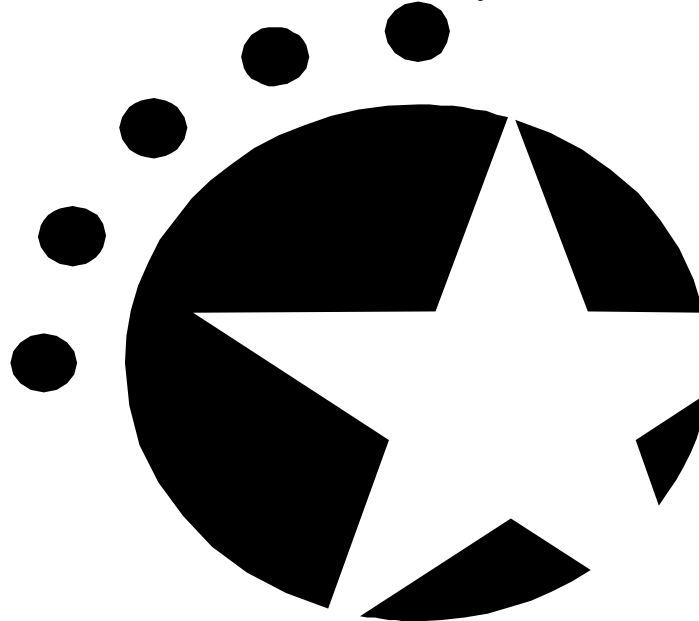


Ashburton Elementary School



A Great Place to Learn

Parent Handbook

Ashburton Elementary School
6314 Lone Oak Drive
Bethesda, MD 20817

301-571-6959

FAX 301-897-2517

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

2008-2009

PRINCIPAL'S MESSAGE

On behalf of all of the Ashburton Elementary School family, I am very pleased to welcome you to a new school year. We have an eager and studious student population, a very supportive school community, and an outstanding staff who truly care about each of our students and their families.

We welcome our new families and know that you will find a lot to appreciate at Ashburton. I am sure our returning families will be of much assistance for you to become familiar with the Ashburton community. We are pleased that you have joined us and we look forward to working with you!

Ashburton offers a wide range of programs and resources to serve the diverse needs of our student body so that we can ensure success for all of our students.

Please examine the vision and mission statements that follow. They are the foundation on which our staff and parents develop school-wide objectives for improvement each year.

This handbook was developed by staff and parents to provide helpful information about operating procedures, programs, and activities at Ashburton. I hope that you will find it a useful resource. If you have any questions, please call our office for information at (301) 571-6959.

I look forward to working with you and your family as we combine our efforts to provide the best possible educational program for your children.

Sincerely,
Charlene Eroh
Principal

VISION

The Ashburton Elementary School's Vision is to create a community of learners.

MISSION

To have parents, students and staff work as a team to focus on:

- Learning
- Following Ashburton Expectations
- Keeping a safe and positive environment

Ashburton Expectations

We are the Ashburton Stars everywhere (in classrooms, in the halls, in the bathroom, to and from school, in the lunchroom, and on the playground)!

We expect Ashburton Stars to solve problems appropriately.

We expect Ashburton Stars to respect everyone.

We expect Ashburton Stars to think before they act.

We expect Ashburton Stars to use hands for helping.

We expect Ashburton Stars to listen and follow directions.

We expect Ashburton Stars to be kind to others every day.



PTA PRESIDENT'S STATEMENT

On behalf of the Ashburton Parent Teacher Association, I am pleased to welcome everyone to our school. It is the goal of our PTA to serve the school, students, staff, parents, and local community. We want to support Ashburton as a safe, nurturing environment where each child is valued as a unique individual. It is our intention to work as partners to provide a learning environment that promotes academic excellence, creativity, and positive self-esteem. Each child should be encouraged, supported, and challenged to reach his or her potential as a life-long learner.

The mission of our PTA is to:

- Support and speak on behalf of children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
- Assist parents in developing the skills they need to raise and protect children; and
- Encourage parent and public involvement in the public schools of the nation.

It is our hope that all members of the Ashburton community can be involved in any way that suits their schedules to help us continue Ashburton's tradition of working together for the children. Most of all, please feel free to contact any member of the PTA Board at any time with your thoughts and ideas. We hope to have an open flow of communication with the parents and staff throughout the year. If we all work together for this common goal, then we can make a positive difference for the children.

Sincerely,
Amy Cohen

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SCHOOL OPERATIONS AND POLICIES

1. Attendance/Tardies

Maryland State Law requires daily attendance for all children between ages 5 and 16. Parents are responsible for their children's attendance. Excessive absence or tardiness may result in students not attaining grade-level objectives. Students who are scheduled to leave school early (i.e., doctor's appointments) need a note from their parent or guardian, or, in case of unplanned early release, the parent or guardian must sign the child out at the office. **Children arriving late must sign in at the office and be issued a tardy slip.**

Maryland State Department of Education regulations in recording absences and tardies state that students will be recorded as:

- A.M. absent if they arrive at school more than two hours late;
- P.M. absent if they leave school more than two hours early;
- Either A.M. or P.M. absent if they are absent from school for more than two hours but less than four hours during the school day;
- Absent for the full day if the student is present for less than two hours of the school day; and
- Students will be recorded as full-day present if they are present for more than four hours of the school day.

2. Absence

When your child is absent, please call the office at (301) 571-6959 by 9:30 a.m. to let us know. Otherwise, we will call you at home or work to ensure safety of all children.

State law requires that all absences be recorded. A child's absence may be excused for illness, death in family, religious observance, or educational purposes. After five consecutive days of absence due to illness, a doctor's certificate is required.

