

# Ashburton Elementary School

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



August 1, 2011

Dear Parents and Students:

As we prepare for the start of school, we hope that you enjoyed the summer months and had an opportunity for relaxation and fun. We would like to welcome our new families as they join the Ashburton community. We know you will be impressed with the community's dedication to make Ashburton the best school possible. We hope that during the year we will be able to call upon all parents as we work together for the children of Ashburton.

In addition to preparing for the school year, my husband and I are looking forward to the arrival of our first child in September. I hope to be here for the first few weeks of school before taking maternity leave. Mrs. Janet Dunn will be the Acting Principal while I am on maternity leave and Ms. Cino will continue as the Assistant Principal. Mrs. Dunn retired from MCPS while she was the principal at Sargent Shriver ES. You will find that Mrs. Dunn is an exemplar leader and very collaborative. Mrs. Dunn, Ms. Cino, and I have spent extra time this summer preparing for the transition and expect Ashburton to run smoothly as always. I will be in contact with Mrs. Dunn and Ms. Cino, but will leave the day to day operations to them while I am away. I expect to return by the beginning of December.

We have enjoyed receiving post cards from so many students; it is not too late to send your post card to let us know about a book you've read or what you did this summer. We are sure the students have been working very hard on the summer packets in Kindergarten through Grade 5. We have been very busy working throughout the summer to get everything ready for the start of school year with a lot of planning, cleaning, and organizing. *(Please note that if your child has misplaced the homework packets you can print one off the school's website.)*

The attachments to this letter contain pertinent information for the beginning of the school year, such as the bus routes and café menu for the first week. Please keep the calendar handy throughout the year and note the dates that there is early release or no school. 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. In an effort to conserve paper, we will communicate important information to you by paper, but many of the reminders will be electronic. In the first September newsletter, we will ask you to choose whether you would like to receive a paper or electronic newsletter. All newsletters will be posted on the Ashburton website: <http://www.montgomeryschoolsmd.org/schools/ashburtones/>. The newsletters will also be posted on the Ashburton PTA list-serve, which will be forwarded directly to your email address. In order to subscribe, email [AshburtonESPTA-subscribe@yahogroups.com](mailto:AshburtonESPTA-subscribe@yahogroups.com). This is an excellent communication resource for school and PTA information.

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

## **Dates to Note-**

August 25: Kindergarten and New Parent Information Meeting @ 6:30-7:30 p.m.

August 26: Patrol Meeting @ 1:30 p.m.

August 26: OPEN HOUSE for all students @ 2:30-3:30 p.m.

August 29: First Day of School

September 15: Back to School Night @ 7:00 p.m.

projected enrollment. It may become necessary for staffing changes to occur in some schools if enrollment comes in below projection and does not justify the staffing that was allocated. If there is a need to make an adjustment in staffing based on actual enrollment, we will do our best to minimize the impact of these necessary adjustments. We will keep you informed and alert you of any changes that may occur at our school.

Last year we were one of the largest elementary schools in Montgomery County. As we continue to grow in enrollment there are some changes to our school and resources. We have three brand new portables since we are over capacity inside of the building. The fifth grade will be assigned to the portable classrooms. At this time, we will have eight PEP classes, five Kindergarten classes, six first grade classes, five each of second and third grade classes, four fourth grade classes, and three fifth grade classes. In addition, we have teaching stations for five special education teachers, two Reading Initiative teachers, and one full-time and three part-time ESOL teachers. We are fortunate to be allocated additional part-time staff for art, music and physical education. We have rearranged the lunch/recess schedule to have less children eating at one time, but that means we start lunch earlier than in the past. Our first lunch period will begin at 10:50 a.m. and the last lunch period will begin at 12:50 p.m. Students will be permitted to bring in a light snack if their lunch periods are during the early or late scheduled times.

Attached to this letter you will see a letter from our new Superintendent, Dr. Joshua Starr, about the new Elementary Integrated Curriculum or EIC, also called MCPS Curriculum 2.0. We have included information and a letter from the school about how the EIC will be implemented at Ashburton this year; we implemented the EIC curriculum in Kindergarten last year.

**Kindergarten and New Parent Information Meeting;  
Thursday, August 25<sup>th</sup> @ 6:30-7:30 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.

