



## Carl Sandburg in Brief

Carl Sandburg Learning Center, MCPS  
451 Meadow Hall Drive  
Rockville, Maryland 20851

Phone: 301-279-8490  
Fax: 301-517-5984

Marlene R. Kenny, Principal



**School Hours:** Monday through Friday  
Student Day: 9:30 a.m. to 3:30 p.m.  
Staff: 8:45 to 4:15  
Early Dismissal Time: 1:15 p.m.



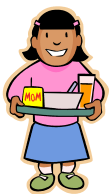
### School Website:

[www.montgomeryschoolsmd.org/schools/sandburg/](http://www.montgomeryschoolsmd.org/schools/sandburg/)



**Transportation:** Students should be ready for their bus five minutes before their pick-up time. Please be patient with the bus schedules for the first weeks of school. If the bus is unusually late, or you have other bus-related problems, please call the *appropriate bus depot* listed below:

Bethesda Depot .....	301-469-1070
Clarksburg Depot .....	301-353-0815
Randolph Depot .....	301-929-6922
Shady Grove North Depot .....	301-670-8260
Shady Grove South Depot .....	301-840-8150
West Farm Depot .....	301-879-1065



**School Meals:** Students may bring breakfast and/or lunch foods or buy from the cafeteria. Cafeteria meal menus are sent home each month and are on the MCPS website.

**Carl Sandburg Learning Center**  
**451 Meadow Hall Drive ~ Rockville, MD 20851**  
**301-279-8490**

**Dear Parents,** Help your child get off to a great start for this school year. Here are some reminders of school practices that will help parents, staff and students.

**DROPPING OFF AND PICKING UP STUDENTS:**

- Parents driving students to school use the first driveway with the yellow curb.
- Stay out of bus lane.
- Children must be walked into and out of the building.
- Do not drop off children in the driveway.
- Every parent must report to the main office when entering school.
- Sign your child in/out in the main office.
- The office will send for your child to come meet you in the office.

**ABSENCES FROM SCHOOL:**

**Reporting Student Absences.**

- Please call the school between 8:30 and 9:45 a.m. whenever children will be absent from school.
- Upon return, students must bring with him/her a note explaining the absence. This is an MCPS regulation that is enforced by the State of Maryland.

**Unlawful Student Absences.**

- If no reason is given for your child's absence to the school, that absence is considered unlawful.
- Medical verification may be requested in cases of frequent absences or long periods of illness.
- Students are expected to make-up missed work as appropriate to their grade level and reason for absence.

**Possible Interventions for Unlawful Student Absences.**

- The school will communicate with the parents/guardians of students who are frequently absent without reason.
- Contact may be made by phone, in writing, through parent conferences and/or home visits, and through the involvement of a Pupil Personnel Worker.
- Other interventions and strategies also may be implemented by the school to improve students' attendance patterns.
- Agencies outside the school may become involved in improving attendance where unlawful absence patterns persist and are unresolved.

**IMPORTANT MESSAGES: CHECK YOUR CHILD'S BACKPACK DAILY:**

- Please check for homework and important notices.
- Remove papers that are no longer needed by teachers or office.

**YELLOW CARD & EMERGENCY CONTACT INFORMATION:**

- Notify the school of any changes in your address, phone numbers and other contact information.
- You can call in and use the forms included in the monthly newsletter.

### **MEDICATIONS TAKEN IN SCHOOL:**

- If your child takes medication in school, please bring in refills so that your child can take his/her medication as prescribed.
- Providing refills on a regular basis ensures the medicine stays at a consistent level in the child's system.

### **HEALTH & MEDICAL INFORMATION:**

- Students and bus drivers **are not** allowed to deliver medications of any kind to school.
- Parents must bring in all medications.
- If your doctor makes changes in dosage, time, or type of medication, the health room will need new orders from the doctor and a container labeled to match the doctor's orders.
- Tell teachers and the health room if your child has special dietary requirements or allergies.

### **SEND A CHANGE OF CLOTHES:**

- Sometime this year, your child may need a change of clothes.
- Bad weather, illness, minor accidents, and other such circumstances can make clothes wet, dirty or uncomfortable
- Send in a change of clothing in a plastic bag for your child.
- BE SURE TO LABEL EACH ITEM OF CLOTHING with your child's name.
- We will store the extra clothes in the classroom and return them to you at the end of the year.
- If your child uses any of the extra clothes, please replace them right away!

