

Somerset Elementary School 5811 Warwick Place Chevy Chase, Maryland 20815 240-740-1100



August 2019

Dear Parents and Guardians,

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

The first day of school for students is Tuesday, September 3, 2019. The school day for kindergarten through fifth grade is **9:00 a.m. to 3:25 p.m.** The staff, Mrs. Turner and I look forward to having another successful and exciting school year with your child(ren). We will continue to focus on instructional strategies, activities and objectives, which will promote success for all of our students at all levels. After you drop off your child(ren), please join the PTA for their Welcome Back Coffee from 8:45 a.m. – 9:45 a.m. on September 3rd. Look for details elsewhere in this packet.

I would like to update you regarding staff changes for the 2019-20 school year. We are bidding farewell to:

- Ms. Lydia Conrad, speech pathologist, has accepted a speech position at Sally Ride Elementary and Christa Mcauliffe Elementary.
- Ms. Barbara Davis, para-educator, has accepted a para-educator position at Ashburton Elementary.
- Ms. Melissa Hopkins, fifth grade teacher, has accepted a position at Westland Middle School.
- Ms. Ellen Johnson, music teacher, has decided to go part time and will continue to teach at Carderock Springs Elementary.
- Ms. Hannah Lambis, kindergarten teacher, has accepted a pre-kindergarten teacher position at Forest Knolls Elementary.
- Mrs. Cassie Staley, fourth grade teacher, has accepted a position at Lucy V. Barnsley Elementary.

The following staff are changing their roles at Somerset:

- Ms. Gail Jones, kindergarten teacher, has changed grade levels and will be teaching third grade.
- Ms. Rachel Lyons, second grade teacher, has changed grade levels and will be teaching kindergarten.
- Ms. Savannah Quinn, second grade teacher, has changed grade levels and will be teaching fourth grade.
- Ms. Stephanie Miller, second and third grade teacher, will teach second grade.

Please join me in welcoming the following staff members to Somerset who will begin their new assignments this fall:

- Ms. Amy Clayman, joins our staff as our speech language pathologist. Amy comes to us from Florida where she was a speech pathologist.
- Ms. Rebecca Destefanis, joins our staff as our .2 music teacher. Rebecca comes to us from other MCPS schools where she teaches music.
- Ms. Jamie Morrison, joins our staff as our kindergarten teacher. Jamie graduated from Stevenson University with a degree in early childhood education and student taught in Calvert County, Maryland.
- Ms. Dana Ward, joins our staff as a second-grade teacher. Dana comes to us from Summit Hall Elementary where she was a second grade teacher.
- Ms. Megan Whinna, joins our staff as fifth grade teacher. Megan comes to us from Springbrook Elementary in Washington state, where she taught fifth grade.

Our annual Sneak Peek will be held on **Friday, August 30th, from 10:30 a.m. – 11:30 a.m.** At this time students and parents are invited to come to school to meet their "new" classroom teachers, see their new classrooms, and to receive any other pertinent information about school. This is an informal, but important occasion to "kick off" the new school year; however, it is not the appropriate time for conferences or special requests. There is also a <u>New Family Parent Orientation</u> scheduled from 9:00 - 9:30 a.m., and a <u>Kindergarten Parent Orientation</u> scheduled from 9:30 – 10:00 a.m. on August 30, 2019 in the All Purpose Room. *Please note that these meetings are for parents only;* however, all kindergarten and new students are invited to school during the 10:30 a.m. - 11:30 a.m. Sneak Peek to visit their classrooms and meet their teachers.

If you purchased supply kits, they will be delivered to each child's classroom prior to the first day of school. Supply kits will not be available for purchase during Sneak Peek.

Wholesome and nutritious meals are offered daily in our cafeteria. A variety of items are offered to meet each student's needs and preferences. The cost of school lunch has not changed for the 2019-20 school year: \$2.55 for lunch. The cost for milk (60¢), and breakfast (\$1.30) are the same. Free and/or reduced lunch 30¢ and breakfast 0¢ are available for those who meet the guidelines. Application forms for free or reduced breakfast/lunch will be sent home during the first week of school. Please be sure to fill out the enclosed cafeteria PREPAYMENT FORM and send it to school with your child on September 3, 2019, or create/update a cafeteria account on mySchoolBucks.com – more details found later in this packet. The September menus are also available at: www.mcps.k12.md.us/departments/foodserv/.

Under Section 504 of the Rehabilitation Act, a student may be entitled to receive menu substitutions or texture modifications under the school lunch program. This entitlement occurs when a doctor determines that a child has a disability which limits one or more major life activities. A signed statement from the student's doctor must verify the existence of the student's disabiling condition and an indication that the disability restricts the student's diet. If the disability prevents the student from eating regular school meals, the doctor must indicate the substitution that should be provided to the child. If you believe your child needs substitutions because of a disability, please contact the school office.

Visitor Policy

Per MCPS regulation ABA-RB, all visitors during the student day are required to sign in and out of the building.

Upon entering the school, please go directly to the office and sign in using a current photo ID (preferably a driver's license). You will be issued a visitor's sticker that is to be worn during your visit. Please stop by the office as you exit to sign out.

PLEASE BE AWARE THAT IF YOU DO NOT HAVE A GOVERNMENT ISSUED PHOTO ID, YOU WILL NOT BE PERMITTED BEYOND THE FRONT OFFICE.

In order to maintain a quiet environment for learning, unenrolled children under the age of 18 are <u>not</u> permitted beyond the school office during the school day. However, in case of a school-wide celebration (such as Halloween or Valentine's Day), unenrolled students are permitted to attend AT THE DISCRETION OF EACH TEACHER.

Arrival Information

Students who walk east from Cumberland or through the small alleyway (Warwick Place extended) should enter the building through the main front doors and proceed down the main steps to the lower level, where they will either go to outside line-up or indoor line-up according to established procedures.

Students who ride their bikes to school are to lock their bikes up on the bike rack located at the south end of our building. Please be sure to provide your child with a chain and lock that he/she can use easily. It is recommended that all bikes be locked at all times. If your child uses a scooter to come to school, it must be folded and carried once on school property. If your child uses roller blades to get to school he/she must remove them prior to entering the school building. Use of a bike/scooter/roller blade helmet is mandatory by Maryland law.

