

School Policies

SCHOOL HOURS

School hours are 8:50 a.m. to 3:05 p.m. Please do not drop students off before 8:30 a.m., as there is no adult supervision. Students arriving at 8:50 a.m. or later are marked tardy and must be signed in at the office by an adult. The student may then proceed to their classroom. Parents are asked not to accompany the child, as this causes further disruption. In the event that your child stays to participate in after-school activities, please arrange to pick him/her up immediately after the activity ends.

ATTENDANCE

Parents are responsible for informing the school when a child will be absent for any reason. Please call the school office at (301) 924-3140 between 8:00 a.m. and 9:00 a.m. You may call earlier and leave a message on the answering machine. Also, a written note explaining the absence must be sent with your child when he/she returns to school.

If a child needs to leave before 3:05 p.m., please send in a note that states what time you will pick up your child. Upon arriving at school, parents should report to the office, and the secretary will call for your child. The parent then signs out the student in the office log. Please do not go directly to the classroom to get your child. Remain in the office or front foyer until your child joins you.

EXTENDED ABSENCES

Children who will be absent from school for 3 days or more miss a significant portion of the curriculum. These absences should be avoided. Teachers may be able to send home appropriate work in advance if they receive advance notice of the absence. A written note regarding the absence prior to its onset is helpful. Remember, family vacations are unexcused absences.

REQUESTS FOR CLASSWORK

When a child will be absent due to illness for more than one day, a parent may request that his/her child's classwork be sent home with another child or the homework can be picked up in the office by a parent after 3:15 p.m. Please call the school secretary by 11:30 a.m. to request classwork.

HOMEWORK

It is the policy of the school to assign a reasonable amount of homework on a daily basis. Homework is an integral part of the ongoing instructional program. Homework is checked daily. The teacher and parent will work cooperatively in helping the child recognize the value of homework. A copy of the school's homework policy is sent home to parents in September and is also available in the school office.

PARENT-TEACHER CONFERENCES

Conferences between parent and teacher are encouraged. Contact your child's teacher to arrange an appointment convenient to both of you. Conferences are NOT held at PTA meetings, Back-to-School nights, during classroom hours or during other scheduled events (i.e. parties or before or after school hours without an appointment). For grades one through five, there will be at least one parent-teacher conference scheduled during the first semester of the school year. You will be notified of the time and date.

VISITS TO SCHOOL

Parents are welcome to visit the school, but are required to report to the office before going to a classroom. You are welcome to visit the classrooms at any time. Please stop in the main office to sign-in and obtain a visitor's sticker. According to MCPS policy, parents may not request to confer with teachers during class time.

School Policies

DRESS CODE

MCPS has no formal dress code. However, children should wear clothing that allows for full participation in the instructional program. Shoes should be sturdy and provide support for running and climbing. Appropriate shoes are required for physical education (no sandals, flip-flops or slip-ons). Clothing should be appropriate, comfortable and informal. Children sit on the floor for certain activities and must feel free to paint and use clay in the classrooms. Children who are self-conscious about their clothing or clothing that attracts undue attention can interfere with learning. Please label all coats, jackets and boots.

INCLEMENT WEATHER

When it becomes necessary to close school because of snow or other inclement weather, announcements will be broadcast on local radio or TV stations. A delayed opening decision is made by 6 a.m. Early dismissals are determined by 11 a.m. PLEASE DO NOT CALL THE SCHOOL. Parents should make emergency plans with their children, so if school is dismissed unexpectedly, they will know what to do.

DELAYED OPENING

When the opening of school is delayed by two hours, school begins at 10:50 a.m., and children should be at their bus stop two hours later than usual. On rare occasions when there is a one-hour delay, school begins at 9:50 a.m. and buses will run one hour later than usual.

EARLY DISMISSAL (other than scheduled half-days)

When an emergency early dismissal is announced it will be 2 hours early (1:05) or 1 hour early (2:05). All emergency early dismissal decisions will be made prior to 11:00 AM.

EMERGENCY CLOSING OF SCHOOL

A plan of action to be taken in case of emergency must be available in all Montgomery County public schools. This plan is necessary in situations such as fire, power failure or water loss. Unlike the normal early dismissals or delayed openings during the year, these emergency situations may have no advance warning, and there would be no prior announcement on the radio or TV.

The safety and care of your children is our foremost concern under these circumstances; therefore, parents must complete an emergency procedure form each fall.

Depending on the safety of the building, your child will follow one of these procedures:

1. Return to the classroom
2. Go home or to an alternate place you designated on the emergency procedure form
3. Remain with school staff in a nearby shelter (Rosa Parks Middle School or Longwood Recreational Center).

When the children are settled and secure, every effort will be made to contact parents to inform them of the situation. Children will be dismissed from the evacuation site at the regular dismissal time of 3:05 p.m., circumstances permitting.

In case of emergency, directions will be given to staff and children over the public address system. If this is not possible, a message will be sent to each classroom. The fire alarm will sound for building evacuation in case of fire or similar circumstances. Directions will be given to the staff after they have assembled the children on the playground.

