



**ROLLING TERRACE ELEMENTARY SCHOOL**

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# Parent Handbook

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# Welcome to Rolling Terrace

Welcome to Rolling Terrace Elementary School!

Rolling Terrace is a Pre-K-5th grade elementary school. We are also a Partial Spanish Immersion Magnet School. We serve a multi-ethnic population of approximately 760 students. We have many programs including Horizon Day-Care, The Commonweal Foundation, Judy Center, Linkages to Learning, and a Family Room. The mission of Rolling Terrace Elementary School is to provide a caring and safe learning environment where all children achieve success. We are a diverse population of students, parents, and staff who hold ourselves and each other responsible for student achievement. This goal will be achieved through rigorous instruction, collaboration among stakeholders, effective utilization of resources, and trust in one another. We believe that through teamwork, Rolling Terrace Elementary School will be a high achieving school community.

The partial Spanish Immersion Program at Rolling Terrace provides instruction in English for one-half day and Spanish for one-half day. The goals of the program are to develop the abilities of students to understand, speak, read, and write in both English and Spanish. For non-Spanish speaking students, the program is a means for developing language skills in a second language. For students who already speak both languages, the program enables students to continue usage of both Spanish and English in an academic and educational environment. Students from throughout the county apply for this program and are admitted on a lottery basis in kindergarten and first grades.

Each year Rolling Terrace develops a School Improvement Plan, designed to serve as a blueprint for the actions and processes needed to increase student performance. It helps guide resource allocation, staff development, instructional content and practice, and assessment. It is not meant to be inclusive of all activities at a school, but rather it focuses on one or more areas in which the school should improve performance. The School Improvement Plan is developed by a group of Rolling Terrace administrators, teachers, parents, and community members.

Finally, Rolling Terrace enjoys a high level of parent involvement and a strong sense of community, cultivated through our home school neighborhood, our immersion program, dedicated and talented teachers and staff, and through our active PTA. Our Mascot is the Tiger.

# Getting to School and Leaving School

School hours are from 8:50 am to 3:05 pm. The school doors open each morning at 8:20AM. All students arriving before the start of class and wishing to eat breakfast should go directly to the All-Purpose room. If students are not eating breakfast, they should wait outside their classrooms.

No matter how your child gets to school, please let him/her know that they must:

- Cross in the crosswalk
- Wait for the Crossing Guard or Student Patrol to indicate that it is safe to cross
- Do not cut through the Parking Lot, but stay on the sidewalk.

## Taking the School Bus



During the summer, you will receive a packet of material to prepare for the school year. In this packet will be a form that shows the bus routes (shown by number and color) planned for Rolling Terrace. This form shows the stops planned for each route and the start time of the route. The current routes can be seen at <http://www.mcps.k12.md.us/departments/transportation/busroutes/02771bus.pdf>.

If you plan to use the bus, select the stop closest to your home, note the route number, and wait for the bus on the first day of school.

It isn't possible to know the precise time of arrival at each stop, but you can estimate 3-5 minutes for each stop. By the end of the first week of school, the route timing becomes more predictable and the driver can let you know what time he/she expects to arrive at your stop.

The bus drivers are careful to see that someone is waiting to meet each child. If a parent is not present, the driver may wait until the parent arrives or check that another parent is willing to take charge of the child.

Students arriving by bus before the start of class enter the school through the front door and wait outside their classrooms

### **The bus is late**

On rare occasions, the bus may be considerably late. This should be very infrequent, but can occur if there is a substitute driver or a mechanical problem. If the bus is very late in the morning, it may be best to organize a carpool among the parents at the bus stop. The bus route coordinator can also be called to see if there is an update.

If the bus is late in the afternoon, parents can call the school or the coordinator to determine what the issue is and when the bus can be expected.

### **Who is responsible?**

Rolling Terrace buses are within the Blair Cluster of buses. To make an inquiry, offer a complaint or compliment, or if your child leaves something on the bus, you can call:

Transportation Cluster Supervisor 301-879-1060

Before you call, make sure you remember the route number, so the Supervisor can help you more quickly. Each bus also has a sign in the side windows with the four-digit route number.

### **How does my child know how to get on the bus at the end of the day?**

It's important that each child knows his bus number. In the early grades, it may help to pin a note to your child with the route number. At the end of the day, an announcement is made dismissing bus riders, according to bus route number. Through second grade, the dismissed riders are escorted by a Safety Patrol down to the All-Purpose Room (which is also the lunchroom). There, they are organized according to their bus route and they board the bus.

