

**Twin Ridge Elementary School**  
**PARENT HANDBOOK**  
**2023-2024**



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**MESSAGE FROM ADMINISTRATION:**

August 2023

Dear TRES Families,

Welcome to a new school year at Twin Ridge Elementary! We are excited that you and your child are a part of our school community. As a committed staff, we will strive to provide your child with an educational experience that is positive and meaningful. To ensure that each child is successful, we need your assistance as you play an important role in your child's education. Your commitment and involvement in our school's program will help us work together to provide your child with a well-rounded education. We encourage you to be an active participant in your child's education and ask our teachers and other staff members for assistance when needed.

As a National Unified Banner School, TRES is proud of our commitment to our students and to our community to include. We invite you to also participate in our pledge as well.

***I pledge to look for the lonely, the isolated, the left out, the challenged and the bullied. I pledge to overcome the fear of differences and replace it with the power of inclusion. I choose to include!***

We want to make this the best school year ever! This handbook has been developed to help clarify and provide useful information regarding the operation of our school. A strong relationship between school and community is vital to our students' success. Best wishes for a great school year!

With Panda Pride,

Heather A. Hobbs , Principal

Neeley Miller, Assistant Principal

## SECTION I – INSTRUCTIONAL PROGRAM

The Calendar Handbook of the Frederick County Public School System will be distributed to students on the first day of school and should be read carefully by parents. It is the official source of information for our school system. Copies are available in multiple languages if needed.

### **ORGANIZATION FOR INSTRUCTION:**

Classroom teachers will be responsible for all subjects with supplemental assistance from other professionals such as the media specialist, literacy specialist, speech therapists, special education teachers, math instructional leader and targeted intervention teachers.

Art, vocal music and instrumental music (in grades 4 and 5) will provide fine arts experiences that will expand upon various concepts being introduced in the classroom. Physical education will also occur weekly and will provide activities which help to develop healthy fitness habits and a sense of fair play.

Instruction will be provided by a teacher who considers the developmental readiness, rate, style, and setting for each individual student. To meet different needs, teachers will use many techniques and methods to help children experience success. Students will be assigned to heterogeneous homerooms. There will be reading and math groups in each class. Students are assessed on an on-going basis, which may necessitate a different and more appropriate placement within a student's class.

### **LANGUAGE ARTS:**

The ultimate goal of the language arts program is to help students develop optimum levels of listening, speaking, reading, and writing. Students will work to develop strong fluency skills, vocabulary, phonics, phonemic awareness, comprehension, spelling and writing strategies. A wide variety of materials are used to teach language arts. Students receive language arts instruction daily, which may include direct teacher instruction, follow-up activities, learning centers, independent reading and independent work. Language arts activities and skills are integrated into all content areas. The language arts model consists of: read aloud, guided reading, self-selected reading, foundational skills, fluency instruction, word study and writing. Spelling and grammar are taught as a part of writing. Instruction in all grades Pre-K – 5 will continue to reflect Common Core State Standards.

### **MATHEMATICS:**

The mathematics program is based on the county's essential curriculum. Problem solving, facts acquisition, communication, reasoning and application of skills to real-life will be promoted throughout the year. Manipulatives, technology, and games are used to help students gain a concrete understanding of math concepts. A variety of resources are used for math instruction. Students receive math instruction daily. . That instruction may include direct teaching, guided practice, games, center activities, independent practice and assessments. Math instruction in all grades Pre-K – 5 will reflect Common Core State Standards.

**SCIENCE:**

Major concepts concerning the natural and the physical world form the basis of the science program. The study of these concepts should enable students to better understand the world in which we live. Life science, physical science, earth science, and environmental science are taught in grades 1-5. All students in grades 1-5 visit the FCPS Earth, Space, and Space Lab each year to receive interactive instruction in a grade-level science focus. STEM (Science, Technology, Engineering and Math) concepts will also be explored through STEM Standards of Practice.

**SOCIAL STUDIES:**

The social studies program uses a multidisciplinary approach that includes history, geography, economics, and current events. Supplemental social studies materials have been provided by Frederick County Public Schools. Other materials such as videos, instructional streaming, and library materials are also used.

**ART:**

The goal of the art program at Twin Ridge is to encourage, stimulate, cultivate, develop, and actively involve students in creative expression and art appreciation. The activities will be correlated with science, math, social studies or language arts projects happening in the classroom when possible.

**PHYSICAL EDUCATION:**

Physical Education is an integral and vital part of the total education program. Students meet two times per week with the physical education teacher. Students should be dressed appropriately so that they can comfortably participate in the physical education program. Comfortable shorts or pants are highly recommended on these days. Sneakers are required.

**MUSIC:**

Twin Ridge students receive music instruction from a certified music teacher. It is our goal to stimulate growth in musical expression and appreciation of music. The teachers strive to help students gain enjoyment through discussions, singing, performances, and opportunities to create music.

The instrumental teachers teach fourth and fifth grade students only. They provide lessons in violin, flute, trumpet, saxophone, clarinet, trombone and drums. Students may bring their instruments from home or rent them from a local music store. If an instrument is not available to a student, this should be made known to the instrumental music instructors, and an attempt will be made to provide one through the school. Students should not be deterred from participating in this program because of the unavailability of an instrument. Donation of usable instruments is acceptable. Some instrumental music sessions are before school and instrumental music is held on Thursdays.

