you have any questions regarding this, feel free to discuss them with an administrator or counselor.

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## GPS Tracker

If your student utilizes a GPS tracker device (i.e. Angel Sense, watch, etc.), you may **not** use the audio/video feature nor contact your student on the device by audio/video feature during the school day. FYI: Maryland is a dual consent state, meaning that consent of all of the parties being taped is required. In this case, AACPS staff is not providing consent to be video or audio taped at any time.







## Birthdays

Due to a wide variety of food allergies and to promote healthy choices, we celebrate birthdays **without** sweet treats. Non-food items are permitted. Students are recognized during morning announcements and are invited to the office. Birthday invitations cannot be distributed at school, in bookbags, or using any school communications. The PTA compiles a school directory and everyone who joins PTA receives a copy of this directory. Your cooperation and understanding of these guidelines will be appreciated and safeguard all children.



## Celebrations

Class celebrations are planned by designated volunteers under the direction of classroom teachers. **Siblings cannot attend class parties.** Class celebrations may be limited to designated volunteers. Treat bags with candy are not permitted. Notify your child's homeroom teacher if you are interested in serving as a grade level parent to assist with class celebrations.

The end of year class picnic is restricted to parents/guardians. Siblings are not permitted.

## EMERGENCY CONTACT NUMBERS

### Contact Information

All information reported to the school about students is confidential and will not be shared with others. **Please update address, telephone numbers, or other contact information in PowerSchool or contact the school immediately.** AACPS requires an accurate phone number for a parent/guardian during school hours for use in an emergency. The school is not permitted to share personal information, phone numbers, or addresses of students or their families or pass messages between families.



## Inclement Weather


In the event of inclement weather or other emergency situations causing a delayed school opening or early closing, announcements are made by radio and TV stations and posted on the school system's homepage: [www.aacps.org](http://www.aacps.org). ConnectEd messages are also sent by phone, text, and email. Please establish plans for early dismissal and review these plans with your child.



## No Parking Zones

This is a reminder that parking in designated fire lanes and/or bus loops is prohibited. This extends to staff, parents, students, visitors, after-school activity vans, etc. As you know, in a critical emergency, the loss of even one minute caused by vehicles blocking fire and police department access can become critical. Please use designated parking spots when coming to the school if you need to get out of your vehicle.

Child Care Division

 (410) 222-7856

 [sacc@aacounty.org](mailto:sacc@aacounty.org)

## SACC

Before/After School Day Care is offered to kindergarten - grade 5 students at Pasadena Elementary through Anne Arundel County Department of Recreation and Parks. This state-licensed child care program provides a safe and supportive environment. For additional information, click [here](#) or call 410-222-7856. To reach the SACC Office at Pasadena Elementary, call 410-544-5034.



### **Video Camera**

Pasadena Elementary is equipped with a video camera system. This system covers selected interior and exterior public portions of the building and grounds. It is NOT monitored constantly, but it is monitored during emergency situations. During certain events, when the safety or security of students may be in question, authorized personnel from local, state, or federal police or fire emergency units may be given access to view images projected on the camera system. If you have any questions about the system, you should call School Security at 410-222- 5083.



### **Emergency Procedures**

Various drills are conducted at every school to ensure staff and students are prepared in the event of an emergency. These drills include fire and evacuation drills and scenarios developed by AACPS Office of School Security (i.e. Shelter for Tornado; Shelter for Earthquake; Lockout for danger outside of the school building; Lockdown for a person with a weapon inside of the school). In some cases, the drills may be discussed with students in advance.



### **Student Dismissal**

If your child is to be dismissed earlier in the scheduled school day, or if anyone other than the parent or legal guardian is to come for the student during the day/dismissal time, please send a note with parent/guardian signature to the teacher stating who will pick up and at what time the child will be dismissed. Unless an emergency, children may not be called to the office for early dismissal after 2:00pm. To ensure the safety of students, changes to your student's dismissal routine need to be made in writing and communicated to the Main Office. Teachers are unable to monitor email during instructional activities and an email regarding dismissal could be accidentally overlooked.

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## **School Security**

The safety and well being of students, staff and visitors is paramount at Anne Arundel County Public Schools. AACPS, the Office of School Security and individual schools, are engaged in collaborative partnerships with a variety of agencies. These collaborations aid in the implementation of prevention and awareness programs and assist students when emergency incidents occur. More information is available on this [AACPS website](#).

