

October 1, 2011

Dear Cloverly Families:

We were thrilled to have had the opportunity to meet and greet many of our Cloverly families at *Family Movie Night* and at *Back to School Night*. Thank you for your continued interest in and support of our outstanding programs and activities. We look forward to working in partnership with you throughout this school year.

We are continuing our efforts to ensure that Cloverly Elementary School is a safe and secure school for students and staff. We will continue to work together to ensure the safety of our students. We recently sent home a parent letter explaining how the Shelter (old name for Code Blue) and Lockdown (old name for Code Red) procedures are managed at Cloverly. In addition to these new procedures, we are asking for your cooperation in observing the following safety rules:

- Staff members are now wearing ID badges.
- All visitors and volunteers should first sign in and obtain a visitor pass/ID badge in the office before reporting to a classroom.
- All visitors must enter through the main doors. Reminder signs are posted at the entrance doors.
- If you need to pick up your child before dismissal, please sign him/her out in the office before 2:50. You may be asked to provide identification. We will call the classroom teacher and have your child sent to the office area where they will meet you. Teachers have been instructed not to release a student unless they have been authorized by a call from the office.
- We will not release a child to someone other than a parent UNLESS that adult is designated as the emergency contact on the yellow cards or on the pink emergency release information sheet.
- Make sure that all emergency information is complete and turned in on the yellow cards and pink sheets. You may stop by the office to double-check your emergency information or to make sure your child has indeed returned a completed card/pink emergency sheet to the school.
- Parents dropping off children should utilize the traffic circle. **Please drive slowly and safely.** While in the traffic circle, children must exit vehicles at curbside instead of walking between cars to get to the sidewalk.

Please bring any questions or concerns you may have about school safety to the PTA meeting on Tuesday, October 4<sup>th</sup> at 7:00 p.m.

In an effort to reduce paper, we will be communicating school information including but not limited to, emergency procedures, our School Improvement Plan, Cloverly's Behavior Management Policy, calendar updates, and field trip information on our Cloverly website at <http://www.montgomeryschoolsmd.org/schools/cloverlyes/>, by email, and by phone. Please make sure your child's teacher has your current email address, home address, and telephone numbers. As indicated before, make sure your yellow cards and pink emergency cards have been updated with most current contact information.

**Halloween parties start at 2:00 p.m on Friday, October 28.** Please be aware that many of our students have severe food allergies. Before purchasing store-bought food items that will be consumed by students at Halloween, carefully check food labels for items containing nuts or have been processed by equipment that was exposed to nuts. Be on the lookout for additional communication from classroom teachers about other foods you should not purchase due to food allergies. We will be following the same procedures as we did for last year's parties where food was brought to the AP room in the morning for a label check on the day of the party. Cut-up fruit is allowed; however, we prefer that you send in packaged, pre-cut fruit by a manufacturer. Parents will be contacted by 11:00 am on the day of the party if any purchased food cannot be consumed at the parties.

Academic Night for each grade level will be taking place over the course of two evenings during the month of October. Academic Night dates and times are as follows:

- Wednesday, October 5, PEP (5:00 p.m.) and Grades K-2 (7:00 p.m.)
- Wednesday, October 20, Autism (5:00 p.m.) and Grades 3-5 (7:00 p.m.)

Each grade level will present important academic skills related to a subject area that is specific to their grade level. Grade levels will be sending out reminders and additional information about agenda items.

**Reminder:** The George B. Thomas Learning Academy is a tutoring and mentoring program that enhances the academic performance and achievement of students in grades 1 through 12. On Saturday mornings from September 24 through April 21, from 8:30 to 11:30 a.m., certified teachers and volunteer tutors work with students on core subjects and teach successful learning/studying strategies. The closest Learning Academy Centers to the Cloverly community area are located at Springbrook High School and at Paint Branch High School. Interested parents must register in person and pay a one time registration fee of \$40.00 or \$50.00 any Saturday, starting September 24 at either location. For more information or if you have any questions, please call 301-320-6545.

If you have any questions, concerns, or ideas about Cloverly's instructional program, please do not hesitate to contact us at 301-989-5770 or by email [Melissa A Brunson@mcpsmd.org](mailto:Melissa.A.Brunson@mcpsmd.org). Our doors are always open to you!

Sincerely,

Ms. Melissa Brunson  
Principal

Mrs. Gay Melnick  
Principal Intern