

## STUDENT-TEACHER ASSIGNMENTS

Classroom assignments will be ready and posted on the front windows of the school at 4:00 p.m. on Thursday, August 26. Students and their parents will be able to learn who their teachers are and their room numbers. Teachers will be available on FRIDAY, AUGUST 27 from 2:00 p.m. to 3:00 p.m. Prior to this time, they will be engaged in mandatory professional day activities. Please keep in mind that students are assigned teachers according to the following guidelines that must be respected: race, gender, number of students per class and specific academic needs of students. Again, classes must be balanced in accordance with the aforementioned guidelines. We take great pride in placing students where we believe they can be their academic best. At the end of the first two weeks of school, I encourage all parents to make contact with the teacher by calling or writing to discuss what is effective for your child or just to touch base.

## OPEN HOUSE

OPEN HOUSE IS SCHEDULED ON **FRIDAY, AUGUST 27, FROM 2:00 UNTIL 3:00 P.M FOR STUDENTS K-5.** PARENTS, STUDENTS AND COMMUNITY ARE INVITED TO VISIT CLASSROOMS AND SAY "HELLO" TO NEW AND RETURNING STAFF MEMBERS.

There will be three class sections at each grade level and 3 Learning for Independence classes. We anticipate an August enrollment of about 440 students. Before and after school day care will also be provided in room 26. Please contact the day care at 301-384-0025. Currently there are no openings, but there is a waiting list.

## SCHOOL HOURS

Official school hours for all students K-5 are 8:50 a.m. - 3:05 p.m. (6 hours, 15 minutes, the instructional day for students). **The bell rings at 8:45, the time at which all students should be present.** All students will attend school for a full day beginning the first day of school, **Monday, August 30, 2010.**

Daily attendance and punctuality are very important to school success. Please make every effort to ensure your child is present and **ON TIME** every day. **Students arriving at 8:50 or after will be considered tardy.**

School office hours are 8:15 a.m. - 4:00 p.m. If you need to call other than this time period, please leave a message on the answering machine, giving your child's name and teacher's name.

## FIRST DAY OF SCHOOL PROCEDURES FOR MONDAY, AUGUST 30, 2010

On the first day of school, students will proceed to their morning line-up locations. **All students will line up inside the building during morning arrival. K-2 and LFI students will report to the All Purpose Room. Students in grades 3-5 will line up in designated hallways outside of the third and fourth grade clusters and the Media Center.** The principal, teachers and patrols will be on duty to help children locate their line-up positions and answer questions. We want to ensure that students, parents, guardians, grandparents and all well-wishers get off to a terrific start. Parents new to Stonegate, please make sure that your children are registered in the front office prior to the first day of school. If this is a concern, please call the office at 301-989-5668.

## BREAKFAST/ LUNCH

Beginning the first day of school, breakfast and lunch will be served in the cafeteria. Breakfast hours will be from **8:35-8:50.** We will make concessions for those students who arrive late due to bus issues. **The cost of school breakfast is \$1.30, lunch is \$2.50, and milk will be 60 cents.** We will continue to implement the SNAP (Student Nutrition Accountability Program) lunch program. It is recommended that each family pay a minimum of \$10.00 into his/her child's account. It is important to do this because the school does not make lunch loans. **Checks should be made payable to Stonegate School Cafeteria.** A prepayment form can be found in this mailing. Please also check out myLunchMoney.com. Menus will be sent home monthly.

## MENU FOR FIRST WEEK OF SCHOOL

August 30	Café Burger w/ Sweet Potato Fries OR Grilled Cheese Sandwich with Tater Tots
August 31	Personal Pan Pizza OR Baked Chicken Nuggets with Baked Beans
September 1	Macaroni & Cheese w/ Green Beans OR Baked Chicken Patty w/ French Fries
September 2	Pancakes with Sausage Links OR Chalupa w/ Cold Salsa
September 3	Pizza Wedge with W/G Crust OR Hot Dog with Corn

The application process for the Free and Reduced-price Meals System (FARMS) is a **household** application. Parents and guardians will need to submit just **one** application that lists all the children in their household who attend Montgomery County Public Schools. The applications will not be pre-printed with student's name so it will be necessary for parents/guardians to list the **names, ID numbers, birthdate, and schools** of the children for whom they are applying. (Parents/guardians are reminded that student identification numbers can be found on report cards.) Because all students from a household will apply on one application, only the youngest child in the household will receive an application the first week of school. If you believe your child may be eligible for free or reduced meals, please complete and mail the application form as indicated. **Those approved for free/reduced lunch during the 2009-2010 school year must reapply.**

### **ENROLLMENT INFORMATION**

In order that we may bring our records up to date, please notify the school of any changes in telephone numbers or addresses. Should it become necessary to call parents or guardians during medical emergencies, we need to be able to contact you. Please be sure to provide the school with telephone numbers where you may be reached during the day. Keep in mind that the health room is not set up to accommodate sick students for the entire day. We ask that you provide emergency phone numbers and make arrangements to pick up your child if he/she is not feeling well enough to remain in school.

