**Farmland ES Processes and Procedures**

**Arrival Procedures**

Beginning on the second day of school, September 4:

1. Please be prepared to say good-bye to your child at the school entrance. If you wish to speak with the teacher you may write a note, send an email or call and leave a message at the school. Our number is (240) 740-0660.
2. Students enter the building at 9:10 am. *Please do not drop children off earlier than 9:10 am. Staff is not available to supervise children prior to this time*. Dropping the children prior to the 9:10 am arrival creates a safety and security concern. Parents who need assistance with early arrival or late dismissal can contact Kids After Hours, the day care program housed here at Farmland (301-933-6888).
3. Children entering the building will be directed to their classrooms. Classroom teachers will be on hand to welcome and supervise their students. Students who arrive **after 9:25 a.m.** will be marked tardy and must be signed in to the main office by a parent or guardian. They will order lunch and receive a tardy slip in order to enter their classroom.
4. All fourth grade students are to enter through the door which is located by the gym then proceed to their classroom through the building.

**Car Rider Reminders**

Please note the following:

* 1. To ensure students’ safe arrival and dismissal, ***No U-turns*** are permitted in front of the school.
  2. Parking in the staff parking lot or the circular driveway in front of the school is not permitted during arrival and dismissal.

**Car Rider Arrival Drop Off**

**Important: Staff will arrive on duty at 9:10am. Students must not exit their car until 9:10am when staff is on duty**. If a child is dropped off unsupervised, we will bring the child to the office and call you to come back to stay with your child until there is an adult on duty.

Vehicles pulling into the car rider loop must pull all the way to the stop sign, lining up in a single file line and stay to the right. This will help ensure student safety.

1. As you enter the loop, make sure your child is prepared to exit the car by having all their items.
2. Adults, please remain in your cars. Staff and patrols will be on duty to help students exit vehicles safely.
3. Students must wait until the car reaches the drop off area and must exit on the **passenger side** of the vehicle.
4. When dropping off students, please pull your vehicle as far forward as possible.
5. Cars need to remain in line until the vehicle in front of them has proceeded. **Do not pass another car at any time.**
6. Patrols will be available to assist Kindergarten students to the correct line-up area.
7. If you need to park, please be mindful of parking signs and do not block driveways. There is some visitor parking in the staff lot. Cars are not permitted in the bus loop during arrival (8:40am until 9:25pm) and dismissal (3:25pm - 4:20pm).

# **Dismissal Procedures**

The school day ends at 3:50 pm and on early dismissal days 1:20 pm.

***Any variation from your child's daily routine requires a note from home addressed to the teacher.*** Please email the teachers prior to your child’s lunch and recess time. Teachers will check email mid-day. ***You will receive an email reply if the teacher received the change. If you do not receive confirmation of the email, call the front office before 3:00pm. If the change happens after your child's lunchtime, contact the office.*** We realize that emergencies arise, but please try to keep last minute schedule changes to a minimum. If the change must be made after the scheduled lunch and recess time, please contact the office regarding the change in schedule prior to 3:25 pm.

If you are picking up your child for an appointment, the child will remain in the classroom until someone from the main office contacts the teacher to dismiss the student.

In the event you need to sign out your student out of the office, please plan on arriving no later than 3:30 pm so that we have time to locate your student and bring him/her down to the Main Office.

Farmland implements a silent dismissal where buses will not be announced over the loudspeaker. Instead, students will monitor their Promethean boards in their classrooms for bus arrival information. When their bus is indicated on the screen, students will then leave their classroom to board their bus. This system of dismissal is designed to avoid students missing their bus due to the fact that they may not have heard the announcements for their specific bus. This system has been implemented at several MCPS schools with great success. Classroom teachers will assist students in the process.