**MEDIA CENTER:**

The media center is open to all students. Visits are scheduled for each class weekly for a lesson and book exchange. Students are expected to take care of library books and return them when they are due. Students also spend time learning digital citizenship skills and computer literacy skills in media classes. The TRES media center homepage on the school website, at <https://edu.fcps.org/tres/media> , and holds many resources that would be useful to families when working at home.

**ASSESSMENTS:**

During the school year, student attainment of the Frederick County Essential Curriculum will be assessed in all grades in language arts and mathematics. The results of these assessments are used by teachers to adjust and plan instruction. Assessments show whether schools, teachers, and students have met the objectives in the essential curriculum. Some assessments are also used to determine placement in Advanced Academics opportunities. You may have an opportunity to examine your child's performances on these assessments during parent-teacher conferences. All students in 3<sup>rd</sup>-5<sup>th</sup> grade will take the MCAP assessment in literacy and math. Students in Grade 5 will also be taking the MISA (Maryland Integrated Science Assessment). Student conduct and responsibility for assessments is found in FCPS Regulation 400-62, Section G, which can be found on the FCPS website under the Board of Education tab by clicking "Policies and Regulations."

**HOMEWORK:**

Homework philosophies and practices were recently updated through FCPS Regulation 500-15. Twin Ridge Elementary teachers and staff will follow the guidelines of this regulation when considering homework for your child. We ask that all parents familiarize themselves with the regulation found here: <https://apps.fcps.org/legal/documents/500-15>

**SCHOOL COUNSELOR:**

School Counselors work directly with students in classrooms once a month. They are also available to students, parents and teachers. Ms. Engler, Ms. Esworthy, and Ms. Little will work with students in the classroom by presenting the objectives from the guidance essential curriculum. Help is available to parents and children who are working through personal situations such as a death in the family or a divorce. The school counselor may work with individual students or with small groups to suggest necessary developmental strategies and provide support to students. Parents who wish to contact our counseling department can be reached at 240-236-2393.

**COMPUTER USE:**

At Twin Ridge, both chromebooks and computer labs are available for student use during the day within curriculum guidelines. Internet use is supervised under the guidelines of [FCPS Regulation 400-73](#). Violation of acceptable use of computers or chromebooks will result in accessing the [2023-24 FCPS Student Code of Conduct](#)

**FIELD TRIPS:**

Field trips help to supplement the elementary curriculum. Trips at each grade level relate to instruction and provide a concrete experience that relates to classroom learning. Permission slips must be returned before a student will be allowed to go on a field trip. Chaperones will be chosen as the school deems appropriate and must agree to follow our chaperone policies below. *All chaperones must be pre-approved, and have completed the mandatory FCPS Volunteer Training Course. Please make sure that this training is complete before signing up to be a chaperone. It is not possible to complete the training the day of the Field Trip, parents who have not completed the training will not be permitted to chaperone.*

You can access the FCPS Virtual Volunteer Training here: [Volunteer Training and Registration \(Capacitación e Inscripción de Voluntarios\) - Page 1 of 6](#)

We request that additional parents/guardians not meet the group and join a field trip in progress as you will not be considered part of the field trip group for admission fees and number count.

**CHAPERONE RULES:**

- Chaperones must actively monitor students on field trips.
- Students and chaperones *must* ride the bus with the school group to and from the field trip.
- Chaperones should remain in the assigned areas of the field trip. Taking students outside of assigned areas is not allowed.
- Chaperones will not buy items for their child or other students.
- Chaperones may not invite others to accompany them on the field trip.
- Chaperones should meet the group at assigned times and locations.
- Chaperones should use cell phones for emergencies only.
- Chaperones must adhere to the safe, healthy environment discussed in FCPS Policy 112.

**SECTION II – SCHOOL POLICIES, PROCEDURES, AND DISCIPLINE****VISITING THE SCHOOL:**

When arriving to school to drop off/pick up your child outside of regular arrival/dismissal times or when coming to the school for your pre-arranged volunteer or conference/appointment time please note the following:

We have a buzzer entry system. If you wish to come into the building, please ring the doorbell at the front door. School personnel will ask for your name and the purpose of the visit, and will request that you enter through the left door (marked with a large blue and white star sticker). **ALL visitors and volunteers will be required to swipe identification upon entering the front office. ALL visitors and volunteers MUST sign in the office and pick up a visitor's label before going anywhere else in the building.** Only labels issued at Twin Ridge should be worn in the building. Prior arrangements need to be made with the teacher and administrators for a classroom visit. Children or siblings that do not attend TRES may not accompany parents to the school, or classroom during instructional hours, this includes events such as Field Day.

**Please respect the wishes of other families in our school community and only take pictures of your own child throughout the school year. Be sure not to post pictures taken at TRES on any internet sites.**

We ask that you respect the confidentiality of other students when you visit Twin Ridge Elementary School. Please do not take pictures of other children at school – in the classroom, at lunch, during parties and school events, on field trips, and other occasions. We appreciate you respectfully honoring this policy at Twin Ridge Elementary School to protect all our students.

