

# Greencastle



# Family Handbook

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# GREENCASCADE FAMILY HANDBOOK 2011-2012

13611 Robey Rd. Silver Spring, MD 20904  
(301) 595-2940 (phone) (301) 902-1222 (fax)  
<http://www.montgomeryschoolsmd.org/schools/Greencastles/>  
School Hours Grades PEP/Pre-K -- 5 8:50-3:05  
Morning PEP/Pre-K 8:50-11:20 Afternoon PEP/Pre-K 12:35-3:05



School is a very important place for our community! We currently have approximately 700 students in our PEP program, Pre-K and grades K-5. The procedures in this handbook are designed to ensure that our school's climate is safe and orderly and that students and staff are able to be as productive as possible. You can assist with creating the climate by being informed and following regular procedures. Let's continue to grow together as a Greencastle Family of students, staff, and all community members of Noble Knights that are **Respectful, Responsible, and Ready to Learn!**

## Our Motto: One TEAM One GOAL!!!

**Our School 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!

The Greencastle Elementary School staff shares the belief that we are charged with providing an environment that recognizes the individual needs of our children. We must nurture them and structure their education so that they will share a lifelong love of learning. This is best accomplished when school, staff, and families work together to provide a variety of educational experiences that will enable all children to reach their maximum potential. Open communication between teachers, students, administrators, and parents is a critical component to the success of our program.



THE PTA NEEDS YOUR INPUT, IDEAS, AND INNOVATIONS! PLEASE CONTACT:

DORIS VIDELA- PTA PRESIDENT [president@greencastlepta.org](mailto:president@greencastlepta.org)

NEKAY WOODBERRY- VICE PRESIDENT OF MEMBERSHIP [membership@greencastlepta.org](mailto:membership@greencastlepta.org)

## ATTENDANCE AND ABSENCES

Please make sure that your child arrives to school on time and is in school regularly. The school calendar will help you plan vacations and medical and dental appointments. Excused absences include illness and death in the family.

If your child is absent for any reason, please contact Ruth Giron, attendance secretary, by calling the school office (301) 595-2940. This enables us to account for each child's absence. Parents may leave messages about absent students on the school's answering

machine when the school office is closed. Please leave your child's name, his/her teacher, and the reason for the absence when you call to report an absence. When children are absent, Maryland State law requires a note to the teacher when the child returns to school. The note should include the child's first and last name, the date of absence, and the reason for the absence. Absences without a parent's note will be coded unexcused.

Students should come to school between 8:30 and 8:40. If you wish for your child to eat breakfast, please have your child at school at 8:20. Students who report to school after 8:55 a.m. **must** bring a note of explanation and sign in at the office so that attendance records can be corrected.



When a child needs to leave early during the school day, please send a note to the teacher which provides information about the early departure. A child must be picked up in the office by the parent or guardian and signed out so we can ensure your child is with whom he/she should be. When a relative or day care provider picks up a child, please notify the office. These people will be asked for picture identification and will also be asked to sign the child out. These procedures are here to ensure the safety of all children. Students will be recorded as either A.M. Absent or P.M. Absent if they are absent from school for more than one hour during the school day. Maryland State law requires school attendance for school age children except for reasons such as sickness and death in the family. Absences because of babysitting other children or other kinds of neglect by parents are unlawful. In cases of sickness of more than 2 days, parents should contact the school regarding arrangements for homework or make-up assignments. In cases of taking children on vacations, teachers are not responsible for preparing or correcting work. Please call the office each morning when your child is absent and send a note to your child's teacher after each absence.

### **Absences**

After a child is absent, a note stating the reason for absence should be sent to the school. This note is required by state law and is required for our attendance reports. Absence of children for convenience of parents or because of parental neglect is unlawful and is unfair to the child and the school. Irregular attendance is often a factor in children's lack of success in school. Additionally, instruction time cannot be made up. Sick children, however, should be kept home for the sake of both the sick child and the other children. The county provides home instruction for pupils who are expected to be absent for extended periods.

### **Changes to Dismissal**

If you need to change the dismissal plans for your child, please write a note to inform the teacher and school of the changed plans and send it with your child in the morning. If you have to call to change your child's dismissal plan, you must call before **2:45 pm**. **Picking Up Students** When you want to pick up your child during the day (as for medical appointments), please send a note to the child's teacher. When you come to school, report to the main office to sign your child out. The office will have the child paged. Parent/guardians need to have a photo ID. Students will not be permitted to wait in the office, at doors, or outside for parents to arrive.

**Tardiness:** *Responsible Knights arrive to school on time!* Students arriving at school after **8:50 am** must be checked in at the office by their parent before going to class. If you know your child will be late, you may phone the school (301) 595-2940 to place your child's lunch order.



### BACK TO SCHOOL NIGHT

This event is scheduled for **September 13<sup>th</sup> for grades PEP-2 and September 14<sup>th</sup> for grades 3-5**. Keep your eyes open for times as posted in the Greencastle Gazette. We hope all of our parents come and learn more about curriculum, grade level expectations, and how to support your child.

### BIRTHDAYS

Student birthdays are recognized during morning announcements. Classroom celebrations may be done at **2:45pm** to minimize loss of instructional time. Please contact your child's teacher to make arrangements at least 24 hours in advance. Items must be store bought. If your child has a special at this time, the celebration can occur during the lunch period (parents must remain to celebrate and help pass out items). Classroom teachers are not able to stay and lunch room aides must supervise cafeteria.

### BUSES

Greencastle children are transported by Montgomery County Public School bus. Transportation schedules are provided to parents in the letter sent home in August and will available during Open House. If a student is provided transportation for special education, parents will be notified in a separate mailing from Department of Transportation. If changes in schedule or routes occur during the year, parents will be notified by the school prior to the change. Inclement weather, traffic accidents, and road construction may cause delays in the bus routes, so the pick-up and drop-off times of each bus may vary somewhat from day to day. Buses are coded with a four digit route number. To help our children, each bus is color coded:

**6204-Purple**

**6402-Green**

**6214-Orange**

**6210-Blue**

**6403-Yellow**

Riding the school bus is a privilege. Students are expected to ***Ride by the Rules*** and to ride the bus to which they are assigned. Students will not be allowed to ride any bus other than their regularly assigned bus without a written request from their parents. The written request should be sent to the child's teacher. The principal reviews and signs each request. This note is provided to the bus driver. Sometimes the buses are filled to capacity and cannot take extra riders. If the bus is filled to capacity with regularly assigned riders, the principal will be unable to approve the requests.

**Students must follow the bus driver's rules and directions at all times.** When students do not follow behavior expectations, parents will be notified and involved in helping students. Inappropriate behavior that is on-going or causes safety concerns can result in the suspension of transportation services to ensure the safety of all children on the school bus.

Questions about the buses, bus stops, or bus routes should be directed to the Field Office Transportation Office at 301-879-1061. Parents of special education students should call Special Education Transportation at 301-353-0982.

