



# THE GREENCASTLE Gazette



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The bi-weekly newsletter from Greencastle Elementary School

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Visit our website! <http://www.montgomeryschoolsmd.org/schools/greencastles/>

**Our Mission: The students, staff and families of Greencastle Elementary School will work together as a community of learners to provide high expectations and successful learning experiences for ALL!**

## Important

### Upcoming Events



1/3 PTA Meeting

1/5-1/18 Map-R 4th & 5th grades

1/12 5th Grade Science Fair Parent Meeting-6:30pm

1/16 Martin Luther King, Jr. Day—No School



1/19 Choral & Instrumental Music Concert-7:00pm

1/23 No Students, report card prep

1/24 Strathmore Assemblies

Dear Parents:

It's the holiday season! Where has the year gone? The staff and I would like to wish you a peaceful holiday with lots of time to rest, relax, and enjoy the company of friends and family. We thank you for all your good wishes and support!

Great Job **GREEN TEAM!**—Our recycling program was just evaluated by Montgomery County Division of Solid Waste Services. We received an "A"!!! A special thanks goes to Mrs. Allison Leaver, Mr. Getachew Geda and Mrs. Andrea Littell for their efforts in establishing a strong recycling program. Please stay tuned, because this team is REALLY going to keep the Castle **GREEN!**

I encourage all parents to get involved with Greencastle's PTA! The PTA is led by Mrs. Videla, the President. The executive board of the PTA meets monthly to prepare for exciting programs and plans for the school year. I hope, if you haven't yet, that you will join the PTA and help us provide a variety of wonderful learning opportunities for our children.

Please have an amazing and safe holiday break. We will see you in 2012!!!

*R. Kevin Payne*

## SCHOOL SAFETY

In order to ensure the safety of all students and staff, we would like to remind parents of the expectations of all visitors and volunteers. Your cooperation is greatly appreciated.

### Volunteers:

All volunteers are reminded to please check in at the main office to obtain a sticker. If you are volunteering in a classroom, you must coordinate your visit with your child's teacher.



Please remember to sign out to record your volunteer hours in the computer log.

### Visitors:

If you wish to speak to your child's teacher, please arrange for this in advance. You can leave a message with the main office secretaries, you may e-mail the teacher, or you may send a note with your child. If you have a meeting scheduled with your child's teacher, please sign in at the main office to obtain a visitor sticker.

**MEDICATION:**

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 child needs to receive medication at school, please note the following key points of this procedure:



- ⇒ No medication (this includes over-the-counter items, i.e., cough drops, aspirin) will be administered in school or during school-sponsored activities without the parent and physician's written authorization.
- ⇒ The parent and the child's physician are required to complete an Authorization to Administer Medication (Form #525-13) for each medication requested to be administered at school. The parent is to complete Part I of this form and is responsible for obtaining the physician's statement, Part II. Medication cannot be administered to a student if the form is incomplete. These forms are available in the health room.
- ⇒ Prescription medication must be provided in a container with the pharmacist's label attached. Non-prescription (over-the-counter) medication must be in an unopened container with the manufacturer's original label. Physician samples must be appropriately labeled by the physician.
- ⇒ For the safety of your child, as well as other students at school, all medication must be delivered to school by the parent. Under no circumstances will school personnel administer medication brought to school by the student.
- ⇒ The first day's dosage of any new medication must have been given at home before it can be administered at school.

**INCLEMENT WEATHER CLOSINGS**

When it is necessary to close schools because of inclement weather such as snow or other emergency conditions, announcements will be broadcasted on local radio and TV stations. **Parents are urged NOT to call the school.** Parents can call 301-279-3673 for an MCPS recorded message. If you have internet access, you can sign up for free e-mail messages regarding school closings, delayed openings, and early dismissals at <http://www.montgomeryschoolsmd.org/emergency/>.

**Delayed Opening:** A county decision about a two-hour delayed opening is made by 6:00 a.m. If there is a two-hour delayed opening, classes start at 10:50 a.m. **Please do not drop off students before 10:30 a.m.** Students will have lunch at their normal scheduled time. Buses run on a two-hour delayed schedule.

**Early Dismissal:** A county decision about an early dismissal is made by 11:00 A.M. If it is necessary to close school two and half hours early, students are dismissed at 12:35 p.m. Students will have lunch before their normal scheduled time. Buses are expected to arrive at the bus stops two and half hours before their normal scheduled time.

Because this decision affects every school in the county, students will be released as normal (walkers, car riders, bus riders), so special permission for dismissal will not apply in this situation. Therefore, parents should have a back-up plan for someone else to pick up their children in the event that they are unable to. Please go over this plan with your children so when school is dismissed early unexpectedly, they will know what to do. **Students will only be released to individuals on the MCPS student emergency form.**



**LOST AND FOUND:** Our Lost and Found is overflowing with jackets, sweaters, and gloves, etc. In an effort to better manage the GES Lost and Found, we have designed a plan to provide unclaimed items to a variety of charities that support needy families. Starting in January, we will keep lost and found items for two full weeks. At the end of the two week window, materials will be collected and donated to different charities/shelters.

One way parents can help us manage our Lost and Found is to place their child's names on their items (e.g.—coats and lunch boxes). Additionally, frequent trips to the GES Lost and Found will also connect children to their missing possessions.

**Homework Help Available on MCPS Web:**

MCPS has a variety of available homework resources to help students. Many of these resources are subscription-based and accessible with a user name and password. Students can get this information from the media specialist.

The public libraries also have a wealth of useful resources, such as homework help websites for students in kindergarten through Grade 5 and for students in Grades 6–12. Students can get a free library card on the public libraries website:

[www.montgomerycountymd.org/library](http://www.montgomerycountymd.org/library).

