

**Rosemary Hills
Elementary School
Parent & Caregiver Handbook**



2022-2023

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Open House

Our annual Open House will take place on Friday, August 26, from 9:30 a.m. to 10:30 a.m. This event provides an opportunity for you and your child to see the classroom and meet the teacher. You will receive a postcard from the teacher in the mail the day before Open House to welcome your child and inform you of their class assignment. We will have staff available throughout the building to assist and direct you during the Open House, so if the postcard does not reach you for some reason, please check with staff members when you arrive on Friday, August 26. During the Open House, maps will also be available.

Back-to-School Night

This event is an opportunity for parents to meet the teachers, learn about the curriculum and important classroom information. This is an evening for parents and guardians only. We will hold one Back-to-School Night for all grade levels on Tuesday, September 6, 2022 from 6:30 – 7:50 p.m. We will meet as a whole group beginning at 6:30 p.m. in the all purpose room. During this time, we will introduce the staff and provide you with an overview of the evening. Following the whole group session, individual classroom presentations will occur. Parents may select to go to EITHER Session #1 from 6:55- 7:20pm or Session #2 from 7:25-7:50pm. Both sessions will be identical so it is not necessary to stay in one classroom for both. This format has been designed to accommodate families with children in more than one classroom at Rosemary Hills. Please note that Back-to-School Night is not a time for individual conferences. Teachers will need to attend precisely to the schedule.

Enrollment Updates

There will be six kindergarten classes, seven first grade classes and seven second grade classes for the 2022-2023 school year. Our pre-kindergarten will continue with a morning session and an afternoon session. We will have four Comprehensive Autism Preschool Program (CAPP) classes and three K-2 Elementary Autism classes next year.

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_e7dmlkifpwPZ_dvy0/view

Student Emergency Information

Please update Student Emergency Information through ParentVUE prior to August 23, 2022. Please complete the Annual Verification of Information (Student Emergency Information, Reunification Form, Annual Notice for Directory Information and Student Privacy) through the Online Registration portal. ParentVUE Support Guide & [Directions for completing the annual verification of information](#) (see page 24) If you would like to withhold any directory information, please complete MCPS Form [281-13](#).

Student Transportation/Dismissal Tag

Please pick up a pink [Student Transportation/Dismissal Tag](#) during Open House. Please be sure to complete the information on this tag and pin it to your child's backpack during the first two week of school. This information informs the school staff and transportation staff how students go home each day.

First Day of School Information

School begins on Monday, August 29, 2022, for students in Kindergarten through Grade 2. This is an important time for students, parents, and staff. While we know it may be difficult to separate from your child on the first day of school, please say your goodbyes at the entrance doors and then allow your child to walk to class. This allows for a much smoother start and

routines to be established from the first day. We will have many staff members and parent volunteers throughout the building and at the front of the school to direct and escort students. Please be sure the [Student Transportation/Dismissal Tag](#) is attached to your child's backpack with their name and teacher clearly marked. The first day for Pre-kindergarten students and CAPP students will be Tuesday, September 6, 2022.

First Week of School Information

On the first day only, we will have the following arrival procedures in place for teachers to greet students and practice the arrival procedures as a whole class: Kindergarten students will meet their teachers in the all-purpose room where they will line up by class. Teachers will escort students to their respective classrooms where they will have students practice sitting in the hallway near their classroom door. After the first day, students will proceed directly to their classrooms upon arrival and sit outside their classroom until the teacher brings them in at 9:10 a.m. During this time, many staff members are on-duty in the hallways to monitor students.

First grade students will meet their teachers in the center hallway, where they will line up by class. Second grade students will meet their teachers in the second grade wing, where they will line up by class. Teachers will escort students to their respective classrooms where they will have students practice sitting in the hallway near their classroom door. During this time, many staff members are on-duty in the hallways to monitor students.

