



2026-2027 PARENT / STUDENT HANDBOOK

SCHOOL HOURS / SCHEDULE	2
ARRIVAL AND DISMISSAL	2
BIRTHDAY CELEBRATIONS	3
CLASSROOM ASSIGNMENTS	4
CLASSROOM CELEBRATIONS	4
COMMUNICATION	5
CONSENT AND RELEASE	5
CONCERNS ABOUT SAFETY, DISCIPLINE OR SOCIAL ISSUES	5
DRESS CODE	6
NO DOGS ON SCHOOL PROPERTY (MCPS Policy ECJ-RA)	7
EMERGENCY CLOSINGS	7
ENRICHMENT/GIFTED AND TALENTED PROGRAMMING	8
ENROLLING STUDENTS	8
FIELD TRIPS	8
GRADING & REPORTING /ASSESSMENTS	8
HEALTH ROOM	9
IMMUNIZATIONS	10
LOST AND FOUND	10
LUNCH AND RECESS	10
PARENT CONFERENCES	11
PTA: Parent Teacher Association	11
REPORT CARDS	12
SAFETY AND SECURITY	12
PARENT-CHILD REUNIFICATION	13
SCHOOL SUPPLIES	14
TELEPHONE/MOBILE PHONES, WATCHES, TABLETS and E-READERS/ USE	14
VISITORS and VOLUNTEERS	15



SCHOOL HOURS / SCHEDULE

The main office hours are Monday through Friday, 8:30 a.m. - 4:30 p.m.

Daily student attendance and instruction will be delivered in-person to students five days a week, Monday-Friday. Students are to report to their designated classroom area at 9:15 a.m. (not before). Please be advised that the instructional day will begin **PROMPTLY at 9:30 am.** It is the responsibility of parent(s), legal guardian(s), or caregiver(s) to ensure that your child(ren) are in attendance each day. If your child(ren) is absent from school, parent(s)/ legal guardians/ caregiver(s) must contact the school to report the absence. Bells Mill has a voice messaging system that will accept these calls during non-school hours, **240-740-0480** any day. Be prepared to leave the following details in the message: *child's name, child's teacher, and the reason for the absence.* If the office has not been notified of your child's absence, you will receive a regular or automated call.

When a child is absent or tardy, the parent must communicate and send documentation explaining the reason for the absence or tardy. If there is not any communication or documentation for the child's absence or tardiness, the child will automatically receive an unexcused absence or unexcused tardiness.

If your child is late to school, the adult must come into the building and "sign-in" the student using the sign in/out document book that is located in the main office. **Please park your car in the lot and do not leave it in the kiss and drop loop.*

ARRIVAL AND DISMISSAL

Establishing routines for your child is very important. If your child is expected to ride a bus, please allow him/her to do so. The drop off is a "Kiss and Drop-off" area.. Parents **may not** exit vehicles. Parents/legal guardians/caregivers that need to exit their vehicle must park their car into the parking lot, **not** the bus loop. The bus loop is for student buses only or you will run the risk of your car being towed. Traffic must continue to move. Do not drop off your child before 9:05 a.m , due to staff contractual obligations, staff supervision is **not** available. There will be Bells Mill staff and patrols to assist with the arrival, starting at 9:10 a.m. and dismissal of students.

NOTE: Any variation from your child's daily routine requires communication from home to school. Communication must be presented to the main office and your child's teacher at the beginning of the school day. Please note, teachers often do not have the opportunity to check email mid-day and cannot ensure that your message will be received. We realize that emergencies arise, try to keep last minute schedule changes

*to a minimum. To ensure all correct parties receive communication, contact the main office immediately (240)-740-0480 **before** 2:00 p.m. regarding the change in schedule.*

NOTE: Any student who arrives at school late, but **before** 11:30 a.m. of the day, is considered “Tardy”. If a student leaves **after** 11:30 a.m., it is considered an “Early Dismissal”. If a student is in attendance less than a half day, it will be a half-day absence. If a student is present for an hour or less of the school day, they are counted a full day absent from school.

Please send an email to the child’s teacher and school registrar, Mrs. Montecinos before 1:00 p.m. for an early dismissal.

