

Laytonsville Elementary School

Parent Handbook

2018-2019

School Hours

Office Hours 7:30 a.m.-5:00 p.m.

School Day 9:25 a.m.-3:50p.m.

Students enter at 9:10

Teachers 8:40 a.m.-4:10 p.m.

Early Dismissal 1:20 p.m.

*****Please be sure to visit our school website often for current events, updates, and important school/community related sources.**

<http://www.montgomeryschoolsmd.org/schools/laytonsvillees/>

SCHOOL HOURS

The instructional school day runs from **9:25 a.m.-3:50 p.m.** for grades K-5. All students are expected to arrive at school on time, **but no earlier than 9:10 a.m.** Please note that there is **no adult supervision outside of the gym nor the main entrance prior to 9:10 a.m.** Students are **considered tardy if they are not present in their classrooms by 9:25 a.m.** Students eating breakfast at school may enter at 9:05 a.m.

ARRIVAL and DISMISSAL: CAR-RIDERS / BUSES

Car Riders:

Parents are encouraged to drop their children off in the car line area without exiting their vehicles. School Safety Patrols and adult supervision will be present to assist students from their vehicles to the school building and vice versa as maintaining a consistent traffic flow is very important.

If you drive your child, be sure to give yourself time to travel from home safely, considering the weather elements, rainy-day traffic delays, and other aspects that can delay your trip. We want all of our students to arrive on-time and safely. Remember, students must be in their classrooms by 9:25 a.m. so you must give them time to get from your car, through the school, and into the classroom, and prepared for the day ahead. Thank you for your help with this very important part of our students' day. Students will need to be picked up in the car lane between 3:50 and 4:05 p.m. If students are not picked up by 4:05 p.m. they will be taken to the office to wait for their parents.

As a reminder, cars are not permitted in the bus loop until after 9:50 a.m. If you are bringing your child to school and you arrive between 9:10 and 9:50 a.m, please park in the side lot and walk around to the front entrance. You must sign your child in at the office if you are arriving past 9:25 a.m.

Bus Riders:

At the elementary level, 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 by car 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. Members of our office staff must sign the bus notes before a student is to go home on a different bus.

***Parents or older siblings need to be at the bus stop 15 minutes prior to the morning pick up and afternoon drop off as buses may arrive early or late due to weather conditions or route changes resulting from substitute drivers. **It is especially imperative that parents arrive at bus stops 15 minutes early in the afternoon if severe weather is eminent. This would include snow storms or tornado watches/warnings.**

For problems concerning bus routes and stop locations, call Transportation Cluster Manager at 301-926-4179.

ATTENDANCE

Daily, consistent attendance at school is important to school success. We urge students and parents to make school a priority and to schedule vacations around the school calendar.

Absences

- 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.

If your child will be absent, please call the school office as soon as possible after 8:00 am or use the online student absence report, located on the LES website. If you suspect your child has a contagious illness, please note that at the time of your call. The school will attempt to verify the apparent absence of any student via a Connect Ed Automated Call if parents have not notified the office.

Dated notes stating the specific reasons for absences and 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 will receive official attendance letters if students have unexcused absences totalling 10% or more per quarter, semester, and/or year.

Early Departure

Children who need to leave school during the day must bring a note to his/her classroom teacher or school office in the morning. The parent must sign the child out when they leave school, and sign-in when they return to school. *Please understand that students will not be called to depart their classroom instruction until the parent has arrived in the school's office and has requested the child.* Instructional time is often lost when students are waiting in the office for parents to arrive. Proof of identity (Picture ID) will be required if the office staff does not know you or your child's designated emergency contact. Your cooperation with this is very important.

