



**Highland View Elementary
Parent Handbook
2011-2012**



Sneak Peek

Our annual Sneak Peek will be held on Friday, August 26, from 2:00-3:00 p.m. At the Sneak Peek, children can meet their teachers, visit their classrooms, and reacquaint themselves with their schoolmates. All students must be accompanied by an adult. The Kindergarten teachers will hold their parent orientation meeting during this time. School supply lists are currently available and can be obtained in the Main Office or found on our school website:

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

CLASS ASSIGNMENTS

During the week of August 22, 2011, each student will receive a personal postcard from his or her teacher welcoming him or her to the class. The postcards should arrive a few days before our Sneak Peek. Staff members will be available to assist parents and students with finding their way to class both at the Open House and on the first day of school.

SCHOOL HOURS

Office Hours: 8:00 a.m. – 4:00 p.m.

Breakfast: 8:55 – 9:10 a.m.

First Bell: 9:10 a.m.

Late Bell: 9:15 a.m.

Grades K-5: 9:15 a.m. – 3:25 p.m.

Early Dismissal: 1:00 p.m.

STUDENT ARRIVAL PROCEDURES

KINDERGARTEN–GRADE 5

1. Students are permitted to enter the building at 8:55 a.m. Those eating breakfast may arrive at 8:55 a.m. Students should not arrive prior to that time as supervision will not be available.
2. All students should enter the building through the front doors. All K-5 students who will be eating breakfast should proceed to the Cafeteria. **K-3** students not eating breakfast should proceed to their class lines in the **Gym**, and students in grades 4 and 5 who are not eating breakfast should proceed to their class lines in the **All Purpose Room**. In both locations, students will be supervised by staff members and safety patrols. For students who are new to Highland View, staff will be available to direct the students to the correct location.
3. Parents are respectfully requested to drop their children off in the lobby just inside the front doors or at the car drop-off area, as parents will not be permitted to accompany their children into the All Purpose Room, Gym or to their classrooms. Every morning during the first week of school teachers will be meeting their students in either the All Purpose Room or the Gym to walk them to class, and there will be additional staff members at the front door and in the halls assisting students with finding their class lines in the All Purpose Room or Gym or finding their classrooms. **For the first two days of school only, Kindergarten parents may walk their students directly to their classrooms starting at 8:55 a.m.** On the third day, Kindergarten students will follow the procedures outlined above. After the first week patrols and staff members will assist all of our students.
4. At **9:05 a.m.** students will be dismissed to their classrooms in their class lines.
5. Parents are also asked to refrain from walking down to their child's class during arrival time to have a conversation with the teacher. **While parent support is very much desired and appreciated, once the students are in the building, the teacher's focus must remain on the children and the instructional program.** Please call or e-mail the teacher to set up a mutually convenient appointment time to address any individual issues.

STUDENT DROP-OFF AND PICK-UP ZONES

Please remember that the student drop-off/pick-up area is not an area where you should park. In order to make arrival and dismissal of students go as smoothly as possible, pull up into the area **as far as possible**. Have your child get out of the car on the **curb side** of the car. **Please do not allow your child to exit the car until you reach the safety of the curb. Parents must be patient when using this area.** If you feel you need to walk your child into the building, you will need to park your car in the lot or on a neighborhood street. We appreciate your assistance in keeping our students safe as they arrive at and depart from school each day.





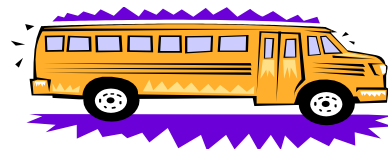
BREAKFAST

Children who desire to eat breakfast at school should arrive between 8:55 and 9:10 a.m. and proceed to the Cafeteria. The cost for breakfast is \$1.30. Students who qualify for free or reduced meals are eligible to receive breakfast at no cost. Children who arrive after 9:10 a.m., unless it is due to a late school bus, will not be able to eat breakfast at school. Research supports the importance of eating a daily breakfast, especially for school-age children. Whether your child eats breakfast at home or here at school is a decision you should make together. Please be sure, though, that your child IS eating each morning, as it will definitely assist their learning.