**NO MEDIA LIST:** If you check “No” for no media on the yearly student information card, your student’s image will not be published by the school. **NEW THIS YEAR...** Please look carefully as there is a place to give permission for your student to be published in the yearbook BUT be on the no media list.

### **SCHOOL RULES:**

All students are expected to follow the rules established for the total school and for their individual class.

General school rules are:

- Trustworthiness
- Respect
- Engaged in Learning
- Safe

### **STUDENT INCENTIVES:**

Students who do something exemplary and show good character may receive Panda Paws. Panda Paws are collected in grade level boxes; and each month, fifteen students from each grade will have their names randomly pulled from the collection to be recognized during a grade-level Panda Pride assembly. Two Panda Pride winners from each grade will receive the Student of the Month award. These students will participate in a Bingo game for prizes. Student of the Month Award winners are selected based on: 96% attendance or better, good grades (A’s and B’s or EE’s and ME’s), and showing good character.

### **STUDENT RESPONSIBILITIES:**

1. Accept responsibility for your own learning.
2. Abide by the school rules.
3. Deliver notes/papers home and to school.

### **PARENT RESPONSIBILITIES:**

1. Ensure that your child is at school on time and has regular school attendance.
2. Provide a regular time and appropriate atmosphere for homework.
3. Keep in contact with the teacher about your child’s progress.
4. Look for Thursday folders with school and county information, or access school communication through Find Out First or our school website.

**SCHOOL RESPONSIBILITIES:**

1. Provide appropriate, challenging and enriching instruction.
2. Help each child reach his/her potential in a safe, positive learning environment.
3. Promote ongoing, two-way home/school communication with parents.

**ITEMS NOT PERMITTED IN SCHOOL:**

Valuable personal possessions, tobacco products, weapons (including pocket knives) or look-alike weapons, chewing gum, toys, fidget spinners, athletic equipment, laser pointers, shock toys and portable electronic devices, e.g., portable game systems, MP3 players, card games of any kind (including Yugio, Pokemon, and Bakugan), as well as other items disruptive to the school environment, are not permitted in school. Tobacco products and/or weapons will be confiscated. Other confiscated items will be retained in the office until the last week of school or until a parent comes to pick them up. Students are highly discouraged from bringing cell phones to school. If a cell phone is brought to school, it needs to be turned off, and not be seen, heard, or used during the school day or on the bus. Twin Ridge Elementary School and FCPS are not responsible for lost, stolen, or damaged items.

**DRESS CODE:**

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive to classroom and school procedures. Students will be asked to hang up their hats, coats, jackets and other outerwear upon entering the classrooms. Clothing must provide adequate covering. Students may not wear overly revealing clothing or apparel items that may be seen as offensive or derogatory and/or may be disruptive to the educational environment. State health regulations require the wearing of shoes in public places at all times. It is suggested that student names be written in coats and jackets. Hats are not permitted to be worn inside the school building.

**DISCIPLINE:**

Twin Ridge Elementary School follows a positive behavior model as outlined in the student incentives section. Our discipline system is progressive in nature, moving from a verbal warning, time out and reflection, teacher consequence, to office referral, if the behavior continues. Administration will follow the guidelines in the [2023-24 FCPS Student Code of Conduct](#) to determine further action.

- Failure to follow rules may result in progressive actions such as:
  - Verbal warning to the student
  - Time-out provided in the classroom or in the classroom of another teacher
  - Loss of privilege
  - Parent or guardian contact to discuss the situation or problem



**CELEBRATIONS:**

Two celebrations/parties will be held for the students during the school year. Homeroom parents help to plan these parties in cooperation with the classroom teacher. The dates of the parties are decided by the school leadership team each year.

If families wish to honor a child's birthday at school, please consider a donation of a favorite game for indoor recess or a book for the classroom library. **Families and students are not allowed to bring food items to share for students' birthdays.** According to [FCPS Regulation 400-82 policy 409](#), for health and safety reasons, parents/visitors are only permitted to bring in food that is intended for consumption by their individual student and students are only permitted to bring in food for personal consumption.


Students **may not distribute invitations** to birthday, slumber or any other parties/social events at school. Invitations should be distributed outside of school. A student directory is available through the PTA for a nominal fee. *Please understand that TRES Staff are not permitted to share confidential information.*

**SECTION III – PARENT/SCHOOL COMMUNICATIONS/REPORT CARDS****REPORT CARDS:**

A county-developed report card on your child's progress will be issued four times a year. June report cards will be given out on the last day of school. Lunch charges and lost books should be taken care of before June report cards are sent home.

**SCHOOLGY**

Parents will have access to their child's grades via the Schoology parent portal. Teachers will regularly update student grades using the online grade book within Schoology. To access your parent portal, log in using your child's unique 12 digit code. Please see these directions to register:

 Public- Schoology Parent Experience

**INTERIM REPORTS:**

An interim report will be sent to parents when there is a need to communicate about the student's performance. The interim report will be issued between the regular report card dates. It is to be signed by a parent or guardian and returned to school within five (5) days.