If your child somehow ends up on the wrong bus, the driver will alert the supervisor/school and the school will try to contact you.

### **Can my child ride the bus home with a friend?**

Yes, if you provide a note to your child's teacher so your child is dismissed correctly.

## **Driving to and from School**



The school is in a residential area with narrow streets. It is critical that drivers obey all instructions from crossing guards, parent volunteers and safety patrols. At the start and end of school, the roads and parking lot become very congested.

Students should be dropped off at the front entrance of the school. There is a section of the curb painted yellow where cars can unload. Safety Patrols and parent volunteers help to open car doors, help students out, and direct traffic as needed.

DO NOT block the entrance to the school parking lot. Pull your car up as far as possible before letting your child out. It is important to get as many cars as possible into the unloading area. Have your child ready to get out of the car quickly, then pull out and safely exit the parking lot.

DO NOT leave your car in the unloading area in the morning to escort your child into school. If you need to come into school you need to find a parking space either in the lot or on the street.

DO NOT park directly in front of the driveway exit or immediately next to the exit. Aside from being NO PARKING zones parking in these areas also make it difficult for cars exiting the driveway to make the right turn necessary to exit safely from the driveway. We do not wish to see any cars get hit by parking improperly.

Note that only RIGHT turns are allowed from the parking lot to Hood Avenue. If you turn left, you create gridlock with cars entering the lot.

Students arriving by foot or car before the start of class and wanting breakfast should proceed to the All-Purpose Room. Students who do not wish breakfast should wait outside their classrooms.

At the end of the school day, drivers should make every effort to arrive early and park on the streets. Double parking in the lots quickly causes problems. You are NOT allowed to park in the unloading area in front of the school at the end of the day. If you choose to wait for your child here then you must stay in your car at all times. Please do not block the front entrance or ramp.

Students who are driven home are brought to the front of the school or to a side door, depending on the grade, by their teacher. Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, and 3<sup>rd</sup> grade students are released into the playground area. 4<sup>th</sup> and 5<sup>th</sup> grades are released at the Barron street door, near the buses.

Students are released to parents when the teacher recognizes them. If someone else has to pick up your child, you have to send a note to the teacher in advance authorizing this unusual pick-up.

## **Walking and Biking to and from School**



The school opens its doors at 8:20 a.m. Students arriving by foot before the start of class should wait outside their classrooms. All students have to enter through the main doors on Bayfield Street.

In walking to and from school, it is important that students obey the Crossing Guard and the Safety Patrols. Students should never cross the street anywhere but at a corner or a crosswalk.

Students who walk home are brought to the front of the school or to a side door, depending on the grade, by their teacher. Kindergarten students are released directly from their classrooms into the playground area. 1st grade students are also released into the playground. 2nd grades are released from the front door. 3rd, 4th and 5th grades are released at the Barron street door, near the buses.

The school has a bike rack available at the front door. Bikers must have a lock and a helmet. Bikers should carry their helmets with them or lock them to the bike.

Each October the PTA organizes a celebration centered on the International Walk to School Day. This event is an opportunity for children and parents to learn how to walk or bike to school safely.

## **Arriving late and leaving early**

If your child arrives late at school, you have to accompany him/her into the Main Office and sign him/her in with an explanation for lateness. Don't let the student enter the school alone. The student will receive a pass from the Office and will go to the classroom.

If you need to take your child out of school early, you have to sign the student out with an explanation. You should be prepared to show proper I.D.

There is a book in the center of the Main Office where students are signed in and out.

If your child doesn't arrive at school on time, you may receive a recorded message from the school advising you that your child isn't present and the office has not received a call from you with an excuse. If that

happens, you need to call the Office to let them know why your child is out or confirm with them that your child arrived late.

## **Parking**

There are only limited spaces in the parking lot and many are reserved for the school administrators and teachers. Don't park in a reserved spot or a handicapped spot unless you are authorized. Please don't double park in the lot. This is unsafe and inconvenient for persons who are parked in authorized spots and may need to leave.

Parking in front of the school at the yellow curb (the unloading area) is not allowed. You may wait here for your children, but only as long as you are in your car at all times. The only acceptable reason for leaving your car here is to pick up a sick child.

## **Meetings at School**

If you have to attend a meeting at school, you can park on the street or in an available spot in the lot. You should sign in as a *Visitor* and wear a Visitor sticker. The sign-in book is either inside the Main Office or on a table just outside the office. Check in with the Main Office staff and they will either give directions or call someone to the office to escort you.