If immediate evacuation is not possible, the staff and children will go to the safest part of the building and assume shelter position — seated with the head placed between bent knees, and arms folded over the back of the head.

School Policies

DISMISSAL PROCEDURES

The afternoon dismissal procedures are different for students who ride the bus and students who walk. The school staff cannot be responsible for determining whether or not a particular parent will be picking up a child, so be certain that you and your child have set up your own procedures that do not depend on how students are dismissed from class. If there is a change in the normal routine, a written note must be sent to the teacher.

Bus Students: When the weather is agreeable, students line up in front of the building by bus route and number and remain in line until the bus arrives. When weather conditions make it unreasonable to wait outside, students wait in their classroom until their bus is announced over the PA system.

Walkers: Walkers are usually dismissed from their classroom doors to walk around the building toward the bike racks and crosswalk. This procedure may be followed even if bus students are lining up inside. If, because of weather conditions, it may be dangerous for students to use the walkways behind the school, walkers will be dismissed from the door near the gym and parking lot. .

Parents who want to pick up their children from the parking lot area on a regular basis need to develop their own plan. The child will need to leave their classrooms and walk around the back of the building to the parking lot area to be picked up.

Parents in cars: If you will be meeting your child at the parking lot, please be aware of the procedures and be certain that they are followed. Cars are to form a line and travel around the lot to pick up the students at the sidewalk. Parents who have parked in legal parking spaces may get out of the car and walk to the building to pick up their children and return to the car. Children may not walk into the parking lot unescorted by an adult. There is no parking along either side of Roy Dorsey Drive or in the loading dock. The Montgomery County Police will be helping us make certain these rules are followed. Tickets will be issued if appropriate.

MORNING LINE-UP

Bus students will disembark from their buses in front of the school. They should then proceed to the side of the building and line up in the area designated for their class.

Walkers and carpool students should walk around the building and proceed to their class lines.

Inclement weather: All students should go to their class line in the cafeteria. Patrols are on duty to direct and assist the students.

Parents, be respectful and comply with the blocking off of Audrey Davis Drive (front of school) by use of cones. No vehicle with the exception of handicapped tags is permitted to enter during bus drop off and pick up times.

BUS INFORMATION

Information about bus routes is mailed home in August. Parents determine the most appropriate stop for their children. Each child's bus route number is recorded by teachers the first day of school. If changes occur during the year, parents need to inform the school in writing.

Children must obey the bus operator, remain seated while the bus is in motion, and maintain an acceptable manner of conduct at all times. They may not stand or play in the road while waiting for the bus. Toys, balls, animals, pets, glass containers or explosives are not permitted on the bus. If the child has items for "show and tell," they should be in a bag or container.

Children should obey Safety Patrols assigned to their bus at all times.

AFTER SCHOOL PLANS WITH FRIENDS

If a child arranges to go home with a friend directly from school, he/she must have a written note giving him/her permission to ride a different bus. The note must first be shown to the classroom teacher and then taken to the office for approval. These arrangements must be made prior to coming to school. No student will be allowed to use a school phone to make after school play plans.

School Policies

SAFETY PATROLS AND WALKING STUDENTS

The school Safety Patrol is an organization of fifth graders who help their schoolmates avoid accidents. The patrol is sponsored jointly by the school, the American Automobile Association and the Montgomery County Police. As traffic congestion is a major problem near the school, parents should encourage their children to walk to and from school. Parents who drive students to and from school are expected to follow the dismissal procedures listed elsewhere. There is a crossing guard at Olney Mill Road in front of the school. Patrols are stationed at various corners along the way.

Children who walk to school should plan to arrive between 8:30 and 8:45 a.m. They should cross Olney Mill Road only at the crosswalk where the crossing guard can make sure it is a safe crossing. Parents who bring their children by car should become familiar with the pick up/delivery map under dismissal procedures. This will ease the traffic congestion in front of the building.

BICYCLE SAFETY

Only fourth and fifth grade students may ride their bikes to school unsupervised. A letter explaining the general rules for riding a bike to school and containing a permission slip for parents to sign is sent home in the fall.

Bike riding to and from school is permitted providing parents assume full responsibility for their child's operation of the bicycle. Bikes are to be parked at the rack and equipped with a lock. Bike riders must obey the same traffic regulations as automobile drivers. Children who have not mastered the skills of bicycle riding and do not know the "rules of the road" should not be permitted to bike to school. Children are prohibited from riding bicycles on school grounds. Bikes must be walked to parking spaces. The school is not responsible for damage to or loss of bicycles. Skateboards and roller blades may not be brought to school.

SCHOOL LUNCHES

Students may bring lunch from home or purchase lunch for \$2.50 (this includes milk). Milk can be purchased separately for 60 cents. It is the parent's responsibility to provide money for milk and lunch. Students who lose or forget their lunch money may borrow from the emergency fund in the office. You will receive a letter advising that your child has borrowed money and that it should be repaid to the main office, in cash, the next school day. Money can not be taken from your child's cafeteria account to repay the main office.

