

Highland View Elementary School

Parent and Caregiver Handbook 2021-2022



Welcome to Highland View Elementary School

Home of the Eagles



This year, school begins on Monday, August 30, 2021

Important Dates:

- **Kindergarten Orientation-Thursday, August 19, 6:30 p.m.**
- **Parent Information Nights: Thursday, August 24, 6:00 p.m. (Amharic translation available) and Wednesday, September 1, 6:30 p.m. (Spanish translation available)**

Both meetings will take place via Zoom:

<https://mcpsmd.zoom.us/j/3334704249?pwd=c0Raa2xJRCtBTnpYQjc4UUtwVHNPOT09>

Meeting ID: 333 470 4249

Passcode: 784Eagle

- **Open House-Friday, August 27, 2:00-3:00 p.m.**
- **First Day of School for Students-Monday, August 30**
- **No school for students-Monday and Tuesday, September 6 & 7**
- **Ice Cream Social and Back to School Celebration: August 27, 3:15 p.m.**
- **Back to School Night: Thursday, September 23, 2021, 6:30 p.m.**
- **Winter Break: December 23, 2021-January 2, 2022**
- **Spring Break: April 11-18, 2022**

KINDERGARTEN ORIENTATION

This year, we will welcome parents of kindergarten students to Kindergarten Orientation Thursday, August 19 at 6:30 p.m. Parents and students will have an opportunity to visit Kindergarten Classrooms and meet Kindergarten teachers. Classroom assignments will not be shared until Open House on Friday, August 27 (see below)

Highland View Open House (formerly Sneak Peek)

Highland View's Open House will be held on Friday, August 27, from 2:00-3:00 p.m. During Open House children will meet their teachers, visit their classrooms, and reacquaint themselves with their schoolmates. **All students must be accompanied by an adult.** Class lists will be posted in the All-Purpose Room on that day; **post-cards will NOT be mailed home.** If you are unable to attend Open House, adults will be available to help children on Tuesday morning, August 30. The main office will be a very busy place during the week of August 23; **please do not call the main office to inquire about students' classroom assignments.**

Parent Information Night—NEW THIS YEAR

Please join Ms. Zolkower and Ms. Irwin Kennedy via zoom for parent information night. Health and Safety protocols will be reviewed. We will also review updates to the Parent/Caregiver Handbook.

Tuesday, August 24, 6:00 p.m.-Amharic translation available

Wednesday, September 1, 6:30 p.m.-Spanish translation available.

Join Zoom Meeting

<https://mcpsmd.zoom.us/j/3334704249?pwd=c0Raa2xJRCtBTnpYQjc4UUtwVHNPQT09>

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School Supplies

School supply lists are currently available and can be obtained in the Main Office or found on our school website:

www.montgomeryschoolsmd.org/schools/highlandviewes

SCHOOL HOURS

Office Hours: 8:30 a.m. – 4:30 p.m.

Doors open for students: 9:05 a.m.

First Bell: 9:20 a.m.

Late Bell: 9:25 a.m.

Grades K-5: 9:25 a.m. – 3:45 p.m.

Early Release: 1:20 p.m.

STUDENT ARRIVAL PROCEDURES

1. Students are permitted to enter the building at 9:05 a.m. **Students should not arrive prior to that time** as supervision will not be available.
2. All students should enter the building through the front doors. **Students will proceed directly to their classrooms.**
3. Parents will drop their children off in the lobby just inside the front doors or at the car drop-off area; parents will not be permitted to accompany their children to their classrooms. During the first few days of school there will be additional staff members at the front door and in the halls assisting students with finding their classrooms.
4. **On August 30 and August 31 only, Kindergarten parents may walk their students directly to their classrooms starting at 9:05 a.m.** Beginning September 1: Kindergarten students will follow the procedures outlined above; parents will not be permitted to walk students to class. Parents are also asked to refrain from walking down to their child's class during arrival time to have a conversation with the teacher. **While parent support is very much desired and appreciated, once the students are in the building, teachers' focus must remain on the children and the instructional program.** Please call or e-mail the teacher to set up a mutually convenient appointment time to address any individual issues. **All visitors must check in at the main office.**

STUDENT DROP-OFF AND PICK-UP ZONES

Please remember that the student drop-off/pick-up area is not an area where you should park. In order to make arrival and dismissal of students go as smoothly as possible, pull up into the area **as far as possible**. Have your child get out of the car on the **curb side**

of the car. **Please do not allow your child to exit the car until you reach the safety of the curb. Parents must be patient when using this area.** If you feel you need to walk your child into the building, you will need to park your car on a neighborhood street. We appreciate your assistance in keeping our students safe as they arrive and depart from school each day.

BREAKFAST

Highland View will once again be participating in the Maryland Meals for Achievement (MMFA) program. All students will receive breakfast, free of charge, every morning. Students will eat in their classrooms. Our kitchen staff is aware of all dietary restrictions and student food allergies. All meals are nut free. If your child has food allergies, please be sure that information is updated in his/her health information.