## **Sick Children**

Rolling Terrace has a **Health Room** located in the Schoolbased Health Center. The Office is staffed with a Health Aide and has regular visits from a School Nurse. The Health Team is authorized to treat minor injuries with ice packs and band-aids.

If your child becomes ill at school, the Health Team will contact you using the **Emergency Information** that you have provided to the school. Please make sure to notify the office and health room if any emergency contact information has changed. The Health Team will take your child's temperature and let you know if the child has a fever. The child will stay in the Health Room until you are able to contact you or until you pick the child up. If the child feels better and has no temperature, the child may go back to class if you and the Health Team feel this is acceptable.

If there is an emergency, the Health Team will contact you using the Emergency Information that you have provided to the school. If the child has to go to the hospital, the school will follow any instructions you have provided on the Emergency Information card.

### **Can the school administer regular medication to my child?**

At the start of the year you can authorize the Health Team to administer certain routine medications. All prescription medication must be provided in a container with the pharmacy label. Parents must provide permission and an order from an authorized medical practitioner for students to use medications such as inhalers for asthma, Epi-pens, or insulin. A parent must bring in the medicine at the start of the year and sign a form. Do not send medications in with your child.

Medications must be kept and used in the Health Room. School nurses must evaluate and approve the student's ability and capability to self-administer medication. In some cases, a qualified health professional at the school can administer medication as needed.

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpcra.pdf>

### **How do I deal with lice?**

Lice are an unfortunate and inconvenient fact of elementary school life. If your child contracts lice, please write a note or call the front office. All children are required to be “nit-free” in order to attend school. Once three children from the same class have contracted lice a notice goes out to all parents in the class. By letting the school know your child has lice, you can help us cut down on the number of cases during the school year.

## **Emergency Closings**

If the school is closed, delayed, or dismissed early for bad weather or for another emergency, you will be alerted in several ways.

1. An automated message will be sent to your home telephone number advising you of the situation.
2. The Montgomery County Public School Website contains Emergency Information at: <http://www.montgomeryschoolsmd.org/info/emergency/>.
3. You can sign up to have emergency information sent directly to a specified number or email address. Sign up at <http://www.montgomeryschoolsmd.org/info/quicknotes/>.
4. The PTA Listserv will send an email to the designated email account.
5. Cable Channel 34 continually provides emergency information.
6. Local radio stations provide updates on school closings.

If the school is closed for more than four days for bad weather or other reasons, the County may decide to either extend the school year or shorten the Spring Break. The school calendar is regularly updated at: <http://www.montgomeryschoolsmd.org/info/calendars/>.

## **Emergency Readiness**

Children are trained in emergency readiness. The school makes every effort to do this in an age-appropriate way, but new students may find some of the drills to be intimidating.

### **Shelter and Lockdown**

Emergencies are classified as [Lockdown and Shelter](#). Shelter is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Class lessons continue, but students may be required to stay in their rooms instead of moving to their next class. An announcement will be made over the school intercom of a Shelter situation. Drills are held twice a year.

A Lockdown is defined as an imminent danger to staff and students. During a Lockdown, staff and students must remain within their classroom or within a secured area. If students are in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff

instructions. Each classroom has a designated safe area where the students collect. The window and door shades are closed until the Lockdown ends. Drills are held twice a year.

**Fire drills**

**Fire drills** are held approximately 10-11 times during a school year. During a Fire Drill, the alarm will sound. Children are to line up, leaving all their possessions in the classroom. They should be as quiet as possible and follow all instructions. The teachers will lead the children outside until they are advised that it is safe to re-enter the building. Each class has a designated area to meet outside the school.

**Bus Evacuation**

Bus riders are trained in the **emergency evacuation of a school bus**. This happens twice a year. Children should follow the directions of the Driver and the Safety Patrols who are assigned to each bus. The evacuation drill will either involve leaving through the regular doors or through the emergency windows.

# The School Day

## Typical day

The school day is divided into two sessions: morning and afternoon classes. These are separated by lunch period which can be between 11 am and 12:30pm depending on scheduling. Most children have different teachers for the morning and afternoon, as well as “specials” or classes taught by specialist teachers such as art, music and Physical education.

## Specials

**The Specials are Art, Music, Computer Lab, Physical Education, and Library.** Every student has “Specials.” Art, music and P.E. are weekly specials; library is bi-weekly. The individual teachers determine when a class will have computer lab. Children need to wear their sneakers on PE day. A special class is 45 minutes long except for library which is 30 minutes. Children are able to check books out of the school library, but need to remember to bring them back before they are allowed to check out a new book.