Regular Lunch/Recess Schedule		
Time	Lunch	Recess
11:30 – 12:00		K
12:00 – 12:30	K, 2 and 3	1 and 4
12:30 – 1:00	1 and 4	2 and 5
1:00 – 1:30	5	3

Early Dismissal Lunch Schedule (No Recess)	
Time	Lunch
10:30	K, 2 and 3
11:05	1 and 4
11:40	5

LOST AND FOUND

There is a lost and found rack in the school cafeteria. Children should check the rack for lost items. Lost items can be minimized if articles are clearly marked with the child's name. Lost eyeglasses and jewelry will be held in the office.

School Policies

MEDICATION

If a child requires any type of medication during school hours, the parent and physician must complete an authorization form (MCPS 525-13). For emergency medications, such as for bee stings, this form should be completed at the beginning of EACH school year. Parents must deliver any prescribed or over-the-counter medicine to the Health Room. NO medicines of any kind are to be sent to school with a child. For any staff member to give a child medicine, the MCPS 525-13 must be completed and signed by the child's physician.

INJURIES

If a child is seriously hurt or becomes ill at school, parents will be called. If parents are unreachable at home or work, the emergency number on the child's yellow enrollment card will be called. The child should then be picked up as soon as possible. Please notify the school of any changes in home, work or emergency phone numbers as soon as possible so that cards can be kept up to date.

MEDIA CENTER

Student use of the Media Center is encouraged. However, due to the rising costs of books and materials, parents are asked to ensure that books or materials are promptly returned. There is a charge for lost books. Please remind children to return borrowed books when they are finished with them.

TELEPHONE CALLS

Children may not use office telephones, unless approved by the office staff. Children may use the free public phone in the hallway outside of the gym to make calls, only with the teacher's permission. If you must get an emergency message to your child, call the office and a secretary will deliver the message to your child. Calls to teachers should be made from 8:20-8:50 a.m. or from 3:05 to 3:55 p.m.

FORGOTTEN ITEMS

If parents need to deliver an item to a child at school, please bring the item to the office. The child will be called to retrieve the item or it will be delivered to the child's classroom by office staff. If a child needs to return after school for a book or other item, call the office to let us know you are coming.

AFTER-SCHOOL USE OF THE BUILDING

The Interagency Coordinating Board, working with MCPS staff, encourages maximum community use of facilities. Procedures and guidelines have been developed and adopted with input from user groups represented by the Citizens' Advisory Committee. Questions about the use of the building may be directed to the school office.

IF YOU MOVE

Notify the child's teacher and the school office several days in advance of the last day of attendance. Please return all library and textbooks. The child will receive a transfer slip; student records are sent to the new school after they are requested. Please inform the office of your new address, if known.

CLASS PARTIES

Parties at school are planned as part of the total learning experience. A maximum of two parties — Halloween and Valentine's Day — are allowed. Parents may assist with these activities as needed. Check with your child's classroom teacher about year-end and birthday celebration policies.

The school celebrates Halloween with costume parades and class parties. Parents who prefer their children not participate in these activities should notify the classroom teacher. The school can arrange for alternative activities or parents may choose to have the child go home before the parade begins. Please try to send costumes children can put on and take off by themselves. Fake guns, swords and other weapons are not appropriate to bring to school. Pack the costumes so that children can easily carry them on the bus, and label everything so that lost items will find their way home. Party guidelines are listed below.

School Policies

CLASS PARTIES (continued)

Halloween and Valentine's Day Parties

1. Parties will begin at 1:30 p.m. or after lunch.
2. Parties will be held in the classroom except for the fifth grade which may be held in the gym.
3. Food is to be restricted to snacks and a drink.
4. On Halloween the school wide parade will be followed by simple games and refreshments. Parents designated to help should contact the room parent prior to party day.
5. No gifts may be exchanged between individual students at school.
6. All activities must be cleared with the classroom teacher one week prior to the party.
7. All notices must be cleared by the teacher and principal.

Birthdays

1. First through fifth grades may bring dessert-type food to distribute and eat at lunch; no drinks. Foods such as cupcakes, cookies and like foods are best, as they require no cutting and can be easily distributed and eaten.
2. No goodie bags, toys or favors may be brought to school.

End of Year Parties

1. All notices and/or invitations must be cleared with the classroom teacher before they are cleared by the principal. This is particularly true if a pool party is being considered.
2. Parties are to be held in a public place if they are planned off school property.
3. Parties do not extend for more than half of the school day.
4. Pool parties must be cleared with the classroom teacher in advance. The teacher has the right to veto the idea.
5. Park parties must include organized activities/games. There will be **NO WATER SLIDES**. Games and activities must be approved by the teacher at least one week in advance of the party.
6. The teacher has the right to stop any activity, or the party itself, if behaviors are not safe.
7. Careful planning of parties includes being mindful of appropriate servings of food for a child.
8. Parents are encouraged to attend the year end party, and therefore notices should be sent out early so that arrangements can be made.
9. Contributions to a year end gift for the teacher are voluntary.

