Stedwick Elementary School

Parent and Caregiver Handbook 2022-2023

Welcome to

STEDWICK ELEMENTARY SCHOOL

This year, school begins on Monday, August 29, 2022

Important Dates:

- **Kindergarten Orientation-Friday, August 26, 1:30-2:30 p.m.**
- **Open House-Friday, August 26, 2:30-3:30 p.m.**
- **First Day of School for Students-Monday, August 29**
- **No school for teachers or students-Monday, September 5.**
- **Early Release Days for Students-Wednesday, September 14 and Friday, September 30.**
- **No school for teachers or students-Monday, September 26.**
- **Back to School Night: Thursday, September 15, 6:30 p.m.**
- **Winter Break: December 23, 2022-January 2, 2023**
- **Spring Break: April 3-10, 2023**

Stedwick Open House

Stedwick's Open House will be held on Friday, August 26, from 2:30 to 3:30 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. If you are unable to attend Open House, adults will be available to help children on Monday morning, August 29. The main office will be a very busy place during the week of August 22; **please do not call the main office to inquire about students' classroom assignments.**

School Supplies

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

https://www2.montgomeryschoolsmd.org/schools/stedwickes/

SCHOOL HOURS

Office Hours: 8:30 a.m. – 4:30 p.m.
Doors open for students: 9:10 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 9:10 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 front of the building; 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. Kindergarten students will follow the procedures outlined above; parents will not be permitted to walk students to class. There will be extra adults on hand to help students find their way. 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.**

BREAKFAST

Stedwick 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

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.** 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. Runkles, the attendance secretary, to let her know about the absence as soon as possible. Ms. Runkles 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 Ms. Runkles 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

Links to bus routes and schedules can be found on the school website. 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.

https://www2.montgomeryschoolsmd.org/schools/stedwickes/

IMPORTANT-PLEASE NOTE: A number of our students will be riding one bus TO school (a.m.) and a different FROM school (p.m.). Please look at the bus schedules carefully and call us if you have any questions.

DISMISSAL PROCEDURES

School is dismissed at 3:45 p.m. Students **may not** remain on school property unsupervised at any time.. 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.**

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 3:00 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 70 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.

The lunch and recess schedule is as follows:

Grade Level	Recess	Lunch
Kindergarten	10:40-11:10	11:15-11:45
First Grade	11:15-11:45	11:50-12:15
Second Grade	1:30-2:00	1:00-1:25
Third Grade	11:50-12:15	12:20-12:45
Fourth Grade	12:15-12:45	12:50-1:15
Fifth Grade	12:55-1:20	12:25-12:50

Check the MCPS Web page anytime for information about meals served at school
http://montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.shtm

HEALTH AND SAFETY GUIDELINES

At Stedwick ES, the health and safety of students and staff is a priority.

- **All MCPS students, staff and visitors will follow guidelines developed by Centers for Disease Control and Prevention and as well as local health officials.**

VISITOR'S POLICY

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_e7dmlkifpwPZdvy0/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 Mr. Snyder.

CELL PHONES, TOYS and ELECTRONIC DEVICES

According to MCPS policy and regulations, **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. **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**.**

SUNDAY MESSAGE

Each Sunday evening you will receive a telephone call and an email from Ms. Zolkower with timely information about Stedwick Elementary 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 Stedwick ES website.

SCHOOL CALENDAR

The MCPS school calendar can be found here. School and PTA events will be announced during each week's Sunday Message.

BACK-TO-SCHOOL NIGHT
Stedwick's Back-to-School Night is scheduled for Thursday, September 15 at 6:30 p.m.

BEFORE AND AFTER CARE

On Site daycare – Stedwick All Purpose Room

BarT – 301-948-3172
Onsite director: Alek Bond

Offsite locations – transportation provided to and from Day Care location
Georgetown Hill – Students transported via MCPS bus
10001 Apple Ridge Road
Montgomery Village, MD 20886
301-284-8144
Directors – Emily Carmody and Kiona Davis

Hope Grows – Students transported via Daycare van
9845 Lost Knife Road
Montgomery Village, MD 20886
301-990-3170
Director-Salena Horn (cell phone 301-655-3262)

Kindercare – Students transported via Daycare van
16723 Crabbs Branch Way
Rockville, MD 20855
301-990-7703
Director: Mary Branch

Li'l Village – Students transported via MCPS bus
19249 Watkins Mill Rd
Montgomery Village, MD 20886
310-527-0207 or 301-527-0208
Director: Mounia Elhallou