

BANNOCKBURN ELEMENTARY SCHOOL

Parent Handbook

2011-2012



Welcome to Bannockburn Elementary for the 2011-2012 school year! This handbook has been designed to provide information about practices and procedures here at Bannockburn ES. We value your support as we work together to ensure every student's success.

School Information

Montgomery County Public Schools is one of 24 Maryland public school systems- largest in the state and one of the nation's 20 largest, covering 500 square miles, and serving over 138,000 students in 199 schools.

Bannockburn Elementary School serves approximately 370 students, from kindergarten through fifth grade. The school facility has 24 classrooms, a gymnasium, a cafeteria/all-purpose room, media center, and a computer lab. In addition to classroom teachers, the school has support in these areas: art, music, physical education, reading, english-language learners, special education resource, library/media, speech, counseling, and occasional support from physical and occupational therapy as needed. Our health room is operated daily by our health technician.

School Hours

Office Hours	8:00 a.m.-4:30 p.m.
School Day Hours	9:10 a.m.–3:30 p.m.
First Bell	9:10 a.m.
Late Bell	9:20 a.m.
Grades 3 & 5	Recess/Lunch 11:30-12:30 p.m.
Grades 1 & 2	Recess/Lunch 12:00-1:00 p.m.
Grades K & 4	Recess/Lunch 12:30-1:30 p.m.
Early Dismissal	1:00 p.m.
Dismissal	3:30 p.m.

Safety First

- Please adhere to the traffic rules and signage while driving in the parking lot.
- The bus lane is off limits to automobiles between the hours of 8:50-9:20 a.m. and 3:00-3:45 p.m.
- If your child wishes to go home with another classmate after school (either walking, or riding a different bus) they must bring a note to their teacher in the morning signed by the parent. Without a note, students will be required to go home as usual.
- When you are visiting the school, always sign in at the main office and place a “visitor sticker” on your clothing where it is readily visible. **Notify a main office staff member of the purpose of your visit.** If you have an appointment with a staff member or need to speak to your child, please ask the main office staff to notify the staff member or student that you are visiting via our public address system. It is important that we know who is in the building at all times and what area of the school you are visiting. Should we have an emergency situation, it is imperative that we make fast, smart decisions based upon who is in the building and your location.

Student Arrival

- Car-riders should be dropped off along Dalroy Lane or Bannockburn Drive between 8:55-9:10. Cars are not permitted into the bus loop between 8:50-9:20 a.m.
- All students should report to school between 8:55 a.m. and 9:10 a.m. There are staff members that are on duty to supervise students. Students begin entering classrooms at 9:10 a.m.
- Only buses will be permitted in the bus loop from 8:50–9:20 a.m.
- ***Students should be in their classroom when the 9:20 a.m. bell rings.*** Those students not in their classrooms will be marked absent.
- If a student arrives after the 9:20 a.m. bell, he/she is marked late. Parents must sign their child in at the main office and the student needs to pick up a late pass.
- Students typically line up on the blacktop, weather permitting, and in the event of inclement weather, walkers go through the main entrance for line-up in the gym

Dismissal

- Students assemble in the gym at 3:30 p.m. for dismissal. Walkers are dismissed first, followed by bus riders. Students attending the BAR-T after-school care will meet BAR-T staff in designated hallways and proceed to the all-purpose room. After-school club students will meet their club teachers in the gym.
- Parents who are picking up their child as a walker or car-rider can meet their child each day outside by the main entrance to the school building. Walkers and car-riders

will be dismissed first. We request that once you reunite with your child, you move from the main entrance area so that our bus riders can proceed to their buses in a timely fashion. We appreciate your attention to this matter.

