

Maryvale Elementary School



Family Handbook 2018-2019

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

School Hours: 9:25 a.m. – 3:50 p.m.

Table of Contents

School Operations and Policies

Getting to School and Leaving School

- Bus Safety, Rules, and Regulations3
- Car Rider Procedures4

Attendance and Absences

- Attendance4
- Early Departure4
- Late Arrival4

Other School Policies

- Cell Phones5
- Delivery of Articles to Students5
- Food Brought to Classrooms/Snack.....5
- Lost and Found5
- Telephone Calls6

School Safety and Security

- Animals on School Grounds6
- Emergency Plan (Shelter and Lockdown Drills)...6
- Fire Drills7
- Safety Patrols7
- Security7
- Use of Buildings/Grounds7
- Parent Visitors.....7

Student Code of Conduct

- Behavior and Discipline8
- Bullying/Harassment/Intimidation8
- Dress Guidelines for Students8

The School Day

- Breakfast9
- Homework9
- Library Media Center9
- Lunch and Recess9
- Snack Guidelines10
- Make-up Work10
- School Hours11
- School Supplies11
- Water Bottles12

Medical Information

- Allergies12
- Chicken pox13
- Conjunctivitis (Pink Eye)13
- H1N1 Flu virus13
- Immunization Requirements14
- Lice Policy Highlights14
- Medication Policy14
- Medications and Illnesses15

Staying Connected with the School

Communication with the School

- Communication to Parents16
- Conferences16
- Grading and Reporting Student Progress16
- Parent Concerns16
- Website17

Emergency Information

- Contingency Plans for School Evacuation...17
- Emergency School Schedule Changes17

Student Activities and Special Events

- Back-to-School Night18
- Birthday Celebrations18
- Hardships18
- Open House18

Parent Support

- Parent/Teacher Association (PTA)18
- Parking.....19
- Visiting Classrooms19
- Visitors19
- Volunteers19
- Visitor Management System19
- Volunteer Training Requirements20

School Operations and Policies

Getting to School and Leaving School

Bus Safety, Rules, and Regulations

At the elementary level, parents are responsible for student safety at bus stops (safety patrols will assist). Students who wish to go home with a classmate after school must bring a note to their teacher in the morning for verification. **There is often limited space available on the buses; therefore, students are only permitted to ride home on the bus when there is available space on the bus and there is a written note from the parent/guardian.** A schedule of bus stops will be provided and is on our school website under *Back to School Information*. For problems or questions concerning bus routes and stop locations, call the assigned bus depot (See below).

Bus Route Number Starts with	Depot Name	Phone Number
1xxx	Bethesda	301-469-1140
2xxx	Clarksburg	301-353-0955
3xxx	Randolph	301-929-2260
4xxx	Shady Grove North	301-926-4179
5xxx	Shady Grove South	301-840-8150
6xxx	West Farm	301-879-1062

The bus driver has full responsibility for the safety of the bus and passengers. The driver must report all cases of disorder, disobedience, or misbehavior to the principal. Students who are reported may temporarily or permanently lose the privilege of riding the bus.

Bus riders are dropped off and picked up at the front main entrance to the school. School staff supervises the drop off and pick up areas for bus riders. When students enter the building they go directly to their classroom to unpack.

Car Rider Procedures

We recommend that all students ride the bus to school while we are the holding center. The “Car Rider Pick Up” lane is on the side of the school where staff and visitors park to provide a safe, supervised drop-off and pick-up area for parents who drive their children to and pick up from school. The lane is open from 9:05 a.m. until 9:25 a.m. and beginning at 3:50 p.m. If a child arrives after 9:25 a.m., the parent/guardian must park in a marked parking space, walk the child into the office, and sign him or her in.

Parents should follow the traffic pattern through the lot as they drive through the Car Rider lane. Drivers should not pass other cars or buses in the line. Students should have all of their materials ready, exit or enter the vehicle as quickly as possible on the curbside, and to the extent possible, while the driver remains in the vehicle. Please note that the lane at the front entrance is

exclusively for buses and should not be used by parents to drop-off or pick-up their child prior to 9:30 a.m. and after 3:30 p.m.

Attendance and Absences

Attendance

Daily, consistent attendance at school equates with success in school. We urge parents to make school a priority and to schedule vacations around the school calendar. If your child will be absent, please call the school office before 11:00 a.m. or report the absence on line from our school website. The school will attempt to verify the apparent absence of any student whose parents have not called using our automated attendance system. Dated notes, stating the specific reasons for absences, signed by a parent or guardian, are required no later than three days following an absence. A dated note explaining the student's absence is also required even when the absence is reported by telephone. Excused absences from school include: illness, doctor or dentist appointment, death in the immediate family, observance of a religious holiday, or a court order.