* Kids After Hours (KAH) and Walkers are dismissed first along with car riders.
* Fourth graders who are walking home will be dismissed from their classrooms then walk through the building.
* Kindergarteners and First graders who walk will be escorted by their teachers to the flagpole area.
* Kindergarteners riding the bus will be escorted by patrols to their bus.
* Parents who are picking up walkers should meet children by the flagpole. We ask you not to come to the front of the building to wait. We have students exiting to get on their buses and this could cause a safety issue. During inclement weather we suggest you use the car rider pick up.
* **Do not** park in the staff parking lot or enter the circular drive unless you have a handicapped permit.
* **Students who are picked up for early dismissal must be picked up from the office before 3:30 pm.**

**Car Rider Reminders**

Please note the following:

* 1. To ensure students’ safe arrival and dismissal, ***no u-turns*** are permitted in front of the school.
  2. Parking in the staff parking lot or the circular driveway in front of the school is not permitted during arrival and dismissal.

**Car Rider Dismissal**

Vehicles pulling into the car rider loop must pull all the way to the stop sign, stay in a single file line and to the right. This will help to ensure student safety.

1. Adults should remain in your cars. Staff and patrols will be on duty to help students enter their vehicles safely.
2. Students may only load into cars on **the right passenger side** of a vehicle.
3. Cars need to remain in line. **Do not pass another car at any time.**

If you need to park, please be mindful of parking signs and do not block our neighbor's driveways. If you need to park, there is some visitor parking in the staff lot. Cars are not permitted in the bus loop during arrival (8:40 am until 9:25 pm) and dismissal (3:25 pm - 4:20 pm).

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## Bus Transportation

When making the request for your child to ride a different bus home for any reason, please send an email to the teacher and copying the main office, Kristin Wright at[**kristin\_m\_wright@mcpsmd.org**](mailto:kristin_m_wright@mcpsmd.org) **by 10:00 am**, giving your permission. Include the bus route number in your email, along with a contact phone number. Your child will also need a copy of the email to board the bus. **Please note that Transportation’s priority is to transport students assigned to that bus before approving any additional riders. Depending on capacity issues, some requests may be denied.**

If there is an issue with your bus route or you have questions, please contact the Walter Johnson Center: Randolph Mussotte Phone Number: 301-469-1071.

Parents, we will do our best to inform the community through Twitter or Connect Ed when buses are running past 4:20 pm.

1. Route numbers, not bus numbers, will be displayed in the second window on both sides of all buses.
2. It is important that your child knows his or her bus color and route number. Please communicate the route number/color of the bus your child will ride to your child’s teacher at Open House. It is helpful to write the information and attach it to your child’s shirt or backpack for the first few days.
3. Transportation states that parents should be at the bus stops ten minutes before the scheduled bus time even though, on occasion, they may need to wait for buses to arrive.

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## School Meals

If you have questions about your child’s lunch account email Mrs. Olga (Nelly) N Cardenas at [Olga\_N\_Cardenas@mcpsmd.org](mailto:Olga_N_Cardenas@mcpsmd.org).

**Lunch menus are posted at :** <https://www.montgomeryschoolsmd.org/departments/foodserv/menus/elementary_lunch.aspx>

The regular breakfast and lunch meal prices remain the same as last year at all levels.

* Breakfast: Regular Price: $1.30
* Lunch: Regular Price Elementary: $2.55

**Students can come to the office to call home if they forget their lunch.**  Our school also makes a few extra lunches each day. The student can inform the teacher that they forgot their lunch and this will be communicated to the cafeteria so a lunch can be provided. A child will receive a lunch and the cost of the lunch will be charged to the student’s lunch account.

**Snacks at lunch are offered for children in grades 1 – 5 on alternating days.** Children will not be allowed to purchase more than one snack**.** If you do not want your child to purchase snacks or a second lunch, please let the cafeteria manager know in advance.

**Free and Reduced Meal Applications**

Students may qualify for free or reduced-price meals based on household size and income. They may also qualify if they are receiving Food Supplement Program (FSP) or Temporary Cash Assistance (TCA) benefits.The FARMS application has been updated. Families must reapply each school year and are encouraged to apply online at [www.MySchoolApps.com](http://www.myschoolapps.com).