**CLASSROOM OR SCHOOL CONCERNS:**

If you have concerns about your child's instruction, instructional materials or discipline, please **speak to the classroom teacher first**. If concerns continue to exist after conferring with the teacher, please contact school administrators. This year FCPS has implemented a systemic concern resolution process, please see the process map here: [Community Concern Resolution Process](#)

**PARENT-TEACHER CONFERENCES:**

A 15-minute parent-teacher conference will be scheduled in October per child. Information will be sent home regarding sign up for these conferences. Other parent-teacher conferences may be scheduled as needed. Ongoing communication is key to student success. Parents are encouraged to call, write a note in the agenda or Thursday Folder, or email if there is a question or concern.

Parent-teacher conferences may be held at the request of either the parent or the teacher. The conference period offers an opportunity for both the parent and teacher to discuss the student's progress and school performance.

Parents are invited to meet with the teacher at a time that is convenient for both. To request a parent-teacher conference, parents should write a note to the teacher or call the school to arrange a mutually convenient time during school hours.

School is dismissed at 3:25 PM. Teachers remain at school until 4:00 PM. At the beginning of the school year, information regarding times that teachers are available for parent-teacher conferences and contact information for your child's teacher will be sent home. The period from 8:30-9:00 AM., when students are arriving, is an important time for teachers to prepare for the day and hold important conversations with students. Please be respectful of this time and refrain from attempting to confer with teachers. You may call or write a note to schedule a time to talk with the teacher.

**SCHOOL WEBSITE:**

Please refer to our school website for up-to-date announcements and information. The web address for this page is: <https://edu.fcps.org/tres/>

On this page there is a link to staff e-mails, the official FCPS page, the school newsletter, and the PTA page. Please be sure to refer to our website often, as it is updated regularly by our Media Specialist, Ms. Houston.

**FIND OUT FIRST:**

Twin Ridge has its own Find Out First program. You can sign up to receive school information electronically by **clicking on the blue Find Out First button** on the TRES website:

<https://edu.fcps.org/tres>

- Please sign up for both county and TRES Find Out First announcements.

**ONE CALL NOW**

Beginning on September 1st, the person designated as your child's parent/guardians, will receive **One Call Now** messages if your child has been marked absent in the morning for that school day. This call is automated and it is possible that if a child enters school later in the day the call could occur in error. Since this service is new, it is also possible that our staff could make errors as we fully integrate this into our practice.

As always please feel free to call our front office if you feel you have received a phone call in error.

If you wish to opt out of this or any of the One Call Now calls you receive, feel free to listen to the message through to the end for directions to opt out. Please know by opting out of this service, you will decrease the school's engagement efforts to provide important student and school information with you. In case of a crisis, FCPS does utilize One Call Now to communicate with families and opting out impedes your text messaging from occurring.

## SECTION IV – SPECIAL SERVICES

### **FOOD SERVICES:**

Free and reduced-cost meals are offered to those families who qualify. Applications and guidelines are distributed the first week of school. The cafeteria number is 240-236-2385.

FCPS uses LINQ Connect for secure payments on your child's lunch account. All information, including daily menus can be found here: <https://www.fcpsnutrition.com/index.php?sid=1496937421390>

Please note: the school can not monitor your student's spending habits in the cafeteria. Parents are welcome to add a note on their child's individual cafeteria account. For example.. "Only one snack per day", "Snack only on Fridays".

### **SCHOOL CASH ONLINE:**

School Cash Online is convenient, easy to use, and available 24/7 via the internet. This service is offered to families and it allows payment for items online. Families can pay for field trips and other school items online, thus **saving students** from bringing cash into school. A link to School Cash Online can be found on the Twin Ridge website, <https://edu.fcps.org/tres/> and the FCPS website, [www.fcps.org](http://www.fcps.org) or you can register at [www.schoolcashionline.com](http://www.schoolcashionline.com)

### **VOLUNTEERS:**

Volunteers provide additional help to both students and staff members. Volunteers generally begin their work with the children in October. **Volunteers are required to attend a training session each year prior to volunteering. This training will be systemic through FCPS and must be completed in a timely manner prior to volunteer work beginning.** Children or siblings that do not attend TRES may not accompany parents to the school during instructional hours (to ensure their safety and avoid distracting students from instruction). This includes school functions, such as PTA fundraisers, school parties, field trips, musical programs, Field Day etc. Please note that AM Pre-K students may not attend PM events, and PM Pre-K students may not attend AM events

**Volunteers** should be sure to **sign in** in the office and **wear a volunteer badge** when in the building. Make sure to **sign out when you leave** (the computer records volunteer minutes). Anyone wishing to become a volunteer should contact the volunteer coordinator through the school office. When volunteering, cell phones should be set on vibrate and pictures/videos may not be taken of students or staff. . If you are scheduled to volunteer and are unable to come, please e-mail or leave a voicemail message with your child's teacher.

**COMMUNITY AGENCY SCHOOL SERVICES (CASS):**

The CASS program is available to our school families. CASS partners with public and private agencies to provide families with accessible and affordable resources in the community. They are a great support to families of all income levels. If your family is in need of financial assistance related to school trips or supplies please feel free to call Mrs. Engler or Mrs. Esworthy (TRES school counselors) at 240-236-2393. *Assistance requests are confidential.*

**SCHOOL PICTURES:**

Individual pictures are taken in the fall and spring. Class pictures are taken in the spring. The school receives a percentage of the income from the sales. This money is used for a variety of materials for our school. *The purchase of the pictures is always optional.* A school yearbook is offered for purchase in the spring.