## CALENDAR



### Greencastle Elementary School & PTA Calendar for the 2011-2012 School Year

13611 Robey Road ~ Silver Spring, Maryland 20904 ~ Phone (301) 595-2940 ~ Fax (301) 902-1222

<http://www.montgomeryschoolsmd.org/schools/greencastles/>



<i>Save the Date</i>	<i>What's Happening?</i>	<i>One TEAM One GOAL means we're ready to WORK &amp; HAVE FUN TOGETHER!</i>
Mon, August 29	First day of school for students	<i>Let's Have a "Berry" Good Year</i> send off for parents by PTA 9:00am Media Cntr.
Mon, September 5	Holiday - Labor Day	Offices & schools closed.
Fri, September 12	Greencastle Walk-a-Thon Flyer Home	A healthy Fundraiser!
September 13-14	Back-To-School Night/PTA Mtg.	Sept. 13 <sup>th</sup> Students Grades PEP- 2 / Sept. 14 Students Grades 3- 5 7:00pm in the MPR.
Mon, September 19	NEC Cluster PTA Mtg. at Sherwood ES	Meet and Greet our new Community Superintendent, Ms. Schiavino-Narvaez
Fri, September 23	Back to School Family Picnic	Parents vs Staff vs Students Soccer Game ☺
Wed, September 28	Early release day K-12	Planning/grading. Students dismissed after lunch.
Thu, September 29	Rosh Hashanah	No school for students and teachers.
Sat, October 1	GREENCASTLE WALK-A-THON!!!!	Yes, Saturday we'll see you at the Castle! Healthy families are Happy families!
Tue, October 4	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Fri, October 14	1 Dollar Decades Dance-A-Thon!	Come to the Castle and get your Greencastle Groove On & Dress to Impress!
Wed, October 19	Chik-Fil-A Family Night Out	Join us for dinner at 5:00pm a % of proceeds will be donated to our school!
Fri, October 21	MSTA Convention	No school for students and teachers.
October 25 - 26	Student Picture Day by Blanton Studios	Tuesday=Grades 3 <sup>rd</sup> - 5 <sup>th</sup> / Wednesday=Grades PEP - 2 <sup>nd</sup>
Fri, October 28	1st marking period ends	<i>What goals will you set for the next marking period?</i>
Mon, October 31	Professional day for teachers	No school for students.
Tue, November 1	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Thu, November 10	Early release day. Parent conferences	Students dismissed after lunch. Report Cards Distributed
Fri, November 11	Early release day. Parent conferences	Students dismissed after lunch.
Wed, November 23	Early release day K-12	Early release prior to Thanksgiving. Students dismissed after lunch.
November 24 – 25	Holiday - Thanksgiving	Offices & schools closed.
Tue, November 22	Fall Book Fair Begins	Ends Friday December 1 Books can be a Beautiful Holiday Gift! Encourage Reading!
Tue, December 6	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Fri, December 16	Symphony of Lights Bus Ride	Family fun night to see the Holiday Lights with Multiple Holiday Carol Sing-a-Long
Wed, December 21	Friendly's Family Night Out	Join us for dinner at 5:00pm a % of proceeds will be donated to our school!
Mon, December 26	Holiday - Christmas	Offices & schools closed.
December 27 - 30	Winter Break	No school for students and teachers.
Mon, January 2	Holiday - New Year's Day	Offices & schools closed.
Tues, January 3	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Mon, January 16	Holiday - Martin L. King, Jr. Day	Offices & schools closed. Keep Dr. King's DREAM alive by volunteering this year!
Fri, January 20	2nd marking period ends	The school year is half way over. <i>Are you meeting your goals so far?</i>
Fri, January 20	Breakfast with the Boys	Fathers, Uncles, Grandpas, Male Mentors: we're ready to serve <u>you</u> at the Castle!
Mon, January 23	Professional day for teachers	No school for students.
Wed, February 1	Report cards distributed	How will you improve your <b>Academic AND Behavior/Learning Skills in 2012?</b>
Tue, February 7	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Thu, February 16	Cheeburger Cheeburger Family Night Out	Join us for dinner at 5:00pm a % of proceeds will be donated to our school!
Mon, February 20	Holiday - Presidents' Day	Offices & schools closed.
Fri, February 24	Family Night Out at the Castle	Join us this Fun Friday night for Movie & Popcorn
Fri, March 2	Early release day K-12	Planning/grades. Students dismissed after lunch.
Tue, March 6	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Mon, March 12-15	MSA Reading Grades 3, 4, 5	Grades 3-4 March 12-13 / Grade 5 March 14-15 (Assessments used to determine AYP)

Fri, March 16-21	MSA Math Grades 3, 4, 5	Grades3-4 March 16, 19 / Grade 5 March 20-21 (Assessments used to determine AYP)
Fri, March 23	Muffins with Moms	Mothers, Aunts, Grandmas, Female Friends: we're ready to serve <u>you</u> at the Castle!
Wed, March 29	3rd marking period ends	<i>Have you memorized all of your Basic Math Facts yet?</i>
Thu, March 30	Professional day for teachers	No school for students.
April 2-9	Spring Break	No school for students and teachers.
Thu, April 12	Report cards distributed	<i>What book will you read over Spring Break?</i>
Fri, April 18	TGI Friday's Family Night Out	Join us for dinner at 5:00pm a % of proceeds will be donated to our school!
Fri, April 27	Greencastle vs Galway Basketball Game	High School Gym TBD (Paint Branch, Blake or Springbrook)
Tue, May 1	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided: Consider being on the PTA Board
Fri, May 11	International Night	Celebrate our Diversity and Share our Similarities!
Mon, May 21-25	Spring Book Fair	Buy One Book Get One Book FREE! Stock up on reading for the summer!
Mon, May 28	Holiday - Memorial Day	Offices & schools closed. <i>Thank you to all who have served our country.</i>
Tue, June 5	Parent Teacher Association Mtg.	Join us at 7:00pm in the Media Center- free childcare provided
Fri, June 8	End of the Year Picnic & Talent Showcase	Weather permitting, we'll celebrate our hard work this school year with some fun in the sun!
Tue, June 12	Last day of school for students	Students dismissed after lunch!
Wed, June 13	Professional day for teachers	<i>Encourage your son or daughter to write a letter of appreciation to a school staff member.</i>
Thu, June 21	Report cards mailed home	Have you paid your lunch account and returned all school books? Have a Super-Safe-Summer!

Please read the Greencastle Gazette School Newsletter for additional important dates, such as:

- ✓ TESTING:MAP-R, MAP-M, MCPSAP Reading, TN2, ACCESS for ELLs (formerly LAS Links)
- ✓ Picture Make Up days, Class pictures, Group/Club Pictures, and the 5<sup>th</sup> Grade Panoramic
- ✓ Reading / Math Curriculum Nights, Science Fair

### CASTLE CONNECTION MEETINGS

Castle Connection Meetings will occur on the first day of the school week. These meetings involve the whole school to build a sense of community and family for our school. At the meetings we conduct the pledge of allegiance, share important announcements, recognize positive student behavior, and share information for the week.



