

# Lake Seneca Elementary School



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## Office of the Principal

August 4, 2024

Dear Lake Seneca Families,

On behalf of the staff at Lake Seneca Elementary School, I am thrilled to welcome you to the 2024-2025 school year. I hope you and your children had a relaxing summer, filled with special memories with friends and family. It was wonderful to see many of our students at our ELO summer school program, and I can't wait to hear about all of your summer adventures. I am excited to reconnect with returning families and meet our newest students as we open our doors on Monday, August 26, 2024.

As your new principal, I am honored to join this incredible community. I am committed to working alongside our dedicated staff, wonderful students, and supportive parents to create a year of excellence focused on quality instruction, academic challenge, and a nurturing and safe school climate. It is the shared commitment of staff, parents, and students that will allow us to reach our goal of helping each child achieve their potential in an environment that is **Safe, Respectful, and Ready**.

I am equally honored to work with our Assistant Principal, Amanda Dali, who served as the Acting Principal last year. Ms. Dali's dedication and leadership have been invaluable to our school, and together, we will continue to strive for excellence in all areas. Ms. Dali and I look forward to partnering with you to create an enriching and supportive environment for our students.

The staff has been working diligently to ensure your children's learning experience at Lake Seneca is both successful and happy. We understand that the transition from the relaxing days of summer to the structured routines of school may take some adjustment, but we are here to help our students settle back into the rhythm of learning. Whether you or your child needs academic guidance, emotional support, or advice on extracurricular opportunities, our doors are always open to you.

Attached, you will find a packet of information about Lake Seneca Elementary School and the start of the school year. This includes a letter and important information from our fantastic PTA. Please take some time to review these materials with your child before school begins.

We also have several family outreach activities planned this summer to help ease the transition back to school and build our community spirit. Kindergarten Orientation will take place on Friday, August 23, from 1:00-2:00, followed by an Open House for the entire school from 2:00-3:00. Additionally, please mark your calendars for Back to School Night on Thursday, September 19, from 5:30-8:00. More details will follow soon.

Included below, you will find additional important information about Lake Seneca Elementary School. Please take time to read this information with your child prior to the start of school. On the first day of school, you will receive a variety of forms and announcements from the school and PTA. Please be sure to complete and return all necessary forms.

Lake Seneca Elementary School is a wonderful place for your children to learn and grow, thanks to the dedicated efforts of our staff. They provide an excellent experience academically, socially, and emotionally. We are also grateful to our supportive parents who contribute every day.

We encourage all parents to become active members of our PTA. With your support, our staff and students can enjoy amazing events, community gatherings, and exciting field trip opportunities.

Let's work together to make this school year fantastic!

Continue to enjoy the rest of your summer. We look forward to seeing everyone soon and embarking on another fantastic year together!

RJ Henderson

Principal

Lake Seneca Elementary School

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## Lake Seneca Elementary School School Hours

<b>Office Hours:</b>	8:00-4:30 p.m.
<b>Students Enter:</b>	8:50 a.m. (Breakfast)
<b>School Begins:</b>	9:00 a.m.
<b>Early Dismissal:</b>	12:50 p.m.

### School Hours

Normal school hours are 9:00 a.m. to 3:25 p.m. for grades Kindergarten through five. Students are expected to arrive at school on time, but no earlier than 8:50 a.m. Students are considered tardy after 9:00 a.m.

### Student Absences

Regular and consistent attendance is key to your child’s success at school. We urge students and parents to prioritize school attendance and schedule vacations around the school calendar. If your child will be absent, please call the school office as soon as possible after 8:30 a.m. If we do not receive a call, the school will attempt to verify any apparent absence. A dated note, stating the specific reason for an absence, and signed by a parent or guardian, is required no later than one day following an absence. Thank you for helping us ensure that every student at Lake Seneca Elementary School has the opportunity to succeed!

### Breakfast, Lunch, and Recess Programs at Lake Seneca Elementary

Breakfast is available from 8:50 a.m. to 9:00 a.m. and is provided at no cost to all students. Students wishing to have breakfast at school are welcome, but they must be in their classroom when the bell rings, or they will be marked tardy.

Lake Seneca Elementary is proud to be one of the MCPS schools offering free breakfast and lunch to all our students this school year. Students have the option to either bring their own lunch or enjoy a school-provided lunch.