### **SAFETY/TRANSPORTATION**

**STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:30 a.m.** They should line up at the designated areas where teachers will be on duty. Kindergarten, grades one, two and LFI will line up in the all purpose room. **Students in grades 3-5 will line up in designated hallways outside of the third and fourth grade clusters and the media center.**

Students may not ride buses other than the bus to which they are assigned. Non-bus students (walkers) are not permitted to ride the buses. For your child's safety, **we must have a note from you pertaining to after school arrangements.** Students may not change their own dismissal schedule without parental permission.

Please be reminded that the front of the school is a **PICK-UP/DROP-OFF LOOP ONLY**. Parked cars in this area only serve to disrupt the normal flow of traffic and potentially cause unnecessary accidents. Please, **NO PARKING IN THE PICK-UP/DROP-OFF LOOP!** When picking up students from dismissal, please do not loiter. For safety reasons, the front area should be cleared promptly.

### **ABSENCE POLICY**

As always, parents are asked to call the school by 9:00 a.m. if their child/children will be absent or arrive late. In addition, a written explanation of each student's absence is required from the parent when the student returns to school. The request for students to leave school at a time other than regular dismissal time must always be made in writing by the parent/guardian.

### **RELEASE OF CHILDREN**

For the safety of all children, it is requested that parents who wish to pick up their children to attend after-school appointments do so **before 2:45 p.m.** **Students will not be released between 2:45-3:00.** When picking up students prior to dismissal, parents must sign them out in the office. The student will be called from the classroom to the office. For safety reasons no student will be dismissed directly from the classroom. **Students will not be released to unknown parties.**

If there are any changes to your child's regular p.m. schedule, please have all arrangements made before the start of the school day. If it is necessary for a student to be picked up by someone other than the parent, the school must receive **written permission from the parent.** If in a special circumstance, a student who normally walks, must ride a bus, or vice versa, the student must bring in a note from the parents to be signed by a member of the administration or classroom teacher. If an emergency should arise during the day which changes the dismissal plan for your child, please call the school as soon as possible, but **no later than 2:30 p.m.,** to ensure adequate notice for your child. Please review with your child that he/she is never to leave school during the day without the permission from the office and the teacher. Please be mindful of the designated bus lane when discharging and picking up students.

If your child is a walker, please assist him/her in selecting a safe, regular route for walking to and from school. Please encourage the children to walk in groups.

### MEDICATION AND HEALTH ROOM

Medication distribution is not permitted in school without the parent's/guardian's written permission and a physician's statement. Medical forms are available in the health room and are required for each episode of illness and for each medication ordered.

### DELAYED OPENING/EARLY DISMISSAL/CLOSING OF SCHOOLS

If schools open late or dismiss early, the time and instructions regarding kindergarten through grade five will be announced promptly and regularly on radio and television, as soon as this information is available. If schools open two hours late, buses will arrive at their pick-up points two hours later than normal. Classes will begin two hours later than their usual beginning time. All day or early closings automatically cancel all afternoon and evening activities in the school. All emergency closings, late openings, or early dismissals are announced promptly and regularly on radio and television. Parents should plan to make arrangements for their children to cover emergency dismissal, etc. when no one is home to receive students. Following these procedures will keep your child from feeling anxious or upset.

### REPORT CARDS AND CONFERENCES

Kindergarten report cards are distributed twice each year, February and June. Report cards for Grades 1-5 are distributed four times each year in nine week cycles - November, February, April and June.

Parent-teacher conferences are scheduled at the end of the first nine week period for each student in Grades K-5. **This year conferences are scheduled for November 11 and 12.** It is requested that appointments for other conferences with teachers or the principal be scheduled in advance. We can spend more time for your conference if we have prior notice to arrange our schedules.

### MEETING WITH TEACHERS THROUGHOUT THE SCHOOL YEAR

Should you require a time to meet with a staff member, please email or call for an appointment. **Please do not plan to stop by before, during, or after school for *unannounced* conferencing, this includes when dropping off and picking up students from daycare.** Teachers are often in meetings or are using planning time to prepare for upcoming lessons. **ALL visitors and volunteers are expected to sign in at the main office and to wear a visitor's badge.** We appreciate your cooperation.

### CLASSROOM OBSERVATIONS

We welcome parents into our building and our classrooms! Should you have an interest to visit and observe, rather than volunteer, we respectfully request that you arrange your visit in advance. Visits to classrooms should be arranged with the classroom teacher and confirmed in the main office **with at least 24 hours notice given**. Visits should NOT be a surprise to the teacher. When visiting, it is important to respect the learning environment and the confidentiality of student performance within the classroom. Classroom visits are not a time to conference with the teacher. If a parent-teacher conference is desired, please contact the teacher to arrange a mutually convenient time.

