

Luxmanor Parent Handbook

Luxmanor Elementary School
6201 Tilden Lane
Rockville, MD 20852
301-230-5914



Ryan Forkert, Principal

<http://www.montgomeryschoolsmd.org/schools/luxmanores/index.shtml>

updated 4/22/08



Luxmanor Families:

The Luxmanor PTA and Staff have updated this Luxmanor Parent Handbook to serve as a useful resource for all Luxmanor families. It includes information about the PTA and about school policies and procedures.

Please read through this booklet. We hope that you and your children will participate in the PTA activities described. We also hope that you will be inspired to volunteer at Luxmanor. In addition to the numerous committees listed in the handbook that need assistance, we encourage you to respond to teacher requests and to volunteer as needed in the classroom.

Regardless of the avenue you choose, your volunteer efforts are always needed, appreciated, and valued. Please invest in your child(ren)'s education at Luxmanor Elementary.

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Luxmanor PTA Officers

President

President Elect

Educational Programs

Vice President

Social and Fundraising Programs

Treasurer

Corresponding Secretary

Publicity

Recording Secretary

MCCPTA Delegates (2)

Luxmanor PTA Mission Statement

The mission of the Luxmanor PTA is three-fold:

- To be an advocate for Luxmanor families with MCPS, MCCPTA, the community at large, and any other organizations that affect decisions pertaining to Luxmanor Elementary.
- To assist Luxmanor Elementary families by disseminating information, sponsoring family-oriented events, and creating a support system to enhance the well-being of our children.
- To encourage parent and public involvement in our school.

PTA Policies

School Events Policy

To ensure the safety and well-being of our students, Luxmanor's PTA mandates that all children, regardless of age, attending PTA sponsored events shall be accompanied and supervised by a responsible adult.

If children arrive unsupervised, parents/guardians will be contacted to either pick up their child(ren) or come and join the festivities.

Financial Assistance Policy

All school and PTA events and activities are open to all students. When a fee is charged for participation, anyone who cannot afford the fee can apply to the principal for financial assistance. Funds are provided by the PTA, but the principal is the only person who knows which student receive these funds. All applications are totally confidential.

About Luxmanor PTA

Overview

The Luxmanor Parent Teacher Association is a collective body of parent volunteers who generously give their time to work with our principal and the teachers of Luxmanor to promote the welfare of our student body.

Luxmanor's PTA works closely with the Montgomery County Council of Parent Teacher Associations (MCCPTA) and the Montgomery County Public Schools (MCPS) to keep our families informed about the school system and how it affects our children.

The Luxmanor PTA supplements the MCPS school calendar with many extra-curricular activities throughout the school year. These are designed to create a sense of community and school spirit among Luxmanor families and to enhance our childrens' school experience.

The Luxmanor PTA also conducts several fundraising programs. These provide the funds to pay for our other activities and to purchase items for the classroom that are not provided by MCPS.

Meetings

General PTA meetings are open to all PTA members and are usually held on the first Tuesday of each month in the school's Media Center. If meeting times/dates need to be rescheduled, the change will be announced via the *Luxletter* or in a separate flyer. General meetings include reports from the Principal and PTA officers and chairpersons and may include discussions and votes on the budget, bylaws, and other pertinent school or PTA issues. They also usually include a program or presentation that we hope is of interest to parents. Occasionally, Executive Board meeting will be held in place of general meetings; these meetings will focus on the business operations of the PTA.

PTA Membership Dues

We urge all Luxmanor families to join the PTA. Membership dues are \$20 per single membership, and \$5 for each additional membership. Each family receives one free Directory and one free Calendar with their membership. More importantly, your membership affords you the opportunity to voice your opinion at PTA meetings regarding issues that impact your children, and your dues help finance PTA activities.

Directory

The Luxmanor Elementary School Directory is prepared by the PTA annually. One free copy is distributed to each Luxmanor family that joins the PTA. Additional copies may be purchased for a nominal fee.