Students will not be called to be dismissed from school after 3:30 p.m. They will be dismissed with the rest of the students at 3:50 p.m. If you need to pick up your child for an appointment, please do so prior to 3:30 p.m. This will decrease the amount of disruptions to our classrooms and help all students focus during this important time of the school day. In addition, please be sure you make decisions regarding after-school plans before the start of the school day (and articulate these plans to your child at that time), as calls about changes in after-school plans are disruptive as well. If you have a change in dismissal plans, please be sure to call the office. You may email the office and the classroom teacher. However, you MUST call the office as teachers don't always get to read their emails during the school day.

Late Arrival

Children who arrive late to school are **expected** to have a parent sign them in at the office. Students should also have a **written excuse** for tardiness, signed by their parent or legal guardian.

BEFORE/AFTER SCHOOL CHILD CARE

Before/After School Child Care is available on-site for our students from Bar-T, Inc., a private child services company. For more information and fees, call the Bar-T office at (301) 948-3172. Information can also be obtained from the school's website.

CLASS PARTIES / BIRTHDAY CELEBRATIONS

Class Parties:

Class celebrations are an important part of child development and will be recognized in the following manner: All classrooms will conduct Halloween and Valentine's Day "parties." **All food for parties/celebrations must be store-bought, including original label. In addition, all foods must be "peanut-free" ("peanut-oil free") and approved by the classroom teacher prior to the celebration.** Alternate activities will be provided to students who wish to opt out. Please let the teacher know in advance.

Birthday Celebrations:

Student birthdays will be announced school-wide during the Morning Announcements and students will be invited to visit the office to receive a Bulldog Birthday Pencil. Please do not send food items in for birthday celebrations. Birthday Party invitations are not to be distributed in class UNLESS each child is being invited. If the entire class is invited, the teacher will distribute to students at the end of the day. Teachers are not permitted to provide student contact information to parents.

EMERGENCY DISRUPTIONS to SCHOOL SCHEDULE

In case of emergencies which make it impossible for Montgomery County Public Schools to open, information will be broadcast over local radio and television stations beginning at 6:00 a.m. Please listen to local news and weather stations for updates or log on to: <http://www.montgomeryschoolsmd.org/> Please do not call the school. 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. You can also monitor the Montgomery County Public School website at www.montgomeryschools.org

Emergency 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. 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.

Emergency Dismissal

When early dismissal of students is necessary due to inclement weather, schools will most likely close 2 1/2 hours early (1:15 p.m). Buses may run late because of hazardous road conditions. The 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, email, and the school's website 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 in these instructions, the school should be notified. In case of the need for emergency pick-up, students will **only** be released to parents or to the person designated by the parent as written and signed on the appropriate emergency forms. This may happen only after an emergency code has been lifted. Valid I.D. is necessary for students to be released from the building during these conditions.

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 Philippine International Bible Church parking lot/field located at 6855 Laytonsville Road. Depending on the situation, we may also transport students to a nearby school in the event of an emergency.

EMERGENCY PREPAREDNESS:

The safety and security of our students, staff, and visitors is our priority. In order to ensure that we are able to effectively and efficiently respond to a multitude of emergency/crisis situations that may occur, we practice several drills throughout the year. These include:

- Evacuation and Reverse evacuation drills (fire or hazardous materials incident).
- Severe weather related drills (hurricane/tornado/earthquake).
- Lock down (imminent danger in the building or on the campus).
- Shelter in Place (A public safety response in the community or an incident in the building that requires an elevated level of safety/security).

Our teachers review the “what, why, and how” of all drills prior to our practicing.

FOOD ALLERGY POLICY

No peanuts or nuts of any kind are permitted in our classrooms during parties, snack-time, and on certain field trips where it is not possible to have a separate “nut-free” eating area. Parents will be notified in advanced if it is necessary to pack peanut-free lunches on a field trip.

Nut products **are permitted in the cafeteria and in students’ lunch boxes/bags**, as our cafeteria/lunchroom contains a **“nut-free”** table to allow the allergic students access to the lunch area with friends. Please note that our cafeteria serves only nut-free products. Please notify your child’s classroom teacher if your child’s allergic reactions necessitate sitting at the “nut-free” table. Students without allergies are able to sit at this table as well if they purchase our school lunch as these lunches contain no nuts or nut products.