When a child returns to school following an absence, s/he must always bring a dated note from a parent or guardian stating the reason for the absence. Phone calls to notify the school of a student's absence does not negate the need for a note after the absence. You may email [Dana R Lynch@mcpsmd.org](mailto:Dana_R_Lynch@mcpsmd.org) and the classroom teacher, which will be considered as official notification.

Perfect attendance and excellent attendance awards are given to children who meet the following attendance criteria:

- Perfect Attendance- Present every school day with 3 or fewer total days tardy.
- Excellent Attendance- Present 96% (or absent 7 days or less) including days tardy. For purposes of calculating attendance, three days tardy are equivalent to one full day of absence.

In the event of an unavoidable trip out of the country during the school year, please send a letter to the principal requesting that the absence be excused and notifying the office of the dates. Teachers will make every effort to provide work during this time.

MCPS regulations require that if a student is absent for more than 15 school days, s/he is to be withdrawn and the parents must re-enroll the child when s/he returns to school.

3. After-School Arrangements

If a child is to visit another child after school, the parents of **both** children must send notes to the office giving their permission. Written invitation and written permission slips are required. Office staff will initial both slips, which must be presented to the bus driver upon request. The visiting child will then be allowed to ride the bus, providing space is available. These arrangements should be made by the parents prior to the start of school, except in emergency situations. Please notify your child's teacher any time that after school arrangements are different than usual in writing prior to the start of the school day (by email or with a note carried in by the child). Please do not call the office and ask for after school arrangement messages to be delivered during instructional time except in special circumstances.

4. Bicycles/Skateboards

Students are permitted to travel to school on a bike or skateboard following the guidelines:

- Students must complete the permission slip that is located in the school office.
- Students are responsible for locking bikes to the bike racks. Ashburton has two bike racks located in the front and back of the school. Ashburton ES is **not** responsible for damaged, lost, or missing bikes.
- Skateboards can be stored in the school office and retrieved during dismissal.
- Students **MUST** not ride bikes or skateboards on school property. Students must **walk** the bike or skateboard once they are on school property.
- Students should wear a safety helmet.

In addition, parents are solely responsible for the safety of their children while they travel to and from school.

5. Books and Supplies

Textbooks are provided by Montgomery County Public Schools. Some textbooks may be used only in the classroom, while others may be used at home for study or specific assignments. Whenever children take books home, they are responsible for their care and safe return. There will be a charge for lost or damaged books.

The school does not supply all materials; the teacher will let parents know the items they need to provide on a school supply list sent home at the end of school and in the summer letter. The list is on the school website.

6. Cell Phones

Cell phones are not permitted on school property during the school day for elementary school students unless permission is granted for unusual safety circumstances by the principal. The school property prohibition extends to the school bus. Students who bring unauthorized cell phones to school will have them confiscated and parents will be required to pick the phone up from the school office.

7. Conferences

Staff members welcome the opportunity to confer with parents and conferences may be arranged with teachers upon request. Montgomery County requires a minimum of one conference with each parent during the year. Conference dates have been scheduled on the two half-days in mid-November following the end of the first grading period. Conferences with the principal are also welcomed. Please schedule with the secretary in advance.

8. Emergency Changes to School Hours

If snow or other weather emergencies force a closing or delayed opening of schools, radio and television stations will be notified of the County's decision by 6 a.m. or by 11 a.m. for early closing.

Please listen to radio and TV for announcements on snowy or icy days. Radio stations to listen to are: WMAL (AM-630), WTOP (AM-1500). MCPS channel 34 on local Cable TV will have a message. Local stations NBC-4, FOX 5, ABC-7, and CBS-9 will usually announce school closings. For a taped MCPS message call: (301) 279-3673. **Do not call the school.** The MCPS website will also post a notice at <http://www.montgomeryschoolsmd.org/> You may sign-up for automatic e-mail notification 'QuickNotes' by going to <http://www.montgomeryschoolsmd.org/info/quicknotes/>. QuickNotes will provide you with up-to-date news and information about the school system through the convenience of e-mail.

When school is delayed, usually classes will begin 2 hours later than regular starting time; at 10:50 a.m. Morning PEP classes are usually canceled due to transportation problems. School will end at the regular time unless otherwise announced.

Early dismissal is usually 1 to 1 1/2 hours earlier than regular closing time. Buses may be delayed by poor road conditions. In the event of early dismissal, afternoon PEP classes will be canceled. When the school is closed, extracurricular afternoon and evening activities are automatically canceled.

9. Confidential Folders

Confidential folders are established for students experiencing educational difficulties that impact on progress. Parents will be notified in writing if a confidential folder is being established for a child.

10. Cumulative Folders/Health Folders

A cumulative folder on the academic progress of each child is kept. It includes academic, test, and attendance data. A parent has the right to review his or her child's folder in the presence of a school official, usually the principal. Please call the office to arrange a time to review the folder with the appropriate school personnel.

A health folder is kept in the health room for each student that includes immunization records, a health inventory form, and a chart of health room visits.

11. Emergency Procedures and Forms

Please review often with your child(ren) what they should do in the event school closes early for an emergency, such as a power outage, extreme weather or fire damage, etc. At the beginning of the year a form requesting contact information is sent home for parents to complete and return to the classroom teacher, so that the information is on file with names and numbers of people who are authorized to pick up the child. Please make sure that you update this form with new numbers if they change throughout the school year. Students may not be able to make telephone calls on these occasions.

12. Enrollment/Transfer/Withdrawal

Kindergarten— An annual kindergarten orientation is held each spring to enroll children who will be age 5 by September 1 of that year. It is an introduction to the school and staff; parents complete registration and medical forms.

Maryland State law allows for three exceptions to entering kindergarten at the appropriate time: immaturity, attendance at a licensed child-care center, or for attendance at a registered family day-care home. Parents must submit a completed *MCPS Form 560-19: Exemption to Kindergarten Attendance* to their local school prior to the first day of school.