## Spanish Immersion

An immersion program means that children are taught a normal school curriculum, but the language of instruction is Spanish. The Spanish Immersion program at Rolling Terrace is considered partial immersion. At RTES, one half the day is taught in English and one half the day is taught in Spanish.

The exception is Kindergarten where Immersion students are taught the full day in Spanish and have one teacher for the whole day.

In Grades 1-4, the immersion students have two teachers. During half of the day they study the reading/language arts curriculum from the English teacher. The other half of the day they are with the immersion teacher studying the math, science, and culture curricula in Spanish. The transition is made at lunch time when the students physically change rooms upon return from lunch. Some students may start with their Spanish teacher and some may start with the English teacher. The morning teacher is considered the “homeroom” teacher and is the teacher with whom the Parent Teacher conferences are held.

In fifth grade, the majority of time in immersion is dedicated to science, social studies, and reading/writing in Spanish. The students will go to an English teacher for reading/language arts and math.

## ESOL

English as a Second Language (ESOL) is a program to help non-native English speakers to learn English through special planned daily instruction. ESOL instruction is an essential, integrated part of the students'

academic program. ESOL instruction is differentiated to accommodate the students' range of English proficiency and includes instruction by specially-trained teachers in separate classrooms. Almost 50% of Rolling Terrace students receive ESOL instruction.

## **Gifted and Talented**

Instruction is differentiated in each classroom to address the various learning levels and learning styles of our diverse population. Parents should coordinate with the classroom teacher on the level of differentiation needed.

In addition, by the end of second grade, some students are identified as gifted and talented through global and specific screening. Each year new entrants are screened, and students who have not previously been identified are given opportunities to be rescreened. The Program of Assessment Diagnosis and Instruction (PADI) is used in our school as part of the initiative to minimize socioeconomic and cultural barriers in the education of gifted and talented students. There is a Gifted and Talented Liaison who works with teachers to provide additional instruction to Gifted and Talented students.

Enrichment activities include but are not limited to, Jacobs' Ladder for the 2nd Grade and William & Mary Great Books Program for Grades 3-5.

# Staying Connected with the School

## General Communication with the School

The general **phone number** for Rolling Terrace Elementary School is 301- 431-7600. Messages can be left after hours on the answering machine in English or Spanish.

Any calls to the school are answered in the front office which can redirect you to a teacher, the Health Room, the Principal, or anyone else. The time from 8:15-9 is very busy in the front office! If you have a general question, it's best not to call at that time.

**Meetings with the Principal** can be arranged by a call to the main number. Parents should not hesitate to schedule a meeting with the Principal if they are interested in knowing more about the school or have a particular issue to discuss. It is always best, however, to try and have your issue addressed with the person in question first. For instance, if you wish to discuss something that has taken place in class, then you should speak with your child's teacher first. If you do speak to your child's teacher and the issue has not been resolved to your satisfaction, then it is appropriate to contact the principal.

## Student Directory

In November, RTES PTA publishes a **Student Directory** which includes contact information for all students organized by grade as well as alphabetically. The Directory includes email addresses for school staff and teachers and other useful information. Early in the year, Parents have to sign a statement allowing their phone numbers and addresses to be included in the Directory.

## Website

RTES maintains a **website** at <http://web.montgomeryschoolsmd.org/schools/rollinges/>. The website includes information on upcoming events, academics, and the calendar. It also includes the staff directory with the email addresses of all staff.

## Listserv

The PTA also runs a **Listserv** which is open to all Rolling Terrace families (not just PTA members). The Listserv is an electronic email exchange among the parents at Rolling Terrace and a place to receive announcements about upcoming school events as well as to exchange school-related questions and answers.

To join, visit <http://groups.yahoo.com/group/RollingTerracePTA/>. Or subscribe by sending an email message to [RollingTerracePTA-subscribe@yahoogroups.com](mailto:RollingTerracePTA-subscribe@yahoogroups.com)

### **Wednesday Folder**

At the start of the year, each student receives a **Wednesday Folder** with his/her name on it. The teachers use the Wednesday Folders to communicate with families. Each Wednesday, the folder will go home in backpacks with notes, flyers, and any other information that might be useful to families. Parents are supposed to sign the Folder to show that they have received it and place the folder back in the backpack. Please inform the Office for a replacement if your child loses his/her Wednesday Folder.