To find out additional information about online payment and purchasing meals during the year go to: <https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/meal-payments/>

* Any amount can be deposited into the student’s account. Meals and a la carte items are deducted from the account only at the time of purchase. The school meals account is not a credit system and checks are the best way to make a deposit. Write the student’s name and PIN number of the front of the check and make it payable to the school cafeteria. Checks can be given to the cafeteria manager or cashier. Prepayments made prior to mealtime helps keep serving lines running smoothly.
* Checks used to pay for school meals must contain an address, phone number and student pin number. Returned checks are subject to recovery for the face value and a fee of $25 through an electronic debit or paper draft to the same account. Your payment by check constitutes your acceptance of these terms. If you have any questions concerning our check acceptance policy, please call CHECKredi at 1-800-239-1222.
* At the start of the school year, account balances from the previous year follow the student to the school in Montgomery County where the student is enrolled. Any money left on the account from the previous year will be available for the new school year. Students returning to the same school keep the same PIN. When a student enters a different Montgomery County school from the last year, the student receives a new PIN.
* If a student transfers to another school in Montgomery County **during the school year**, the student or parent should notify the cafeteria manager so that any account balance can be transferred to the new school. When a student transfers to another Montgomery County school, the student receives a new PIN. After transferring, check with the cafeteria manager to find out the new PIN.

For more cafeteria news and elementary school meals information, visit Montgomery County Food Services on the Web at[www.montgomeryschoolsmd.org/departments/foodserv](http://www.montgomeryschoolsmd.org/departments/foodserv).

# **Attendance Information**

The school must be notified any day your child will be absent. You may call the school office at 240-740-0660. When you report the absence, be prepared to tell us your child's name, his/her teacher, and the reason for the absence. **If we do not receive a call from a parent, the absence or tardiness will be considered unexcused. A written explanation of each absence is required from the parent/guardian within three days of the student’s return to school (email is acceptable).**

Elementary school students with excessive absences and/or tardies, both lawful and unlawful, may be referred for appropriate intervention. At the discretion of the principal/designee, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance.

**Chronic Absenteeism as defined by Maryland State Department of Education**

MSDE staff analyzed student chronic absenteeism data as part of Maryland's Every Student Succeeds Act (ESSA) Accountability Plan. Chronic absenteeism is one of multiple measures in Maryland's Plan.

For a student to be chronically absent means that the student is absent 10 percent or more school days during the school year, when that student has been enrolled in the school for at least 10 days. “Absent” means “a student is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

Chronically absent students include students who are absent for any reason, including illness, suspension, or the need to care for a family member – regardless of whether absences are excused or unexcused.

**Excused Absences**

Students are considered lawfully (excused) absent from school for the following reasons:

* Death in the immediate family
* Illness of the student (Physician's note will be needed)
* Court summons
* Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school
* Observance of religious holiday
* State emergency
* Suspension
* Failure to provide MCPS authorized transportation to eligible students
* Other emergency or set of circumstances determined by the principal

Any absence for reasons other than those specified above may be considered either lawful or unlawful by the principal/designee. Normally, requests for family travel are not lawful absences.

A student’s absence may be deemed lawful at the discretion of the principal/designee with prior request based on the following:

* Recommendations from the student’s teacher(s) concerning the possible effect of the anticipated absence on the student’s academic progress and the options available for make-up work before making a decision to approve the absence.
* Number of lawful and unlawful absences student has accumulated to date.
* Purpose or special significance of the absences.
* Duration of the absence.

**Unexcused Absences/Tardy**

An unexcused absence or tardy would be a family trip, childcare problem, oversleeping, nonschool-related activity, traffic, or a missed bus.

***\*Any absence for which a written explanation is not submitted will be recorded as unexcused.***

School begins at 9:25a.m. Students who arrive late must be accompanied by an adult and must stop at the school office for a tardy slip or they will be marked absent. When your child arrives late, the opportunity for an unhurried and organized start to the day is lost and it is very disruptive to the teacher and the class

Parents should call the school in the morning before 8:50 a.m. if a child will not attend school that day. For your convenience, an answering machine is turned on when the school is closed so that parents can leave messages about absences. You may call the school before the official school opening time to tell us your child will not be in school. The answering machine will record your child's name, his or her teacher, and the reason for the absence (240-740-0660). If the school is not notified of an illness or doctor’s appointment, the absence will be recorded as an unexcused absence.