- Only buses will be permitted in the bus lane from 3:00-3:45 p.m. you might note that after school club students will meet club teachers or PTA volunteers in the gym
- Students staying after school for clubs will meet club teachers or PTA volunteers in the gym

Walkers

- If your child is a walker to and/or from school each day, please select a safe, regular route for walking to and/or from school and teach correct procedures for crossing.
- Remind children to follow directions of the safety patrols who help Bannockburn ES maintain our excellent school safety record.
- Walkers who have to cross Bannockburn Drive or Dalroy Lane are expected to cross at the designated crossing area where the crossing guard is located.

Bus Transportation

- Students need to be at their morning bus stops for pick up at their appointed time and students will be dismissed at 3:30 p.m. to board the buses to go home.
- Students living within a mile of school who do not cross a major street are considered to be walkers.
- Route numbers, not bus numbers, will be displayed in the second window of all buses. It is important that your child knows his/her bus route number.
- Adjustments in bus routes or stops often are made both at the beginning of school and during the school year. A letter will be distributed when such changes occur.
- Road construction, poor weather conditions, and accidents often cause delays when picking up and returning students. Remember that traffic delays and weather affect school buses. It is important that parents be at the bus stops on time even though, on occasion, they may have to wait for buses to arrive.
- If you have concerns about your child's bus, please call the bus depot at 301-460-1073. The school will not have information once a bus leaves school grounds.



Absences, Tardies, and Early Departures

- Parents/guardians are responsible for informing the school when a child will be absent for any reason. Please call the school at 301-320-6555 or email the main office staff. A written note explaining the absence must be sent with your child when he/she returns to school. Please avoid planning vacations on scheduled school days.
- Students who arrive after 9:20 a.m. will be marked late and must be accompanied by a parent/guardian to sign in at the office in order to be marked present. Students will receive a tardy slip from the office for the classroom teacher.
- If your child needs to be excused from classes early, please send a note to school with your child in the morning. Parents should report to the main office to sign their child out when he/she leaves school, and sign in if he/she returns.
- If a student is **tardy five times within a month** (arriving after 9:20 a.m.), and/or if a **student departs early from school five times within a month** (departing before

3:30 p.m. dismissal), a letter from administration will be generated as a reminder of the importance of prompt attendance.

- **If a student is absent for 20% of the school year** at any time during the school year, a similar letter is also generated. Excused absences are those absences due to personal illness, serious illness of a family member, medical/dental appointments, etc. A doctor's note is required if a student has been absent more than 3 days from illness. **Vacations are not considered excused absences.** For excused absences, parents can communicate with the teacher and the teacher may provide some student work prior to the excused absence. For unexcused absences, the classroom teacher is not required to provide any student work ahead of time, but will certainly provide ample time upon the student's return to make up any missed work.

Early Release Days

- Early dismissal begins at 1:00 p.m.
- The lunch schedule is altered to an earlier schedule prior to dismissal. Grades 3-4 have lunch at 11:00; Grades 1-2 have lunch at 11:30; Grades K & 5 have lunch at 12:00.
- Recess will not be held on early release days.

End of Day Plan Policy

- Students will be sent home using the routine communicated with the school at the beginning of the year. Play dates should be arranged in advance of the school day. Arrangements should be made and communicated with the school about any change of dismissal plan.

Delayed Opening or Early Closing of School

- Parents must make arrangements for their children in the event schools are closed early or school opening is delayed. Please discuss with your children what they are to do when there is an emergency closing. The school will make every effort to assist students who are unsure of where to go during an early dismissal.
- Parents can get information about closings from the MCPS website, MCPS quicknotes, and the MCPS television station, listening to local radio and TV stations, or call 301-270-3673 for information.
- With *Two-hour Delayed Opening* announcements, school begins at 11:10 a.m. With *Two Hour Early Closing* announcements, school dismissal begins at 1:00 p.m.
- Please go over emergency plans with your children. In the event of an early closing, children need to know where to go and who is responsible for them.

Forgotten Homework/Lunch/Instrument Policy

- When bringing in a forgotten item, check into the main office and leave the item with the main office staff. We will notify your child about the forgotten item.