### CHECK IN AT OFFICE

All visitors to the school, including parents, grandparents, volunteers, and MCPS employees, must check in at the office before going anywhere else in the building. A photo ID must be provided at check-in time. All visitors and volunteers must sign in and wear identification badges while in the school building. This procedure is defined by MCPS Policy COA-RA, Administrative Regulation School Visitors, and designed to ensure security for our students and staff.

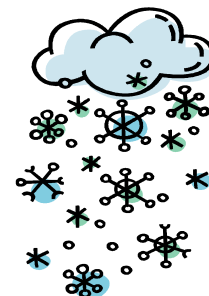
### CLASS PARTIES

Class parties usually occur three times a year. We will have a Fall Festival, a Valentine's Day Party, and an End of the Year Party/Picnic. Parents who do not wish their child to participate in these or other celebrations, including birthday observances, should notify the classroom teacher of their preference. The instructional program is full and we try to have the children involved in learning activities for the whole day.

## CLOSURE POLICIES

### Emergency Plan

It is extremely important that parents make plans for emergency supervision of their children if no one is likely to be home should an all-day closing, delayed opening, or early closing occur. When schools are closed due to emergency conditions, all after-school activities at Greencastle are canceled.



### Parent/Child Reunification Process

The school has a comprehensive plan for students and parents to be reunited in the event of an emergency/crisis. Be sure to bring your valid identification when picking up your child. The on-campus indoor reunification site is the All-Purpose Room, the outdoor reunification site is the basketball court on the side of the school. The off-campus reunification site is East County Community Center. Only those persons listed as emergency contacts will be permitted to pick up your child.

### Delayed Openings and Early Closings

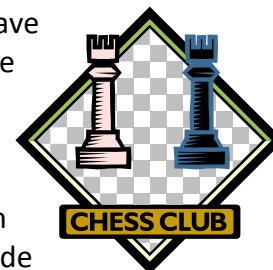
When snow, heat, or other emergency conditions delay school openings or make early closures necessary, announcements will be made on local radio and television stations. Information is also announced on the MCPS Cable TV Channel 33. If schools are closed or delayed, the announcement is normally made no later than 6:00 a.m. (or the night before if possible). If schools are closing early, the announcements are made by 11:00 a.m. Please do not call the school. You may call **(301) 279-3673** for a recorded message or visit the MCPS web page: [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) Delayed openings occur when the situation warrants permitting MCPS buses and those students who walk to school to have safer conditions for travel.

## CLUBS: AFTER SCHOOL ENRICHMENT PROGRAMS

FLES - Spanish Program (Foreign Language in Elementary Schools)

The goals of this program are to focus on basic understanding and speaking of the foreign language with near native pronunciation. The learning process is based on visual and oral repetition. The classes are 60 minutes and are held once a week before or after the regular school day. The program runs from September/October through May. There is no homework involved, but attendance is important. Participation is for Kindergarten through fifth grade. For more information, visit the FLES website at [www.fles.org](http://www.fles.org).

Throughout the year a variety of clubs will be offered to students. Students will have the opportunity to sign up. Unfortunately, not all students who sign up will be able to participate. We will select students based on a first come first served basis and will notify you if they are selected. If not, we will invite them to join a club later in the school year. Clubs meet from 3:15 – 4:15 pm. and will include a free light meal for all participants. Activity buses may be available to provide transportation for your child (based on budget). Some of the clubs we have held in the past include the Step Team, SERT/Recycling Club, and Yearbook/Newspaper Club. This year, we are hoping to have a **Chess Club for our Greencastle Knights** to further develop critical thinking and problem solving skills! Volunteers are needed to get this club started!



## **CONFERENCES**

Two half days are devoted to parent/teacher conferences each November. Teachers ask that parents sign up for a conference time at Back to School Night and call to reschedule if they are unable to make their appointment. Parents are welcome to set up a conference with their child's teacher, the principal, or to observe in their child's classroom throughout the year. Conferences and observations must be arranged with the teacher one day in advance so that teachers are prepared to meet with you and to operate on the planned schedule. Please call to schedule a time. In addition, teachers and the principal are also available to answer your questions via email or on the phone before or after school. Parents may request either a phone conference or personal conference at any time during the year.

## **COUNSELING**

Mrs. Claris Brock is our school counselor. The role of the elementary school counselor extends help to all children, not just the problem or troubled child. The counseling program supports and complements the efforts of the classroom teacher to facilitate your child's learning. Mrs. Brock supports students, parents and teachers by doing classroom lessons, leading small groups, and is a part of our Educational Management Team (EMT). Students can request a visit with Mrs. Brock by leaving her a note or she may invite specific students to meet with her based on teacher's and administration's suggestions.

## **CURRICULUM**

### **MATH**

The concepts of mathematics are organized under six strands: Algebra/Patterns/Functions, Geometry, Measurement, Statistics, Probability, and Number Relationships and Computation. Each of these concepts are developed through Problem Solving, Communication, Reasoning, and Connections. The goal of Greencastle's mathematics program is for all students to achieve mathematical proficiency through the development of both conceptual understanding and procedural fluency.

### **READING/LANGUAGE ARTS**

Through whole group and guided reading instruction, Greencastle Elementary School's reading program addresses the process of listening, speaking, reading, and writing. These processes are the tools that enable students to effectively communicate. Through the integration of listening, speaking, reading, and writing teachers create authentic and meaningful learning situations for students.

### **SOCIAL STUDIES**

Social Studies instruction helps create literate, well-informed citizens who take an active role in a democratic society. Students critically examine past events and decisions and their impact and importance on present and future events.

### **SCIENCE**

The goal of science instruction at Greencastle is to foster and encourage the natural curiosity of students as they explore and gain an understanding in the concepts of life science, chemistry, physics, earth/space, and environmental science. By following the scientific method, students are actively engaged in the process skills of science throughout real world applications.

## CUSTODY CONCERNS

Parents or guardians with custody arrangements should notify the school, and copies of the official agreement of custody should be provided so that we can honor these arrangements.



## DAY CARE

Day care is provided at Greencastle by Kids After Hours. Parents who wish to enroll their children should call Kids After Hours at 301 933-6888 (main) 301 890-7866 (Greencastle during school hours), or John Fuller, Director 240 687-6219 (cell). There are several members of our community who provide day care services, but staff members are not able to recommend day care providers.