Breakfast and Lunch Information

All schools in Montgomery County use an automated system for purchasing lunch and beverages. You may add funds to your child's account by sending the enclosed prepayment form with a check made payable to the Rosemary Hills Cafeteria, or online through www.MySchoolBucks.com. Breakfast is available from 9:05 a.m. – 9:20 a.m. If your child will be eating breakfast at school, please be sure that they arrive by 9:05 a.m. in order to have enough time to eat. All students must be in class and ready to learn at 9:25 a.m. when instruction begins. Student ID numbers and cafeteria PIN numbers will be sent home with kindergartners and new students on the first day of school. Students in first grade and second grade will find their ID number on their report card and have the same PIN as in prior years. Menus can be found on the MCPS website.

http://www.montgomeryschoolsmd.org/departments/foodserv/menus/elementary_lunch.aspx

For additional information on meal payment and to apply for the Free/reduced meal program see this

link: <https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/meal-payments/#FARMS>

Lunch & Recess

Each grade level will have one lunch and recess period. Children have supervised play outside on the playground. Please dress children appropriately for the weather each day. Students participate in outdoor recess unless there is inclement weather. In cold weather, children should have warm jackets, mittens or gloves, hats and/or a hood.

We appreciate all parent volunteers during lunch and recess and hope that you will be able to assist with this important volunteer opportunity.

Volunteers

You must complete the MCPS mandatory Recognizing and Reporting Child Abuse and Neglect training for all volunteers prior to any volunteer opportunities, including field trip chaperones. You can access this training at www.montgomeryschoolsmd.org/childabuseandneglect. Please submit your certificate of completion to the main office prior to volunteering. This training is required every three years. If you completed this training within the past three years, you do not need to complete the training this year.

Arrival and Dismissal Procedures

Arrival Procedures

Please arrive no earlier than 9:00am. Doors open at 9:05am. Instruction will begin by 9:25am. If your child arrives after 9:25am, an adult will need to come into the main office to sign your child in.

Car Riders

The main loop lane is blocked off. Enter the smaller loop on the left side of the school building.

- Please make sure your child is sitting on the right passenger side of the door, so staff may assist with opening and closing the door.
- Parents and caregivers should not get out of the car.
- Have your child ready to get out.
- Students will enter through the main entrance. You will see staff members to assist.

Walkers

Students walking to school will enter through the main entrance. You will see staff members to assist.

- Please do not park your car on the street and walk your child to the door. This may create more traffic, potential accidents, and confusion for your child.

Bus Riders

- Students will be dropped in the bus loop.
- The time the buses arrive at the designated stops and at school is determined by the Department of Transportation and is listed on the bus route schedules.
- When the bus arrives at Rosemary Hills, staff members will escort students through the side entrance of the school.
- Please make sure you label your child's bus route number on your child's Student Transportation/Dismissal Plan Tag. The route number and the stop is important for your child to know.

Dismissal Procedures

Dismissal will begin at 3:50pm. Please be on time. If you are late to pick up your child, please make sure you call the main office at 301-920-9990 to let us know.

Car Riders

- Student car riders will be transitioned to the designated area and wait for instructions from staff members on duty.
- Parents and caregivers must remain in the car and pull their car forward, following the directions of the staff members on duty. Please do not get out of your car for the safety of you and the students.
- Parents and caregivers will display the student sign with the name of the student/s they are picking up and staff members will call for the student to come to the car.
- Please print and fill in your child's information as clearly as possible. Having this paper every day in your car is extremely helpful and makes the car rider line move much quicker. [Car Rider Car Sign](#) These signs will also be available in the classroom during Open House.

Walkers

- Student walkers will be transitioned to the designated area by the gym, which is to the right side of the school.
- Students will wait for instructions from staff members on duty.
- Parents and caregivers will wait by the gym door in a line until a staff member assists.

- Please do not park your car on the street and walk your child to the door. This may create more traffic, potential accidents, and confusion for your child.
- Parents and caregivers will hold up the student sign with the name of the student/s they are picking up.
- Please print and fill in your child's information as clearly as possible. Having this paper every day in your car is extremely helpful and makes the walker line move much quicker. [Walker Sign](#)

Bus Riders

- If your child rides a bus, please help us by reviewing proper safety rules with your child. Students must remain seated while on the bus and they must keep their hands and feet out of the aisles. Students are expected to Ride by the Rules www.montgomeryschoolsmd.org/departments/transportation/rules/. Students who do not follow bus rules may lose the privilege of riding the MCPS school bus.
- If your child is a bus rider, please use the bus route schedule to identify the route/bus stop that your child will use. Please make a note of this on the [Student Transportation/Dismissal Plan Tag](#).
- The time the bus departs school is determined by the Department of Transportation and is listed on the bus routes schedules.
- When the bus arrives at Rosemary Hills, students will be escorted to their bus.
- Please help your child remember their bus route number. The route number and the stop is important for your child to know.