**PEP & Grades K-5 families are invited to attend OPEN HOUSE;  
Friday, August 26<sup>th</sup> @ 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 his/her classroom, meet his/her teacher, and greet classmates prior to the first day of school on **Monday, August 29<sup>th</sup>**. 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 volunteer opportunities and events. If you are not able to attend Open House, you may check the class 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 welcome new staff members: Mr. Paul Dowell, from Strawberry Knoll ES to Kindergarten; Ms. Kristina Monteforte from Clopper Mill ES to first grade; Ms. Andrea Segovia, from Harmony Hills ES to third grade; Ms. Michele Ibrahim, formerly a special education paraeducator returning to teach third grade; Mrs. Michelle Barry (formerly at Ashburton) from Carderock Springs ES to second grade Reading Initiative; Mrs. Jill Martinez from Rosemary Hills ES to first grade Reading Initiative; Mrs. Kristi Kim from Farmland ES to ESOL; Mrs. Kathy Warren from Bethesda ES to a new special education position; Ms. Alison Earnest to part-time art; and Ms. Vassila Vassila and Ms. Ann DuBose to part-time music.

Teachers are listed below:

- PEP Ms. Ainsfield, Ms. Juberts, Mrs. Klein, Mrs. Mangan, Ms. Vacante
- Kindergarten Mr. Dowell, Ms. Dunn, Ms. Hirsch, Mrs. Robbins, Ms. VanVoorhis
- Grade 1 Ms. Campbell, Mrs. Dodge, Mrs. Gandel, Ms. Lillis, Mrs. Monteforte, Ms. Sears
- Grade 2 Ms. Ashin, Ms. Bouquet, Ms. Canard, Ms. Fox, Mrs. Melendez
- Grade 3 Mrs. Burton, Ms. Ibrahim, Ms. Segal, Ms. Segovia, Ms. Zeccardi
- Grade 4 Mrs. Brenner, Mrs. Imhof, Ms. Leiser, Mrs. Weaver
- Grade 5 Mrs. Carranza , Mrs. Killory, Ms. Weston
- Special Ed Teachers Mrs. Cosgrove, Mrs. Davis, Mrs. Killian, Mrs. Rush, Mrs. Warren

Please know that throughout this year, our goal is to work closely with you to ensure that the needs of our children are being met. It is important to keep the lines of communication open between home and school so that together we are able to create an effective learning community for all students at Ashburton. Please check the accuracy of staff email addresses if you do not receive a response to an email in a timely manner. Thank you for your support and cooperation as we work together to make this a successful year for our children!

Sincerely,

Charlene Garran  
Principal

Barbara Cino  
Assistant Principal

**Attachments:**

- Attachment A – 2011-12 Calendar
- Attachment C – Bus Schedule
- Attachment D – Prepayment Form for SNAP Cafeteria Program

**Other Attachments:**

- 3x5 Index Card to Tag Student
- School Supply List
- Letter from Superintendent Dr. Joshua Starr
- EIC Curriculum 2.0 Letter

**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
Grades K- 5	8:50- 3:05		

The **School Supply List** is attached and on-line. Please note that there are items that parents are requested to supply (*see the teacher if you need assistance with providing supplies*), there are items suggested to have at home, and there are items suggested as donations to the classroom. All of these supplies need to be replenished throughout the year.

**Medical Forms and Medicine**

New students must have immunization records in the health room to start school. The Health Inventory, SRS-6, must be filled out by a physician, within the first few months of the beginning of school. Physicals are not required each year.

A copy of the **MCPS Authorization to Administer Medication, Form 525-13**, can be obtained from visiting our school office or on the MCPS website. **No medication, even over the counter drugs, can be given without a doctor's authorization. Adults must bring medication to school- not children.**

**Menu for the First week of School:**

ELEMENTARY				
MONDAY 8/29/11	TUESDAY 8/30/11	WEDNESDAY 8/31/11	THURSDAY 9/1/11	FRIDAY 9/2/11
Cheese Dippers w/ Marinara Sauce OR Hamburger w/ Mixed Vegetables	Personal Pizza Cheese^ or Pepperoni* OR Sliced Turkey+ w/Gravy and Mashed Potatoes	Soft or Crunchy Tacos w/ Corn OR Chicken Patty Sandwich + w/Seasoned Potatoes	Chicken Nuggets+ w/ Green Beans Whole Wheat Dinner Roll OR BBQ Pork* Sandwich w/ Tater Tots	Pizza, Cheese^ or Pepperoni* OR Morningstar Chik'n Nuggets^ w/Baked Beans Whole Wheat Dinner Role
la escuela emental				
lunes 8/29	martes 8/30	miercoles 8/31	jueves 9/1	viernes 9/2
cucharones de queso^ con salsa marinara o hamburguesa con vegetales mezclada	pizza personal queso^ o peperoni* o pavo asado con salsa y pure de papas	taco blando o crepo+ con maiz o sandwich de pollo+ con papas sazonadas	bocadillos de pollo con ejotes y pan de trigo entero o emparedado de Puerco BBQ con papas	Pizza, queso^ o peperoni o medallones de pollo, Morningstar^ con frijoles al horno y pan de trigo

^ meatless +poultry \* pork

Lunch may be brought from home or purchased. Bi-monthly menus will be sent home listing 2 choices daily. Ashburton also offers a Grilled Cheese sandwich as a third choice daily.