**The following are daycares that provided transportation to and from Greencastle:**

Child Care Centers	Phone Number	Address
1. Burtonsville Early Learning Center	(301) 388-2000	14411 Old Columbia Pike Burtonsville, MD 20866
2. Childway	(301) 384-5753	4058 Blackburn Lane Burtonsville, MD 20866
3. Chung's Martial Arts	(301) 384-8847	15440 New Hampshire Silver Spring, MD 20905
4. Chutes & Ladders Child Care Center	(301) 890-3839	13830 Castle Blvd # T1 Silver Spring, MD 20904
5. DeeDee's Place	(301) 890-6662	2710 Fairland Rd. Silver Spring, MD 20904
6. Dennis Brown Shaolin Wu-Shu Training Center	(301) 622-4700	2150 Industrial Pkwy Silver Spring, MD 20904
7. Divine Athletics	(301) 288-7399	701 Montgomery St. Laurel, MD
8. East County Recreation Center	(240) 777-8090	3310 Gateshead Manor Way Silver Spring, MD 20904
9. KAH (Kids After Hours is the onsite daycare provider located at Greencastle ES)	(301) 890-7866 (301) 933-6888 (240) 687-6219	Greencastle Elementary or Main Address: 2122 Univ. Blvd. Silver Spring, MD 20902
10. KindeCare Learning Center	(301) 497-0488 (301) 470-3080	14225 Park Center Dr. Laurel, MD 11740 Beltsville Dr. Beltsville, MD
11. King Tiger Martial Arts	(301) 989-2400	13401 New Hampshire Ave Silver Spring, MD 20904
12. One World Learning Center	(301) 890-1412	3200 Briggs Chaney Road Silver Spring, MD 20904
13. Small Wonders	(301) 236-4445	13840 Old Columbia Pike Silver Spring, MD 20904-4554
14. UMAC (Universal Martial Arts Center)	(301) 585-8622	8120 Georgia Avenue Silver Spring, MD 20910
15. (other centers may be added later)		

## DIRECTORY

Greencastle is looking for volunteers to gauge parent interest in having a school directory that can be used for information to build community, arrange play dates, birthday parties, etc. Parents will have the option of completing a **Request to Withhold Directory Information** form which will be sent home the first week of school.

## DISCIPLINE POLICY

A Student Discipline Policy / Rights and Responsibility handbook is sent home with students during the first few weeks of school. Parents are asked to read and discuss this policy with their child so that students can continue to work in a safe and comfortable school environment. A commitment sheet will be provided for you to sign, and return to school so that we know you have received this document. The development of the policy included the review of other school policies and MCPS policies and regulations. The process included staff, student and principal input.

## DISMISSAL

Dismissal begins at 3:05 pm. Kindergarten students are dismissed to the gym first. First-fifth grade student walkers will be dismissed next. Each bus or daycare van will be called as they come into the school. Patrols and staff members will be available to help assist our students. Parents who walk home with their children at the end of the day may wait for them on the blacktop adjacent to the gym. Parents must pick up students between 3:05-3:15pm. After that time, any student who has not been picked up will be taken to the office and the parents called. Please keep pets at home when picking up your child. Part of being **Respectful Knights drive safe and are considerate**. Please do **not** park in the areas of the parking lot that blocks other parents from leaving.



## DRESS AND GROOMING

As stated in the *Students Rights and Responsibility* handbook, dress and grooming are the responsibility of the student and parents. Students should dress appropriately for the weather and the activities provided in school. We rely on parents' good judgment as to what students should wear to school. In general, students should wear clothes that are safe, do not disturb or distract others, and are appropriate for learning. The building is air conditioned in the fall and spring. During the winter, students should dress with clothing that protects them from cold and rain.

Headwear is not permitted to be worn inside the school building except for health or religious reasons. Footwear such as high heels or flip flops pose safety concerns and are not suitable. Shoes with built in wheels are also prohibited on school grounds. Students have physical education classes once a week and outdoor recess when weather permits. Shoes and clothing that allow students to actively participate in physical activities should be worn. If a student comes to school in inappropriate clothing, we will try to loan them alternate clothing or contact you for a change of clothing.



## DROPPING STUDENTS OFF/PICKING STUDENTS UP

When parents drop their child off at school while it is in session or need to pick up their child during school must come into school to sign their child in or out. Once students have arrived at school, they will be released only to their parents or legal guardians. If parents want their child picked up at school at any time by anyone else, including siblings and grandparents, the parents must send a note to the school stating their wishes and the name of the person who will pick up the child. The person picking up the child should bring picture identification with them to the school office. This practice will ensure the safety of our children.

### EARLY RELEASE DAYS AND DELAYED OPENINGS

Students will be dismissed at **12:35 p.m.** for the **Early Release** Days scheduled on the school calendar. Lunch will be provided but there will be no recess schedule on these days so that we can maximize the instructional time. The afternoons are used by staff for a variety of tasks which include staff development, report card preparation, parent conferences, and school planning. Children should not return to school once they are dismissed as staff will be involved in activities. Please make a note of these dates early and make appropriate plans for your children. These dates are indicated on the school calendar.

A **Delayed Opening** means that schools open two hours later than usual. Greencastle will open at **10:30**. All buses will operate on the same delayed schedule. Add two hours to the normal pick-up time. All field trips scheduled to occur before 12:00 noon will be canceled. Parents should continue to check radio, television, or internet announcements in case, at 7:00 AM, the county decides to close schools.

### EMERGENCY CLOSING OF SCHOOLS

School is occasionally dismissed early due to adverse weather conditions or mechanical failure (electricity, water) at the school. Students should know where they are to go without having to call home if school is dismissed early for any reason. Emergency forms will be sent home during the first week of school so parents can notify us about plans for emergency closing. It is important that parents make these plans prior to an emergency, prepare the child, and keep these plans current. If these plans change during the year, please notify the school. Please remember that when schools are closed for emergencies, all staff except for emergency staff members are released.

If schools are closed all day for emergency reasons, radio and television stations will be notified no later than 6:00 a.m. If schools are open late or dismissed early, specific instructions regarding time and lunch will be announced promptly on television and radio. Parents are urged not to call school about emergency closing information.

It is very important for children to know the arrangements you have made for them for emergency closings. ***Please talk with your child about these arrangements so they feel secure about what they are to do.*** Students may not come to school or remain at school when there are emergency delays or closings. Only emergency staff members are available during these times and will not be able to supervise students.

### ESOL

The goal of the ESOL program is to help the English Language Learners to learn enough English to function linguistically and culturally in the Montgomery County Public Schools and in the mainstream of American society. ESOL teachers provide high quality instruction and assessment that enable English language learners to demonstrate successful academic performance across all curricular areas and enable them to acquire the social and academic English needed to achieve in these areas. Kindergarten students and new students in grades 1-5 to MCPS will be tested for eligibility if their home language is other than English. Students who receive ESOL support may be pulled in small groups several times a week based on their needs. Other ESOL services provided by MCPS such as counseling and parent outreach activities can be found on the MCPS website <http://www.montgomeryschoolsmd.org/curriculum/esol/parents/committee.shtm>



## FOREIGN LANGUAGE ASSISTANCE

All MCPS documents are now available in a variety of languages and parents may request copies from the Greencastle main office. To request a translator for any PTA meeting, conference or meeting with the teacher or school staff, simply ask the teacher for an interpreter (at least two weeks in advance) and they can fill out a request form.