Change in Dismissal

If there is a change in your child's dismissal, we would like to know as soon as possible. Please make sure to send an email to your child's teacher no later than 12pm the day of or sooner. If it is after 12pm, please call the main office so a staff member is aware of the change.

We are unable to release your child to another adult unless we have confirmation from the parent/guardian and/or if the adult is in your child's emergency contact information.

Attendance & Absences

To be successful in school, students need to attend school regularly. Students arriving at school after the start of the school day (9:25 a.m.) must be signed in by a parent/guardian in the main office. It is important that every student arrives at school on time and that they not be dropped off outside the building after 9:25 a.m.

Please make every effort to limit the amount of school missed due to appointments. Teachers plan instruction from 9:25 a.m. through 3:50 p.m. Instruction is interrupted when students are pulled out of class early.

Excused absences are: illness, death in the immediate family, religious holiday, and state emergencies. Work will not be given ahead of time for unexcused absences such as vacations or trips of any length. Remember that quality classroom instruction cannot be replaced. Please schedule family vacations during breaks when school is not in session.

Please remember to call the main office and inform the classroom teacher to report an absence. A child who has been absent from school for any reason **MUST** bring a note from home upon his or her return. Students absent for more than three days for illness should bring a doctor's written note. Please visit the Rosemary Hills website "Nurse's News" for more information.

MCPS Covid information can be found here

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

Safety and Security Procedures Access Control System/Visitor Management System

The access control system (ACS) at Rosemary Hills consists of surveillance cameras at the front entrance with a remote strike release entry system connected to an audio device that

provides office staff the ability to remotely grant access from the main office. All parents, visitors, and volunteers must sign in in the school office. Visitors are not permitted in the classroom unless a visit has been prearranged with the teacher. All parents, visitors and volunteers must sign in through our visitor management system (VMS) to receive a visitor badge which must be worn at all times. Please be sure to bring your license to scan into the VMS. Please also remember to sign out in the main office prior to leaving the building. Visitors are not permitted to take pictures of students in the classroom, cafeteria, or on the playground. This is for the safety and privacy of all of our children.

Safety Drills

Schools are required to practice emergency drills throughout the school year. Fire drills are practiced throughout the school year. We will have our first fire drill during the first week of school. We also practice Shelter, Lock Down and Lock Down with Options drills. Shelter is a term used to alert staff that an emergency exists near an MCPS facility, including severe weather. Lock Down is a term used to alert staff that imminent danger exists inside or outside of the building and requires moving to an immediate Lock Down mode. Another drill that we practice is called a reverse evacuation, where students and staff are moved as quickly as possible back into the secure building and attendance is taken. All schools have a plan in place (Parent/Child Reunification Plan) to reunite students with their parents/guardians in the event of an emergency at school. We routinely practice all of these drills during the school year so that students will know what to do in case of an emergency. Please make sure that the school has on file the names of all adults who are authorized to pick up your child in case of an emergency.

Bus Transportation and Safety

The bus schedule from the Department of Transportation with current bus routes is posted on the school website. Please review both morning and afternoon schedules to make sure you have accurately identified your bus stops and the correct route numbers. To help establish a routine, it is very beneficial for your child to ride the bus to and from school starting on day one. There will be parent volunteers both morning and afternoon to assist and ease this important process during the first two weeks of school. We are requesting that you complete the [Student Transportation/Dismissal Tag](#) and pin it to your child's backpack. All kindergarten and pre-kindergarten students should keep this tag on the outside of the backpack for the first two weeks of school. All students in first and second grade should keep the tag attached to the backpack for at least the first two days of school. Please use large print and complete all sections. So that all children are prepared for those occasions when parents may be unable to meet the bus or are late, parents are encouraged to instruct their children what they are to do in their parents' absence, as bus operators are not able to ensure that each student is met by a parent (see MCPS Regulation EEA-RA, Student Transportation located on the Rosemary Hills and MCPS websites). Always have a plan.