The parking lot (entrance on Deal Place) is for *staff parking only* and will <u>NOT</u> be accessible for non-staff parking or drop-off. All unauthorized vehicles will be towed at the owner's expense. There will be a patrol stationed at the driveway; however, there will not be adult supervision for students if they enter or leave by the rear entrance to the building. Parents, <u>PLEASE do not drop your children off at the rear entrance</u>. All students and their parents are to use the front entrances located on Warwick Place. There will be a crossing guard located at the intersection of Dorset Avenue and Warwick Place. If you are driving your child to school, please drop him or her off on Warwick at the <u>south driveway entrance</u> to the school (bottom of the bus loop), so your child(ren) can use the sidewalk to enter the building. Students should be ready to exit vehicles quickly from the passenger side of your vehicle as our buses need to be able to easily access the bus loop.

Walkers and students driven by their parents should arrive between 8:40 a.m. – 8:50 a.m. to ensure that they are on their way to their classrooms when the first bell rings at 8:55 a.m. There is no supervision for students prior to 8:40 a.m. and other than those who attend the Bar-T Before-School program; students are not permitted to be in the building prior to 8:40 a.m., including morning helpers. Students who walk north on Warwick and students who are driven by their parents must enter the building using the south front entrance and proceed to the designated areas listed above.

Students purchasing breakfast should go directly to the cafeteria at 8:40 a.m.

Dismissal Information

Students who attend Bar-T After Care will be dismissed first. Kindergarten walkers will be dismissed second out the front south doors. First—fifth grade walkers will follow and will be called to exit the building in the following manner: Students who walk west on Cumberland or who turn north into the small alleyway will exit through the main front doors. Students meeting parents or walking south on Warwick will exit through the south front door. Kindergarten bus riders will be escorted by a patrol or their teacher to the front hallway to wait for their bus. Bus riders in grades one through five will be called by bus color and will leave for their buses using the main front doors.

Because preparation for dismissal is a busy time in the classrooms and the office, we would like to minimize distractions between 3:05-3:25. If you must pick your child up prior to the regular dismissal time of 3:25 p.m., please come to the office BEFORE 3:05 to sign-out your child.

If your family has an emergency change in dismissal plans, please email your child's teacher. If you become aware of the change after 12:00 p.m., please call the office in addition to emailing your child's teacher so that we can be sure that your child receives the message because we cannot guarantee your child getting messages during dismissal. We are unable to accept dismissal changes after 3:00 p.m.

Please note the attached bus schedule, as there have been changes from last year. It is important that students stay seated, talk in soft voices, and be cooperative with the patrols and bus drivers. We will be reviewing bus expectations during the first day of school. Patrols are assigned to buses to help maintain order. The patrols are only 5th graders and need to have the cooperation of the students. Parents are responsible to monitor behavior at the bus stops. If you have any concerns about bus behavior, please call either Mrs. Maureen Turner, assistant principal, or Ms. Janine Golando patrol sponsor, at 240-740-1100. Any questions about buses, schedules, and general transportation topics should be directed to Mr. Stapleton at the Bethesda transportation depot at 301-469-1068. Please help your child remember his/her bus color. Students will receive a colored bracelet representing the color of their departure (bus, walkers, car riders, Bar-T) on the first day of school. We would appreciate your assistance in encouraging your child to wear his/her bracelet the first two weeks of school. Students may <u>not</u> ride buses other than the bus to which they are regularly assigned without a written request from the parent. Written requests for exceptions to this rule must be submitted to your child's classroom teacher for approval upon arrival to school. We can relay messages to your child and interrupt classroom instruction only in the case of an emergency. Please also be sure to note the BUS COLORS for your child's bus-they may be different routes in the morning and afternoon. We will be using the PM route colors during the afternoon announcements. Please be sure your child has learned the afternoon bus color by the first day of school.

How do I get home?	Bracelet Color
Bar-T Child Care	Rainbow
Walkers/ Car Riders	Yellow
Red Bus (1109)	Red
Blue Bus (1113)	Blue
Orange Bus (1129)	Orange
Green Bus (1127)	Green
Silver Bus (1131)	Silver

We understand that dismissal plans may change in the event that school is unexpectedly closed early. So there is no confusion, please be sure to complete the early dismissal form found later in the packet and return it to your child's teacher as soon as possible.

Attendance

As mandated by the Maryland State Department of Education, attendance will be recorded as follows:

A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.

- Students will be recorded as a.m. absent, if they arrive at school more than two hours late.
- Students will be recorded as p.m. absent, if they leave school more than two hours early.
- Students will be recorded as either a.m. absent or p.m. absent, if they are absent from school for more than two hours, but less than four hours during the school day.
- Students will be recorded as full-day absent, if they are present for less than two hours of the school day.
- Students will be recorded as full-day present, if they are present for more than four hours of the school day.

If you do not inform us by phone on the day of your child's absence, you will receive an automated voice mail message informing you of your child's unexcused absence from school. If your child is absent for any reason, please call the school office (240-740-1100) by 9:15 A.M. A written note must be sent to the teacher when he/she returns to school. We don't require a note if the parent calls school.

I would like to take a moment at this time to highlight the need for your child to be at school. Please try to schedule your vacations or family activities when school is not in session. I realize that sometimes vacation opportunities come up unexpectedly; however, these absences are considered unlawful and the absence(s) will be recorded as unexcused. Students learn when they are in school; please support us by making sure your child comes to school and comes to school on time. Should your child have three or more unexcused absences or tardies in one month, I will be sending you a letter noting this information. If your child arrives after 9:00 a.m., PLEASE be sure to sign your child in at the school office.

Enrollment

In June our enrollment was 598. As of August 1, our enrollment is at 558 students and continues to fluctuate.

Kindergarten	4 teachers	77
Grade 1	4 teachers	81
Grade 2	4 teachers	94
Grade 3	5 teachers	106
Grade 4	4 teachers	99
Grade 5	4 teachers	101

As these tight budget times continue, we appreciate the funding and support the Montgomery County Public Schools (MCPS) has received from the County Council. We recognize that it is imperative

to use our resources in the most efficient and effective manner. MCPS staffing allocations are based on projected enrollment. In some cases, it may become necessary for staffing changes to occur in schools if enrollment comes in below projection and doesn't justify the staffing that was allocated. If there is a need to make an adjustment in staffing based on actual enrollment, we will do our best to minimize the impact of these necessary adjustments. We will keep you informed and alert you of any changes that may occur at our school.