The Directory includes:

- Luxmanor's Faculty, Specialists, and Staff
- Class lists organized by grade level
- An alphabetical cross-reference of student and parent names, addresses, and telephone numbers
- Room Parents listed by grade level
- Luxmanor Elementary School calendar

To make changes or corrections for next year's Directory, contact the Directory Chairperson. Advertisements for the Directory are always welcome.

Calendar

The Luxmanor School Calendar is distributed free to all Luxmanor PTA members and serves as a useful reference for remembering:

- MCPS Holidays
- PTA school functions
- Early release days
- PTA meetings

Additional calendars may be purchased for a nominal fee. Contact the Calendar chairperson if you wish to advertise or list a birthday, anniversary, etc. in next year's Luxmanor School Calendar.

Communication

The PTA communicates with the school community through:

The Luxletter

The Luxletter is a newsletter published monthly during the school year. It conveys information about PTA, school, and community activities that are relevant to Luxmanor families. All contributions are welcome, though *The Luxletter* editor reserves the right to include or exclude materials at his/her discretion. The deadline for submission is the 20th of each month. Submissions can be e-mailed to the editor and/or put in *The Luxletter* box in the school office.

Flyers

Flyers promoting PTA-sponsored activities go through an approval process and then are sent home with students. Extra flyers are available in the carousel outside the school office. Outside groups wishing to distribute flyers must obtain permission from the Deputy Superintendent's office. If a group is permitted to distribute flyers in the school, it must supply the appropriate number of copies for each class.

E-mail

While we recognize that a number of Luxmanor families do not have access to e-mail, we encourage those who do to sign up for Luxmanor's free e-mail network. This serves as a back-up system for printed information, as well as a means to distribute emergency information rapidly. Your subscription enables you to post messages to the school community as well as receive them. To subscribe, contact our E-mail Coordinator.

Bulletin Boards

There are two bulletin boards located at the school entrance. Information related specifically to PTA is posted on the PTA bulletin board. The Luxmanor Community Board is used for information relevant to the community. Information posted on these boards is subject to the approval of the principal.

Website

The Luxmanor website is located at:

<http://www.montgomeryschoolsmd.org/schools/luxmanores/>

Students and parents are encouraged to visit the website for school information, links to classroom news and PTA activities, a calendar of events, bus routes, and even school supplies lists. The website is updated regularly.

Room Parents

Within each class, parents typically volunteer their time to act as coordinators for the teacher. Specific Room Parent duties may vary among classes, however teachers usually request assistance in the following areas:

- *Parties*—Classes have two structured parties per year: Halloween and Valentine's Day. Room Parents work with the teacher to plan and implement the parties.
- *Phone Tree*—During the course of the school year, occasions arise when the whole school, or a particular class must be contacted. Room Parents initiate phone trees to relay information in an efficient manner.
- *Teacher Appreciation*—Room Parents organize and conduct all teacher appreciation activities that are specific to an individual class.

Child Care

The YMCA provides before and after school care for K thru Fifth grade in the Luxmanor All Purpose Room. Call for information: Talin Tahmasian at 301-530-8500 ext. 16.

The Jewish Community Center (JCC) offers child care at their site on Montrose Road. Call for information: 301-881-0100, ext. 3734.

Luxmanor PTA Committees

After School Activities—organizes and monitors after school enrichment programs.

Bake Sales—coordinates the solicitation and sales of homemade baked goods at various PTA functions, e.g., the Back to School Picnic, Parent Visitation Day, and the Red and White Dance.

Calendar—produces and oversees the publication of our school calendar.

Cluster Representatives—serve as the “voice” of Luxmanor at Walter Johnson Cluster meetings where MCPS issues are discussed and voted on. (A cluster consists of one high school and its feeder middle and elementary schools.)

Community Outreach—coordinates activities that foster student involvement with the community at large.