Early entrance to kindergarten for a child whose 5th birthday falls after September 1 but before October 15 of the year is a process which includes completion of forms and assessments, and must be done within a specific time period. A school committee reviews the assessments and determines the appropriateness for kindergarten. Please contact the school office.

Early entrance into first grade may be granted by the principal for students who are not six by September 1 but have completed an accredited kindergarten program and/or demonstrate ability on assessments during the first six weeks of school.

Student Transfers and Withdrawals — Before moving to another Montgomery County school or another school district, please notify the office in advance so that a transfer card may be given to your child and a Release of Records form can be signed. This release is necessary for school records to be forwarded when requested by the new school. This is necessary even if withdrawal occurs at the end of the school year or during the summer.

13. Food Brought to Classrooms

All food brought into the classroom to be shared at parties, as special treats, or for projects, **must** be store-purchased and not homemade. Please consult your child's teachers regarding food allergies within the class.

Birthday treats must be store purchased. Please notify the classroom teacher prior to bringing in a small treat for your child's birthday. S/he will find an appropriate time to celebrate the child's birthday without disrupting instruction and can discuss with you the allergy concerns and the number needed.

14. Half Days

Due to approved in-service training activities, workshops and special conferences arranged with parents, children are scheduled to be dismissed early from school several times throughout the year. Lunch will be served and dismissal will begin at 12:35 p.m. The dates are set in the school calendar, and reminders are sent home each month in the PTA/Principal's newsletter.

15. Homework

Homework is considered an essential part of the curriculum. Most often it is based on specific learning objectives and includes practice on skills already taught in the classroom. The homework expectations for each grade are in writing and sent home by classroom teachers at the beginning of the school year.

Help is available through the **MCPS Homework Hotline (Mon.-Thurs., 4:30-6 p.m.):**

Call (301) 279-3234 to speak to a staff member who can assist your child with his/her homework.

16. Hours

Grades K - 5	8:50 am - 3:05 p.m. <i>Important information to note:</i> <ul style="list-style-type: none">▪ School doors open at 8:30 a.m. and students may sit in the hallways until the first bell. Students <u>may not</u> enter the school prior to 8:30 a.m.▪ The first bell rings at 8:40 a.m. and students may enter the classrooms.▪ The second bell rings at 8:50 a.m. and morning announcements begin. The back door will be locked at this time and you must enter through the front doors.▪ If you arrive after 8:50 a.m. you are considered TARDY. You must stop by the office, be signed in by a parent and get a late pass. It is essential to the instructional program that all students are on time for school each day.
PEP Classic	AM 8:50-11:20; PM 12:30-3:05
PEP Inc	AM 8:50-11:50, PM 12:30-3:30
Office Hours	8:00 a.m. - 4:30 p.m.

17. Lost and Found

Please label all jackets, sweaters, mittens, lunch boxes and school bags with your child's name. Lost and Found items are kept in a box behind the stage in the all-purpose room. Unclaimed articles are donated to a charity periodically.

18. Messages and Items to Students

During the school day, messages will only be given to students in case of emergency. When it is necessary to deliver lunch, lunch money, homework, etc. to children during school hours, please come to the office and staff will ensure delivery.

19. Money

Any money sent from home for field trips, school pictures, or other activities should come in an envelope with the child's name, teacher's name, amount enclosed, and the purpose. Checks should be written separately for each child; checks for field trips should be made payable to "Ashburton Elementary School."

20. Parking and Driveway Safety

Ashburton has limited parking and one entrance for buses. To protect the safety of the students, the **driveway is blocked to auto traffic from 8:30 to 9:00 a.m., and from 2:45 to 3:25 p.m.** Only buses may enter to drop-off or pick-up. The crossing guard and safety patrols will not let automobiles in, unless you are transporting a disabled child with prior arrangement to enter. Please do not block neighbor's driveways or park in the No-Parking drop-off zone. Police will ticket cars that are illegally parked. Please let children off safely in the drop-off zone and instruct them to cross only at the corner with the crossing guard; Lone Oak is a very busy street. The new drop-off

in the rear of the building off Pomona Drive has been constructed to help alleviate the congestion in the front of the school. You may drop-off or pick-up students there or park and walk in. The doors will be locked after 8:50 a.m.; students who arrive after that time **should not be dropped off** at this location since they would have to walk around the building to enter. Walkers or children who are to be picked up can be met at this drop-off loop in the afternoon.

Visitors to the school during the day are requested to park in the school parking lots, on Lone Oak Drive, or on Sinnott Drive. Parking in the circle is illegal, since it creates safety issues.

21. Report Cards

Four different types of report cards are issued at Ashburton. Kindergartners receive report cards in January and June and are graded on a "P" (proficient), "IP" (in progress), or "N" (not yet). Grades 1, 2, and 3 use 1-4 with separate categories for learning skills. Due to the in-depth nature of the report card, separate narrative comments are not written by teachers. Grades 4 through 5 use "A, B, C, D, and E" grades and are evaluated on learning skills. A narrative report may be used for some students. All grades are based on objectives and student performances. Report cards are distributed at the parent/teacher conference in mid-November, and in January, April and June.

22. Sign-in and Sign-Out Procedures

Please make sure that your child is signed in and out of the office any time s/he comes to school after 8:50 or leaves prior to 3:05. An adult must sign the child in or out and the child will be given a tardy slip if late.

Adults are welcome to visit the school, however they must follow appropriate sign-in procedures. Anyone visiting the school must sign in at the office each time they are in the building except during arrival and dismissal. Please take a visitors sticker and wear it when you are volunteering or visiting in school during the day. Please do not be offended if you are stopped and asked to see your visitor's sticker or where you are going. This is for the safety and security of our school and students.

Parents or others meeting walking students are to meet in the gym lobby where students are supervised by a staff member until they are picked up.