Twin Ridge Elementary School is contracted with Traditions School Photography LLC for our school portraits, yearbook, and 5th grade panoramic photography. Contact information for the studio will be listed on your fall portration flier.

*Please note that if you indicate on your child's yearly student information card that they will be on the school's NO MEDIA list, their picture will not be able to be published in the yearbook. This year there is a place where you can clarify no media EXCEPT for a yearbook allowance.*

**LOST AND FOUND:**

To help alleviate the problem of lost items, ***please write your child's name on lunch boxes, and on tags of boots, sweaters, coats, gloves, etc. with permanent pen/marker.*** If your child loses something, have him/her check the Lost and Found to see if it has been turned in the same day when possible. Lost items will be on display each day in the cafeteria. If they are not claimed within a reasonable amount of time, they will be donated to a local charity. Donations will be scheduled throughout the school year and announced to families via Find out First.

**SECTION V – ARRIVAL/DISMISSAL/ATTENDANCE****STUDENT ARRIVAL PROCEDURES**

Students should arrive between 8:30 AM and 8:55 AM. **Students may not arrive before 8:30 AM** as there is no adult supervision provided prior to that time. Students should remain in their cars until a TRES staff member is present outside for arrival duty. Please do not allow your child to exit your vehicle if a TRES staff member is not outside. If interested, childcare is available in the school cafeteria before and after school by the YMCA. Contact the YMCA directly for more information. Students arriving at school after 8:55AM **must be accompanied by a parent check-in at the office to obtain a late pass. Parents will need to sign the late arrival register and provide the reason for tardiness.** When you arrive to drop off

your child after 8:55, please park your car in the parking lot (do not leave your car in the fire lane in front of the school), and escort your child into the front office to sign them in. A parent signature must be obtained in order for the late arrival to be coded as lawful. Arriving on time is critical to your child having a good start to his/her day. Arrival time is used for students to prepare for the day (i.e. eat breakfast, sharpen pencils, get a drink, use the restrooms, etc.).

#### Walkers (AM)

- Walkers are to enter the school building through the front office entrance and proceed to the classroom or to breakfast if needed.
- If you are walking your child to school, please be mindful of the crosswalks. This is a great time to teach children how to navigate safely when walking. Please do not bring pets with you to school. While you may know your pet, others will not and may be frightened or may have an allergic reaction.

#### Bus Riders (AM)

- Bus riders will use the rear entrance of the school. No automobile traffic will be allowed in this area of the building from 8:30-8:55 AM with the exception of AM prekindergarten at 8:50 AM.
- As buses arrive and park along the curb, duty staff will monitor students as they exit the bus.
- Bus students are to enter the school building via the rear entrance.
- Students proceed to classrooms or breakfast, if needed.

#### Car Riders (AM)

- Car riders will use the front office entrance.
- Drivers are to pull up to the curb in the designated area at the front entrance of the school.
- Please “Kiss and Drop.” Stay in your car, stay in the car-rider line and have your child ready to exit the car as you pull up to the drop off area. Please do not pass other cars in this line to help us keep students safe. Staff members will be available to open the doors and to keep the traffic flowing smoothly. If you need extra time with your child, please park in a designated parking space.
- For safety, please have children exit vehicles on the sidewalk/passenger side of your vehicle, once at the curb.
- Please do not drive out of the car-rider line around other drivers as you drop off your student. This could result in a child or pedestrian being injured, or a traffic collision.
- Students will walk independently to their classroom.
- Be mindful of our school crossing guards in our neighborhood and on our school campus. Stay alert and mind your car speed as you are entering school grounds with students and staff present.
- Please do not park along the curb in front of the school during arrival and dismissal times.

#### Students Enrolled in AM Pre-K

- Car riders (AM) may be walked to the outside classroom door. Please park your car in the upper parking lot and walk your child to the door of the classroom. Drop off may begin at 8:50 AM with class starting at 9:00 AM.
- Bus riders will follow the same procedures listed prior.

#### Students Enrolled in PM Pre-K

- Car riders (PM) may be walked to the outside classroom door. Please park your car in the upper parking lot and walk your child to the door of the classroom.

- Bus riders will be dropped off by the door of the Pre-K classroom. Drop off may begin at 12:50 PM with class starting at 1:00 PM.

#### Arrival Routine – YMCA Child Care

- Parents arriving prior to 8:30 AM will park at the front curb.
- Parents will escort children into the Child Care area via the cafeteria door.
- If parents are staying at the facility for an extended period of time, please park in the front parking lot and escort children into the building.
- The YMCA has a doorbell located outside of the cafeteria doors (on the left) for entrance to the program.
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#### **STUDENT DISMISSAL PROCEDURES:**

All students will remain in their classroom until dismissal, which begins at 3:25 PM. No students should be in the hallways with the exception of Student Ambassadors, who assist younger children. Please be sure that the person picking up your child (daily or in the event of an emergency) is listed on your child's emergency card or is identified in a note sent to school about the pick-up. We will not release your child to someone you have not listed on the card. If you would like to add a name(s) on the card, please call the school office to start the process of updating your child's emergency card. In all circumstances, ID is required to pick up a child from school.