Cultural Arts—selects and oversees the presentation of high quality performances during school assemblies to enrich the educational experience of our children.

Directory—publishes a reference book of Luxmanor Elementary families’ addresses and telephone numbers, class lists, and general information about the school.

Diversity Chairperson—assists in identifying need for interpreters and providing when necessary. Plans an event celebrating cultural diversity, and assists families from other countries in adjusting to the school community.

E-mail Coordinator—maintains the free Luxmanor e-group.

Family Fun Night—organizes and coordinates an evening of dinner and Bingo for Luxmanor families.

Fifth Grade Events—helps organize special activities for the 5th grade.

FLES (Foreign Language in Elementary School) - organizes and monitors the French language classes offered to elementary school students by MCPS.

Gift Wrap—coordinates the sale and distribution of Sally Foster Gift Wrap. Duties include the distribution of merchandise catalogs, the collection of monies, and the delivery of goods.

Gifted and Talented—monitors and informs the PTA of MCPS policies and programs for gifted and talented students.

Health & Safety—monitors and informs the PTA of MCPS issues relating to the health and safety of our students.

Hospitality—organizes the Back to School and Year-End Teacher Luncheons, and refreshments for PTA meetings.

Kindergarten Orientation—works in conjunction with our kindergarten teacher to introduce Luxmanor Elementary to incoming kindergartener students and their parents on Kindergarten Orientation Day.

LuxBucks—coordinates fundraising activities with commercial entities such as Giant, Safeway, and General Mills.

Luxletter—publishes and edits our monthly school newsletter.

Media Center—organizes volunteers to assist the media specialist with the daily functions of the Media Center (the library) and periodically helps with special activities.

Membership—strives to increase Luxmanor PTA membership and collects PTA membership dues.

NAACP Parents' Council—empowers minority parents to take a pro-active role in the education of their children, works with MCPS to ensure that the goal of providing educational excellence for minority students is met.

New Book Fairs—coordinates and oversees the presentation and sale of new books and other educational products to Luxmanor families. These fairs are held biannually.

Outdoor Sign—maintains up to date messages on the sign in front of the school.

Parent Handbook—produces and oversees the publication of this handbook.

PTA Volunteers—collects a list of parent volunteers for each PTA committee that needs assistance and distributes the list to each chairperson. Anyone who wants to volunteer should contact this committee.

Red & White Dance—plans and coordinates an evening of age-appropriate music, dance, and related entertainment.

Room Parent Coordinator—assists room parents with their duties, and coordinates any group activities.

Science/Math Fair—organizes and monitors the Luxmanor Science/Math Fair, a school-wide event that displays the scientific/mathematical knowledge and creative talents of our students.

Special Needs—monitors and informs the PTA of MCPS policies and programs for special needs students.

Square 1 Art—coordinates production and sale of artifacts made from a student art project.

Teacher Appreciation—coordinates special events to demonstrate our high regard for the teachers and staff at Luxmanor.

Unicef Drive—monitors the distribution and collection of UNICEF boxes during our Halloween collection campaign.

Used Book Fair—oversees and coordinates the annual collection and resale of used books to Luxmanor families.

Variety Show—organizes and runs the annual student variety show.

Walk for the Children—organizes Luxmanor’s Annual 5K Walk and Spring Carnival.

Webmaster—helps create and update school and PTA news on the Luxmanor Elementary website.

LUXMANOR STANDING ADVISORY COMMITTEES

All of the committees listed below are comprised of Luxmanor staff and interested parents in advisory roles. If you would like to serve on any of these committees, please contact the school office.

Guidance Advisory Committee works with the school guidance counselor to identify beneficial counseling programs for our students and help implement such programs.

Policies and Procedures Committee works with school personnel to annually review and update local school policies and procedures (e.g. Gifted and Talented, Homework, and School Standards of Behavior).