The following changes in recording attendance in Montgomery County Public Schools (MCPS) are being implemented in accordance with the *Maryland Student Records System Manual* revised effective July 1, 2007, by the Maryland State Department of Education.

- 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.

Early Departure

Children who need to leave school during the day must communicate with the classroom teacher by phone, e-mail, or note. The parent or guardian must sign the child out at the main office when leaving school, and sign in when returning to school. Individual children, leaving school early, will be called to the office when the parent arrives. Please allow time in your schedule for students to transition from the classroom to the office. **Parents are reminded that there is no parking in the bus lane prior to 9:25 a.m. and from 3:20 p.m. 4:30 p.m. to allow for bus arrival and pick up.**

Late Arrival

Parents of children who arrive late to school are expected to sign their children in at the office. After 9:25 a.m. a parent must accompany their child into the office. Parents are reminded that there is no parking in the bus lane prior to 9:25 a.m. and from 3:30 p.m. to 4:30 p.m.

Other School Policies

Cell Phones

According to Montgomery County Public Schools' Regulation COG-RA, students may possess a personal mobile device on MCPS property and at MCPS-sponsored activities; however, students may not turn on or use a personal mobile device until the end of the student day. The portable device must be turned off and kept secure by the classroom teacher, the office, or in the student's backpack. MCPS reserves the right to monitor and investigate all personal mobile devices and activities on the MCPS network. Devices may be confiscated by school authorities if used in a manner inconsistent with Montgomery County Board of Education policies, MCPS regulations or rules. Principals may temporarily suspend the use of devices on MCPS property if they are used in a manner inconsistent with this or other Board policies, MCPS regulations or rules. In accordance with the Student Code of Conduct in MCPS, information may not be communicated using a personal mobile device if it: violates the privacy of others, jeopardizes the health or safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or is a commercial advertisement. Any student who violates this regulation will be subject to disciplinary action in accordance with the Student Code of Conduct in MCPS. MCPS will assume no responsibility or liability for loss, theft, or damage to a device or for the unauthorized use of any such personal mobile device.

Delivery of Articles to Students

When it is necessary to deliver messages, books, lunches, umbrellas, music instruments, or other articles to students during school hours, please take such items to the school office for distribution. This avoids disruption to the instructional programs.

Food Brought to Classrooms

The Division of Licensure and Regulatory Services of the Montgomery County Health Department is concerned about food prepared in the home and brought to schools to be served. These concerns, in view of increased incidences of salmonella contamination, deal primarily with egg and poultry products, but also focus on other food products that are highly susceptible to spoilage. Many students have dietary restrictions based on medical conditions. Parents should also notify their child's teacher about special dietary or medical restrictions of their child. Maryvale Elementary School requires that store bought items are provided by parents in lieu of homemade food products. Store-bought food items may be purchased and sent to school, in cooperation with the teacher and room parent(s), for Halloween and Valentine's Day celebrations. We do not allow food items for birthday celebrations. Student birthdays are recognized in the class and school in other ways.

Lost and Found

Found articles of clothing, lunch boxes, and other items are displayed throughout the year in the media center. Children are encouraged to check the display for missing possessions. Eyeglasses, wallets, keys, and other small or valuable items are secured in the school office. Please label all clothing. If items are labeled, we will get them to the students eliminating the need to search the lost and found area. Periodically throughout the year, unclaimed items will be donated to charity.

Telephone Calls

The most convenient time to call teachers is before 9:05 a.m., after school 4:00 p.m. or when a specific teacher recommends an alternate time. Students requesting to use the phone to call home will be sent to the office for support and permission. Office staff will try to support the student's needs and may provide the student with access to the phone to contact a parent/guardian. Examples of permissible student to parent phone calls include clarifying dismissal destinations or a request for a forgotten musical instrument.

School and Safety Security

Animals on School Grounds

Montgomery County ordinance forbids unleashed dogs or dogs not in their owner's immediate control to be on school grounds. This ordinance is in effect at Maryvale Elementary School at North Lake Center. The Montgomery County Department of Animal Control will be called immediately to remove any animals roaming unleashed. Parents who bring leashed dogs on or near school property should consider that some children are fearful of dogs leashed or not.

Emergency Plan for Shelter and Lockdown Drills:

As part of each Local School Emergency Plan and to prepare for any potential emergency, each Montgomery County Public School (MCPS) is required to practice with staff and students a minimum of six safety drills each school year. One Shelter situation drill will be a tornado drill. In addition, we schedule a minimum of ten fire drills each school year.

