



Bethesda Elementary School

7600 Arlington Road
Bethesda, Maryland 20814
301-657-4979



Lisa S. Seymour
Principal

October 4, 2011

Dear Parents:

Beginning October 12, 2011, the Bethesda Elementary School staff, in partnership with the PTA, will be providing after school Math Office Hours. Bethesda ES teachers will be available to support students in math grade levels 3-5 on Wednesday afternoons from 3:15 to 4:15 p.m. The purpose of these sessions will be to provide support of specific math content areas that are currently being covered in your child's math class. Students have been referred to Math Office Hours based on teacher recommendation and overall math difficulty with a specific math concept or procedure.

The days that the Office Hours will be held for each grade level are attached, and each day will focus only on that concept listed. For example, the topic for 3rd grade math on October 12 is estimation. At any time, your child can receive extra help from his or her teacher during the school day or when the teacher is available to provide extra help, however math office hours will provide the student with extra support outside of the school day. Since it is a longer day for your child, please send a snack with your child to school that day. Teachers will not be able to provide snacks or drinks. Please see the following grade level, teachers, and room numbers where Office Hours will be held:

Grade (math level)	Teacher	Room Number
3	Ms. Coyle/Mrs. Boyd	Portable 2
4	Ms. Wright/Ms. Tiffany	Portable 3
5	Ms. Derr/Ms. Gale	213

The activity bus schedule is attached along with a permission form. Based on your child's math teacher's recommendation it would benefit your child to attend Office Hours. Please send the below written notification to allow your child to attend all of the weekly scheduled Math Office Hours. If your child cannot attend an Office Hour session, please either email or send in a note with your child stating that your child will not be in attendance. We do expect that your child attends Math Office Hours as part of their regular Wednesday routine or until the math teacher observes that your child can be exited from Math Office Hours which is based on the students' performance on the formative assessments. Providing your child with a consistent Wednesday schedule will reinforce the importance of Math Office Hours and provide the students with a stronger mathematical foundation. Please indicate how your child will go home after each session on the form below. If school transportation is needed an activity bus is provided on Wednesdays. The enclosed green form needs to be completed and returned in order for your child to use the activity bus as transportation home.

The following are the behavior guidelines that students are expected to adhere to, and lack of control will terminate the student to continue participation in Math Office Hours.

- 1st occurrence – Teacher will give student a verbal warning
- 2nd occurrence – Teacher will give second verbal warning to the student
- 3rd occurrence – Teacher will contact parents via phone call
- 4th occurrence – After school coordinator will contact parents via phone call
- 5th occurrence – The teacher and after school coordinator will decided on detention or termination

We look forward to working with you and your child to provide this additional math support. Please feel free to call me at 301-657-4979 if you have any questions. Thank you.

Sincerely,

Amanda Froom
Staff Development Teacher

Email – Amanda_Froom@mcpsmd.org

My child, _____, has permission to attend Office Hours which will begin on

Please print child's name

October 12, 2011 and ends on March 7, 2012. I understand that if my child doesn't follow the behavior guidelines indicated in the enclosed letter, it is possible that my child could be dismissed from Math Office Hours. The following box below indicates transportation or daycare for my child after Math Office Hours on Wednesday. If my child's Wednesday pick-up routine changes, it is my responsibility to contact the school to make them aware of how my child is getting home.

My child will ride the activity bus.

(The enclosed green form must be returned with this permission slip).

I will pick up my child at 4:15.

My child will go to Wonders.

Parent Signature

Date