23. Telephone Calls

Students are discouraged from using the office telephone except in cases of illness or emergencies. Students who are not feeling well should report to the health room where the Health Tech can notify parents, if necessary. A free phone in the hall is available to students for non-emergency phone calls. Students may use this phone with written teacher permission only. Please make sure your children know current phone numbers and that you update the office if contact information changes.

24. Testing

Information on state and county testing and schedules are given out at the start of each school year. When planning trips and doctor's appointments please consult the school calendar for timing; some tests are difficult to reschedule.

25. Use of Building/Grounds

The school is available for use by the PTA and outside groups on a space-available basis after school hours. Application forms for use of the building or playground, may be obtained from the school office. Booking for any fee based activity must be done through Interagency Coordinating Board (ICB) of Community Use of Public Facilities (CUPF) at 240 777-2706.

26. Visitors

We enjoy sharing our school program and welcome you. However, all visitors are required to sign in at the office. If you are going to be in the school for a period of time, please identify yourself to the secretary and ask for a

guest badge. Please arrange with a classroom teacher in advance of visiting. Please follow the guidelines for parking stated previously.

27. Walking Students

All students will be admitted to the school starting at 8:30 a.m. to line up in the designated area (next to the child's classroom). The crossing guard will be stationed at the corner of Lone Oak and Sinnott for supervised crossing. Please instruct your children to use a walking route that ensures safety. Walking students who are met by adults will meet in the gym lobby or the rear of the building near the parent drop-off and be released to their parents or others with permission. Children who are to walk home by themselves should leave the building and walk directly home after school. Please make sure you are there promptly for pick-up; supervision is available until 3:15 p.m. and then students will be sent to the office.

STUDENT CODE OF CONDUCT

Ashburton has a local school discipline policy. The policy is reviewed annually by staff and parents. It is then shared with parents in September. We expect each child to be responsible for his/her own behavior. Inappropriate behavior is not acceptable and there are consequences. Actions taken for an infraction of the rules include staff counseling and/or parent notification; for repeated disruptive behavior, or situations that threaten others, the student may be suspended. Students found to be in possession of firearms or other dangerous weapons will be suspended and recommended for expulsion. This includes toy weapons, knives, beepers, or other dangerous objects.

In classrooms, the teacher is responsible for maintaining a learning environment. The teacher develops classroom behavior standards and consequences with the students. If there is a persistent problem, parents will be notified.

Consequences may be increased in cases of repeat offenses.

SCHOOL/CLASSROOM BEHAVIOR

Disruptive Classroom Behavior

Disruptive classroom behavior is any behavior that adversely impacts the learning of others. Minimum: removal from situation, office referral, notify parent, and/or detention.

Maximum: Suspension

Behavior in Halls

Students are to walk quietly and in an orderly fashion through the halls at all times. Quiet will be respected during the instructional school day and with consideration for others who are working.

Minimum: staff/student conference, parent/guardian contact, and/or detention

Maximum: detention

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Minimum: loss of independent restroom privileges, and/or detention

Maximum: Suspension

Behavior in Lunchroom

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must talk quietly, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. Children are not allowed to share food of any kind with others.

Minimum: Verbal warning, isolation for a set period of time (time out) and/or detention

Maximum: exclusion from the lunchroom; suspension

Behavior on Playground/Recess

The playground should be a safe, comfortable, inviting environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

Minimum: Verbal warning, isolation for a set period of time (time out) and/or detention

Maximum: exclusion from the playground; suspension

Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

Minimum: staff/student conference, parent/guardian conference, and/or detention

Maximum: exclusion from riding the bus for a period of time; suspension

Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs, and field trips. Behavioral expectations are consistent with school policies.

Minimum: Removal from activity, student conference, notify parent, and/or detention

Maximum: exclusion from future activities; suspension

Cheating or Plagiarism

This is defined as using the work of others as your own.

Consequences: Parent conference; no credit for the work.

Excessive Tardiness, Truancy, Leaving School Without Permission

Students must be on time for school and in their classrooms by 8:50 a.m. Missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled locations unless they are excused by parents/guardians for early dismissal by written permission.

Minimum: Parent/guardian contact after three tardies within a marking period; letter to parent from principal

Maximum: Parent/guardian conference at school; in-school suspension; referral to pupil personnel worker

Dress

School personnel may advise students about appropriate dress, footwear and grooming for school, but they may not discipline students for their style of dress or grooming unless it:

- *Is likely to cause or causes a disruption to school activities, educational environment;*
- *Endangers health and safety;*
- *Fails to meet a reasonable requirement of a course or activity, e.g., physical education class, outdoor education, specific field trips.*
- *Is associated with gangs;*
- *Is lewd, vulgar, obscene, revealing, or of a sexually provocative nature;*
- *Promotes the use of drugs, tobacco, intoxicants, or inhalants.*

Minimum: Parent contact, removal of disruptive articles, and/or detention

Maximum: Suspension

Physical Attack on Staff or Fellow Student

Any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

Minimum: Suspension and/or police referral

Maximum: recommendation for expulsion

Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Minimum: Staff/student conference; and /or detention, parent/guardian conference after the second incident

Maximum: suspension or recommendation for expulsion

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threats. Examples include, but are not limited to, telling someone that you will hurt them, whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Minimum: suspension, and/or police referral

Maximum: recommendation for expulsion

Teasing, Verbal or Non-Verbal

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Minimum: Personal apology to the person who was teased AND a letter of apology to that student. The letter will be sent home and must be signed by the child's (teaser's) parent(s) and returned to school the next day. Additional consequences may include warning, time-out, staff/student conference, detention, parent conference.

Maximum: Suspension

Malicious Pranks and Pseudo Threats

This includes any act or substance used to cause disruption, panic, or an unsafe situation, such as pulling a fire alarm or deliberately misrepresenting substances as something they are not.