Shelter is a term used in an emergency at an MCPS facility that requires all students to be accounted for and under supervision. A Shelter situation could be called in the event of severe weather, hazardous material release, or an increase in security due to an incident in the community. Students, staff, and visitors would be alerted by an announcement via the intercom system that a Shelter situation was in effect. All emergency team members would report to the office while students either remained in or reported to their classrooms. Attendance would be taken immediately to account for all students. An announcement would be made notifying everyone that the Shelter situation has ended. In the event a shelter was issued, parents will be informed via e-mail and/or letter home.

Lockdown is a term used at an MCPS facility when an immediate lockdown of classroom and other doors is warranted. A Lockdown would be called in the event that someone either near or in the school building posed an immediate threat to students or staff. Similar to a Shelter situation, students, staff, and visitors would be alerted by an announcement via the intercom system that a Lockdown was in effect. All students would either remain in or report to their classrooms or the nearest securable location. In the event of a Lockdown all window blinds would be drawn, lights turned off, and silence maintained. Following the Lockdown, an announcement would be made notifying everyone that the Lockdown has ended and attendance would be taken and submitted to the office. In the event a Lockdown was issued, parents will be informed via e-mail, and/or letter home.

Fire Drills/ Evacuations

We are required to complete at least 10 fire drills per school year. During the first weeks of school, we will discuss the procedures with students for exiting during a fire drill or *evacuation*. To prepare students (particularly Kindergarten and first grade) for these procedures, we begin with an announced drill without sounding the alarm. Our next drill will also be announced, but the alarm will sound. Subsequent drills will all be unannounced.

Safety Patrols

Maryvale Elementary School has an outstanding group of responsible fourth and fifth grade boys and girls serving as school safety patrols. They begin their morning duty at 9:05 a.m. and afternoon duty at 3:40 p.m. Safety patrols' primary responsibility is to help keep students safe. Parents should impress upon their children the importance of following patrol directions. If a patrol is observed disregarding school rules and standards, the patrol should be reported to one of the safety patrol co-sponsors, Ms. Prather or Mme Polster, or the principal or assistant principal.

Security

To ensure a safe environment for students and staff, all outside doors will remain locked after 9:05 a.m. each day. Access to the building is by the front doors only, press the red button and proceed to the door to gain access. All parents and other visitors must first report to the school office and show their driver's license and/or ID to receive a visitor's sticker during their visit. **There are to be no exceptions.** If suspicious activity is observed after school hours, please contact the Montgomery County Police via the non-emergency number at 301-279-8000.

Use of Building/Grounds

The school is available for use by the PTA and outside groups on a space-available basis after school hours. Application forms for use of the building or playground spaces are available online. Booking any fee-based activity must be done through the Interagency Coordinating Board (IC) or Community Use of Public Facilities (CUPS) at 24-777-2706.

Parent Visitors

Parent volunteers and visitors are welcome and considered role models for our students. Visits should be prearranged with your child's teacher or other staff member. Unannounced visits or impromptu parent/teacher conferences interrupt instruction, routines, and teacher planning. Please schedule, in advance, visits to volunteer or meet with a staff member. If a message needs to be communicated to your child's teacher, please speak with one of our secretaries.

Student Code of Conduct

Behavior and Discipline

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and cooperate together.

Maryvale Elementary School has implemented PBIS (Positive Behavioral Interventions and Support), a school-wide system that teaches and reinforces positive behaviors. There are a range of consequences for each infraction of the school-wide discipline policy.

Behavior and discipline are shared responsibilities of the home and the school. Students benefit most from a cooperative and supportive partnership that promotes self-discipline. When school disciplinary decisions are required, we use this as an opportunity to educate students about making good choices. School disciplinary measures range from student/teacher conferences to suspension or expulsion. More favored forms of school disciplinary actions include keeping children after school and holding parent conferences. Occasionally, a student's behavior may warrant suspension. Examples of these offenses include fighting, insubordination, obscenity, and repeated violations of school expectations. Each case is handled on an individual basis in accordance with MCPS policy. The MCPS Student Code of Conduct can be found online at [http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/129916_2016-2017_STUDENT_Code%20of%20Conduct_Web\(2\).pdf](http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/129916_2016-2017_STUDENT_Code%20of%20Conduct_Web(2).pdf) . A paper copy of this booklet was sent home with your child.

Bullying/Harassment/Intimidation

Bullying, harassment, and intimidation will not be tolerated. This includes verbal, written, or physical conduct that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

Bullying, harassment, and intimidation that occurs on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, **or using electronic communication or social media will not be tolerated.** Student victims, the parent or guardian of a student victim, or a close adult relative of a student victim, who wish to report an incident of alleged harassment or intimidation (bullying), should report the incident to the principal or assistant principal immediately. **Form 230-35**, which can be found under the "Counseling" tab on our school's website, or at <http://www.montgomeryschoolsmd.org/departments/forms/pdf/230-35.pdf> can be used to report incidences of bullying, harassment, or intimidation.