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Adults who have **unsupervised access with students** must have either a commercial background check or a fingerprint-supported background check. **(This does not apply to current AACPS employees)**



## Visitor/Volunteer

Pasadena Elementary is closed to visitors. Unless signing up for a school event, please call the school to make an appointment before coming. For school events, visitors will need to RSVP, be approved by the school, and arrive with state issued identification.

Volunteers are required to meet school security requirements, found [here](#). Volunteers must be approved with finger-supported background check by AACPS or commercial background check. No exceptions.



## Field Trips

Field trips are a valuable part of the instructional program. Students are reminded that while on field trips they are representatives of Pasadena Elementary School and expected to adhere to the AACPS Student Handbook. Parents will be notified in advance of field trips and must grant written permission for their child to go.

Chaperones may be requested, but will be required to meet school security requirements. You may be asked to share in the cost of transportation and/or other related fees, and the field trip may be cancelled with loss of refund. If field trips pose a financial hardship, contact the office to request financial assistance. Fieldtrips are considered "closed" and as such, if not selected as a chaperone, access to students is restricted regardless of destination.



## Personal Items

Students often bring personal items to school that can enhance learning. Other items are inappropriate and distract students or create problems. For these reasons, toys, cellphones, Smart watches, video games, trading cards, etc., should not be brought to school.

Pets, animals, and reptiles cannot be brought to school. Personal belongings are not insured by AACPS.

AACPS is not responsible for broken, lost, or stolen personal belongings, and the school will not investigate a missing or damaged electronic device (i.e. cellphone). Please label personal items as students may easily misplace them. (Lost & Found is in the main hallway)

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## Health Room

The Health Room is staffed by Anne Arundel County Department of Health employees. Our Nurse, Beth Kirchner, may be contacted via email: [Nurse2182@aacps.org](mailto:Nurse2182@aacps.org) or phone at 410-975-3066.

The Department of Health [website](#) has information regarding School Health (including Vision and Hearing screening), vaccine requirements, illnesses, and resources for families.

# SCHOOL NURSE

## Medication

All medications that must be taken at school will be dispensed by the school health staff **ONLY** when the proper "Request to Administer Medication" form has been completed. This includes medicated cough drops, aspirin, nose sprays, cold medicine, etc. Medication dispensing forms are available in the office or on the AACPS internet.

Prescription medication must be brought to school by the parent in a container labeled by the pharmacist with: name of the child; name of the physician; name of the medication; dosage, route and time; conditions for proper storage; prescription date and expiration date; label must match instructions on the form.



## Illness

When children indicate they are feeling ill, they will be sent to the health room for the school nurse to assess the student.

Anne Arundel County Health Department policy is to encourage students to return to class as soon as possible. If the child seems unable to return to class, the school nurse will contact a parent.

If there are no other students in the Health Room, requests for a parent to speak with a student may be accommodated via speakerphone with the Health Room staff facilitating the discussion.

Questions about your student's health should be directed to your primary care doctor or the Health Room: 410-222-3065.



## Accident/Injury

First aid is administered when a student is injured. If more care is needed, we will call a parent or 911, depending on severity. If we are unable to contact a parent, persons listed on the emergency card will be called. **It is essential that your emergency card is always accurate.** If no contact can be made, the child may be transported to the nearest hospital. Health Room staff will use judgment in caring for your child.

If your student is injured outside of school, will have a medical procedure, requires modifications to school activities, or access to use the elevator, please contact the Health Room. Forward medical release to return to school or restrictions. Emergency Action Plan may be needed.



# How do I know when to keep my child home from school because of an illness?

Parents should keep their child home from school because of a serious illness, injury or a condition that can be passed on to other children. Although there is no comprehensive list, the following conditions may be considered appropriate reasons to keep a student home from school.

