

Ashburton Elementary School

6314 Lone Oak Drive * Bethesda, MD 20817 * (301) 571-6959



August 3, 2009

Dear Parents and Students:

As summer comes to a close, I hope that you have enjoyed your summer months and have had an opportunity to rest and relax before the start of the new school year. I would like to welcome our new families as they join the Ashburton community. I know you will be impressed with the community's dedication to making Ashburton the best school possible. I hope that during the year, I will be able to call upon you to use your energy as we work together for the children of Ashburton.

I have enjoyed receiving post cards from so many students; it is not too late to send your post card to let me know about a book you've read or what you did this summer. I am sure you have been working very hard on your summer packets in Kindergarten through grade five. We have been very busy working throughout the summer to get everything ready for the start of school year with lots of planning, cleaning, and organizing.

Staff met this summer to collaboratively analyze school data and the School Improvement Plan, which focuses on goals and action plans for Ashburton. We will share more information about the plan during **Back-to-School Night on Thursday, September 17, 2009 at 7:00 p.m.**

The attachments to this letter contain pertinent information for the beginning of the school year. Classroom assignments have not been finalized because of the high mobility rate, which impacts our enrollment and class size. Classroom assignments are thoughtfully made using MCPS guidelines, student data, and teacher and parent input.

As these tight budget times continue, we appreciate the funding and support the Montgomery County Public Schools (MCPS) has received from the County Council. We recognize that it is imperative to use our resources in the most efficient and effective manner. MCPS staffing allocations are based on projected enrollment. We certainly hope that at the beginning of the school year our actual enrollment matches the projected enrollment.

Unfortunately, as a result of this current fiscal situation, it may become necessary for staffing changes to occur in some schools if enrollment comes in below projection and doesn't justify the staffing that was allocated. If there is a need to make an adjustment in staffing based on actual enrollment, I will do my best to minimize the impact of these necessary adjustments. I will keep you informed and alert you of any changes that may occur at our school.

Kindergarten and New Parent Information Meeting Thursday, August 27th @ 7:00-8:00 p.m. in the APR

New parents, especially kindergarten parents, are invited to attend an informational meeting in order to go over school procedures and become familiar with Ashburton.

ALL FAMILIES ARE INVITED TO ATTEND OPEN HOUSE Friday, August 28th PEP & Grades K-5 Open House @ 2:30 – 3:30 p.m.

Classroom assignments will be finalized at this time and the Open House will provide an opportunity for all students to find their classroom, meet their teacher, and greet classmates prior to the first day of school on **Monday, August 31st**. Classroom assignments will be posted in the front hallway and outside of classrooms. Staff members will be available to assist you. You will also be able to tour the school and stop by the courtyard for cool refreshments. PTA members will also be available to answer questions and provide you with additional information about school fundraisers and events. If you are not able to attend Open House, you may check the lists posted on the main doors after school, or call the school after 2:30 p.m. to find out your child's teacher. Staff will be available on the first day of school to assist in finding the proper classroom.

As always during the summer months, there are some staff changes for a variety of reasons. We have grade level changes and a few new staff members to welcome to the Ashburton family:

- § Ms. Ashley Campbell will teach first grade.
- § Ms. Julie Ashin will teach second grade. Ms. Ashin previously taught at Daly ES.
- § Mrs. Jessica Rush will teach the 2/3 LAD and Resource students. Mrs. Rush previously taught at Lakewood ES.
- § Mr. Joe Smith will teach music for a half day each week, while also working with Garrett Park ES.
- § Mr. Jeremaine Wyatt will be our new building service worker.
- § Ms. Ana Molina-Jimenez will join us a part-time cafeteria worker.

We are excited to introduce new PEP staff members:

- § Mrs. Ilyssa Klein will teach the PEP Classic/Pilot classes. Mrs. Klein previously taught at Stephen Knolls School.
- § Ms. Margita Juberts comes to us from Howard County Public Schools to teach PEP Classic.
- § Ms. Beth Vacante will also teach PEP Classic, having completed her master's degree.
- § Mrs. Becky Mangan will teach PEP, Inc. this year.
- § Ms. Katherine Hanson will teach PEP speech part-time.
- § Mrs. Mary Jane Ryan will join the staff as a PEP paraeducator and work in collaboration with Ms. Vacante.