Dress Guidelines for Students

All clothing worn to school during the school day or during school functions should reflect the fact that school is a place where students and adults do important work. Clothing worn at school should not cause disruption, nor endanger health or safety. Guidelines are as follows:

- Moderation and good taste are always advised when evaluating what is appropriate for the school setting. For example, excessively short shorts or skirts, or midriff-bearing tops should not be worn to school.
- Any wording or pictures on clothing should be respectful of our learning environment.
- For safety reasons, flip flop sandals are not recommended to be worn at school (secured sandals are not considered flip flops). Flip flops can get caught on recess equipment.
- Hats should not be worn in the building (unless during a school-sponsored "hat day").
- The principal or designee makes the final judgment regarding individual dress code issues.

emergencies. No breakfast is served when the opening of school is delayed. The lunch and recess schedule for the 2018-2019 school year is as follows.

	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Lunch	1:15 p.m. – 1:50 p.m.	11:30 a.m. – 12:05 a.m.	1:15 p.m.- 1:50 p.m.	12:45 p.m. – 1:20 p.m.	12:40 p.m. – 1:15 p.m.	12:10 p.m. – 12:45 p.m.
Recess	1:50 p.m. – 2:25 p.m.	12:05 a.m. – 12:40 p.m.	1:50 p.m. – 2:25 p.m.	1:20 p.m. – 1:55 p.m.	1:15 p.m. – 1:50 p.m.	11:35 a.m. – 12:10 p.m.

Recess

Students should not bring toys from home to play with during recess. We have a supply of both indoor and outdoor items to use during this time. Toys brought from home can often go missing or create conflict between students.

Snack Guidelines

Teachers may choose to schedule a snack time during the instructional day, depending on the age of the students and their assigned lunch time. If your child’s classroom does have a designated snack time, it will be a “working snack” and should be able to be consumed in five minutes or less. The snack should be able to be opened by the student independently, should not need utensils, and should not be prone to spills. Some students in your child’s class may have severe food allergies. If this is the case, your child’s teacher may institute special snack guidelines. Students who may need a snack due to medical reasons will be considered on a case by case basis, please contact your child’s teacher in this instance. If providing a snack is a financial burden for you, you may contact your child’s teacher. The following list is a suggestion of quick, healthy, nut-free snacks for your consideration:

- Apple
- Celery
- Cheese stick
- Dried fruit
- Banana
- Blueberries
- Crackers
- Cherry Tomatoes
- Carrots
- Cucumber
- Popcorn

Make-up Work

Students who miss school because of an absence are expected to make up work that was missed. We highly encourage parents to plan trips outside of the school year, but understand that there are occasions when this is unavoidable. **Teachers, in most cases, are unable to provide work to students prior to a planned absence**, but while your child is absent from school, he or she can:

- Keep a daily journal
- Make a collection of objects from a trip
- Take ten or more photographs or draw pictures, and include captions for each
- Take some paperback books and write a brief summary of each
- Make a list of 50 words that describe the area you are visiting
- Draw and label a map with the places you visited
- Send one or more postcards to the class

School Hours

Normal school hours are from 9:25 a.m. to 3:50 p.m. for students in Kindergarten through Grade 5, the Comprehensive Autism Preschool Program, and the Head Start (4 year old program). On early release days, students are dismissed at 1:20 p.m. **Children are expected to arrive at school on time, but no earlier than 9:05 a.m.** Children are considered tardy when they arrive to their classroom after 9:25 a.m. The Maryvale Elementary School office hours are 8:30 a.m. until 5:00 p.m. Parents may leave a message on the answering machine if calling outside of the office hours.

School Supplies

All items related to the instructional program are provided for each student. Most students enjoy having their own supplies, however. A list of suggested items is located on the Maryvale Elementary School website. Please refrain from purchasing any school supply item that is not listed unless first discussed with your child's teacher.

School supplies or materials of instruction are defined as items needed by the educator to teach the course content and/or items needed by the students to demonstrate mastery of the course content. Students may not be charged for materials of instruction unless, as noted below:

- The materials are used to create a product made with approved food items and could be consumed by the student
- The materials are used to create a product that becomes the property of the student
- The materials become the personal property of the student for reasons of personal hygiene

It is the school's responsibility to provide materials of instruction without cost to the student unless the item meets the exceptions listed above. Each elementary classroom should have the supplies required for instruction (classroom set). Examples of materials of instruction are as follows: calculator, ruler, glue sticks/white glue, scissors, composition book/journal, pens, pencils, folders, crayons, and protractor.