Minimum: suspension

Maximum: recommendation for expulsion

Acts of Hate/Violence

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property, directed against any person.

Minimum: suspension and /or police referral

Maximum: recommendation for expulsion and/or police referral

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which is not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Minimum: Warning, time out, staff/student conference, staff/parent conference and/or detention

Maximum: suspension

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct. (refer to MCPS Policy ACF "Sexual Harassment" and MCPS Administrative Regulation ACF-RA "Sexual Harassment".)

Minimum: Confidential administrator/parent/student conference; and/or suspension

Maximum: recommendation for expulsion

Theft/Extortion

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Minimum: parent/guardian conference; and/or suspension

Maximum: recommendation for expulsion

Theft/Burglary

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

Minimum: parent/guardian conference and full restitution

Maximum: suspension and/or police involvement

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.). This includes repeatedly wearing hats in school, chewing gum, or bringing inappropriate items to school (all toys and games, to be returned only to an adult). Refusal to identify oneself.

Minimum: warning, time out, staff/student conference, staff/parent conference

Maximum: detention. suspension

Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property. Misuse of materials or equipment that results in damage to school or personal property. This includes graffiti.

Minimum: restoration of property or value, parent conference and/or suspension

Maximum: recommendation for expulsion, restitution, police referral

False Fire Alarm

False fire alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Minimum: administrator/student/parent conference, suspension

Maximum: recommendation for expulsion, referral to the fire marshal

Incendiary Devices

This is the possession of firecrackers, matches, lighters, caps, or any other thing, which can start fires.

Minimum: detention, notification to the Fire Marshal, confiscation of item, when appropriate.

Maximum: recommendation for expulsion

Weapons

*This is the unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as weapons. **This is a very serious offense and is strictly prohibited.***

Minimum: Confiscation of weapon, parent/guardian conference; suspension

Maximum: police referral; recommendation for expulsion

Possession of Communication and Other Electronic Devices

Beepers, electronic paging devices, and cellular phones or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated.

Minimum: Confiscation of device. Suspension of five days or more is reserved for repeated or extremely serious violations

Maximum: recommendation for expulsion

Possession or Use of Destructive or Harmful Substances

This is possession of matches, firecrackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

Minimum: Confiscation, parent notification and conference; suspension, fire marshal and/or police referral

Maximum: recommendation for expulsion

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

Minimum: Confiscation of substance, administrator/student/parent conference, police notification and suspension

Maximum: Recommendation for expulsion

Countywide Violations

The actions listed on the chart below are forbidden. If you are found doing of the following things on school grounds or at school-sponsored events, you will be disciplined within the guidelines listed under each offense. These guidelines apply to every school in the county.

Nondiscretionary Expellable Offenses			
Infraction	Required Action		Additional Reference
Bomb/Facsimile Possession or Bomb Threats	Police referral for Expulsion	Recommendation	Reg. EKC-RA, <i>Bomb Threats/Explosive Devices</i>
Evidence of Intent to Distribute or Distribution of Intoxicants	Police referral; Recommendation for Expulsion		Regulation COF-RA, <i>Intoxicants on MCPS Property</i>
Possessions of Firearms, including starter guns	Police referral; Recommendation for Expulsion		Regulation COE-RA, <i>Weapons</i>
Violent Physical Attack on a Student or Staff Member ¹	Police referral; Recommendation for Expulsion		
Weapons Used to Cause Bodily Harm/Injury	Police referral; Recommendation for Expulsion		
Offenses with a Range of Consequences			
Infraction	Minimum	Maximum	Additional Reference
Academic Dishonesty or Plagiarism ²	Conference	Recommendation for Expulsion	
Bullying ³	Conference	Recommendation for Expulsion	
Computer Abuse	Loss of computer privileges Restitution	Police referral Recommendation for Expulsion Restitution	Regulation IGT-RA, <i>User Responsibilities for Computer Systems and Network Security</i>
Destruction of Public Property (Vandalism)	Police referral Suspension Restitution	Police Referral Recommendation for Expulsion Restitution	Regulation ECC-RA, <i>Loss of MCPS Property</i>
Extortion	Suspension	Recommendation for Expulsion	
Firesetting	Police Referral Suspension Restitution	Recommendation for Expulsion	Regulation ECC-RA, <i>Loss of MCPS Property</i>
Hazing ⁴	Conference	Recommendation for Expulsion	
Possession of a Knife ⁵	Conference	Police referral Recommendation for Expulsion	
Possessing Other Weapons (including, but not limited to, firearm facsimiles, BB guns, pellet guns, paint ball guns, and other firearm "look-alike" weapons)	Conference	Police referral Recommendation for Expulsion	Regulation COE-RA: <i>Weapons</i>
Physical Attack on a Student	Conference	Recommendation for Expulsion	
Physical Attack on a Staff Member	Conference	Recommendation for Expulsion	
Possession of Use of Intoxicants	Police referral Suspension	Police Referral Recommendation for Expulsion	Regulation COF-RA: <i>Intoxicants on MCPS Property</i>
Sexual Harassment ^{6,7}	Conference	Recommendation for Expulsion	Regulation ACF-RA, <i>Sexual Harassment</i>
Sexual Offenses ^{6,7}	Police referral Suspension	Recommendation for Expulsion Police referral	Regulation ACF-RA: <i>Sexual Harassment</i>
Sexual Activity (consensual)	Conference	Suspension	Regulation ACF-RA: <i>Sexual Harassment</i>
Verbal Abuse	Conference	expulsion	
Theft (taking of property without the owner's consent)	Suspension	Recommendation for Expulsion Police referral	
Burglary (breaking and entering of a building or occupied structure with the intent to commit a crime therein)	Suspension	Recommended for Expulsion Police referral	
Threat (verbal, electronic, written)	Conference	Recommendation for Expulsion	
Verbal Abuse	Conference	Recommended for Expulsion Police referral	
Hate/Violence	Police referral Conference	Recommended for Expulsion Police Referral	Reference hate/violence guidelines (Contact Human Relations Compliance Office for copy)
Gang-Related Incident	Police referral conference	Recommendation for expulsion Police referral	