### PATROLS

Patrols have been assigned their posts and should be on duty the first day of school. Patrols should report at 8:25 a.m. Patrols should follow the same procedures that they used during the last week of school. There will be no patrol meeting prior to the opening of school. Once school has started there will be an opportunity to add new patrols as needed.

### PARTY POLICY

There are generally three parties celebrated in the classroom which are organized and run by the room parents and parent volunteers: Halloween, Valentine's Day, and an End of the Year Party. Each teacher and grade level has their own way of celebrating these traditions. Room parents are asked to meet with the teachers to discuss party expectations, including party timing, food preferences, decoration needs, activities, parent participation, etc. Funds collected for parties should not exceed \$15 per student. ***Staff members request that decorations are kept to a***

*minimum* and that parties include some kind of craft and/or game and food treats. Halloween and Valentine parties should be typically held at the end of the day for approximately 60 minutes. End of Year Parties are to be held for approximately 60-90 minutes. Room parents should arrange for volunteers for each party and communicate teacher expectations. Birthdays may be celebrated with a simple snack/treat donated by parents of the birthday child. Parents should contact the teacher directly to make arrangements. Such celebrations should be no more than 10-15 minutes and are held at the end of the instructional day or during lunch.

#### **POLICY ON SMOKING IN THE BUILDING**

Please be reminded that smoking is prohibited in all school buildings and on the grounds. Your cooperation is appreciated.

#### **STUDENT ACCIDENT INSURANCE**

Forms for Student Accident Insurance will be sent home with students in August. These forms are to be returned following the instructions provided on the insurance application. A prompt return of these forms will be greatly appreciated by the agency.

#### **INFORMATION ON ROOM LOCATIONS**

Kindergarten and grade one classes are downstairs, left; room numbers are 1-6.

The Primary Learning for Independence class, grade two classes, ESOL, Reading Initiative, and Resource are downstairs, right; room numbers are 10 - 15.

Grade three, one Learning for Independence class, computer lab, speech, art and the guidance counselor occupy classroom numbers 16 - 21, 28 and 29, upper left.

One Learning for Independence class, grade four classes, staff development, reading, and before and after school day care will occupy room numbers 22 - 27, upper right.

Grade 5 and Music will occupy the portables.

STONEGATE ELEMENTARY SCHOOL STAFF  
2010-2011

**Principal:** Audra Fladung  
**Intern:** Carla Glawe  
**Principal's Secretary:** Diane Tegethoff  
**Attendance Secretary:** Nancy Duke

<b>TEACHER</b>	<b>GRADE</b>	<b>ROOM</b>
Stephanie Terry	Learning For Independence	14
Katherine Vancavage	Learning For Independence	23
Carly Ziegler	Learning For Independence	18
Jennifer Ficco	Kindergarten	1
Erica Jackson	Kindergarten	3
Amy Nguyen	Kindergarten	2
Christina Cheung	First	4
Cindy Heyman	First	6
Erica Steadman	First	5
Cynthia Dantzler	Second	13
Margaret Manley	Second	12
Robert Micheli	Second	11
Thi Ha	Third	17
Emily Madan	Third	21
Nicole Simpson	Third	19
Linda Morgan	Fourth	25
Elizabeth Summers	Fourth	24
Jeanette Thebaud	Fourth	27
Evan Howard	Fifth	Portable 4
Anita Meadows	Fifth	Portable 3
Laurie Muchnick	Fifth	Portable 1
Connie Akpan	Paraeducator	
Mary Altaner	Reading	22
Mary Altevogt	ESOL	10
Deena Altman	Special Education Paraeducator	18
Shykia Anderson	Special Education Itinerant	23

Constance Ayechemi	Special Education Paraeducator	14
Virginia Bailey	Reading Initiative	15
Jaclyn Berning	Guidance Counselor	29
Larry Brooks	Pupil Personnel Worker	
Anita Elaraj	Staff Development	22
Tammi Fischer	Health Technician	Health Room
Clif Frailey	Physical Education	Gym
Peter Frassrand	Music	Portable 2
Heidy Gutierrez	Special Education Itinerant	18
Susan Hart	Special Education Paraeducator	23
Ronnie Kauffman	Instructional Data Assistant	20
Laura Liebling	Psychologist	
Cristina Marshall	Special Education Paraeducator	10
Darryl McBride	Building Service Worker	
William Neal	Instrumental Music	Portable 2
Linda Paese	Nurse	Health Room
Clarice Poole	Media Assistant	Media Center
Jean Ralph	.5 Resource	10
Sujeela Rana	Lunch/recess aide	
Denise Ross	Special Education Paraeducator	
Norma Salmon	Building Service Night Leader	
June Sawah	Building Service Worker	
Alan Schneider	Resource	10
Dina Silver	Speech Pathologist	19
Evelyn Smith	Cafeteria Aide	
Kim Smith	Building Service Manager	
Dina Smith-Butler	Lunch Aide/Day Care	26
Carmela Thornes	Art	16
Piyanka Warnakulasuriya	Cafeteria Manager	
Patricia Warnock-Safford	Media Specialist	Media Center
Susan Zehner	Paraeducator	20