If your child has food allergies severe enough to warrant the use of an EpiPen, we are requesting that you send a bag of “safe snacks” to school labeled with his/her name. These snacks will be given to your child whenever food is served for class holiday parties and during snack time. Having the safe-snacks available will alleviate any concerns about food made in factories that may process nut products.

ILLNESS/MEDICATIONS

A child who is ill will be 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 will be sent home. **School policy states that your child must be free from fever for 24 hours before returning to school.**

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. **DO NOT send medication to school with your student!** For more information, contact our School Community Health Nurse, or the school health technician, at (240) 740-1662 and read the information below. MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed and brought to school in order for us to administer medications. Form 525-13 is available on the MCPS website at <http://www.montgomeryschoolsmd.org/departments/forms/> or 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:

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

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 labeled by the manufacturer.

LOST & FOUND

Found articles of clothing, hats, gloves, lunch boxes, and other items are stored and periodically displayed in our All-Purpose room. Children should check the lost and found for missing possessions. **PLEASE LABEL ALL COATS, JACKETS, RAIN GEAR and LUNCH BOXES.**

LUNCH/RECESS

Lunch

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. Elementary school lunch is **\$2.55** including milk. Milk may be purchased separately for **\$.60**. Breakfast may be purchased, beginning at **9:05 a.m.** in the cafeteria for **\$1.30**. Parents are highly encouraged to start a SNAP (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 once a week from the cafeteria manager when a child's account is lower than \$20.00. Cheese sandwiches will be offered to children who have forgotten a lunch and have exhausted funds from their SNAP account. **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. Money can also be applied through the My School Bucks program, for a small service fee. The link is available on the LES webpage. Free or reduced lunches are available to eligible students. Guidelines and application forms will be sent home the first week of school. **Low balance/negative balance notices will be sent home on Fridays**

Recess

School policy states that students will go outside for recess when the temperature reads a "real feel" of approximately 32 **degrees** or warmer. (Wind chill temperatures will be factored into decisions made.) Anytime the temperature falls below that number, students stay inside for recess. Please ensure that your child comes to school with appropriate winter clothing, hats and gloves, etc., as they will be going outside for recess on most days.

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 12 and 13, 2018**. Interpreters are available upon request. Please note that teachers are available for scheduled conferences and phone conversations throughout the year.

REPORT CARDS

Standards based report cards are designed to clearly describe/communicate what students are to know and be able to do. The reporting tool must also clearly describe/communicate the student's level of knowledge and performance of the standard. Report cards will be issued four times during the school year: November (parent conferences), February, April, and late June. The report cards are sent home with students with the exception of the fourth quarter. These end of year report cards are mailed by MCPS in mid-June. **Pending possible change by MCPS**

Interim reports may be sent for all students but must be sent to the parents/guardians of each student who is in danger of receiving a D or of dropping more than one letter grade from the previous marking period. These reports are sent between the fourth and sixth weeks of the marking period. If the student shows a marked decline in academic achievement later in the marking period the classroom teacher will notify parents.

CORRESPONDENCE

“24 –HOUR RULE” We value our parent/teacher partnership and are committed to a 24-hour turn-around rule for parent communication. This includes email, letters, phone calls, etc. Some form of a response can be expected within 24 hours of initial contact **during the school week.**

Email Communication

Please note that teachers are expected to be with students during the instructional day and often only have time to check their emails once during the day. *****If you need an immediate response or you need to get a message to the teacher regarding a change in your child's dismissal plans for the day, please call the school office directly OR email both of our school secretaries and copy the classroom teacher.**

[Cynthia E Hustek@mcpsmd.org](mailto:Cynthia_E_Hustek@mcpsmd.org)

[Susan M Doherty@mcpsmd.org](mailto:Susan_M_Doherty@mcpsmd.org)

