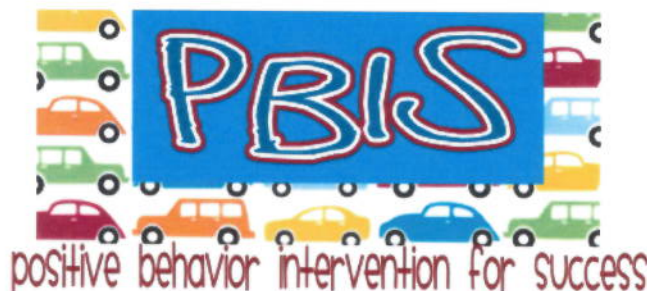




August, 2015

BROOKE GROVE ELEMENTARY SCHOOL



Dear Brooke Grove Families:

The arrival of this summer packet signals the time to prepare for the new school year. It is always a very exciting time. We are anxious to welcome back our children, families, and staff for the new school year ahead. Hopefully everyone had a nice summer and had a chance to relax, enjoy, and rejuvenate. The new school year provides an opportunity for a fresh start, and a chance to set goals, expectations, and establish positive commitments and plans.

The summer is a very busy time and is spent preparing for the new school year. Instructional materials are ordered, staffing is completed, schedules arranged, and goals and procedures are decided. This summer we received a new alarm system, and continued work to improve our HVAC system. Our building service staff worked around this outside work to ensure that our building and school are sparkling, fresh, organized, and ready for the start of school. We could not have done all this work and planning without our wonderful administrative secretary, Mrs. Tammy Hertel, as well as the support of our Attendance Secretary, Mrs. Diana Wilson. They worked very hard to get everything ready and set for the opening of school.

To help conserve paper and resources, we are once again posting this summer packet on our website, instead of sending it home. There will be paper copies available in the office. Thank you for adjusting and helping us in this effort.

During the summer, I miss seeing the children's smiling faces, hearing their laughter, and having the children's energy in the school building. It will be so good to see all of our children back on the first day of school and at the Open House. We were very happy to have KidsCo in the building this summer so we got to see many of our children and families. I also enjoyed seeing some of the Brooke Grove students and their families at the summer swim meets and throughout Olney.

Our Team Leaders and School Improvement Team met over the summer to analyze our student achievement data and to help plan our school goals for the upcoming school year. We are very proud of the hard work and accomplishments of our students and staff. We are continuously working to improve the achievement for each and every one of our children. Our instructional program and schedule is built around the students' needs and our efforts to support and challenge each and every child. We know that every child can and will be successful with effort, hard work, consistent and challenging instruction, and with all of us working together. Please join us at the monthly PTA Meetings, Back to School Night, and the School Improvement Team Meetings, where we share student achievement data, school curriculum and instructional and school procedures. We want and need you to get involved. We welcome and encourage you to spend time in our school, volunteer, learn about the grade level curriculum and standards, and be informed as to your child's progress. We are true partners in your child's education and we look forward to working together for the benefit of each child's success.

OPEN HOUSE



On Friday, August 28, 2015 from 9:00 – 10:00 a.m., students are invited to the school for our Open House. Open House is an informal time for students and parents to meet their teachers and visit their classrooms. Students will have an opportunity to see their classrooms and visit with their teachers. If you ordered a school supply kit, you will find it in your child's classroom at the Open House. If you are unable to attend the Open House, the class lists will be posted on the outside school doors on Thursday, August 27th at 4:00 p.m. There will be staff available to help the students find their classes and teachers on the first day of school. We hope to see many of you at the Open House.

FIRST DAY OF SCHOOL

Monday, August 31st, 2015 is the first day of school. School begins at 9:00 a.m. for all students. Students should arrive between **8:40 a.m. and 8:55 a.m.** Students will go into the gym to meet their teachers. We will have a short Welcome Back Assembly to welcome everyone back, set a positive and warm beginning to the school year, and to introduce new staff and students.



ARRIVAL TIMES

Students should arrive at school between **8:40 a.m. and 8:55 a.m.** (This is 10 minutes later than in the past due to the change in bell times from the Board of Education. (BOE) Students are supervised in grade level lines outside (depending on the weather) and then are walked into the gym. All students will report to the gym no later than 8:55 a.m. Children will wait in assigned grade level and class lines. Staff monitors the gym to ensure the safety and well-being of the children. The safety patrols assigned to the gym will escort students to their classes. Teachers will greet their students at the classroom door. Any student arriving after the late bell, which rings at 9:00 a.m., will need to be escorted to the office to sign in late. Please do not arrive before 8:40 a.m., as there is no supervision.

DISMISSAL TIMES

The school day ends at 3:25 p.m. (This is 20 minutes later than in the past again due to the change in bell times from the BOE.) Safety patrols with an afternoon duty assignment in the neighborhood are dismissed at 3:20 p.m. The Dismissal bell rings at 3:25 p.m. Students will be escorted from their classrooms to the dismissal areas. Bus Riders will be escorted and are dismissed from the gym. Walkers and those being picked up by parents will be dismissed through the main front hall doors. Car Riders will be dismissed through the Kiss and Ride doors. Please plan a pick-up location with your child. **We highly recommend and encourage everyone to use the Kiss and Ride for pick up.** Drivers should remain with their vehicle at all times in the "Kiss & Ride" circle.

SCHOOL ENRICHMENT TIME (S.E.T.)

Each afternoon at 3:10 p.m., we are going to have reading and math enrichment time for 10 to 15 minutes. Monday will be Mad Minute Monday and Friday will be Fact Friday. Students will have a chance to practice their math facts and challenge themselves on different fact and math websites. On Tuesday, Wednesday, and Thursday, students will either listen and engage with a wonderful book being read by their teacher, or have time to read a book of their choice.

WHO IS MY CHILD'S TEACHER?



Class lists are finalized right before school begins. Each student will receive a postcard around August 26th from his or her classroom teacher, welcoming him or her to the class. Our goal is to form balanced classes that support the best instructional opportunities for each and every child. The Brooke Grove staff began

the extensive articulation process in the spring. Your child's previous teacher, specialists, and administration, met as a team, to create classes that are balanced by academic needs and performance, gender, race, behavior, special needs, and interpersonal relationships. Parent information, sharing their child's learning style, personality traits, and learning environment, were also taken into consideration in forming the classes. Our goal is to make sure that the instructional program offered at each grade level is consistent, high quality, and matches the curriculum expectations, ensuring that every child in that grade will receive and benefit from the same level of skills. This is why common team planning and expectations are so important. We will work together to ensure the success of each and every child and to support the instructional program.

Currently, our enrollment supports having two classes for Kindergarten, 1st grade, 2nd grade, 3rd grade, and 4th grade. 1st grade and 2nd grade will have a 3rd class for Reading Initiative Class for the morning during reading to lower class size. We will have three classes for 5th grade. We will use our in-house resources with specialists and paraeducators to support instruction in the larger classes and create small instructional groups where possible. We continue to monitor our enrollment numbers and are in communication with our Director and Associate Superintendent.

STAFF PARKING LOT

In order to provide a clear and safe entry for the buses in the morning and afternoon, the staff parking lot will have limited access and parking from 8:40 - 9:15 a.m. in the morning and 2:45- 3:45 p.m. in the afternoon. Please plan on parking on the street if you need to enter the building with your child during these drop off times. If you are visiting the school, please try to park in the parking spots that are designated for Visitor Parking and refrain from parking in the parking spots that are designated for Staff Parking. Please adhere to the traffic patterns which are painted with arrows in the parking lot. We ask that you not block parked cars while trying to wait for students. Please use the Kiss and Ride loop when picking up your child. We appreciate your cooperation in ensuring the safe arrival and departure of the children.

Eagle Scout Project by Gavin Mangolas

Our parking lot received a much needed trim and clean up thanks to Gavin Mangolas, the older brother of Timmy Garrity, as part of his Eagle Scout project. "In total we hauled out a total of 5200 lbs. of tree limbs! This took us about 9.5 hours to do so. I am very proud to say that the front of this wonderful school is now easy to park in, and see through. I am glad that my project took place at BGES, because you have such a supporting community. Having my youngest brother come here makes me realize just how dedicated your staff is. I have recently graduated from MCPS, and BGES is the most impressive school that I have been a part of." Gavin also built many bird feeders for our beautiful courtyard. We are very appreciative to Gavin and his family.



COMMUNICATION

Home-school communication is essential to a positive learning experience and success for the children and school. Parents are welcomed and encouraged to participate, stay informed, and be knowledgeable about the instructional program and to join us for school events and activities. Teachers and staff can be reached by e-mail to discuss student issues about your children. If you are not sure of the teacher's e-mail address, you can go to our school web page and click on the link for the MCPS Staff Directory. Teachers will make every effort to respond to all messages within 24 hours. Our goal is to have a true partnership with parents and home. Please be respectful of teachers' time and their desire to plan and create the best learning experience for your child. It is important for teachers to be able to greet every child at the beginning of the day and to be ready for the school day. If you

want or need to speak or meet with the teachers, please call ahead or email to make arrangements. Please do not go to your child's classroom before school to meet with the teacher unless you have an appointment after checking in first at the office.

DAILY STUDENT ARRANGEMENTS

Daily student arrangements and change in transportation must be put in writing. Please put a note in your child's folder, or email the school office and cc the teachers. Please do not email the teachers with an immediate need or required action. The teachers are busy teaching your children and do not frequently have time to check their emails during the school day. We will not change the daily transportation arrangements without a written note. Thank you for your understanding of this important communication and safety procedure.

SAFETY FIRST



The safety and security of our students, staff, and community members always comes first, so please adhere to the guidelines when visiting the school. When you are visiting the school, always sign in at the Main Office and place a "visitor sticker" on your clothing where it is readily visible. Please advise the office staff of the purpose of your visit. If you have an appointment with a staff member, please ask the main office staff to notify the staff member. It is important that we know who is in the building at all times and what area of the school you are visiting. Should we have an emergency situation, it is imperative that we make fast, smart decisions based upon who is in the building and your location. Thank you in advance for adhering to our guidelines, and if you forget, please do not be surprised if a staff member asks who you are and/or directs you back to get the sticker. Remember – Safety First!!

SECURITY SYSTEM

The access control system (ACS) was installed to ensure the safety of our students and staff. ACS consists of a surveillance camera installed at the school's main entrance with a second camera at another entrance. Signs will direct a visitor to push a button to alert main office staff of your arrival. 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. All visitors will be instructed to report to the main office to sign-in and will be required to present identification for admittance. Visitors arriving at the secondary entrance will be instructed to enter only through the main entrance. In order to ensure the successful implementation of ACS, all other entrances to the school building will remain secured at all times. This initiative and others that will follow are provided to ensure the safety and security of the learning and working environment. Thank you for your continuing support.



