

# **Stephen Knolls School**



## **Parent Handbook**

**2016-2017**

# STEPHEN KNOLLS SCHOOL

## Policies and Procedures

### 2016-2017

Stephen Knolls School staff take responsibility for the safety of your children very seriously. Your cooperation with the policies and procedures explained below will help us meet those responsibilities fully.

#### **SCHOOL HOURS**

##### Kindergarten thru 12<sup>th</sup> graders

Regular School Day 9:00am-3:25pm

Early Release Day – 9:00am-12:55pm

Two Hour Delay – 11:00am-3:25pm

##### Preschool Hours

PEP Beginnings - 9:00am-2:00pm

PEP C - 9:00am-2:00pm

PEP INC - 9:00am-12:00pm

12:25pm-3:25pm

#### **ABSENCES**

The State of Maryland has in place an accountability system called the Maryland School Performance Accountability program. One measure used to evaluate excellence is attendance records. Please make every effort to arrange trips and appointments when school is not in session. If your child will be absent from school, please call us as soon as possible to let us know the reason (240-740-0050). Calling the school office ensures the safety and security of your child. If the school has not received a call from you by 9:05am your child's case manager or parent educator will initiate the attendance call to you.

The MCPS (Montgomery County Public Schools) attendance policy, in accordance with the Maryland Student Records System Manual, will continue to be implemented this year.

- Students will be recorded as *a.m. absent*, if they arrive at school more than two hours late.
- Students will be recorded as *p.m. absent*, if they leave school more than two hours early.
- Students will be recorded as either *a.m. absent* or *p.m. absent*, if they are absent from school for more than two hours, but less than four hours during the school day.
- Students will be recorded as *full-day absent*, if they are present for less than two hours of the school day.
- Students will be recorded as *full-day present*, if they are present for more than four hours of the school day.

## **ARRIVAL/DISMISSAL PROCEDURES**

The following procedures were designed to ensure a safe, efficient arrival and dismissal for all students.

### **Arrival Procedures**

- When dropping off children, please park in a parking space and not in the fire/bus lane next to the school
- The back “preschool bus” doors will be unlocked and monitored by staff only during arrival/dismissal times. If you need to bring your preschooler to the school, please enter through the front of the building and come to the main office to sign them into school.

### **Dismissal Procedures**

- If your child’s after-school plans change, you must notify the teacher in writing. When you are picking up your child, please park your car in a parking space and enter the building. Please be aware that the school buses line up along the front and side of the school building at dismissal time. Cars may not park in the bus/fire lanes.

### **Stephen Knolls General Procedures**

- At all times access to the five handicap parking spaces must be reserved for vehicles with designated tags. Using those spaces without designated tags can result in a fine.
- Do not leave your car unattended in the traffic circle.

## **LATE ARRIVAL/EARLY DEPARTURES**

Students who arrive after 9:00am, and leave school prior to 3:25pm, or leave and return in the middle of the school day, must sign in and out of the school office. Students will be released from the office only to a parent/guardian unless the office has been notified by the parent/guardian that someone else will be picking up the student. A picture I.D. of the parent/guardian or other persons picking up a student will be required.

## **TRANSPORTATION**

If you experience problems with your bus schedule or have concerns regarding safety at the stops or on the bus, please contact Special Education Transportation at 301-444-8580. Our school-based bus team is also available to help with questions and concerns. Ms. Connie Murphy (K thru Grade 12) can be reached at 240-740-0050 and Mrs. Janerish Browne-Reynolds is available at her preschool office at 240-740-0040.

If your child has an alternate arrangement for transportation after school, the office must have this information in writing for the principal to review and sign on that day. Otherwise, the student will be sent home as usual. If you are picking up your child early, please send a note or call the teacher to alert him/her to the situation.