We also have very exciting news to share with you- two of our staff members were married this summer and we have new names to learn: Mrs. Erin Dodge (*Lashof*) and Mrs. Kristi Carranza (*Powers*). Congratulations to Ashburton's beautiful brides!

Current grade level teams are listed below:

§ PEP	Ms. Ainsfield, Ms. Juberts, Mrs. Klein, Mrs. Mangan, Ms. Vacante
§ Kindergarten	Ms. Dunn, Ms. Peters, Mrs. Reinckens, Mrs. Stoltzfus
§ Grades K/1 Resource	Mrs. Killian
§ Grade 1	Ms. Campbell, Mrs. Dodge (<i>Lashof</i>), Mrs. Gandel, Ms. Lillis
§ Grade 2	Ms. Ashin, Ms. Bouquet, Ms. Canard, Ms. Fox
§ Grades 2/3 Resource	Mrs. Rush
§ Grade 3	Ms. Butler, Ms. Segal, Mr. White, Ms. Zeccardi
§ Grade 4	Mrs. Brenner, Mrs. Ralles, Mrs. Weaver
§ Grades 4/5 Resource	Mrs. Davis
§ Grade 5	Mrs. Carranza (<i>Powers</i>), Mrs. Killory, Ms. Neumann

It is our hope that the information in this packet will help you prepare for a smooth start to the new school year. Please read the information carefully as it will answer questions you may have about school hours, medication procedures, transportation, the cafeteria program, and the student supply lists. If you would like to find out more information about Ashburton, you can go to the school website using the following link:

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

Please know that throughout this year, my goal is to work closely with you to ensure that the needs of our children are being met. My door is open to you so feel free to contact me to discuss Ashburton and the programming that is taking place in the school. By keeping lines of communication open, we will be able to create an effective learning community for all students at Ashburton. Thank you for your support and cooperation as we work together to make this a successful year for our children!

Sincerely,

Charlene Eroh
Principal

Attachments:

- § Attachment A – 2009-10 Calendar
- § Attachment B – Authorization to Administer Medication
- § Attachment C – Bus Schedule
- § Attachment D – Prepayment Form for SNAP Cafeteria Program

Other Attachments:

- § 3x5 Index Card to Tag Student
- § School Supply List

Menu for the First week of School:

Elementary Lunch Menu 2009-2010				
Monday 8/31/09	Tuesday 9/1/09	Wednesday 9/2/09	Thursday 9/3/09	Friday 9/4/09
Chicken Nuggets+ w/ Sweet Potato Fries OR Gardenburger^ w/Corn	Personal Pizza Cheese^, Veggie^, or Pepperoni* OR Hamburger w/ Baked Beans	Chicken Patty+ w/ Oven Baked Tater Tots OR Cheese Dippers^ w/Salsa	<i>Upside Down Day</i> Whole Grain Pancakes w/ Sausage Patty* OR Grilled Cheese Sandwich^ w/ Oven baked Tater Tots	Pizza Wedge w/ WG Crust Cheese^, Veggie^, or Pepperoni* OR Turkey Frank+ w/ French Fries

Menú para la primera semana de clases:

Escuela Primaria				
lunes 8/31/09	martes 9/1/09	miércoles 9/2/09	jueves 9/3/09	viernes 9/4/09
Nuggets de Pollo al Horno+ con Batatas Fritas O Gardenburger@^ con Maiz	Pizza Personal de Queso , Vegetales^ o Peperoni* O Hamburguesa con Frijoles al Horno	Sándwich de Pollo al Horno+ con Papas O Cucharones de Queso^ con Salsa	<i>al Revés Días</i> Panqueques con Salchicha* O Sándwich de Queso^ con Papas	Pizza de Queso^, Vegetales^ o Peperoni* O Perro Caliente+

Lunch may be brought from home or purchased. Bi-monthly menus will be sent home listing 2 choices daily.

Breakfast	\$1.30 (Reduced \$.30)
Lunch	\$2.75 (Reduced \$.40)
Milk	\$.60

Guidelines and application forms for free and reduced meals will be sent home during the first week of school. Students who were on the free/reduced program last year will remain on it through the month of September. In order to remain on a free/reduced lunch program, a new application needs to be submitted for each household.

