



Fields Road Elementary School

2017 – 2018

PARENT HANDBOOK

Policies, Practices, and Procedures

School Hours

Office Hours: 8:00 a.m. – 4:30 p.m.

Teachers: 8:30 a.m. – 4:00 p.m.

Pre-K School Day: 9:00 a.m. - 11:30 a.m.

School Day: 9:00 a.m. – 3:25 p.m.

Early Dismissal: 12:55 p.m.

UPCOMING EVENTS TO ADD TO YOUR CALENDAR

August 31	Kindergarten Back to School Night, 6:00 - 7:00 p.m.
September 4	Holiday – Labor Day (No School)
September 5	First day of school for students
September 14	Back to School Night for Grades 1-5, 6:00 - 7:30p.m.
September 21	No school for students and teachers

STUDENT-TEACHER ASSIGNMENTS

When teachers return to school on August 23, they will send postcards home to the students in their class. The postcards will include the teacher's name and room number. **Teachers will be available on Friday, September 1st, from 2:00 p.m. to 3:00 p.m.** Prior to this time, they will be engaged in mandatory professional day activities. Please keep in mind that students are assigned teachers taking the following into consideration: race, gender, number of students per class and specific academic needs of students. We take great pride in placing students where we believe they can be their best.

Sneak Peek

Sneak Peek is scheduled on **Friday, September 1, from 2:00 p.m. to 3:00 p.m.** Parents, students, and community members are invited to visit classrooms and say "Hello" to new and returning staff members.

BAR-T

We anticipate a September enrollment of about 443 students. BAR-T is our before care and after school care provider that will be held in the APR. You can contact BAR-T via email at <http://www.bar-t.com/> and by phone 301-948-3172.

SCHOOL HOURS

Our official school hours for all students K-5, are 9:00 a.m. - 3:25 p.m. The bell rings at 8:55 a.m. Daily attendance and punctuality are very important to school success. Please make every effort to make sure your child is present and on time each day. Students arriving after 9:00 a.m. will be considered tardy.

School office hours are 8:00 a.m. - 4:30 p.m. If you need to call other than this time period, please leave a message on the answering machine, giving your child's name and teacher's name.

ENROLLMENT INFORMATION

We want to make sure our student records are up to date. Please notify the school of any changes in telephone numbers or addresses. Be sure to provide the school with telephone numbers where you may be reached during the day. Keep in mind that the health room is not set-up to accommodate sick students for the entire day. We ask that you provide emergency phone numbers and make arrangements to pick up your child if he/she is not feeling well enough to remain in school.

SAFETY/TRANSPORTATION

Students are invited to enter the building at 8:40 a.m. School doors will remain locked until this time. Once students enter the building, they walk to their classrooms, sit quietly, and browse books outside the classroom until 8:50 a.m.

Students may not ride buses other than the bus to which they are assigned. For your child's safety, we must have a note from you regarding any changes to after school transportation. Students may not change their own transportation without parental permission.

Please be reminded that the bus loop is located in front of the school. Parents may not use this area to drop off students in the morning or pick up students in the afternoon. Parked cars in this area disrupt the normal flow of traffic with our buses and may potentially cause unnecessary accidents. For safety reasons, the front area should be cleared promptly after dismissal. Always use sidewalks and designated crosswalks when approaching the school. Please be mindful of the designated bus lane when discharging and picking up students. If your child is a walker, please assist him/her in selecting a safe, regular route for walking to and from school. Please encourage the children to walk in groups.

SAFETY/CROSSING GUARDS

An adult crossing guard is located in front of the school on School Drive ensure the safety of pedestrians during the school's arrival and dismissal process. It is state law to obey the commands of all official county crossing guards.

SAFETY/BUSES

Students who wish to go home with a classmate after school (either by car or riding a different bus) **must** bring a signed 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 Sharon Stream,
Transportation Cluster Manager at 301-353-0822**

ABSENCE POLICY

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. As always, parents are asked to call the school by 8:30 a.m. if their child/children will be absent or arrive late. The school will attempt to verify the apparent absence of any student whose parents have not called. In addition, a written explanation of each student's absence is required from the parent when the student returns to school. The request for students to leave school at a time other than regular dismissal time must always be made in writing by the parent/guardian.

In accordance with the Maryland School Performance Program:

- 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.

Dated notes, stating the specific reasons for absences, signed by a parent or guardian, are required no later than one day 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. Parents of students with excessive absences and chronic tardiness will receive a letter from Mrs. Williams.

RELEASE OF CHILDREN

For the safety of all children, it is requested that parents who wish to pick up their children to attend after-school appointments do so **before 3:10 p.m.** **Students will not be released between 3:10 p.m. - 3:25 p.m.** When picking up students prior to dismissal, parents must sign them out in the office. The student will be called from the classroom to the office. For safety reasons students will not be dismissed directly from the classroom. **Students will not be released to unknown parties.**

If there are any changes to your child's regular p.m. schedule, please have all arrangements made before the start of the school day. If it is necessary for a student to be picked up by someone other than the parent, the school must receive written permission from the parent. Identification must be provided at the time of pickup. If in a special circumstance, a student who normally walks, must ride a bus, or vice versa, the student must bring in a note from the parents to be signed by a member of the administration or classroom teacher. If an emergency should arise during the day which changes the dismissal plan for your child, please call the school as soon as possible, but **no later than 3:00 p.m.**, to ensure adequate notice for your child. Please review with your child that he/she is never to leave school during the day without the permission from the office and the teacher.