PTA

Our PTA is a wonderful partner to the Brooke Grove School and students. The PTA executive board has worked very hard to plan this upcoming year's events, fundraisers, and family nights as well as to fill the numerous committee positions and volunteer opportunities. These fundraisers help to support our instructional programs and help us to purchase instructional materials that are used in the classrooms and the school with your children. We want to welcome everyone to join the PTA and

encourage your involvement and participation. Working together as partners truly enriches the learning experience and environment for the children. Your support is greatly appreciated.



POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Our goal is to create a positive learning and working environment for our children and staff at Brooke Grove. PBIS provides a framework to envelope our Renaissance Program, the Character Counts program, Baldrige, and our Discipline Policy. The goal is to focus on positive and use consistent language and expectations throughout the building and school, and recognizing and encouraging positive behavior and actions.

Our school goals are for our students to:

BE RESPECTFUL

BE RESPONSIBLE

BE READY TO LEARN

Students are aware of the Voice Meter that we use throughout the building to monitor voice levels.

We will celebrate our positive behaviors and achievement at our monthly Town Hall Meetings during the first week of each month. (8:40 a.m. – 9:15 a.m.)

Discipline means to teach, and it is important to help our children know what it looks like and sounds like to be respectful, responsible and ready to learn. We look forward to working together as a school community to reinforce and focus on these positive behaviors.



TECHNOLOGY UPDATES

We were scheduled for Tech Mod this summer. Every 4-5 years, MCPS updates equipment, interfaces, and programs. Unfortunately, due to budget cut backs, we only received a small portion of the Tech Mod plan. We are pleased to receive new networked printers and all of our current computers were updated to 8.1 interfaces. Hopefully, we will get back on track for next year. We recently received the great news that we will be receiving Chrome books for all of our 4th graders. We are delighted that the school system was able to fund this initiative.

Thanks to the generosity of the BGES PTA and our parent community, we are still hoping to use some of our funds to purchase additional technology for the students to use in the classrooms. We will keep you informed about the purchases and availability. Technology is an exciting tool to enhance the learning opportunities of our students. Thank you for supporting our efforts to provide as many opportunities as we can to our BGES children.



STAFF UPDATES

We welcome the following new staff members to our school learning community:

Mrs. Ellen Herron – 1st Grade Teacher

We are delighted to welcome Mrs. Ellen Herron to our BGES 1st grade team. She has been a 1st grade teacher at Arcola Elementary School for the last 6 years and their team leader. Her husband is the PE teacher at Arcola as well. We were fortunate that Mrs. Herron was able to participate in our summer leadership training, and has worked with our school teams to plan for this upcoming year. She is

going to serve as the 1st grade Team Leader and will work with Ms. Mary Kay Hirsch as the 1st grade team. Mrs. Mindy Oxman will also join them as the 1st and 2nd grade reading initiative teacher. We are delighted to have Mrs. Herron's positive experience and energy at Brooke Grove.

Ms. VaRysa Williams – Learning Center Teacher

Ms. VaRysa Williams is joining our Learning Center team. She will be the 1st and 2nd grade Learning Center teacher. Ms. Williams has been working for Baltimore Schools as a special education teacher. She began her teaching career with Teach for America and taught this summer for MCPS at ESY. We are delighted to have her join us at Brooke Grove.

Ms. Laurel Czajkowski – Long Term Substitute for Brooke Augello (5th grade)

Mrs. Brooke Augello gave birth to a beautiful little girl named Alessia Elizabeth Augello on June 18th. She was 7 lbs. and 20.5 inches long, and joins her big sister Caterina. Mrs. Augello and her family are doing well. She will be out on maternity leave for the fall. While Mrs. Augello is on maternity leave, Ms. Laurel Czajkowski will be the long term substitute. Ms. Laurel Czajkowski is a certified teacher and has had experience teaching as a long term substitute in MCPS with the new curriculum, and at various grade levels. She also teaches Martial Arts and is an avid participant. She has been in communication with Mrs. Augello, and we know the class will be in very good hands until Mrs. Augello returns.

Ms. Carrie Noonan– Long Term Substitute for Alice Podor (2nd and 3rd grade Learning Center)

Mrs. Alice Podor gave birth to a beautiful little girl named Nora Grace Podor on July 2ndth. She weighed 7 lbs. and 10 ozs. Mrs. Podor and her family are doing well. She will be out on maternity leave for the fall. While Mrs. Podor is on maternity leave, Ms. Carrie Noonan will be the long term substitute. Ms. Carrie Noonan is certified as a school counselor, and interned at several schools. She has had experience working with special education programs and students. She has been in communication with Mrs. Podor over the summer, and we know the class will be in very good hands until Mrs. Podor returns.

Mrs. Patty Dillon – Learning Center Academic Intervention Part -time Teacher

Mrs. Patty Dillon is a special education and reading initiative teacher. She has been teaching part time at Belmont as a reading initiative teacher, and will now also join our Learning Center staff to support the students in the Learning Center with academic interventions and instructional support. Mrs. Dillon and her teaching skills and student commitment will be a wonderful addition and asset to our school.

Ms. Sara Eldelberg – Speech and Language Specialist (Part Time)

Ms. Eldelberg will be joining Ms. Heather McIntosh as our Speech Pathology Team. Ms. Eldelberg also works at Farquhar and Westbrook, where she served as the speech pathologist. She will be supporting our Pre-kindergarten and general students. She will be at Brooke Grove one full day on Fridays. We are delighted to welcome Ms. Eldelberg to our Brooke Grove School and community.

Mrs. Mae (Jin Song) Zhang – Cafeteria Manager

Mrs. Zhang will be taking care of our students and staff as the Cafeteria Manager. She has worked as a manager for many years at Fallsmead Elementary School. She is experienced and her interest and care of children and their well-being is quite evident. Ms. Ayoub received a promotion and will now be the Cafeteria Manager at Blake High School. We will certainly miss her. We will be in good hands with Mrs. Zhang and she will be working alongside Ms. Angela Gomez in the cafeteria.

Mrs. Michelle Galvin –Paraeducator for Learning Center

Mrs. Galvin is joining our Learning Center paraeducator team and will support students in the upper grades. She worked as a paraeducator at Wood Acres Elementary School and was a former Benefits Counselor and is a personal trainer. We are very happy to have Mrs. Galvin with us at Brooke Grove.

Mrs. An Silberman –Paraeducator for Learning Center

Mrs. Silberman is joining our Learning Center team and will support students in the primary grades. Mrs. Silberman is active in her sons' schools and has worked as a consultant, campaign manager, and account manager for Google. We are very happy to have Mrs. Silberman with us at Brooke Grove.

We are fortunate to be supported by a wonderful team from central office. **Mr. Matt DeVan** is our Director of School, Support, and Improvement, and **Dr. LaVerne Kimball** is our Associate Superintendent.

We are excited to have all of our new and current staff as part of our Brooke Grove family.

LUNCH/RECESS PROGRAM

Recess First

We are going to have recess for the students prior to lunch once again. The advantages are that the students get fresh air and physical activity first, and then are hungry to eat their lunch. Students are able to settle down and have a pleasant eating and social experience after recess, and then are ready to transition back to class and learning after lunch. We will provide hand sanitizer as the children come in from recess.








Snacks

We will have working snacks for the primary students while they continue to work since they will be eating at a later time.

Parents can send in healthy, non-messy finger foods, which are peanut free, as snacks for the children.

We would also appreciate class donations of snacks for the teacher to have on hand.

Please chose from the following list for class donation items.

-  Pretzels
-  Animal crackers
-  Graham crackers
-  Saltines
-  Goldfish
-  Fruit Snacks (low sugar)
-  Granola Bars (If peanut free)

All food **snacks must be peanut free and tree nut free** due to student allergy and health concerns.

Thank you for helping us keep our students safe and healthy.



SCHEDULES

GRADE	RECESS	TRANSITION	LUNCH	TRANSITION
4TH	11:30 – 12:00 P.M.	5 MINUTES	12:05 – 12:35 P.M.	5 MINUTES
5TH	11:30 – 12:00 P.M.	5 MINUTES	12:05 – 12:35 P.M.	5 MINUTES
KINDERGARTEN	12:05 – 12:35 P.M.	5 MINUTES	12:40 – 1:10 P.M.	5 MINUTES
1ST	12:05 – 12:35 P.M.	5 MINUTES	12:40 – 1:10 P.M.	5 MINUTES
2ND	12:40 – 1:10 P.M.	5 MINUTES	1:15 – 1:45 P.M.	5 MINUTES
3RD	12:40 – 1:10 P.M.	5 MINUTES	1:15 – 1:45 P.M.	5 MINUTES

LUNCH PRICES – Elementary Lunch - \$2.55; Reduced-price Lunch - \$0.40; Milk \$0.60

BREAKFAST PRICES – Elementary Breakfast \$1.30; Reduced-price Breakfast - \$FREE

We want all of our children to have a healthy lunch each day so that they are prepared and available for learning. Menus are sent home each month so you can decide whether to buy or bring lunch from home. Each child has their own S.N.A.P. lunch account. The cafeteria will send home a notice with your child stating that the S.N.A.P. account needs to be replenished and we ask that you please keep these funds up to date. Due to the numerous children with peanut allergies, peanut butter and jelly sandwiches will not be served in the cafeteria. Cheese sandwiches will be offered.

Celebrations!

For all school celebrations and birthday parties, please remember that MCPS guidelines note that **all food brought into the school must be store bought and pre-packaged and have clearly marked food ingredient labels.** Please be aware that many of our students have food allergies to peanuts and tree nuts. Thank you in advance for your understanding and help in ensuring the safety and well-being of our students and staff.

Food FREE Birthday Celebrations

Students are recognized every morning on the announcements for their birthdays and we celebrate with a birthday pencil.

Each month students are highlighted on our birthday PTA Bulletin Board with their pictures.

This year we are going to celebrate all birthdays on one day of the month in the lunch room with a **FOOD FREE CELEBRATION.** We will decorate a table with table cloths and center pieces, and invite everyone who celebrated a birthday during that month to sit at the special table. The students will be serenaded with the birthday song. We will not be distributing any food items for this celebration. Kindergarten students will continue to celebrate their birthdays in the classrooms under the teacher direction.

Allergies

Safety is our number one priority and concern. Please be aware that any and all food items brought into school for celebrations must be store bought and have clearly marked food ingredient labels. Please be aware that many of our students have food allergies to peanuts and tree nuts, so any food brought into school to be shared must be peanut free. Thank you for working with us to ensure the children's health and safety.

Curriculum 2.0 for all students in Grades Kindergarten through 5th grade

The Curriculum 2.0 is based on the Maryland State Common Core Curriculum, which is based on the adopted National Standards. There is a wealth of information about the new curriculum on the MCPS web site, and you will be hearing more about Curriculum 2.0 and the grade level expectations at Back to School Night and at PTA Meetings throughout the year.

Standards Based Report Cards for Kindergarten through 5th grade

The students' progress with the new curriculum and state standards will be reported by the standards based report card. You will hear more about this at Back to School Night, Parent-Teacher Conferences, and at PTA Meetings.



Learning Knows No Bounds

BACK TO SCHOOL NIGHT

Wednesday, September 16, 2015

7:00 p.m.