School Improvement Team Sub-committees--The following sub-committees are directly in support of Luxmanor's School Improvement Plan (SIP), and as such serve to identify the objectives and goals for the current school year and beyond. Program emphases are determined through many data sources and/or by the adoption of cluster or county-wide initiatives. Parents serve as advisors on the School Improvement Team, and are asked to meet periodically throughout the school year.

Climate/Pupil Services Committee assists staff in promoting a positive school climate in which diversity is celebrated. Tasks to reach objectives include reviews of the school discipline policy (School Standards of Behavior), schoolwide character training of students and the annual implementation of Career Day.

Gifted and Talented Committee works with faculty to focus on the needs of gifted and talented children by gathering and disseminating information regarding programs sponsored by MCPS and/or the community at large. This committee identifies school tasks and practices that will enhance the achievement of identified students.

Mathematics Committee works with the staff to identify training needs in the areas of mathematics and assists in the planning of program implementation.

Reading and Writing Committee works with faculty to draw instructional implications from school data, identifies training needs in the areas of reading and writing, and assists in the planning of this training.

Technology Committee works with faculty to identify computer technology-related needs and to help meet those needs. Their work focuses on ways to utilize technology as an instructional tool in order to enhance student achievement.

SCHOOL POLICIES AND PROCEDURES

LUXMANOR ELEMENTARY SCHOOL

ATTENDANCE AND ABSENCES

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. A student who arrives late for school **must** be signed in at the office by a parent/guardian before reporting to his/her classroom.

A child may be excused for personal illness, death in the immediate family, religious holiday, or other serious reasons. A **written** excuse from the parent/guardian is required upon the child's return to school.

A note from the child's parent is required for special permissions:

1. If a child is to be excused from school at any time other than the regular dismissal time (example: doctor's appointment);
2. If a child is to leave school with another person;
3. If a child is to be excused from any particular schoolwork due to physical handicap, whether temporary or permanent.

Children who leave school during the day or arrive late must check out/in through the office, accompanied by a parent. Although this rule may be inconvenient at times, it is designed to protect your child.

For the safety of our children, Luxmanor has a call-in program to report an absence or late arrival. Call 301-230-5914 between 8:00 and 8:45 a.m. on the day of

absence. The school's answering machine will take your call prior to 8:00 am. If your child's name appears on the absentee list and you have not contacted us, then we will call you.

Please note: vacations are not considered an excused absence for any MCPS student and teachers are not expected to provide classwork/homework in advance of such an absence.

ARTICLES NOT ALLOWED IN SCHOOL

Distracting and/or unsafe articles such as skateboards, toys, arcade games, and other such items should be left at home. The teacher or office retains such items for return, at times only to the parent/guardian. **Carefully review the discipline policy regarding drugs, alcohol, and weapons on school grounds.**

BICYCLE RIDING

Walkers in grades 4 and 5 may ride bicycles to school provided they follow safety precautions. Helmets are mandatory, and bikes must be registered. Bikes must be locked in the rack to the right of the school. Bicycles may not be ridden on school grounds or walkways.

BIRTHDAY PARTIES

Please consult your child's teacher in advance for classroom policies on birthday treats. Do not send invitations for private parties to school; we wish to avoid hurt feelings.

BUS TRANSPORTATION

Children are requested to be at their bus stop no more than five minutes before the scheduled arrival time. Please instruct your child to observe MCPS regulations concerning responsibilities of pupils riding buses. These regulations and bus schedules are provided at the beginning of the school year. **Children who are reported for misbehavior on the bus or at the bus stop may lose the privilege of riding the bus. Parents must then provide the transportation for their child.** In general, students are expected to follow the safety patrol's and bus driver's directions for orderly, courteous, and safe conduct.

Students should get on or off the bus at their regular stops unless they have written permission from home with other instructions. Items carried on the bus should be only those items needed for school. Particularly large projects, breakable objects, etc., should be brought to school by a parent.