We are excited to offer these programs to ensure all our students are well-nourished and ready to learn. **At this time, parents are no longer required to apply for free or reduced meals.**

### Recess & Lunch Schedule

<u>Grade Level</u>	<u>Lunch</u>	<u>Recess</u>
Second Grade	11:20 a.m.-11:50 a.m.	1:05 p.m. -1:35 p.m.
Kindergarten	11:35 a.m. -12:10 p.m.	12:10 p.m. -12:40p.m.
First Grade	12:05 p.m. -12:40 p.m.	11:30 a.m. -12:05 p.m.
Fifth Grade	12:25 p.m. -12:55 p.m.	10:35 a.m. -11:05 a.m.
Fourth Grade	12:45 p.m. -1:15 p.m.	1:15 p.m. -1:45 p.m.
Third Grade	1:25 p.m. -1:55 p.m.	10:55 a.m. -11:25 a.m.

### Important Arrival/Dismissal Procedures Reminder

As we prepare for the start of the school year, please take a moment to review the dismissal procedures with your children. To help ensure a smooth transition, we kindly ask you to prepare an index card with your child’s name, bus number/color name, and pin it to their backpack for the first week or two of school.

- **Bus Information:** Detailed bus routes for the school year will be sent in a future email. Each bus will have a route number displayed in its side window, along with a color/name to make it easier for children to remember their bus.

- **Bus Schedules:** During the first week of school, buses might not run exactly according to the schedule. Please have your children at the bus stop at least 10 minutes early and remind them to wait at least 10 minutes past the scheduled time until the buses settle into their routines.
- **First Day of School:** We ask that all bus riders, especially our kindergartners, ride their assigned buses on the first day of school.
- **Bus Changes:** If your child needs to ride a bus other than the one they are assigned to, please provide a note from you. This note must be brought to the office or given to the classroom teacher as early as possible.

### **Exciting News: Back to School Night!**

We are thrilled to announce that this year's Back to School Night will be held on Thursday, September 19, from 5:30 PM to 8:00 PM. We have reimagined the event to combine time in the classrooms with teachers, a resource fair, and our beloved Lake Seneca tradition of the Picnic in the Parking Lot. Stay tuned for more details in the coming weeks. We can't wait to see you there!

### **Birthday and Party Policies**

Each child will receive a birthday pencil on their birthday, including those with summer birthdays. While we aim to maximize instructional time and will not have birthday celebrations during school hours, we still acknowledge and celebrate each student's special day in this simple way.

We will hold low-key parties for Fall and Valentine's Day. All food brought for these celebrations must be store-bought, include the original ingredients label, be peanut-free (including peanut oil), and be approved by the classroom teacher prior to each celebration.

**Personal birthday invitations are not to be distributed at school.**

### **Medication Policy**

If your physician determines that your child needs to receive medication during the school day, please follow these guidelines:

- MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed and on file. Forms are available in the School Office, in the Health Room, and on the MCPS website.
- If you don't have the proper form, a written order on the physician's stationery or prescription pad is acceptable, provided it includes:
  - Your child's name
  - Name of the medication
  - 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 the school by the parent or guardian; students are not permitted to bring medication to school.
- All medication must be properly labeled by a pharmacist.
- Over-the-counter medication, such as aspirin, must also be prescribed by a physician and brought to the school by the parent or guardian in the original container with the manufacturer's dosage label.

### **Behavior/Discipline**

At Lake Seneca Elementary School, we strive to create an environment where every child can thrive academically, socially, and emotionally. Our goal is to help students develop respect for others and the skills needed to work and learn harmoniously.

Behavior and discipline are the shared responsibilities of both home and school. By working together in a cooperative and supportive partnership, we can foster self-discipline and create the best learning environment for our students.

### **The Lake Seneca Rules: Safe, Respectful, Ready**

- **Safe:** Ensure the safety of yourself and others.
- **Respectful:** Show kindness and consideration to everyone.
- **Ready:** Focus on your educational growth and engage actively in your studies.

We have implemented these rules at Lake Seneca to maintain a safe and orderly environment. These expectations apply to all areas of the school, and behaviors such as bullying and physical altercations will not be tolerated. We are dedicated to ensuring a safe and supportive atmosphere for all our students.

### **Personal Mobile Devices**

Students may possess Personal Mobile Devices (PMDs) on school property and at MCPS-sponsored events; but may not turn them on until the end of the school day. PMDs are prohibited for instructional use, during lunch periods, and during transition times.