### **DRESS FOR THE WEATHER:**

All students will have a half-hour of recess daily. Because recess is generally held outdoors, it is important for students to be dressed appropriately. When the weather turns cold, remember to send your child to school dressed for outdoor play (coats, hats, mittens or gloves).

### **PAWS-Positive Actions with Students:**

This research based approach (PBIS-Positive Behavioral Interventions and Support) is the cornerstone of CSLC's school environment. The school's core rules are **quiet hands and feet, good talking, good listening and good working**. Your child will receive a daily PAWS chart informing parents of their child's day.

### **PARENT NEWSLETTER-THE SANDBURG TIMES:**

- Monthly newsletter online at the beginning of each month.
- School events and activities are listed and appear on a calendar.
- Community resources and information of interest to the Carl Sandburg community of parents is included
- If you would like a hard copy please contact the main office

### **Breakfast & Lunch Programs:**

- Applications for free and reduced meals are sent home at the start of each year and for new students as they enroll.
- Parents, who feel their child may be eligible for this program, must complete and return their application to school or mail it to MCPS.
- Students who participated in this program the previous school year will automatically be eligible during September of the new school year. However, parents must reapply each year to determine their current eligibility to continue receiving free or reduced price meals.

### **"S.N.A.P." Lunch Program for Students:**

- A countywide lunch program sets up individual student accounts through which students buy their lunches.
- Parents deposit money periodically into their child's account and each child is assigned a permanent "pin" number used to track how much money is left in that account.
- myLunchMoney.com is a new service being offered which allows parents to make prepayments to their child's cafeteria account with a credit/debit card using the Internet.
- When the account balance is low, the cafeteria manager will send home a note reminding parents to send in additional money.
- We teach students how to enter their pin numbers and help them as they go through the food line.
- A calendar that lists school lunch menus is sent home in students' book bags each month.

### **Special Diets and Foods Sent In From Home:**

- Please be sure to advise the health room and teacher if your child has food allergies.
- Parent can make arrangements with teachers to send in food that their child is allowed to eat when the class has special events or parties that include food.
- ***We cannot heat or refrigerate lunchbox items sent in with students from home.***

### **Sandburg Parent Community (SPA)**

Chris Neagle	Co- Chairperson
Marie Novack	Co-Chairperson

- Join the Sandburg Parent Association (SPA) and support our school!
- Contact our school office if you are interested in joining and volunteering to help with SPA activities and events.
- This parent group, functions like a PTA. The SPA organizes fundraisers, publishes the Student Directory, organizes staff appreciation events, and sponsors other social events for families at school.
- Watch for announcements about joining the SPA.
- The meetings are held the first (1<sup>st</sup>) Tuesday of each month at 10:00 a.m.
- From time to time, the SPA puts out special flyers and letters to announce events or to provide information regarding SPA activities

## Parent-School Communication Survey:

- We consider ourselves to be partners with the parents in promoting successful school experiences for the children we serve.
- You can help us in this effort by filling out and returning the “Parent Communication Needs” form included at the back of this handbook.
- We value your input. This information will assist us in providing services to you and your child.

## Parent Volunteers:

Parent Volunteers are needed and welcome to support the efforts of the staff at Sandburg in a variety of ways.

Please consider volunteering some time and energy. Please call the school for more information.

## Emergency Closings of School:

- At times it becomes necessary to delay, close, or dismiss early due to bad weather conditions or other emergencies.
- **Please, do not call the school.** Use the local radio, television stations, or Montgomery County Public Schools website, <http://www.montgomeryschoolsmd.org>

## CRISIS PLANS:

- Following county guidelines, Sandburg staff has been trained on procedures to follow in an emergency.
- These procedures include practicing **Lockdown** (Code Red) if there is danger in or outside the building which pose immediate danger. **Shelter** (Code Blue) an alert status involving getting everyone to a safe location in the building and **Evacuate** where students will need to be 50 feet from the building for fire evacuation or 300 feet away from the building for high level bomb threat or suspicious package, or a hazardous material has been released inside the building.