Documentation is also required for any child who leaves school early. Students will only be released to adults listed in Synergy/emergency records unless legal documentation on file states otherwise. Students who arrive late or leave early must be signed in/out by a parent/ legal guardian /caregiver. **Safety and legal requirements (i.e. court documentation, legal judgements) preclude parent / legal guardian / caregiver from picking up students directly from the classroom.**

Our dismissal process will begin at **3:45 p.m.** Parents/ legal guardians / caregivers are expected to wait outside in designated areas during the dismissal process.

WHOLE SCHOOL EARLY DISMISSAL

School is occasionally dismissed early due to teacher meetings or report card preparation. These dates are already printed on the school calendar for the year. **The dismissal time for early release days are scheduled for 1:20 p.m.** All students must eat lunch prior to going home on an early release day. Students should know where they are to go without having to call home if school is dismissed early for any reason.

BIRTHDAY CELEBRATIONS

We understand the importance of recognizing birthdays of children, however, we want to minimize the disruptions to the school’s instructional program and also provide a safe environment for all children. Birthdays will be recognized through morning or afternoon announcements. Children will be encouraged to stop by the main office to receive a birthday pencil. Bells Mill is an inclusive public school that continues to practice safety and equity for all. Therefore, students are not allowed to distribute birthday invitations or edible treats during the instructional day.

SCHOOL BUSES

***Riding an MCPS bus is a privilege! Questions regarding the buses, bus stops, or bus routes should be directed to the MCPS Transportation Bus Dispatch Office at (240) 740-6580.**

Students are picked up at designated bus stops. **Parents/legal guardians** are responsible for maintaining discipline and safety at bus stops. Inclement weather, traffic accidents, and road construction may cause delays in the bus routes, therefore the pick-up and drop-off times of each bus may vary somewhat from day to day. Students must follow the bus driver's rules and directions at all times.

CLASSROOM ASSIGNMENTS

Creating balanced classes to meet the varying needs of students is a tremendous and time-consuming undertaking that we take great pride in each year. The process begins in the early spring as we analyze student performance data, monitor enrollment, and design programming. The process continues throughout the summer as we receive new students and make staffing changes. We are grateful for the hours invested by our staff to ensure that all Bells Mill students are placed in optimal learning environments. Therefore, requests for changing homeroom assignments (*i.e. placing friends together or teacher shopping*) will not be accepted.

****NOTE:*** Recess is an unstructured time that allows children a chance to develop friendships, grow independently and become problem solvers. We encourage all parents and teachers to work together to build a positive educational experience for students. All of our students have amazing homeroom teachers with whom they could be placed, and we know that our students will have an equally amazing year.

CLASSROOM CELEBRATIONS

Students at Bells Mill are encouraged to participate in our special celebrations that are held twice during the school year: October~Fall Festival and February ~Valentine's Day. Parents who do not wish their child to participate in these celebrations should notify the classroom teacher. Some classrooms hold end of the year celebrations. Teachers will contact room parents to assist with these celebrations.

NOTE: Other celebrations throughout the year are organized by our Bells Mill PTA.

COMMUNICATION

Your child's teacher is the first point of contact regarding classroom concerns. Teachers are available at the beginning or end of the instructional day. Teachers are available to communicate via phone, email or in-person. To ensure uninterrupted in-person time, parents/teachers will agree on a scheduled time to meet for a conference to address concerns.

Families receive a weekly communication from the classroom teacher and bi-weekly from the main office. Please make certain to review the "Bear Post" from our school's PTA. This is a quick way to be notified of important school information and updates. Please take time to review the Bells Mill website to stay informed of important events taking place at the school.

CONSENT AND RELEASE

At the beginning of the school year, MCPS families are asked to complete and submit a form that allows permission for students to be photographed or videotaped for a variety of reasons. Families are asked to give written permission (via form) to use the students' likeness if the material will be used outside of MCPS. A permission form will be sent home at the beginning of the year. **Please sign and return the form to your child's teacher.**

MCPS Emergency contact / information forms are given to parents at the beginning of the school year to be completed, submitted and returned to the school each year. Please make certain to update each year and list all trusted adults that are able to retrieve your child in case of emergency. The information must also be displayed and /or updated in Synergy (MCPS communication system). If adults that you trust to retrieve your child are not on the documentation, your child(ren) will not be released to that adult. The school must have a document with all trusted adults who are able to retrieve your child(ren) for any reason.