ABSENCES & TARDIES

Daily, consistent attendance at school is essential to academic success. **We urge students and parents to make school a priority and schedule vacations around the school calendar. Please be especially mindful of the state and county testing schedule. Those dates will be published early in the school year.** If your child is ill or otherwise unable to attend school, he or she is **required** to bring a note from you explaining the reason for the absence. If your child is going to be absent, please call Mrs. Hyder, the attendance secretary, to let her know about the absence as soon as possible. Mrs. Hyder will frequently call home to check on a student's absence if you have not notified us. Children who attend school are expected to be well enough to participate in all activities, including outdoor recess.

Children should always be on time for school. Students who arrive after 9:15 a.m. are expected to sign in at the office with their parents or guardians present. Tardiness, on a regular basis, is disruptive and detrimental to your child's success.



BUS SCHEDULES

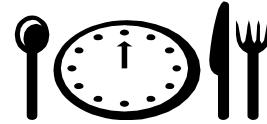
Bus routes and schedules are included in this packet. They will also be available at the Sneak Peek on August 26. As always, we urge you to arrange for younger children to be accompanied by an adult to and from the bus stop. It is also highly advisable that you pin or hang a card on your young child, indicating his/her name, address, telephone number, bus route color, and bus stop for the first few weeks of school. Young children frequently forget their bus color and often do not know their addresses, especially if they become apprehensive. Bus drivers do not have this information. Students may not ride buses other than the bus to which they are assigned. Non-bus students (walkers) are not permitted to ride the buses.

DISMISSAL PROCEDURES

School is dismissed at 3:25 p.m. Students **may not** remain on school property unsupervised at any time. If your children participate in an after-school activity that begins at any time other than 3:25 p.m., they must go home and return at the proper time. There is no supervision for students after dismissal. Students in Grades K-1 are dismissed from the All Purpose Room, and students in Grades 2-5 are dismissed from the main lobby.

Students may not change their own dismissal plan without parental permission. If there are any changes to your child's regular p.m. schedule, please have all arrangements made before the start of the school day. If it is necessary to change your child's dismissal schedule or for your child to be picked up by someone other than a parent, the school must receive written permission from the parent. If, in a special circumstance, a student who normally walks must ride a bus, or vice versa, the student must bring in a note from the parents to be signed by a member of the administration or classroom teacher. If an emergency should arise during the day which changes the dismissal plan for your child, please call the school as soon as possible, but no later than 3:00 p.m., to ensure adequate notice for your child. Please review with your child that he/she is never to leave school during the day without permission from the office and the teacher.

LUNCH



The lunch/recess period is one hour. Lunches may be purchased at school or brought from home. If brought from home in a lunchbox or thermal bag, the box or bag should be clearly labeled with your child's and the teacher's name, since many children misplace these or confuse them with others that are similar. Depending on a particular grade level's lunch schedule, a morning snack time may be provided for the children. If so, those snacks would need to be brought from home.

Since we are in the process of finalizing our Master Schedule, lunch times for the different grade levels will not be announced until the August 26 Sneak Peek.

For the 2011-2012 school year, school lunches will cost \$2.50 (reduced price is 40¢). Milk is 60¢. Menus are sent home prior to the first day of each month. Hot lunches are served daily with alternate choices available. A menu for the first week of school can be found in this packet. Guidelines and application forms for free and reduced meals will be sent home during the first week of school. Students who were on the free/reduced program last year will remain on it through the month of September. In order to remain on the free/reduced lunch program, **a new application needs to be submitted for each household every year. Applications will be sent home the first week of school for all students.**

We use the computerized lunch payment program called SNAP (Student Nutrition Accountability Program). Parents are able to send in money to put into an account for students to debit. Each student has a four-digit PIN number to use when purchasing lunch. PIN numbers are ready for use the first day of school. Eligibility for free or reduced meals will automatically be registered in the computer for qualifying students.

A SNAP Prepayment form is attached for your use. Parents are encouraged to pay for lunches in advance by putting money into their child's personal account. These payments are most easily and safely made by check, although cash is always acceptable, and should be brought or sent to Ms. Carolyn Lindon, our Cafeteria Manager. Reminders will be sent home when a student's balance starts to get low. When a child's account is at zero, we will not be able to advance credit in payment for lunches. If this occurs, students will receive a cheese sandwich and a carton of milk, the cost of which must be repaid to the school. Parents will be notified when this occurs. Please consider making initial deposits into your child's cafeteria account during the Sneak Peek on August 26. Your child will receive the August/September lunch menu on the first day of school. It is extremely important that you and your child review the menu to decide if your child will order lunch on a given day.