Student Placement

A great deal of planning has gone into grouping students for instruction. All returned profile sheets, letters, and personal conferences providing information about your child were read and considered prior to placing children in classes. We have a capable and caring staff, who will work with you to meet the social, emotional, and academic needs of your child. All class lists are final, do not ask to change your child's class placement.

Mandated Notifications

MCPS requires that certain notices and forms be shared with parents/guardians at the beginning of each school year. That information can be found as attachments at the end of this memo.

Health Information

A copy of the Maryland State Immunization guidelines for the 2019-20 school year is attached for your convenience. New students should present proper documentation of required immunizations at the time of enrollment. If a parent/guardian does not provide documentation for the required immunizations but presents evidence of an appointment to obtain documentation or immunizations within 20 calendar days of the date of enrollment, the student may be enrolled. However, if the documentation is not provided immediately following the scheduled date, the student must be excluded from school and marked absent until proof of immunization is received. If you have questions or concerns about these requirements, please contact our School Health Technician, Linda Mendoza or our School Nurse, Heidi Weinberg at 240-740-1102, on or after September 3, 2019.

To ensure a smooth, lice free opening of school, we are requesting that parents/guardians inspect their children's heads prior to their return to school and every few weeks thereafter. Should lice be evident, please notify our School Health Technician. She will be able to provide you with information regarding treatment of a lice infestation. In addition, upon your child's entry/return to school following an episode of lice, our School Health Technician will need to inspect the student's head to assure the absence of live lice and nits located within ½ inch of the scalp. If the nits are located ½ inch or more from the scalp, a student may attend school.

Please be sure that you have provided us with up-to-date contact information including phone numbers and email addresses. Having current email addresses will also facilitate sharing information with families. Be sure to update information using the parent portal.

PTA Information

The PTA Newsletter, *Today Is Newsday* (TIN), will be available electronically each week. Please see the enclosed PTA flyer on how to register to receive the TIN, join SomersetNet, and edit any of your family information for the school directory. Notices from non- profit programs will be distributed via backpack twice a year (September 13 and March 27). Information from our PTA, MCPS, MC government or the MC recreation department will go home throughout the school year. Please look for these each

week (ransack your child's backpack), since they will contain important announcements regarding school events, activities, holidays, early dismissal days, and many other things you need to know. A comprehensive school year calendar is included in this mailing. The PTA also publishes a school directory with names and addresses of all Somerset families and other information about the school, which will be distributed shortly after school begins and general information will also be available on our school website.

Finally, in the week before students arrive, teachers could use some help in preparing their classrooms. If you have a few hours to volunteer, please contact your child's teacher to see if they could use a helping hand. Please be sure to sign up for SomersetNet, which is an email system that the PTA and I use to share timely information with our school community. Please also find additional PTA information included in this letter.

Class assignments will be posted outside of the school, near the main entrance, on August 23rd, beginning at 4:30 p.m.

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

School Website

Please visit our webpage for more information from our administration, staff, grade-level newsletters/websites, and PTA: http://www.montgomeryschoolsmd.org/schools/somersetes/

Sincerely, Kelly Morris Principal

Enclosures:

Staff List

Supply List/Information

Immunization Guidelines/Clinic Information/Emergency Care for Students Experiencing Anaphylaxis

PTA Flyer/Information

MCPS School Year Calendar

Cafeteria News and Elementary Meals Information

Bus Letter and Schedule (by COLOR)

Early Dismissal Form

Protection of Pupil Rights Amendment (PPRA)

Annual Notice for Directory Information and Student Privacy

MCPS Integrated Pest Management Notice

Asbestos Letter to Parents

Form to Report Bullying, Harassment or Intimidation (MCPS 230-35)

Form to Report Gang-Related Incidents (MCPS 230-37)

Form to Volunteer at School (MCPS 560-58)

Information on the Freed Family Portrait Day Scheduled for October 19, 2019

Calendar for August-October 2019

Cultivation for Flaguet Colonia Education	
August 23	Class Lists Posted
August 30	New Family Parent Meeting 9:00-9:30 AM
August 30	Kindergarten Parent Meeting 9:30 - 10:00 AM
August 30	Sneak Peek K-5 10:30-11:30 AM
September 3	School Begins
September 3	PTA Welcome Back Coffee - 8:45 - 9:45 AM
September 10	Back-to-School-Night, Grades K-2 6:30-8:00 PM
September 17	Back-to-School- Night , Grades 3-5 6:30-8:00 PM
September 22	Back-to-School Picnic 5:00 - 7:00 PM
September 30	No School
October 3	Individual Fall Portraits
October 4	Early Release Day — Students dismissed at 12:55 PM
October 6	Back-To-School Classic Race
October 9	No School
October 14	Columbus Day – Open House 9:00-11:30 AM
October 15	PTA Meeting: State of the School 6:30-8:00 PM
October 19	Freed Family Portrait Day
October 31	Halloween Parade and Celebrations: 1:45 PM

For Kindergarten Only:

On the first day of school Kindergarten students should line up outside on the blacktop near their teacher. Each teacher will be holding a placard with their name on it, so you can find them easily. If you are accompanying your child to school, please say good-bye outside and allow your child to enter the building unaccompanied. We will have staff readily available to escort the children to the correct location. This makes the transition for the children so much easier. We promise to take good care of them on the first day and for the rest of the school year.

We would like to emphasize that the Kindergarten year is a very special one during which time many of the attitudes toward school and learning begin to take shape. In addition to learning the Kindergarten objectives, we want our students to feel happy and positive about themselves and their school experiences. The Kindergarten instructional program deals with child development in the areas of language and thinking skills, concepts in math, science, social studies, art, and music, as well as social, emotional and physical development.

A detailed explanation about our Kindergarten Program and other important information will be provided at a special Kindergarten Parent meeting. This meeting will be held on <u>Friday, Friday, August 30, 2019 from 9:30 a.m.-10:00 a.m., in our All Purpose Room.</u> Ms. Crowley, Mrs. Davidov, Mrs. Lyons Ms. Morrison, Mrs. Turner and I look forward to seeing you at this time. Your presence is encouraged so that you can be well-prepared to help your child have a smooth start in school. *There is no childcare*

available during this parent meeting. Kindergarten students are welcome to attend our Sneak Peek on August 30th, from 10:30 a.m.-11:30 a.m., to meet their teachers and see their classrooms.