Bicycles, Heelys, Skates, and Skateboards Policy

- Students may not ride or bring heelys, skates, or skateboards to school.
- Children below the fourth grade should be discouraged from riding a bike/scooter to school for safety reasons.
- Students may ride bicycles/scooters to school with written parent permission. Parents need to provide the main office with written permission before a student can be allowed to ride their bike to school.
- Please review the following rules with your child. Following traffic safety rules can prevent most bicycle accidents for young riders.
 1. Bicycles must be walked on the school grounds and crosswalks, for safety.
 2. Children must wear a helmet. It's the law: Cyclists under 18 are required to wear protective helmets.
 3. All bicycles parked on school grounds should be parked in bike racks and securely locked. (The school assumes no liability for lost bicycles or helmets.)
 4. Driving a bicycle on school grounds during school hours is prohibited unless it is part of a school-sponsored activity.
 5. Bicycle riders should be aware of the fact that they are subject to rules set forth in the Motor Vehicle Code of Maryland.

School Cafeteria and Meals

- Menus for each coming month will be sent home with students and is available on the school or MCPS websites.
<http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.shtm>
- Payments to student lunch accounts can be made in two ways. First, parents can pre-pay by bringing a check to the cafeteria or sending cash. Second, Bannockburn parents can use www.myLunchMoney.com, to make prepayments using credit cards or to check your child's account balance.
- The cafeteria manager sends home notices about the need for account funds. If the account is empty, cheese sandwiches are provided.



Lost and Found

- Parents are encouraged to label all clothing, especially jackets, lunch boxes, gloves, hats, and back packs.
- Parents and children should check the Lost and Found area for missing items. The Lost and Found storage area is in the all-purpose room. Eyeglasses and other delicate items are secured in the main office.
- Found clothing, including hats, jackets, gloves, lunch boxes, etc, will be periodically displayed during special events.
- Any left over clothing at the end of the year is donated to local charity organizations.
- PLEASE LABEL ALL CLOTHING SO IT IS EASY TO IDENTIFY WHO IT BELONGS TO.

School Communication Plan

- The school will communicate with parents each Sunday by sending Bannockburn's "Weekly Updates" email and automated phone message through Connect-Ed.
- The school also communicates with parents each month through a monthly newsletter that is distributed electronically through email and is posted on our school website. The monthly newsletter contains important dates, school and testing information, reminders, special announcements, and PTA information.
- Each grade-level team sends home a monthly newsletter with hot-topics, information on what students are learning in each subject area for that particular month, field trip info., etc.
- Children will bring home field trip permission slips, classroom newsletters, long term project assignments, etc. through daily folders and/or Wednesday envelopes.

Behavior Discipline Policy

- The Bannockburn ES behavior policy regarding incentives and consequences for infractions process are distributed to parents in the beginning of the school year. Please sign the proper form and return it to your child's teacher indicating that you and your child have reviewed the policy. In addition, it is posted on the school website.

Behavior Policy:

<http://www.montgomeryschoolsmd.org/uploadedFiles/schools/bannockburnes/aboutus/2011-2012%20BES%20Behavior%20Policy.pdf>

Setting Expectations:

<http://www.montgomeryschoolsmd.org/uploadedFiles/schools/bannockburnes/aboutus/2011-2012%20Behavior%20Expectations%20matrix%20presentation.pdf>

Proper Attire

- Students are expected to come to school each day in appropriate attire. Clothing that is not acceptable at school are midriff tops, belly shirts, halters, see-through or net shirts, any shorts, skirts, or dresses worn too short, any item of clothing that presents a message or words deemed inappropriate for school.

Homework Policy

- Homework is a required part of the instructional program and will be assigned regularly between Monday and Thursday. The nature and length of the assignments are determined by each grade level and the classroom teachers. Grade level teams plan homework so that there is both consistency and differentiation to meet individual students' needs. The Bannockburn homework policy is distributed to parents at the beginning of the school year and is also posted on the school website.