## **EMERGENCY CLOSINGS/DELAYED OPENINGS**

Information is posted in the following places when the school system announces school cancellations, delayed openings, or early closures due to weather conditions and other emergencies:

- All local radio and television news stations
- MCPS cable television on Channel 34
- MCPS website at [www.mcps.k12.md.us](http://www.mcps.k12.md.us)
- Regional website at [schools-out.com](http://schools-out.com) (which will forward an e-mail message on a registered listserv)
- MCPS information telephone line at 301-279-3673

All announcements are made as early as possible, either on the day of the weather emergency or the night before.

Please discuss emergency plans with your family and complete the emergency plan form in this packet to be kept on file in the office. If your plans change during the year, make sure you notify the office.

## **STUDENT CUSTODY ARRANGEMENTS**

Parents are required to inform the school principal immediately of any student custody arrangements that limit the release of students to specific family members. Unless notified through legal documents, the school is equally responsible to both parents.

## **SCHOOL FOOD SERVICES**

Parents and Guardians will need to submit just one application that lists all the children in their household who attend Montgomery County Public Schools. The application will not be pre-printed with student information as they were in the past, so it will be necessary for parents/guardians to list the *names, ID numbers, birthdates, and schools* of the children for whom they are applying. (Parents/guardians are reminded that student identification numbers can be found on report cards.) The application has been re-designed for the new process and will contain detailed, easy-to-follow directions. Parents/guardians should be aware that because all students from a household will apply on one application, only the youngest child in a household will receive an application the first week on school. Return completed applications to the school office. Students who were approved for free or reduced meals last year will retain that approval until October 15<sup>th</sup>.

Our Cafeteria will sell breakfast and lunch daily. Student prices are:

Breakfast	\$1.30	Reduced Breakfast	Free
Lunch	\$2.55	Reduced Lunch	\$0.40

Our school lunches are delivered from a ventral kitchen and prepared at Stephen Knolls School based on the number of students who sign up before school each day. The Montgomery County Public School's menus are available on our website:

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

We will continue to use SNAP, a computerized cash register system in the Cafeteria. Each student is assigned an account that is accessed by a Personalized Identification Number (PIN). It is a debit system in which students may choose to make deposits into an account. At mealtime, the computer records food purchases and deducts them from the account when the student's PIN is entered on the keypad. Students who choose not to pay in advance still enter their PINs, then pay cash. The PIN number for returning students will remain the same. Each new student will receive a PIN number on the first day of school.

Students who forget their lunch/lunch money or who run out of money in their SNAP account, will be given a lunch with the expectation that the loan will be paid the following day. Staff will either call you or write you a note to let you know your child needs to add money to his/her account. <http://myLunchMoney.com> is a new service being offered which allows parents to make prepayments to their child's cafeteria account with a credit/debit card using the Internet. Once the account is established, you can check balances, view student purchases, set up recurring payments, and receive low balance e-mail notification. Prepayments will generally be available at the school the next day. Go to <http://myLunchMoney.com> and click on "**Enroll now.**"

### **FOOD FROM OUTSIDE SOURCES**

Any food prepared in school to be consumed by children must be cooked in the kitchen under the supervision of our cafeteria manager, Kate Okandeji. Food may not be prepared at home by staff or parents and brought in for students other than lunches brought from home. Food brought in for parties must be purchased from a store. No food prepared at home can be brought in and served to a group of students. If your child has dietary or medical restrictions, please send a note to our school nurse, Carolyn Grey, and your child's teacher.

### **DISCIPLINE POLICY**

The discipline Policy at Stephen Knolls School is based on the expectations that promote a safe, healthy, and happy learning environment. Staff, students, and parents all play a vital role in developing and maintaining a positive and productive atmosphere. The Stephen Knolls School community believes in these guiding principles.

**Mutual Respect.** Treat others the way you want to be treated. Respect the fact that we are all different and yet all the same. Our school is a large family and we need to support each other.

**Right to Learn and Teach.** Students and teachers at Stephen Knolls have the right to a productive learning environment. We all contribute to that environment by doing our best, helping others, and following the rules.