All problems related to the bus driver or transportation issues should be directed to the Bethesda Depot at 301-469-1070.

It is absolutely essential that parents have clear, pre-arranged plans for contingencies such as late openings and no-show buses. Children should know where to go and whom to call if they are unable to get to school by bus as usual.

CLASSROOM VISITS

Parents are invited to visit classrooms and to meet teachers on "Back to School Night" each fall. On Veterans' Day parents are encouraged to visit the school during the school day. Other classroom visits may be arranged at any time with a courtesy phone call to the teacher or principal. All visitors to the school during school hours must report to the office before going anywhere in the building. Visitors and volunteers are expected to wear guest badges, which are available in the office.

CONFERENCES

During the first semester, a parent-teacher conference will be scheduled for each child. Such conferences are encouraged throughout the school year if necessary; however, they must be pre-arranged. If you wish to request a conference with your child's teacher, please make an appointment in advance. Teachers' schedules do not allow time for drop-in conferences.

CRISIS PLAN

Luxmanor has a comprehensive local school crisis plan in effect to address all types of emergencies, including weather-related, fire, bomb threat, and injury. Over the school year, a number of different types of drills are practiced. These include fire and evacuation drills. They also include code red and code blue procedures. In all cases, students are under the direct supervision of staff and are accounted for. When code red or code blue procedures are activated, students remain with adults within the building to ensure their safety and/or wellbeing. For example, we would use a code blue procedure if we had a dog loose in the hallways. During a code red procedure, there is an immediate lock-down of classroom and exit doors.

Fire and emergency evacuation drills are performed periodically throughout the school year so that students are familiar with evacuation routes and expectations. Should it be necessary to evacuate the building in an actual emergency, such as flooding within the school, parents will be notified.

If we evacuate on-site, parents should report to the Luxmanor signpost in the front of the school to obtain information and pick-up their children.

If we evacuate off-site, students and staff will be going to Francis Scott Key MS (former Tilden MS) at 6300 Tilden Lane. Parents will report to the school signpost in front of that building, both to obtain information and pick-up their children.

Since staff needs to be able to account for all students, under no circumstances should parents locate and take their children without Luxmanor staff authorization.

DELIVERY OF ARTICLES TO STUDENTS

When it is necessary to deliver messages, books, lunches, umbrellas, or other articles to students during school hours, please take such items to the school office for distribution. This avoids disruption to the instructional programs.

DISCIPLINE POLICY

Discipline in the school is necessary to provide an environment in which children and staff feel secure. Respect for public and personal property, the feelings of others, and appropriate behaviors at all grade levels will be emphasized to maintain such an environment so that learning can be maximized.

The discipline policy for Luxmanor Elementary School is updated on a yearly basis and sent home for review by parents and students.

MCPS and the State of Maryland prohibit the following on school grounds:

- Weapons (including knives, razors, metal knuckles, guns, starter pistols, toy guns or knives, or any other object that could be used as a weapon).
- Possession, use or sale of drugs, including alcohol, tobacco products, and intoxicants.
- Portable communication devices (beepers, pagers)
- Arson/vandalism

A request for expulsion is automatically made for students who violate these rules. Students will also be subject to police intervention. See the school's "Standards for Behavior" for more detailed expectations.

FIELD TRIPS

When a class plans a trip, each child will bring home a permission slip that a parent must sign and return to the teacher. Trips are usually made on school buses or on private chartered buses. Parents act as chaperones. All trips have a fee to be paid in advance. However, no child should miss a trip for lack of funds. Please contact the principal by phone or in writing should you need to arrange special funding.

FIRE DRILLS (See CRISIS PLAN)
GUIDANCE AND COUNSELING PROGRAM

The services of the counseling program are provided by a part-time elementary school counselor. The components of the program include group guidance, individual planning, responsive counseling services, and school program support.