**Absences Due To Family Trips**

We encourage family trips during scheduled school vacations. Absences due to family trips are considered unexcused.

Family trips during the school year with extended absences interrupt the continuity of learning. MCPS must withdraw any student from its enrollment who is absent from school for 15 consecutive days or more. Upon the student’s return, a parent must again officially enroll him or her. Teachers are NOT required to provide homework when students are out for extended absences.

MCPS Policy/Regulation on Student Attendance can be found at [www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf](http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf)

## Health Room

## Health Technician: Tina McNeal

## Nurse: Colette Martino

## A health technician is on duty from 9:10 am until 3:50 pm each school day.

* If you need to contact Ms. McNeal or Ms. Martino please call the school at 240-740-0660.

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## *Important Reminder*

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## It is important for us to have every child's emergency information on file so that we may contact parents quickly if necessary.All contact numbers must be kept up to date and check to make sure you are able to receive a voicemail message. If your child becomes too ill to remain in class, you will be contacted and asked to pick up your child.

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## Important Forms

## [MCPS Authorization to Administer Prescribed Medications](https://www.montgomeryschoolsmd.org/departments/forms/pdf/525-13.pdf) (For all medications)

[**MCPS Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis**](https://www.montgomeryschoolsmd.org/departments/forms/pdf/525-14.pdf) **(Epi Pen)**

## School Day Illness and Emergencies

## If your child becomes ill or involved in an accident at school, parents will be contacted. It is important that families complete the information sheets with accurate home and work information and emergency contact numbers. In the event your child must be transported to the hospital, this information is critical.

Please notify the office when you have a change of address or telephone number (home or business), or if there is a change in the name or telephone number of the person to be contacted in case of emergency. Please arrange with a neighbor, relative or friend to be the emergency contact.

***When should I keep my child home from school?***  [**When To Keep Your Child Home From School**](https://www.montgomeryschoolsmd.org/uploadedFiles/schools/waysidees/about/FS-25%20When%20To%20Keep%20Your%20Child%20Home%20from%20School%20E%20%20S.pdf)

# **Immunization Records**

Maryland state law requires schools to have immunization information on file for students before they start school. If you have not submitted your child's immunization record to us yet, please do so as soon as possible.

## Tours at Farmland

If you are interested in visiting or touring Farmland, please make an appointment through the main office.We give tours the second Tuesday of the month. If your child attends school at Farmland, you may contact the classroom teacher to discuss an agreed upon time to visit. This visit will also be discussed with administration and a staff member may accompany parent visitors.

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## Safety and Security

The Access Control System (ACS) consists of a surveillance camera installed at the school’s main entrance. Signs will direct a visitor to push a button to alert main office staff of your arrival. A remote locking system, controlled from the main office, will allow entry into the building during the period between students‛ morning arrival times and afternoon dismissal times. Office staff will communicate with the visitor and provide controlled entry into the school. In order to ensure the successful implementation of the ACS, all other entrances to the school building will remain secured at all times. Please CLOSE THE DOORS behind you on entering the school building.

For the safety and security of our students all visitors to the school must check in at the main office. Visitors will be asked to use their valid state-issued identification to sign in through the Visitor Management System (VMS). Once you have received your identification badge you will need to wear it as you move around the building. When your visit has concluded, please sign out through the VMS in the office.

If a parent decides to take their child home after visiting the classroom, parents must come to the main office before taking a student out of the building.

Students will be required to carry a hall pass when moving around the building. Students without their hall pass will be stopped by an adult to identify where the child is going and may be escorted to their destination for safe arrival.

There is also a swipe pad on the side of the school closest to the portables. Students entering into the building from the portables will travel in pairs. They will have a swipe pass which will enable them to enter the building .

