



**MARYVALE ELEMENTARY SCHOOL
PARENT HANDBOOK
OF
POLICIES, PRACTICES, PROCEDURES
2009-2010**

Daily Schedule

School Hours for Students: 9:15 a.m. to 3:30 p.m.

Early Release Days Dismissal Time: 1:00 p.m.

Students may not enter the building before 8:50 a.m. since adequate supervision is not available. On early dismissal days, all students are dismissed at 1:00 p.m. Head Start students do not attend on early dismissal days.

8:50 am

- Students may enter the building
- Car drop off** begins at **doors outside of gym**

9:15 am

- Classes begin – all students should be in classrooms ready to begin the day. Morning announcements will begin at 9:25 am.

DISMISSAL (REGULAR) – NEW DISMISSAL AREA FOR WALKERS. PLEASE READ BELOW:

3:20 p.m.

- Announcements begin to start dismissal pack-up

3:25 p.m. - 3:30 p.m.

- Staggered dismissal of bus riders, car riders, and walkers
- Car pick-up** is at the **side doors near the loading dock**
- *NEW* Walkers – exit through side door at the corner of Room 101 and the Pre K Room # 2. Walkers will no longer exit through the front of the building. If you are picking up a child who walks, please meet them at the side door. This new procedure will alleviate crowding and aid in a smooth and orderly dismissal. Thank you for your cooperation as we implement this new procedure.**
- Bus Riders** – line up in the **cafeteria** and they will be dismissed as the buses arrive

TRAFFIC SAFETY: PARKING

Please obey the no parking signs in the bus lane, handicapped spaces and reserved spaces at the front of the school. The bus lane is marked with yellow paint. **If you have to drive your child to or from school, for your convenience, our parking lot is used as a “Kiss and Ride” area for drop-off and pick-up. Please obey the drop-off and pick-up signs that will indicate where parents may allow their children to exit and enter cars. Parents must be patient when using this area. As always, the bus lane is off limits to automobiles between the hours of 8:50 am -9:30 a.m. and 3:00 pm -4:00 p.m.** Please do not leave cars unattended in the drop-off and pick-up area.

ABSENCES

Daily, consistent attendance at school equates with school success. We urge students and parents to make school a priority and to **schedule vacations around the school calendar**. If your child will be absent, please call the School Office as soon after 8:30 a.m. as possible. If you suspect your child has a communicable disease, please note that at the time of your call. The school will attempt to verify the apparent absence of any student whose parents have not called.

A **dated note**, stating the specific reason for an absence, signed by a parent or guardian, **is required no later than three days following an absence**. Excused absences from school include: illness, doctor or dentist appointment, death in the immediate family, observance of a religious holiday, or a court order.

Students who are absent frequently or for long periods of time will be brought to the administration's attention for appropriate action. Parents of children who have 20% or more absences will receive a letter informing them of the excessive absences and the regulations for attendance in the state of Maryland.

EARLY DEPARTURE

Children who need to leave school during the day **MUST** bring a written excuse to the School Office in the morning for approval. The parent must sign the child out when they leave school, and sign in when they return to school. **If a child needs to be dismissed early, the parent should report to the office to pick up his/her child. Parents should not go to the classroom to pick up children.**

Any adult who arrives to pick up a student must be included on the Yellow Emergency Information Card in order for the child to be released to that adult. This includes siblings (18 and older).



LATE ARRIVAL

Children who arrive late to school are expected to sign in at the office. **Parents are required to sign their children in at the office, or students are expected to have a written excuse for tardiness from their parent or legal guardian. TARDINESS HAS BEEN A REAL PROBLEM FOR MANY STUDENTS, AND IT NEGATIVELY IMPACTS EVERY STUDENT AND TEACHER. Students who demonstrate excessive tardiness** will be brought to the administration's attention for appropriate action.