- If you are picking your child(ren) up **prior to 3:00 PM**, please come to the front office to sign your child(ren) out. Your child(ren) will be called to the front office.
- If picking your child(ren) up **after 3:00 PM** you will need to access the car rider procedure to pick up your child. Students are dismissed from the classroom after the teacher is notified by school personnel via intercom. This procedure is also in effect when the parent is visiting or volunteering in the classroom. Parents need to sign students out prior to leaving the school campus.
- Any student who leaves prior to 3:25 will have the early departure noted on the cumulative attendance record.
- Please note that there is very limited phone coverage at dismissal time, which spans from 3:15-3:50. Calls made during this time will be sent to voicemail and returned after dismissal has concluded for the day.

#### Walkers (PM)

- To ensure safety, all walkers must be checked out by a staff member each day. Students will be assigned to one of three walker groups, allowing siblings/and or walking buddies to be in together. The first group of walkers is called at the 3:25 PM bell. Students who are walkers will be checked prior to leaving the building. Most students are typically out of the building by 3:35 PM.
- Children are to walk quickly and quietly through the hallways and exit the building via the exterior doors in the hallway by the art rooms.

- If your child is leaving school as a walker, he or she should be walking off the school campus to go home. Your child can be a walker and walk off the school campus to meet you at your vehicle parked along the street.
- We have reminded all walkers to cross the street using staff crossing guards and county crossing guards. Students must wait for the crossing guard's signal before crossing the street or driveway. Our duty staff is on duty to help with crosswalks until 3:45 PM. Please encourage your child to make use of the crosswalk assistance during this time period.
- Please do not call students to cross the street or the parking lot. *This is a safety issue.*

#### Car Riders (PM)

- Car riders will be dismissed from the car rider line.
- Cars should arrive on campus to line up after 3:15pm and will park their vehicle and retrieve student(s) at the back gym door.
- After 3:00 PM, please do not go to the office for the end of the day dismissal. Please wait in the car rider line.
- Duty persons will check id at one gym door and then parents will pick up the child at the second door.
- Parents/Guardians need to remain outside of the school building to pick up car rider students and in control of their student to through the parking lot to vehicles.

#### Bus Riders (PM)

- Buses will be called as they arrive.
- Bus students will walk to the hallway at the rear entrance doors (2<sup>nd</sup> floor) and wait in their bus line until they have been checked out by duty staff as the first buses arrive.
- The remainder of the students will be dismissed to the cafeteria and sit in bus lines to be checked off by staff.
- As buses arrive, bus lines will be escorted by staff to the bus exit
- Bus students will exit the building under supervision of duty staff.
- Students may not ride home on buses with friends if they are not assigned to that bus.

#### AM Pre-K Students

- Car rider students will be dismissed from the Pre-K classroom. Parents/guardians must complete the sign out sheet.
- Bus rider students will be dismissed from the classroom. Dismissal for AM Pre-K will be at 11:30 AM.
- If a student is leaving early, parents/guardians must sign the student out from the front office.

#### PM Pre-K Students

- PM car rider students will follow the same procedures listed prior.
- Bus riders will be picked up at the door of the Pre-K classroom.
- If a student is leaving early, parents/guardians must sign the student out from the front office.

#### Dismissal Routine YMCA Child Care

- All YMCA students are dismissed at 3:35 PM.
- We ask parents to park in the front parking lot if arriving before 4:15 PM and to park along the front curb after 4:15 PM.

- Parents will enter the Child Care area via the cafeteria door.
- Parents will sign out their child with the YMCA staff.

#### **CHANGES IN TRANSPORTATION:**

- In order to make your child's dismissal routine efficient, secure, and steady, please minimize the number of changes that occur.
- If there is a change in your child's mode of transportation, please send in a note to your child's teacher, who will send it to the office. **The office must receive a written notification prior to 3:00 PM on the day of the change.**
- In an emergency please send an e-mail [TRES.Attendance@fcps.org](mailto:TRES.Attendance@fcps.org) prior to 3:00pm. THIS IS A NEW EMAIL! There will be a response to your email so that you are sure it has been received. If you do not receive a reply to your email, that means that the change has NOT been made.
- If your child does not have a note, he/she will be sent home via the original method indicated by the parents.
- Students must ride the bus for which they are assigned. Riding a different bus home from school with a friend is not permitted.

#### **SAFELY ACCESSING THE CAR RIDER LINE:**

It is imperative that the car rider line moves safely and in a way that does not negatively impact the surrounding community. When arriving at the school in both the am or the pm, cars should only make a right hand turn onto the school campus from Leafy Hollow Circle. **Please no left hand turns during arrival or dismissal** - this creates traffic issues for the four way stop at Leafy Hollow and Deer Hollow. If the line extends off of school property, only line up on Leafy Hollow to make a right hand turn. When leaving campus make a right hand turn, again, onto Leafy Hollow Circle. This traffic pattern will keep the line moving efficiently as well as helps to ensure safety for all stakeholders.