## GIFTED AND TALENTED

Along with the classroom teacher and staff members that support enriched and innovative instruction, Greencastle has a gifted and talented teacher. The GT Teacher provides direct services to students needing more challenging instruction and support; analyzes student data to identify emerging strengths and programming recommendations; collaborates with staff development teacher to model instructional strategies and works towards an early identification to find and program for student potential in academic, leadership, and talent areas. Some examples of differentiated instructional models implemented at the at Greencastle are *Junior Great Books*, *William and Mary Reading/Language Arts Program*, *Program of Assessment, Diagnosis, and Instruction (PADI)*. For more information about and resources to support highly-abled students visit <http://www.nagc.org/>



## GREENCASTLE GAZETTE

A message from the principal will be provided every other week (2times/month) to keep parents informed about Greencastle. This will start the first week of school and will continue throughout the year. This is a quick reference to what is happening at school and a great way for our parents to model being **Greencastle Knights that are Ready to Learn!**

## HEALTH SERVICES

A health technician is on duty in the health room from **8:30-3:15** each school day. It is important for us to have every child's emergency information on file so that we may contact parents quickly if necessary. All student records, including health records will be reviewed by staff. Please keep us informed of any health changes.

The health room is designed to provide short term care for our students. When your child requires more intense attention, we will notify you. If your child suffers an injury during school hours, you will be notified if the health tech feels it is severe in nature. Children that are sick feel better when they are home receiving the special attention that all of us need when we aren't feeling well. This also helps to prevent other children getting sick. Important signs that warrant a child staying at home include a temperature higher than 100.4 F, nausea, vomiting, diarrhea, sore throat, and earache. In order for your child to return to school, they must be fever free without medication for at least 24 hours.

## HOMEWORK HOTLINE

School has changed a lot since parents were young! Don't be intimidated by your child's homework ☺ Feel Free to contact the Free Homework Help at **(301) 279-3234** or tune in to Channel 33 for Homework Hotline Live! You can also email your questions to:

**hhl@mcpsmd.org.**

## HOMEWORK POLICY

1. Homework may be given to an individual, group, or whole class. Usually short-term homework is assigned daily. Long-term projects may be assigned, as the teacher deems necessary.
2. Homework may be assigned to:
  - ✓ Practice skills taught in class.
  - ✓ Assess student learning.
3. Homework does not require a student to learn new skills.
4. Homework assignments may be short or long term. For example: Short term - writes a sentence for each spelling word. Long term - prepare a report on the fishing industry in Maryland.
5. Teachers at each grade level will work with students to develop a system for keeping track of homework. The teacher on an individual basis will review homework, with the group involved, or with the class as a whole. The teacher will provide verbal and/or written feedback.
6. Homework assigned for practice will be reported in the **Learning Skills** part of the report card each quarter.
7. Teachers may grade homework that is assigned to assess student learning. Students may not return to school to get homework or materials they have forgotten.



## LINKAGES TO LEARNING



*Linkages* is a collaborative school-based health and human services partnership of public and private agencies, schools, families, and communities. This program assists students and their families with services to help children be successful in school, at home and in the community. The main focus is support with Mental Health Services along with Case Management. Support with Social Services, Educational Support and Family Workshops are all part of the services offered as well. For more information on the Linkages program at Greencastle please call **(301) 572-7001**.

## LOST AND FOUND

We keep a lost and found box for items that have been misplaced by students located in the all purpose room. Clothing and lunch boxes should be labeled clearly with the child's name, as many items are very similar in appearance. Unclaimed articles are turned over to a local charity at the end of the school year.

## LUNCH & RECESS

A school menu will be provided each month for students to purchase lunch. Students may choose to bring a bagged/boxed lunch from home. If are without a lunch, students will be served a cold lunch (a cheese sandwich). Also, if your child's lunch account is delinquent, your child will be served a cold lunch until the account has been replenished. Please remember these important tips when packing lunch for your child:



- ✓ do **not** pack lunch in glass containers or include knives to cut food
- ✓ pack food items that are **ready to eat** (we cannot heat up food from home for children)
- ✓ **label** lunch boxes and all reusable containers with first and last names



Remember you can pay **online** for your child's lunch!

**Breakfast: \$1.30, Reduced price \$.60 is served from 8:20-8:50am.**

**Lunch: \$2.50, Reduced price \$.40 and this includes one-half pint of milk. Milk a la carte: \$.60**



Applications for free and reduced lunch will be distributed to students during the first week of school. If your child was free and reduced last school year they will be eligible **until the end of September**, but **must reapply** for the current school year.

**RECESS**

Students have 30 minute lunch periods and 30 minute recess periods each day except when there is a delayed opening or early dismissal from school. Students will have recess outdoors unless it is raining, the temperature and wind chill factor is below 32 degrees, or the playground area is too wet or is covered with snow. Children should dress appropriately for outdoor recess as all children are expected to go outside on outdoor recess days. An indoor recess period will be provided in the classrooms when conditions do not permit outside play. **We are in desperate need of Lunch and Recess volunteers! Please contact the PTA president or the main office to volunteer.**

Grade	Lunch	Recess
Kindergarten	12:30 – 1:00	12:00 – 12:30
Grade 1	12:00 – 12:30	11:30 – 12:00
Grade 2	12:45 – 1:15	12:15 – 12:45
Grade 3	11:30 – 12:00	11:00 – 11:30
Grade 4	11:45 – 12:15	11:15 – 11:45
Grade 5	12:15 – 12:45	11:45 – 12:15



**MCPS CALL CENTER**

Need information about the Montgomery County Public Schools? Call **Monday-Friday 7:30am-5:30pm (301) 309-6277** for accurate and timely information about school operations, programs, enrollment, tests and reports, and other information about the school system. Answers are available in English and Spanish.

## MCPS QUICK NOTES

MCPS QuickNotes is a free, e-mail news service from Montgomery County Public Schools. QuickNotes is available in **English, Chinese, French, Korean, Spanish, and Vietnamese**. To subscribe go to <http://www.montgomeryschoolsmd.org/info/quicknotes/welcome/english/>



**MCPS QuickNotes** offers subscribers three options to help keep us all informed: A monthly e-mail newsletter featuring important news on topics such as MCPS-sponsored events, Board of Education highlights, testing and links to other publications and web sites of interest to parents and the community. Emergency announcements about weather delays and closings. Periodic updates on topics chosen by the subscriber.

## MEDIA

Our media center will serve the students, the staff, and the families of Greencastle Elementary School. Access to resources and materials will be freely and equitably provided to all students and staff. Materials and information will be representative of diverse perspectives on historical and current issues, as well as different cultures. The collection will meet the needs of all students and will supplement the curriculum and classroom activities. Students' interests will be taken into consideration when ordering materials and when assisting students.

We will prepare students to be "information literate" by guiding them with research and use of information. Our media center will be a warm and welcoming environment, where students and staff will enjoy reading, researching, and learning. We will collaborate with staff, students, and families to achieve our goal of creating lifelong learners and readers, who independently seek out further learning and read for pleasure.

All books are stamped with the due date on the back. Books must be returned on or before the due date. Books need to be returned before students may check out another book. If any book is lost or damaged, parents will be asked to reimburse the school for the cost of that book.



