

Clearspring Elementary School Policies and Procedures

Arrival/Dismissal/School Hours

School hours are 8:50 a.m. to 3:05 p.m. Bus schedules will be available at Open House. For those students in our Center for the Highly Gifted, Head Start, and Learning Center, schedules will be sent to your homes. Please note the route number of the bus. Safety patrols will assist students who walk at intersections. A police crossing guard will be on duty in front of the school to assist crossing Moyer Road. Walkers should plan to arrive at 8:30 a.m.

The instructional school day begins at 8:50 a.m. and ends at 3:05 p.m. Students may enter the building at 8:30 a.m. and either go directly to breakfast or sit in the assigned hallways. **(Please do not send children to school before 8:30. a.m. as we do not have staff members available to monitor them.)** Students report to their classrooms at 8:40 a.m. and classes begin promptly at 8:50 a.m. **Any student entering the building after 8:50 must be accompanied by an adult.** Administration will be monitoring students who are consistently tardy or absent. It is extremely important for children to be in school, on time, everyday. Thank you for your support.

Breakfast and Lunch

Breakfast and lunch will be available beginning the first day. The cost of breakfast will be \$1.30. Lunch will be \$2.50. Milk may be purchased for \$.60 and ice cream and snacks are available on specific days for a fee (day of week to be determined by café manager). Please see the flyer from the Food Services Division outlining the pre-paid lunch program. All students will be using their PIN numbers for lunch. Students with outstanding loans will be offered a peanut butter and jelly lunch.

Lunch and Recess

To minimize the number of children in the lunch room/playground at one time, the following schedule will be followed:

Lunch Schedule for 2011-2012 School Year		
Lunch	Grade Level	Recess
11:20-11:50	Head Start	11:00-11:20
11:30-12:00	Kindergarten/Second Grade	12:00-12:30
12:00-12:30	Fourth Grade	11:30-12:00
12:30-1:00	First/Third Grades	1:00-1:30
1:00-1:30	Fifth Grade	12:30-1:00

Enrollment Information

During the first week of school you will receive an 8.5" x 11" sheet with pre-printed information for each child in your family. **Please make any necessary changes to the information on this sheet and return it to your child's teacher as quickly as possible.** In order that we may bring our records up-to-date, please notify the school of any changes in address, telephone numbers and emergency information, including who is permitted to pick up your children in case of an emergency. If you have any custody concerns, please let the Main Office know.

Absences

Please call our school office at 301-253-7004 before 8:50 a.m. if your child will be absent. The answering machine will take your message between 4:00 p.m. and 8:00 a.m. In addition, a written explanation of each absence is required from the parent or guardian when the child returns to school.

Visitors to Clearspring

Montgomery County Public Schools Policy and Procedures COA-RA requires that all parents, visitors, and volunteers report directly to the school office any time they arrive at school during the day. **For the safety and security of all our children, we require you to stop in the Main Office where there is a sign-in sheet for volunteers and visitors.** Badges for all visitors are also required. If you are on an “I forgot to bring” errand for your child, please leave the article in the Office and we will see that it gets to your child’s classroom. It is not appropriate for parents or visitors to “drop in” on a classroom when teachers are instructing and students are learning in order to deliver messages, lunches, etc. Your complete cooperation with this policy is essential. Parents who pick up students at the end of the school day should meet them outside of the school. The consistent use of these procedures is an important component of our school’s ability to maintain a safe and secure learning environment. Please note that all doors to the school will be locked at 8:50 a.m. except for the doors near the Main Office.

Observing Your Child

Parents frequently wish to see their child in a learning situation. We are proud of our instructional program and are happy to have you observe for a short period of time. Please contact the Main Office and your child’s teacher to arrange the observation.

Emergency Closing of Schools

If schools are to be closed all day, radio and television stations will be notified no later than 6:00 a.m.

Delayed Opening/Early Dismissal

If schools will open late or dismiss early, the time, instructions regarding lunch, etc. will be announced promptly and regularly on radio and television as soon as this information is available. **Parents are urged not to call school about emergency closing information.** Please listen to the radio or watch the television for updates.

In the event of an **early dismissal**, all students are dismissed at **12:35** p.m. On these days, children may purchase or bring their lunches. When there is a **late opening, Head Start classes are cancelled.**

Parents should plan to make arrangements for their children to cover emergency dismissal, etc. when no one is home to receive children. Children should know ahead of time what these arrangements are. This is very important.