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Students perform at high levels (both academic and behavioral) when their learning occurs in a safe, respectful, energetic, and rigorous school environment. In order to enhance our efforts to create and sustain such an environment, LES implements the Positive Behavioral Interventions and Supports (PBIS) System. PBIS facilitates an organized system of positive behavior management in all settings throughout the school. The core components of this system's approach include:

- **Providing school-wide structures to explicitly define, teach and communicate the three positive behavior core values or expectations: *Be Safe, Be Respectful, and Be Responsible***
- **Enhancing our behavioral feedback and recognition system for all students who meet school and classroom expectations**

- **Developing leadership skills in students by providing authentic experiences to serve the school community**
- **Facilitating an organized system of disciplinary actions.**
- **Managing and using data to drive decisions regarding the effectiveness of the behavior management processes**

Combining high academic expectations with a positive systems approach to behavior allows all students the opportunity to experience high levels of success. When students experience success, they build resiliency, persistence, and self-esteem. All of which results in a school atmosphere that promotes excellence for all.

Students are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. Students are expected to be safe, respectful, and responsible on a daily basis. These are our core values. We are committed to working with all stakeholders to create and sustain a respectful, responsible, and safe environment:

✓ **Be Respectful**

Students will:

- Respect everyone's right to learn.
- Speak and act in a kind and courteous way to other children and adults.
- Peacefully resolve conflicts by talking and listening to the other person.
- Follow the instructions of supervising adults.

✓ **Be Responsible**

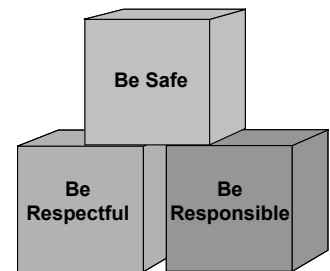
Students will:

- Be prepared to learn by coming to school on time with all of the appropriate materials.
- Respect and take care of school and private property.
- Manage their time at school in a way that facilitates learning.
- Follow established guidelines and routines.

✓ **Be Safe**

Students will:

- Play in a safe way and use good judgment.
- Consider the health or safety of oneself and others.
- Follow school rules on the playground, in the classroom, and in all parts of the school



Feedback and Affirmation for Demonstrating Core Values

Bulldog Bucks/Bulldog School Store/Bulldog Bank

The LES community sets high standards for students to conduct themselves in a way that is conducive to building a climate essential for learning. When behavioral expectations are met, students have an opportunity to be recognized for their efforts through a variety of classroom and school-wide incentives. Students are provided specific feedback regarding their actions against the standards of our core competencies. Bulldog Bucks are given along with the feedback when students go “above and beyond” in demonstrating our core values. Students have the

opportunity to use the Bulldog Bucks to purchase items in our School Store and/or purchase privileges from their teachers and other staff members.

Students also have the opportunity to participate in our school banking system. They are given savings account ledgers/books as well as checks and are encouraged to save a portion of their earnings. Each month students visit the Bulldog Bank (run by students and parent volunteers) to deposit their Bulldog Bucks. They can then purchase items from the school store and pay for items with their bucks or with checks. Students in all grades maintain their checking/savings balances with varying support from bank members and classroom teachers. Through the authentic earning, saving, and spending of Bulldog Bucks, students learn valuable social and financial responsibility skills in an authentic situation.

Combining high academic expectations with a positive systems approach to behavior allows all students the opportunity to experience high levels of success. When students experience success, they build resiliency, persistence, and self-esteem. All of which results in a school atmosphere that promotes excellence for all.

Consequences

Students may face disciplinary actions as a consequence of any behavior that disrupts classes, causes disorder, invades the rights of others, or is unsafe or violates a school rule or disciplinary code. Discipline will be fair and appropriate and not designed to embarrass students.

Classroom teachers and grade level teams are skilled at implementing proactive strategies and the creation of positive classroom environments. These practices along with the delivery of authentic and rigorous instruction, eliminates the majority of student behavior concerns. Teachers have also developed levels of interventions within the classroom. These may include actions such as student-teacher conferences, phone calls/notes to parents, office referrals and/or parent conferences.