We use the computerized lunch program called SNAP (Student Nutrition Accountability Program). Parents are able to send in money to put into an account for students to debit. Each student has a four-digit PIN number to use when purchasing lunch. All eligibility for students on free or reduced meals will automatically be registered in the computer. Please send lunch or money for lunch, with your child; if a child does not have either, the cafeteria manager will provide the child with a cheese sandwich and milk. Money is not available from the office for borrowing. A SNAP Prepayment form is attached or parents may use mylunchmoney.com to put money on their children's accounts.

H1N1 Information:

In the event of a mandatory school closing for a period of time due to an outbreak of a communicable disease the following procedures will be implemented in order to provide daily instruction for all students:

- § Teachers will provide daily lessons on grade level curriculum through on-line resources.
- The school will provide hard copies of instructional material for students without access to the Internet.
- Staff will receive completed work from students via the Internet or through the main office and will provide feedback to students.
- Formative and summative assessments will be graded using these procedures.
- Parents will be informed about the situation through Connect Ed, the school Website, the PTA Listserve, and/or personal phone calls
- IEP and annual review meetings will continue as planned as much as possible.

Parents should make contingency plans for childcare in the event that school is closed or if their child is ill and must be picked up from school.

School Hours:

PEP a.m.	8:50-11:20	PEP p.m.	12:35-3:05
PEP, Inc. a.m.	8:50-11:50	PEP, Inc p.m.	12:35-3:25
Gr. K- 5	8:50- 3:05		

Safety/Transportation:

We are concerned about the safety and welfare of **all** students. Please discuss the following precautions with your child.

1. Students should **not** arrive at school before 8:30 a.m. **due to lack of supervision.** After 8:30 a.m. students may enter the building and line up in a designated place near their classrooms.
2. Our crossing guard and the safety patrols will be available to assist children in crossing the street in **front** of the school. We have safety patrols assigned to the back of the building, but we do not have a crossing guard in that area directing traffic. Please follow their directions for the safety of all. If your child is a walker, please assist him/her in selecting a safe route for walking to and from school. Your cooperation in teaching your children correct procedures for crossing streets will keep them safe and help us maintain a good school safety record.
3. School is dismissed at 3:05 p.m. Walkers should leave school property at that time. Parents meeting students should meet children in the **gym lobby or the rear drop-off area** at 3:05 p.m. promptly. Students **may not** remain on school property unsupervised at any time. If your children participate in an after school activity that begins at any time other than 3:05 p.m., they must go home and return at the proper time. **There is no supervision for students after dismissal.**
4. **Buses only** will be permitted in the school parking lot during the hours of 8:30 - 9:00 a.m. and 2:45 - 3:25 p.m. Patrols will be on duty and orange cones will be placed to block the single entrance and exit area. Please do not ask the patrols for special exceptions to enter the parking lot, as this creates a safety hazard for our students.
5. No Parking signs are posted by the school and on nearby streets. Please observe parking rules to avoid being ticketed by the police and drive **SAFELY** in school zones while cautiously watching out for our walkers. Please do not block driveways or park in the No-Parking Drop-Off zone. Do not park illegally or let children run across the road alone.
6. Students are allowed to ride bikes or skateboards to school. A permission slip is available from the school office and **must** be signed by a parent and returned each new school year. **All bikes and skateboards must be walked when on school grounds at all times.** Wearing a helmet is required by law and all safety rules must be followed. Please label the bike helmet and provide a lock for the bicycle. Skateboards should be left in the office during the school day.
7. Included in this packet is a **3X5 index card** for your use in identifying your child's transportation needs. A sample card is given below. This procedure will assist us in getting all children home safely. Please be sure to complete the card and pin it onto your child's clothing for the first few weeks of school. Using the enclosed bus schedule, please be sure to complete all information, including name, emergency phone, address, and BUS INFORMATION, including route number and color code. These information tags will help our staff make the first few weeks of school less hectic and confusing for the children. Please communicate with your child's teacher whenever your child's transportation changes.

Ashburton Elementary Transportation Information	
Name:	_____
Address:	_____
Daytime phone:	_____
Bus Stop:	_____
Morning Route:	_____
Afternoon Route:	_____

8. A copy of the **MCPS Authorization to Administer Medication** is included in this packet. Please keep this form and take it to the doctor when your child is ill and you anticipate that he/she will need medication administered at school. **No medication, even over the counter drugs, can be given without a doctor's authorization. Adults must bring medication to school- not children.**