# 2010 - 2011 SCHOOL CALENDAR

Aug. 30	<b>First day of school for students</b>
Sept. 6	Holiday - Labor Day
Sept. 9	Rosh Hashanah - No school for students and teachers (Yom Kippur is Sept. 18)
Sept. 14	Holiday - Primary Election Day
Sept. 21	<b>Stonegate's Back-To-School Night, <u>Grades K through 2 and LFI</u></b>
Sept. 22	<b>Stonegate's Back-To-School Night, <u>Grades 3 through Grade 5</u></b>
Oct. 1	Early release day K-12, 12:35 - Planning/grading
Oct. 15	MSTA Convention - No school for students and teachers
Oct. 29	First marking period ends
Nov. 1	Professional day for teachers - No school for students (Some 10-month employees work)
Nov. 2	Holiday - General Election
Nov. 11	Early release day K-8, 12:35 - Parent conferences, report cards distributed
Nov. 12	Early release day K-8, 12:35 - Parent conferences
Nov. 24	Early release day K-12, 12:35
Nov. 25 & 26	Holidays - Thanksgiving
Dec. 24	Holiday - Christmas
Dec. 27 - 30	Winter break - No school for students and teachers
Dec. 31	Holiday - New Year's Day
Jan. 17	Holiday - Martin Luther King, Jr., Day
Jan. 21	Second marking period ends
Jan. 24	Professional day for teachers - No school for students
Feb. 2	Report cards distributed
Feb. 21	Holiday - Presidents' Day
March 4	Early release day K-12, 12:35 - Planning/grading
March 30	Third marking period ends
March 31	Professional day for teachers - No school for students
April 7	Report cards distributed
April 18-21	Spring Break - No school for students and teachers (Passover begins April 19)
April 22 & 25	Holidays - Easter
May 30	Holiday - Memorial Day
June 16	<b>Last day of school for students</b> <b>Early release day, 12:35</b>
June 17	Professional day for teachers
June 23	Report cards mailed

**The following contingency plan will be implemented if the school year should be disrupted by emergencies and schools are closed:**

- five days, the school year will be extended by one day to June 17, 2011.
- six days, the school year will be extended by two days to June 17 and 20, 2011
- seven days, the school year will be extended by three days to June 17, 20, and 21, 2011.
- eight days, the school year will be extended by four days to June 17, 20, 21, and 22, 2011.
- nine days, the school year will be extended by five days to June 17, 20, 21, 22, and 23, 2011.

### Early Release Dates for 2010-2011

On early release days, all students grades kindergarten-5 will dismiss at 12:35 p.m.

Oct. 1	Early release (K-12) - Planning/grading
Nov. 11 & 12	Early release (K-8) - Parent conferences
Nov. 24	Early release (K-12) - Day before Thanksgiving
March 4	Early release (K-12) - Planning/grading
June 16	Early release - Last day of school for students

### Report Card Schedule

Report cards will be sent home Nov. 11, Feb. 2, April 7, and mailed from Central Office on June 23.

## MEDICATION POLICY

It is likely that during this school year your child will have a medication prescribed for the treatment of a health problem.

As a general policy, we recommend that children receive medication at home whenever possible.

In the event that your physician decides that your child needs to receive medication at school during the school day, **the following procedures must be followed:**

\*MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed by the parent and the physician.

If your child has a history of needing medication during the school day, you may wish to obtain a few of these forms to bring to your physician.

If your physician does not have this form in the office at the time the medication is prescribed, a written order on the physician's stationary or prescription pad is acceptable provided it includes the following information:

- a. Your child's name
- b. Name of medication being ordered
- c. Dosage, time and route of administration
- d. Possible side effects

\* The first full day's dosage of any new prescription must be administered at home.

\* Medication must be brought to the school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. It will be secured and the parent or guardian will be notified to come and pick up the medication.

\* Medication must be properly labeled by a pharmacist.

• Over-the-counter medication, e.g., aspirin, that is suggested by a physician may be brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

You may wish to refer to these guidelines if your child should require medication at school this year.

If you have any questions, please call Stonegate Elementary School's Community Health Nurse, at 989-5668.

Montgomery County Health Department - 240-777-1550 or 240-777-1626 Judith Covich, Director

Our health technician's time will remain at six hours. This means that the health room will be open for six hours each day.