



# BROOKE GROVE ELEMENTARY SCHOOL

## School Information 2015-2016

### School Hours

School hours are 9:00 a.m. to 3:25 p.m. Students are expected to arrive at school between 8:40 a.m. and 8:55 a.m. Please do not drop off students before 8:40 a.m. All students report to their assigned grade level line in the gym. Students are dismissed from the gym at 8:55 a.m. and escorted to their classrooms by safety patrols. Early release days dismiss at 12:50 p.m.

### Recess / lunch

11:30 a.m. – 12:35 p.m.	Grades 4 & 5
12:05 p.m. – 1:10 p.m.	Grade K & 1
12:40 p.m. – 1:45 p.m.	Grades 2 & 3

### Arrival and Dismissal Expectations

Student drop-off and pick-up is at the "Kiss and Ride" entrance. To ensure the safety of all of our students and an efficient and workable system, please help us by abiding by the drop-off and pick-up procedures. DO NOT DROP OFF AT THE PARKING LOT ENTRANCE.

Please remain in your car at all times in the "Kiss and Ride" circle. No students should be dropped off in the staff parking lot entrance. No cars are permitted in the staff parking lot from 8:00 a.m. to 9:30 a.m. and from 2:30 p.m. to 3:30 p.m. Parking is available on Spartan Road and the surrounding streets for parents/guardians who wish to walk their students to the gym. Please do not block Snowberry Road, driveways, the entrances or exits when parking your car. If you pick-up your child, please arrange for a meeting spot. All students will exit the school at the "Kiss and Ride" entrance.

All students will use the sidewalks and obey the directions of the crossing guard, safety patrols, and supervising staff. If you plan to use the parking lot, please plan for the hours of restricted use.

No dogs are allowed during the school day or at arrival and dismissal times.

### Attendance

Parents/guardians are responsible for informing the school when a child will be absent for any reason. Please call the school at 301-924-3154 to leave a message, or use the Absence Notification system on the Brooke Grove website if your child will not be in school. 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. The state evaluates and grades each school on attendance records. When a child arrives after 9:00 a.m., a parent/guardian **must** accompany the child to the main office to sign in, where he/she will receive a tardy slip for the classroom teacher. All absences will be considered "unexcused" unless we receive written notification.

Excused absences are:

1. Illness (doctor's note required for absences of five (5) or more consecutive school days.)
2. Death in the immediate family
3. Court summons
4. Hazardous weather conditions
5. Observance of religious holiday
6. State emergency
7. Activity approved by school authorities
8. Suspension

There may be times when it becomes necessary to have your child dismissed before 3:25 p.m. Please send in a note that states what time you will pick up your child. Parents/guardians are to report to the office at which time the secretary will call your child to the office for early dismissal. **Please do not go directly to the classroom.** Please note that students will not be called to the office for an early dismissal after 2:45 p.m. except in emergency situations.

## **Snow Days, Delayed Openings & Early Closings**

When it becomes necessary to close school because of snow, inclement weather, or other emergency conditions, announcements will be broadcast on local radio or TV stations. A delayed opening decision is made by 6:00 a.m. Early dismissals are determined by 11:00 a.m. **PLEASE DO NOT CALL THE SCHOOL.** A free web service, [www.schools-out.com](http://www.schools-out.com), will allow you to register for e-mail notification of changes in school opening or closing times. You can call (301) 279-3673 for a MCPS recorded message regarding any changes to the school schedule.

The following times reflect any changes in school openings or closings due to inclement weather or catastrophe:

**Two Hour Delayed Opening**  
**School begins at 11:00 a.m.**  
***(NO PRE-K CLASS & NO BREAKFAST SERVED)***

**Two Hour Early Closing**  
**Kindergarten & Grades 1-5**  
**Dismissed at 1:25 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.

## **Bicycles, Heelys, Skates, and Skateboards**

Children below the fourth grade should be discouraged from riding to school. Please review the following rules with your child. Following traffic safety rules can prevent most bicycle accidents for young riders.

- \_ Bicycles must be walked on the school grounds and crosswalks, for safety.
- \_ Children must wear a helmet. It's the law: Cyclists under 18 are required to wear protective helmets.
- \_ All bicycles parked on school grounds should be parked in bike racks and securely locked.

- \_ Driving a bicycle on school grounds during school hours is prohibited unless it is part of a school-sponsored activity.
- \_ Students shall dismount and walk their bicycles once on school property.
- \_ Bicycle drivers should be aware of the fact that they are subject to rules set forth in the Motor Vehicle Code of Maryland.
- \_ Students may not ride or bring scooters, heelys, or skates to school.

The school assumes no liability for lost bicycles or helmets.

## **Celebrations/Class Parties**

### **Celebrations!**

For all school celebrations and birthday parties, please remember that MCPS guidelines note that **all food brought into the school must be store bought and pre-packaged and have clearly marked food ingredient labels**. Please be aware that many of our students have food allergies to peanuts and tree nuts. Thank you in advance for your understanding and help in ensuring the safety and well-being of our students and staff.

### **Food FREE Birthday Celebrations**

Students are recognized every morning on the announcements for their birthdays and we celebrate with a birthday pencil.

Each month students are highlighted on our birthday PTA Bulletin Board with their pictures.

This year we are going to celebrate all birthdays on one day of the month in the lunch room with a FOOD FREE CELEBRATION. We will decorate a table with table cloths and center pieces, and invite everyone who celebrated a birthday during that month to sit at the special table. The students will be serenaded with the birthday song. We will not be distributing any food items for this celebration.

Kindergarten students will continue to celebrate their birthdays in the classrooms under the teacher direction.

## **Cell Phones**

According to the Montgomery County Board of Education Regulation COG-RA, Elementary School students are **not** permitted to possess or use portable communication devices on MCPS elementary school campuses or at MCPS sponsored elementary school activities, except by a written request for a waiver from a parent or guardian and upon the approval of the principal/director.

## **Lost and Found**

All found items are placed on a rack located in the All Purpose Room. Parents/guardians are strongly encouraged to put your child's name and room number on all clothing worn to school, lunch boxes, backpacks, etc.

## **Medication Policy**

If a child requires medication during school hours, the parent/guardian AND physician must first 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 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.

If a child is hurt or becomes ill at school, the parents/guardians will be called. If the parents/guardians are not at home/work, the emergency number on the yellow form will be called. The child should then be picked up as soon as possible. Please remember to keep telephone numbers updated on the yellow emergency forms.

## School Lunches

Prices are as follows:

Lunch	\$2.55
Breakfast	\$1.30
Reduced Lunch	40¢
Reduced Breakfast	0.00
Milk	60¢

## School Visits



We welcome visitors to Brooke Grove and are glad to have parent volunteers. 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.

Any conferences 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.

Any parents/guardians helping or volunteering in the classroom or elsewhere in the school **MUST** sign in and pick up a visitor's badge in the main office and place it on your clothing where it is readily visible. It is important that we know who is in the building at all times and what area of the school you are visiting. Thank you for your support of this important safety measure.

## Security

We have a security system. To help us secure the building during the day, all outside doors will be locked after 9:00 a.m. All visitors need to push the red button by the front door. When someone answers look up at the camera and tell the office who you are and why you are there. When the office identifies you they will push a button to unlock the doors. You have 5 seconds to open the unlocked door and come to the office to sign in. Please do not let anyone in with you that has not been approved by the office. **All visitors must wear a visitor's badge.**

## Telephone Usage

Students are allowed to use the telephone in the 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. Adherence to this policy will minimize classroom interruptions.