

August, 2025

Hello, BRP Families!

We are thrilled to welcome you aboard for the 2025–2026 school year at BRP! As your administrators, we are honored to help guide this mission and partner with you and your child’s teacher to ensure a year filled with growth, discovery, and success. It is a privilege to serve the BRP community, and we can’t wait to launch this school year together.



BRP has a stellar reputation, and we are proud to be part of its shining legacy of excellence. Our school is full of bright, enthusiastic students eager to learn, supportive families ready to engage, and a dedicated, professional staff committed to providing every child with the strong foundation they need to soar—both in school and far beyond.

We encourage you to stay actively engaged in your child’s education. School is very much a team effort, and together we can chart a course for an exciting and successful year. Your staff and administration look forward to partnering with you every step of the way.

Please take a few minutes to carefully review the important information included in this letter—it will help prepare you for a smooth takeoff into the new school year. We look forward to seeing you soon and to making this the best journey yet!

*Dr. Kathy Galford*, Principal

*Ms. Rebecca Muir*, Assistant Principal

**Your child’s class assignment for 2025-2026 should now be available in ParentVUE! Please call the office if you need assistance.**

**Online Student Verification in ParentVUE:** All families should log in to ParentVUE and verify their contact information. We use the information in ParentVUE to contact you in an emergency and also to communicate school updates, so please make sure we have your accurate contact info. **It is also important that your child's drop-off and pick-up addresses are correct if riding the bus.**

**Preschool/Kindergarten "4 Card System" for Bus Transportation:** All Chesapeake schools use a 4-card identification system for Preschool and Kindergarten bus pick up and drop off. This system helps to eliminate confusion as to who is authorized to receive students from the bus stop. Parents will receive 4 matching ID cards: one for the student to wear to/from school daily, and the other three for the parent to designate as authorized individuals. When the bus arrives at the stop in the afternoon, there must be an authorized adult with a matching ID card to receive the student. Bus Drivers cannot accept other forms of identification. **Without a matching card, PK and K students will be returned to school by the bus driver. Bus Cards will be distributed by the Preschool or Kindergarten teachers at the Meet and Greet can be picked up in the office before the first day of school.**

**Synergy ParentVUE and StudentVUE:** As you know, communication between home and school is essential for children to be successful. All ParentVue accounts previously activated continue to be operational. ParentVue will allow you to stay informed and connected to the school, and parents will report absences in ParentVUE as well. Report cards and other important documents will be posted in ParentVUE. Call the school if you need help with your account.

**Family Handbook:** Our Family Handbook can be accessed [here](#). Please review the contents of this document carefully to be aware of the policies and procedures of Butts Road Primary School.

**CPS Conduct Guidelines:** In addition to our school handbook, you will receive access to the Chesapeake Schools Student Handbook. Parents and students must acknowledge receipt of this handbook via ParentVUE.

**Student ID Badges:** All CPS students will be issued ID badges. According to school board policy, ID badges must be worn at all times while on buses and/or school grounds. The badges are used to log bus attendance, check out library books, purchase lunch, and record late arrivals to school. Lanyards will be provided, but if you choose to replace the lanyard, it must be a "break-away" design.

**Student Medication:** If your child takes daily medication or has "as needed" medication that you'd like to be available during the school day, please have your child's doctor complete the order. Your doctor's office should have the required forms. Our School Health Advisor, Nurse Shanana, BSN, RN, is happy to assist you with this process. Reach her by email at [shanana.orrack@cpschools.com](mailto:shanana.orrack@cpschools.com) or give our school office a call at 757-482-5820. These forms must be completed by your pediatrician and are available [HERE](#). Nurse Shanana will be available at Open House for medication drop-offs.

**School Supplies:** Our school supply lists are available on our school website and in the office.

**Student Arrival and Dismissal:** The first day of school for students will be Tuesday, September 1st. School hours are from **7:35 to 2:04 p.m.** You can find your child's bus schedule online (when available) [HERE](#). Please call the office if you need assistance. **It is important for you to make your child's teacher aware if your child will be riding the bus or picked up by a parent.** Please be sure that your child's

teacher has this information **before the first day of school - including the route number** if they are bus riders. **If your student will regularly ride the bus, we encourage you to have your student use the school bus beginning the first day of school.** It is important to establish a daily routine with your child and stick with it. This will help your child become familiar with the bus routine and will be a step toward developing independence. **We ask for your patience the first few days until drivers become familiar with their routes. It will take longer than normal during that time for your student to arrive home. We also ask for your patience with road construction on Mt. Pleasant. We have no control over changes to traffic patterns, so please allow extra time.**

**Stop Finder App:** New this year, Chesapeake Public Schools has a new transportation routing system that will be used at all schools! The new software integrates with a parent mobile app called Stopfinder! Stopfinder is an easy-to-use app that allows families to have the most accurate information about their student's bus schedule in the palm of their hand. The Stopfinder app is secure and protected. Access to parents or guardians is only granted to those who have permission from the school transportation department. **Stopfinder will email families to activate their Stopfinder account by August 27, 2025, from [NOREPLY@TRANSFINDER.COM](mailto:NOREPLY@TRANSFINDER.COM).** We encourage families to activate their account when they receive the invitation from Stopfinder to ensure they get the most current bus route information! **It is imperative that you verify your student's exact address and location of morning pick-up and afternoon drop-off with your child's teacher before the first day of school.**

**Parent Drop-Off:** Parents who drive students to school are asked to drop them off at the front entrance between 7:15 a.m. and 7:35 a.m. While the tardy bell rings at 7:35, students benefit greatly when they arrive at school early enough to unpack and get settled into their day before the bell rings. Students entering the building after 7:35 a.m. will be marked tardy. **Cars are not permitted in the bus lane. Please do not drop children off before 7:15 a.m., as supervision is not provided until this time.**