From: A Student's Guide to Rights and Responsibilities in Montgomery County Public Schools 2008-2009

1. Violent physical attack on another that requires medical attention outside of the school health room.
2. Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage, theft, trickery, talking, signs, gestures, copying, or any other methodology including the use of photographs without the permission of the photographer.
3. Harassment and intimidation (bullying) means conduct, including verbal, physical, or written conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating and occurs on school property, at a school activity or event, or on a school bus; or substantially disrupt the orderly operation of a school.
4. Hazing is an act which recklessly or intentionally subjects a student to mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into an organization.
5. Intentional possession of a knife requires police referral.
6. If the complaint of sexual harassment is against the principal, the complaint should be filed with Ms. Susan Marks, Associate Superintendent, Office of Human Resources, 7631 Calhoun Place, Rockville, MD 20855 301 279-3270.
7. During any investigation of a sexual harassment complaint, the complainant is not to be required to attend a face-to-face meeting with, or confront in any way, the alleged harasser.
8. MCPS prohibits discrimination based on race, color, national origin, religion, ancestry, gender, age, marital status, sexual orientation, physical characteristics, or disability. Students pursuing a complaint of discrimination may contact Mr. Stephen Bedford, Chief School Performance Officer, Office of School Performance, 850 Hungerford Drive, Room 100, Rockville, MD 20850, 301 517-8258, or the Student Affairs Office, 301 670-1419, for advice and assistance.

MEDICAL INFORMATION

Please notify the school (office, teacher and nurse) if your child has a medical condition, such as asthma or allergies that may require emergency care. If medication (either prescription or over the counter) must be taken at school, a form from the health room must be filled out and signed by both the parent and the physician and delivered with the medication to the school by an adult.

1. Communicable Diseases

Please do not send sick children to school. Children should be without fever or vomiting for 24 hours before returning to school. The health room is not equipped or staffed to care for sick children for more than a short period of time. Illnesses that may require an absence from school include:

- Diarrhea
- Fever
- Upset stomach/Vomiting
- Severe headache
- Skin rashes or infection
- Sore throat
- Swollen glands
- Thick nasal discharge
- Persistent cough

- Chicken pox signs and symptoms: rash of small blisters developing from small pimples; fever with start of eruption. Often starts on the chest. Incubation period: 13-17 days. Child can return to school after all pox have scaled over, generally 6 or 7 days after first eruption. Immunization for chicken pox is required for all students entering kindergarten, and first grade. The vaccination does not entirely prevent chicken pox.

- Conjunctivitis signs and symptoms: redness of one or both eyes with or without discharge. Incubation period: 24-72 hours. Child can return to school 24 hours after treatment begins.

- Head Lice (pediculosis) signs and symptoms: severe itching, scratching; eggs attached to the hair are small, white lumps that will not flick off. Incubation period: 7-14 days. A child can return to school as soon as hair and clothing are treated, all nits are removed, and the child has been checked through the health room. *** NO LONGER THE POLICY BUT LEAVE IN??? **MCPS has no-nit policy that means that children's heads must be totally nit-free to return to class.** Non-prescription shampoo treatments are available at most drug stores. It is imperative that parents notify the school after the child is treated, so that the school can track cases and notify parents by class, if necessary.

2. First Aid and Emergency Aid

The health room is covered by a health technician from the Montgomery County Health and Human Services Department. Parents will be called if a student's temperature reaches above 100 degrees. Minor wounds are washed with antiseptic soap and bandaged and the student is returned to class. If a major injury occurs, the rescue squad, the parents, and the area office will be notified in that order.

When a teacher discovers signs of illness in school, children are sent to the health room and a parent or the emergency contact is notified to make arrangements for the child to go home. (Make sure your emergency file cards are up to date.) Students who are sick should be signed out of the office.

Please notify the school if your child has a physical handicap, a communicable disease, or will be out of school sick for more than 3 days. After 5 consecutive days of absence due to illness, a doctor's certificate is required.

3. Immunization Requirements

It is State law that school children be immunized and that parents must have proof have of these shots.

- DPT (Diphtheria, Pertussis, Tetanus) 4 doses required
- OPV (Oral or Injectable Polio Vaccine) 3 doses required.
- MMR (Measles [Rubeola]; Mumps, Rubella [German Measles]) 2 doses live virus vaccine on or after first birthday or a titer of 1:4 or greater.
- Varicella- one dose on or after the first birthday or health care providers documentation of disease
- Hepatitis B- 3 doses

4. Medicine

Medication is not stocked in the health room. If your child requires medication during the school day, a permission slip is required to be on file for that particular medicine, signed by the parent and physician. Form 525-13 is available at school or can be downloaded from the MCPS website. This includes non-prescription drugs. Do not send any medication with your child. An adult must hand carry any medication and the required form to the health technician who will administer the medication. All medication should be in an unopened container, with the pharmacist's label, or the manufacturer's label and safety seal intact.

5. Nurse

The school community health nurse is responsible for health appraisal, counseling, communicable disease prevention, referrals and health education. She also supervises the health technician and directs the administration of medication. The nurse is at Ashburton on a weekly schedule.

SPECIAL EDUCATION

1. Learning and Academic Disabilities (LAD)

Children who have been identified as having learning disabilities and receive over 15 hours of service may be instructed in a small class or mainstreamed into general education with support. Individual Education Plan goals are based on individual needs and readiness. There is a special education teacher, who is the case manager, and a paraeducator in addition to a homeroom teacher.