Some items may be materials of instruction for in-class work but also provided by the parent for homework or individual use. These items are commonly found at home or are available in many stores. For example, if students are using scissors or a protractor for an in-class lesson, the items are materials of instruction and must be provided by the school for in-class use. If a student is using scissors or protractor to complete a homework assignment— those are personal supplies provided by the parent to support his/her child's learning. The instrumental music teacher should have a reasonable selection of instruments on hand for a student to use at no charge. If a student's preferred instrument is unavailable, a student has the option of renting the preferred instrument from a music store. If the material of instruction becomes the personal property of the student, a fee may be charged. An example of a material of instruction that becomes the personal property of the student is a recorder.

Parent/teacher/school partnerships are key to preparing all students to achieve at high levels. Parents equip students with important organizational tools for success in class. Students may be expected to bring individual organizational tools and personal supplies from home. Each school may decide the items recommended for students to bring from home.

Examples of individual organizational tools and personal supplies that may be supplied by parents are as follows:

- Crayons
- Eraser tops of #2 pencils
- Loose-leaf notebook paper
- Notebook dividers
- Pencil box or zipper pouch
- #2 Pencils
- Glue Sticks/white glue
- Hole-punch, for notebook
- Pens, ballpoint
- Personal binders/notebooks
- Personal Spiral/Composition Book
- Pocket folders

Some items may be provided by the parent for homework or individual use but also provided in class sets by the school for in-class work. These items are commonly found at home or available in many stores. Parent donations of items that enhance classroom experiences are welcomed. This includes donations from individual parents, organized by class parents, or organized/donated by the PTA. These are not required donations and no parent will be expected to provide these items.

Examples of items that may be donated by parents include the following:

- Baby wipes
- Disinfectant wipes
- Facial tissues
- Hand sanitizer
- Money for snacks/celebrations
- Paper plates
- Paper towels
- headphones
- Gallon size plastic storage bags
- Sandwich size plastic storage bag

In some classrooms where one or more students have a severe food allergy the school has implemented safety guidelines to reduce the risk of a life-threatening allergic reaction. Parents of students in these highly impacted classrooms will receive a letter from their child's teacher explaining those guidelines along with a request that each parent in that classroom make a donation to a snack fee for the purchase of food-allergy-safe snacks for that classroom.

Students and parents are not required to provide documentation to justify a waiver. Teachers have a role and responsibility to advocate for a student through the waiver process.

Water Bottles

Our holding center does not have working water fountains. Students and staff are provided water coolers in areas easily accessed within the school. All portable classrooms have a water cooler. Students are encouraged to bring refillable water bottles from home to use throughout the day.

Medical Information

Allergies

An increasing number of students come to school with a variety of allergies, some of which are life-threatening. If your child has an allergy (i.e. milk, peanuts, beestings, etc.) that could affect him or her at school, please notify the staff in the Health Room. To keep all students safe, it is imperative that food not be distributed to students without prior advance approval from the

classroom teacher. In some classrooms, signs are posted and letters may be sent home to all students as a reminder that there are students in that class at high risk for having an allergic reaction to specific foods. To reduce the risk of cross-contamination from specific foods during lunch, students with nut allergies are seated at the Cougar Table with other classmates with similar allergies. Please discuss with your child our rule which states, “We do not trade, sell, or share food at school”.

Chickenpox

Normally in childhood, chickenpox is a mild illness. The major symptom of the disease is a generalized rash consisting of many small, itching blisters over the body and sometimes in the mouth. Children may also have a fever and generally feel ill. Aspirin should not be given if a child is suspected of having chickenpox, as there is a risk of taking aspirin and developing Reye Syndrome, which is a serious illness. Chickenpox is very contagious. The period after exposure until development of symptoms is 2-3 weeks (incubation period). A child is infectious 1-2 days before the onset of rash and not more than 6 days after the appearance of the first crop of blisters that develop from small pimples. Newborn babies and persons with low immunity to disease should be prevented from exposure to chickenpox. We need your cooperation in decreasing the spread of chickenpox and other contagious diseases. If you suspect your child has chickenpox, notify the school immediately and keep him or her home from school during the infectious period. The child may return to school after all blisters are dry and crusted, usually 6-7 days. Immunization for chicken pox is required for all students entering kindergarten and first grade. The vaccination does not entirely prevent chicken pox.

Conjunctivitis (Pink Eye)

Conjunctivitis signs and symptoms: redness of one or both eyes with or without discharge. Incubation period: 24-72 hours. Children can return to school 24 hours after treatment begins.

