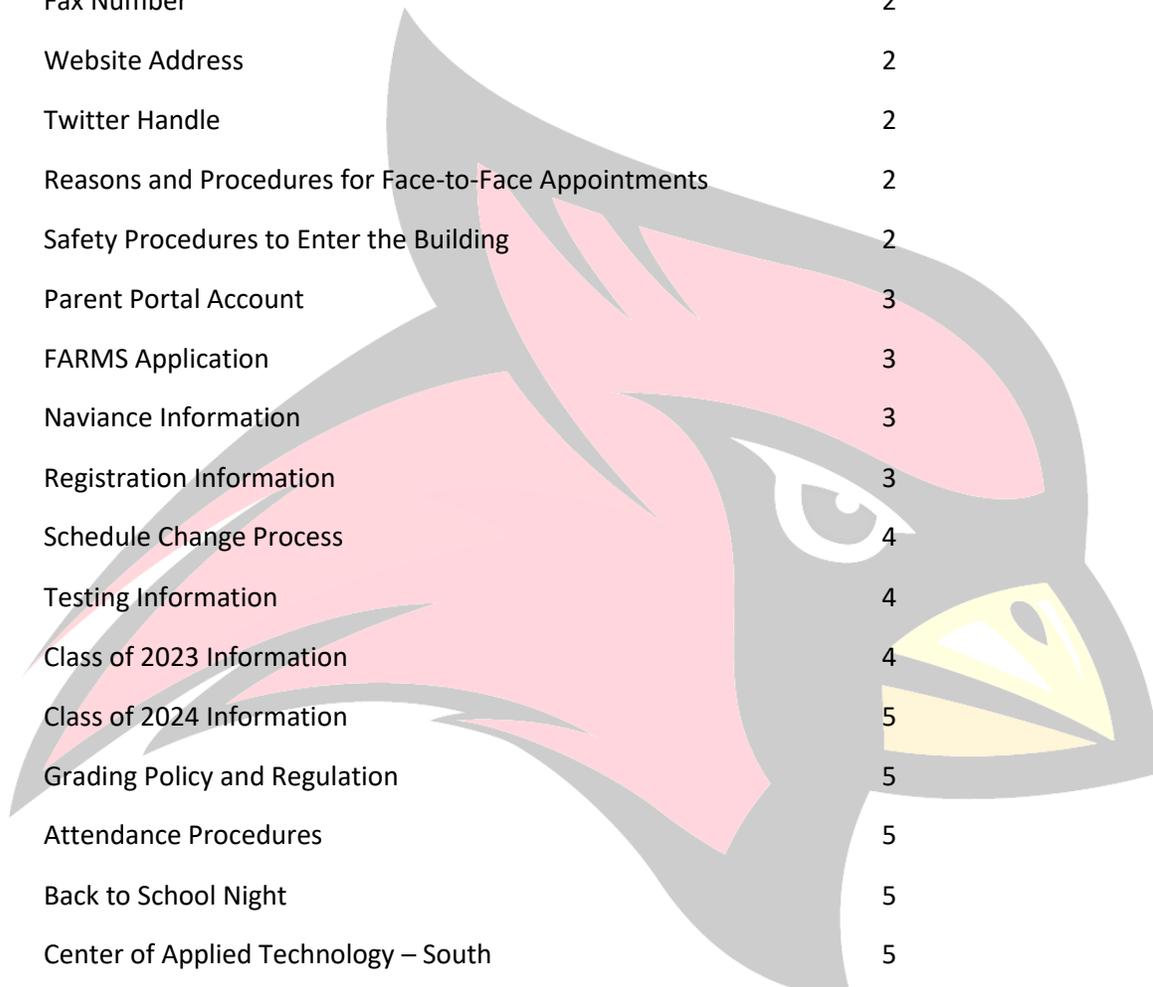


Frequently Asked Questions

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Q: What are the hours of operation for the Crofton High School office?

A: The hours of operation will be 8:00 am-4:00 pm as currently set for all AACPS schools for the first semester of virtual learning.

Q: What is the phone number for the school?

A: The main office phone number is 410-451-5300.

Q: What is the fax number for the school?

A: The fax number is 410-451-7777.

Q: What is the school's website address and Twitter handle?