CONCERNS ABOUT SAFETY, DISCIPLINE OR SOCIAL ISSUES

Unless an emergency situation requires immediate intervention by the school administration, contact the teacher first, letting them know of your concern and giving the teacher the opportunity to follow up and problem solve. If you would like to request an in-person meeting or telephone call to discuss the concerns, you can arrange the meeting via email. When necessary, that staff member will initiate and facilitate

communication with other staff members (i.e. Principal, Asst. Principal, Counselor, etc...) to resolve the problem.

Please review all school /classroom expectations, the [BMES Discipline Policy](#) and the [MCPS Student Code of Conduct](#).

Bullying, harassment, or intimidation refers to **unwanted, intentional, and repeated** behavior by one or more individuals that is **meant to harm, intimidate, or humiliate** another person or group. It often involves a real or perceived imbalance of power and may be based on a person's actual or perceived characteristics or group affiliation. This behavior can be physical, verbal, nonverbal, social or relational, written, electronic, or online. *Bullying is different from normal conflict* because conflict usually involves a disagreement between people with equal power, while bullying is **one-sided behavior** intended to hurt, control, or create fear. Bullying, harassment, and intimidation can negatively impact a student's physical and emotional well-being, disrupt learning, and create an unsafe school environment. If you suspect your child or another child has been a victim of bullying please report it to the school via the [google form linked here](#).

DRESS CODE

MCPS Student Rights and Responsibilities: [Dress and Grooming](#) Students have a responsibility to be dressed and groomed for school, including virtual instruction, in accordance with community standards for dress and grooming and in a manner that is not disruptive to the learning environment or school activities. Students are permitted to wear scarves, hijabs, yarmulkes, parkas, or other clothing or jewelry associated with their religion or containing religious messages, as long as their style of dress is consistent with the following guidelines. Students' clothing **may not...**

- endanger or potentially threaten the health and/or safety of self or others
- fail to meet a reasonable requirement of a course or activity
- display messages of hate or bias, or depict discriminatory symbols or images
- be associated with gangs
- be lewd, vulgar, obscene, or revealing or of a sexual nature; and/or
- promote drugs prohibited on MCPS property as set forth in Regulation IGO-RA, Guidelines for Incidents of Alcohol, Cannabis, Tobacco, and Other Drug Use Involving Students.

The Bells Mill staff will continue to emphasize clear expectations and consistent routines for all students. Therefore, to maintain a safe, positive, supportive, and respectful learning environment for all ,students must adhere to the following dress code guidelines:

- Shirt must provide appropriate coverage and not be see-through or expose the midriff.
- Racerback or spaghetti strap tops will need to be appropriately layered or covered.
- Clothing should be free of offensive language or references to alcohol or drugs.
- Shorts should be an appropriate length for a school setting.
- Close-toe shoes are required for outdoor school activities (i.e. recess~kickball, soccer, P.E.)
- All outdoor items (i.e. hats/ hoods) must be removed when in the school building.

NOTE: Students are expected to dress appropriately according to the weather.

NO DOGS ON SCHOOL PROPERTY (MCPS Policy ECJ-RA)

To ensure county policies are followed and the environment remains a comfortable and safe environment for all children, dogs are **not** permitted on the school grounds. Leave your dog(s) at home. **MCPS will not be held liable for animal injuries on MCPS property.**

Many people bring their dogs when dropping off their children and/or picking them up at the end of the day. While we appreciate that all dogs that are brought near school property are very friendly and that many children adore coming to pet them, we do have a number of children/families who have expressed fear in entering and exiting the building as they are afraid of the dogs. During non school hours, many people walk their dogs on school grounds. Please clean up after your dog(s) and encourage your neighbors to do the same. We would appreciate your support by keeping our school grounds safe and clean.

EMERGENCY CLOSINGS

School is occasionally closed all day due to severe inclement weather conditions or mechanical problems in the school. When the decision is made by the Superintendent of Schools to delay the opening, announcements will be given to the MCPS website, TV and radio stations usually no later than 6:00 am. These announcements will give pertinent information regarding the delayed opening of schools. Parents must listen to local radio and TV stations during periods of inclement weather. **Please do not call the school.** In the event of a delayed opening, the school day will end at the regular time unless otherwise announced.