All students receive services through whole class guidance instruction. Students who are faced with concerns or difficulties that affect their school performance may refer themselves or be referred by a parent or staff members. The goal of the counseling program at Luxmanor is to help students achieve to their fullest potential. The counselor can be reached at 301-230-5914.

HOMEWORK

Luxmanor Elementary School's Homework Policy is updated on an annual basis and distributed at the beginning of the year. Homework is an integral part of the instructional program. The K - 8 policy for MCPS schools states that homework is to be "assigned regularly (3-5 times per week) and is considered the rule rather than the exception to daily activity. The teacher, through control of the teaching/ learning situation, can best determine the nature and length of homework assignments."

If a student is absent one or two days due to an excused absence, he or she may contact a classmate for missed work. Teachers may be contacted for homework assignments for longer excused absences. Upon returning to school, the student should check with the teacher about any additional missed work. A student may not make up work for credit for unexcused absences.

Homework is a reinforcing activity meant to be done at home. Parents are encouraged to look over a child's homework, but they should not perform the work. Please notify the teacher if your child is having difficulty or spending an inordinate amount of time on assignments.

ILLNESS, EMERGENCIES, MEDICATION POLICIES

Parents will be contacted should a child become ill during the school day, except in very minor cases. There is no nurse on duty and the school secretaries are not permitted to give more than the simplest of caring attention. Upon returning to school after illness or absence for other reasons, children must bring a dated note from home explaining the reason for the absence. If a child must be absent for a medical or dental appointment, a note should be sent to school in advance when possible.

Please notify the school office in writing if there are any significant medical problems. Minor wounds will be cleaned with green soap and water only. In case of emergency, the Rescue Squad will be called and the child will be taken to the hospital. Every effort will be made to contact the parents. It is important that the school have up-to-date information including addresses and phone numbers of the parents, as well as an alternate person to contact if parents cannot be reached. **If your phone number is changed at home or work, please notify the school immediately.** Please include area codes for work numbers.

No medication (including aspirin) will be administered in school without the parent's or guardian's **written authorization and a physician's statement.** Parental consent and a physician's statement are required for each episode of illness and for each medication ordered. The parent is responsible for submitting a new form, available in the office, to the school for all changes in dosage or time of administration.

The medication, properly labeled by a pharmacist, must be hand-delivered to the school by the parent. **In no circumstances will either the Health Department or school personnel administer medication brought to school by the student.** The first full day's dosage of any new prescription must be given at home.

The Montgomery County Health Department and the Montgomery County Public Schools do not assume responsibility for non- medically prescribed medication, or medication administered by the student.

LOST AND FOUND

Articles found in the building or on the playground are placed in the bucket near the All-Purpose Room.

Unclaimed items are collected and held for claim and general display before being donated to the needy. The school strongly recommends that parents mark or label such items as mittens, lunch boxes, coats, scarves, hats, etc. Please check the Lost and Found for lost articles when you are in the school.

LUNCH MONEY (see Money in School)

MONEY IN SCHOOL

Children are discouraged from carrying large sums of money to school. Parents are encouraged to use checks to pay for school pictures, field trips, and other such items and activities. Checks for school lunches can be deposited into a student's SNAP account. The account can be replenished as needed throughout the school year. Parents will receive written notification when there is a low balance in the SNAP account.

At times parents may not have the funds for some school trips or other requested school needs. If this is ever the case, please contact the principal. Students will not be deprived of educational opportunities due to financial difficulties, and such situations are handled confidentially.

PARTIES

Each class has two parties per year: typically these occur on Halloween and on Valentine's Day. Each classroom teacher has established his/her own structure for birthday observances and should be contacted individually. Parents who do not wish for their child to participate in these or other celebrations, including birthday observances, should notify the classroom teacher of their preference.

PROPERTY DAMAGE AND LOSS

Parents are expected to assume responsibility for repair or replacement of damaged, lost or destroyed school property caused by their children.