A: The school website is <https://www.croftonhigh.com/>. Twitter handle is @CroftonHigh.

Q: What are the reasons for face-to-face appointments at Crofton High School? What is the process for making an appointment?

A: In an effort to maintain health and safety guidelines due to the coronavirus, the only reason for face-to-face appointments will be if parents/guardians do not have technology to meet otherwise such as by phone or virtual meeting (for example, inability to upload documents for online enrollment). Families that need to set up a face-to-face appointment for this reason must be arranged in advance with the student's administrator.

Q: What safety procedures must be followed when arriving for a pre-scheduled appointment?

A: If you do have prior approval for a face-to-face appointment, you must adhere to the following procedures:

- The parent/guardian must come to the building alone and cannot bring any children into the building.
- The parent/guardian must always wear a face mask and remain at least six feet away from others.
- At arrival, the parent/guardian will be screened using our COVID-19 questionnaire prior to the appointment.

Q: How do I create a Parent Portal account? Who can I contact with questions?

A: If your student is an existing AACPS student and you already have a Parent Portal account, you do not need to do anything. If your student is new to AACPS, you will need to contact the school directly at 410-451-5300 to obtain your student's access code and password for initial set up. Once you have your access code and password, please visit <https://www.aacps.org/Page/1325> to create your parent portal account. If you have any questions, please contact our school directly.

Q: How do I apply for the Free and Reduced Meals program? Who can I contact with questions? Where can I find Food Services information?

A: The fastest and most efficient way to apply for Free and Reduced meals is online at <http://aacpschools.org/nutrition/apply-for-free-or-reduced-price-meals/>. There is also FAQ's information at that link. For further questions not answered at the Food & Nutrition site above, please contact Food & Nutrition services at 410-222-5900.

Q: What is Naviance? How do I/does my child access their Naviance account? Who do I contact with questions?

A: Naviance is a college and career planning web tool that every high school student in the county uses for School Counseling curriculum lessons. You can access the Naviance website from a link on the Crofton High School website (coming shortly). You will need to enter a username and password that your child creates. Contact your child's counselor with any questions.

Q: I have just moved/am planning to move to the Crofton High School attendance area. How do I register my child?

A: AACPS is currently encouraging online enrollment for all AACPS schools. Please visit <https://www.aacps.org/enrollment> where you can obtain information regarding all documentation needed to enroll your child as well as directions and the link to submit your online enrollment. If you have further questions, please contact the Crofton High School registrar, Ms. Hippen, at 410-451-5300 or [ahippen@aacps.org](mailto:ahippen@aacps.org).

Q: What is the process for schedule changes?

A: Students seeking a schedule change for the reasons listed below may do so by accessing the link to the Google Form for schedule changes found on the school website ([www.croftonhigh.com](http://www.croftonhigh.com)). The link can be found under the News & Announcements tab on the main page of the website. This link will remain active until ten school days after the start of classes. To minimize disruption to your class schedule once school begins, please try to submit your schedule change request prior to the first day of classes.

Student requests will only be granted for the following reasons with parent/guardian consent if space is available, and with final approval of the principal:

1. Correcting courses for sequential order (Course Pre-requisite – Spanish 1 before Spanish 2)
2. Inserting courses to deal with failures from the previous school year or semester.
3. Deleting courses previously taken and passed.
4. Adding new courses to replace those made up in summer school.
5. Correcting courses for health reasons (must be certified in writing by a physician)
6. Changing courses to increase rigor (Standard level to Honors level, Honors level to AP)

Upon receipt of the schedule change request, your student's administrator will review the request and either approve or deny. You will receive an email notification (must be a parent/guardian email) within three school days of submission with the decision.

Please email your student's administrator or counselor with any questions you may have concerning these procedures.

Q: Who should I contact if I have questions about Testing (MCAP, PSAT, Advanced Placement, etc.)? How can I access information about school testing?

A: All testing related questions should be directed to Colleen Adair, School Testing Coordinator. Ms. Adair can be reached at [cadair@aacps.org](mailto:cadair@aacps.org) or by phone at 301-615-4226. Testing information will be shared with students through Google Classroom and on the school website.

Q: Who is the class sponsor and administrator for the Class of 2023? How can I access information related to class news?