Please mark your calendar for **BACK-TO-SCHOOL NIGHT** on Wednesday, September 16, 2015. Back to School Night is an extremely important night. It begins our partnership between the school and home, and the teacher and the parent, with the child as our common purpose and goal. Please make every effort to be there.

7:00 – 7:30 p.m.

Welcome and Message by Principal
School Goals and Instructional Focus
Introduction of Staff
PTA Introduction

7:40 – 8:10 p.m.

Session 1

8:20 – 8:50 p.m.

Session 2

During each session, you will have an opportunity to visit your child's classroom and learn about the curriculum, classroom expectations, and routines from your child's classroom teacher.

BABYSITTING for Back to School Night: Babysitting will be available in the All Purpose Room, so that more people can attend. Please call to reserve a space.

HARVEST HAPPENING READING AND MATH CURRICULUM NIGHT

Mark your calendars for **Tuesday, October 6th at 7:00 p.m.** for our Harvest Happening.

We are going to celebrate learning together with interactive reading and math activities for the whole family to experience together.



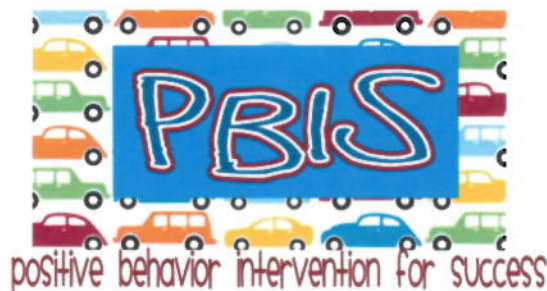
VISION

My vision for Brooke Grove remains the same. I want it to be a place that every child, every staff member, and every community member wants to come each day and knows that they will be well loved, safe, respected, and welcomed. It is important to know that it is a place that values a high level of teaching and learning. I appreciate the opportunity to work in such a wonderful and diverse school and community among professionals who truly work as a family and as a professional learning community, as well as with such dedicated and interested parents. Together, we will be a team to work in the best interest of each and every child and do whatever it takes to ensure the success of each and every child. My goal is to provide a quality instructional program that inspires and delivers... RIGOR RELATIONSHIPS RELEVANCE and ENGAGEMENT!

I look forward to continuing our work together as partners to achieve these goals. Please encourage your child's reading and math skills by having them complete their summer reading and math packet. If you have any questions or concerns, please feel free to contact me. Enjoy the last few weeks of summer.

Sincerely,

Gail M. West
Principal



"OUR COMBINED EFFORTS EMPOWER US TO SOAR HIGHER AND FARTHER!"

"A COMPLEMENT IS VERBAL SUNSHINE."

Collaboration

High Expectations

Tenacity

Equity

Quality Instruction

Involvement

Brooke Grove Elementary School

BELL SCHEDULES

2015-2016

Schedule #1 – Regular Day

8:40 Students allowed into Gym
8:55 Students leave Gym for Classrooms
9:00 Classes Begin
11:30 First Recess/ Lunch
12:05 Second Recess/Lunch
12:40 Third Recess/Lunch
3:05 Pack-up for Reading /Math Time
3:10 Read/Math Time
3:20 Dismissal Bell-Upstairs /Downstairs Pack-Up/Patrols Dismiss
3:25 Dismissal Bell

Schedule #2 – Early Release Day

8:40 Students allowed into Gym
8:55 Students leave Gym for Classrooms
9:00 Classes Begin
11:00 First Lunch (No Recess)
11:35 Second Lunch (No Recess)
12:10 Third Lunch (No Recess)
12:55 Dismissal Bell

Schedule #3 – Two Hour Delay

10:40 Student Arrival Begins – NO BREAKFAST SERVED
11:00 Classes Begin – NO PRE-K CLASSES
12:05 First Lunch (No Recess)
12:40 Second Lunch (No Recess)
1:15 Third Lunch (No Recess)
3:05 Pack-up for Reading /Math Time
3:10 Read/Math Time
3:20 Dismissal Bell Upstairs/Downstairs Pack-Up/Patrols Dismiss
3:25 Dismissal Bell

BROOKE GROVE ELEMENTARY SCHOOL

RECOMMENDED SUPPLY LIST

2015-2016

KINDERGARTEN	
1	Large backpack (labeled with student's name)
5	LARGE glue sticks Elmer's preferred
1	Box Crayola broad line washable markers
2	Box 8-count large crayons (Crayola preferred)
4	Boxes 24-count crayons (Crayola preferred)
1	Dozen #2 Pencils (non-recycled)
1	4-pack of colored Play-Doh
1	Plastic pocket folder
1	3-Ring binder ½" flexible cover, solid color (labeled with student's name)

GRADE 1	
1	Large backpack (with name on outside)
2	Dozen #2 pencils (non-recycled)
1	Box washable markers – Crayola classic colors preferred
2	Box 24-count crayons (Crayola preferred)
1	Box 12-count colored pencils
1	Highlighter
3	Pink or white erasers
4	Glue sticks Elmer's preferred
4	Pocket Folder (plastic)
1	1" flexible plastic 3-ring binder
1	Composition Book (not spiral)
1	Plastic pencil case

GRADE 2	
1	Large backpack
1	Scissors
1	Box 24-count crayons (Crayola preferred)
1	Dozen #2 pencils (non-recycled)
2	Highlighters - different colors
3	Large pink or white erasers
6	Glue sticks Elmer's preferred
4	Pocket folders (w/pockets on bottom)
2	Spiral notebooks-wide rule, 80 page, one-subject
2	Composition Books (black & white) not spiral
1	4-pack dry erase markers

GRADE 3	
1	Backpack (no wheels)
1	School box
4	Highlighters
8	Red checking pens
2	Dozen #2 pencils (non-recycled), NO mechanical pencils
1	Box 12 or 24-count colored pencils
6	Big pink erasers
4	Large glue sticks Elmer's preferred
1	4-pack Expo markers (dry erase)
1	Scissors
3	Pocket folders – your choice
2	Spiral Notebooks-wide rule, 80 page (not plastic covered)
1	Pack sticky notes (smallest size)

GRADE 4	
1	Large backpack
1	Pencil Box
2	Large Glue sticks Elmer's preferred
2	Red checking pens
2	Dozen #2 pencils (non recycled)
2	Large erasers
5	Double-pocket folders in different colors or designs
2	Wide yellow highlighters
2	Wide-ruled, single subject, spiral notebooks
1	Marble composition book, 60 pp.
1	Box 24-count crayons or colored pencils (Crayola preferred)
1	Headset for computer lab
1	Scissors
1	12" Ruler

GRADE 5	
1	Large backpack
6	Pocket folders (NO BINDERS or TRAPPER KEEPERS)
2	Large glue sticks (large) Elmer's preferred
2	Red checking pens
2	Dozen #2 pencils (non-recycled) – NO MECHANICAL PENCILS AND NO PENCIL BOXES
1	Large eraser
2	Heavy-duty, zipper pencil pouch for 3-ring binder
1	Box 48-count Crayola crayons
1	Multi-pack highlighters
7	Single-subject, wide-ruled spiral notebook – NOT PERFORATED
1	Package of wide-ruled paper (240)
1	Box markers, Crayola classic colored (water based, fine tip) preferred
1	Pack dry erase markers (any color)
1	Dry erase eraser
1	Inexpensive flash drive

LEARNING CENTER 4/5	
1	Large backpack
4	Pocket folders – different colors
2	Large glue sticks
4	(Dozen #2 pencils (non-recycled) – NO mechanical pencils
1	Large eraser
1	Box 48-count or larger crayons (Crayola preferred)
1	Wide yellow highlighter
2	Boxes dry erase markers
1	3-ring binder ½"
1	Set notebook dividers
1	Pencil box
1	Box 12-count colored pencils (Crayola preferred)
1	Spiral notebook-wide ruled
2	Composition notebooks

Voluntary Parent Donations:

- Liquid hand soap
- Hand sanitizer
- Box of tissues
- Gallon-size zip-lock bags
- Quart-size zip-lock bags
- Sandwich-size zip-lock bags
- Disinfectant/Lysol wipes
- Headsets for computer lab, classroom & Chromebook use. Please place in Ziploc bag with your child's name on it.

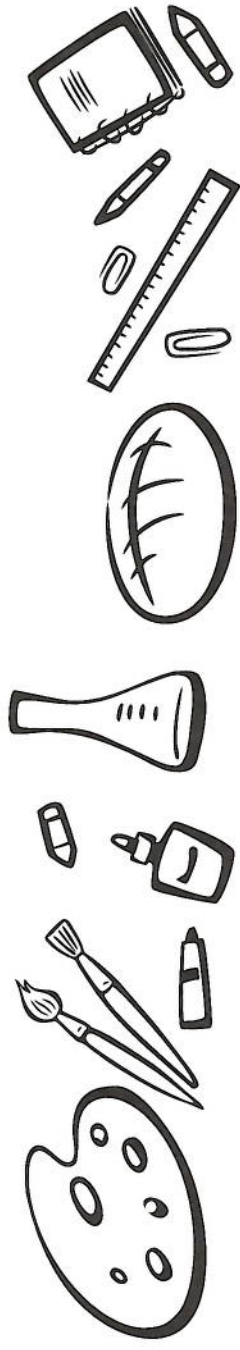
MENÚ DE LAS ESCUELAS ELEMENTALES AGOSTO/SEPTIEMBRE 2015

DIVISION OF FOOD & NUTRITION SERVICES



PRECIO DE LAS COMIDAS

desayuno	almuerzo
todos los días	todos los días
precio regular	\$2.55
precio reducido	\$0.40



Tenga en cuenta que las calorías calculadas para algunas de las opciones principales pueden contener un ingrediente de grano integral de 70-180 calorías.

LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
DESAYUNO				
+ Salchicha "Panwici" GI de Carne de Aves 140 CAL Surtido de Frutas Frescas/Jugo de Fruta 55-90 Leche Descremada o con 1% de Grasa 80-100	Panqueques de "GI" 220 CAL Surtido de Frutas Frescas/Jugo de Fruta 55-90 Leche Descremada o con 1% de Grasa 80-100	Mini Roscas "GI" 240 CAL Surtido de Frutas Frescas/Jugo de Fruta 55-90 Leche Descremada o con 1% de Grasa 80-100	Emparedado GI de Desayuno 160 CAL Surtido de Frutas Frescas/Jugo de Fruta 55-90 Leche Descremada o con 1% de Grasa 80-100	Panecillo Dulce "GI con Canela" 240 CAL Surtido de Frutas Frescas/Jugo de Fruta 55-90 Leche Descremada o con 1% de Grasa 80-100
ALMUERZO				
daily alternate selections available				
31 + Bocaditos de Pollo con Salsa BBQ y de Panecillo GI, con Papas Sazonadas 350 CAL -Bistec "Philly" con Queso en Pan de GI con Papas Sazonadas 482 CAL Papas "Fritas" al Horno 74 Ensalada de Espinaca 14 Surtido de Frutas Frescas 60-90 Leche Descremada o con 1% de Grasa 80-120	1 "Pizza Individual GI de Queso o +Pepperoni" 330-350 CAL Emparedado GI de Filete de Pescado Rebozado en Papa Crocante 360 CAL Mini Zanahorias 30 Rodajas de Pepino 8 Surtido de Frutas Frescas 60-90 Leche Descremada o con 1% de Grasa 80-120	2 Emparedado Tostado "GI de Queso con Papas "Fritas" al Horno 358 CAL Panqueques de "GI con Yogur" 280 CAL Palitos/Tiritas de Apio 3 Tomates Mini 16 Surtido de Frutas Frescas o Jugo de Fruta 60-90 Leche Descremada o con 1% de Grasa 80-120	3 → Taco y Maiz/Eloze/Choclo con "Cucharaditas" de GI Horneadas y Crocantes 346 CAL → "Hamburguesa" de Pollo en Pan de GI con Papas "Fritas" al Horno 440 CAL Ensalada con Lechuga Romana 5 Surtido de Vegetales Frescos 8 Surtido de Frutas Frescas 60-90 Leche Descremada o con 1% de Grasa 80-120	4 "Pizza GI de Queso o +Pepperoni" 310-330 CAL -General Tso de Carne con Arroz Integral y Panecillo de GI 359 CAL Mini Zanahorias 30 Garbanzos/Chicharos Tostados 160 Surtido de Frutas Frescas 60-90 Leche Descremada o con 1% de Grasa 80-120

Explicación de los Símbolos del Menú: - = Carne de Res Cal = Calorías * = Sin Carne p = Mani/Cacahuete + = Aves * = Cerdo v = Vegano GI = Grano Integral \$ = Camarones Día del Plato de la Suerte
 Información Sobre Menús y Nutrición y Alérgenos se encuentra disponible en la página de Internet de <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/allergen.aspx>.
 Hay alimentos alternativos en el menú todos los días. Por favor consulte con la persona encargada de la cafetería de su escuela.

INFORMACIÓN PARA LOS PADRES

MySchoolBucks.com es un servicio para que los padres hagan pagos a la cuenta de comidas de sus hijos en la cafetería usando Internet y una tarjeta de crédito/débito. Los padres también pueden revisar los saldos de la cuenta de comidas, inscribirse para hacer pagos recurrentes, y mucho más. Este servicio se ofrece para conveniencia de las familias interesadas. Creando una cuenta segura en línea, los padres pueden administrar la cuenta de sus hijos. Ingrese a [MySchoolBucks.com](http://www.MyschoolBucks.com) para inscribirse.

OPCIONES A LA CARTA

¿Sabía usted que, además de comidas saludables, muchas escuelas ofrecen opciones a la carta? Todos los comestibles y bebidas a la venta cumplen con los Reglamentos de Bienestar de MCPs (www.montgomeryschoolsmd.org/departments/policy/pdf/pgpra.pdf). Para información sobre los alimentos que se ofrecen en su escuela, o para restringir las compras de un estudiante, por favor comuníquese con la persona encargada de la cafetería de su escuela.

MCPs Ofrece Opciones Sin Trigo en el Menú de Almuerzo. Además de una variedad de frutas, vegetales, y leche descremada o con 1% de grasa, los siguientes alimentos del almuerzo no contienen trigo:

- Muslitos de Pollo con Salsa BBQ con Papas (sin pan)
- Bistec "Philly" con Queso, con Papas (sin pan)
- Taco y Maiz/Eloze/Choclo con "Cucharaditas"

de GI Horneadas y Crocantes

vHummus, "Palitos de Queso en Hebras y

"Cucharaditas" de GI Horneadas y Crocantes

Para una lista completa de las opciones sin trigo, visite <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/allergen.aspx>

LOS CHEQUES DEVUELTOS POR FALTA DE FONDOS ESTÁN SUJETOS A RECUPERACIÓN DE SU VALOR NOMINAL, Y EL ESTADO DE MARYLAND PERMITE UN CARGO DE \$25.00 A TRAVÉS DE DÉBITO ELECTRÓNICO O CHEQUE IMPRESO DE LA MISMA CUENTA. SU PAGO POR CHEQUE CONSTITUYE SU ACEPTACIÓN DE ESTOS TÉRMINOS.

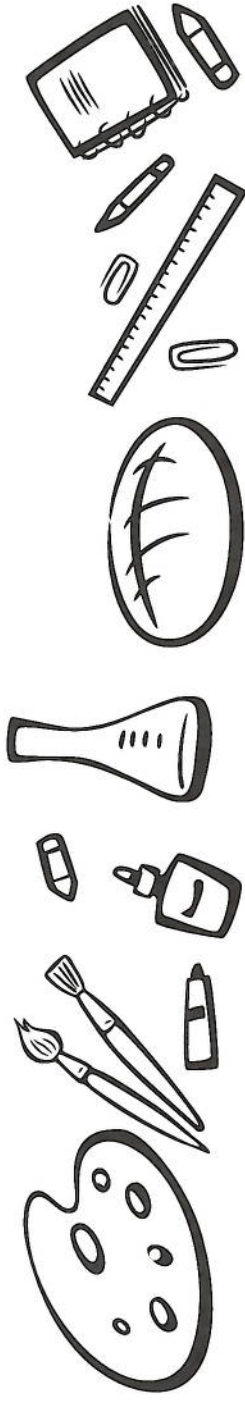
AUGUST/SEPTEMBER 2015 ELEMENTARY MENU

DIVISION OF FOOD & NUTRITION SERVICES



MEAL PRICES

	breakfast	daily	lunch	daily
paid	\$1.30	paid	\$2.55	
reduced	\$0.00	reduced	\$0.40	



Please note that the calculated calories of some main choices may include a whole grain item that has a calorie range of 70-180 calories.

MONDAY	TUESDAY	WEDNESDAY BREAKFAST	THURSDAY	FRIDAY
+WG Chicken Sausage "Panwich" Assorted Fruit/Fruit Juice Fat Free or 1% Milk 140 55-90 80-120	*WG Pancakes Assorted Fruit/Fruit Juice Fat Free or 1% Milk 220 55-90 80-120	*WG Mini Bagels Assorted Fruit/Fruit Juice Fat Free or 1% Milk 240 55-90 80-120	WG Egg & Cheese Sandwich Assorted Fruit/Fruit Juice Fat Free or 1% Milk 160 55-90 80-120	*WG Cinnamon Roll Assorted Fruit/Fruit Juice Fat Free or 1% Milk 240 55-90 80-120
daily alternate selections available				
LUNCH				
31 +BBQ Chicken Drumsticks & WG Roll w/ Seasoned Potatoes OR -Philly Steak 'N Cheese & WG Bun w/ Seasoned Potatoes Baked Fries Spinach Salad Assorted Fresh Fruit Fat Free or 1% Milk CAL 350 482 74 14 60-90 80-120	1 *WG Cheese or +Pepperoni Personal Pizza OR WG Potato Crisp Fish Fillet Sandwich Baby Carrots Cucumber Slices Assorted Fresh Fruit Fat Free or 1% Milk CAL 330-350 360 30 8 60-90 80-120	2 *WG Grilled Cheese Sandwich w/ Baked Fries OR *WG Pancakes w/ Yogurt Celery Sticks Grape Tomatoes Assorted Fresh Fruit or Fruit Juice Fat Free or 1% Milk CAL 358 280 3 16 60-90 80-120	3 --Taco & Corn w/ WG Crunchy Baked Scoops OR +WG Chicken Patty Sandwich w/ Baked Fries Romaine Salad Assorted Fresh Vegetables Assorted Fresh Fruit Fat Free or 1% Milk CAL 346 440 5 8 60-90 80-120	4 *Cheese or +Pepperoni WG Pizza OR -General Tso's Beef w/ WG Rice & WG Roll Baby Carrots Roasted Chickpeas Assorted Fresh Fruit Fat Free or 1% Milk CAL 310-330 359 30 160 60-90 80-120

Menu Key: -Beef Cal = Calories *Meatless pPeanuts +Poultry *Pork \ Spicy *Vegan WG = Whole Grain SShrimp Lucky Plate Day
Menus & Nutrition & Allergen Information available on the web at <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/allergen.aspx>. Alternate menu items are available daily. Please check with your school cafeteria manager.

PARENT INFORMATION

MySchoolBucks.com is a service for parents to make prepayments to their child's cafeteria meal account via the Internet with a credit/debit card. Parents can also check meal account balances, sign up for reoccurring payments, and much more. This service is offered as a convenience for interested families. By creating a secure online account, parents can manage their child's account. Go to **MySchoolBucks.com** to register.

A LA CARTE OPTIONS

Did you know that, in addition to healthy meals, many schools offer a la carte options? All snack foods and beverages sold are in compliance with the MCPS Wellness Regulations (www.montgomeryschoolsmd.org/departments/policy/pdf/jpgn.pdf). For information about your school's offerings, or to restrict student purchases, please contact your school cafeteria manager.

MCPS Offers Wheat-Free Menu Lunch Choices. In addition to a variety of fruits, vegetables, fat free and 1% milk, the following lunch items are wheat free:

BBQ Chicken Drumsticks w/ Potatoes (no roll)
-Philly Steak 'N Cheese w/ Potatoes (no bun)
Taco & Corn w/ WG Crunchy Baked Scoops
vHummus, *String Cheese & WG Crunchy Baked Scoops

For a complete list of wheat-free items, visit For a complete list of wheat-free items, visit <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/allergen.aspx>

RETURNED CHECKS ARE SUBJECT TO RECOVERY FOR THE FACE VALUE AND MARYLAND STATE ALLOWED FEE OF \$25.00 THROUGH AN ELECTRONIC DEBIT OR PAPER DRAFT TO THE SAME ACCOUNT. YOUR PAYMENT BY CHECK CONSTITUTES YOUR ACCEPTANCE OF THESE TERMS.

MONTGOMERY COUNTY PUBLIC SCHOOLS

2015-2016 CAFETERIA NEWS & ELEMENTARY SCHOOL MEALS INFORMATION

Food and Nutrition Services serves more than 14 million meals annually. We support healthy meal options for students and continually explore new ways to enhance the nutritional contribution and student acceptability of meals. For more information, visit us on the Web at <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.aspx>

The cafeteria continues to offer the convenience and flexibility of a computerized cash register system. Depositing funds into a cafeteria account eliminates the need for a child to carry money every day. Students enter their Personalized Identification Number (PIN) to access their account. The PIN for students returning to the same school remains the same. New students receive their PIN on the first day of school. Any money left on a student's account last year is available for spending this year. Pre-payments to a student's account may be made prior to the start of school.

To make a prepayment:

- Use **MySchoolBucks.com**, an online service to make a prepayment using a credit card. Parents can also check meal account balances, sign up for recurring payments and much more. Go to **MySchoolBucks.com** to register.
- Complete the form below and include a check payable to the cafeteria. Please put the child's first name, last name and PIN number on the front of the check.