H1N1 Flu virus

In the past there have been concerns that the H1N1 flu virus might cause serious illness. Each MCPS school has developed instructional and operational plans to continue teaching and learning in case school is closed for some period of time. In the event that changes to normal school hours and operations occur, specific information will be shared through a variety of methods, including: Connect-ED, the MCPS website and school websites, letters, and listserves. To be sure that you receive these messages, it is very important that you provide your child's school with your most up-to-date contact information, including telephone number(s) and email address, and let the school know right away if any of that information changes. In addition, you also can receive important school system messages by signing up for the MCPS QuickNotes e-mail service and Twitter messaging service through the MCPS website at www.montgomeryschoolsmd.org. Parents may also receive important school system messages by subscribing to Alert MCPS at <http://www.montgomeryschoolsmd.org/info/emergency/sources/alertmcps/>.

Students, faculty and staff should strictly follow these sanitary measures to reduce the spread of influenza:

- Cover the nose and mouth with a tissue when coughing or sneezing (or coughing or sneezing into a sleeve if a tissue isn't available) and disposing of the tissue after use.

- Frequently wash hands with soap and water, especially after coughing or sneezing, or use Alcohol-based hand sanitizer if hand washing with soap and water is not possible.
- Students, faculty or staff with influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days even if symptoms resolve sooner.
- Students, faculty and staff who are still sick 7 days after they become ill should continue to stay home from school until at least 24 hours after symptoms have resolved.
- Students, faculty and staff who appear to have an influenza-like illness at arrival or become ill during the day should be isolated promptly in a room separate from other students and sent home.
- Aspirin or aspirin-containing products should not be administered to any confirmed or suspected ill case of novel H1N1 influenza virus infection aged 18 years old and younger due to the risk of Reye syndrome, a serious illness.
- Parents and guardians should monitor their school-aged children, and faculty and staff should self-monitor every morning for symptoms of influenza-like illness.

Immunization Requirements

It is State law that school children be immunized and that parents must have proof have of these shots.

- DPT (Diphtheria, Pertussis, Tetanus) 4 doses required
- OPV (Oral or Injectable Polio Vaccine) 3 doses required.
- MMR (Measles [Rubeola]; Mumps, Rubella [German Measles]) 2 doses live virus vaccine on or after first birthday or a titer of 1:4 or greater.
- Varicella- one dose on or after the first birthday or health care providers documentation of disease
- Hepatitis B- 3 doses

Lice

A letter will inform parents if there is a case of lice reported to the school or if a case is discovered in school. If a child is sent home with lice, the child is not admitted back to school for a 24-hour period to give the family time to properly treat the home, the child, and other family members who may require treatment. Children, whom our school health room technician or nurse discover have lice, will not be permitted to ride the school bus home and must be picked up from school by a parent or guardian. The child may not ride the bus back to school after being sent home with lice. Instead, the parent or guardian must bring the child to the health room for a final check before the child can be admitted to class. The parent must also bring proof of treatment, according to MCPS policy. This includes a signed statement and medicine box top, or, in the event of a repeated case, a doctor's note.

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 at school. Forms are available in the school office and in the school health room. If you don't have access to the proper form, a written order on the physician's stationary 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 school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. Students should never carry their medication to school. A pharmacist must properly label medication. Over-the-counter medication (e.g. aspirin, Tylenol, cough syrup) must also be prescribed by a physician as noted above and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

Medications and Illnesses

Please do not send sick children to school. Children should be without fever or vomiting for 24 hours before returning to school. The health room is not equipped or staffed to care for sick children for more than a short period of time. Illnesses that may require an absence from school include:

- Diarrhea
- Fever
- H1N1 Flu virus or other flu-like symptoms
- Upset stomach/Vomiting
- Severe headache
- Skin rashes or infection
- Sore throat
- Swollen glands
- Thick nasal discharge
- Persistent cough

A child who is ill is routinely sent to the school health room. The school nurse or school health technician will assess the child, contact the parent or guardian, and send the child home with his/her parent, if necessary. Any child with an elevated temperature of 100 degrees or above is sent home. It is recommended that your child be free from fever for 24 hours before returning to school.

It is likely that some time during the school year your child will have a medication prescribed by a doctor. 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. For more information, contact our school community health nurse or school health technician at (301) 315-7308 and refer to the Medication Policy provided in this handbook.

Staying Connected with the School

Communication with the School

Communication to Parents

A Connect Ed message is sent to families on Sunday evenings at 7:00 p.m. Parents also receive the same communication in an e-mail. These messages highlight important information and upcoming school events. A principal's newsletter featuring important school information will be published every month. Classroom teachers will send a newsletter home to parents at least monthly.