### **Room Parent**

Each classroom typically has a **Room Parent**. The Room Parent is elected at Back to School Night and acts as the liaison between a particular teacher and the parents of that classroom. The Room Parent might coordinate volunteers to help in the class or let parents know when the teacher needs particular supplies or help. Other parents in the class can ask the Room Parent any questions about what is happening in the classroom and the Room Parent will coordinate with the teacher. If you wish to be a room parent, contact your teacher.

### **Emergency Information**

It is very important that you keep your **Emergency Information** updated with the school. This is a card that has to be filled out in the beginning of the year. It is generally filled out during the first few days of school, but should be updated during the year if there are any changes.

### **Newsletter**

The PTA also issues a **Newsletter** approximately every month. The Newsletter is posted on the website and goes home in the Wednesday Folders. The Newsletter recaps recent school events and gives a summary of future activities.

### **Bulletin Board**

The PTA maintains a **bulletin board** in the front hallway of RT. It is full of helpful information, membership forms, volunteer opportunities, etc.

### **Back-To-School Night**

Just before the start of the school year, RTES holds Back-to-School Night. This is an opportunity to meet your child's new teachers, fill out important forms, meet school administrators and learn about the PTA.

## Communicating with a teacher



Teachers are busy in the classroom during the day, but there are opportunities to talk with your child's teacher. There are both established times during the year and opportunities for conversation on an as-needed basis.

Each grade sends home a **Newsletter** which recaps the recent activities in the grade and the upcoming academic calendar. The Newsletters don't always occur on a regular schedule, but will be sent monthly in the Wednesday Folders.

### **Parent Teacher Conferences**

**Parent Teacher Conferences** are held once a year, in November after the first marking period. Teachers will have a sign up sheet at Back to School Night or send home a sign up sheet for Parent Teacher meetings. The Teachers will provide both daytime and evening hours when parents can come to school for a 15 minute meeting. The Teacher will give a summary of the student's performance, show examples of recent classroom work, and respond to any questions or concerns from the parents.

### **Other Teacher Meetings**

**Additional meetings with teachers** can be arranged whenever parents feel a need for a meeting. To arrange a meeting, a parent can call the Front Office and leave a message for the teacher, send an email directly to the teacher, or send a note in with the student or in the Wednesday Folder. Teachers will try to find a convenient time to meet.

Teacher contact information can be found at: <http://web.montgomeryschoolsmd.org/schools/rollinges/aboutus/directory.aspx>

### **Birthday Celebrations**

Birthday celebrations are at the discretion of the teacher. Only store-bought, packaged treats can be shared according to MCPS Policy. Some parents provide pencils or stickers.

## Special Circumstances

In the case of a prolonged illness or extended vacation, it is important to communicate with your child's teacher and with the Main Office in advance. A phone call to the office or a note from a parent or doctor is sufficient. A student is considered habitually truant if the student meets all of the following criteria: in membership in a MCPS school for 91 or more days and is unlawfully absent for 20 percent or more of the days in membership. School staff reports habitually truant students to the MCPS Department of Reporting and Regulatory Accountability.

## The Parent Teacher Association (PTA)

The PTA is an association of the parents of the children at the school. The PTA works with the Principal and the teachers to enrich the school community through volunteer support, financial support, and special activities for the students and teachers.

It has five unpaid officers nominated and elected by parents and staff. These five are called the Executive Committee and meet monthly to discuss issues, plan and review current events, deal with budget concerns, and ensure that the PTA is serving the needs of the community. In addition, all parents and staff are invited to attend Executive Board meetings.

The PTA at Rolling Terrace has many established committees which work toward certain goals or activities. The list of committees is included in this Handbook.

The PTA does ask for a small contribution for membership. The money is used to support activities at the school. You don't have to join the PTA to attend meetings or work on a Committee. It is useful to attend PTA meetings when you can during the year. Parents are always welcome to raise new topics of interest and the meetings provide an opportunity to meet other parents.

**PTA Meetings** are held the first Tuesday of every month, except during holidays. The meetings often provide babysitting and there is always Spanish interpretation. The meeting times are announced on the Rolling Terrace List Serve, Rolling Terrace website, and through notes home with students.

## Standardized Tests and Report Cards

### Testing

Each year, grades 2 through 5 take Standardized Tests which are required either at a County, State or National Level. A summary of the key tests is below and more information is available at <http://www.montgomeryschoolsmd.org/info/assessments.shtm>.

**TerraNova:** Given to Second Grade each spring, TerraNova is a multiple choice exam testing basic skills in reading, language arts, and mathematics as compared to the nation. Grade 2 individual student scores will be reported to parents.