ABSENCES & TARDIES

For the 2021-22 school year, all students are expected to attend school in person. There are no options for virtual instruction at Highland View in order to accommodate travel or other absences.

Daily, consistent attendance at school is essential to academic success. **We urge students and parents to make school a priority and schedule vacations around the school calendar. Please be especially mindful of the state and county testing schedule. Those dates will be published early in the school year.** If your child is ill or otherwise unable to attend school, he or she is **required** to bring a note from you explaining the reason for the absence. If your child is going to be absent, please call Ms. Bridgewater, the attendance secretary, to let her know about the absence as soon as possible. Ms. Bridgewater will frequently call home to check on a student's absence if you have not notified us. Children who attend school are expected to be well enough to participate in all activities, including outdoor recess. If your child is absent you will receive an automated call informing you of the absence. If you believe this is an error, please call Mrs. Bridgewater the following school day.

Children should always be on time for school. Students who arrive after 9:25 a.m. are expected to sign in at the office with their parents or guardians present. Tardiness, on a regular basis, is disruptive and detrimental to your child's success.

BUS SCHEDULES

Bus routes and schedules can be found at the link below; they are also posted on our website. They will also be available at the Open House on August 27. As always, we urge you to arrange for younger children to be accompanied by an adult to and from the bus stop. It is also highly advisable that you pin or hang a card on your young child, indicating his/her name, address, telephone number, bus route color, and bus stop for the first few weeks of school. Young children frequently forget their bus color and often do not know their addresses, especially if they



become apprehensive. Bus drivers do not have this information. Students may not ride buses other than the bus to which they are assigned. Non-bus students (walkers) are not permitted to ride buses.

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:58fcc7b1-242b-4526-8347-3b05dc4dd5d7>
https://drive.google.com/drive/folders/1km1Nzt5piG2UxnIUuHa4Hrx0sNpIKaQn?usp=s_haring

DISMISSAL PROCEDURES

School is dismissed at 3:45 p.m. Students **may not** remain on school property unsupervised at any time and **should not arrive to school before 9:05 a.m.** If your child participates in an after-school activity that begins at any time other than 3:45 p.m., they must go home and return at the proper time. **There is no supervision for students after dismissal.** Kindergarten students are dismissed from the Gym lobby, students in Grades 1 & 2 are dismissed from the gym, and students in Grades 3-5 are dismissed from the main lobby.

Students may not change their own dismissal plan without parental permission. If there are any changes to your child's regular p.m. schedule, please have all arrangements made before the start of the school day. During the first week of school, parents will complete a form identifying adults who have permission to pick their children up from school. If it is necessary to change your child's dismissal plan or for your child to be picked up by someone other than a parent, the school must receive written permission from the parent. If, in a special circumstance, a student who normally walks must ride a bus, or vice versa, the student must bring in a note from the parents to be signed by a member of the administration or classroom teacher. If an emergency should arise during the day which changes the dismissal plan for your child, please call the school as soon as possible, but no later than 3:30 p.m., to ensure adequate notice for your child. Please review with your child that he/she is never to leave school during the day without permission from the office and the teacher.



LUNCH

The lunch/recess period is one hour and ten minutes. Lunches may be ordered at school or brought from home. If brought from home in a lunchbox or thermal bag, the box or bag should be clearly labeled with your child's and the teacher's name, since many children misplace these or confuse them with others that are similar.

Since we are in the process of finalizing our Master Schedule, lunch times for the different grade levels will not be announced until the August 27 Open House.

All meals will be provided free of charge during the 2021-2022 school year. Menus are sent home prior to the first day of each month. Hot lunches are served daily with alternate choices available.

Check the MCPS Web page anytime for menus

HEALTH AND SAFETY GUIDELINES

These will be updated based on current guidance.

At Highland View, the health and safety of students and staff is a priority.

- **All MCPS students, staff and visitors will be required to wear face coverings in school buildings this fall, regardless of vaccination status. This decision aligns with recommendations by the Centers for Disease Control and Prevention and the American Academy of Pediatrics, as well as local health officials.**
- **Students will be required to wear masks on school buses.**
- Students will wash hands or use hand sanitizer upon entering the classroom.
- Students may browse books in the media center.
- Student cubbies may be utilized.
- Restrooms may have every stall in use.
- Classroom water fountains may be utilized.
- Students will clean desks/tables and supplies daily.
- Classroom materials may be shared
- All furniture, floors and equipment will be sanitized each evening.
- Class sizes have returned to pre-pandemic guidelines
- Based on guidelines from the department of health, during lunch, classes could be assigned to the All-Purpose Room or other locations in the school. Updates will be provided.

VISITOR'S POLICY

Parents and caregivers are encouraged to visit the school; parents may observe their children's classrooms. Please arrange a visit ahead of time by calling your child's teacher, the assistant principal, or the principal at least 24 hours in advance, since the class may be engaged in an assessment or be out on a field trip. While visiting, please remember that an observation 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.