Bus students will be picked up at the bus stop closest to your home. A copy of the bus schedule for our school is enclosed for your reference. Kindergarten students who are bus riders will ride the regular school bus at the beginning and end of the school day.

Please review the enclosed bus schedule and note the **COLOR** of the bus your child rides. All bus students will need to know this information for dismissal. Please pick up an address tag, along with an address sticker, at the Kindergarten Parent meeting on August 30th. Please check your child's name, address, and phone number on this sticker and make any necessary corrections. Be sure to write the **BUS COLOR** on this address tag as well. If your child does not go home after school, please note this on the sticker. Additionally, on the first day of school your child will receive a colored bracelet representing the color of their departure (bus, walkers, car riders, Bar-T). Please have your child wear it for the first two weeks of school.



Staff List

Principal	Media Specialist	Staff Development Teacher
Ms. Kelly Morris	Ms. Merritt Crowder	Ms. Brooke Flores
Assistant Principal	Reading Specialist	Secretary – Administrative
Ms. Maureen Turner	Ms. Kelsey Donaldson	Ms. Susan Stringham
Kindergarten	Reading Initiative	Secretary - Registrar
Ms. Erin Crowley	Ms. Elissa Bean .6	Ms. Nancy Conway
Ms. Antoinette Davidov		
Ms. Rachel Lyons*		Building Services
Ms. Jamie Morrison	Counselor	Mr. Matthew Benson **
	Dr. Katherine McGrady	Mr. Harry Callum
First Grade		Mr. Ifill Daley
Mr. Andrew Beiglarbeigie*	Art	Mr. Efrain Flores***
Ms. Leslie Haller	Ms. Lynn Lewis*	Ms. Ana Garay
Ms. Charlotte Hoffman		
Ms. Jenna Smith	Music – Vocal	Para-Educators
	Ms. Linda Bryant .8	Ms. Beth Andreassi*
Second Grade	Ms. Rebecca Destefanis .2	Ms. Susan Bausch
Ms. Kym Hurley*		Ms. Diane Keller
Ms. Stephanie Miller	Music – Instrumental	Ms. Barbara McCartney
Ms. Karen Robins	Mr. David Spitzberg .4	Ms. Kathryn Truppner
Ms. Dana Ward		Mr. Travis Truppner
	Physical Education	
Third Grade	Mr. Richard House	
Ms. Barbara Berlin		Media Instructional Assistant
Ms. Jamie Carlin	ESOL	Mr. Michael Day .5
Ms. Gail Jones	Ms. Elissa Bean .2	
Ms. Regina Sakaria	Ms. HeeJung Burns	Cafeteria
Ms. Maggie Sisti*	Ms. Katie Lazo	Ms. Wan Li Hsu Chen, Manager
Fourth Grade	Special Education Resource	Ms. Pîng Li
Ms. Savannah Quinn	Ms. Michelle Gins	
Ms. Hillary Reed*	Ms. Renee Shaffer (.5)	School Community Health Nurse
Ms. Meghan Rivera	Ms. Danielle Tevlowitz*	Ms. Heidi Weinberg
Ms. Bess Treat		
	Speech Pathologist	Health Technician
Fifth Grade	Ms. Amy Clayman .4	Ms. Linda Mendoza
Ms. Janine Golando		
Mr. Greg Matwey	School Psychologist	Pupil Personnel Worker
Mr. Billy Thompson*	Ms. Rachel Lindenfeld	Ms. Chris Pellicoro
Ms. Megan Whinna		
*Team Leader	** Building Service Manager	*** Building Service Night Leader

SOMERSET ELEMENTARY SCHOOL

5811 Warwick Place • Chevy Chase, Maryland 20815 • 240-740-1100 August 1, 2019

Dear Parents/Guardians:

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, stationary 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 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).

We suggest that students 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. Below is a list of items the school may accept as voluntary parent donations throughout the school year:

-Bags, paper, brown, lunch type

-Bags, plastic, clear, quart, zippered

-Hand Sanitizer

-Bags, plastic, clear, gallon, zippered

-Bags, plastic, clear, sandwich, zippered -Liquid Soap

-Baby Wipes -Drinks (juice, boxes or pouches) -Disinfectant Wipes

-Packing Tape,

clear, 1"

-Paper Plates

-Paper Towels

-Paper or Plastic Grocery Bags

-Tissues

-Snacks (animal crackers, fish crackers, cookies, chewy fruit

candies)

-Napkins

-Utensils (boxed, plastic, forks, spoons, knives)

These are not required donations and no student will be expected to provide these items, but if you care to contribute, it will be appreciated.

Kelly Morris **Principal**

Somerset ES

2019 - 2020 Student Supply Item Request

Students are encouraged to bring the following individual and organizational tools and personal supplies to school. Below is a complete list by grade level for your consideration.

Item	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Backpack (no wheels)						
Binder, 3-ring, clear view, 1/2" (1)						
Binder, 3-ring, clear view, 1" (1)			х	×		
Binder, 3-ring, clear view, 2" (1)					х	X
Binder, 3-ring, clear view, 2.5" (1)						
Binder, 3-ring, clear view, 3" (1)						
Cards, index, white, ruled, 3" x 5" (1 pack)				х		
Clipboard, plastic (1)				X		
Composition book, hard cover (5)			x	x	х	х
Composition book, soft cover (5)				X		
Composition book, primary-style (3)						
Crayons, large (1 box)	X					
Crayons, regular (1 box, no boxes with sharpeners)		х	х	х		
Dividers, notebook, 1/5 cut, clear tabs (1 pack)			SE S	Х	Х	x
Erasers, large, latex free & Eraser Caps (1 pack each)	×	х		x	х	×
Folders, pocket, 3 hole punched (5)			Х	X	х	
Glue sticks, non-toxic, clear (3)						
Glue sticks, non-toxic, purple (3)	X	X	×	Х	X	х
Headphones, for computer use (1 set)	X	Х	Х	х	х	х
Highlighters, various colors (1 box)				Х	STATE AND ADDRESS.	
Highlighters, yellow (1 box)	x		х		х	х
Hole Reinforcements (1 pack)						
Markers, non-toxic, various colors, regular (1 box)		х	Х	х		
Markers, non-toxic, various colors, large (1 box)	x	X			X	
Markers, dry erase, various colors (1 box)		X	X	х	X	
Notebook, spiral, 1 subject, wide rule (1)	X		X			X
Notebook, spiral, 3 subject, wide rule (1)						×
Paper, notebook, 8.5"x11", wide rule, 3 hole punched	DECISION OF THE				x	X
Page protectors, plastic (1 pack)						
Paint, watercolor, 8 colors	×	Х				
Pencil box (1)		X	X	×		
Pencils, #2 (1 box)	X	X	X	X	X	×
Pencils, colored (1 box)	, , , , , , , , , , , , , , , , , , ,		X	X		X
Pencils, fat (1 box)	A TORING SHOW	PER STREET	The state of the s			
Pens, ball point, black (1 pack)						
Pens, ball point, blue (1 pack)		STANCES!	100000000000000000000000000000000000000	COLD COLD	X	
Pens, ball point, red (1 pack)				X	X	
Pouch, zippered for binder use (1)				ESSENCE:	X	×
Ruler, 12", millimeters/inches (1)						X
Scissors, blunt tip (1)	×	Х		X		
Scissors, pointed (1)	^			1	x	×
Stickers, various (1 pack)						
Sticky Notes, 1.5"x2" (1 pack)				X		
Sticky Notes, 1.5 x2 (1 pack) Sticky Notes, 3"x3" (1 pack)				X		
Sticky Notes, 3 "x5" (1 pack)						
Whiteboard, dry-erase, 9"x12" (1)		100000000000000000000000000000000000000				
vyimendaru, dry-erase, a XIZ (1)					The second	