## **UNATTENDED CHILDREN**

Montgomery County Department of Health and Human Services Child Welfare Services **Maryland Family Law 5-701(p)** states that NEGLECT is "the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate: that the child's health or welfare is harmed or placed at substantial risk of harm."

**Maryland Statewide Child Protective Services (SSA 95-13)** states an "Unattended Child" is:

1. A child of any age who is handicapped and left alone, if the handicapping condition constitutes a special risk factor which indicates that the child is in jeopardy.
2. A child 12 or over who is left alone:
  - (a) for long hours or overnight, or with responsibilities beyond his or her capacities;
  - (b) where there is some special risk factor such as mental retardation or physical handicap that would indicate that the child may be in jeopardy.
3. A child under eight left alone or left in the care of a person who is not reliable or under 13.
4. A child aged eight through 12 left alone for longer than brief periods, without support systems which should include phone numbers of parents, other family members or neighbors, information about personal safety, and what to do in an emergency. Children in this age group may not be left to care for children under the age of eight.
5. A child [who] has been abandoned.

### **Children's Eligibility (SSI) (Supplemental Social Security Income)**

If you believe your child may be eligible to receive Supplemental Security Income (SSI) because of a disability, but are unsure about how to explore this matter, we will be glad to help you. Under the current law, disability is defined as "... a medically determinable physical or mental impairment which results in marked and severe functional limitations."

In order to apply or to obtain further information, contact Social Security at their toll-free number 1-800-772-1213. You will be asked to give information about your family income and your child's disability. A set of forms will be sent to you. Some of these forms request information from your child's doctor, school, and/or therapists. Social Security will review your documents to determine if your child is eligible to receive benefits.

## Health Room at Carl Sandburg

### Medication/School Health Service:

No medication will be administered in school or during school sponsored activities without the parent's (guardian's) written authorization and a physician's statement for each episode of illness and for each medication ordered.

***The medication, properly labeled by a pharmacist, must be hand delivered to the school by the parent.***

Parents must complete MCPS Form 525-13 "Authorization to Administer Prescribed Medication, Release and Indemnification Agreement" before any medication can be given to a student at school. MCPS Form 525-13 is available in our health room.

**Parents need to submit a new form to the school each time there is a change of dosage or time of administration, as well as for their child's participation in the E.S.Y. program.**

### Getting Health Care for Children:

- Most children will need health care at sometime during the year.
- If you do not have health care for your child, we have information about health care programs for children through the Maryland Department of Health and Mental Hygiene and the Montgomery County Department of Health and Human Services.
- Call the Health Room if you need more information.

### Head Lice:

- Cases of head lice can occur among school-aged children and can easily spread in schools, as well as in home and other places.
- Parents are asked to notify the school health room if their child has head lice.



## **School Health Room**

Run by the Montgomery County Dept. of Health and Human Services

301-279-8490

### Arranging for Your Child to Take Medication In School

Dear Parent/Guardian:

Enclosed is an *Authorization to Administer Medication* form for the coming school year 2011-2012. When you take the order to your child's doctor, please make sure that the doctor follows the instructions on the back of the form.

On the form you will see *Effective Dates: From \_\_\_\_\_ to \_\_\_\_\_*. You may wish to have the Effective Dates filled in so it covers the ESY (Extended School Year) period, otherwise a new form for ESY will be required. To do this, fill in the information as follows:

**Effective Dates: From August 29, 2011 to August 10, 2012**

Orders may not read "End of School Year" or "Indefinite."  
There must be a new date or a new form for each school year.

A new prescription bottle with directions, which must match the doctor's orders, has to be brought to the school by an adult or it will not be given.  
**No medication can be sent with a student or in a backpack. And adult must come to the school to identify, count, and sign Medication Record Log.**

If you have any questions or concerns, please call the Carl Sandburg Health Room at 301-279-8490.

**! IMPORTANT / IMPORTANTE !**

**Sign & Return**

to Sandburg School  
as soon as possible.

**Les agradecería que  
completaran**

**los formularios siguientes y  
los devolvieran a la escuela lo  
mas pronto possible.**

**PARENT COMMUNICATION NEEDS ASSESSMENT**

Name of Parent(s) \_\_\_\_\_

Child's Name \_\_\_\_\_

At Carl Sandburg School, we consider ourselves as partners with the parents, promoting successful school experiences for the children we serve. You can help us in this effort. Please fill in this form. Return it to school as soon as possible. We value your input. This information will assist us in providing services to you and your child.