### **Building Safety**

For the safety and security of our students, staff, and visitors, all exterior doors at Lake Seneca Elementary are locked during school hours.

- **Entry:** To enter the building, use the buzzer located at the front of the building. You will need to verbally state your reason for entering.
- **Identification:** Visitors must provide a picture ID (such as a Driver's License) to enter the main building or to pick up a child early from school.
- **Office Check-In:** After entering, please proceed directly to the office.
- **Exit:** When exiting, do not open the door for anyone waiting outside. Only office staff are authorized to grant access to visitors. Please wait by the door until you are buzzed in.

We appreciate your cooperation in helping us maintain a safe environment for everyone at Lake Seneca Elementary. Thank you for your support!

### **Communication Information**

All families will receive the weekly family newsletter via Remind. In order to receive the newsletter, you **MUST** make sure we have your correct email address in ParentVue. The newsletter will be sent each Sunday via Remind (as well as other important information throughout the school year) directly to you. Please make sure your correct email address is listed in ParentVue; otherwise you may miss out on special announcements, school activities, after school clubs, weekly events, etc.

### **Important Vaccination Information for the Start of School**

Please ensure your child has all required vaccinations or an approved exemption by the first day of school or their admission date. If your child has not yet received their vaccinations, they can still start school if you provide proof of a scheduled vaccination appointment by Monday, September 16, 2024 (or within 20 days of their admission date). Any student who has not provided documentation of the required vaccinations by this date (or within 20 days of their admission date) will not be able to attend school until the necessary documentation is submitted.

### **PTA Planning Committee Meeting**

We are hosting a PTA Planning Committee Meeting on Wednesday, August 7, to discuss bylaws and determine who is interested in holding a PTA board position. The required positions for the PTA board are president, treasurer, and secretary. If you are interested in holding any of these positions, please feel free to email me and be sure to attend the virtual meeting. The link to attend the meeting is below:

<https://meet.google.com/esq-vovp-cxs>

Thank you for your cooperation in helping us ensure a safe and smooth dismissal process for all our students.

# Lake Seneca Elementary School

## School Materials and Parent Donations 2024-2025

Grade	Student Supplies	Voluntary Donations
Kindergarten	Headphones	Crayons Pencils Ziploc Bags (Gallon & Sandwich) Lysol Wipes Hand Sanitizer Tissues Paper Towels Black Dry Erase Markers
First Grade	Composition Book (hardcover) Crayons (regular box; no sharpener) Glue sticks Headphones Dry Erase Markers (various colors) Pencils (#2) Colored Pencils Scissors (blue tip)	Ziploc Bags (Gallon & Sandwich) Lysol Wipes Hand Sanitizer Crayons Tissues Paper Towels Black Dry Erase Markers Hand Soap
Second Grade	Index Cards (ruled;white; 3" x 5") 2 Composition Books (primary style) Crayons (regular box; no sharpener) Erasers Eraser Caps 3 Folders (3 hole punched) Glue sticks Headphones Dry Erase Markers (various colors) Pencil Box #2 Pencils Colored Pencils Scissors (blue tip) Sticky Notes (1.5" x 2")	Plastic Zip Bags Disinfectant Wipes Hand Sanitizer Paper Towels Pencils Dry Erase Markers (thin tip) Facial Tissues Hand Soap
Third Grade	4 Composition Books (hard cover) Crayons (regular box; no sharpener) Erasers Eraser Caps Glue Sticks Headphones Highlighters (yellow) Pencil Box #2 Pencils Colored Pencils Scissors (pointed)	
Fourth Grade	3 Ring Binder (2") 4 Compositions Books (hard cover) Crayons (regular box; no sharpener) Erasers Eraser Caps Glue Sticks Headphones	

	Highlighters (yellow) #2 Pencils Colored Pencils Zippered Pouch (for binder use) Scissors (pointed)	
Fifth Grade	3 Ring Binder (3") Composition Book (hard cover) Dividers 4 Pocket Folders (blue, green, red, orange) Glue Sticks Headphones Highlighters 2 Notebooks (1 subject; wide ruled) 3 Hole Punched Notebook Paper 2 Boxes #2 Pencils Colored Pencils Zippered Pouch (for binder use) Scissors (pointed) Dry Erase Markers	Ziploc Bags Cleaning Wipes Hand Sanitizer Lysol Tissues Paper Towels Pencils Dry Erase Markers (black) 3x5" index cards