Conferences

Parent/teacher conferences are 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 in November*** and at other times during the school year agreed upon by the parent and teacher. Please refrain from "drop in" conferences before and after school as teachers use this time to plan and prepare for students.

Grading and Reporting Students' Progress

Report card grades should reflect academic achievement. Student performance is assessed using multiple measures over time, and all students should be graded on individual objectives. Feedback to students should be timely and specific. Therefore, end of marking period grades should not be a surprise to students or their parents. Students will receive an interim progress report mid-way through each marking period. Information will be provided to parents throughout the school year regarding the changes to the report card format and regarding the policy on grading and reporting.

Standard report cards will be issued four times during the school year to students in Grades kindergarten through grade five. Report cards will be sent home with students in their backpacks. June report cards will be mailed to students' homes.

Parent Concerns

Maryvale Elementary School encourages open communication at all times. Concerns about your child should first be directed to the classroom teacher. If your concern is about an individual teacher, please speak with that teacher first. Most issues can be resolved through this direct communication. However, if they cannot, your concern should be directed to the principal or assistant principal. At that time, the teacher will be notified and a meeting scheduled to include all three parties if deemed necessary. In the case of a complaint, the teacher will be notified and given the opportunity to respond. The person who initiated the complaint will be notified as to whether or not action was taken and the status of the situation.

Website

The Maryvale Elementary website has been updated for the new school year and is a wonderful source of information for parents and students and anyone interested in Maryvale Elementary School. We make every effort to update the site with the most current information available and have included links to other sites that we believe may serve as resources for parents and students. We hope parents, students and other members of our community will use the website regularly. The website address is: <http://www.montgomeryschoolsmd.org/schools/maryvalees/> We always appreciate suggestions from parents and students on how to make our website more effective and useful.

Emergency Information

Contingency Plans for School Evacuation

Each Montgomery County Public School is required to have a contingency plan should the need arise to evacuate the school building for an extended time. Specific information regarding Maryvale Elementary's school evacuation plan will be reviewed regularly with students and staff and communicated to parents in writing and during PTA meetings. Maryvale Elementary at North Lake Center's primary off-site evacuation location is Wood Middle School. In the event an alternate evacuation site is needed, students and staff would be taken to Rockville High School and students would be transported to that location by MCPS buses.

Emergency School Schedule Changes

If snow or other weather emergencies force a closing or delayed opening of schools, radio and television stations will be notified of the County's decision by 6 a.m. or by 11a.m. for early closing. Please listen to radio and TV for announcements on snowy or icy days. Radio stations to listen to are: WMAL (AM-630), WTOP (AM-1500). MCPS channel 34 on local Cable TV will have a message. Local stations NBC-4, FOX-5, ABC-7, and CBS-9 will usually announce school closings. For a taped MCPS message call: (301) 279-3673. **Do not call the school.** The MCPS website will also post a notice at <http://www.montgomeryschoolsmd.org/>. You may sign-up for automatic e-mail notification through MCPS's *QuickNotes* by going to <http://www.montgomeryschoolsmd.org/info/quicknotes/> or join *Twitter* to start receiving MCPS updates on your phone at <http://twitter.com/mcps>. *QuickNotes* and *Twitter* will provide you with up-to-date news and information about the school system through the convenience of e-mail and text messages to your phone. In addition, Alert MCPS provides you with emergency information about school operations via text messages (i.e. SMS text or email messages) to devices you register. Signing up for Alert MCPS is free, but your wireless carrier may charge you a fee to receive text messages. You may register for Alert MCPS by going to <http://www.montgomeryschoolsmd.org/info/emergency/sources/alertmcps/>.

School Closing - In the event of emergencies that make it impossible for Montgomery County Public Schools to open, information will be broadcast over local radio and television stations, beginning by 6:00 a.m. Please listen to local news and weather stations for updates. Do not call the school.

Delayed Opening - In the event of snow or other hazardous weather conditions, school may open two hours later than usual to ensure safe transportation of students to school. All students will be picked up by their daily bus approximately two hours later than their regularly scheduled pick-up time on delayed opening days. When a two-hour delayed school opening is announced, no breakfast will be served to students. School will end at the regular time unless otherwise announced.

Early Closing - When early dismissal of students is necessary due to inclement weather, school will close two and one-half hours early which is 1:20 p.m. Buses may run late because of hazardous road conditions. The lunch period will be scheduled for all students prior to dismissal. Announcements will be made on local radio and television stations. Parents are urged to tune in

to local news stations to find out about school closings. When the school is closed, extracurricular afternoon, and evening activities are automatically canceled.

Student Activities and Special Events

Back to School Night

Back-to-School Night is held in September. This forum provides a wonderful opportunity for the staff to share their program with parents, including meeting with specialists and ESOL teachers. This is not the time to discuss individual students. Teachers are grateful for your partnership in educating your child and are available to meet with you on prearranged dates and times.