Half-day Dismissal

Certain days throughout the year are designated as half-days for students to provide time for Staff In-Service and special conferences with parents. Children in Head Start will be dismissed at 10:30 a.m. Students in Kindergarten through Grade 5 will be dismissed at 12:35 p.m. Lunch will be served at school prior to dismissal.

Report Cards and Conferences

Kindergarten report cards are distributed twice each year at the end of each semester. Report cards for Grades 1-5 are distributed four times each year in nine-week cycles.

Parent-Teacher Conferences are scheduled at the end of the first marking period for each student in Grades K-5. It is requested that appointments for conferences with teachers or the principal should be scheduled in advance. At any time during the school year if you have questions or concerns about your child's progress, please contact your child's teacher immediately. School/Home communication is very important!

Traffic Safety Procedures

Conditions in the school parking lot at arrival and dismissal times can become very dangerous if safety rules are not followed. This is most evident on rainy or snowy days. The circle at the side of the school is provided for parent drop-off and pick-up. Cars should follow around the circle, in line, and exit the same driveway they entered. **No parking is allowed at this entrance or circle at any time. To assure safety, students should only exit/enter vehicles in this area.** Parking spaces marked "handicapped" must only be used by vehicles with a permit. Please do not ask your child to walk to the parking lot to meet you.

While these procedures might inconvenience you, they are absolutely necessary to assure the safe arrival and departure of all students.

Leaving School Prior to Dismissal

Please notify the teacher in writing if it is necessary for a student to leave the building during the school day. The student must be signed out by a parent, guardian, or adult before being released. No student will be permitted to leave unaccompanied for any reason. This policy is for the protection of our students. Please try to schedule appointments after the school day ends. It is very disruptive to interrupt classroom instruction for students leaving early.

Discipline Policy

Discipline is an expression of mutual respect between the students and all staff members. Clearspring is a PBIS (Positive Behavior Interventions and Supports) school. We emphasize respectful, responsible, and safe behavior in all areas of the school. Examples of this behavior are listed in a matrix for students.

Lost and Found

All stray articles are placed in the Lost and Found Collection, which is located in the All-Purpose room. Inquiries may be made at the Main Office regarding articles that are lost. It is recommended that all coats, hats, gloves, boots, backpacks, and lunch boxes be labeled with the child's name. Unclaimed articles are donated to a charitable organization at several times during the year.

Health Room Information

No medication, including over the counter medications such as Tylenol or aspirin, will be administered in school without the parent's/guardian's written permission and a signed physician's statement. The medication must be presented to the Health Room Technician, Mrs.

Gail Powell, by the parent/guardian in the original container bearing the student's name and the name of the medication.

Medical forms are available in the Health Room and are required for each episode of illness and for each medication ordered. MCPS policy does not permit staff persons to administer any medications without appropriate medical/parental authorization.

If you are contacted to pick up your child because of illness/injury, it is imperative that you come to school immediately. Thank you for your support.

IMMUNIZATION REQUIREMENTS

Please be alerted to the Maryland State Law concerning immunization requirements. "Beginning with the 1992-94 school year, students entering Kindergarten, First, Sixth, and Seventh Grades are required to show proof of having two doses of the measles vaccine and one dose of the mumps vaccine after their first birthday."

Special Health Care Needs: There are some children who have very specialized health needs that require a written Health Care Plan. This Plan is developed in a conference with the parent/guardian, the school nurse, and your child's teacher. Every person working with your child in the school will be made aware of the Plan. If you believe that your child has such a condition (i.e., severe allergic reactions, recurrent infections requiring medication, juvenile diabetes), please alert the Health Technician and we will have the school nurse contact you.

Student Assignment Books

We will be providing each third through fifth grader with an assignment book by quarter. Work with your child and his/her teacher to be sure these are being used to maintain homework assignments. These will travel with students from school to home.

Parent Newsletter

Parents are reminded that they will be receiving weekly newsletters which will be sent via email from Mrs. Steel. The newsletter will be available each Friday, and contains important information, reminders, up-coming events and notices. This letter will also be posted on the Clearspring Website. If you do not have computer access, please contact Mrs. Mary Ahearn at 301-253-7004.