

Rosemont Elementary School

16400 Alden Avenue
Gaithersburg, Maryland 20877
301-840-7123



Office of the Principal

2008– 2009 School Procedures

School Hours

School hours for students in grades K-5 are 8:50 a.m. – 3:05 p.m. **Students should not arrive at school prior to 8:30 a.m.** since supervision is not provided until that time. Students are considered tardy if they arrive after 8:50 a.m.

The school's office is open from 7:45 a.m. to 4:15 p.m. daily.

Visitors to Rosemont

All visitors or guests must stop by the Rosemont office when entering the building. Visitor stickers will be issued to visitors to identify them for students and staff members. It is against county policy for visitors to go directly to classrooms.

Discharging and Picking Up Students

All students who are being driven to and/or from school must be discharged and picked up at the car drop-off circle. The entrance to the car drop-off circle is located on S. Westland Drive. **Children should not be dropped off in the front parking lot or the bus lane. No automobiles may enter the bus driveway in front of the building during school hours.**

Birthdays

Parents may bring **cupcakes or cookies** to school to celebrate their child's birthday. **Please do not bring cakes or drinks.** Cupcakes or cookies need to be brought to the office and will be served during your child's lunch in the all-purpose room.

Classroom Visits

Classroom visits may be scheduled by making a call to the teacher or principal. Visits are limited to the class which your child attends.

Delivery of Items to Students

When it is necessary to deliver books, lunches, or other items to students, please bring them to the office. The students will get the item quickly without interrupting instruction.

Attendance

Parents are asked to call school by 9:00 a.m. if a child will be absent. In addition, a written explanation of each absence is required from the parent when the student returns to school.

A student who is to be dismissed early must bring a written request from his/her parent/guardian. Written requests are also required when parents wish their children to go home with friends on different buses or in any way change their usual dismissal procedure. All students to be excused early must be signed out and met in the office by the parent/guardian before leaving the building.

Breakfast and Lunch

All students at Rosemont will receive a free breakfast which will be served in their classroom. Breakfast will be served from 8:40 – 9:00 a.m. Instruction will begin promptly at 9:00 a.m.

Lunch costs \$2.40 (reduced price is 40 cents), and milk costs 50 cents. Orders for lunch are placed at the beginning of the school day.

An application for free or reduced price meals will be sent home the first day of school. Your current application expires on September 30, 2008. If you want your child to continue to receive free or reduced lunch, you must complete the application and return it to school.

If your child has any food allergies or is a vegetarian, please notify Mrs. Savidge, cafeteria manager, immediately.

School Hours in Bad Weather

During inclement weather, it may be necessary to delay the opening of school, send students home early, or to close schools completely. The safety of the children is the primary factor in making these decisions. Information about school closings or delayed openings is announced on the radio and television beginning at 6:00 a.m. Information about early closing is announced beginning at about 11:00 a.m. You may also **call 301-279-3673 for emergency closing information.**

During times when weather conditions are bad or threatening, plan to listen to the radio. Most area stations broadcast school closing information. **Please do not call the school for this information.**

Medication at School

No medication will be administered in school unless the child's parent/guardian and physician have completed an authorization form (MCPS 525-13). This requirement includes both prescription and over-the-counter (OTC) medication (i.e., aspirin, cough drops, cough syrup). These forms are available in the office or from the school nurse and are required for each medication a child must take during the school year. Medication must be delivered and picked up by a parent/guardian. All prescription medication must be provided in a container with the pharmacist's label attached. Non-prescription (OTC) medication must be in a container with the manufacturer's original label and safety seal intact. The doctor's order and the instructions printed on the prescription bottle must contain the same time and dosage required. Contact our school community health nurse for more information.

Conferences

Parent-teacher conferences will be scheduled for each student during the first semester. Conferences are encouraged and may be arranged throughout the school year by calling the teacher.

Field Trips

A student's parent/guardian must sign a permission slip to allow the student to participate in a field trip. Many trips involve a fee which must be paid in advance. No student should miss a trip due to lack of funds. If you are unable to pay for a trip, please contact your child's teacher or the principal.

Notices to Parents

Notices, brochures, and "flyers" will be sent to parents periodically. The newsletter from the principal will be sent home the first Friday of each month. It will contain information about events that have or will happen at Rosemont. Parents/guardians are asked to check their child's backpack on a regular basis for these notices.

Questions and Concerns

Start with your child's teacher. Do not hesitate to call and leave a message for the teacher to call you or make an appointment for a conference to discuss your concern. The teachers will call you back within 24 hours.

If a problem cannot be resolved with the teachers, then the principal is your next resource. The Office of School Performance is the place to turn if the school cannot help.

Report Cards

Report Cards are issued four times a year for students in grades 1-5 and twice for kindergarten students. The dates on which report cards will be issued will appear in biweekly newsletter from the principal as well as on the attached yearly calendar.

Toys at School

Please do not allow children to bring radios, tape players, trading cards, or expensive toys to school. These items often distract students from their learning and the security of these items cannot be the responsibility of the school.

Cell Phones

If a parent wishes their child to have a cell phone with him/her during the school day, the parent must call and speak with the principal first. This is county policy.