**Parents may arrive to campus to wait in the car rider line at 3:15pm. No cars should be lining up in the line prior to 3:15pm as students are still accessing the school grounds, unidentified cars in the parking lot cause a security concern. Cars arriving prior to 3:15pm, will be asked to leave and return at the appropriate time. We are asking all families to note and respect this rule as a safety precaution for our students and staff. The safety, security, and wellbeing of our students is our top priority.**

#### **BUS TRANSPORTATION:**

School bus safety is a shared responsibility that depends upon the cooperation of students, parents, drivers and school officials. Bus transportation is an extension of the school day. FCPS will not tolerate students preventing drivers from doing their job or preventing other students from having safe transportation.

- **Students may only ride the school bus to which they are assigned.** Attendance is taken before students board the bus.
- In accordance with Board of Education Policy 441- *Transportation of Students*, **parents/legal guardians are responsible for the safety of their children from the time they leave home until they board the bus or enter school property, and from the time they leave the school bus or exit school property at the end of the day.** We encourage you to ensure a safe and appropriate



manner for your child(ren)– aged Pre-Kindergarten through Grade 5- to walk *to and from* the bus stop, or to and from school each day, as you consider the child’s age and maturity, and the walking distance. FCPS cannot assume the responsibility for supervising students during the time they are walking from their homes to the bus stop, and they cannot supervise students who have exited the bus and are walking from the bus stop to their homes at the end of their school day.

### **BICYCLES, SCOOTERS, SKATEBOARDS:**

Bicycles and scooters are alternative means of transportation used by many students. Students must walk bikes or scooters upon arrival on school grounds; bicycles and scooters should not be ridden on the school campus during or before school, or at dismissal time. This helps to ensure the safety of all people on the campus. Skateboards are NOT permitted for riding on school property.

Bike racks are provided outside of the school for students to park bikes and scooters. Students should have bike locks and are responsible for seeing that bikes or scooters are secured before coming into the building. Parents are requested to remind students of proper bicycle safety. Helmets should be worn to school while riding bikes. Students who are observed riding against traffic, on the school campus, or in other unsafe ways will be reported to their parents.

### **SCHOOL DELAY TIMES & EARLY DISMISSAL TIMES:**

If school is **two hours late**, they enter the building at **10:30 AM** and dismiss at regular time. Please remember that no adult supervision is provided prior to these times. You will be required to pick up your child if they arrive before school is scheduled to open.

#### Kindergarten through Grade 5

- On a **2 hour delay day**, K-5 students may enter the building at 10:30 AM and will be dismissed at 3:25 PM.
- On a **2 hour early dismissal day**, students may enter the building at 8:30 AM, and will be dismissed at 1:25 PM.

#### Pre-Kindergarten

If **school is delayed 2 hours**, our **pre-kindergarten students will attend abbreviated schedules**. Morning Pre-K students will begin at 11:00 AM and will be dismissed at 12:30 PM. The afternoon Pre-K students will begin at 2:00 PM and be dismissed at the regular dismissal time of 3:25. This allows all Pre-K students to have equitable instructional time.

- Pre-Kindergarten
  - On a **2 hour delay day**, the morning Pre-K session is from 11:00 AM – 12:30 PM, and the afternoon Pre-K session is from 2:00-3:25 PM.
  - On a **2 hour early dismissal day**, the morning Pre-K session is from 9:00 - 10:30 AM, and the afternoon Pre-K session is 12:00- 1:25 PM.

**EMERGENCY SCHOOL CLOSING AND DELAYS:**

Information regarding cancellations, delays, and early closings is announced on local radio stations and on FCPS TV on Comcast cable channel 18. You can also sign up to receive an email or text message of school closings by going to [www.fcps.org](http://www.fcps.org) and clicking on **Find Out First**. An information memorandum will be sent home in late fall with sources to find out about weather-related school delays and cancellations.

There may be times that due to weather, school may be closed unexpectedly. Your child(ren) will be dismissed according to their regular dismissal procedure. If there is a change in this procedure, you must notify the school in writing by email to [Theresa.Bendler@fcps.org](mailto:Theresa.Bendler@fcps.org) and [Roxanne.Knowlden@fcps.org](mailto:Roxanne.Knowlden@fcps.org). It is also extremely important that the school be able to contact you in these types of situations. Each year you will receive a student information card to complete. Please be sure to keep emergency contact information current.

**ATTENDANCE:**

Good attendance helps children gain the greatest benefit from our instructional program. If your child is sick and is absent from school **a note must be sent with the child upon his/her return, from a parent or health care provider, stating the reason for the absence.** Also, a note stating the reason absent may be sent to the front office, [TRES.Attendance@fcps.org](mailto:TRES.Attendance@fcps.org). Absence notes should be sent or emailed to school within 2 days of the student's absence. Please note in all cases that we will only accept absence notes for the current term. Please do not call the office regarding absences. You must send a note or an email, please do not call the school to report absences. [FCPS regulation 400-98 school attendance](#) is important that families familiarize themselves with this regulation.

**STUDENTS ARRIVING LATE (TARDY):**

- Students who arrive after 9:00 AM must report to the office for a late pass with their parents. Parents must park in the spaces located in the front parking lot and accompany their children into the building. Parents must sign the late arrival register and provide a reason for tardiness in order for the attendance to be marked legal. Letters will be sent home to students who repeatedly arrive tardy to school as late arrivals are recorded in your child's attendance.