Maryland Green School

We are proud of our recognition as a Maryland Green School since 2009. Rosemary Hills recertified in 2022 and we continue to expand our efforts to protect the environment. As noted in our most recent Maryland Green School application, "We embrace opportunities to reduce our environmental impact and to model positive everyday actions that reduce energy use and classroom waste. We create opportunities for our students to be proactive thinkers and leaders on behalf of the environment. We arrange for grade-level and whole-school programming on topics that sustain our commitment to being a green school, and instill an environmental sensibility in our students from the start. The whole community is involved in these efforts. We are grateful for the support of our PTA, families, and community partners."

Social Emotional Learning

Leader in Me

This school year, Rosemary Hills will start its second year of implementation of Leader in Me. The Leader in Me is a holistic approach to education, empowering educators with effective practices and tools to teach leadership to every student; create a culture of student empowerment; and align systems to drive results in academics. The Leader in Me Social Emotional Learning curriculum focuses on the personal and interpersonal leadership capacity of students, staff and families.

Positive Behavioral Interventions and Supports (PBIS)

The staff at Rosemary Hills are dedicated to promoting a positive learning environment. Positive Behavioral Interventions and Supports (PBIS) is a research based, school-wide system approach to establish processes that focus on improving a school's ability to teach expectations and support positive behavior for all students.

The Rhino Pledge

Remember at Rosemary Hills, students are expected to demonstrate the 3 R's - Respect, Responsibility and Ready to Learn each day. Please help reinforce the 3 Rs at home. We say the Rhino Pledge every day as a school during our morning announcements.

Birthday Recognition

We recognize every student's birthday at Rosemary Hills. Students celebrating birthdays are recognized during morning announcements and they receive a birthday pencil and a birthday sticker from the main office. Birthdays falling on a weekend or holiday will be announced the last day before the weekend or holiday. Summer birthdays will be announced over a period of days at the end of the school year. In the interest of health safety and wellness, please do not send in food items of any kind. **We are not able to distribute sweet treats, goody bags, invitations or toys, so please do not send in such items.**

Summer Construction

There have been many questions about the construction at Rosemary Hills. Last winter the school office was relocated to the front of the building as part of the MCPS project to install security vestibules in each school. The security vestibule ensures that visitors sign in at the main office before being admitted to the school building. This summer, the old school office is being converted into two kindergarten classrooms. This project is now nearing its end and is slated for completion by mid-August in time for the start of the new school year.

Lost and Found

Please label your child's clothing and belongings to help minimize losses. If your child should lose clothing, a lunchbox or other items, please notify the homeroom teacher. Your child may check the Lost and Found collection in the cafeteria during lunch. Unclaimed clothing will be donated to a local charity at winter break, spring break and at the end of the school year.

Report Cards

All students will receive report cards after each marking period. Progress reports will be distributed in the middle of the marking period, so you can check your child's progress before report cards are sent home.

SchoolCash Online

Montgomery County Public Schools has transitioned to a new online payment system called SchoolCash Online as its preferred method of payment for school-related fees such as fundraisers, field trips, obligations, etc. (Please note that the new payment system is NOT related to school cafeteria accounts)

SchoolCash Online helps parents/guardians and community members pay school-related fees safely, quickly, and easily. SchoolCash Online will help increase efficiency and security at schools by making payments directly into schools' bank accounts and eliminating the need for

teachers to handle money. In addition, once registered, you will be immediately informed about school activities!

Powered by KEV Group, SchoolCash Online is the industry leader in the management of school fees. The new system puts all of the school-related fees online for purchase so users can make purchases online using a credit card or e-check. A processing fee will be included on all items available for purchase, regardless of the type of payment used on SchoolCash Online or at the school. Parents/guardians can register now at <https://mcpsmd.schoolcashionline.com/>

Additional information:

- [Rosemary Hills Elementary School Website](#)
- [MCPS 2022-2023 School Year Calendar](#)
- [Rosemary Hills School Supply List](#)