Parents are encouraged to help their children utilize the online resources and "kid friendly" search engines for help with homework, projects, etc. These can be found by going to our school's webpage (<http://www.montgomeryschoolsmd.org/schools/Greencastles/>) and clicking on media and online resources. Students should not be using Google or Wikipedia for school activities as they may contain inaccurate or inappropriate information. A password may be obtained from the media center so that students can access the online info sources (encyclopedias) from home as well.

## MEDICATIONS

Parents are encouraged to administer medications to their children at home whenever possible. No medication will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and a physician's written order. Any prescribed medication that needs to be administered at school must be in the original bottle

and must be accompanied by MCPS form 525-13 (Authorization to Administer Prescribed Medication). All medications must be hand delivered to the school by the parent. Under no circumstances will school personnel administer medication brought to school by a student. Over the counter medications must be accompanied by a physicians note so the medication can be administered by the health technician. Please do not send cough drops, throat lozenges, vitamins, aspirin, Tylenol, etc. to school with your child.

The health room technician, volunteer or other school personnel administers first aid for minor injuries. When a serious injury occurs, parents are notified immediately and the rescue squad may be called.

All students should have on file in the office an **UPDATED EMERGENCY NUMBER**. This number will be used should parents not be available when a child needs to be sent home due to illness. These numbers need to be updated as jobs change and neighbors or friends, whom you may have indicated as an emergency contact, move or go back to work. Please be sure to keep all contact numbers current.



**Immunizations:** The State requires that all students furnish proof of primary immunizations against Diphtheria, Tetanus, Poliomyelitis, measles [Rubeola and Rubella (German Measles)]. State law does not allow the school principal (or other person in charge of a school) to knowingly admit or retain any pupil in school who has not provided this evidence in a manner approved by the local Deputy State Health Officer.

Policy Concerning Use or Administration of Medication: We cannot administer medicine to your child unless you have a Montgomery County Public Schools form Authorization to Administer Prescribed Medication form 525-13 filled in by the parent and your physician. Children are not to take medicine on their own.

**MEDICATION MUST BE CARRIED TO AND FROM SCHOOL BY THE PARENT/GUARDIAN. DO NOT SEND MEDICATION WITH YOUR CHILD.** The first full day's dosage of any new prescription must be administered at home. Medication must be properly labeled by a pharmacist. Over the counter medication, e.g. Tylenol, must also be prescribed by a physician, and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer and the safety seal intact. These rules are Board of Education policy and are for the protection of your child. We appreciate your cooperation. If you have questions please contact the School Nurse. Forms may be obtained from the office or by using the following link: [www.montgomeryschoolsmd.org/departments/forms/pdf/525-13.pdf](http://www.montgomeryschoolsmd.org/departments/forms/pdf/525-13.pdf)

## MENTORING

Students are recommended by their teachers for a variety of school mentoring program (Institute for Building Men, Staff Check In, etc.). The programs build positive relationships between staff and students so that staff can support those children with their academics and social relationships. Children may meet with their mentor during lunch, recess, or other special designated times of the day to talk about their successes, any concerns they have, or to participate in special activities with their mentor.

## MESSAGES

Emergency messages only may be delivered to students at school so that instructional time is not interrupted. During school hours, if a parent needs to bring something to their child such as a forgotten lunch, please check into the school office. Your child will be called to the office to pick up the item.

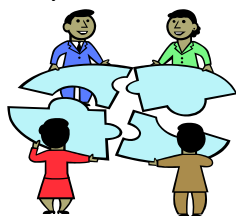
## MORNING LINE-UP

Students should arrive to school between 8:30 and 8:40, and line-up in the gym with their assigned classes. Staff and safety patrols will be on hand starting at 8:30 to assist and to supervise our students. Please do not leave your child at school before 8:30 as there is no staff to supervise them. Morning line up will occur in the gym.



## OFFICE HOURS

The school office hours are **8:00-4:00** during the school year and in the summer. The administrative secretary is Mrs. Kuhn and the attendance secretary is Mrs. Giron. Both secretaries are prepared to answer your questions and to provide you with the information that you need. The school phone is (301) 595-2940. Conferences with teachers and/or me can be scheduled by calling the office and requesting a conference. Mrs. Kuhn maintains the Principal's personal calendar and is able to provide you information about his availability. Please call prior to arriving at school so that the people that you need to see are available and prepared to serve you in the best way possible.



## PARENT-TEACHER CONFERENCES

It is extremely important that open lines of communication be maintained between home and school. The best method for communication is through parent-teacher conferences. At least one conference will be held during the first semester of school to discuss each student's academic progress.

Conferences are encouraged and can be initiated by teachers, parents, or principal. The initial contact to discuss concerns or problems should be with the child's teacher.

## PARKING

Please observe handicapped parking, no parking signs, the loading zone, and labeled staff parking. Parking in a fire lane or no parking zone can result in a fine issued by Montgomery County Police. No parking is allowed in the bus lane at any time.

## PBIS: Positive Behavior Interventions and Supports (Discipline Policy)

We believe that the most important function of our school is learning. Our goal is to provide a fun, safe, and educational atmosphere at Greencastle Elementary School. Positively reinforcing appropriate behaviors and expectations will strengthen our children and help them to grow socially and appropriately cope with life's experiences in the future. We specifically focus on the 3 main goals of being respectful, responsible, and ready to learn. For more information, please see our school PBIS brochure and visit the website <http://pbismaryland.org/>

Our PBIS program this year is supported by the donations of Ms. Debra Williams, Owner/Operator of Williams Enterprises, McDonald's ® of Briggs Chaney 13800 Outlet Drive, Silver Spring, MD 20904!



## PRESCHOOL

### PEP: Preschool Education Program

PEP is a special education program for children who have educational disabilities. All children in PEP have an Individualized Education Program (IEP) with learning goals and objectives based on needs identified through formal testing. The goals and objectives are guides to help the staff help the child acquire skills that other children of their age already have learned. PEP is a noncategorical program, which means that it serves children with a variety of disabilities. Most children who participate in PEP classes have moderate learning delays in more than one area of development, and many of the children receive related services such as speech/language, occupational, and/or physical therapy. Parent education is also a part of the program.

## PRE-KINDERGARTEN

### Pre-K; Program Information

MCPS Prekindergarten and Head Start programs offer a high-quality educational experience to income-eligible children in order to prepare them with the foundational knowledge and skills necessary for school success in kindergarten and beyond. There are 137 classes for four year old children and two classes for three year old children throughout the county. Most Head Start class sessions are 3 hours and 15 minutes long. A full-day Head Start program is offered in select Title I elementary school locations. Prekindergarten class sessions are 2 hours and 30 minutes long. For families that qualify, there are a limited number of spaces available in two community-based full-day, full-year programs in childcare centers. For additional information about the MCPS Prekindergarten program: Phone: 301-230-0676

## PTA

### Parent Teacher Association

PTA activities are scheduled periodically throughout the year and provide opportunities for families to come together at the school for information, entertainment, and community team building. PTA meetings are scheduled each month on the **first Wednesday of the month at 7:00 pm which also features free childcare for school-ages children.** All parents are welcome to attend PTA meetings and activities. Please join the PTA [Download Membership Form](#)