NOTE: It is imperative that all parents/legal guardian(s) make plans for emergency closing or student pick-up, such as designating a neighbor to receive the child after dismissal or having another responsible adult in the home. In the event of an early closing, students will be sent to their regular after school location unless we receive written notification or verbal communication of alternative plans in advance. On days where there is inclement weather (extreme heat or ice/snow) parents are encouraged to monitor local TV and radio stations for a possible early closing. Again, please do not call the school. TV and radio stations receive notification at the same time we do at school.

ENRICHMENT/GIFTED AND TALENTED PROGRAMMING

All students are given the opportunity to become involved in enrichment activities offered by all BMES classroom teachers, based on assessment data and classroom work, not opinion. As we continue to build equity at Bells Mill, students are provided with a differentiated program that may include accelerated instruction, enrichment activities, regrouping of clusters with academic peers, and specialized projects or interest groups within the general classroom environment.

ENROLLING STUDENTS

New students are enrolled at the school by having parents complete enrollment forms at the school office. Immunization information, a copy of a birth certificate, parent's ID, and proof of residency for all students new to Bells Mill must be on file at the school before the children can attend school. Mrs. Rocio Montecinos, attendance secretary and registrar, is your main contact in the school office for enrollment.

FIELD TRIPS

When a field trip is scheduled, each student who is to participate will bring home a permission form giving the date of the trip and the destination. The form must be signed by a parent or legal guardian and returned to the teacher before the student is allowed to go on the trip. **No student will be excluded from field trips for financial reasons.**

GRADING & REPORTING /ASSESSMENTS

Schools routinely use a variety of assessments to measure student learning and guide teacher planning. This may include formal assessments that students complete using the computer or informal assessments, such as reading directly to the teacher. Teachers will also provide feedback to students on assignments that are submitted for review. The feedback may be oral or written. Please remember that many assignments are reviewed by staff to monitor progress and identify points of confusion, but may not be graded or scored. Continue to communicate with your child's teacher for more information.

All public schools in Maryland will participate in the statewide assessment program. The testing coordinator will share future dates and times students will be assessed. All BMES students will be assessed at the beginning, middle and end of the school year. The assessments will be administered electronically. We ask that all students be present during state standardized testing due to the limited time the test is given. Families must plan accordingly.

HEALTH ROOM

A health technician is on duty from 9:15a.m. – 3:30 p.m. each school day. The primary role of health room staff is to provide emergency first aid to staff and students. It is important for us to have every child's emergency information on file so that we may contact parents quickly if necessary. If your child becomes too ill to remain in class, you will be contacted and asked to pick up your child.

NOTE: To keep down the spread of germs and diseases as we continue to combat illnesses, parents are asked to keep children at home when an illness and or other symptoms is suspected or present. Parents must make arrangements to pick up a sick child as soon as possible in the event a child becomes ill while at school.

Medication

Parents are encouraged to administer medications to their children at home whenever possible. **No medication will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and a physician's written order.** Any prescribed medication that needs to be administered at school must be in the original bottle and must be accompanied by MCPS form 525-13 (Authorization to Administer Prescribed Medication). All medications must be hand delivered to the school by the parent; under no circumstances will school personnel administer medications brought to school by a student. Over-the-counter medications must be accompanied by a physician's note and are to be administered by the health technician. **Do not send cough drops, throat drops, vitamins, aspirin, Tylenol, etc. to school with your child.**

IMMUNIZATIONS

Students are to be immunized in accordance with Maryland State laws before enrolling in a Montgomery County Public School. Students may not be allowed to attend school until evidence of immunizations against DPT, polio, measles, and rubella is presented. Students entering kindergarten through fifth grade must have 4 DPTs, 3 OPVs, and 2MMRs, 2 Varicella and 3 Hepatitis B. All students new to Montgomery County must provide proof of a physical examination within the last nine months. Please check with the school health technician if you have any questions about immunizations or health records. An immunization schedule is included in this handbook.

LOST AND FOUND

A lost and found area is located in the school's all-purpose room for items that have been misplaced by students. Students' personal items (i.e. clothing, lunch boxes) should be labeled clearly with the child's name or classroom number. Unclaimed articles are turned over to a social services agency at the end of the school year.

LUNCH AND RECESS

Students have 30-minute lunch periods and 40-minute recess periods each day except for early dismissal days. **Students will have recess outdoors unless it is inclement weather (i.e. rain, temperature/wind chill is below 32 degrees F or over 97 degrees F).** Students should dress accordingly for the weather and respond promptly to directions given by MCPS staff members. All students are expected to go outside on "outdoor recess" days. Inquire lunch schedules with your child's classroom teacher.