LATE ARRIVAL/PICK-UP

Children who arrive late to school **must be signed in at the office by a parent or guardian.** Children who are picked up late **must be signed out in the main office by a parent or guardian.**

BREAKFAST/LUNCH

Beginning the first day of school, breakfast and lunch will be served in the cafeteria. Breakfast hours will be from **8:40 a.m. - 8:55 a.m.** We will make concessions for those students who arrive late due to bus issues. **The cost of school breakfast is \$1.30, lunch is \$2.55, and milk is \$0.60.** The lunch/recess period is one hour and ten minutes. Menus are sent home on the first day of each month and can be found on the school's website. Hot lunches are served daily with alternate choices. **Lunch is \$2.55 including milk. Milk may be purchased separately for \$0.60.** Parents are highly encouraged to start a SNAP (Student Nutrition Accountability Program-computerized cash register system) account for their child. This will eliminate lost or forgotten lunch money. The price of lunch or a snack will be subtracted from the account. Low-balance letters will be sent home from the cafeteria manager, when a child's account is lower than \$10.00. The maximum negative amount allowed on a SNAP account is \$10.00. Once this negative balance is reached, students will receive cheese sandwiches instead of a meal. Money deposited on the student's account by the parent/adult will be applied to the negative balance. **Checks should be made payable to Fields Road School Cafeteria.** A prepayment form can be found in this mailing. Please also check out MySchoolBucks.com.

MENU FOR FIRST WEEK OF SCHOOL

September 5 - WG Chicken Patty on WG Bun w/Baked Fries or Cheesy Burger on WG Bun w/Seasoned Potatoes

September 6 - WG Cheese or Pepperoni Personal Pizza or Teriyaki Meatballs with WG Veggie Rice &WG Roll

September 7 – WG French Toast Sticks w/pork sausage or WG 3 Cheese Calzone with Marinara Sauce

September 8 - Cheese or Pepperoni WG Pizza or Spicy WG Chicken Patty Sandwich

WG = Whole Grain

Free or reduced lunches are available to eligible students. Reduced-price lunch will remain at \$0.40. Guidelines and application forms will be sent home the first week of school. The application process for the Free and Reduced-price Meals System (FARMS) is a **household** application. Parents and guardians will need to submit just **one** application that is pre-printed listing all the children in the household who attend Montgomery County Public Schools. Please be sure that the **names, ID numbers, birthdate, and schools** of the children for whom you are applying are listed. (Parents/guardians are reminded that student identification numbers can be found on report cards.) Since 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. If you believe your child may be eligible for free or reduced meals, please complete, sign and mail the application form as indicated. **Those approved for free/reduced lunch during the 2016-2017 school year must reapply.**

RECESS

School policy states that students will go outside for recess when it is 32 degrees or warmer. Wind chill temperatures may be factored into decisions made. You should make sure your child comes to school

with appropriate winter clothing, hats and gloves, etc., as they will be going outside for recess on most days.

2017-2018 Lunch/Recess Schedule

Grade	Recess	Lunch
K & 3	11:10-11:45	11:45-12:20
1 & 4	11:45 - 12:20	12:25 - 1:00
2 & 5	12:20 - 12:55	12:55-1:30

Early Release (no recess)		Delayed Opening (no recess)	
Time	Grade	Time	Grade
11:05 - 11:35	Kindergarten 3 rd Grade	11:15-11:45	Kindergarten 3 rd Grade
11:40 - 12:10	1 st Grade 4 th Grade	11:50-12:20	1 st Grade 4 th Grade
12:15 - 12:45	2 nd Grade 5 th Grade	12:25 - 1:00	2 nd Grade 5 th Grade

STUDENT ACCIDENT INSURANCE

Forms for Student Accident Insurance will be sent home with students the first week of school. These forms are to be returned following the instructions provided on the insurance application. A prompt return of these forms will be greatly appreciated by the agency.

ILLNESS/MEDICATIONS

A child who is ill is routinely sent to the 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. **School policy states that your child must be free from fever for 24 hours without medication before returning to school.**

At some point during the school year, your child may 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.

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 do not 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:

- Your child's name
- Name of medication being ordered
- Dosage
- Time of administration
- 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 unopened container with the dosage labelled by the manufacturer. **For more information contact our School Nurse at 301-840-7131.**

DELAYED OPENING/EARLY DISMISSAL/CLOSING OF SCHOOLS

If schools open late or dismiss early, the time and instructions regarding kindergarten through grade five will be announced promptly and regularly on radio and television, as soon as this information is available. Please listen to local news and weather stations for updates or log on to: <http://www.mcps.k12.md.us/> Sign up for MCPS Quicknotes at <http://www.mcps.k12.md.us/info/quicknotes/> to receive instant email notices regarding school closing and delayed openings.