PTA Executive Board Members 2011-2012	
President	Doris Videla
1st VP - Membership	Adenike Woodberry
2nd VP - Fundraising	Tirsit Adnew
Fundraising Co-Chair	Dionne Wright
Fundraising Co-Chair	Pram Ganapathy
Treasurer	Lisa Betts
Recording Secretary	Aliyah Horton
MCCPTA Delegate	Ronald Videla
MCCPTA Delegate	Lisa Betts
NAACP Representative	Winsome Parchment
NAACP Representative	Khalilah Long



The Greencastle PTA is still in need of volunteers for the following committees. Please consider co-chairing with a friend:

- |  |                              |
|--|------------------------------|
| ✚ Book Fair  | ✚ Newsletter                 |
| ✚ Box Tops Coordinator   | ✚ Peanut Butter & Jelly Fund |
| ✚ Corresponding Secretary                                      | ✚ Sign Message               |
| ✚ Cultural Arts Committee                                      | ✚ Staff Appreciation         |
| ✚ Family Fun Knights   | ✚ Safety Committee           |
| ✚ Foreign Language in Elementary Schools<br>(FLES) Coordinator | ✚ Volunteer Coordinator      |
| ✚ Giant Bonus Card/eScrip Program                              | ✚ Web Design                 |

### REPORT CARDS

Report cards for students in grades 1-5 are sent home with students four times a year, at the end of each nine-week grading period. The fourth and final card is mailed to parents. Kindergarten students will receive a report card twice a year. The dates of each marking term and the dates for report card distribution are listed. End of the year report cards are mailed home from the Board of Education. It is very important that we have your correct address.

### SCHOOL HOURS AND DATES

The first official day of school is **Monday, August 29<sup>th</sup>, 2011**. School hours are 8:50 a.m. until 3:05 p.m. Many of our children walk to school or are transported to school in private vehicles. It is important that students arrive no earlier than 8:30 a.m. and are picked up promptly at 3:05 p.m. Staff members are engaged in planning activities prior to 8:30 and after dismissal and are not available to provide the adequate supervision necessary for elementary students. If you bring your child to school, please make the transition from home to school smooth by allowing your child to go to his/her assigned line-up area.

### SPECIAL EDUCATION

Greencastle offers Preschool Education Programs (PEP), Speech-language, Occupational Therapy (OT), Physical Therapist (PT), and Home-School Model (HSM), special education services. These programs provide a variety of academic and behavioral support, both in and out of the general education classroom setting.

Students who qualify for services have met the criteria through identification procedures. The special education resource team, including a school psychologist, provides both direct and indirect services to students and their families. Greencastle's school counselor and reading specialist are members of the support team and provide consult and services to our special needs students. A pupil personnel worker (PPW) is available as a liaison between families and staff.

### SPECIALS

**ART**: In the art room your child will experience and learn about art through creating and analyzing artwork as well as making connections to their own lives. They will learn about the elements of art (lines, shape, color, space, texture, value, and form), the principles of design (emphasis, unity, rhythm, pattern, contrast, movement, and balance) and the history of art. Emphasis will be placed on artistic problem solving—encouraging students to discover the answers for themselves through their own critical thinking.

## **MUSIC (Chorus and Instrumental Music)**

The main goal of Greencastle's music program is to teach the love and enjoyment of music to every child in the music classroom. The six elements of music are highlighted in every grade level. These include pitch, rhythm, form, tempo, dynamics, and tone. Students have the opportunity to learn these through singing, playing instruments, listening, composing, improvising, evaluating and by using creative movement.

## **MEDIA**

The purpose of Greencastle's media center is to provide all students and staff with quality instruction and access to information and ideas that are diverse in format, level, scope, and opinion. The media program incorporates the curriculum into the information literacy standards and strives to ensure that every student and staff member will be life-long learners who contribute to our global society and practice ethical use of information at all times.

## **PE (Physical Education)**

In the primary grades students will focus on movement using loco motor skills and begin to understand the physiological effects of exercise on the human body. Students will begin to learn how to set achievable goals. They will also learn how appropriate social skills will be an asset to them as they grow throughout their childhood and into adulthood.

## **TECHNOLOGY**

Technology is a major component of our instructional program. Our staff eagerly looks for ways to integrate technology into daily classroom instruction. We are in the midst of a five-year plan to equip each classroom with computers, Promethean Boards, ELMO, document cameras and LCD projectors. These technologies (along with others) will not only motivate and engage learners, but will create a multi-sensory learning environment and increase the opportunities for teachers to provide differentiated instruction to address the learning styles of auditory, visual, and kinesthetic learners. Our technology also facilitates equitable classroom practices and encourages student-driven learning rather than teacher directed instruction.



## **STAFF**

### **ADMINISTRATION**

Kevin Payne, Principal  
Tamar Ruth, Assistant Principal

Stacy Bowker, PEP Classic  
Meghan Markiewicz, PEP Classic  
Debbie Durham, PreK

Tiffany Rivera, 1<sup>st</sup> Grade  
Keisa Travis, 1<sup>st</sup> Grade  
Laurie Burney, 2<sup>nd</sup> Grade  
Melissa Dowling, 2<sup>nd</sup> Grade  
Estelle Moore, 2<sup>nd</sup> Grade  
Sean O'Connor, 2<sup>nd</sup> Grade  
Laurie Tomassoni, 2<sup>nd</sup> Grade  
Kelly Veitch, 2<sup>nd</sup> Grade

### **MAIN OFFICE & CLASSROOMS**

Linda Kuhn, Admin Secretary  
Ruth Giron, School Secretary  
Charlene Jean-Pierre, Nurse  
Wendy Wininger, Health Tech  
DeBra Taylor, Crossing Guard

Dione Brown, Kindergarten  
Sandy d'Aquino, Kindergarten  
Holly DeBolt, Kindergarten  
Panthea Mitchell, Kindergarten  
Brandi Moured, Kindergarten  
Lisa Robey, Kindergarten

Debra Baxter, 3<sup>rd</sup> Grade  
Ariella Brodecki, 3<sup>rd</sup> Grade  
Taki Cooper, 3<sup>rd</sup> Grade  
Anna Jones, 3<sup>rd</sup> Grade  
Elizabeth Mangan, 3<sup>rd</sup> Grade

Felicia Jones, PEP Parent  
Educator  
Rick Devine, PEP Inc.  
Ashley Stanton, PEP Inc.

Rhonda Bullock-Smith, 1<sup>st</sup> Grade  
Sara Kopf, 1<sup>st</sup> Grade  
Wendy Lafferman, 1<sup>st</sup> Grade  
Jessa Land-Miller, 1<sup>st</sup> Grade

Colleen Evans, 4<sup>th</sup> Grade  
Darielle Hobson, 4<sup>th</sup> Grade  
Jodi Reid, 4<sup>th</sup> Grade  
Ben Weinstein, 4<sup>th</sup> Grade

Allison Allen, 5<sup>th</sup> Grade (Rdg.)  
Tanya Cain, 5<sup>th</sup> Grade (Math)  
Sedia Hassan, 5<sup>th</sup> Grade (Math)/  
Marcus Turner, (Long Term Sub)  
Brian Walton, 5<sup>th</sup> Grade (Rdg.)