Enrolled in Preschool Programs and in Schools --- Per DHMH COMAR 10.06.04.03 Vaccine Requirements For Children

Maryland School Year 2019 - 2020 (Valid 9/1/19 - 8/31/20)

Required cum Vaccine	ine DTaP/DTP/DT	er of doses for es	ach vaccine for PR Hib³	Required cumulative number of doses for each vaccine for PRESCHOOL aged chil Vaccine DTaP/DTP/DT¹ Polio² Hib³ Measles, 2,4 Mumps, Rubella	Varicella ^{2,4,5} (Chickenpox) Hepatitis B ² (Previous)	n educational p Hepatitis B ²
Current Age of Child						
Less than 2 months	hs 0	0	0	0	0	
2 - 3 months	-		1	0	0	1
4 - 5 months	2	2	2	0	0	2
6 - 11 months	w	ω	2	0	0	3
12 - 14 months	ω	ω	At least 1 dose given after 12 months of age	1	1	3
15-23 months	4	ω	At least 1 dose given after 12 months of age	1	1	IJ
24—59 months	4	3	At least 1 dose given after 12 months of age	1	1	ω
60 - 71 months	4	3	0	2	1	3
Requi	red cumulative	number of doses	for each vaccine for	Required cumulative number of doses for each vaccine for children enrolled i	l in KINDERGARTEN - 12th grade	RTEN - 12"
Grade Level Grade (Ung	Level (Ungraded)	DTaP/DTP/Tdap/ DT/Td ^{1,6}	/ Tdap ⁶ Polio ²	Measles, ^{2,4} Mumps, Rubella	Varicella ^{2,4,5} (Chickenpox)	Hepatitis B ²
Kindergarten, Grade 1, 2, 3, 4 & 5	(5 -10 yrs)	4 or 3	0 3	2	2	ω
Grade 6	(10- 12 yrs)	3	0 3	2	1 or 2	دی
Grades 7, 8, 9, 10, 11 & 12	(12 - 18 yrs)	ω	1 3	2	1 or 2	Ų

^{*} See footnotes on back for 2019-20 school immunization requirements.

Maryland School Year 2019 - 2020 (Valid 9/1/19 - 8/31/20) **Enrolled in Preschool Programs and in Schools** Vaccine Requirements For Children

FOOTNOTES

Requirements for the 2019-20 school year are:

- 2 doses of Varicella vaccine for entry into Kindergarten, 1st, 2nd 3rd, 4th AND 5th grades 1 dose of Tdap vaccine for entry into 7th, 8th, 9th, 10th, 11th AND 12th grades 1 dose of Meningococcal (MCV4) vaccine for entry into 7th, 8th, 9th, 10th, 11th AND 12th grades

of required vaccinations by age or grade. Dosing or spacing intervals should not be considered when determining if the requirement is met, only count the number of doses needed. MMR and Varicella vaccination dates should be evaluated (See Instructions: On the chart locate the student's age or grade and read from left to right on the chart to determine the NUMBER

- . If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication is required
- 2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio and measles, mumps, rubella and varicella, but revaccination may be more expedient.
- Hib and PCV(PrevnarTM) are not required for children older than 59 months (5 years) of age
- All doses of measles, mumps, rubella and varicella vaccines should be given on or after the first birthday. However, upon record than or equal to four (4) days before the first birthday. review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less
- One dose of varicella (chickenpox) is required for a student younger than 13 years of age. Two doses of varicella vaccine are age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is documented history required for students entering Kindergarten, 1st, 2nd, 3rd 4th and 5th grades and for previously unvaccinated students 13 years of of disease provided by a health care provider. Documentation must include month and year.
- 9 Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing requirement. One dose of Tdap vaccine received prior to entering 7th grade is acceptable and should be counted as a dose that fulfills the Tdap vaccine (any combination of the following — DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older.
- Polio vaccine is not required for persons 18 years of age and older



MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES FREE IMMUNIZATION CLINIC SCHEDULE for Tdap and/or MCV For students entering Grade 7, 8, 9, 10, 11 or 12 only

HORARIO DE LAS CLÍNICAS DE INMUNIZACIONES GRATIS de Tdap y/o MCV DEPARTMENTO DE SALUD Y SERVICIOS HUMANOS DEL CONDADO DE MONTGOMERY Para estudiantes que estarán entrando al 7, 8, 9, 10, 11 o 12 grado August, 2019/ Agosto 2019

A copy of your child's vaccination records must be presented to clinic staff members in order to receive vaccines. Para poder recibir las vacunas debe presentar una copia del REGISTRO DE VACUNACIÓN de su niño.