It is expected that all students will have the opportunity to receive free breakfast and lunch if interested. The SY 2026-2027 Free and Reduced Meals Services (FARMS) application will be available online by the end of July, 2026: www.MyschoolApps.com. We are encouraging all families to apply online. Please contact the school or the Division of Food and Nutrition Services at 240-740-7400 if you need assistance with this process. This application needs to be re-submitted each year. *All inquiries, applications, approvals and disapprovals for the program are confidential.* Breakfast is not served on delayed opening mornings as lunches begin at 11:30 am.

Students who wish to order a school lunch must place their order with their teacher first thing in the morning. Prepared lunches are ordered from a central kitchen each day

and delivered to our school based on this total number of students ordering. Please stress with your child that they must take the lunch that they ordered in the morning.

There is no recess on early release days or on a delayed start schedule.

PARENT CONFERENCES

There will be time for parents and teachers to devote time for parent/teacher conferences. We ask that you communicate to the classroom teacher of convenient times and dates to be scheduled accordingly.

Parents are welcome to conference with their child's teacher or observe in their child's classroom throughout the year, without interrupting instruction. Conferences and observations must be arranged with the teacher (*a minimum of one day in advance*), as all classes operate on a planned schedule each day.

PTA: Parent Teacher Association

[JOIN BELLS MILL'S PTA!](#)

General PTA Meetings are scheduled for the first Tuesday of each month, starting at 6:00 p.m. - 7:30 p.m. Communication will be shared with specific dates and times.

We are very appreciative of the many efforts of our PTA. The many roles of the PTA include fundraising to support instructional programs and student needs, planning social events, advocating for our students and community at county or school system functions, and offering parents a chance to be involved throughout the school year. The PTA is also instrumental in providing enrichment activities available to students beyond the school day. We encourage you to join the PTA, <https://bellsmill.org/>, and become part of our partnership in which parents and teachers work together to build parent-school connection. For more information contact our PTA at info@bellsmill.org.

BMES PTA 2026 - 2027 Officers

- ❖ President: Amanda Klueger
- ❖ Treasurer: Lis Patterson
- ❖ Secretary: Erin Penfold
- ❖ Vice President—Membership & Fundraising: Shara Reiter
- ❖ Vice President—Community Events: Jenna Cooper
- ❖ Vice President—Communications & Family Engagement: Natalie Malloy

- ❖ Vice President—Diversity, Equity & Inclusion and Community: Zina Segal
- ❖ MCCPTA Delegates: Nathalie Babou and Adam D'Angelo

REPORT CARDS

Report cards are distributed four times a year, at the end of each nine-week grading period. The report cards are sent home with students in November, February, and April, and they are mailed home in June.

SAFETY AND SECURITY

The safety and security of students and staff is a top priority at Bells Mill Elementary School. Throughout the school year, students and staff participate in required safety drills so that everyone knows how to respond calmly and appropriately during an emergency. These drills are conducted in accordance with MCPS and state safety expectations and may include fire/evacuation drills, severe weather or shelter drills, lockdown drills, secure status drills, and other emergency preparedness practices.

Bells Mill uses clear, age-appropriate language when practicing safety procedures. The purpose of these drills is not to frighten students, but to help them understand what to do, where to go, and how to follow adult directions in the event of an emergency. Staff members review expectations with students before and after drills as appropriate.

The school may practice the following emergency responses:

Hold — Students and staff remain in their classroom or area and clear the hallways until an “all clear” is announced. Instruction and school activities may continue inside classrooms.

Secure — Students and staff return inside the building, and exterior doors are locked. School continues inside the building while staff maintain increased awareness.

Lockdown — Students and staff move away from sight, remain quiet, and do not open the door. Classroom doors are locked, lights may be turned off, and everyone remains in place until directed by emergency personnel or school administration.

Evacuate — Students and staff leave the building and move to a designated evacuation location. Students are expected to leave belongings behind if directed, follow adult instructions, and remain with their class so staff can account for everyone.

Shelter — Students and staff use the appropriate safety strategy for the specific hazard, such as severe weather, hazardous materials, or another emergency situation.