Grades K-2:

<http://www.montgomeryschoolsmd.org/uploadedFiles/schools/bannockburnes/news/2008HomeworkPolicyk12.pdf>

Grades 3-5:

<http://www.montgomeryschoolsmd.org/uploadedFiles/schools/bannockburnes/news/2008HomeworkPolicy345.pdf>

Parent Information

- Parents must keep the school advised when they move, change home, work or emergency phone numbers, and/or place of employment. This is important if the school must contact parents in the case of national or state emergencies, injury, sickness, absence, or educational reasons. Parents can notify the main office at 301-320-6555 with any changes.

Usage of School Telephone

- Students are allowed to use the telephone in the main hallway or main office for EMERGENCY CALLS ONLY. Forgotten items from home or requests to go to a friend's house are NOT emergencies. If parents/guardians need to deliver forgotten items, please bring them to the office. The child will be called or someone from the office will deliver the item(s) to the classroom.

School Visits

- We welcome visitors to Bannockburn ES whether it is for parent presentations, meetings, school events, or volunteering in the classroom. For the safety of all students and staff, it is important that all visitors check in the main office and obtain a visitor's pass, as stated in the MCPS policy. It is important that we know who is in the building at all times and what area of the school you are visiting.
- Any conference with staff members should be scheduled in advance. It is very important to honor and not disturb instructional time. Parents/guardians should not request to confer with teachers during class time, nor should they go directly to classrooms during the school day, before or after school. Appointments should be made in advance.
- Non BES children will not be allowed in classrooms, as this may create a distraction to our students.
- While visiting, please remember that it is not a time to talk to your child's teacher about your child. If you wish to discuss a matter with your child's teacher, please call to schedule a conference.

Dog Policy

- Should you choose to bring a dog to school when walking or picking up your child, the dog must be on a leash, under close control per Montgomery County law. For the safety of all people and your dog, you may not walk the dog up and down the sidewalks while children are arriving or being dismissed. You may wait on one of two grassy areas designated for dog waiting areas. This policy may be revisited as compliance and safety issues arise.

Classroom Celebrations

- Classroom parties that are held during the year are for Halloween, Valentines Day, and end of the year parties.
- As a gentle reminder, please remember that MCPS guidelines note all foods brought into the school must be pre-packaged and store bought, with a list of the ingredients. Home baked goods are not permitted for distribution at school.

- Classroom celebration food items must include a selection of healthy food items such as fruit platters, vegetable platters, etc.

Birthdays Celebrations

- Birthdays will be celebrated in the classrooms at the **kindergarten level only**. In order to encourage healthy eating habits, birthday treats are not permitted at school for students in grades 1-5. **Kindergarten parents**, please remember that MCPS guidelines note all foods brought into the school must be pre-packaged and store bought, with a list of the ingredients. Baked goods from home are not permitted.
- Birthdays in grades K-5 are recognized on the Bannockburn morning TV Show on the day of the child's birthday, and they receive a birthday sticker and pencil. An alternative arrangement is made for students whose birthdays fall on weekends, holidays, and during the summer so they can be recognized during the school year.



Volunteering

- Bannockburn ES is proud of the wonderful tradition and partnership with staff members and parent volunteers. We greatly appreciate parent volunteers who are able to assist in their child's classroom, the media center, main office, or during recess and lunch. All new parents to Bannockburn Elementary School, current parents who have not received Volunteer Training need to complete a volunteer registration form and review the volunteer video which is posted on our web site before volunteering at school. ALL parent volunteers, new and veteran parents, must complete the parent volunteer registration form prior to volunteering at school. Please contact the main office to receive this form. Each classroom usually has a designated room parent who coordinates the volunteering efforts. This room parent works closely with the classroom teacher to identify volunteer needs and assists with a volunteer schedule. This person will be a good contact for you if you would like to volunteer.