**Maryland School Assessment (MSA):** Given to Grades 3, 4 and 5, this reading and mathematics test is required under the requirements of No Child Left Behind (NCLB) federal mandates. The test has both multiple choice and written response questions. Student scores are ranked on a state and national basis. Students are rated as Basic, Proficient, or Advanced in the different areas tested.

**Second Grade Global Screening Test:** Given to ALL second graders to determine if they are gifted and talented.

## Report cards

Students receive Report Cards four times a year. They are sent home in sealed envelopes with the students. The envelopes have to be signed by the parents and returned to the school. The report cards, themselves, are the parents' to keep.

In the 3<sup>rd</sup> grade, students start receiving letter grades.

## The Cafeteria



At the beginning of each school year a lunch account is opened for every student. Parents have the option of activating this account by sending in cash or checks to your child's account. This can be done during normal school hours by either sending in the money with your child who then takes it to the cafeteria or by bringing it in yourself during normal school hours. Each student is given a PIN (Personal Identification Number) at the beginning of the year in order to access the lunch account. If the child forgets his/her PIN, then the cafeteria manager and/or the Office Staff can tell him/her.

The monthly meal calendar comes home in the Wednesday Folder, but can also be found at <http://www.mcps.k12.md.us/departments/foodserv/menus/cafemenus.shtm>.

If a child qualifies to receive free or reduced priced meals, each year they will need to fill out an application to qualify and return it to the school as soon as possible. The school will then provide the free or reduced priced meals accordingly.

## Replenishing an account

If you need to replenish the funds in your child's account, simply send in an amount of money larger than what is needed to buy lunch one day. Children don't get change when they purchase lunch – the money goes into the account. Money left in an account at the end of the year rolls into the following year.

## Forgotten lunch

If your child forgets their lunch then they are given a free cheese sandwich and beverage. Your child will be asked for his/her name and asked to bring the money for the lunch they received. If you fail to repay the cafeteria for a lost lunch, you will receive a note or phone call reminder.

## Vegetarians and allergies

Vegetarian meals per se are not offered by the school cafeteria, but vegetables are typically part of lunch. Menus are online at <http://www.mcps.k12.md.us/departments/foodserv/menus/cafemenus.shtm>. A table is set aside in the cafeteria to be peanut free.

## Special Needs

Two key pieces of legislation that set out the rights of children with special needs are: the **Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004)** and **Section 504 of the Rehabilitation Act of 1973 (Section 504)**. Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that a child with a disability has equal access to an education. The child may receive accommodations and modifications to ensure a **Free, Appropriate, Public Education (FAPE)**.

There are state and federal laws that set out the procedures for identifying, evaluating and supporting each child with special needs. A description of parent rights and educational procedures can be found at:

<http://www.montgomeryschoolsmd.org/departments/specialed/resources/safeguard/IDEA04PROSAFE7105.pdf>.

A teacher, parent and/or counselor can instigate the process of identifying an educational disability and seeking accommodative services. The process starts by requesting the help of an **Educational Management Team (EMT)** which is formed to help with a student's learning difficulties. All MCPS schools have an EMT. The purpose of the EMT is to help teachers solve specific instructional, behavioral or motivational problems. Each school maintains their own EMT schedule. The usual practice is for EMT to meet once each week. Members on the EMT vary and are based on the problem being discussed. In most schools, regular EMT membership includes a school administrator, classroom teacher, resource teacher, and the school counselor. School psychologists, pupil personnel workers, speech language pathologists, the student and parents/guardians participate frequently. The EMT helps to document and track progress in addressing the student's problem.

The Educational Management Team (EMT) also helps when there is a specific instructional, behavioral or motivational problem which is impairing learning. The EMT will work to help identify the problem and put the correct remedies in place. Again, the parent, teacher or counselor can ask that the EMT be involved.

A child evaluated to have a disability may then have an **Individualized Education Program (IEP)** developed. This is a tailored plan designed to support the student's development. It includes goals for the child and the accommodations required to meet those goals. An IEP is developed by a team that includes the child's parents; not less than one of the child's general education teachers; not less than one of the child's special education teacher, or if appropriate, a service provider of the child; a representative of the public agency who is qualified to provide or supervise specially designed instruction; an individual who can interpret the instructional implications of evaluations.

## Dealing with a Problem

When there is a problem in the classroom or in the school, parents will be notified and asked to meet either with the teacher, principal or the counselor. From there, the right approach will be developed.