**PICKING UP STUDENTS EARLY:**

- Doctor and dental appointments should be scheduled before or after school when possible. **Early dismissals are discouraged as they interrupt instruction not only for your child, but for all children in the classroom.** All early dismissals are recorded in your child's attendance.
- Parents who have students dismissed prior to 3:00 PM must send a note to the teacher. The note should state the reason for and time of the dismissal. Students will be called to the office by the secretary. Parents will await their child's arrival at the office security vestibule. Students will only be dismissed from the classroom when the teacher is notified by the office.
- **Please bring your ID when signing out students.** Parents will sign their child out of the building, noting their child's name, their own name and relationship to the child, time, and reason.

- Children may also be released to an individual when written permission has been given by parents or guardians. Your child may be released to persons listed as emergency contacts on your child's Student Information Card. **Identification is required for all persons signing out students.** The student information card will be checked prior to releasing students from school.
- When picking up your child early from school you will need to park in a parking spot. Please do not park or idle your vehicle in the fire lane in the front of the school. Please also honor the designated handicapped and reserved parking spaces.

## SECTION VI – HEALTH AND SAFETY

### **HEALTH:**

The health technician, under the direction of an Frederick County Health Department Registered Nurse is on-site to provide the following services:

- Administer medications and perform treatments after approval by school nurse
- Provide first aid and routine care for students with acute and chronic illnesses
- Review health records
- Assist school nurse with the monitoring of communicable diseases in the school setting
- Work collaboratively with the school nurse in identifying health needs of students and providing for those needs in the school setting

### **General Information:**

Each student must present proof of proper immunization and a birth certificate prior to entering school for the first time. A student information card including correct address and telephone numbers should be completed during the first week of school.

When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians (who have the primary responsibility for their children's health) will be contacted by telephone and asked to pick up the child. (The parent may designate another adult to pick up their child.) Consequently, the student information card should always be updated with any changes and shared with the office immediately.

### **HEALTH ROOM:**

#### **Frequently Asked Questions:**

- ***What if my child is sick or injured at school?***
  - o The Health Room staff will evaluate all injuries and symptoms of illnesses.
  - o First aid will be provided, as necessary, and parents/guardians will be notified as appropriate.
  - o Documentation of the health room visit will be sent home with the student.
- ***When should I keep my child home?***

- o Your child should stay home from school if he/she has one or more of the following symptoms:
  - Temperature of more than 100
  - Vomiting
  - Diarrhea
  - Undiagnosed rash or skin infection

#### **Healthy Guide for a Healthy School Experience:**

- o Notify the Health Room Staff when your child has an infectious disease such as strep throat, pneumonia, conjunctivitis, rash, etc.
- o Make sure your child washes his/her hands at appropriate times (i.e. before meals, after restroom use, after playing, after sneezing/coughing in his/hands, and when hands are visibly dirty, etc.) in order to cut down on the spreading of germs.
- o Please keep your children home for 24 hours after vomiting, fevers, Strep throat or other contagious illness.
- o Students should be fever free for 24 hours with no medication before returning to school.

#### **MEDICATIONS AT SCHOOL**

There are occasions when a health care provider considers it necessary to administer medication during the school day. In these cases, the Frederick County policy determines that:

- No medication (prescribed or non-prescribed) will be administered in school without the parent's/guardian's written authorization and a health care provider's completed form. Parental consent and a health care provider's statement or prescription label are required for each illness and for each medication ordered. The order must be for the current school year and must be signed by both parent and health care provider.
- It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container, unopened and be properly labeled by the pharmacy. **Medication(s) cannot be sent to school with a student.**
- The first full day's dosage of any new prescription will not be given in school. It must be administered at home.
- The school must have on file in the pupil's health folder a ***Physician's Authorization for Prescription and Non-Prescription Medication form.***
- The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
- All medication will be stored in a secure area in the school and accessible only to authorized personnel.
- One week after expiration of the health care provider's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed.
- The Frederick County Public School System does not assume responsibility for non-medically prescribed medication or medication administered by the pupil himself. All non-prescribed medications such as aspirin, vitamins, cough drops, etc. should be brought to the school health room by an adult and will be dispensed under the same procedure as prescribed medication. **No child is allowed to keep any medication on his/her person.**
- Notify the school, including the teacher, if your child has any continuing health problems such as allergic reactions to bee stings or food, asthma, heart murmur, etc.

**STUDENT HEALTH CONDITIONS AND ALLERGIES**

If your child has any continuing health condition, it would help the teacher and the school health nurse if you would inform him/her with these conditions. This is essential when restrictions on physical activities are necessary.

Please be aware that several children attend our school who have severe and in some cases potentially life-threatening allergies. Parents of children in those classrooms will receive notification at the beginning of the school year. To find out about accommodations/plans made for children with allergies, please call the health room at 240-236-2378.

**FIRE/EMERGENCY/BUS DRILLS:**

To prepare children for evacuation of the building or bus in case of fire or emergency, a minimum of 15 emergency drills will be held each year and under the guidance of our county's Securities Emergency Management Team. Two emergency bus evacuation drills are also held each year. At this time, children are taught to use the emergency exit at the back of the bus. These drills are required by state regulation. Emergency drills must be spread out throughout the year and may NOT all be held on pleasant, sunny days. These drills are announced in advance.