



Ms. Michelle Beckwith  
Principal

Dr. James Craik Elementary School  
7725 Marshall Corner Road, Pomfret, MD 20675  
301-934-4270 • 301-753-1742 • Fax:301-934-8096



[www.ccboe.com/schools/craik/](http://www.ccboe.com/schools/craik/) • @DrJamesCraikES  
Home of the TIGERS



Mr. Ben Harrington  
Vice Principal

August 2017

Dear Craik Families,



### Welcome Back

Welcome to the 2017-2018 school year! I truly hope that you had an enjoyable summer and are excited to start a new school year. I am definitely excited to begin my second year at Dr. James Craik Elementary School and I look forward to working with you. The safety of our children and the instructional program will continue to be two important areas of focus.



### Our Vision

The vision of Dr. James Craik Elementary School is to create a positive and energetic environment where staff and students work collaboratively to achieve academic excellence, develop personal responsibilities and become equipped with 21<sup>st</sup> century skills in order to succeed in future educational and career opportunities.

This year, our theme is “One Team, One Goal.” Our goal is to continue to provide outstanding academic experiences for our students that are rigorous, relevant and foster great relationships. As your principal, it is important to me that we continue to have students and families who are excited to be a part of our Craik family. We want your children to leave us smiling and looking forward to coming back the next day!



### Welcome to the Craik Family

- Abigail Wearhouse, Kindergarten Teacher
- Erin Amore, First Grade Teacher
- Marissa Ellis, Fifth Grade Teacher
- Brooke Senatore, Special Education Teacher
- Jessica Fellman, Special Education Teacher
- Tiarra Jones, Counselor
- Jasma John, School Psychologist
- Robert Ansell, PPW
- Carrie Lamb, Instructional Resource Teacher
- Allyson Doty, Speech Language Pathologist
- Vacancy, Special Education Teachers, Life Skills, Inclusion
- Vacancy, Special Education Instructional Assistant, Pre-k



It's all about teaching and learning.

24-hour information line: 301-934-7410



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### Important Dates to Remember

- August 30, 2017- Meet and Greet from 2:30-3:30 p.m.
- September 5, 2017- First day of school
- September 12, 2017- First day of Pre-k program
- September 15, 2017- Schools closed for students
- September 18, 2017- Open House 6:00-7:30 p.m.
- September 27, 2017- 2 hr. early dismissal, AM Pre-k attends
- September 29, 2017- Fall pictures

Parent Handbook/Calendar is available online and will be provided to you the first week of school. <http://www.ccboe.com/aboutus/calendar/201718CCPSCalendar.pdf> In addition to the calendar, a list of dates and events will be available on our website and provided to you at Meet and Greet and Open House. My goal is to give you advanced notice of events to help with planning purposes. Thank you in advance for your flexibility if dates have to be changed.



### Important Information

Please see attached letter that provides you with specific information regarding bus transportation from the Transportation Department for Charles County Public Schools. Please read it carefully to obtain specific information regarding bus routes, bus stop locations and the process for bus change requests. Following that page is our Transportation Verification Form. This form will assist us with ensuring that all of our students arrive to school and get home safely, especially during the first week of school. Therefore, **please complete and return this form to your child's teacher at Meet and Greet on August 30, 2017. A car rider permission slip is attached and required for all car riders. Complete and return with our Transportation Verification Form.** Arrival and dismissal procedures are attached.

School supply lists can be found on our website <http://www.ccboe.com/schools/craik/>. These lists are also available in the front office.

School hours are 9:20 a.m. to 3:50 p.m. Students may enter the building starting at 9:05 a.m.

School meal prices: Breakfast - \$ 1.25 Reduced-Price Breakfast- \$ .30

Lunch - \$ 2.65 Reduced-Price Lunch - \$ .40

Milk- \$ .50 Ice cream - \$. 50



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### Exciting Changes and News Happening

**New Student Information System**- Synergy and the different “views” called VUES, is new to Charles County Public Schools this school year. The system allows parents, students, teachers and administrators to monitor grades, assignments, class information and more. Parents will 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. The system is accessible 24 hours a day, seven days a week and replaces the Edline gradebook and teacher/student portals. There are free apps in both the Apple and Android stores, and the system can be accessed through the school system website. Parent(s) will need to present their ID to the school in order to receive an authorization code. Authorization codes will be available during Open House on September 18, 2017.

**Kindergarten Addition**- We will be getting a new kindergarten addition! Construction will begin this school year and will be completed in time for the 2018-2019 school year. Please see the fact sheet attached for more information. I will provide updates throughout the year as we see the transformation take place. We are excited for the new addition and space we will be getting!