2. Preschool Education Program (PEP)

Ashburton houses a Preschool Education Program that is designed for children 3-4 years old who need special educational support or training in order to reach their full potential. Instruction is designed to improve language, motor development, perceptual motor skills, self-help, social behavior, and thinking. Parents are actively involved.

3. Resource Teacher

A full-time and part-time resource teacher is assigned to work at Ashburton. These teachers assess students, write reports, and develop individual educational plans which are implemented jointly by resource and classroom teachers.

4. Speech/Occupational Therapy/Physical Therapy

The Speech/Language Pathologist therapists work with students identified as having articulation or language needs. Occupational Therapists and Physical Therapists also work part time with students who have identified needs. The teachers coordinate with classroom teachers working in the classroom and/or pulling students out for therapy. Students are identified through the EMT process by recommendation of parents and classroom teachers.

OTHER RESOURCES

1. Cafeteria

Breakfast - a nutritional breakfast is offered to all children including those who are eligible for free or reduced price lunch.

Lunch - Ashburton is on the Satellite Lunch Program and lunch is served in 4 lunch shifts. A lunch count is taken first thing in the morning in each classroom and for those students buying lunch, they must select regular, alternate, or cheese sandwich. Orders are then tabulated in the cafeteria so that the appropriate number of lunches is made and all children get what they order. This is why orders need to be made as soon as late students sign in.

The Food Service Department uses the SNAP system that sets up accounts for students to purchase meals. Parents may send in checks to cover lunch and will receive a low-balance letter when the account is below \$10.00. Children may also bring in cash to purchase lunch. Children who qualify for free or reduced meals will be eligible after an application is filled out and approved. Families must reapply each year. Students who do not have money nor eligibility for a free/reduced lunch will be given a cheese pocket sandwich and milk; however, their parents are expected to repay the school for this meal.

School lunch consists of an entree, fruit, vegetable, bread, and milk. Milk may be purchased separately. We have lunchroom aides who supervise students while they eat. Menus are sent home each month and are available on the MCPS website.

2. Insurance

School insurance is available to all children at a nominal cost. Information regarding coverage is sent home early in the school year. Parents apply directly to the company.

OUTSIDE SERVICES

1. Day Care

The Rockville Day Care Association (RDCA) rents a space in our building. RDCA provides before and after school care. For further information please call (301) 493-5710.

Students are also bussed to the following daycare facilities for before and after-school care:

Ashburton-Wyngate Center, located at the United Church of Christ , 10010 Fernwood Road which is the corner of Democracy Boulevard and Fernwood Road. Call (301) 365-8568

Ayrlawn YMCA; located at 5650 Oakmont Road, Bethesda. Call 301 530-8500. (extra fee for bus service)

Bethesda Country Day School: located on 5650 Beech Drive, just off Old Georgetown Road. 301 530-6999

2. Outside Lessons/Activities for Students

Private organizations sponsor a variety of activities and lessons for a fee after school. These are advertised by fliers that are sent home through backpacks quarterly. Parents pay these fees directly to the organization and contact regarding schedules, inclement weather closing, and other questions should be directed to those organizations. Recently, karate, chess, basketball, art classes, and cheerleading have been offered.

3. Recreation Department

The Montgomery County Department of Recreation offers various after-school activities throughout the year, such as soccer, softball, craft workshops, etc. The Recreation Department may hold a summer activity center at a local school for about 6 weeks of the summer. Children must be 5 years old to attend. Recreation Department information can be found at local libraries or at montgomerycountymd.gov under the culture and leisure heading.

4. Foreign Languages

The FLES program offers French, Chinese and Spanish at several levels appropriate for elementary school students. These lessons are sponsored by the PTA and there is a PTA liaison for the classes.

STUDENT ACTIVITIES

1. Safety Patrols

The school safety patrol is an organization open to 5th grade students. It is sponsored by the school, PTA, and Montgomery County Police. Its sole function is to promote the safety of school children. Patrol members are expected to be prompt, reliable, and responsible students.

The duty of the patrols is to see that children cross only at marked corners and that no children cross the street if a car is coming. Patrols do not control traffic. Bus patrols are on each bus to help the bus driver maintain safety. A crossing guard is provided by the county to help control traffic and promote safety at the school entrance before and after school.

Students are chosen to become patrols through a process that includes: self-selection, parent permission, and fourth-grade teacher recommendation for input on academic and citizen concerns. Candidates are sorted into walker and bus route groups; pure numbers and bus stop location may determine final selection. Training is provided at the end of the year and selected students go to the police department sponsored patrol camp in the summer.

2. Student Government Association

Ashburton Student Government is made up of a representative and alternate from each classroom. Its purpose is to encourage student participation in decision-making about student activities and to give practice to students in learning democratic procedures. The president, vice president, secretary, and treasurer are elected by majority vote using a ballot after campaigning and speeches. Eligibility to run is described in the student council by-laws. This council has sponsored "spirit days", a food drive for the needy, and participation in PTA events.

3. Yearbook

A Yearbook Club, consisting of a sponsor and students in grade 5, plans and designs the Yearbook. The Yearbook features all Ashburton staff and students as well as highlights of the school year. Yearbooks are available for purchase in the spring.

4. Extracurricular Clubs

A variety of extracurricular clubs is offered after-school for third through fifth graders. Specific clubs will be communicated early in the fall each year depending on available teacher sponsors. A late bus is provided to many communities after clubs are over.

SPECIAL EVENTS

1. Back to School Night

Back-to-School night is held early in the fall. This forum provides a wonderful opportunity for the staff to share their program with parents, including meeting with specialists and ESOL teachers.