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- Classroom parties that are held during the year are for Halloween, Valentines Day, and end of the year parties.
- As a gentle reminder, please remember that MCPS guidelines note all foods brought into the school must be pre-packaged and store bought, with a list of the ingredients. Home baked goods are not permitted for distribution at school.
- Classroom celebration food items must include a selection of healthy food items such as fruit platters, vegetable platters, etc.

Cell Phones

- According to MCPS Regulation COG-RA elementary students are **not permitted** to possess or use cell phones on school grounds (including school bus) during the instructional day or at MCPS sponsored elementary school activities. Exceptions to this policy must be approved by the principal. If you would like your child to carry his or her cell phone to school, please send a request and justification as to why the cell phone is needed to the principal. If your request is approved by the principal, the cell phone must stay turned off and in the backpack during the school day.

Application for Free and Reduced Meals (FARMS)

- Guidelines and application forms for free and reduced priced meals are sent home during the first week of school. If you believe your child may be eligible for free or reduced meals please complete and mail the application as indicated or return it to school. A new form must be filled out at the beginning of every school year.
- Students who receive free or reduced priced meals last year will continue to receive free or reduced meals until September 30th. By October 1st, a new form must be completed and approved to continue with free or reduced priced meals for this school year. All information is confidential.

Report Cards and Conferences

- Kindergarten report cards are distributed twice each year, in February and June. Report cards for grades 1-5 are distributed four times a year in nine week marking periods- November, February, April and June.
- Parent-Teacher conferences are scheduled in November, at the end of the first marking period for each student in grades K-5. During the second, third and fourth marking periods, parents will receive a narrative comment report that goes along with the report card in explaining how your child is performing in the classroom for that particular marking period. If you have concerns or questions regarding your child's performance, a parent/teacher conference can be requested at any time. It is requested by the school that appointments for additional conferences with teachers be scheduled in advance.
- If you have concerns that are specific to your child's progress or a classroom issue, please approach your child's teacher or appropriate staff member directly before bringing the concern to the school administration. Most concerns and problems are resolved through a parent/teacher conference.
- Interim reports are sent home at the 5-week mark for each marking period for any student at that mid-way point of the marking period that is at risk of receiving an N or C or lower as a performance grade in any subject area. It is not an official report, but used more as communication between the teacher and the parent if there is any student performance concern.

Health Room and Medication

- Students must have a pass signed by a staff member to go to the Health Room. The Health Room staff will determine the type of treatment needed and the length of stay. Parents and/or guardians will be contacted if the child has a fever or severe injury, or head injury.
- No medication will be administered in school without the parent/guardian written permission and physician statement on MCPS form 525-13. Medication forms are available in the school health room. If you have any questions, please call our health nurse and health technician at 301-320-6555.
- If a child requires medication during school hours, the parent/guardian and the physician must complete an



authorization form MCPS 525-13. For emergency medications (e.g., for bee stings) this form should be completed at the beginning of each school year. No medicines of any kind are to be sent to school with a child. Parents/guardians must deliver any prescribed or over the counter medicine to the Health Room in the original container with the pharmacy label and be consistent with the physician's order. In order for the health technician or the nurse to give a child medicine (over the counter or prescription) the MCPS 525-13 form must be filled out and signed by the child's physician.

- Parents are encouraged to notify the health office when their child has head lice, strep throat, pink eye, so that the school can take precautionary measures. Any health information reported to the school is confidential.

Bannockburn PTA

- Bannockburn ES has a very active Parent Teacher Association (PTA), which supports students and staff in wide-ranging ways. The PTA sponsors cultural arts and artist-in-residence programs, Math Day and Science Day, community service programs, and social events throughout the school year, as well as a comprehensive before- and after-school clubs program. In addition, the PTA provides funds for teachers and staff for classroom supplies, special programs, and training. The PTA also advocates for the school within various organizations at the County and State levels. To learn more about the PTA and to get involved, please go to the PTA website at www.bannockburn-pta.org.