## Examples of serious illness or injury:

- Vomiting
- Temperature 100 °F or greater. Children with a fever (> 100 °F) must stay home until they are fever-free for 24 hours without fever-reducing medication
- Abdominal pain
- Earache
- Head injury
- Adverse medication effect
- Suspected fracture
- Chest pain
- Severe pain
- Severe shortness of breath or wheezing

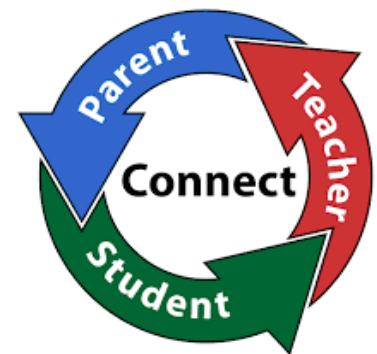
## Examples of possible communicable conditions:

- Vomiting
- Loose stools/diarrhea
- Suspected communicable disease
- Nuisance condition not currently being treated, e.g., ringworm, scabies, head lice
- Red, draining eyes
- Persistent runny nose with yellow/green discharge, accompanied by fever
- Productive cough, accompanied by fever
- Undiagnosed rash
- Parents should consult with their doctor for advice and/or treatment of the conditions or symptoms listed here.

## Connecting with PES

**Parent Teacher Conferences:** The prekindergarten and kindergarten school years begin with parent/teacher conferences before the start of the school year. Conferences may also be held in early Fall, Winter and Spring conferences are held for all students in prekindergarten and kindergarten in May.

**PowerSchool:** PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting parents/guardians and schools. Online access to student schedules, assignments, class grades and attendance information makes it easier for parents to monitor progress of students, in Kindergarten through grade 12, in real time. PowerSchool Parent Portal allows parents/guardians access to all their children at one time with one username and password.



**Pasadena Elementary Website:** Essential school information is posted on the county webpage for Pasadena Elementary. The website provides an email directory for school staff; monthly newsletters; online payment options; and links for parents/guardians. [Click here to bookmark this page](#). In general, staff should respond within 24 hours (business day).

**PES Twitter and Instagram:** The school maintains a Twitter page, [@PES\\_AACPS](#) (Twitter) and [pes\\_aacps](#) (Instagram), and all families and guardians are invited to follow. Posts highlight school events, recognitions, and activities throughout the year.

**Pasadena Elementary PTA Facebook Page:** Our PTA is active and always looking for new members and volunteers. Please join and get involved to support PES and gain access to a school directory. To sign-up [online](#), please click on Membership. All families are invited to attend the PTA meetings. Our PTA maintains a Facebook group. Visit the PTA website for more info: <https://sites.google.com/pespta.org/pespta-org>.





## Clothing for Cash

Clothing, footwear, textiles, accessories & paper may be donated. Please place items in a bag before placing in the collection bin in the school parking lot. Paper can also be recycled in the green bin. The school is paid by the pound and money is used for student/staff incentives. Please invite family members to drop items off, too!



## Fundraisers

To raise money for the school general fund that supports student and staff incentives, families are invited to purchase a yearbook, participate in Joe Corbi fundraiser, make donations in the Clothing to Cash bin, drop off paper in the recycle bin, and shop through community partner program with Harris Teeter bonus card. Please invite family members to get involved and support PES, too!



## PTA Monthly Events

For PTA specific information, check out their [website](#) and Facebook page. Current PTA members are invited to join their private Facebook page.

The PTA schedules 'Restaurant Events' to provide time for families to make connections outside of the school day and to raise money for our general fund. Proceeds of restaurant events are one way of providing items needed to create a safe and healthy environment during the school year. Family and friends are always invited to restaurant events.

## Anne Arundel Public Library

Anne Arundel County Public Library encourages families to read 1,000 books with their children before they enter kindergarten. It's easy to reach this important milestone: 3 books a day for 1 year = 1,095 books or 1 book a day for 3 years = 1,095 books. If your family has not signed up for a library card, do so today! [Register at any library branch.](#)



Pets on Wheels shares the love of friendly therapy pets to help improve life, connecting our pets with people to make a profound positive difference every day. Periodically, a Pets on Wheels pet will visit Pasadena Elementary to support our literacy initiative. If you have a concern or allergy, please call the office at 410-222-6573 to speak with Mrs. Quirino.



## Pasadena Elementary

Website: <https://www.aacps.org/Page/4823>

Phone: [410-222-6573](tel:410-222-6573)

Facebook: [facebook.com/PasadenaElementaryPTA](https://facebook.com/PasadenaElementaryPTA)

Twitter: [@PES\\_AACPS](https://twitter.com/PES_AACPS)



## Anne Arundel County Public Schools

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability. For more information, contact: Anne Arundel County Public Schools, Division of Human Resources, 2644 Riva Road, Annapolis, MD 21401. 410-222-5286 TDD 410-222-5000 [www.aacps.org](http://www.aacps.org).