2. Book Fair

Often one of the PTA's biggest fund-raisers, the Book Fair is held each fall, usually in mid-November. A variety of books and gift items are sold. A one-day Book Fair is often held in the spring to stock up for summer reading.

3. Family Fun Nights

The PTA sponsors several family fun activities to raise money and promote school community involvement. They may include a Fall Festival or Spring Carnival, Family Game Night and Camp Ashburton. The PTA also organizes Dine Out with Ashburton where the community can eat together at a local restaurant and the PTA receives a portion of the net proceeds.

4. Field Day

Field day is held in the late spring as a culmination activity for physical education. The basic activities include standing broad jumps, base running, softball throwing, dashes and relays. Students sign-up for the various events and are recognized for their physical fitness and endurance in sports. Students look forward to this annual event where parents and volunteers assist.

5. International Night

This is a school-wide event held annually to share cultures, customs, food, artifacts, and art from all the different nationalities at Ashburton. PTA volunteers coordinate with staff for this multi-cultural educational experience. All families are invited to participate.

6. Kindergarten Orientation

Each spring, all children who will be five by the cut off date for that year are invited to attend Kindergarten Orientation. (See page on Enrollments).

7. Open House

Open House, held on the Columbus Day holiday in October, is a day to visit classrooms and share in your child's day. The community is welcome to attend and visit any classroom.

8. Student Photographs

Individual pictures are taken in the fall and class pictures are taken in the winter. Additional opportunities for "Personality Portraits" may be provided in the spring. Purchase of any of these pictures is voluntary; information is sent home in advance.

PARENT SUPPORT

1. Field Trips

Field trips are an important part of the instructional program of each class. Written permission from a parent or guardian is required for a child to attend. There is a fee for bus transportation; often there is also an admission fee. Financial assistance is offered by the PTA through the guidance counselor for those children in need; please contact the guidance counselor directly. Parent chaperones aid the teacher with supervision on these outings; however, regulations prohibit siblings from attending.

2. PTA

The PTA is a vital part of Ashburton Elementary School. The PTA works with and for the school in a variety of ways: such as, coordinating volunteers; sponsoring the Book Fair, Field Day, family picnics and cultural arts assemblies. Membership in the PTA is open to all parents and staff. The first Tuesday of each month is reserved for PTA meetings; everyone is welcome to attend and babysitting is provided for school-age children. PTA meetings may be combined with a variety of presentations focused on curriculum and instruction.

There are a number of volunteer positions in the PTA, and again everyone is encouraged to be involved, volunteering whatever time they have.

3. Publications

This year the PTA and Ms. Eroh will work collaboratively to publish a monthly newsletter. The PTA also sponsors a listserve and parents can obtain information on joining by contacting the PTA.

4. Room Parents

Each classroom has volunteer room parents who assist the teacher in planning class parties, collecting materials,

helping with field trips or assisting with special projects.

5. Volunteers

Ashburton is very lucky to have an active and large volunteer program. Coordination is jointly shared between staff and a PTA parent. Volunteers work in the library and classrooms, aid individual students or small groups, help with projects, make and collect materials, go on field trips and help organize class parties. Parents also serve as a resource for particular units of study. A volunteer letter is sent out at the beginning of the year and again in the winter. Parents sign up for specific activities or events. Teachers also have class sign-ups. Any amount of time or energy is helpful; volunteer time at home doing clerical or artistic work is also appreciated.

Volunteers must always sign in at the office and wear a volunteer badge. Please make a page in the volunteer sign-in and record hours each time you volunteer for school- both activities in the building and at home. Volunteer hours are recorded, totaled and submitted for local and state volunteer recognition at the end of the year.

6. Guidance Advisory Committee (GAC)

This committee is comprised of staff and parents. Guidance is provided to the principal and the school counselor relevant to the needs of Ashburton students and parents.

7. Parent Involvement/School Improvement Plan

Members of this committee consist of students, parents and staff. The principal coordinates efforts with the committee to define school improvement needs based on data, training needs, and community support. Parents are also on the School Discipline Policy Committee to review and update the school policy.

MCPS

Ashburton's Community Superintendent is Dr. Frank Stetson. The Director of School Performance is Mrs. Denise Greene.

Their office address is:
850 Hungerford Road, Room 100
Rockville, MD 20852
301 315-7379

MCPS' Superintendent is Dr. Jerry Weast

(301) 279-3381

Bus Transportation: (301) 840-8130 or

Bethesda Depot (301) 469-1140 or 469-1073

Special Education Transportation (301) 670-2283

Other helpful telephone numbers:

Adult Education and Summer School:	(301) 517-5005
Asian Hotline:	(301) 230-5436
Board of Education Office:	(301) 279-3617 boe@mcpsmd.org
LOCATE: Child Care (day care & preschool):	(301) 279-1773
Call Center	(301) 309-6277
Child Find (for children with disabilities)	(301) 929-2224
CUPF (Community Use of Public Facilities):	(240) 777-2706
ESOL:	(301) 517-5845
ESOL Parent Center:	(301) 230-0674
Food Services:	(301) 840-8173
Head Start (Classes for disadvantaged 4 yr. olds):	(301) 230-0676
Hispanic Hotline:	(301) 230-3073
Homework Hotline (Mon.-Thurs., 4:30-6 p.m.):	(301) 279-3234
Information:	(301) 279-3391
International Students Admissions Office:	(301) 230-0686
Magnet Programs:	(301) 279-3163
Maryland State Department of Education:	(410) 767-0100
MCCPTA (parent organization)	(301) 946-0532
Middle School Magnet Consortium	(301) 649-8081
School News (taped message about MCPS):	(301) 279-3673
Special Education:	(301) 279-3135

Visit the MCPS website to answer questions, get information, or link to other sites:

www.montgomeryschoolsmd.org

Ashburton's website:

<http://web.montgomeryschoolsmd.org/school/ashburtones>