	Monday	Tuesday	Wednesday/	Thursday/	Friday/
Clinic Site	Lunes	Martes	Miércoles	Jueves	Viernes
Germantown Health Center					
Centro de Salud de Germantown 12900 Middlebrook Road. 2 nd Floor/2º Piso				240-777-3380	
Germantown, MD 20874				1:00p-4:00p	
Dennis Avenue Health Center					
Centro de Salud de Dennis Avenue		240-777-1050			
Silver Spring, MD 20902		8:30a-11:30a			
		1:00p-4:00p			
School Health Services Center Centro de Servicios de Salud de las Escuelas Públicas					
Rockville MD 20852	240-740-4430		240-740-4430		240-740-4430
(children aged 3–18 years only/solomente niños de 3 a 18 años de edad)	8:30a-11:30a		8:30a-11:30a		8:30a-11:30a

Effective April, 2019/vigente a partir de Abril, 2019



5811 Warwick Place • Chevy Chase, Maryland 20815 • 240-740-1100



August, 2019

Dear Parents/Guardians:

The health and well being of your children is of utmost importance to Montgomery County Public Schools (MCPS). The Montgomery County Board of Education adopted Policy JPD, Emergency Care for Students Experiencing Anaphylaxis, and MCPS adopted Regulation JPD-RB, Emergency Care for Students Experiencing Anaphylaxis, to safeguard your children in the event of an emergency.

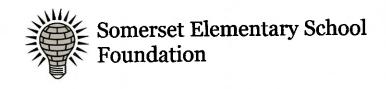
If your child has a known anaphylactic allergy, the *Annotated Code of Maryland*, Education Article, Section 7-426 states that parents/guardians are responsible for notifying schools of a child's special health care needs or diagnosis and providing appropriate medications. These medications may be kept in the school's health room for your child's use in case of an emergency. To do this, you will need to complete MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis: Release and Indemnification Agreement for Epinephrine Auto Injector* and deliver the properly labeled epinephrine auto-injector to school. The form may be obtained from your school nurse or from the following website at www.montgomeryschoolsmd.org/departments/forms/pdf/525-14.pdf.

We understand that parents/guardians or students may not know of an anaphylactic allergy until an emergency situation arises. Maryland requires that all schools train their staff members to recognize signs of anaphylaxis and maintain a stock supply of epinephrine auto-injectors (i.e., EpiPen) for use in case of an emergency. Designated staff members at each school are trained to administer EpiPens. Please be assured that whenever an epinephrine auto-injector is used, whether it belongs to your child or is one of the school's stock supply, 911 and you will be called.

If you have additional questions about this Montgomery County Board of Education policy and MCPS regulation, or use of EpiPens in schools, please contact me or the school health nurse at 240-740-1102.

Sincerely,

Kelly Morris Principal





August 2019

Dear Somerset Families,

We hope you are having a wonderful summer and are looking forward to the start of a new school year!

The Somerset Foundation and Parent-Teacher Association (PTA) have been hard at work ensuring we have great educational programs, fun events and important school enhancement projects lined up for 2019-20. And we can make all of them a success with help from YOU!

Additionally, we work hard to keep our community informed about cluster and county discussions and share opportunities to have your opinions heard.

The PTA and Foundation are made up of parent volunteers, members and donors. There are two ways that you can join the effort to make our elementary school better than ever:

FIRST: Join the PTA and/or donate to the Foundation! You can find more information on each here: http://somersetpta.com/about-the-pta/ and here: http://somerset-foundation.org/welcome.

THEN: Volunteer! We can use as much or as little help as you are able to offer. If you have time, join a committee; if you don't, come for an hour or two here and there – we have weekend and evening opportunities to accommodate all schedules! Added bonus: we have fun as we work and the kids LOVE our engagement.

To find out more about all the amazing programs we have running at Somerset, and to keep informed and join the discussions about cluster and county matters, don't forget to sign up for the list-serve and our weekly newsletter Today Is Newsday (TIN). Just email somerset-net-subscribe@yahoogroups.com and asked to be added.

We look forward to seeing you at the many back-to-school activities!

Best.

Gillian Edick, PTA President president@somersetPTA.org www.somersetpta.com

Matt Zaft, Somerset Foundation President Matthew.Zaft@morganstanley.com www.somerset-foundation.org

UPCOMING EVENTS

_		
August 25	10:30-11:30	New Family Picnic
	11:00-12:00	Kindergarten Picnic

August 30	9:00-9:30	New Family Parent Orientation
11.0	9:30-10:00	Kindergarten Parent Orientation
	10:30-11:30	Sneak Peek for Students and Parents
September 3	8:45-9:45	Parent Welcome Coffee for First Day
September 10	6:30-8:00	K-2 Back to School Night
September 17	6:30-8:00	3-5 Back to School Night
September 22	5:00-7:00	Back to School Picnic
October 6		Back to School Classic Race
October 14	9:00-11:30	
October 15	6:30-8:00	PTA General Membership Mtg./State of the School
October 31	1:45	Halloween Parade
November 18-22	2	Follett Book Fair
December 14		Skate Night

2040	Mortigornery Country Lubile Scriot
2019	
July 4	Independence Day—Offices and schools closed
August 26, 27, 28, 29, 30	Professional days for teachers
September 2	Labor Day—Offices and schools closed
September 3	First day of school for students
September 30	No school for students and teachers
October 4	Early release day for all students
October 9	No school for students and teachers
November 8	Early release day for all students; end of quarter planning
November 11 and 12	Early release day for all students
November 27	Early release day for all students
November 28 and 29	Thanksgiving—Offices and schools closed
December 23, 24, 25, 26, 27, 30, 31	Winter Break—No school for students and teachers; Offices closed December 24 and 25
2020	
January 1	New Year's Day—Offices and schools closed
January 20	Dr. Martin Luther King, Jr. Day—Offices and schools closed
January 24	Early release day for all students; end of quarter planning
January 27	Professional day for teachers; no school for students
February 17	Presidents' Day—Offices and schools closed
February 28	Early release day for all students
March 27	Early release day for all students; end of quarter planning
April 6, 7, 8, 9, 10, 13	Spring Break—No school for students and teachers; Offices closed April 10 and 13
April 28	No school for students and teachers
May 25	Memorial Day—Offices and schools closed
June 15	Last day of school for students; early release day for all students
June 16	Professional day for teachers

If the school year is disrupted by emergencies and schools are closed three or more days, dates in 2020 identified as possible make-up instructional days include: June 16-22, April 6, April 7 and January 27.

Adopted: 11/13/18

^{*} This list of dates does not apply to Roscoe Nix Elementary School and Arcola Elementary School, which will follow the 2019–2020 Innovative School Year Calendar.