CHECK ACCEPTANCE POLICY

Checks used to pay for school meals must contain: name, address, phone number and student PIN number. Returned checks are subject to recovery for the face value and Maryland State allowed fee of \$25 through an electronic debit or paper draft to the same account. Your payment by check constitutes your acceptance of these terms. If you have any questions concerning our check acceptance policy, please call CHECKredi at 1-800-239-1222.

ELEMENTARY SCHOOL MEAL PRICES

Lunch Meal	\$2.55
Reduced-price Lunch Meal	\$0.40
Breakfast Meal	\$1.30
Reduced-price Breakfast Meal	\$0.00
Milk	\$0.60

FREE AND REDUCED-PRICE MEAL APPLICATIONS

Families who meet certain federal income standards are eligible for free or reduced-price meal benefits. All children use a PIN number so confidentiality is maintained and no child is overtly identified as free or reduced-price meals. Applications for meal benefits are sent home with the youngest in family in the information packet given out at the start of each school year. Only one application is needed for all students in a household. A new application must be completed for any family requesting assistance this school year.

Foods and Beverages available for purchase in addition to breakfast and lunch

A variety of a la carte items may be available in your student's school cafeteria. All items available for sale are in compliance with JPG-RA. *Wellness: Physical and Nutritional Health*. Specific items vary at each school.

For specific information regarding items available at your child's school or to restrict the purchase of a la carte items, please contact your school cafeteria manager.

PREPAYMENT FORM

Please make the check payable to the cafeteria and include the name of your school. Checks used to pay for school meals must contain an address and phone number. Please put your child's first name, last name and PIN number on the front of the check. This check is for cafeteria purchases ONLY. Please list each student separately and bring payment to the cafeteria manager. Thank You!

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Parent's/Guardian's Name _____

MONTGOMERY COUNTY PUBLIC SCHOOLS

NOTICIAS DE LA CAFETERÍA E INFORMACIÓN SOBRE COMIDAS EN LAS ESCUELAS ELEMENTALES PARA EL CICLO ESCOLAR 2015-2016

Servicios de Alimentación y Nutrición (Food and Nutrition Services) sirve más de 14 millones de comidas por año. Apoyamos opciones de comidas saludables para los estudiantes y continuamente buscamos nuevas formas de mejorar el contenido nutritivo y la aceptación de los estudiantes de las comidas que servimos. Para obtener más información, visítenos en <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.aspx>.

La cafetería continúa ofreciendo la comodidad y flexibilidad de un sistema de caja registradora computarizada. Depositar dinero en una cuenta de la cafetería elimina la necesidad de que el estudiante deba llevar dinero consigo todos los días. Los estudiantes ingresan su Número de Identificación Personal (Personal Identification Number (PIN) para acceder a su cuenta. Para los estudiantes que regresan a la misma escuela, el PIN sigue siendo el mismo. Los estudiantes nuevos reciben su PIN el primer día de clases. Cualquier dinero que haya quedado en la cuenta de un estudiante el año pasado está disponible para gastar este año. Se puede hacer un pago por adelantado/prepago a la cuenta del estudiante al inicio del ciclo escolar.

Para hacer un pago por adelantado/prepago:

- Use **MySchoolBucks.com**, un servicio para hacer pagos por adelantado/prepagos usando una tarjeta de crédito. Los padres también pueden revisar los saldos de la cuenta de comida, inscribirse para hacer pagos recurrentes, y mucho más. Ingrese a **MySchoolBucks.com** para inscribirse.

- Complete el siguiente formulario e incluya un cheque a nombre de la cafetería. Por favor, escriba el nombre, apellido, y número de PIN del estudiante en el cheque.

POLÍTICA DE ACEPTACIÓN DE CHEQUES

Los cheques utilizados para pagar las comidas de la escuela deben tener: nombre, dirección, número de teléfono, y número de PIN del estudiante. Los cheques devueltos están sujetos a la recuperación de su valor nominal, y el estado de Maryland permite un cargo de \$25 a través de débito electrónico o cheque impreso de la misma cuenta. Su pago por cheque constituye su aceptación de estos términos. Si usted tiene alguna pregunta acerca de nuestra política de aceptación de cheques, por favor llame a CHECKredi, teléfono 1-800-239-1222.

PRECIOS DE LAS COMIDAS DE LA ESCUELA ELEMENTAL

Almuerzo \$2.55

Precio Reducido del Almuerzo \$0.40

Desayuno \$1.30

Precio Reducido del Desayuno \$0.00

Leche \$0.60

FORMULARIOS DE SOLICITUD PARA COMIDAS GRATIS O A PRECIO REDUCIDO

Las familias que reúnan ciertos estándares federales de ingresos son elegibles para recibir comidas gratis o a precio reducido. Todos los estudiantes usan un Número de Identificación Personal (Personal Identification Number) (PIN); de ese modo, se mantiene la confidencialidad y ningún estudiante es identificado abiertamente como que recibe comidas gratis o a precio reducido. Las solicitudes de beneficios de comida se envían a la casa con el estudiante menor de la familia en el paquete de información que se distribuye al inicio del ciclo escolar. Se necesita solamente una solicitud para todos los estudiantes que vivan en el mismo domicilio. Todos los años cada familia que solicite ayuda para el ciclo escolar en curso debe completar una nueva solicitud.

Hay comestibles y bebidas a la venta, además del desayuno y el almuerzo

La cafetería de la escuela de su hijo/a podría ofrecer una variedad de opciones disponibles a la carta. Todos los comestibles a la venta cumplen con JPG/RA. *Bienestar: Salud Física y Nutricional*. Los comestibles específicos varían por escuela.

Para información específica sobre los comestibles disponibles en la escuela de su hijo/a o para restringir la compra de las opciones a la carta, por favor comuníquese con la persona encargada de la cafetería de su escuela.

FORMULARIO DE PREPAGO

Por favor gire su cheque a nombre de la cafetería e incluya el nombre de su escuela. Los cheques que se usen para pagar las comidas de la escuela deben tener una dirección y un número de teléfono. Por favor, escriba el nombre, apellido, y número de PIN de su hijo/a en el cheque. Este cheque es ÚNICAMENTE para compras en la cafetería. Por favor enumere a cada estudiante por separado y entregue su pago a la persona encargada de la cafetería. ¡Gracias!

Nombre del Estudiante _____ PIN _____ Cantidad \$ _____

Nombre del Estudiante _____ PIN _____ Cantidad \$ _____

Nombre del Estudiante _____ PIN _____ Cantidad \$ _____

Nombre del Padre/Madre/Guardián _____

August 2015

Working Snacks

Dear Brooke Grove Families,

This year we are having Recess before lunch once again.

Some of the classes and children may need a snack.

Please consider sending in a non-messy finger food as a healthy snack for your child.

They will have snack while they continue to work and learn.

We would also appreciate class donations of snacks for the teacher to have on hand.

Please chose from the following list for class donation items.

- ✚ Pretzels
- ✚ Animal crackers
- ✚ Graham crackers
- ✚ Saltines
- ✚ Goldfish
- ✚ Fruit Snacks (low sugar)
- ✚ Granola Bars (If peanut free)

All food snacks must be peanut free and tree nut free due to student allergy and health concerns. Thank you for helping us keep our students safe and healthy.

Thank you so much.

Sincerely,

Gail West, Principal
and Brooke Grove Staff



MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

MARYLAND

July 1, 2015

Dear Elementary School Parent:

Enclosed are route schedules for buses serving your child's school. This information is also available on the MCPS website. Please note the appropriate time, location, and route number for your child. Route numbers are displayed on each bus, on the side window. Questions about transportation should be directed to your transportation depot. Your school or the MCPS website can provide you with contact information for your transportation cluster manager.

Bus stops previously scheduled may have been eliminated or relocated to provide economies in operation. Every effort is made to minimize inconvenience to students and parents, and provide a reasonable level of service. Saving support budget dollars provides more resources for classrooms.

Appropriate student behavior is important to the safety and comfort of everyone. Parents are encouraged to discuss behavior with their children regularly to reinforce this message. It is important that all students follow the rules stated in the "*Ride by the Rules*." campaign. For more information on this, please visit: <http://www.montgomeryschoolsmd.org/departments/transportation/> or ask your school for one of the "*Ride by the Rules*" pamphlets.

School bus transportation is provided for elementary school children who live more than one (1) mile from their home school. If you live within one mile of the school and you do not see a stop on the list that is in your neighborhood, your child is not eligible for transportation.

Parents are responsible for their children on the way to the bus stop, at the bus stop, and on the way home from the bus stop. Children should arrive at the stop at least five minutes before the established pick-up time. Parents are responsible for children as soon as they get off the bus at the afternoon bus stop and should plan to meet the bus or arrange for a caretaker or other responsible adult to accompany the children safely home or to the child care provider. Parents should instruct their children where to get off the bus and familiarize them with unique aspects of the bus stop or landmarks so that, prior to the first day they will ride the bus, the children will clearly know the stop where they should get off the bus. Please note: bus operators do not know all of the possible caretakers for each child that might be picking up a student on a particular day, and are unable to

Department of Transportation
Randolph Depot

match each child to a specific adult. When students get off the bus, they are entirely in the care of the parent or other caregiver, or are on their own to walk home if no parent or caregiver is present. Please provide the tools for your children to become independent riders by making sure they know exactly where to get off the bus as well as the need to immediately alert the bus operator, before getting off the bus if possible, if they do not see a parent or other person who normally meets them at the bus stop. Once alerted, the bus operator would return the student to the school, or take other steps to ensure the child's safety.

If you usually meet your child at the bus stop, and cannot make it on a given day, call the school well before dismissal time and ask that your child be kept at the school to be picked up rather than placed on the bus. This is an emergency back-up plan that should only be used in those rare circumstances when you are unexpectedly and unavoidably delayed in making it to the bus stop. Keep the school phone number in your cell phone or other convenient place so you will be ready should an emergency arise. Establishing a buddy plan for your child with an older sibling or classmate is advised in case your child ends up at the afternoon bus stop without you or another caregiver. Bus schedules are approximate and may vary due to traffic, weather conditions, and student changes, so be at the bus stop ahead of the normal drop off time.

Following safety rules when boarding, riding, and getting off the bus is very important. Reviewing safety rules with your child will help to ensure bus safety.

Key Points:

If you want your child to be supervised by an adult while walking home from the afternoon bus stop, you must make sure that happens. Once the student gets off the bus, only you can ensure your child is appropriately supervised. We recommend the following when students need supervision after getting off the school bus:

- Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time as the bus could come early on any given day.
- Plan in advance for another adult who is normally at the bus stop to care for your child if you are not there one day.
- Call the school, well before dismissal time, if you have an emergency and cannot make it to the bus stop one day, so your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.