When entering the building, ALL visitors MUST report to the office to sign in and receive an identification badge.

VOLUNTEERS

Parents and caregivers are encouraged to visit the school to volunteer. Parent chaperones are also welcomed on field trips. Teachers will share information regarding needs for volunteers. The PTA also has a volunteer coordinator who will help us to publicize volunteers needs. In order to volunteer, adults must complete the online "Report Child Abuse and Neglect" training. Here is the link for that training:

<https://www.montgomeryschoolsmd.org/childabuseandneglect/>

ParentVUE

ParentVUE is the primary home to school communication vehicle for schools to share information regarding grades, attendance, scheduling, MyMCPS classroom log-in information and more. For information about how to activate your

ParentVUE account, please click on this link:
https://docs.google.com/document/d/1ukuv45XQeE3h0LWv8I5rRee5Eo_e7dmlkifwPZdvy0/view

PARKING DURING SCHOOL HOURS

We welcome visitors during the school day. Since parking is limited, we ask that you wait until after 9:25 to park in our parking lot.
Thank you!

DISCIPLINE, RESPECT AND THE STUDENT CODE OF CONDUCT

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 live together in harmony. Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits all students and leads to the best type of discipline: self-discipline. Each case of discipline is handled on an individual basis in accordance with county school board policy. The Student Code of Conduct can be found [here](#) and on the MCPS website.

If you have concerns about your child and their interactions with others, please contact Ms. Zolkower or Ms. Irwin Kennedy. Please read [this flyer](#) for additional information.



CELL PHONES, TOYS and ELECTRONIC DEVICES

According to MCPS policy and regulations, **elementary school students are not permitted to bring or use a cellular phone at school without permission from the principal.** Parents who believe that their child requires a phone at school must submit their request in writing to Ms. Zolkower. **You may obtain a request form from the main office.** The request should state the reason the child requires a cell phone. If permission is granted, the phone must be off during the instructional day and can only be used during non-school hours. Unauthorized cell phone use will result in the confiscation of the phone. Parents will be required to come to school to pick up the cell phone. The school is not responsible for loss or damage of cell phones that are brought into the school building.

[Students are not permitted to bring toys or sports equipment of any kind from home to school unless expressly granted permission by the administrators or his/her classroom teacher.](#)

Other than MCPS Chromebooks, Students are not permitted to bring tablets or other hand-held recreational devices to school at any time.

Thank you in advance for your cooperation.



CANDY DURING SCHOOL HOURS

Since we know that good nutrition is an important component of an effective learning environment, candy will not be permitted in school during the day. This includes recess, snack time and during lunch.



BIRTHDAYS

Due to curricular and time management demands, classroom birthday celebrations will not be permitted to occur during school hours. Student birthdays are recognized during our morning announcements. The same day the student's birthday is announced, the student is invited to come to the office to get a small birthday token such as a pencil, eraser, etc. **Please also note that private birthday party invitations are not to be given out at school.** Thank you for your cooperation.

ILLNESS/MEDICATIONS

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 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 at some point during the school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, the school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed. For more information, contact the School Health Room.



HOMEWORK POLICY

Homework is an opportunity for students, teachers and families to connect learning in school to real world application. Homework allows children to develop time management skills. It also provides them with an opportunity to develop strong study habits.

At Highland View:

- Children are expected to read or be read to every evening.
- Homework should allow children to practice skills they have learned in school.
- Homework should not prevent children from participating in extracurricular activities.
- Homework should not be assigned on holidays.
- Teachers will use the following guidelines when assigning homework:
 - Grades K – 2 = 10 – 30 minutes
 - Grades 3 – 4 = 30 – 45 minutes
 - Grade 5 = Up to 60 minutes



If you have questions about your child's homework, please contact his/her teacher.



SUNDAY MESSAGE

Each Sunday evening you will receive a telephone call and an email from Ms. Zolkower with timely information about Highland View and MCPS. In order to ensure that you receive the message each week, please be sure that we have your most current telephone number and email address.

STAFF CONTACT INFORMATION

Staff email addresses can be found in the staff directory on the [Highland View website](#).



SCHOOL CALENDAR

The MCPS school calendar can be found [here](#). School and PTA events will be announced during each week's Sunday Message; the text of that message can also be found on the [Highland View Website](#).

BACK-TO-SCHOOL NIGHT

Highland View's Back-to-School Night is scheduled for Thursday, September 23 at 6:30 p.m.

BEFORE AND AFTER CARE

Kids After Hours is a before-and-after-school daycare program offered to families in the Highland View community. Recreation and sport activities, supplemented by games, music, arts and crafts, free time and opportunities to complete school homework assignments are provided before school and/or after school. Care is available to enrolled students on snow days, school holidays, and during the winter and spring vacation breaks. To find out more about the KAH program, call (301) 933-6888 (Central Number) or (301) 646-7982