MONTGOMERY COUNTY PUBLIC SCHOOLS 2019-2020 CAFETERIA NEWS & ELEMENTARY SCHOOL MEALS INFORMATION

Food and Nutrition Services serves more than 18 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 https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/

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. See check acceptance policy below.

To request a refund or a balance transfer for a student no longer enrolled in MCPS, email DFNSHelpDesk@ mcpsmd.org.

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 PR	RICES
Lunch Meal	\$2.55
Reduced-price Lunch Meal	\$0.30
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 receiving free or reduced-price meals. Applications for meal benefits are sent home with all students in the information packet given out at the start of each school year. Forfaster processing, households may apply online at MySchoolApps.com. 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. If you apply online, please DO NOT submit a paper application.

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.

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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 DIVISION OF FOOD & NUTRITION SERVICES



MySchoolBucks is an optional service for parents to view recent purchases and make prepayments to your child's cafeteria account for breakfast, lunch and a la carte meals via the Internet with a credit/debit card. This service is offered as a convenience for interested families. By creating a secure online account, parents can manage their child's account.

EASY	Enrolling and funding is simple and completed online.
CONVENIENT	Once your account is established, you can check balances, view student purchases and fund your child's account from your computer.
SECURE	Your personal and payment card information is protected by the most advanced internet security.
ONE TIME	With the automatic payment option, money will always be in your child's account. When a low balance is reached, money is automatically deposited.
LOW BALANCE E-MAIL NOTIFICATION	Parents can receive an e-mail message when their child's account balance is low.
NEXT DAY AVAILABILITY	Prepayments will generally be available at the school the next day.

4 EASY STEPS TO ENROLL			
Go to www.MySchoolBucks. com and click on "Sign up today!"	Create an account for yourself, and add your children. You will need the student's name (exactly as it appears on their report card), school, grade, birth date, and six digit student ID number (not their PIN).	(OPTIONAL) Provide credit or debit card information, if you would like to make prepayments to your child's cafeteria account.	Select a Meal Payment Option to make a prepayment, or select your child's name to view recent cafeteria purchases.

IMPORTANT

There is a \$1.95 convenience fee for each payment transaction. All fees are displayed at the time of payment. There is no cost to set up an account and check your child's spending history or receive low balance notifications. Neither the school nor the Division of Food & Nutrition Services receive any income from providing this service. Fees are associated with processing online credit/debit card payments. This service is optional — schools will continue to accept checks and cash for meals in the cafeteria.

Call the MySchoolBucks toll-free customer support center at 1-855-832-5226 for assistance with enrollment or questions about your account.

Attachment F DIVISION OF FOOD & NUTRITION SERVICES MICHE MONTGOMEN COUNTY PUBLIC SCHOOLS

SEPTEMBER 2019 ELEMENTARY MENU

MEAL PRI	CES	BR	EAKFAST		DAILY ALTERNATES	NUTRITION INFO
reduced lunch	daily \$1.30 \$.00 daily \$2.55 \$.30	M WG Beef Sausa T WG Pancakes^ W WG Oatmeal B TH WG Breakfast F WG Cinnamon S Assorted Fruit/Frui Fat Free or 1% Mill	ar & Yogurt^ Sandwich Roll^ SERVED DAILY it Juice	235 220 220 120-285 232 55-90 80-120	Other daily entree choices may include beef cheeseburger slider, peanut butter and jelly sandwiches, grilled cheese, hummus, bagel and cream cheese with yogurt, and fruit yogurt and granola parfait. Please check with your school cafeteria manager for your options. Please check the website for menu changes in the event of a change to the school schedule.	Nutrition, allergen, and gluten free information is available on the web at www.montgomeryschoolsmd.org/departments/food-and-nutrition/wellness-and-nutrition-information/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.
MONDA	Υ	TUESDAY	WEDN	ESDAY	THURSDAY	FRIDAY
	Мели Ке	y: ~Beef Cal = Calories	^Meatless pPeanut	s +Poultry *I	Pork \ Spicy Vegan WG = W	hole Grain
		YOU AND THE STATE OF	LUI	NCH		
NO SCHO	OOL	11000110011011	411 WG French Toast w/ *Sausage *Philly Cheese St Potatoes & WG Roasted Chickpeas Celery Sticks Individual Serving Pe Assorted Fruit Fat Free or 1% Milk	A Seasoned Hot Dog Bun 567 160 3 anut Butter Cup 200 60-90	Taco w/ Corn & Edamame w/ WG Scoops OR ABlueberries w/ Lowfat Vanilla Yogurt & WG Granola 440 Salsa 45 Tossed Salad w/ Rench Dressing Assorted Fruit 60-90 Fat Free or 1% Milk 80-120	CA ^Cheese or +Pepperoni Personal WG Pizza 320-330 OR +\Spicy WG Chicken Patty Sandwich 343 Tossed Saiad w/ Ranch Dressing 93 Assorted Fruit 60-90 Fat Free or 1% Milk 80-120
		PARENT INFORMA	TION		A LA CART	E OPTIONS
prepayments to their with a credit/debit of balances, sign up for service is offered as	m is a servic ir child's cafe card. Parents or reoccurring s a convenier nline account	e for parents to make steria meal account via the inte can also check meal account g payments, and much more. The for interested families. By t, parents can manage their ch	RETURNED CHEC RECOVERY FOR TI MARYLAND STAT \$25.00 THROUG DEBIT OR PAP SAME ACCOUN ild's BY CHECK CO	KS ARE SUBJECT TO HE FACE VALUE AND E ALLOWED FEE OF SH AN ELECTRONIC ER DRAFT TO THE IT. YOUR PAYMENT NSTITUTES YOUR OF THESE TERMS.	Did you know that, in addition to I offer a la carte options? All snack sold are in compliance with the M (www.montgomeryschoolsmd.org/ jpgra.pdf). For information about to restrict student purchases, plet cafeteria manager.	foods and beverages ICPS Wellness Regulations (departments/policy/pdf/ your school's offerings, or



July 1, 2019

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

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.

JB:ac

Enclosures



1 de julio del 2019

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 familiarizarles 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 • Bethesda 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 apee 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,

James Beasley Jefe de Estación

JB:ac Anexos

Arrival Routes Report

Route: 1104 - SOMERSET ES - PURPLE (PM 1420)

First Stop Time: 8:29 A.M.

