

Other Helpful Information

Ms. Cathy Shaub, the Principal's Secretary, can assist you with questions about the school, calendar clarifications, requests for appointments with Ms. Erdrich or Mr. Tark, or any other school concerns. Her e-mail address is cathleen_f_shaub@mcpsmd.org. You may also call her at (301) 320-6510.

Advertising

Permission to distribute commercial or profit-making advertising through the school must be obtained from the Board of Education. Please check with the Main Office for all other types of advertising.

Articles not allowed in school

Toys, shoes with wheels, and other distracting items should not be brought to school. The Main Office retains such items and returns them at the end of the day with the understanding that they will not be brought to school again. Cell phones are not allowed in school. If one is needed for safety purposes, the parent must fill out a cell phone waiver form that can be obtained in the Main Office.

Following MCPS policy, knives, explosive devices, firearms, beepers and other such inappropriate items are not permitted in school at any time. Carrying such items will result in suspension with recommendation for expulsion from school.

Bell times

The morning bell rings at 9:10 a.m. and the afternoon bell rings at 3:25 p.m.

Bicycles, scooters, and skateboards

Students below the 4th grade are not permitted to ride bicycles to school unless the parents' written permission is on file at the Main Office. Bicycles must be walked from Beech Tree Road to the storage rack. Bicycles are locked to the rack and may not be used during school hours. The school does not accept responsibility for the safety and security of bicycles. Scooters must not be used on school property. Students riding to school on skateboards must walk while on school property and store their skateboards in the Main Office.

Birthdays and food

Parents should consult the classroom teacher regarding scheduling birthday celebrations at school. Store-bought treats such as cupcakes, cookies or doughnuts may be brought. Due to health department regulations, homemade treats may not be served. Please recognize the prevalence of peanut allergies, and make sure that you consult the classroom teacher regarding other food allergies when bringing food into the classroom.

Bus transportation and behavior

Rules for safely riding and exiting the bus are reviewed periodically during the school year. Bus patrols assist the riders in remembering the rules and importance of acting appropriately. When a student repeatedly behaves in such a manner as to endanger the safety of herself/himself and other riders, the Principal will notify the parents and, if the situation is not corrected, the child may have her/his bus-riding privileges suspended. The parents must then assume responsibility for transportation of the student to and from school. All student problems concerning bus transportation should be directed to the Main Office. Problems with the bus itself or its driver are addressed to the MCPS Department of Transportation.

Parents must plan for contingencies such as emergency early dismissals, late openings, and no-show buses. Parents must ensure their children know what to do, where to go and who to call if such a contingency arises. Parents are also responsible for appropriate behavior at the bus stops.

Dogs

Please do not bring dogs at drop-off and pick-up times. Many students are allergic to or afraid of dogs, and they pose a safety hazard. A county ordinance prohibits unleashed dogs from running at large and imposes a fine on those animals that are impounded. Owners of dogs found on the school grounds are in violation of this ordinance and will be referred to Animal Control. School property should not be used for walking dogs as small feet may find their way into dog waste.

Field trips

When a class plans a trip, each child will bring home a permission slip, which must be signed and returned to the teacher for the student to participate. Trips sponsored by the school are made on school buses or on private chartered buses. Parents act as chaperones and teacher assistants on most trips. Most trips have a fee to be paid in advance. These fees are separate from the Room Activity fee collected by the teacher and the Class Party fee collected by the Room Parents on Back to School Night.

Financial assistance

Financial assistance is available for school or PTA activities for which there is a charge, such as field trips, classroom fees, and PTA dues. No child or family should be excluded from participating because of inability to pay. Financial assistance may be arranged by a phone call or written request to the Principal. **These arrangements are confidential.**

Lost and Found

Articles found in the school building or on the playground are placed in the lost and found. Please label all apparel and belongings. Unclaimed articles are given to a charity.

Parking

Parking on the circular drive is prohibited by the Fire Marshall at all times, including days and hours that school is not in session. Please park only in the spaces designated for visitors or in the area adjacent to the Burning Tree playing fields. Please do not park in spots designated for staff at any time.

Play dates

All play date arrangements must be made before or after school. Parents must send in a written note confirming a play date and must specify any alternate transportation or dismissal arrangements. Children are NOT permitted to call home from school to arrange playdates. This rule will be strictly enforced.

Report cards

Report cards are issued four times a year for grades 1-5 and twice a year for kindergarten. Dates for report cards are noted in the Calendar and in the Burning Issues newsletter.

School phone

The school phone, located in the lobby outside the Main Office, is for EMERGENCY USE ONLY. Children are not permitted to call home from school to arrange play dates.

Withdrawal and transfer of students

If a child is to be withdrawn or transferred to another school, parents need to notify the school several days in advance and come to the Main Office to sign a Release of Record Form. The Form authorizes the school to forward information from the child's cumulative folder to a school outside the MCPS system. A transfer of records is made directly to the new school upon receipt of a request from the new school.

For a transfer of a student from one MCPS school to another because of relocation, only a parent request for the transfer of records is necessary. If a transfer to another MCPS school is requested for reasons other than a move to a new home, a Request for Transfer Form may be obtained in the Main Office and must be completed and approved by the MCPS Administrative Office.