**ACTIVITIES & SERVICES**

1) What are 3 things that you would like to have happen for your child while he/she is at Sandburg?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2) During the school year, I would like the school to provide information to me and my family about: (Circle the letters that indicate your preferences.)

A. My child's educational program at Sandburg.

B. Ways to support my child's learning at home

C. Supports for people having disabilities like my child's disability

D. IEP's and Due Process

E. MCPS Special Education

A. The purpose and mission of Carl Sandburg Learning Center

F. How children learn

\_\_\_ self-help skills      \_\_\_ math      \_\_\_ reading

\_\_\_ physical skills      \_\_\_ social skills      \_\_\_ language

\_\_\_ self-control      \_\_\_ computer /technology skills

\_\_\_ recreational skills      \_\_\_ OTHER

\_\_\_\_\_

G. OTHER: \_\_\_\_\_

\_\_\_\_\_

3) These are some programs and activities our family would like to have at Sandburg:

(Circle the letters that indicate your preferences.)

- A. PTA meetings
- B. Parent support groups
- C. All-school (state the type of activity) \_\_\_\_\_
- D. OTHER: \_\_\_\_\_

4) I am interested in supporting the school and its programs by:

- A. Helping to plan special all-school events or activities for families.
- B. Volunteering for \_\_\_\_\_
- C. Coming to parent meetings in the evenings
- D. Working on the Sandburg Website
- E. Sharing technology expertise
- F. OTHER: \_\_\_\_\_

**HOME / SCHOOL COMMUNICATION**

We know parents prefer or find it easier to communicate in different ways. Please indicate your preference by checking one of the 4 options listed below. We will work out the details once we receive your preference.

\_\_\_\_\_ **Communications book.**

\_\_\_\_\_ **In-person conferences.**

\_\_\_\_\_ **Phone calls.**

\_\_\_\_\_ **Email.** Email address: \_\_\_\_\_

Please Print

\_\_\_\_\_ **Other.**

\_\_\_\_\_  
\_\_\_\_\_

**CONSENT AND RELEASE**

**Student Telephone and Address Directory**

I hereby indicate my wishes regarding the non-profit use of my child's name, address, and home telephone number by the Carl Sandburg learning Center, for telephone and address directory to be distributed only to the parents and students currently enrolled in the Carl Sandburg Learning Center.

- Yes, I give permission for my child's name, address, & home phone to be in the Carl Sandburg Student Directory.
- No, I do not give permission to include my child's information in the directory.

**Yearbook Release**

I hereby indicate my wishes regarding the non-profit use of my child's name and photo by the Carl Sandburg Learning Center for a Sandburg Student Yearbook.

- Yes, I give permission for my child's name and photo to be in the Sandburg Student Yearbook.
- No, I do not give permission for my child's name and photo to be in the Sandburg Student Yearbook.

**Limited Release**

I hereby indicate my wishes regarding the publishing of my child's work, WITHOUT name or photograph or other personally identifying information, on the Sandburg website.

- Yes, I do give permission for my child's work to be published on the Sandburg website WITHOUT his/her name or photograph.
- No, I do not give permission for my child's work to be published on the Sandburg website.

Name of student: \_\_\_\_\_

(Please print)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

En la Escuela Carl Sandburg consideramos a los padres nuestros compañeros, promoviendo con éxito las experiencias de la escuela para los niños a quienes servimos. Ustedes, nos pueden ayudar en este esfuerzo, llenando y devolviendo la forma adjunta.

**EVALUACION DE LA COMUNICACION CON LOS PADRES**

Nombre de los Padres: \_\_\_\_\_

Nombre del estudiante: \_\_\_\_\_

( Por favor escribe)

**COMUNICACION HOGAR/ESCUELA**

Sabemos que los padres encuentran más fácil o prefieren comunicarse de diferentes maneras. Por favor, indique su preferencia marcando una de las 3 opciones listadas a continuación. Nosotros encontraremos los detalles, una vez que su preferencia ha sido recibida.