Students will be recorded as **a.m. absent** if they arrive at school **more than one hour late**. Students will be recorded as **p.m. absent** if they leave school **more than one hour early**. 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**. Students will be recorded as **absent for a full day** if a student is present for **one hour or less** of the school day.

BREAKFAST

Students who eat breakfast at school will be permitted to enter at 8:50 a.m. Students should go directly to the cafeteria. Students who eat breakfast are expected to be available for learning by 9:15 a.m. in their homeroom class.

LUNCH/RECESS

The lunch/recess period is one hour. Menus are sent home prior to the first day of each month. Hot lunches are served daily with alternate choices. We will be participating in the SNAP program again this year; a system that sets up individual accounts for student monies to purchase lunch.

A check, cash, or money order may be sent in with the child and will be deposited to their individual account. If paying by check, please write the child's name on the check. If paying by cash, please place the cash in an envelope with the child's name and teacher on the envelope. Payments should be brought into the cafeteria in the morning as lunchtime is a very busy time.

Each day that the child buys something from the cafeteria, the amount of the purchase will be subtracted from the child's account. For example, if a child decides to buy lunch, he will go through the lunch line and his own personal account identification number will be entered into a machine. The amount of \$2.50 will automatically be subtracted from his account.

It is the parent's responsibility that there is money in a child's account. Letters will be sent home periodically reminding parents if an account no longer has funds and if money is owed to the cafeteria. Cheese sandwiches will be provided to students who do not have funds in their account and are not eligible for free breakfasts and lunches.

Children who arrive to school late and are planning on a cafeteria lunch must order lunch from the cafeteria after signing in at the office.

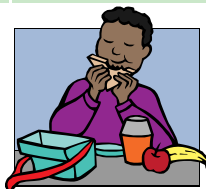
If a child has a special dietary need, (ex. cannot drink milk; eat cheese, nuts, etc.) please notify the cafeteria manager in writing so that the proper substitution can always be in place.

Children may qualify for free or reduced breakfast and lunch. The application process for the Free and Reduced-price Meals System (FARMS) has changed from an individual student application to a **household** application. 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 applications 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 the household will receive an application the first week of school.

Additional free or reduced breakfast/lunch applications can be requested from your child's teacher or the main office. Once an application is approved, a letter will be sent to the parents from the Food Services division of Montgomery County Public Schools. At this point, the students will be eligible for free or reduced breakfast and lunch. Students who qualified for free or reduced breakfast and lunch in the previous school year will be qualified until October 1, 2009 (the MCPS Food Service deadline for approval of free or reduced meals for the 2009-2010 school year). An application needs to be submitted each year. If an application has not been approved by October 1, 2009, the student will be charged full price for both breakfast and lunch.

Meal	Regular Price	Reduced Price
Breakfast	\$1.30	\$0.30
Lunch	\$2.50	\$0.40
Milk	\$0.60	



Lunch and Recess Schedule 2009 – 2010

11:30 am – 12:00 pm

Grade K Lunch

Grades 1/3 Recess

12:00 pm – 12:30 pm

Grades 1/3 Lunch

Grade K Recess

12:30 pm – 1:00 pm

Grades 2/5 Lunch

Grade 4 Recess

1:00 pm – 1:30 pm

Grade 4 Lunch

Grades 2/5 Recess

Students will have recess outdoors unless it is raining or the temperature is below 32°F. They should dress accordingly on days when the weather is windy or cold. All students are expected to go outside on "outdoor recess" days.

COMMUNICATION

Students are expected to take home notes and letters from the school and the PTA and to make sure parents and/or guardians receive these notes and letters the day they are handed out. Families will receive Grade-Level Newsletters and School Newsletters (The Cougar) on a monthly basis. Parents and/or guardians can help by asking students if there were any notices from school and checking book bags daily.

Other important information regarding special events and school closings may be provided through our direct calling system, Connect-Ed. Connect-Ed can inform our entire school community within minutes.