**Breakfast                      \$1.30 (Reduced \$.00\*)**  
**Lunch                              \$2.50 (Reduced \$.40)**

\* Breakfast will be free for students who are eligible for free or reduced price meals.

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](http://mylunchmoney.com) to add money to their children's accounts. You could also deposit money into your child's account during Open House on August 26<sup>th</sup>.

**Safety/Transportation:**

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

- 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.
- 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.

- 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.**
- **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.
- 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.
- Students are permitted 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. The school is not responsible for missing or damaged bikes.
- **Drop-Off Loop Guidelines:** It is **important** that everyone follow the drop-off guidelines for picking students up at the end of the day. The guidelines have been established for the **SAFETY** of students. Please be sure to read the guidelines in the Parent Handbook, which will be posted on the Ashburton website.
  - Drive slowly for everyone's safety.
  - Pull up to the end of the loop. You may not stay in the middle spot even if you are the first to arrive.
  - Stay in queue and once your vehicle is loaded, then you may slowly and safely pull into the left lane to exit the loop. It is not fair for parents to pull in and out of spots while other parents have been waiting in line.
  - Do not double-park and ask students to run across a line of cars to board your car.
  - Do not park and leave your car in the drop-off lane. If you need to park, please use the spaces provided or the road.
  - If you park in the spaces, you must get out of your vehicle to escort your child across the lot. Please do not wave your children across the street to your car. Back out carefully as other cars queue up along the drop-off lane.
  - Refrain from delaying the queue by using your cell phone during pick-up.
  - Ashburton's staff and patrols are there to assist in arrival and dismissal; however, they are not to cross the parking lot nor wait with your child after 3:15 p.m. Students that are not picked up by 3:15 p.m. will be asked to wait in the main office. If staff is giving you a direction, it is only because they are looking out for your child's safety. Please be respectful. We truly appreciate your cooperation!

If you are not able to follow these guidelines, please park and pick up your child from the gym area. Any parents that are available to help with supervision during dismissal time, please contact the main office. Your support would be greatly appreciated! I know you would agree that we all want to create a safe environment for our students. Please help us create that safe environment and follow the safety guidelines during dismissal time.

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.

<b>Ashburton Elementary Transportation Information</b>	
Name:	_____
Address:	_____
Daytime Phone:	_____
Bus Stop:	_____
Morning Route:	_____
Afternoon Route:	_____

**Security Procedures:**

We will continue to use an electronic visitor management system in our school to assist school staff in identifying and verifying business of visitors to the school. **All visitors will need to provide a driver's license or another form of an identification card to be scanned.** Those without an ID card will need to provide information to be entered manually. A visitor's badge will be generated to be worn while in the building and returned at the end of the visit. Once your information is in the system, badges will be generated quickly.

Additionally, an access control system (ACS) has been installed at Ashburton as part of the initiative to enhance school security in all elementary schools. The ACS consists of a surveillance camera installed at the main entrance, with a second camera installed at the rear breezeway door. A remote locking system, controlled from the main office, will allow entry into the building during the period between students' morning arrival times and afternoon dismissal times. When a visitor arrives during these times, they will be prompted to press an alert button at the main entrance. Office staff will communicate with the visitor and provide controlled entry into the school. Visitors arriving at the breezeway entrance will be instructed to enter only through the main entrance. In order to ensure the successful implementation of the ACS, all other entrances to the school building will remain secured at all times. We will keep the main entrance and breezeway doors open during arrival and dismissal times, including the PEP mid-day schedule.

Message from Kathy Rose, PTA President:

**How Do You Measure Success?**



Ashburton students are Shining Stars because of our families' involvement! Life's too short, so have some fun, make lasting memories and most importantly get involved today in Ashburton's PTA! We have "Fun" through the many activities we do. Our calendar is full and we need you! There is a community here and with your help we can continue to create good old fashioned family fun!

Feel free to contact us. Our 2011-2012 PTA Board Members are:

- President: Kathy Rose, [blingblingk@verizon.net](mailto:blingblingk@verizon.net)
- Co-Administrative Vice Presidents: Sonali Arurkar, [sarurkar@verizon.net](mailto:sarurkar@verizon.net) and Lara Baker, [LMBaker@aft.org](mailto:LMBaker@aft.org)
- Co-Membership Vice Presidents: Wendy Calhoun, [wendy1@erols.com](mailto:wendy1@erols.com) and Veronica Walgamotte, [vwalgamotte@yahoo.com](mailto:vwalgamotte@yahoo.com)
- Treasurer: Marc Schuloff, [mschulhof@gmail.com](mailto:mschulhof@gmail.com)
- Secretary: Jen Luna, [jen.luna@yahoo.com](mailto:jen.luna@yahoo.com)