**Emergency Preparedness at Farmland**

Farmland Elementary School is prepared to effectively and efficiently respond to a multitude of emergency/crisis situations that might impact students, staff, and parents or guardians. Each year the emergency/crisis plan is updated, then reviewed and approved by the Department of School Safety and Security. Fire evacuation and other emergency drills are practiced throughout the year.

Should you arrive at the building during one of these drills, you may find the doors locked and you will not be admitted until the drill is complete. Each year an on-site emergency team (OSET) composed of school administrators and staff receive basic and enhanced levels of emergency/crisis preparedness training, conducted by the Department of School Safety and Security. A Parent/Child Reunification plan is also reviewed and updated annually. Staff is trained to implement this plan in the event of an emergency. If we must leave campus parents will be informed how to pick up their students at Faith Methodist Church.

**Lockdown** is defined as an alert status indicating imminent danger exists to all staff and students. During a lockdown, staff and students must remain within their classroom or within a secured area. If students are in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff should secure their immediate area and account for students. Students should also be kept away from doors and windows.

**Lockdown with Options** outlines safety strategies for students and staff when they are not able to access a classroom. For more information you may access the information here: [Lockdown with Options](https://www.montgomeryschoolsmd.org/uploadedFiles/departments/security-new/MCPS-Emergency-Preparedness.pdf)

**Shelter** is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate the OnSite Emergency Team (OSET) and set up a command post when appropriate.

**Severe Weather Shelter** is used when a high wind warning has been issued for the community near the school. All students, staff, and visitors—including those located in relocatable classrooms—are brought into the school’s main building. Everyone in the building reports to the designated weather-safe areas. Staff monitors the weather reports.

**Evacuate** is a term used to quickly alert staff that everyone is to exit the building, similar to a fire drill. In rare cases, the evacuation may need to include walking the students to a safe, secure location away from the campus. A plan has been established to safely reunite students with parents at that site and, should it be necessary, MCPS would send buses there.

**Parent Reunification**

The MCPS Parent/Child Reunification Plan guidelines are important information that parents and guardians need to know before there is an emergency at your child’s school. A school may experience an emergency that requires that students be dismissed from school other than the usual time or location. In these rare instances, MCPS will use a procedure known as the Parent/ Child Reunification (PCR) Plan. This plan is designed to be a safe and orderly procedure used to reunite students and parents in the event of an emergency. Depending on the situation, the PCR plan could be implemented at your child’s school or at an off-site location if the school building is unsafe. When a PCR is necessary, MCPS will use several means of communicating the necessary information to the parents and guardians by using Connect-ED phone calls, QuickNotes, press releases, Twitter accounts, and the MCPS website. During an emergency, the child’s parent may not be available to pick up the child; therefore, it is prudent for parents and guardians to obtain from their school an ***Authorization for Release form***. The parent or guardian can complete this form, in advance of an emergency, in order to authorize a family member, friend, neighbor, etc., to pick up the child in case the parent or guardian is not available to do so. Be sure to notify whomever you have authorized to pick up your child. In addition, parents, guardians, and authorized individuals can help facilitate a safe and orderly PCR by adhering to the following procedures: Subscribe to the communication tools on the MCPS website: <http://www.montgomeryschoolsmd.org>.

Come to school only after MCPS has notified you that the school is ready to begin the PCR process.

* ***Bring personal identification*** to assist school staff who will be identifying people that have been approved to pick up students. Custody issues remain in effect.
* Park only in approved areas—do not park in the bus loop; do not block entrances or exits.
* Follow instructions from school staff members as you enter and leave the building. Safety and security is an MCPS priority. Your child’s school always will take precautions to prevent an emergency; however, if an emergency does occur, MCPS staff members will protect and shelter your children until they are reunited with you.