CONCERNS

If you have questions that are specific to your child's progress or a classroom issue, **please approach your child's teacher or appropriate staff member directly before bringing**

the concern to school administration. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

TELEPHONE CALLS

Teachers and students will be called to the telephone from classrooms only for emergencies. The most convenient time to call teachers is before school or after school.



PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled on an appointment basis in November. These conferences provide a planned opportunity for parents and teachers to discuss a child's achievement and to plan cooperatively for continued student progress. Parent-teacher conferences will be held on **November 11 and 12, 2009**.

VISITORS

As you enter the building, all visitors MUST report to the office to sign in and receive an identification badge. Any item that you might bring for your child must be brought to the office and we will see that the child receives it.

Parents are encouraged to visit the school and volunteer in their children's classrooms. It is best to arrange a visit ahead of time by contacting your child's teacher since the class may be having a test or be out on a field trip.

While volunteering, please remember that this type of 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. Parent comments are encouraged and valued. Parents are asked to take into account when visiting and volunteering that much precedes and follows the segment of the day observed.

LOST & FOUND

Found articles of clothing, hats, gloves, lunch boxes, and other items will be placed in bins throughout the year in the cafeteria. Children should check the Lost and Found area for missing possessions. Eyeglasses and other delicate items are secured in the main office.
PLEASE LABEL ALL CLOTHING.

EMERGENCY SCHOOL CLOSING

In case of emergencies that make it impossible for Montgomery County Public Schools to open, information regarding school operations is announced publicly as soon as possible on area radio and Television stations, Cable Channel 60, County Cable Channel 6 or Cable Channel 34-MCPS TV, at www.montgomeryschoolsmd.org or at Schools-Out.com, and on a

taped telephone message service at 301-279-3673. Emergency email announcements are available by signing up for MCPS Quick Notes on the school system's home page. If schools are closed or delayed, the announcement is made no later than 6:00 a.m. (or the night before, if possible). If schools are closing early, the announcement is made by 11:00 a.m. **PLEASE DO NOT CALL THE SCHOOL.**

Delayed Opening. In the event of snow or other hazardous weather conditions, school may open two hours later than usual to assure bus safety. All students who normally ride school buses will be picked up two hours later than their regularly scheduled pick-up time on delayed opening days. When a two hour delayed school opening is called, A.M. Pre-K and Head Start classes will be cancelled.

Early Dismissal. When early dismissal of students is necessary due to inclement weather, school will close 1 1/2 hours early. Buses may run late because of hazardous road conditions. A lunch period will be scheduled for students prior to dismissal. Announcements will be made on local radio and television stations. Parents are urged to tune in to local news stations to find out about school closings. In the event of an early closing, it is essential that children know what they are to do and where they are to go. Parents should give children specific instructions, which should also be on file at the school. If changes are made to these instructions, the school should be notified. P.M. Pre-K and Head Start does not normally meet on early dismissal days.

- ❑ **No breakfasts will be served by the cafeteria on delayed opening days**
- ❑ **No recess on delayed opening days and early dismissal days**

CONTINGENCY PLAN FOR SCHOOL EVACUATION

In the event of an emergency evacuation of the school for a sustained period of time, students will walk with their teachers to the Wonder Bread factory on the corner of First Street and Taft Street. This constitutes a portion of our contingency plan for unusual circumstances far beyond the usual and routine fire drill procedures. It is urgent in the event of an emergency or disaster that we have up to date emergency information on your child. **Please keep the school office informed of any changes in emergency contact and/or day care arrangements.** Our school will conduct ten (10) required fire drills and four (4) required Code Blue and Code Red drills (2 each) during the school year.



ILLNESS

In order to prevent the spread of communicable diseases, including colds, parents are requested to keep children at home if illness is suspected. Children who are not feeling well usually cannot do their best work and their attendance on those days does not prove worthwhile.

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 **Ms. Joanne Banda**, School Community Health Nurse, or the school health technician, **Ms. Cornelia Barnard**, at 301-279-4990 and read the information below.