**Outdoor Classroom**-Dr. James Craik Elementary has partnered with Port Tobacco River Conservancy and Chesapeake Bay trust to design and construct an outdoor classroom. The proposed plan will improve storm water drainage, provide an aesthetic, inviting area that students can learn about and study hands on the ecosystem. The outdoor classroom will support our efforts as a Green school. Stay tuned for more information.



### Working Together

Parents, we value the home-school connection. Collaboration with your student’s teacher and administration are important to a healthy and successful year. Open communication is vital to ensure a productive home-school partnership throughout the school year. I continue to believe in having an open door policy where parents and students can come share with me any concerns or great ideas to keep our school #1! Please do not hesitate to call me at 301-934-4270 or email me at [mbeckwith@ccboe.com](mailto:mbeckwith@ccboe.com) with questions, concerns or comments.

Sincerely,  
*Michelle Beckwith*  
Michelle Beckwith, Principal



It's all about teaching and learning.

24-hour information line: 301-934-7410



# Charles County Public Schools

5980 Radio Station Road  
P.O. Box 2770  
La Plata, MD 20646  
Main line: 301-932-6610  
www.ccboe.com

Kimberly A. Hill, Ed.D.  
Superintendent of Schools

Michael L. Heim  
Assistant Superintendent of Supporting Services

Supporting Services: 301-934-7270  
Planning and Construction: 301-934-7290  
Transportation: 301-934-7262

July 24, 2017

Dear Parent/Guardian:

Charles County Public Schools provides bus information online. The information will be available on the school system website, [www.ccboe.com](http://www.ccboe.com), the week of Aug. 8. Included below are answers to common questions about the online bus information.

### ***How do I find my bus information?***

Go to [www.ccboe.com](http://www.ccboe.com) and click on the School Locator/Transportation link located on the Quick Links section of the home page. Enter your street number and street name in the appropriate fields. The school eligibility, closest bus stop, bus number and time will be listed for this address. Students are expected to ride from the closest stop to their residence. School Locator does not include bus information for special needs students.

### ***What do I do if my child needs to ride from another stop other than my residence address (i.e., daycare)?***

Go to your student's school web page, click on the Transportation link, click on the "Student Bus Change Request" link and complete the requested information and click submit. An e-mail approval notification will be sent to the parent and school. Students are not permitted to ride the new bus until approval has been granted. Please allow three business days for the request to be processed. The Transportation Department will begin processing requests for the 2017-2018 school year on Aug. 8.

### ***What do I do if I have a question about my child's bus stop location?***

Click on the "School Bus Stop Concerns Form" and complete the requested information and click on submit. A transportation representative will be in touch to answer any questions regarding the stop location. You may also call our Bus Hotline, 301-932-6655, on Aug. 31 and Sep. 1 from 8:30 a.m. to 4:30 p.m. and Sep. 5-6 from 6 a.m. to 5 p.m.

### ***What do I do if I do not have access to the Internet?***

Contact your school and the information will be given to you.

### **Important information for parents:**

- Bus stops within established subdivisions are permanently placed at specific locations so it is fair, consistent and equitable for everyone residing in the subdivision. From year to year, the number of students at a specific stop, and the walking distance, may vary due to student promotion to a different level. Stops established in subdivisions will **not** be changed.
- All bus stop arrival times are approximate. During the first two weeks of school, the arrival times may fluctuate as the Transportation Department adds and drops stops, which can impact bus arrival times. Students should be at their assigned bus stop five minutes before the regularly scheduled bus arrival time in the morning.
- Students should never cross a divided road to access a bus stop. This includes major highways such as U.S. Route 301, Route 228, Route 5 and Route 210, and divided roads within communities such as Quailwood, Pinefield and St. Charles.
- Students should wait for the school bus in an orderly fashion, out of the way of traffic. Students waiting in vehicles must be out of the vehicle when the bus approaches.
- Students should wait at their designated bus stop until the bus has completely stopped, before moving toward or boarding the bus. Students who must cross the roadway to board the bus should wait on their side until the bus arrives. Students should only cross the road when the red warning lights are activated and the roadway is clear of traffic.
- Follow us on TWITTER @CCPSBuses

Transportation Department  
Charles County Public Schools

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**It's all about teaching and learning.**

24-hour information line: 301-934-7410

Dr. James Craik Elementary School  
Transportation Verification Form

In an effort to get your child home safely each day it is important for us to know how he/she travels to school. Please complete the form below and return it to school tomorrow.