Additional information about **MCPS Crisis Prevention can found here:** [**Emergency Preparedness Information**](https://www.montgomeryschoolsmd.org/uploadedFiles/emergency/preparedness/CrisisPreparedness.pdf)

**Volunteers**

Administration and staff at Farmland Elementary School are appreciative of the commitment, time and energy of our parent/guardian volunteers. The role of volunteers extends beyond the school building. We have volunteers who work on special assignments from home, those who volunteer on a regular basis, those who are part of a rotation, and those who are scheduled as needed. Talk with your child's teacher(s) about volunteer opportunities and/or check with the office about volunteering in the Media Center, office or during lunch/recess. Please be understanding that individual teachers may or may not desire volunteer support.

**Expectations for Every Volunteer**

All volunteers must complete the online training before volunteering in the classroom. Once completed your participation is then recorded. Farmland will access a report to verify the training has been completed. This training is also necessary for daytime field trips. To access the training and find out more information about the trainings, please follow the link provided. [**https://www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx**](https://www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx)

* Exercise mature judgment in supervising children and shall in all instances respect each student’s rights and privacy. It is essential that confidentiality is maintained in and out of the school setting. Violation of a student’s rights and privacy may result in your being restricted from volunteering. If you have any concerns, they are to be shared directly and exclusively with the supervising teacher, staff, and/or administrator. All recordings are prohibited including, audio, still and/or video.
* Register at the main office upon arrival and present picture identification. Once registered, volunteers are expected to wear a visitor’s sticker. At the end of the scheduled volunteer time, you must check out.
* Notify the teacher, with as much advance notice as possible, if you are unable to meet your scheduled time. Teachers and staff will do the same, should there be a change in schedule.
* Make outside arrangements for child care of non-school age children or children who do not attend Farmland.
* Be flexible and willing to do a wide range of assigned tasks. These tasks may include but are not limited to: cutting, copying, filing, changing bulletin boards, supporting a class other than your child’s, reading to a child.
* Decrease distractions. Cell phones need to be programmed to vibrate. If the call must be answered, before excusing yourself, please inform the staff member so that he/she is able to make the necessary accommodations.
* Defer all disciplinary actions to the school staff or administration. Notify school staff as soon as you are aware of a disciplinary issue.
* Teachers and administrators will determine how to most effectively use volunteers and will provide verbal and/or written directions for tasks. If the task is not clear, please ask for clarification from the staff member with whom you are working.

**Volunteer Tips**

* Set up a preliminary conference with the staff member with whom you will work.
* Develop a set routine for receiving assignments, written or verbal.
* Respect that desks, closets, and files are private.
* Never discuss any child’s classroom performance or behavior.

**Birthdays**

In the interests of health and wellness, our student birthday celebration policy is as follows:

* Birthdays will not be celebrated at school with food items brought into the cafeteria or the classroom.
* Students will be recognized for their birthdays during the daily announcements.
* Birthdays falling on a weekend or holiday dates will be announced the day before the weekend or holiday.
* They will be given a small token of recognition.
* Classroom teachers may recognize students’ birthdays in the classrooms but these practices may vary according to the classroom.
* Invitations will only be distributed in the classrooms when *all students i*n the classroom are invited. Please contact the classroom teacher to discuss how she or he would like it to be handled. Due to student privacy we are unable to give out student’s addresses or parent email addresses.

**Emergency Closures**

Emergency information is available on the MCPS website at [www.montgomeryschoolsmd.org/emergency](http://www.montgomeryschoolsmd.org/emergency)

* MCPS Quick Notes [www.mcpsquicknotes.org](http://www.mcpsquicknotes.org/)
* Alert MCPS<http://alert.montgomerycountymd.gov/>
* Twitter<http://twitter.com/mcps>

School is occasionally closed all day due to unsafe weather conditions or mechanical problems in the school. When the decision is made by the Superintendent of Schools to delay the opening, announcements will be given to TV and radio stations usually no later than 6:00 am. These announcements will give pertinent information regarding the delayed opening of schools. TV and radio stations receive notification at the same time we do at school. Parents must listen to local radio and TV stations during periods of inclement weather. Also check the Montgomery County Website. ***Please do not call the main office.*** When MCPS is delayed, staff will be delayed as well.