REPORT CARDS

Reports to parents are issued four times a year for grades 1-5, and twice a year for kindergarten. The dates for such reports are announced in the Luxletter and the Principal Newsletter.

SAFETY PATROLS

The Luxmanor Elementary School Safety Patrol is usually comprised of fifth graders who are chosen by the teachers. School work, responsibility, leadership, peer relationships, reliability, punctuality, cooperation, attendance, courtesy, honesty, safety habits, and self-discipline are the qualities considered. Teachers knowledgeable of the patrol's qualities based on the above criteria select the Captain, Lieutenants, and Sergeant. These patrol officers and other interested patrols may attend officer leadership safety camp prior to school opening.

During the arrival and dismissal period, the patrols monitor selected street crossing points in the school area. They are not permitted to stop traffic, but may allow the children to cross only when absolutely safe. Children who walk to school should be told to use only the crossings to which the patrols have been assigned. Students are expected to use appropriate crossings and to obey the patrols. Patrols also assist at the bus stops, on the buses, at the school entrance, and at the line up area in the All-Purpose Room. Safety patrols perform a service that is not mandatory, but is provided by the school as part of its safety program. It should also be remembered that the safety patrol is made up of children who are 10 and 11 years old who should not be expected to exhibit total adult judgment. However, in performing their duties, they are guided by certain rules and regulations in which they have received extensive training. Cooperation of all parents in this phase of the school's safety program is appreciated. At no time should parents reprimand or negatively interact with patrols. If there is a concern, contact the patrol sponsor or the principal at 301-230-5914.

A staff member is sponsor of the safety patrol. He or she is assisted in his/her efforts by an officer of the Montgomery County Police Department and by the American Automobile Association.

SPECIAL SERVICES

MCPS offers a variety of special programs for students whose needs are not being met within the regular classroom. Students can receive support through the services of a speech/language pathologist, counselor, reading teacher, ESOL teacher, or special educator. Parents are involved and informed of any referrals and in the disposition of the referral in an attempt to improve the child's educational experience.

STUDENT ACTIVITIES

Luxmanor students have the opportunity to participate in a variety of special activities during the school year. These activities are designed to enhance the instructional program and may include chess club, student council, chorus, FLES (Spanish and/or French), variety show, spirit days, Mad Science, Creative Adventures, and other events and activities. Many of these activities are PTA sponsored.

TARDINESS

A child arriving at school after the opening (8:50 am) must report to the school office accompanied by a parent. The parent signs their child in, and the student receives a late pass before going to class for entry to class.

TELEPHONE CALLS

Please keep in mind that Luxmanor is a very busy place. Because of this and in order to serve your children in the best and most efficient educational capacity, it is necessary to streamline our office procedures. Ever increasing demands are being placed upon schools.

Use of the office telephone by students is discouraged except to call parents when ill. To keep the office free for necessary school business, children are asked to make personal telephone calls at the telephone located in the front hall of the building. Students obtain a telephone pass

from the teacher to use the phone. The office will be happy to take important messages for students and teachers. Necessary calls to teachers may be made after school hours when teachers are free to come to the telephone, except on Mondays when staff development meetings are regularly held after school.

Parents desiring appointments with the principal should schedule them in advance, except for emergencies, by calling the school at 301-230-5914.

VISITORS

MCPS regulations require that all visitors stop at the school office to receive a visitor's pass. Volunteers are welcomed; we request that parents keep account of the hours worked in service to the school.

WEBSITE

Students and parents are encouraged to visit the school's website at:

<http://www.montgomeryschoolsmd.org/schools/luxmanores/>

The website includes school information, links to classroom news and PTA activities, a calendar of events and even school supplies lists. The website is updated regularly.

WITHDRAWAL AND TRANSFER OF STUDENTS

Please notify the office or teacher in writing before your child is withdrawn from school. Teachers will update student progress and staff will forward student files to the receiving school.