**Self-Control.** You are responsible for the good and bad things that you do. You control yourself. Be proud of your accomplishments, and apologize when you make a mistake. You cannot blame someone else for what you do.

The implement of the Discipline Policy will focus on changing inappropriate behaviors, not just punishing them. Fair, firm, and consistent application of the policy is expected, and students will be made aware of the consequences of misbehavior. However, it is equally important that each situation be carefully evaluated prior to the staff's response. In dealing with each incident, the staff member will keep in mind that the purpose of discipline is to strengthen positive behaviors that will enable the child to grow and appropriately cope with similar situations in the future.

## **HEALTH**

Please report any cases of contagious diseases, such as chicken pox and strep infection to our Health Room staff at 240-740-0005. Our school nurse, Fatima Sow, or one of our health techs, Margie McGovern or Mykia Tolson, will alert parents to watch for symptoms if several cases occur within a single classroom. It is especially important to report chicken pox to us since we have several students who could experience severe medical problems after exposure. To decrease/prevent communicable disease spread, please reinforce with our young children not to eat or drink another person's food, not to put objects such as pencils in their mouths, or not to put their mouths on drinking fountains.

If your child should need medicine during the school day, please remember and adhere to the following procedures.

1. No medications can be administered without parent (guardian authorization **and** a physician's statement. **Completion of Form 525-13, Authorization to Administer Prescribed Medication, is required.** A new form is required for each episode of illness and for each medication ordered.
2. The medication must be labeled by a pharmacist, or in the case of an over-the-counter drug, be in a sealed bottle. It must be hand delivered to the school by a parent or guardian. **Under no circumstances should medication be brought to school by the student, either in pharmacy container, lunchbox, or backpack.**

For additional details concerning administration of medication and to obtain necessary forms please contact our School Health Nurse, Ms. Fatima Sow at 240-740-0006.

All children must furnish evidence of immunizations for diphtheria, tetanus, polio, measles, and rubella (German measles). Students entering grades K-11 must have two doses of measles vaccine and one dose of mumps vaccine after their first birthday. Kindergarten students must have 2 Varicella (Chicken Pox) immunizations before entering school. Students under 7 years of age are also required to have pertussis (whooping cough) immunization. Students starting 7<sup>th</sup> grade must have a single dose of each the Tdap and the Meningococcal vaccines.

Children who do not have proof of vaccination or an appointment date to receive vaccinations can be excluded from school. Please make every effort to make sure your child is up to date with his/her vaccinations.

### **HEAD LICE**

As the school year begins we anticipate the possibility of head lice problems which can sometimes escalate to significant proportions. Please check your child's head weekly at the beginning of the school year. Treat and report to us any lice or nits you have found. Contact the Health Room at 301-929-2154 if you need any additional information on this topic. You will be alerted if and when the problem occurs in your child's classroom.

### **GRADING/REPORTING POLICY**

Student's performance on essential learnings and Individual Educational Program (IEP) objectives will be reported each marking period. IEP Progress Reports will be sent home quarterly noting progress in the following manner:

- Achieved
- Making sufficient progress to meet goal
- Not making sufficient progress to meet the goal
- Not yet introduced

Report cards will also be sent home quarterly. Definitions for student grades have been updated (effective Aug. 2013) on the back as a resource.

### **VISITS/ OBSERVATIONS**

Per MCPS Regulation, classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. This will maintain the privacy, safety and security of all staff and students on campus. Approved family members/guardians are also reminded that upon entering the building they are to sign in at the main office and follow MCPS procedure before picking up or dropping off students. No visitors will be permitted to proceed through the building unaccompanied by administration or staff. I apologize for any inconvenience or confusion, however the safety and well-being of our students and staff is most important.

Please contact your child's teacher to schedule appointments or conferences and they will coordinate with the main office to finalize a supervised visit.