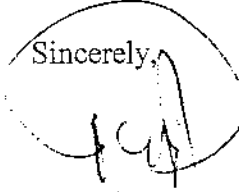
- Arrange an older student "buddy" who will walk home with your child, or allow your child to stay at their house until you pick up your child. Be sure to work with the other student's parent when arranging this plan.
- Be sure your child knows to tell the bus driver, before getting off the bus, if something is "not right." This could include, among other things, a parent or caregiver who is usually at the stop being absent; missing their stop; or having gotten on the wrong bus and not recognizing any stop.

When bus stops are scheduled at intersections, students should stand safely away from traffic, within 150 feet of the stop. Students waiting for buses may choose to stand in carports and garages for protection from the elements. This is acceptable only if: (1) it does not alter the route; (2) it does not increase the number of stops; (3) it is acceptable to all parties involved; and, (4) it is reasonably close to the regular stop (so that a substitute bus operator, not familiar with special arrangements, may easily locate the students). Please note that bus operators are only authorized to stop at designated stops. Please do not request unauthorized stops. Montgomery County Public Schools realizes a substantial fuel savings by limiting the number of bus stops.

Students who wish to ride home on a friend's bus, or get off their own bus at a friend's stop must bring a note from their parent. Once approved and signed by the principal, the student should give this note to the operator of the bus they will be riding. This practice will normally be approved where space permits.

Inclement weather creates many hardships for us all. It is not possible to provide additional transportation during winter months or on rainy days, and for this reason, students should dress accordingly. In case buses are not able to reach designated stops due to snow and ice accumulation, parents are encouraged to make advance arrangements with bus operators so that students who live in these areas can board at alternate locations when necessary.

Student transportation can only operate effectively if we all do our part to make things work. Parental assistance and cooperation is needed to provide a safe transportation system for student riders.

Sincerely,

Depot Manager

SP:ck

Enclosures



1 de julio del 2015

Estimados Padres/Guardián de Estudiantes en Escuela Elemental:

Adjunto enviamos los horarios de las rutas de autobuses que prestan servicios a la escuela de su hijo/a. Esta información también está disponible en el sitio web de MCPS. Por favor apunte el horario, lugar, y número de ruta que le corresponde a su hijo/a. Los números de las rutas están expuestos en cada autobús, en la ventana del costado. Las preguntas deberán ser referidas al supervisor/a de transporte responsable de prestar servicios a su escuela. La escuela o el sitio Web de MCPS puede facilitar el nombre y teléfono del supervisor.

Ciertas paradas de autobuses anteriormente establecidas podrían haber sido eliminadas o relocalizadas para economizar en las operaciones. Se hacen todos los esfuerzos posibles por minimizar cualquier inconveniencia para los estudiantes y los padres, y ofrecer un nivel de servicio razonable. El ahorro en el presupuesto de servicios permite dedicar más recursos para la enseñanza.

La conducta apropiada de los estudiantes es importante para su seguridad y comodidad. Se recomienda a los padres que hablen del tema con sus hijos para acentuar el respeto a las normas de comportamiento. Es importante que todos los estudiantes sigan las reglas estipuladas en la campaña "Ride by the Rules" (Guíese por las Reglas). Para más información sobre esto, por favor visite: <http://www.montgomeryschoolsmd.org/departments/transportation/> o pídale a su escuela un folleto de "Ride by the Rules".

El transporte para la escuela elemental esta designado para estudiantes que viven a más de una milla de la escuela. Si su residencia está a menos de una milla de la escuela y si Ud. no ve una parada en la lista de paradas programadas para esa escuela, su hijo/a no es elegible para recibir transporte.

Los padres son responsables de sus hijos/as de camino a la parada del autobús, en la parada, y desde la parada de camino a casa. Los estudiantes deberán estar esperando en la parada, listos para subir al autobús cinco (5) minutos antes del horario de llegada asignado. Los padres son responsables de los estudiantes en el momento que se apean del autobús en la parada por la tarde, y parte de su plan incluirá estar en la parada para recibir a sus hijos o asignar a otro persona responsable para que espere al estudiante en la parada y lo acompañe a casa. Los padres deben instruir a sus hijos donde apearse del autobús y familiarizarlos con las características únicas a esa parada, de manera que para antes del primer día que viajen en el autobús, los niños sepan en que parada apearse. Por favor tengan en cuenta que los conductores no conocen a los posibles adultos que Ud., en un día determinado haya decidido asignar para recoger a su hijo, o identificar cada niño con diferentes adultos. En el momento en que los estudiantes se apean del autobús, están enteramente al cuidado de los padres, de la persona que los padres hayan designado para recogerlos, o tendrán que valerse por si mismos para regresar a casa. Por favor facilite la información necesaria a sus hijos para que sean pasajeros independientes, asegúrense de que reconocen la parada que les corresponde. Si es posible ensene al niño que si al apearse no ven a la persona que debe recibirlos, deben comunicárselo inmediatamente al conductor. De esta manera el conductor puede decidir devolver el niño a la escuela u otra opción que garantice la seguridad del niño.

Department of Transportation
Randolph Depot

Si Ud. recoge a su hijo/a en la parada y un día, por cualquier circunstancia, no puede ir a recogerlo, antes de la hora de salida, llame a la escuela y dígales que no pongan a su hijo/a en el autobús, que le retengan en la escuela hasta que Ud. pueda recogerle. Este plan es una opción solo en caso de emergencia, cuando por alguna inesperada/inevitable circunstancia Ud. no puede llegar a tiempo a la parada. Lleve siempre el número de teléfono de la escuela en su lista de contactos de su celular u otro lugar de rápido y fácil acceso. Otra posible solución para esta tipo de emergencia sería establecer previamente un plan con un hermano mayor o compañero de escuela para que acompañen al niño/a a casa, cuando Ud. o el adulto designado por Ud. no puede llegar a la parada a tiempo.

Puntos importantes:

Si Ud. quiere que su hijo/a sea supervisado por un adulto desde la parada de autobús hasta su casa, Ud. debe asegurarse de que así sea. Una vez el estudiante se apea del autobús, solo los padres puede asegurarse de que en la parada y de camino a casa este supervisado. Recomendamos lo siguiente cuando los estudiantes necesitan ser supervisados una vez se apean del autobús.

- Prever que Ud. u otra persona responsable esté en la parada antes de la hora designada, ya que por alguna circunstancia el autobús podría llegar antes de lo previsto.
- Póngase de acuerdo con otro adulto que recoge a otro estudiante en la misma parada para que supervise a su hijo/a cuando por alguna circunstancia Ud. no puede ir a recogerle.
- Si surge alguna emergencia y Ud. no puede llegar a tiempo a la parada, llame a la escuela para que retengan a su hijo/a en la escuela hasta que Ud. pueda ir a recogerle. Asegúrese de tener siempre a mano el número de teléfono de la escuela.
- Entrene a su hijo/a para que pueda identificar la parada de autobús que le corresponde y evitar que se apeen en una equivocada.
- Póngase de acuerdo con un compañero de la escuela que acompañará a su hijo/a hasta casa, o tendrá permiso para llevarse a su hijo a su casa hasta que Ud. pueda ir a recogerlo. En este caso, el acuerdo debe incluir a los padres del compañero.
- Entrene a su hijo/a para que informe al conductor, antes de apearse del autobús, si “hay algo que no está bien”. Esto podría incluir, entre otras cosas, la ausencia de los padres u otras personas que acostumbran a esperarle en la parada; si cree que se han pasado su parada; o si cree que el autobús al que se ha subido no es el suyo y no reconoce la parada.

Cuando las paradas de autobús están establecidas en intersecciones, los estudiantes deberán esperar al autobús a una distancia prudente del tráfico, y a menos de 150 pies de la intersección. Los estudiantes que estén esperando autobuses pueden optar por esperar bajo techo o garajes para protegerse de los elementos. Esto es aceptable únicamente si: (1) no altera la ruta; (2) no aumenta el número de paradas; (3) es aceptable para todas las partes involucradas; y, (4) está razonablemente cerca de la parada (de manera que un conductor/a suplente que desconozca acuerdos especiales pueda localizar fácilmente a los estudiantes). Por favor tenga en cuenta que los conductores de autobuses están autorizados a parar únicamente en paradas designadas. Por favor no les pida hacer paradas no autorizadas. Montgomery County Public Schools percibe ahorros sustanciales de combustible al limitar el número de paradas de los autobuses.

Los estudiantes que deseen viajar a casa en el autobús de un amigo/a, o bajarse de su propio autobús en la parada de un amigo/a deben de traer una nota de sus padres. Una vez aprobada y firmada por el director/a de la escuela, el estudiante deberá entregar la nota al conductor/a del autobús en que estén viajando. Normalmente, esta práctica será aprobada cuando haya suficientes plazas en el autobús.

El tiempo inclemente ocasiona muchas dificultades para todos. No es posible proveer transporte adicional durante los meses de invierno o durante días lluviosos, y por esta razón, los estudiantes deberán vestirse apropiadamente. En caso que los autobuses no puedan llegar a las paradas asignadas debido a acumulación de nieve y hielo, recomendamos a los padres que previamente se pongan de acuerdo con los alternativos, cuando sea necesario.

El transporte de estudiantes solamente puede funcionar eficazmente si todos hacemos lo que debemos para que funcionen las cosas. Se necesita la ayuda y cooperación de los padres/guardianes para ofrecer un sistema seguro para los estudiantes que usan el transporte escolar.

Atentamente,

A handwritten signature in black ink, appearing to be "J. C. Smith", enclosed within a large, loopy oval shape.

Jefe de Estación

SP:ck

Anexos

Departure Routes Report

Route: 3301 - BROOKE GROVE ES PM

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	BROOKE GROVE ES 2700 SPARTAN RD, OLNEY, MD 20832
	518 - REGULAR SCHOOL
1	ROSE THEATRE CIR AND GLOBE THEATRE DR
2	ROSE THEATRE CIR AND GLOBE THEATRE DR
3	SWAN THEATRE CT AND ROSE THEATRE CIR
4	BRIMSTONE ACADEMY DR AND CHIPPING CT
5	18303 GEORGIA AVE 20832 - RSO

Arrival Routes Report

Route: 3301 - BROOKE GROVE ES

First Stop Time: 8:26 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	ROSE THEATRE CIR AND GLOBE THEATRE DR
2	ROSE THEATRE CIR AND GLOBE THEATRE DR
3	SWAN THEATRE CT AND ROSE THEATRE CIR
4	BRIMSTONE ACADEMY DR AND CHIPPING CT
5	18303 GEORGIA AVE 20832 - RSO
8:40 A.M.	BROOKE GROVE ES 2700 SPARTAN RD, OLNEY, MD 20832
	518 - REGULAR SCHOOL

Brooke Grove Elementary School

2700 Spartan Road • Olney, Maryland 20832 • Phone: 301-924-3154 • Fax: 301-924-3161
<http://www.mcps.k12.md.us/schools/brookegrovees>



Students will not be asked to pay for or provide textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationery items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools.

Students may be asked to pay for materials of instruction that primarily fit into three categories as follows:

- Items eaten by the student as a part of the course (example: bread baking ingredients).
- Component parts of a product that will become student property (example: sculpting clay).
- Materials of instruction or items of personal use that become the property of the student (example: recorder).