Child's Name: \_\_\_\_\_ Grade: \_\_\_ Teacher: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Parent's Address: \_\_\_\_\_  
\_\_\_\_\_

**Where does your child go after school (choose one only)?**

- My child rides a bus. The bus number is \_\_\_\_\_.
- My child is a car rider. I understand I will need to fill out the additional car rider information form and follow car rider procedures.
- My child is picked up daily by a daycare van.  
Name of Daycare: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Contact Name/Director: \_\_\_\_\_

Email Address: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**Note:**

- Your child should use the same transportation to and from school daily.
- If there is a change in your child's after school arrangements, please notify us in writing.

**Return to your child's teacher on Meet and Greet, August 30, 2017.**

**Dr. James Craik Elementary School  
School Dismissal Pick-up  
EVERYDAY Car Rider Permission Form  
School Year 2017-18**

Please complete the form below authorizing the student(s) listed to be picked up every day as car riders from Dr. James Craik ES by the adult(s) listed on the form. Car riders should be picked up between 3:40-3:50 pm. Please be prompt when picking up students and follow established traffic procedures.

**PLEASE PRINT**

Date \_\_\_\_\_

Effective Date \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Primary person that will be transporting on daily basis: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**Vehicle #1:** Make/Model \_\_\_\_\_

Color \_\_\_\_\_

License Plate # \_\_\_\_\_

**Vehicle #2:** Make/Model \_\_\_\_\_

Color \_\_\_\_\_

License Plate # \_\_\_\_\_

The following are also authorized to transport my child (children) in my/our absence and are listed on each child's emergency card.

1. Name \_\_\_\_\_

relationship to child: \_\_\_\_\_

2. Name \_\_\_\_\_

relationship to child: \_\_\_\_\_

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Parent's Name Printed**



**DR. JAMES CRAIK ELEMENTARY SCHOOL  
ARRIVAL AND DISMISSAL PROCEDURES  
SY 2017-18**

The daily arrival and dismissal of students is a busy time. We encourage students to ride their assigned bus to and from school to reduce the number of vehicles in the parking lot area. Transportation information is available on the *School Locator* link at [www.ccboe.com](http://www.ccboe.com). Safety is our primary concern at these times; therefore, we ask that you please assist us in the process by following the arrival and dismissal procedures as outlined below.

▪ **ARRIVAL**

- Buses enter the main parking area between 8:50 AM and 9:05 AM. Cars are not permitted to enter the bus lot during these times. At 9:05 AM, students are permitted to enter the building through the main entrance doors and report to their classrooms.
- Cars should enter the school from the Robert D. Stethem entrance off Marshall Corner Rd. Follow the drive to the back lot adjacent to the gym. At 9:05 AM, staff will supervise the traffic flow and exiting of vehicles. Students should exit vehicles promptly in the “unloading zones” under the direction of the staff on duty. After students have been dropped off, circle around the parked cars and exit the school from the Robert D. Stethem Center. Staff supervision is only provided between 9:00 and 9:20; students should not be dropped off before that time. Any student who arrives after 9:20 needs to be signed in by an adult in the main office.

- **DISMISSAL** – Daily announcements are made at 3:39 PM. Everyday car riders are dismissed from classes at 3:40 PM. Bus riders are called by grade level for dismissal following everyday car riders at approximately 3:45 PM. To ensure that students’ routines stay consistent, we ask that parents select one method of transportation home for the year. Changes must be made in writing and submitted to the office.

- Bus riders exit the main entrance doors with their teacher and report directly to their buses. Buses exit the parking lot at approximately 3:50 PM. If a bus is running late, students will wait with a staff member for the bus to arrive.
- Every day car riders report to the exit in this gym promptly after being dismissed from class at 3:40 PM. Students must have an everyday car rider permission form completed in order to be dismissed as a car rider. Cars should follow the same traffic pattern as in the morning. Staff members will direct the traffic flow and assist students to cars for safety. Car riders must be picked up between 3:40 PM and 3:50 PM. Car rider privileges will be revoked for individuals who are repeatedly late.
- Early Dismissals – If you need to pick up your child from school prior to dismissal, please do so before 3:30 PM. Students will not be called from class after 3:30 PM. In addition, no cars should be in the bus lot at that time. Please plan accordingly.

▪ **EVERYDAY CAR RIDER PERMISSION FORM**

Enclosed is a copy of our School Dismissal Pick-Up/Car Rider Permission Form. A completed form **MUST** be on file in the office for all car riders. In addition, make sure that all adults listed on the car rider form are also listed on the Emergency Card.

- **Safety** - Patience is a key for our arrival and dismissal procedures. Please monitor the speed of your vehicle in the parking lot and use common sense. The safety of our students is our #1 priority.

If your child will be an everyday car rider, please bring the attached permission slip to your classroom teacher during *Meet & Greet* on August 30<sup>th</sup>. Our dismissal everyday car rider procedure will begin the first day of school. A permission slip is required before your child can be considered an everyday car rider.