Birthday Celebrations

Student birthdays will be recognized during morning announcements. After the announcements, students celebrating their birthday can come to the office to select a birthday pencil. All students will have the option to wear a birthday crown or sticker for the day provided by the classroom teacher. Birthday treats are **not** to be a part of birthday celebrations at school. Some problems resulting from treats given in school include significant allergic reactions experienced by students, safety of items prepared at home (not store bought), and students eating birthday treats in lieu of their lunches. We want to respect the beliefs and traditions of our students and their families by acknowledging birthdays, when appropriate and wanted, and ensure we are maximizing instructional time for increased learning. In addition, invitations to private birthday celebrations are not to be distributed at school unless every student in the class is invited. Further, the school is not allowed to release personal information for the distribution of invitations. *Parents are encouraged to use information in the annual PTA Directory to mail birthday invitations to classmates.*

Hardships

If the cost of a field trip, school supply, or other expense required for school presents a financial hardship, financial assistance **may be available** through a fund provided by our PTA. A short, handwritten note or email explaining the hardship should be sent to the principal or assistant principal and will be kept confidential.

Open House

Open House, held on October 8, 2018 is an opportunity to visit classrooms and share in your child's learning. The hours of our Open House typically occur between 9:25 a.m. and 11:15 a.m.

Parent Support

Parent/Teacher Association (PTA)

Our PTA is a volunteer organization dedicated to supporting the school and the welfare of our children. We encourage all parents and staff members to join and become active in our PTA. Meetings are generally held beginning at 7:00 p.m. on the first Tuesday of the month during the months in which they are held. The Maryvale PTA benefits our school in many ways, so please consider joining.

Parking at Maryvale at North Lake Holding Center

There is limited parking available at Maryvale at North Lake Holding Center. Parents must use the side streets on the same side of the neighborhood as Maryvale. Adhere to the signs posted within the neighborhood to avoid getting ticketed.

Visiting Classrooms

Parents are encouraged to visit the school and may observe in their children's classrooms. Parents must arrange a visit ahead of time by calling their child's teacher or the principal beforehand, since the class may be having a test or be out on a field trip. As you enter the building, please report to the office, have your driver's license and/or ID available and you will receive an identification badge.

While visiting, please remember that a 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 conference date. Parent comments are encouraged and valued. Parents are asked to take into account when visiting that much precedes and follows the segment of the day observed.

Visitors

It is a challenge for a school to establish an open and welcoming climate for parents and other visitors while still maintaining security and control of visitors entering the building. All visitors during the school day must first check into the office before proceeding to other parts of the building or school grounds and **wear the visitor's sticker** at all times during the visit. It is the responsibility of school staff to verify the reason for being on campus. Parents should not escort their children to class nor pick them up directly from class. State laws, safety regulations, and insurance policies require that all persons in the building be identified.

All adults are also reminded that our priorities at Maryvale Elementary School are academic excellence, social/emotional well-being, and safety; therefore, we believe that every student should have the opportunity to learn skills and values that are necessary for personal development. To achieve this goal, it is important that all members of the Maryvale Elementary School community, including students, parents, staff members, and visitors follow the school rules and serve as role models for a safe, respectful, and positive learning environment.

Volunteers

Parent and community volunteers play an important role in our school. Information is available on our school's website to familiarize parents and community members with our school and its policies. All volunteers are required to sign in at the main office with your driver's license and/or ID to receive a visitor sticker

Visitor Management System

MCPS has established policies and practices to ensure we are doing everything possible to create a shared responsibility for a safe and nurturing environment for our students.

Visitor Management System

During school hours, all visitors, including volunteers, must sign into schools using the MCPS Visitor Management System (VMS) located in the main office. The VMS scans the visitor's

driver's license or state-issued identification card against the state sex offender registry. The VMS also produces a nametag that should be worn at all times while in the school building.

Volunteer Training Requirements

Visitors and volunteers are to use the front main entrance to the school when entering or exiting the school. All volunteers who regularly support schools and students and those who attend field trips must complete the Child Abuse and Neglect volunteer training. This training requirement also applies to volunteers who regularly support school-sponsored activities. The training is available online on the Child Abuse and Neglect webpage:

<http://www.montgomeryschoolsmd.org/childabuseandneglect/reportingchildabuse/index.html>

The online training is available in multiple languages.

While all community members are encouraged to participate in the training, currently, only individuals who regularly support schools need to complete the online module. The following examples are types of activities that do not require completion of the volunteer training: guest readers and speakers, attending class parties or parades, eating lunch in the cafeteria.