MEDICATION POLICY

In the event that your physician decides that your child needs to receive medication at school during the school day, MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed and on file. Forms are available in the School Office and in the Health Room.

If you don't have access to the proper form, a written order on the physician's stationery or prescription pad is acceptable, provided it includes the following information:

- a. Your child's name
- b. Name of medication being ordered
- c. Dosage
- d. Time of administration
- e. Possible side effects

The first full day's dosage of any new prescription **must** be administered at home. Medication must be brought to the school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. Medication must be properly labeled by a pharmacist. Over-the counter medication, e.g., aspirin, must also be prescribed by a physician as noted above and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

HEALTH IMMUNIZATION PROGRAM

Maryland health regulations require that "all students entering K-6 must furnish evidence of immunization for diphtheria, tetanus, pertussis (whooping cough), polio, rubeola (measles), and rubella (German measles)."

CONSENT AND RELEASE FORM

During the school year, students may be photographed or videotaped for a variety of reasons such as: publicity of school programs, training tapes, or classroom presentations.

Families are asked to give written permission to use the students' likeness, if the material will be used outside of MCPS. A permission form is included in this packet. Please sign and return to your child's teacher.



FIELD TRIPS

Throughout the year, grade levels plan and attend off-campus trips related to the instructional program. Families are notified and give written permission for students to participate in field trips. All children are encouraged to take part in these educational activities. However, students may not be permitted to attend if there are concerns about safety or an inability to comply with school rules. In this situation, parents may be asked to accompany their child.

SCHOOL SAFETY PATROLS

Maryvale has a fine group of responsible boys and girls serving as school safety patrols. They go on duty at 8:50 a.m. and 3:20 p.m. Ms. Joanie Prather, is the patrol sponsor. Parents should impress upon their children the importance of following patrol instructions.

BEHAVIOR/DISCIPLINE

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. Each Maryvale Elementary student will be provided with a copy of "The Cougar Code" which outlines the policies and procedures students are expected to follow at school. Maryvale is a PBIS school (Positive Behavior Interventions and Supports) and our code of conduct follows three main expectations: Be Responsible, Be Respectful, and Be Ready to Learn. PBIS promotes and reinforces positive behavior choices within the classrooms and throughout the school. Please review the Cougar Code with your child. Sign and return the back page of the Cougar Code to your child's teacher indicating that you understand and have reviewed the behavior expectations for Maryvale.

Occasionally, students receive a referral to the office for behavior infractions. When a student is sent to the office, a member of the administrative team will review the infraction and assign consequences for such behavior. A copy of the office referral will be sent to the home address for review and notification to the parent and/or guardian. 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.

BUS RIDERS

Since many of our students come to school by bus, it is especially important for parents to review the attached list of rules with their children. Children should understand that riding the school bus is a privilege, not a right. We will be consistent in following procedures established by MCPS regarding the transportation of students. Incidents of inappropriate behavior can result in the suspension of bus riding privileges.

Parents are responsible for student safety at bus stops (school safety patrols assist). Students who wish to go home with a classmate after school (either walking or riding a different bus) must bring a note to the office in the morning for verification. The bus drivers will not allow students on buses without written parent/school permission. For problems concerning bus routes and stop locations, **call**

REPORT CARDS

Standard report cards will be issued four times during the school year: November 11, February 3, April 14, and June 23 (mailed). Kindergarten report cards will be issued in January and June.

MARKING PERIODS FOR 2009-2010

	Marking Period	Marking Period Ends	Report Card Distribution
1st	October 30, 2009		November 11, 2009
2nd	January 22, 2010		February 3, 2010
3rd	March 26, 2010		April 26, 2010
4th	June 16, 2010		June 23, 2010 (mailed)

STUDENT OBLIGATIONS

Please help teach your child responsibility by ensuring they have all books/materials that belong to Maryvale Elementary school. Remember that at the end of the year report cards and/or comments may be withheld if materials are not returned to the school.