The Rolling Terrace counselor is currently Ms. Elba Batiz. Ms. Batiz is a wonderful resource for both children and families who need help with socializing, parenting, transitioning, anxiety, homework, or other life events. The counselor may see children individually or may create a

“lunch bunch” for children with similar needs to help them become familiar with school. Ms. Batiz also visits classrooms and helps students address any classroom issues or learn good behavioral traits. You may contact Ms. Batiz by telephoning the front office at 301-431-7600 or sending a note to the front office with her name on it.

## Volunteering

There are many ways to become involved with the school.

Parents can **help in the classroom** by letting the Teacher or Room Parent know that they have time available. Teachers often need help with photocopying, support to reading groups, or help with special class activities. Often there are tasks that can be done at home if that is more convenient.

Parents can **join a Committee** to work on a project that particularly interests them. The Committees are listed in this Handbook.

Rolling Terrace needs **daily volunteers** to help monitor recess, help at lunchtime, and help make sure children get to school safely. Even if you only have a few days over the year to help at school, parents are always needed at these busy times of the day and it gives an opportunity to see the school in action.

There is a **Volunteer Coordinator** who will let parents know (through Wednesday Folder, PTA announcements, and Listserv) when volunteers are needed. You can also contact the Volunteer Coordinator if you know you have some time to help. The Volunteer Coordinator will also track the number of hours that parents have collectively volunteered at the school and report this information to Montgomery County Public School system. The Volunteer Coordinator organizes a meeting of potential coordinators early in the year, provides a Handbook, and explains how to report hours. There is also information about volunteering on the RTES website.

If you volunteer at the school, you need to sign in at the Front Office. There are two sign in books – one for Visitors (such as a teacher visit) and one for Volunteers. Please sign in and out and wear a sticker marked *Volunteer*.

## Special Activities at Rolling Terrace

Rolling Terrace has special activities available to students throughout the year. Some are ongoing opportunities and some happen just once during the year. These activities are open to any and all students. In some cases there may be a fee such as the amount needed for a field trip or the cost of renting an instrument. But cost should never discourage a parent from enrolling their child in an activity. The PTA makes some funds available to students to support events like field trips and after-school activities. In the case of Instrumental Music, for instance, some instruments are available to children who aren't able to rent them.

### Ongoing Activities



Some of the On-going Activities at Rolling Terrace include:

**Tiger Paws:** Students who display commendable behavior, particularly a Tiger Trait, are recognized with a Tiger Paw. The Paws are paper colored by the student and record the student's name and the behavior being applauded. Teachers can award Tiger Paws and students can recommend their classmates. The Tiger Paws are posted in the hallway of the school for everyone to see. A special celebration is held when the entire school earns a set number of tiger paws.

**Safety Patrols:** Safety Patrols are 4<sup>th</sup> and 5<sup>th</sup> grade students who help to manage the process of getting students in and out of school safely at the start and end of each day. Patrols are assigned at the crosswalks, help on the school buses, or escort students to and from classrooms. To become a Patrol, a student must fill out a form at the end of 3<sup>rd</sup> grade explaining why he/she feels they are qualified. The parent must sign the form. There are generally more Patrols applications than available positions, so the Patrol Coordinator (currently Mr. Jones, the Physical Education Teacher) will ask teachers for recommendations before making the final selection.

**Instrumental Music:** The 4<sup>th</sup> and 5<sup>th</sup> Grade students can participate in Instrumental Music during the school day. In Fourth Grade, families will receive a packet asking if they are interested in participating. Students who sign up will have lessons during the year, be expected to practice at home, and can participate in a spring concert. Students are screened and particular instruments are recommended to them. In general, there is a cost for renting the instruments, but a limited number of instruments are available through the school at no cost for students in need.

**Field Trips:** Every grade has at least two field trips a year. These Parents are asked for funds and permission for their child to attend. Any funding gaps are filled through PTA contributions or special fundraising. If a family cannot afford a field trip, the child should still attend the field trip. Contact the Principal or your child's teacher if there is financial difficulty.

Field trips are almost always during the school day. Locations have included the Kennedy Center, Discovery Theatre, the Puppet Show at Glen Echo, and the Smithsonian. Older grades have field trips to Baltimore, St. Mary's and Philadelphia.

**Hands on Science:** This PTA after-school program provides students in grades K-3 with a chance to see science in action, through experiments and activities. Two sessions per year are held. Parents are asked to pay a fee, but subsidies are also available through the PTA. Parents help teach the sessions. The course typically runs from 3:05 to 4:30 once a week for a six week session. Announcements will be made through the Wednesday Folders, through the Listserv and through posters at the school.