In the event of a delayed opening, the school day will end at the regular time unless otherwise announced.

There is always the possibility that our school will have to close early because of water cutoff, loss of electricity, boiler failure, inclement weather, or any one of a number of unanticipated problems.

We urge all parents to be sure that they have made plans for such emergencies when they will not be at home, such as designating a neighbor to receive the child after dismissal or having another responsible adult in the home. In the event of an early closing, students will be sent to their regular after school location unless we receive written notification of alternative plans in advance.

On days where there is inclement weather (extreme heat or ice/snow) parents are encouraged to monitor local TV and radio stations for a possible early closing. Again, please do not call the school.

Emergency information is available on the MCPS website at [www.montgomeryschoolsmd.org/emergency](http://www.montgomeryschoolsmd.org/emergency)

**SPECIAL EVENTS**

**Assemblies**

Assemblies are planned periodically as special events throughout the year. Assemblies may be held for school-wide announcements, presentations, and performances by student groups, or as part of the Cultural Arts Program. Student attendance is a requirement, not an option. Consult the Code of Conduct for expected behavior.

**Classroom Parties**

Each class has three scheduled parties a year: Halloween, Valentine’s Day and the end of the year. Parents **who do not wish for their child to participate** in these or other celebrations **should notify the classroom teacher of their preference**. Room parents or others who organize these parties should check with the teacher regarding any children who may have food allergies. **Only store purchased items may be served.**

**Field Trips**

The purpose of field trips are to enrich student appreciation of a particular curricular goal that is being studied in class. When a class plans a trip, each child will bring home a permission slip, which **must be signed and returned to the teacher in order for the student to participate.** On trips scheduled by the school students are driven by school buses or on private chartered buses. Parent/guardian volunteers act as chaperones and teacher assistants on most trips. Most trips have a nominal fee to be paid in advance. No child should miss a field trip due to lack of funding. Financial assistance is always available and may be arranged by a phone call or written request to the Principal. These arrangements are confidential. As field trips are connected to the child’s curriculum, all students must attend these field trips unless it is determined to be unsafe for the child.

Occasionally field trips are planned as an extension of the instructional program. Transportation is generally provided by a county school bus. When a trip is scheduled to return past 2:00PM, a private bus company is used.

When a field trip is scheduled, each student who is to participate will bring home a permission form giving the date of the trip, the cost, and the destination. The form must be signed by a parent or guardian and returned to the teacher before the student is allowed to go on the trip.

No student will be excluded from field trips for financial reasons. Please contact your child’s teacher if necessary.

Many times parents are invited to volunteer to serve as chaperones with the responsibility of monitoring small groups of students during the field trip. Because of this responsibility as well as safety issues, younger siblings may not accompany chaperoning parents on field trips. [Parents who volunteer for field trips MUST complete the MCPS on-line training for Child Abuse and Neglect.](https://www.montgomeryschoolsmd.org/childabuseandneglect/)

**Parent/Student Notification of Terms of Use for Personal Mobile Devices**

These rules apply, as promulgated through our regulations, and may be amended from time to time without prior notice. It is the responsibility of students, parents, and guardians to be aware of these Terms of Use.

**A Personal Mobile Device (PMD) is defined as** “a *non-MCPS issued device used to send or receive data via voice, video, or text*”. Mobile phones, e-readers, tablets, personal computers, smart watches or other devices equipped with microphones, speakers, and/or cameras are all considered PMDs.