If schools open two hours late, buses will arrive at their pick-up points two hours later than normal. Classes will begin two hours later than their usual beginning time. All day or early closings automatically cancel all afternoon and evening activities in the school. All emergency closings, late openings, or early dismissals are announced promptly and regularly on radio and television. Parents should plan to make

arrangements for their children to cover emergency dismissal, etc. when no one is home to receive students. Following these procedures will keep your child from feeling anxious or upset.

REPORT CARDS AND CONFERENCES

Report cards for Grades K-5 are distributed four times each year in November, February, April and June.

Parent-teacher conferences are scheduled at the end of the marking period for each student in Grades K-5. **This year conferences are scheduled for November 9 and 10.** It is requested that appointments for other conferences with teachers or the principal be scheduled in advance. We can spend more time for your conference if we have prior notice to arrange our schedules.

MEETING WITH TEACHERS THROUGHOUT THE SCHOOL YEAR

Should you require a time to meet with a staff member, please email or call for an appointment. All visitors and volunteers are required to sign in at the main office and to wear a visitor's sticker. We appreciate your cooperation.

CLASSROOM OBSERVATIONS

We welcome parents into our building and our classrooms! Should you have an interest to visit and observe, rather than volunteer, we respectfully request that you arrange your visit in advance. Visits should not be a surprise to the teacher. When visiting, it is important to respect the learning environment and the confidentiality of student performance within the classroom. Classroom visits are not a time to conference with the teacher. If a parent-teacher conference is desired, please contact the teacher to arrange a mutually convenient time.

CELL PHONES

Elementary school students are not permitted to have cell phones or other portable communication devices at school during the school day unless a written request from a parent is approved by the principal. Exceptions may be granted based on factors such as safety or medical concern. Other factors may be considered at the discretion of the principal. This also means that cell phones are not permitted even if they are turned off. If you have an extenuating circumstance, where your child needs a cell phone due to safety concerns, we ask that you contact one of the administrators and provide a written request. If a cell phone is found in school, the administrative team will hold the cell phone until a parent or guardian comes to the school to retrieve it. The school does not assume any responsibility for lost or stolen phones. If you have any questions or concerns about this policy, please contact one of the administrators.

BEHAVIOR MANAGEMENT

PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. As a PBIS school, Fields Road focuses on our four core values daily. Our core values are the following:

- ❖ Respect
- ❖ Responsibility

- ❖ Dedication
- ❖ Safety

Disciplinary Philosophy, Action, and Process

The administration and staff of Fields Road Elementary School will administer the discipline policy consistently and appropriately following the guidelines in the MCPS Code of Conduct. When dealing with discipline the factors to be considered include: seriousness of the offense, the student's age, the frequency of misconduct, the effect or potential effect of the misconduct on the school environment, and the requirements of a student's Individual Education Plan. We believe that making the rules clear and explaining the consequences for not following the rules are important steps in ensuring that the process will be as fair as possible to all students.

- All disciplinary actions begin with a timely staff-student conference and a full investigation. The next step might include a conference with administrator-student, administrator-parent, or any necessary and appropriate combination.
- Please refer to the MCPS Code of Conduct for a detailed description of student expectations and the consequences to address student misbehavior in MCPS. [http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/0041.18_2017-2018_STUDENT_Code%20of%20Conduct_Web\(2\).pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/0041.18_2017-2018_STUDENT_Code%20of%20Conduct_Web(2).pdf)

Bullying

The Safe Schools Reporting Act of 2005 mandates that the Maryland State Department of Education report to the legislature information about incidents of harassment, intimidation, and bullying that were brought to the attention of school staff by students, parents, or close adult relatives of a student. Should you believe that your child is the victim of bullying, please contact the office. MSDE has developed a standard victim reporting form that will be used by students, parents, or close adult relatives of students to report an incident. Once the incident has been reported, school staff will conduct a thorough investigation.

RESPECTFUL CONDUCT AT SCHOOL SPONSORED EVENING EVENTS

Fields Road Elementary School considers school-sponsored, PTA-sponsored, and community events to be an integral part of the education of its students. As a school, we also acknowledge our duty to maintain order, protect the integrity and safety of students and personnel, and preserve the facilities of the district during such events. Therefore, spectators as well as participants are responsible for establishing and maintaining a positive, respectful, civil and polite environment at school-sponsored and hosted events.

STUDENT BIRTHDAYS

Fields Road does not allow outside food (cupcakes, donuts, cookies, etc.) to be brought into school for student birthdays. This is to protect the safety of our students with serious food allergies. All student and staff birthdays are announced on the live Falcon News broadcast each morning and posted on the monthly birthday board at the main entrance of the school. Students will also be sent to the main office to select a birthday pencil on the day their names are announced.

TELEPHONE CALLS

Teachers and students will be called to the telephone only for emergencies. Students will be permitted to use the hallway phone during the instructional day if given permission by their teacher or administration.