Students are still expected to bring individual organizational tools and personal supplies from home. In addition, there are student fees which are not course-related but local school decisions made by the principal in collaboration with the school and parent leadership. These may include fees for class snacks, special grade-level assemblies, etc. There also may be fees related to field trips, but these will be shared each time there is a trip and not in advance as a school fee.

We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools and personal supplies, please contact your child's teacher, our counselor, our assistant principal, or me.

Parent donations of items that enhance the classroom experience are still welcomed, either as donations from individual parents or organized by class parents or by the PTA. A list of these items also is attached to this letter and clearly titled, *Voluntary Parent Donations*. They are not required donations and no student will be expected to provide these items, but if you care to contribute, it will be appreciated.

Student Planner Statement

As a school initiative, our 3rd-5th grade has produced a student planner that is available for student purchase. The cost is \$3.50. This planner is not graded or used as a hall pass, but it is used by teachers to help your child track his/her assignments and to let you know of assignments that are due. While this is a voluntary purchase, we strongly believe a student planner is a valuable organizational tool to help you and your child monitor completion of assigned task. If you do not want your child to purchase the school's planner, please provide a tool your child can use for the same purpose.



Bullying, Harassment, or Intimidation Reporting Form

Attachment B

MCPS Form 230-35
August 2013

Department of Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date ____/____/____ School _____ School System _____

Person Reporting Incident: Name _____

Telephone _____ E-mail _____

Place an X in the appropriate box:

☐ Student ☐ Parent/guardian ☐ Close adult relative ☐ School staff member

1. Name of student victim _____ Age _____
(Please print)

2. Name(s) of alleged witness(s) (if known) (Please print)	Age	School (if known)

3. Name(s) of alleged offender(s) (if known) (Please print)	Age	School (if known)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. On what date(s) did the incident happen? ____/____/____ ____/____/____ ____/____/____
Mo./Day/Year Mo./Day/Year Mo./Day/Year

5. Where did the incident happen (choose all that apply)?

- ☐ On school property
- ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus
- ☐ On the way to/from school*

6. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- ☐ Any bullying, harassment, or intimidation that involves physical aggression
☐ Getting another person to hit or harm the student
☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
☐ Demeaning and making the victim of jokes
☐ Excluding or rejecting the student
☐ Making rude and/or threatening gestures
☐ Spreading harmful rumors or gossip
☐ Intimidating (bullying), extorting, or exploiting
☐ Related to the student's disability
☐ Related to the student's perceived sexual orientation
☐ Cyber bullying (e.g., social media including Facebook, Instagram, etc.)
☐ Electronic communications (e.g., mail, text, etc.)
☐ Other (specify) _____

**Will be collected unless specifically excluded by local board policy*

Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005

7. Describe the incident(s), including what the alleged offender(s) said or did. _____

 _____ (Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur? _____

 _____ (Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an X next to one of the following:

- ☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

11. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No

If yes, how many days was the student victim absent from school as a result of the incident? _____

12. Did a psychological injury result from this incident? Place an X next to one of the following:

- ☐ No ☐ Yes, but psychological services have not been sought ☐ Yes, and psychological services have been sought

13. Is there any additional information you would like to provide _____

 _____ (Attach a separate sheet if necessary)

 Signature

 Date

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

Safe Schools Reporting Act

The Safe Schools Reporting Act requires all Maryland school systems to report incidents of bullying, harassment, or intimidation against students attending public schools. The law provides for any student, parent/guardian, close adult relative of the student, or a school staff member to report an incident of bullying, harassment, or intimidation that occurs on school property, on a school bus, or at a school sponsored activity.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

The Montgomery County Public Schools created a *Bullying, Harassment, or Intimidation Reporting Form* (MCPS Form 230-35) that can be downloaded from the MCPS website, <http://www.mcps.k12.md.us/>. Once a school receives a report, an investigation must be completed and documented on the *Bullying, Harassment, or Intimidation Incident School Investigation Form* (MCPS Form 230-36) which is also available from the MCPS Web site.

Procedure for implementing the Safe Schools Reporting Act are:

- Once a *Bullying, Harassment, or Intimidation Reporting Form* (MCPS Form 230-35) has been submitted to the school, the principal/designee is required to conduct an investigation.
- A *Bullying, Harassment, or Intimidation Incident School Investigation Form* (MCPS Form 230-36) is completed by the principal/designee.
- Information from MCPS Form 230-35 and MCPS Form 230-36 is entered into the bully module in OASIS. To enter the bully module, open through the name of the student who was bullied.
- Each school will maintain a confidential file of *Bullying, Harassment, or Intimidation Reporting Forms* (MCPS Form 230-35) and *Bullying, Harassment, or Intimidation Incident School Investigation Forms* (MCPS Form 230-36).



Dear Brooke Grove Community,

Welcome back from summer break! If you are new to our school, I hope Brooke Grove Elementary School PTA will pleasantly surprise you. We organize a fun family event just about every month and raise money to support the school, staff, and students.

We communicate mostly through email. I've sent some summer emails. If you did not receive them, you are not on our email list. Fill out the form included with this packet or email me at bgespta@gmail.com and I'll add you to our email list.

Last year we raised all of our operating funds and most of our programming funds with our third annual Direct Appeal Campaign. We hope that this year's Direct Appeal Campaign is as successful. Instead of selling cookies, pizza, or gift wrap, we simply ask for a modest donation. Your contribution to the Direct Appeal is tax-deductible and 100% of the funds we receive support BGES PTA.

As always, we have an amazing Board of Directors to help guide our year. Contact me or any board member with your questions and concerns. I hope to see you at our the **Back to School Picnic on Friday, September 4 at 5:30 pm**, and **Back to School Night on Wednesday, September 16 at 7:00 p.m.**

Sincerely,
Andrea Keller

Andrea Keller
BGES PTA President

BGES PTA 2015-2016 Executive Board

President	Andrea Keller	301-774-7630	AndreaKeller9@yahoo.com
Vice President	Deb Haase	301-452-1085	dfphaase@gmail.com
Secretary	Amy Blachere	301-260-8385	Amy.Blachere@gmail.com
Treasurer	Nicole Rosenthal	301-570-9199	Nicole_Rosenthal@yahoo.com
Communications	Carolyn Klinger	301-570-1256	carolyn.klinger@verizon.net
Events	Sue Bray	301-774-2668	SPBray1@verizon.net
Volunteers	Alice Lee	917-741-0787	aleewang@gmail.com
Ways and Means	Steve Harris	301-260-2508	steveah18@yahoo.com
NAACP Representative	Benetta Pyatt	240-447-8320	Benetta.pyatt@gmail.com
MCCPTA Delegate	Nicole Kimball	202-327-0461	nmkimball@gmail.com
MCCPTA Delegate	Benetta Pyatt	240-447-8320	Benetta.pyatt@gmail.com

Directory Artwork Needed!

The 2015-2016 Brooke Grove Telephone Directory needs your artwork to decorate its pages. Here are the rules...

1. Design must fit in the box on the back of this sheet.
2. **Black and White only – Use a black pen or marker**
3. Your design must depict life at Brooke Grove.

Possible ideas include:

- Brooke Grove Eagle
- Math
- Flags
- Reading
- PE
- School Bus
- Friends
- Support
- Art
- Recess
- Music
- Lunch

4. Don't forget to include your name in your design.
5. Artwork will not be returned.

Please return your completed artwork to your teacher by September 18, 2015.

Any questions, please contact Carolyn Klinger at 301-570-1256 or email carolyn.klinger@verizon.net

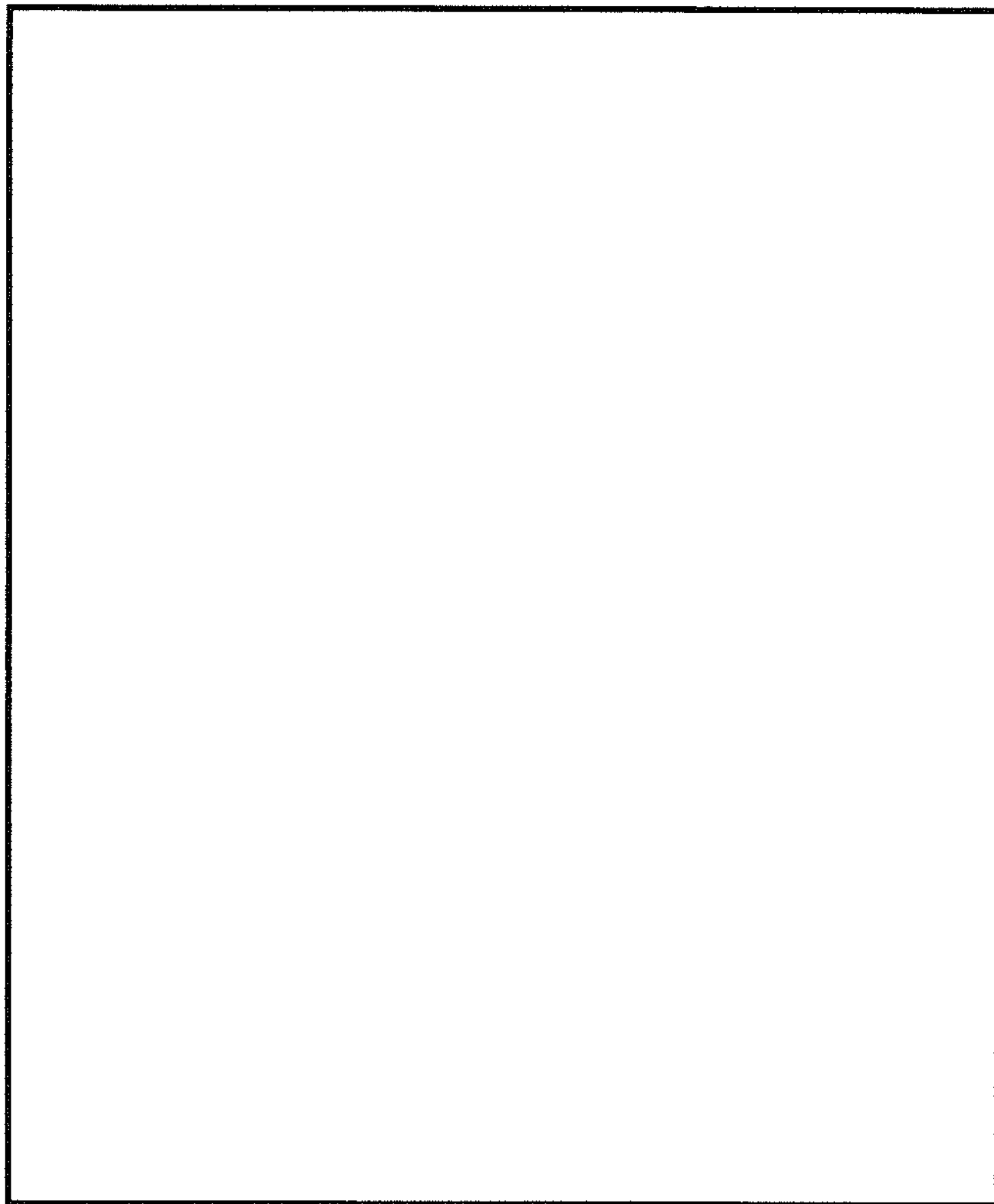
Student Name: _____

Grade: _____

Parent Email: _____

Parent Phone: _____

Get a head start on your directory picture. Remember to **use black ink** and a Brooke Grove theme and have your child write their name within the black bordered box.