* Students will be responsible for ensuring their PMDs are used appropriately at all times.
* At all times while on school property, students assume sole responsibility for securely possessing and/or storing their PMDs. Farmland ES, including staff and administration, assume no responsibility or liability for loss, theft, or damage to PMDs, nor for consequences arising from the unauthorized use of PMDs.
* Students will ensure their PMDs are powered down and stored securely during school hours (9:10 am - 3:50 pm). PMDs which are discovered not to be turned off during school hours may be subject to confiscation.
* Students needing to make a phone call during school hours will make the call from a school phone in the main office, not from their PMD.
* All listening devices, apps, etc. on a PMD are required to be turned off while on school property.
* Students are not permitted to use their PMDs to take pictures or videos on the bus.
* If a PMD is used to take pictures or videos, parents or guardians will be notified and administration may hold the device for a reasonable amount of time as needed to conduct an investigation.
* Students may not use a PMD to access unauthorized or prohibited MCPS sites, email, instant messaging, chat rooms, apps, etc. Farmland ES and MCPS reserve the right to monitor and investigate the use of PMDs on an MCPS network.
* At its discretion, Farmland administration may temporarily suspend the use of all PMDs on school property if students are not following the policies, regulations, or rules set forth by Farmland and/or MCPS.
* Farmland administration may designate areas where PMDs may or may not be used.
* Farmland staff or administration may take away PMDs that are used in a manner which distracts from the learning environment. PMDs will be returned in a reasonable amount of time.
* Students not following the MCPS regulations, policies, and Farmland’s Terms of Use will have their PMDs confiscated by Farmland administration and may be subject to consequences according to the MCPS Code of Conduct. In such cases, PMDs will be released only to a parent or guardian.
* Students using their PMDs to bully or harass students will be subject to consequences according to the MCPS Code of Conduct.

**For additional information refer to the following Regulations, Rules, Rights and Responsibilities, and Policies:**

**Regulation COG-RA, Personal Mobile Devices**, [https://www.montgomeryschoolsmd.org/departments/policy/pdf/cogra.pdf](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.montgomeryschoolsmd.org_departments_policy_pdf_cogra.pdf&d=DwMFaQ&c=fgAH0TEak9hSJygxoVsafg&r=UiJODoYAd5jDydKEoSyqUq2fCcPIdMNlGqLPzpdpYq4&m=fXh7l1SIsQAQIQ30f8iG6h4_TipD4l4fdwNJHvJtiqI&s=hyeJTt5eOToxtNg2OipBP83KqD8086cUQtgF1dNenUc&e=)

**Summary of the regulation:**<https://www.montgomeryschoolsmd.org/uploadedFiles/departments/technology/COG-RA%20at%20a%20glance.pdf>

**Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security,**[https://www.montgomeryschoolsmd.org/departments/policy/pdf/igtra.pdf](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.montgomeryschoolsmd.org_departments_policy_pdf_igtra.pdf&d=DwMFaQ&c=fgAH0TEak9hSJygxoVsafg&r=UiJODoYAd5jDydKEoSyqUq2fCcPIdMNlGqLPzpdpYq4&m=fXh7l1SIsQAQIQ30f8iG6h4_TipD4l4fdwNJHvJtiqI&s=zG8XVrmXayjP4CKAUdJuZiAlbQlGCjh4M6yPIt-oTmE&e=)

**Regulation JGB-RA, Search and Seizure,** [https://www.montgomeryschoolsmd.org/departments/policy/pdf/jgbra.pdf](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.montgomeryschoolsmd.org_departments_policy_pdf_jgbra.pdf&d=DwMFaQ&c=fgAH0TEak9hSJygxoVsafg&r=UiJODoYAd5jDydKEoSyqUq2fCcPIdMNlGqLPzpdpYq4&m=fXh7l1SIsQAQIQ30f8iG6h4_TipD4l4fdwNJHvJtiqI&s=SvMGTelZMfBpnf9FK-KJRzi0lu4i_tswNdba6Zyx_vM&e=)

**Rights and Responsibilities:** [https://www.montgomeryschoolsmd.org/students/rights/](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.montgomeryschoolsmd.org_students_rights_&d=DwMFaQ&c=fgAH0TEak9hSJygxoVsafg&r=UiJODoYAd5jDydKEoSyqUq2fCcPIdMNlGqLPzpdpYq4&m=fXh7l1SIsQAQIQ30f8iG6h4_TipD4l4fdwNJHvJtiqI&s=wMbN53fhaha2r-u_syalJAvuvV8Ql9fErDD95BEtFqo&e=)