Disciplinary actions depend on the circumstances and will begin with a discussion with the student. The discussion will include:

- Oral or written notice of the infraction
- An explanation of the evidence
- A chance for the student to tell his/her side of the story
- An explanation of the consequence

***All families will receive a copy of the MCPS booklets, *A Guide to Students Rights and Responsibilities* and *The Code of Conduct* at the beginning of the year.

SCHOOL SAFETY PATROLS

Our fifth grade students will have the responsibility of school safety patrols. They report for duty at 9:10 a.m. and 3:42 p.m. Ms. Sarah Cooper and Mrs. Cherie Ward are our patrol sponsors. For the safety of all students, parents should impress upon their children the importance of following patrol instructions.

SCHOOL SUPPLIES

Parents may obtain a school supply list for their child's grade level by visiting the main office or logging onto the school's website. Purchasing the entire list of supplies is not a requirement. All students will be provided with the necessary supplies if they are unable to obtain the supplies from the list.

STUDENT DRESS CODE (per MCPS Regulation JFA-RA)

1. Students have a responsibility to be dressed and groomed for school in a manner that contributes to a school environment conducive to learning and in accordance with the local school discipline policy.
2. Students may wear clothing associated with their religion or containing a religious message as long as the clothing is consistent with the requirements outlined in section 3 below.
3. Students may not be disciplined for their style of dress or grooming unless it—
 - a) is likely to cause a disruption to the educational environment;
 - b) causes a disruption to the educational environment;
 - c) endangers health or safety;
 - d) fails to meet a reasonable requirement of a course or activity;
 - e) is associated with gangs;
 - f) is lewd, vulgar, obscene, revealing, or of a sexual nature; or
 - g) promotes tobacco, smoking, alcohol, drugs, or sexual activity.

TELEPHONE CALLS and MCPS ELEMENTARY SCHOOL POLICY

Teachers and students will be called to the telephone only for emergencies. ***Students will not be permitted to use their cell phones while at school.*** Please be reminded that MCPS policy states that “elementary school students are not permitted to possess or use portable communication devices on MCPS school campuses during the instructional day.”

We understand that it may be necessary for some students to have access to a phone during the walk to and from the bus stop. **In order for a student to be able to have a cell phone at school, the parent must submit a written request which must then be approved by the principal.** Waivers to this MCPS regulation are approved only in unusual and unique situations. Approved student cell phones must remain in the student's backpack while the student is on school property. Student phones are not to be shared in any way with other students. The cell phone must be turned off at all times during the school day and on the ride to and from school. If the phone rings during the day or is taken from the backpack, it will be taken from the student and sent to the office. Parents will be asked to pick up the phone, and the waiver will be revoked. The school is not responsible for any lost cell phones. We expect all of our students and their families to comply with this policy.

VOLUNTEERS-PARENT and COMMUNITY

With the support of volunteers the opportunity to meet the individual needs of each child is greatly increased. We encourage parents/guardians and other members of our community to share their time, knowledge and abilities with our students as volunteers greatly enrich our educational program. There are many ways to volunteer at LES as we need classroom, lunch/recess, media center, extra-curricular club, and office support.

All parents volunteering in Montgomery County Public Schools must complete an online training module (approximately 30 minutes) and email or bring the appropriate completion document to the school PRIOR to volunteering in the classroom or school. Field Trip volunteers/chaperones must also complete this module prior to the trip. Information regarding accessing the module will be sent home at the beginning of the school year.

Please contact your child's teacher if you would like to volunteer to support classroom instruction. Please note that classroom support is needed at ALL grade levels. Please contact the main office if you would like to volunteer in the media center, Bulldog Store/Bank, main office or during lunch and recess.

While visiting, please remember that a volunteer 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 appointment, a parent's input is always valued and appreciated.