The first day of school menu is:

Cheese Dippers w/ Marinara Sauce

OR

Hamburger w/ Mixed Vegetables

Check the MCPS Web page anytime for menus

<http://montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.shtm>

DISCIPLINE POLICY

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony. Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students best and leads to the best type of discipline: self-discipline. School disciplinary measures range from student-teacher conferences to suspension. Each case is handled on an individual basis in accordance with county school board policy. Highland View's Discipline Policy will be distributed at Back-to-School Night.



CELL PHONES, TOYS and ELECTRONIC DEVICES

According to MCPS policy and regulations, **elementary school students are not permitted to bring or use a cellular phone at school without permission from the principal.** Parents who believe that their child requires a phone at school must submit their request in writing to Ms. Dardarian. The request should state the reason the child requires a cell phone. If permission is granted, the phone must be off during the instructional day and can only be used during non-school hours. Unauthorized cell phone use will result in the confiscation of the phone and parent notification.

Students are not permitted to bring toys or sports equipment from home to school unless expressly granted permission by the administrators or his/her classroom teacher.

Students are not permitted to bring iPods or other hand-held recreational devices to school at any time.

Thank you in advance for your cooperation and observance of these policies.

VISITOR'S POLICY

When entering the building, ALL visitors MUST report to the office to sign in and receive an identification badge.

Parents are encouraged to visit the school to volunteer and parents may observe their children's classrooms. It is best to arrange a visit ahead of time by calling your child's teacher, the assistant principal, or the principal beforehand, since the class may be having a test or be out on a field trip. While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, please make a separate conference date.



BIRTHDAYS

Due to curricular and time management demands, we encourage birthday celebrations to take place outside of school hours. However, parents may make arrangements with teachers ahead of time to bring in store-bought goodies to be shared with classmates. Please remember that many children have food allergies. Please check with the classroom teacher before purchasing any items. **According to MCPS policy, home baked goods are not permitted for distribution at school.** Please also note that birthday party invitations are not to be given out at school. Thank you.



ILLNESS/MEDICATIONS

A child who is ill is routinely sent to the School Health Room. The school nurse or school health technician will assess the child, contact the parent or guardian, and send the child home if necessary. Any child with an elevated temperature of 100 degrees or above is sent home. It is recommended that your child be free from fever for 24 hours before returning to school. It is likely that some time during the school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, the school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed. For more information, contact the School Health Technician, **Mrs. Allegra Wallace**.



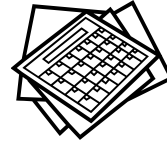
NIGHTLY READING HOMEWORK

As we have done in the past, we will continue our school-wide program of nightly reading homework. Each child in Kindergarten through Fifth Grade will be expected to read at home every night for a specified number of minutes (depending on grade level). Teachers may request that this reading be entered into a reading log and signed by you. Your child's teacher will provide more information on this program at Back-to-School Night. Other homework will be assigned as well. Please read the Homework Policy that you will receive at Back-to-School Night. If your child consistently says, "I have no homework," or if homework becomes an issue for any reason, please discuss this with the teacher as soon as possible.



BEFORE AND AFTER CARE

Kids After Hours is a before-and-after-school daycare program offered to families in the Highland View community. Recreation and sport activities, supplemented by games, music, arts and crafts, free time and opportunities to complete school homework assignments are provided before school and/or after school. Care is available to enrolled students on snow days, school holidays, and during the winter and spring vacation breaks. To find out more about the KAH program, call (301) 933-6888 (Central Number) or (301) 588-6684.



SCHOOL CALENDAR

MCPS's school calendar is included with this packet, so that you can begin to plan for the year. Highland View's school calendar will be distributed during the first week of school. Please understand that all dates are tentative and may be revised as the year progresses.

BACK-TO-SCHOOL NIGHT

Highland View's Back-to-School Night is scheduled for Wednesday, September 14, 2011 at 7:00 p.m. Watch for additional information coming soon.