#### **ARTS SPECIALISTS**

Andrew Gardner, PE  
Bert MacColl, PE  
Arlyn Borst, PE  
Adam Grant, Art  
Alaina Lohr, Art  
Heather Haas, Art  
Jonathan Borneman, Art  
Cindy Norell, Music  
Susan Odell, Music  
Lou Scarci, Instr. Music

#### **CONTENT SPECIALISTS**

Meg Caines, ESOL  
Robin Carter, Primary Reading  
Kaye Chisley, ESOL  
Nia Grigsby, Staff Devel. Teacher  
April Hayden, Gifted & Talented  
Xavier Kimber, Math Coach  
Tammy Chung, Math Support  
Andrea Littell, ESOL  
Donna Scott, Reading Specialist  
Daniel Yip, ESOL

#### **MEDIA/TECHNOLOGY**

Sean Glynn, Media Specialist  
Ava Denney, Media Assistant  
Shirley Dorsey, Instruct. Data  
Assistant  
Rickie Proctor, Technology  
Teacher  
Patti Ross, Info. Tech. Systems  
Support  
Jennafir Lamb, Inst. Tech.  
Specialist

#### **PARAEDUCATORS**

Kelly Bezwada  
Libby Burroughs  
Irma Dibble  
Maria Dummann  
Mehret Ghebrekidan  
Deepthi Bhaktul  
Maudella Harrison  
Ashley Malleck  
Kirk McNemar  
Patti Muir  
Sujeewa Perera  
Lisa Powell  
Rhonda Watkins



#### **CAFETERIA/LUNCH & RECESS**

Nadira Abdalla, L&R Aide  
Jonnette Holmes, L&R Aide  
Anna Kash, Cafe Manager  
Lai Kong-Tam, Cafe Worker

#### **SPECIAL RESOURCES**

Betty Balin, Speech Path.  
Amy Beitscher, Resource  
Claris Brock, Counselor  
Molly Cosgrove Phys. Therapist  
Sabrina Finlay, Pupil Personnel  
Bonnie Johnson, Resource  
Allison Leaver, Resource  
Kateri Osburn, Occup. Therapist  
Justine Taweel, Speech Path.  
Kimberly Watson, Psychologist

#### **LINKAGES TO LEARNING**

Tierra Hendrick, Site Coordinator  
Melissa Gatlin, Mental Therapist  
Jeanne Johnson, Intern Therapist

#### **BUILDING SERVICE**

Getachew Geda, Manager  
Leung Wong, Night Leader  
Norma Salmon, Worker  
Bill Otey, Worker  
Willie Johnson, Worker  
Xiang Tian Chen, Worker

#### **KIDS AFTER HOURS**

John Fuller, Director  
Denis Campbell, Group Leader  
Diante Collins, Aide  
Nichelle Johnson, Aide  
Brittini Davis, Aide  
Lawrin Makanga, Aide

### **SUGGESTIONS AND COMPLIMENTS**

If you see ways that we can improve our school, or you see something being done well, please share your feedback with us by filling out the form in the front office. In addition, you may speak with us, give us a call, or send an email. We would love to hear from you! Together, as one team, with one goal, our students achieve more.

### SUPPLIES TO BRING TO SCHOOL

Greencastle will provide most of the supplies a student needs to be successful, but students will need supplies at home to complete assignments. In addition, many students like having their own equipment and supplies. You will receive a list of suggested materials in the summer. The supply list will also be posted on our web page. Please check on your child's supplies throughout the year and replenish them as needed.



### SUPPLIES NOT TO BRING TO SCHOOL

The instructional day will be full. Children should not bring iPods, electronic games, comic books, trading cards, and toys. Weapons, such as chains, knives, guns, electronic devices, such as beepers and pagers and drugs, alcohol, and tobacco are not allowed on MCPS property. Also, do not send knives to cut fruit or other food in lunches or at class parties. Money is only needed for lunch and field trips. When students are asked to bring items from home, parents will be notified by teachers. Staff members will confiscate these items and will be held by administration for a period of time before being returned. Staff members are not responsible for lost or stolen items.



Cell phones may not be brought in accordance with MCPS policies. If you feel that your child needs to have a cell phone, please submit a written request to Principal, Mr. Payne explaining why. A decision will be made and notify parents if an exception may be made. If an exception is made, the phone must be turned off and left in the student's backpack and only used off school grounds. If this policy is violated, the phone will be confiscated and brought to the office and permission to carry a cell phone will be revoked. Staff members are not responsible for lost or stolen phones.

### TEXTBOOKS

Textbooks are furnished to students free of charge with the expectation that all textbooks will be treated with care and returned in good condition. Parents will be charged a replacement fee for any textbook that is lost or damaged beyond reasonable use.

### TRANSPORTATION

It is important that parents know the bus route numbers so they can communicate with the bus depot. Below are the bus routes, animal name, and their numbers. Parents should verify actual stop times with the driver. The Bus Depot Manager is John P. Franco, his phone number is 301-879-1065, and our Cluster Supervisor is David C. Harmon who can be reached at 301-879-1061. Bus Route Schedule 2011-2012. Bus schedules and routes are subject to change, so watch for special notices sent home from school.

### VISITING THE SCHOOL

Parents are always welcome to Greencastle. You are invited to visit your child's classroom, the cafeteria, or the playground at any time you wish. Please contact your child's teacher at least 24 hours prior to the visit. Upon arrival to the school, please check in at the office and you will be given a "Visitors" badge, asked to sign the Visitors Book, and given directions to the classroom. Photo ID will be required for check-in.

## VOLUNTEERS

This is one of the best ways you can support your child's education. Volunteers can help in the office, the classrooms, the media center, the cafeteria, the computer lab, on the playground, or at home. If you are interested in volunteering, you may call our PTA Volunteer Coordinator, talk with your child's teacher or inquire in the office. All volunteers should sign in immediately upon entering the school building and should wear a volunteer badge at all times while in the school.

The Greencastle PTA is always in need of parent volunteers. The following list explains the different committee responsibilities. Please read over the descriptions and if you would be willing to work on a committee, please contact the chairperson of that committee or the volunteer coordinator. Remember to log your volunteer hours both at home and at school as the school benefits from the number of volunteer hours. The hours go towards an MCPS awards program and are noted in impact studies.



## WALKING TO SCHOOL

If your child is a walker, please assist him/her in selecting a safe, regular route for walking to and from school. Be sure you know the route your child takes each day. Students are asked to report home before going to other friend's homes. This will enable you to know that your child arrives home from school safely each day. Your cooperation in teaching your child correct procedures for crossing streets safely will help us maintain a good school safety record. A crossing guard is stationed on Robey Road during arrival and dismissal. Please advise children to cross where there are crossing guards and remember that young children learn mostly by watching us. If you don't use the crosswalks, neither will they.

## WELCOME

*Consider yourself officially welcomed to our  
Greencastle Family!*