During all drills and emergencies, students are expected to follow adult directions, remain with their class or assigned group, and report any concerns to a staff member. Families can support school safety by keeping emergency contact information current, following visitor procedures, bringing photo identification when entering the building or picking up a student, and avoiding calls to student cell phones during an emergency unless directed by the school or MCPS. In an actual emergency, Bells Mill and MCPS will communicate with families as soon as it is safe and appropriate to do so.

PARENT-CHILD REUNIFICATION

Parent-Child Reunification, or PCR, is the process used to safely reunite students with their families during or after an emergency, evacuation, school disruption, or other situation that requires a controlled dismissal. The purpose of PCR is to maintain student safety, account for all students and staff, reduce confusion, and ensure that students are released only to approved adults.

If Bells Mill Elementary School needs to use Parent-Child Reunification, families will receive communication from the school and/or MCPS with directions about where to report and what steps to follow. Families should not come to the school or reunification site until they receive official instructions, as doing so may interfere with emergency response procedures.

During reunification, caregivers should be prepared to:

- Bring a valid government-issued photo ID.
- Follow all directions from school staff, MCPS security, and emergency personnel.
- Check in at the designated caregiver check-in area.
- Wait patiently while staff verify identification and emergency pickup information.
- Remain in designated areas until their child is released.
- Exit through the assigned dismissal route once reunification is complete.

Students will only be released to a parent, legal guardian, caregiver, or authorized adult listed in the student's emergency contact information. For this reason, it is very important that families keep emergency contacts updated in Synergy and notify the main office of any changes throughout the school year.

To support safety and order, families should not attempt to enter classrooms, retrieve students directly, bypass check-in procedures, or leave with a student before completing the reunification process. Once a family has completed reunification and exited the site, re-entry may be limited or restricted based on the situation.

Families can help us prepare by reviewing emergency contact information regularly, ensuring all approved pickup adults are listed, bringing photo identification when coming

to school, and following official school and MCPS communication during emergencies. Bells Mill staff will work to reunify students and families as safely and efficiently as possible.

SCHOOL SUPPLIES

Recommended supply lists for each grade level are available on the Bells Mill website. Please note that these items **are not required**, but are **suggested** supplies for students. We are committed to ensuring that every student has the learning materials that are necessary for our program.

Below is the link for the SY 2026-2027 Supply List: [2026-2027 School Supplies Lists](#)

TELEPHONE/MOBILE PHONES, WATCHES, TABLETS and E-READERS/ USE

School telephones are for school business only. Parents should make all necessary plans with students before they leave home each morning. Students will only be called to the phone in an emergency. A courtesy phone for guests, visitors, and volunteers is located across from the Main Office. Students may not use any school phone without permission from the Main Office or their teacher.

Elementary students may bring personal mobile devices, including cell phones and smartwatches, to school and MCPS-sponsored activities. During the school day, devices must be turned off, out of sight, and not used. Students may use personal mobile devices before and after the school day in accordance with MCPS expectations. Students are responsible for keeping their devices secure at all times.

The school is not responsible for lost, stolen, damaged, or misused devices. Families should use good judgment when deciding what items students bring to school. Parents may contact the teacher with questions about whether an item is appropriate for school.

Students must follow the MCPS Student Code of Conduct when using any electronic device. Devices may not be used in ways that violate student privacy, threaten health or safety, disrupt school activities, share obscene or libelous content, plagiarize the work of others, or promote commercial advertisements.

If a student uses a cell phone, smartwatch, or other personal device without permission, the device may be confiscated and returned only to a parent or guardian, not directly to the student.

VISITORS and VOLUNTEERS

All visitors and volunteers must report to the main office, present a valid government-issued photo ID, sign in using the school's visitor management system, and wear a visitor badge while in the building. [Volunteers must complete the required MCPS volunteer training before volunteering.](#) Some volunteer roles, including roles involving unsupervised access to students or certain field trip/chaperone responsibilities, may also require fingerprinting or additional background screening in accordance with MCPS requirements. volunteers may not photograph, video, post, or share information about students. This is especially important during parties, field trips, and classroom support.

Visitors are not allowed in the classroom unless a visit has been pre-arranged with the teacher. We respectfully request that you make an appointment in advance if you would like to speak with a teacher, administrator or other staff member. We want to be responsive to your needs, and we must be respectful of instructional time. **All parents, visitors and volunteers must wear name tags or visitor stickers.**