A: At this time, we are still in the process of determining staff advisors for the Class of 2023. Mr. Dave Kauffman ([dkauffman@aacps.org](mailto:dkauffman@aacps.org)) is the assistant principal that will be supervising all Class of 2023 activities. As soon as more information has been determined, we intend to post information to our school website, [www.croftonhigh.com](http://www.croftonhigh.com), as well as create a Google Classroom with information for students.

Q: Who is the class sponsor and administrator for the Class of 2024? How can I access information related to class news?

A: At this time, we are still in the process of determining staff advisors for the Class of 2024. Mr. Dan Kassel ([dkassel@aacps.org](mailto:dkassel@aacps.org)) is the assistant principal that will be supervising all Class of 2024 activities. As soon as more information has been determined, we intend to post information to our school website, [www.croftonhigh.com](http://www.croftonhigh.com), as well as create a Google Classroom with information for students.

Q: What is the grading policy and regulation for AACPS? Where can I find it?

A: The grading policy and regulations can be found at <http://aacpsschools.org/boardpolicies/?p=1660>.

Q: What are the attendance procedures at Crofton High School? How do I submit a note excusing my child's absence from school? Who do I contact with additional questions?

A: Daily attendance is expected and will be recorded. Attendance will be tracked by period every day in accordance with a student's virtual schedule. Families should discuss their circumstances with school staff if there will be challenges adhering to the school schedule. Further procedures are still being determined.

Q: What day and time is Back to School Night for Crofton High School? How will other important dates be communicated?

A: Back to School Night will be on Monday, September 14 at 6:00 pm. More information for that event will be posted to our school website, [www.croftonhigh.com](http://www.croftonhigh.com), as well as sent by messages to families. Other important dates will be shared by way of the Calendar tab of the website as well as through weekly Cardinal Call messages to families.

Q: How do I get more information about the Center of Applied Technology – South?

A: For questions about programs offered, admission to, certifications earned, etc., students and parents/guardians can speak with their Crofton High school counselor. For more specific questions about the Center of Applied Technology – South, they can be reached at 410-956-5900.

Q: What library/media services are available? Who do I contact for more information?

A: Information regarding library/media services can be found at [Crofton HS Library/Media](#). Contact information for Ms. Starnes and Ms. Dearborn is also listed at the above link.

Q: If my child has technology-related issues for online learning (examples - can't log on to Google Classroom, Chromebook isn't working, etc.), who do I contact?

A: Further information to come on who to contact with technology-related issues. Some issues may be resolved by going to the Virtual Learning section of the AACPS website at <https://www.aacps.org/virtualllearning>. If the issue is specific to needing a password reset, please call the Help Desk at 410-222-5135.

Q: When will school pictures be taken?

A: This will be determined at a later date. Families will be notified by way of the website, messages home, and through the weekly Cardinal Call.

Q: Who are the designated safe person contacts in the building? What is the best way to reach those staff members?

A: Counselors are safe person contacts in the building. In the virtual environment, email is the best way to reach a counselor.

Q: If I need access to the Mobile Crisis Team or the Warmline for my child or need to report another serious situation, how do I do so?

A: The phone number for the Warmline is 410-768-5522. Anyone can call to access support.

Q: If I would like to get involved in the development of the school's various parent support groups, who should I contact?

A:

Parent Teacher Student Organization:

[croftonhspts@gmail.com](mailto:croftonhspts@gmail.com) or Ms. Feuerherd at [kfeuerherd@aacps.org](mailto:kfeuerherd@aacps.org)

Sports Boosters:

Mr. Martin at [jmartin@aacps.org](mailto:jmartin@aacps.org) or Mr. Kauffman at [dkauffman@aacps.org](mailto:dkauffman@aacps.org)

Music Boosters:

Ms. Gresko at [bgresko@aacps.org](mailto:bgresko@aacps.org), Mr. Von Sas at [evonsas@aacps.org](mailto:evonsas@aacps.org), or Mr. Kassel at [dkassel@aacps.org](mailto:dkassel@aacps.org)

Theatre Boosters:

Ms. Bittman at [rbittman@aacps.org](mailto:rbittman@aacps.org), Mr. Smith at [tesmith@aacps.org](mailto:tesmith@aacps.org), or Mr. Kauffman at [dkauffman@aacps.org](mailto:dkauffman@aacps.org)