The traffic at the front of our school becomes very congested each morning while parents are dropping off students. Staff members are on duty every morning in the front parking lot to see that students get into the building quickly and safely. In order to ease the traffic congestion, **we ask that you have your child ready to exit on the passenger side of the car when you arrive. Please refrain from using your cell phone during the entire drop-off process. Once in front of the school, place your car in park, wait for a staff member to open the door and escort your child to the sidewalk, and wait for staff to signal you before moving forward.** If you or your child need additional time, please park your vehicle and escort your child in the building. For the safety of our children, we ask that you remain alert and follow the directions of staff members. If you do elect to transport your child yourself, please practice patience and leave home in enough time to ensure your child will arrive before 7:35. **Please note that heavy traffic or road construction will not result in an excused tardy. Please do not arrive in the parking lot before 7:05 a.m., so staff members are not blocked from parking.**

**Afternoon parent pick-up** takes place in the front of the school building and begins at 2:04. Several staff members are assigned to assist in this process. Parents of "Parent Pick-Up" students are assigned a card with a number that belongs to that child/family. The student has the number on their back pack and the parent should enter the front parking lot and display the number card in the window so that their student can be called for dismissal. **The school-issued number card MUST be used before your child is brought to the car.** If you arrive without your issued card, please park your car and show your ID in the school office to pick up your child. This will ensure the safety of all students. **Parent Pick-Up Cards will be**

distributed at the Meet and Greet or can be picked up in the school office before the first day of school.

**Please note:** Bus pick-up and drop-off addresses must be listed correctly in ParentVue. Changes in bus addresses can take up to 10 days to update in the school's bus route system. Late bus changes may require parent transportation to and from school until the system is updated.

Parents must give written permission for any other person to pick up their children. All persons picking up students must present identification.

Parents who pick up students during the school day for appointments must sign them out in the office with a valid ID. After sign-out, parents are required to wait in the office for their children's dismissal.

**Breakfast and Lunch:** Breakfast and lunch are available for students to purchase. Prices and payment information can be found [HERE](#).

**Dismissal Changes:** From time to time, it may be necessary to make a change in your child's regular dismissal plan. For the safety of our students, **BRP requires all change requests in writing no later than 1:00 p.m. (email [BRPHawks@cpschools.com](mailto:BRPHawks@cpschools.com))** in order to have time to get the proper notification to teachers and bus drivers. **Additionally, all early parent pick-ups must take place by 1:30 p.m.** to avoid disruptions to the routine dismissal procedures.

**School Safety:** All those seeking entry should ring the doorbell, hold their ID up to the camera, and wait for a response from school staff to "buzz" them in to gain access to our school. In our continued efforts to provide the safest learning environment possible, we will continue to utilize the Raptor Visitor Management System. All visitors must provide identification at our security desk and **will be required to have this visitor's pass before going anywhere in the building.** Based on CPS guidelines, our school security officers (SSO) can only process IDs in Raptor for one family at a time. After receiving a visitor's pass, please stop in the main office to inform us of your destination. Due to safety guidelines, parents will not be allowed to walk their students to class on the first day. Staff escorts will assist students.

**Student Identification:** For the first day of school, please ensure we can identify your student's name and homeroom teacher on a name tag or on the backpack so we can help them find their classroom.

**The BRP PTA Welcomes You!** Our PTA is excited to welcome everyone back to school, and we are looking forward to planning family events this year. Your participation in PTA is more important than ever! We would love to reach 100% membership this year, so please join the PTA. We welcome all adult members (parents, grandparents, relatives, and friends). Information regarding officers, budget, and tentative calendar events will be provided via email in the coming days. PTA information and sign-ups will be available at our Meet and Greet. You can join the PTA [HERE](#).

**BRP Hawks Booster Club:** We are also fortunate at BRP to have a parent Booster Club that works to raise funds to "boost" the learning environment for our students. The Booster Club sponsors family events such as Bingo Night and the Spring Carnival and supports students and staff at BRP. Booster Club representatives will also be available at the Meet and Greet and would love your participation and membership.

**Communication:** Please remain connected to the school with regular communication with the teacher and by reading communication from the school sent out via email, ParentVue, PeachJar, Canvas, and our website. Don't hesitate to reach out to us with any questions or concerns. We are here to serve you and your Little Hawks!

**Virtual Open House:** Your child's teacher will host an online Virtual Open House on Thursday, September 11th at 5:30 PM via Google Meet. This will give you the chance to learn routines specific to your child's classroom and ask any questions you may have.

Please join the CPSCHOOLSVA app to receive school and CPS updates and news.



The graphic promotes the CPSCHOOLSVA app. It features the Chicago Public Schools logo and the text "Download the CPSCHOOLSVA App". Below this, it says "The best way to stay connected to our school!" and "With our mobile app, families can get". Four icons represent app features: Push Notifications (purple smartphone), News & Updates (red megaphone), School & District Events (yellow calendar), and Important documents (blue papers). A large smartphone displays the app's interface, showing a "Home" screen for Butts Road Primary with a "Feed" of announcements and an "Events" calendar for August 1st and 2nd. At the bottom right are "Download on the App Store" and "GET IT ON Google Play" buttons.

BRP Facebook: <https://www.facebook.com/brphawks/>

BRP Website: [www.cpschools.com/o/brp.com/o/brp](http://www.cpschools.com/o/brp.com/o/brp)

BRP PTA Facebook: <https://m.facebook.com/brppta/>

BRP Booster Club Facebook: <https://www.facebook.com/profile.php?id=61578831304000>

If you haven't done so, please view our Back-to-School Informational Video [HERE](#).

It's going to be a great year!