**Creative Adventures:** This after-school program lets students explore extra opportunities in art. Two sessions per year are held. Parents are asked to pay a fee, but subsidies are also available through the PTA. Parents help teach the sessions. The course typically runs from 3:05 to 4:30 once a week for a six week session. Announcements will be made through the Wednesday Folders, Website and Listserv and through posters at the school.

## **Special Activities**

Certain special events are held on an annual basis at Rolling Terrace. Each of these events requires volunteer parent support and help to bring the whole community together.

**Kindergarten Picnic:** The PTA welcomes new kindergarten families each fall with a picnic on the school grounds. This gives families an opportunity to meet each other at the start of school and to ask questions about RTES.

**Book Fair:** The Book Fair is held once a year to celebrate reading. A room in the school is converted into a bookshop, stocked with books provided by Scholastic Books. The Fair includes reference books, chapter books, picture books and books in Spanish. Each class visits the Fair with its teacher to fill receive a "free" book (paid for by the PTA) and to fill out a Wish List. Parents have the opportunity to visit the Fair with their children during daytime and evening hours when it is possible to buy books on the Wish List. Books can also be purchased for the Teachers.

**International Dinner:** This event is a celebration of RT's diverse cultural heritage. All RT families attending this event are asked to bring a dish to share with other families. This event takes place over two nights. The first night is for younger grades and their families; the second night is for families of older grades. Entertainment has included performances by RT children, planned in conjunction with RT's music teachers.

**Variety Show:** Once a year, the students develop a Variety Show where they showcase their talent at singing, dancing, skits, and jokes. Children rehearse at school in the weeks leading up to the Show. The show is performed twice in June, during school hours. One show is

performed for the lower grades and one show is for the upper grades. Parents are welcome to attend and volunteer and will be notified of dates through the Wednesday Folders, Newsletters, Websites and Listserv.

**Craft Fair:** The Craft Fair is held during the winter holiday season and features craft tables where children can make holiday objects.

**Career Fair:** The Career Fair is held every other year at Rolling Terrace (the International Festival will be held on the alternate years) and allows upper grades (3-5) to learn about the working world through the eyes of RT parents and community volunteers. Some of the jobs that have been showcased at the fair have included police officers, carpenters, newspaper editors, doctors, veterinarians, day care providers, beauticians, barbers, and chefs. Students are asked to pre-select several choices of career. Parent volunteers then speak to these small groups about their jobs. The Career Fair typically takes place in the Spring.

**International Festival:** This Festival celebrates RT's unique multicultural heritage. Every other year a festival is organized by teachers, staff, and parents in a day long celebration with educational booths, united by an international theme.

# Resources

## On Site Resources

These resources are all housed at Rolling Terrace, providing support to families in the Rolling Terrace Community.

**The Judy Center:** The Judy Center at Rolling Terrace is part of a network of centers in Maryland that provide child development support from birth through the age of five. The Center helps ensure that children are ready for school at kindergarten age. The Judy Center programs include Kindergarten, Head Start, Pre-kindergarten and childcare, parent-child activities, family support, parent education, health services and developmental screenings. Parent meetings and parent and child activities are drop in time activities that do not require a registration process.

For pre-kindergarten, kindergarten, Head Start and childcare programs, parents need to register their children through an application process. All the activities and services provided by the Silver Spring Judy Center are free of cost. The only requirement is that the family resides in the Rolling Terrace Elementary School attendance area, and that they have children birth through 5 years of age. Parents can call the Judy Center at 301-431-7696 or visit the office at Rolling Terrace to request a schedule of activities, date lines, or any further information.

**Family Room:** The Family Room is located near the All-Purpose Room in the school building. The Family Room holds various parent workshops and events of interest to all Rolling Terrace families including: volunteer orientation, nutrition workshops, Spanish lessons, Parents' Coffees, cooking classes, parent-teacher conference workshops, and much more. Events for the Family Room can be found on the Family Room calendar which is distributed via backpacks in Wednesday folders.

**Linkages to Learning** is a school-based collaboration among the Montgomery County Department of Health and Human Services, the Montgomery County Public Schools and non-profit, community based service providers. The program provides accessible services to at-risk children and their families to improve adjustment to and performance in school, home, and community. Prevention and early intervention services include health, mental health, social services and educational support. The program can be reached at 301-431-7703.