MEMORANDUM

DATE: August, 2015

TO: Parents, Teachers and Employees

FROM: Nathaniel Brown Jr.
(Designated Person)

RE: Availability of Asbestos Management Plan

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on the designated person, architect's or engineer's letter, notification process, assurances, and dated copies of the annual notification.

For new buildings, those completed after October 12, 1988; our "management plan" consists of the exclusion documentation including this notification. This documentation means that to our knowledge no asbestos-containing building materials were used or specified for use in this building.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan please contact:

Nathaniel Brown Jr at (201) 670-8238
(Designated Person) (Phone No.)



DUSTIN CONSTRUCTION, INC.

7881-A BEECHCRAFT AVENUE
GAITHERSBURG, MARYLAND 20879

(301) 948-4710

In Frederick, (301) 663-8118 Fax #948-9589

October 9, 1989

Division of Construction
Montgomery County Public Schools
850 Hungerford Drive
Rockville, Maryland 20850

Attention: Richard G. Hawes

RE: Brooke Grove Elementary School

Gentlemen,

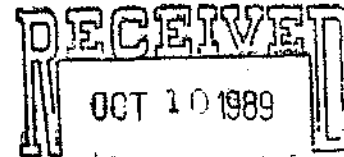
I certify, to the best of my knowledge, that no materials containing asbestos were used in the construction of the Brooke Grove Elementary School located at 18301 Brooke Grove Road, Olney, Maryland 20832.

Sincerely,

DUSTIN CONSTRUCTION, INC.

Ronald B. Dustin
Ronald B. Dustin
President

RBD/cl



Board of Education
Engineering - Construction
Rockville, Maryland

INTEGRATED PEST MANAGEMENT NOTICE

FOR ELEMENTARY SCHOOLS: Maryland Law requires that school staff and parents/guardians of all students be notified prior to planned pesticide applications in the school or on school grounds, or within 24 hours of an emergency application. Without exception, notices will be sent to all parents/guardians and circulated among school staff members.

FOR MIDDLE SCHOOLS, HIGH SCHOOLS, AND ADMINISTRATIVE CENTERS: Maryland Law requires that school-based staff and parents/guardians of middle or high school students and staff at administrative centers who wish to be notified prior to pesticide applications in the building or on the grounds must request that they be placed on the school's pesticide notification list. To do so, please fill out the enrollment form attached to this notice and return it to your school or administrative center.

FOR ALL: The Integrated Pest Management (IPM) Program implemented in Montgomery County Public Schools is a proactive approach to insect and rodent control in school facilities and on school grounds. The IPM Program includes frequent inspections of all school facilities to look for pests and conditions that favor pest invasions. As a first step in pest control, the IPM approach employs a number of preventive strategies and alternatives to pesticide application such as employee education, source reduction, inspection, identification of potential problem areas, and improved sanitation. Each strategy is monitored and evaluated, and modifications are made if necessary. Pesticides will be used only as a last resort or in an emergency situation.

Pesticides and bait stations, by product name and common name, which may be used in buildings or on grounds during the school year include, **but are not limited to:**

<u>Product Name</u>	<u>Common Name</u>
4-the-birds II	Polybutene
Arilon	Indoxacarb
Avert cockroach bait station	Abamectin
Avert cockroach crack and crevice bait 310	Abamectin
Avert dry flowable roach bait	Abamectin
Avitrol	Aminopyridine
Cynoff insecticide	Cypermethrin
Deltadust	Deltamethrin
Demon WP	Cypermethrin
Drione insecticide	Pyrethrins
Dylox 6.2 grams	Trichlorfon
Firstline termite bait stations	Sulfluramid
First Strike	Difethialone
Gentrol IGR concentrate	Hydroprene
Gentrol point source roach control	Hydroprene
Golden malrin fly bait	Methomyl thioacetimidate
Liqua-tox II	Sodium diphacinone

Maxforce FC ant bait stations
Maxforce granular ant bait
Maxforce roach bait stations
Maxforce roach killer bait gel
Niban granular bait
Premise 75
Premise foam insecticide
PT 240 Perma Dust
PT 515 wasp freeze
PT565 plus XLO
Ratsorb
Round up Pro Max
Rozol tracking powder
Shatter termite bait cartridge
Suspend SC
Talon G
Talstar Professional multi-insecticide
Termidor SC termiticide
Terro PCO ant bait
Timbor
Uncle Albert's ant bait
Weatherblok bait
ZP tracking powder

Fipronil
Hydramethylon
Hydramethylnon
Hydramethylnon
Orthoboric acid
Imidacloprid
Imidacloprid
Methyl Chloroform
D-trans allethrin
Pyrethrins
Camphoraceous
Glyphosate
Chlorophacinone
Hexaflumuron
Deltamethrin
Brodifacoum
Bifenthrin
Fipronil
Sodium borate
Disodium octaborate tetrahydrate
Disodium octaborate tetrahydrate
Brodifacoum
Zinc phosphide

Mrs. Teresa M. Baumanis, environmental health specialist, Environmental Services/Indoor Air Quality, maintains copies of Material Safety Data Sheets (MSDS) and product labels for all pesticides and bait stations used in buildings or on grounds. If you would like to review this information, please contact her at 301-670-8238 or via e-mail.

Public comments regarding the Integrated Pest Management program may be addressed at scheduled Board of Education meetings.

MONTGOMERY COUNTY PUBLIC SCHOOLS

NOTIFICACIÓN DE ADMINISTRACIÓN INTEGRADA DE CONTROL DE PLAGAS

PARA ESCUELAS ELEMENTALES: Las leyes de Maryland exigen que el personal escolar y los padres/guardianes de todos los estudiantes sean notificados antes de la aplicación planificada de pesticidas en las escuelas o en los terrenos de las escuelas, o dentro de un período de veinticuatro (24) horas de una aplicación de emergencia. Las notificaciones se enviarán a todos los padres/guardianes y serán circuladas a todos los miembros del personal escolar, sin excepción.

PARA ESCUELAS DE ENSEÑANZA MEDIA, ESCUELAS SECUNDARIAS Y CENTROS ADMINISTRATIVOS: Las leyes de Maryland exigen que el personal que trabaja en las escuelas y los padres/guardianes de estudiantes de escuelas de enseñanza media y secundarias, como también el personal que trabaja en centros administrativos y que desean ser notificados antes de la aplicación de pesticidas en el edificio o los terrenos de su lugar de labores, deben solicitar ser colocados en la lista de notificación sobre pesticidas. Para hacerlo, por favor complete el formulario de inscripción que se adjunta a esta notificación y devuélvalo a su escuela o centro administrativo.

PARA TODOS: El programa Integrated Pest Management (IPM) (administración integrada de control de plagas) que se implementa en Montgomery County Public Schools es un enfoque proactivo hacia el control de insectos y roedores en instalaciones y terrenos escolares. El Programa IPM incluye inspecciones frecuentes en todas las instalaciones escolares para localizar plagas y condiciones que favorecen la invasión de plagas. Como un primer paso en el control de plagas, el enfoque IPM emplea diversas estrategias de prevención y alternativas a la aplicación de pesticidas, tales como: enseñanza a los empleados, reducción de lugares de infiltración, inspección, identificación de áreas que podrían presentar problemas potencialmente y mejoras en la higiene. Cada estrategia es vigilada y evaluada, y se realizan modificaciones según la necesidad. Los pesticidas serán utilizados únicamente como último recurso o en una situación considerada de emergencia.

La siguiente es una lista de pesticidas y trampas por nombre del producto y su nombre común, que pueden ser utilizados en edificios o en los terrenos escolares durante el ciclo escolar, **pero esta no es una lista exhaustiva:**

Nombre del Producto	Nombre Común
4-the-birds II	Polybutano
Arilon	Indoxacarb
Avert, trampa para atrapar cucarachas	Abamectina
Avert 310, trampa para cucarachas y cebo para grietas	Abamectina
Avert, cebo para cucarachas de esparcimiento en seco	Abamectina
Avitrol	Aminopiridina
Insecticida Cynoff	Cipermetrina
Deltadust	Deltametrina
Demon WP	Cipermetrina

Insecticida Drione
 Dylox, 6.2 gramos
 Firstline, trampas para termitas
 First Strike
 Gentrol IGR, concentrado
 Gentrol, control de cucarachas en su origen
 Golden Malrin, cebo para moscas
 Maxforce FC, trampas para hormigas
 Maxforce, cebo granulado para hormigas
 Maxforce, trampas para cucarachas
 Maxforce, trampa en gel para combatir cucarachas
 Niban, cebo granulado
 Premise 75
 Premise, insecticida en espuma
 PT 240 Perma Dust
 PT 515, congelante de avispa
 PT565 plus XLO
 Ratsorb
 Round Up Pro Max
 Rozol, polvo para rastreo
 Shatter, trampa en cartucho para termitas
 Suspend SC
 Talon G
 Talstar Professional, multi-insecticida
 Termidor SC, termiticida
 Terro PCO, cebo para hormigas
 Timbor
 Uncle Albert's, cebo para hormigas
 Weatherblok, trampas
 ZP, polvo de rastreo

Piretrinas
 Triclorfón
 Sulfluramida
 Difetialona
 Hidroprene
 Hidropene
 Metomilo Tioacetimidato
 Fipronil
 Hydramethylnon
 Hydramethylnon
 Hydramethylnon
 Ácido Ortobórico
 Imidacloprid
 Imidacloprid
 Cloroformo de Metilo
 D-trans allethrin
 Piretrinas
 Alcanforado
 Glifosato
 Clorofacinona
 Hexaflumurón
 Deltametrina
 Brodifacoum
 Bifentrín
 Fipronil
 Borato de sodio
 Octaborato de disodio tetrahidratado
 Octaborato de disodio tetrahidratado
 Brodifacoum
 Fosfuro de zinc

Ms. Teresa M. Baumanis, asistente de diseño ambiental, Environmental Services/Indoor Air Quality, mantiene copias de hojas de información sobre seguridad de materiales (Material Safety Data Sheets-MSDS) y etiquetas de productos para todos los pesticidas y estaciones de cebo usadas en los edificios o terrenos. Si usted desea revisar esta información, comuníquese con ella llamando al teléfono 301-670-8238, o por correo electrónico.

Comentarios públicos sobre el programa Integrated Pest Management se pueden hacer durante las reuniones regulares de Board of Education.