

POTOMAC ELEMENTARY SCHOOL

Standard Operating Procedures

<u>HOURS:</u>	School Hours:	9:25 AM - 3:50 PM (students enter class at 9:10 AM)
	Teacher Hours:	8:45 AM - 4:15 PM
	Office Hours:	8:30 AM - 4:30 PM
	Building Hours:	7:00 AM - 6:00 PM

ARRIVAL AND DISMISSAL

Bus Riders: Parents are encouraged to send their children on the bus to and from school. As students arrive to school on the bus, they are permitted to line up outside their AM class doorway. Students will be dismissed beginning at 3:50 PM from their classroom as the buses arrive. Bus issues should be directed to the Bethesda Depot at 301-469-1029.

Car Riders/Walkers: Students should not arrive to school until 9:10 AM. Parents are to use the carpool lane/APR entrance to drop off and pick up their children. Staff and patrols are available to assist students to and from their classrooms. If your child is a **car rider**, your **car pool number** should be visible in the passenger car window. If your child is a **walker**, you should wait on the sidewalk near the APR doors with your car pool number in hand. Please call the office if you do not have a car pool number or if you need a replacement. New families will automatically be assigned a number. Parents are not to enter the building - your child will be called out for you by the staff member on duty.

Late Arrival/Tardies: School begins promptly at 9:25 AM. Students arriving after 9:30 AM should come to the office for a tardy slip to enter the classroom. We ask that parents do not escort their children to class during instructional time. The office will change the student's record from absent to tardy. Please note that not all tardies are considered excused.

After School Activity: Students will be called to the appropriate classroom once the instructor signs-in at the office. Group pick-ups for outside sports, scouts, etc., will be called to the gym to meet the group leader.

Early Dismissal: In the rare case when you must pick up your child early, please come into the office and sign your child out. They will be called out at that time. **In order to ensure a safe dismissal for all, students will not be called out of their classroom after 3:30 PM.**

BUS PROCEDURES

On our website, please find the 2017-18 bus schedule developed by the MCPS Transportation office. Please be flexible the first week or two of school. Arrive a little earlier for the bus and know that the bus may not arrive right on time before or after school. It takes time for the schedule to firm up. K-2 students will receive a tag that coordinates with their bus as they exit the bus. During the first week of school, extra teachers and patrols will be available to assist students into the school and at the end of the day to their busses. If you have a concern or conflict with a bus, you need to contact the transportation depot at 301-469-1029 to resolve the issue. If the conflict cannot be resolved, please notify the administration.

CAFETERIA PROCEDURES

Students are permitted to purchase breakfast beginning at 9:15 AM. Lunch is ordered in the classroom during homeroom.

Payment can be made daily, but you are encouraged to take advantage of the SNAP program and deposit a lump sum of money in your child's account. See the link on our website for further details. When sending in money throughout the year, please make sure to indicate your child's name and pin number (child should know) in the memo section of your check. The cost for breakfast and lunch are:

Breakfast

Regular price \$1.30
Reduced price no cost

Lunch

Regular price \$2.55
Reduced price \$0.40

FREE/REDUCED LUNCH

Free or Reduced Lunch application forms will come home during the first week of school with the youngest child in family. Parents and/or guardians should complete the form as a household listing all children who attend Montgomery County Public Schools and submit to the office. Last years' approvals are in effect through October 17, 2017. Parents must complete new applications every year.

A Note from Food Services:

Wholesome and nutritious meals are offered daily in our cafeteria. A variety of items are offered to meet each student's needs and preferences. Under Section 504 of the Rehabilitation Act of 1973, a student may be entitled to receive menu substitutions or texture modifications under the school lunch program. This entitlement occurs when a doctor determines that a student has a disability which substantially limits one or more major life activities. A signed statement from the student's doctor must verify the existence of the student's disabling condition and an indication that the disability restricts the student's diet. If the disability prevents the student from eating the regular school meals, the doctor must indicate the substitution that should be provided to the student. If you believe your child needs substitutions because of a disability, please contact Ms. Chiang, Cafeteria Manager at 301-469-1042.

CHANGE OF DISMISSAL/ABSENCE PROCEDURES

All students will be dismissed normally unless a note or "Change of Dismissal" form has been completed and turned in to the PM teacher. You can also submit a Change of Dismissal form located in the main menu of the Potomac ES website. The office/teacher is not responsible for student dismissal changes without the proper written notice. Please make sure to complete this form by 3:00pm to ensure proper notification is made. We are requesting that you do not pick up your children early except in an emergency. Also on the main menu is the "Student Absence Form" you can access to let the office know when your child is absent.

DISCIPLINE POLICY

Please take a moment to look over the school discipline policy that will come home during the first week of school. Please sign and return the tear-off signature portion of the letter.

EMERGENCY PLAN

MCPS mandates that all schools create an Emergency Plan in case of a lockdown or shelter-in-place situation. A lockdown is associated with imminent danger within close range of the school. Shelter-in-place is associated with: public safety, severe weather, and/or outside hazardous materials released. The complete plan is located in the office as well as with all staff. If you would like to review it, please stop by the office.

We would also like to share a few expectations for parents in the case of one of these situations. If it is a lockdown, you will not be allowed to enter the building. All inside doors will be locked and admittance will not be allowed. In the case of a shelter-in-place, a Parent/Child Reunification process will be in place. Every family will receive a pink parent/child reunification form to be completed. This form allows parents to name who will be allowed to pick their child/ren up in the case that they cannot get to the school. The responsible adult that comes for pick-up must provide proper identification. This identification will be checked against the parent/child reunification form before the child/ren will be dismissed. It is likely that all dismissals will be directed to the gym or all purpose room rather than the office.

FIELD TRIP/COLLECTION OF MONEY

This year, we will be launching the Online School Payments (OSP) plan, which will allow parent to pay for field trips and activities online. Directions will come home with each field trip/activity permission slip that requires payment. You still can pay directly to the school but we ask that any funds turned in to the school be in the form of a check made out to Potomac Elementary School. This is to prevent students from carrying large amounts of cash. Thank you for your cooperation.

LOST AND FOUND

The lost and found is located in the hallway next to the all-purpose room. Please check periodically for lost or misplaced items. Lost and found items will be donated to a charity on a monthly basis.

TUTORING

MCPS Regulation IHD-RA, prohibits any teacher from tutoring children attending the teacher's base school at any time. The regulation reads in part, "No regularly employed teacher in a school or center shall tutor, for remuneration either during the school year or in the summer, any pupil who is enrolled in the school in which the teacher is employed."

VOLUNTEER OR VISITORS

If you need to enter the building either as a visitor or volunteer, you must be "buzzed" in through the front doors. To the right of the door, there is a box with a red button. Please press and release to be let in. When you hear the buzzing noise, you have approximately 5 seconds to enter. After entering the building you must also visit the office to secure a visitor/volunteer badge. When doing so, please have your identification (preferably driver's license) available to be scanned. The office staff will print out a badge to be worn while in the building. Please return the badge to the office upon your exit. This is for the safety of all our children. Thank you in advance for your patience and understanding.