\_\_\_\_\_ **Libro de comunicaciones.**

\_\_\_\_\_ **Conferencias personales.**

\_\_\_\_\_ **Email.** (Por favor escriba su Email.) \_\_\_\_\_

\_\_\_\_\_ **Llamadas telefónicas.**

\_\_\_\_\_ **Otras.** \_\_\_\_\_

**ACTIVIDADES Y SERVICIO**      Nombre de los Padres \_\_\_\_\_

1) ¿Cuáles 2 cosas le gustaria que sucedieran para su niño o mientras asiste a la Escuela Sandburg?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2) Durante el año escolar, me gustaría que la escuela suministrara información para mi y mi familia acerca de: (circule las letras que indicant su preferencia)

A.Programa educacional de mi niño/niña en la Escuela Sandburg.

B.Maneras de sostener la enseñanza de mi niño/niña en el hogar.

C.Cómom aprednen los niños: (Marque los puntos que le interesan)

\_\_\_\_\_habididades de esfuerzo propio \_\_\_\_\_ matemáticas \_\_\_\_\_ lectura

\_\_\_\_\_habilidades físicas \_\_\_\_\_ habididades sociales \_\_\_\_\_lenguaje

\_\_\_\_\_habilidades recreacionales \_\_\_\_\_control propio

\_\_\_\_\_habilidades tecnologia/computadoras \_\_\_\_\_Otras \_\_\_\_\_

D.Sostenimiento para personas teniendo incapacidades como las de mi niño/niña.

E.IEP;s y proceso legal establecido

F.MCPS Educación Especial

G.El propósito y misión del Centro de Enseñanza Carl Sandburg.

H.OTHER: \_\_\_\_\_

3) Estos son algunos de los programas y actividades que a nuestra familia le gustaria tener en Sandburg: (Circule las letras que indicant sus preferencias.)

A.Reuniones de Padres y Maestros (PTA)

B. Grupos de apoyo de los padres

C. Evento sepecial para la escuela y familias (indique el tipo de actividad) \_\_\_\_\_

D. OTHER: \_\_\_\_\_

4) Yo estoy interesado en apoyar la escuela y sus programas, por ejemplo:  
(Circule las letras que indicant sus preferencias)

A. Ayudando a planear toda clase de eventos y actividades para la escuela y las familias.

B. Participando voluntariamente \_\_\_\_\_

C. Asistiendo a las reunions de los padres en las noches.

D. Trabajando en el Website de Sandburg.

E. Compartiendo las experiencia tecnológica.

F. OTHER: \_\_\_\_\_

**AUTORIZACION**

**Directorio de teléfono y direcciones de Sandburg**

Mediante la presente autorizo a Carl Sandburg Learning Center, Escuelas Públicas del Condado de Montgomery (MCPS), para que incluya y utilice, sin fines de lucro, el nombre de mi niño (a), su dirección y número de teléfono de habitación, en el directorio de teléfonos y direcciones que será distribuido a los padres de todos los estudiantes actualmente registrados en el Carl Sandburg L.C.

- Si  
 No

**Autorización para el Anuario Escolar**

Mediante la presente autorizo a Carl Sandburg Learning Center, Escuelas Públicas del Condado de Montgomery (MCPS), para que incluya y utilice, sin fines de lucro, la fotografía y el nombre de mi niño (a) en el anuario escolar.

- Si  
 No

**Autorización para Utilización Limitada en Internet, páginas Web y fines Profesionales/ Educativos sin fines de lucro**

Autorizo a las Escuelas Públicas del Condado de Montgomery (MCPS) a publicar los trabajos realizados por mi niño (a) en publicaciones o páginas web de Internet creadas por MCPS o bajo sus auspicios, pero no a utilizar su nombre ni su fotografía.

- Si  
 No

Nombre del Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

(Por favor escribe)

Firma del Representante: \_\_\_\_\_

Fecha: \_\_\_\_\_

**! IMPORTANT / IMPORTANTE !**

# **Post at Home**

Where you can easily find this  
information!

# **Para la casa**

Les agradecería que conservaran  
estas papeles durante todo el año  
escolar.