We hope these procedures will expedite the arrival and departure of our students and create a smooth dismissal. If you have any concerns or questions, please do not hesitate to contact us.

## Car Rider Procedures

The location for entering the pickup line is the third entrance on Marshall Comer Road (if you are approaching from McDonough High School direction). You will enter and drive through the parking lot at Statham then enter the car rider line where you will pick up your student.





# Dr. James Craik Elementary School



All-day kindergarten addition fact sheet

August 2017



## Construction update

Dr. James Craik Elementary School is undergoing the addition of three new kindergarten classrooms, a prekindergarten classroom and an activity area.

The project modernizes and provides learning spaces for today's

youngest students. Maryland mandated all-day kindergarten programs across the state in 2007. Since then, Charles County Public Schools (CCPS) has been building additions to elementary schools that needed space to accommodate kindergarten classes. Construction will be taking place during the school day, but with little to no disruption to the learning environment.



## What is happening?

The construction bid went out in July, with the bid opening in August. The state will award the construction approval in September, with construction starting in October. Construction

will be split into two phases. Phase 1 will include site modifications to accommodate the addition including new sidewalks, storm water management devices and on-site utility revisions. The construction will bring an additional 8,884 square feet to the existing 59,000 square footage of the school. Phase 2 is a renovation of three existing classrooms, including a kindergarten classroom, Life Skills classroom and an art classroom. The renovation will include door removals, masonry wall work and new cabinetry, sinks, counters and restrooms.

## How long will the work take?

CCPS expects to complete work by August 2018.



## How will construction affect staff and students?

Once a contractor is hired, the company will have a flexible schedule. There should be little to no disruption to the school day in regards to noise and access

to the school building. Construction areas are cordoned off by fencing and other barriers, and workers will not be in areas of the school that aren't under construction. By Maryland law, contractors are required to complete criminal background checks on their employees and subcontractors. Deliveries and site access by construction workers will work around the school schedule to avoid conflicts with student arrivals and dismissal. Some projects will be done on weekends, holidays and evenings. Utilities, like water and electrical projects, will likely be connected and tested during evenings, weekends and holidays so as not to disrupt the school day.

A playground for prekindergarten and kindergarten students will be set up in the fall, taking half of the school's outdoor basketball court. A playground for students in first- through fifth-grade remains separate and includes the other half of the basketball court and age-appropriate equipment. During construction, 20 staff parking spaces will be lost. Five spaces at the Robert D. Stethem Educational Center will be freed up for Craik staff, on the left side of the school near the portable classrooms. The overflow parking lot at Stethem will accommodate staff parking.

## What are the benefits?

Craik has 503 students, 97 more than the state rated capacity of 406. The \$3.5 million addition, funded by the state and local governments, will add space at the school.

# Dr. James Craik Elementary School



All-day kindergarten addition fact sheet

August 2017



## About full-day kindergarten

Full-day kindergarten became a state requirement in 2002 as part of the Bridge to Excellence in Public Schools Act. The Act required all school systems to implement full-day kindergarten programs in all elementary schools by the 2007-2008 school year. CCPS began converting its half-day kindergarten programs to full-day several schools at a time.

## About Dr. James Craik Elementary School

Dr. James Craik Elementary School was built in 1974. Currently, it is 59,000 square feet. The new addition will bring the square footage to 67,884. Born in Scotland in 1730, Dr. James Craik was educated as a surgeon in the British Army. As a young man he immigrated to Virginia where he served with the state's colonial forces during the French and Indian War. During his time there, he caught George Washington's attention. Washington, then Commander-in-Chief of the Virginia troops, promoted Dr. Craik to Chief Medical Officer

of the Virginia militia. Around 1760, Dr. Craik married Marianne Ewell of Prince William County, Va., and the two moved to La Plata where they built their home, La-Grange. Dr. Craik was the attending physician during George Washington's final illness. Dr. Craik died in Alexandria, Va., in 1814.



## For more information

If you have a concern about the addition or construction, contact Principal Michelle Beckwith at [mbeckwith@ccboe.com](mailto:mbeckwith@ccboe.com).

If you have a particular question about the construction work, email the question to [boardmail@ccboe.com](mailto:boardmail@ccboe.com). Parents and

staff will be updated on the project's progress throughout the year.



## Home of the Tigers

## Renovations in progress



YOUR TAX DOLLARS  
AT WORK FOR CHILDREN



Funded by the  
Charles County Commissioners and  
the State of Maryland

in partnership with the  
Board of Education of Charles County

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Dr. Patricia Vaira, Title IX/ADA/Section 504 Coordinator (students) or Marvin L. Jones, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.