## School Year Calendar: 2011-2012

<b>DATE</b>	<b>EVENT</b>	<b>NOTE</b>
Mon, August 29	First day of school for students	
Mon, September 05	Holiday - Labor Day	Offices & schools closed.
Wed, September 28	Early release day K-12. Planning and grades.	Students dismissed after lunch
Thu, September 29	Rosh Hashanah	No school for students and teachers.
Fri, October 21	MSTA Convention - MCAAP Fall Conference	No school for students and teachers.
Fri, October 28	1st marking period ends	
Mon, October 31	Professional day for teachers	No school for students.
Thu, November 10	Early release day K-8. Parent conferences. Report cards distributed.	Students dismissed after lunch
Fri, November 11	Early release day K-8. Parent conferences.	Students dismissed after lunch.
Wed, November 23	Early release day prior to Thanksgiving, K-12	Students dismissed after lunch.
Thu, November 24	Holiday – Thanksgiving	Offices & schools closed.
Fri, November 25	Holiday – Thanksgiving	Offices & schools closed.
Mon, December 26	Holiday – Christmas	Offices & schools closed.
Tue, December 27-	Winter break	No school for students and teachers.
Fri, December 30		Teachers.
Mon, January 02	Holiday - New Year's Day	Offices & schools closed.
Mon, January 16	Holiday - Martin L. King, Jr. Day	Offices & schools closed.
Fri, January 20	2nd marking period ends	
Mon, January 23	Professional day for teachers	No school for students.
Wed, February 01	Report cards distributed	
Mon, February 20	Holiday - Presidents' Day	Offices & schools closed.
Fri, March 02	Early release day K-12. Planning and grades.	Students dismissed after lunch.
Thu, March 29	3rd marking period ends	
Fri, March 30	Professional day for teachers	No school for students.
Mon, April 02	Spring break	No school for students and teachers.
Tue, April 03	Holiday - Primary Election	Offices & schools closed
Wed, April 04-	Spring break	No school for students and teachers.
Thu, April 05		Teachers.
Fri, April 06	Holiday – Easter	Offices & schools closed.
Mon, April 09	Holiday – Easter	Offices & schools closed.
Thu, April 12	Report cards distributed	
Mon, May 28	Holiday - Memorial Day	Offices & schools closed.
Tue, June 12	Last day of school for students	
Thu, June 21	Report cards mailed	

## **School Contingency Calendar, 2011-2012**

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If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.

### If schools are closed...

5 days  
6 days  
7 days  
8 days  
9 days

### The school year will be extended by...

one day to June 13, 2012  
two days to June 13 and 14, 2012  
three days to June 13, 14, and 15, 2012  
four days to June 13, 14, 15, and 18, 2012  
five days to June 13, 14, 15, 18, and 19, 2012

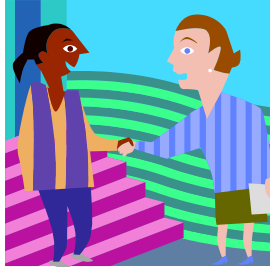
**! IMPORTANT / IMPORTANTE !**

# Forms & Resources

- 1) *Student Emergency Information*
- 2) *Application for Free and Reduced Meals*
- 3) *Authorization to Administer Prescribed Medication*

**Save & Use As Needed**

# WHO CAN PICK UP YOUR CHILD IN AN EMERGENCY?



Please fill out the “Emergency Information” FORM.

Tell us WHO YOU AUTHORIZE to pick up your child in an emergency situation.

Return the form to Carl Sandburg as soon as possible.

The safety and security of the students at Carl Sandburg is very important to everyone. If Carl Sandburg students and staff need to leave the school to go to an off campus safe location, our off campus evacuations sites are listed below.

**SCHOOL STAFF WILL ONLY RELEASE STUDENTS TO THE PERSONS LISTED ON THE FORM & THEY MUST SHOW AN ID.**

Be sure to tell the person(s) that you have named on the form that they may be asked to pick up your child in an emergency.

Please contact the school if you need to update names, addresses, phone numbers, etc. We will send you a new form.

## Off Campus Evacuation Sites:

Meadow Hall Elementary School  
951 Twinbrook Parkway  
Rockville, MD 20851  
301-279-4988

Alternative: Rockville High School  
2100 Baltimore Road  
Rockville, MD 20851  
301-517-8105