Stop Description <u>Seq</u> 4620 N PARK AVE

(PM 1109)

4701 WILLARD AVE (THE WILLARD) 2

(PM 1109 & 1131)

8:40 A.M. SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815

405 - REGULAR SCHOOL

Route: 1113 - SOMERSET ES - BLUE

First Stop Time: 8:35 A.M.

Stop Description <u>Seq</u> 5081 BRADLEY BLV 5116 FAIRGLEN LA 2

3 6697 FAIRFAX RD - @ ALLEY

8:45 A.M. SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815

405 - REGULAR SCHOOL

Route: 1121 - SOMERSET ES - RED (PM 1109)

First Stop Time: 8:29 A.M.

<u>Seq</u> **Stop Description**

5500 FRIENDSHIP BLVD (WILLOUGHBY APTS) 2 4450 S PARK AVE (HIGHLAND HOUSE WEST) 3 5101 RIVER RD - RSO - (KENWOOD CONDO) BROOKSIDE DR AND NORWAY DR BROOKSIDE DR AND WOODLAWN AVE HIGHLAND DR AND GARNETT DR 6 7

5100 DORSET AVE - (THE KENWOOD HOUSE)

SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815 8:45 A.M.

405 - REGULAR SCHOOL

Route: 1123 - SOMERSET ES - ORANGE (PM 1129)

First Stop Time: 8:39 A.M.

Stop Description Seq

HILLANDALE RD AND CHEVY CHASE DR 2 CHEVY CHASE DR AND OFFUTT LA

8:45 A.M. SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815

405 - REGULAR SCHOOL

Route: 1127 - SOMERSET ES - GREEN

First Stop Time: 8:36 A.M.

Seq Stop Description

GRAFTON ST AND KIRKSIDE DR 2 KIRKSIDE DR AND PARK ST 3 KIRKSIDE DR AND CENTER ST

8:45 A.M. SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815

405 - REGULAR SCHOOL

Route: 1128 - SOMERSET ES - SILVER (PM 1131)

First Stop Time: 8:34 A.M.

Sea Stop Description

4440 WILLARD AVE @ THE WISCONSIN PLACE 2 4601 N PARK AVE (ELIZABETH APTS) 3 4615 N PARK AVE (NORTH PARK APTS)

> 8:45 A.M. SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815

> > 405 - REGULAR SCHOOL

Departure Routes Report

Route	e: 1109 - SOMER	RSET ES PM - RED			
Seq Stop Description					
<u>554</u>	3:32 P.M.	SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815			
	0.02 i .iii.	405 - REGULAR SCHOOL			
1		4620 N PARK AVE			
2.		(AM 1104)			
2		5500 FRIENDSHIP BLVD (WILLOUGHBY APTS)			
3		4450 S PARK AVE (HIGHLAND HOUSE WEST)			
4		4701 WILLARD AVÈ (THE WILLARD)			
_		(AM 1104)			
5 6		5101 RIVER RD - RSO - (KENWOOD CONDO) BROOKSIDE DR AND NORWAY DR			
7		BROOKSIDE DR AND WOODLAWN AVE			
8		HIGHLAND DR AND GARNETT DR			
9		5100 DORSET AVE - (THE KENWOOD HOUSE)			
		,			
Route	e: 1113 - SOMER	RSET ES PM - BLUE			
Seq		Stop Description			
	3:40 P.M.	SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815			
	0.401 .111,	405 - REGULAR SCHOOL			
1		5081 BRADLEY BLV			
2		5116 FAIRGLEN LA			
3		6697 FAIRFAX RD - @ ALLEY			
Route	e: 1127 - SOMER	RSET ES PM - GREEN			
Seq		Stop Description			
	3:32 P.M.	SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815			
	0.02	405 - REGULAR SCHOOL			
1		GRAFTON ST AND KIRKSIDE DR			
2		KIRKSIDE DR AND PARK ST			
3		KIRKSIDE DR AND CENTER ST			
Route	e: 1129 - SOMER	RSET ES PM - ORANGE (AM 1123)			
Seq		Stop Description			
~~~	3:40 P.M.	SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815			
	3.40 F.M.				
1		405 - REGULAR SCHOOL HILLANDALE RD AND CHEVY CHASE DR			
2		CHEVY CHASE DR AND OFFUTT LA			
_					
Route	e: 1131 - SOMER	RSET ES PM - SILVER (AM 1128)			
<u>Seq</u>		Stop Description			
	3:32 P.M.	SOMERSET ES 5811 WARWICK PL, CHEVY CHASE, MD 20815			
		405 - REGULAR SCHOOL			
1		4440 WILLARD AVE @ THE WISCONSIN PLACE			
2		4601 N PARK AVE (ELIZABETH APTS)			
3		4615 N PARK AVE (NORTH PARK APTS)			
4		4701 WILLARD AVE (THE WILLARD)			
5		(AM 1104) FENIMORE RD AND SHERRIE LA			
		FIRMONE NO AIRD SHENKIE LA			

### Somerset Elementary School Early Dismissal Form 2019 – 2020

As we are all too aware, there are times that school needs to be closed unexpectedly. While we have attempted to call parents to inform them of this situation in the past, we have not been able to contact all of our parents in a timely manner. Thus, we are asking you to provide us and REVIEW with your children your plans should there be an unexpected early dismissal due to an emergency situation or the weather. This form will be kept with your child's teacher and reviewed with each child should an early dismissal occur. Please do not count on the school contacting you personally to inform you of this change in schedule. We will try to post this information on Somerset's website and/or send it out via SomersetNet, but please listen to the radio for the most up-to-date information. Should the information below change during the school year, please notify your child's teacher immediately.

Child's Name:	Teacher:
In case of an unexpected early dismissal, my child	will:
Go directly home in the usual manner	busparent pick-up
Go to in school after care (Bar-T)	
Go home with	
The following people have permission to p	pick up my child:
Current Email:	Phone:
I have reviewed this information with my child	and he/she understands where he/she
should go in the event of an unexpected early dis	missal.
Parent Signature:	Date:
Phone Number where I can be reached in an emi	

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

This notice informs parents/guardians and eligible students (emancipated minors or those 18 and older) of their rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights are spelled out in the *Protection of Pupil Rights Amendment* (20 U.S.C. § 1232h; 34 CFR Part 98). The law and regulations require educational institutions, such as Montgomery County Public Schools (MCPS) to notify parents/guardians and eligible students of their right to—

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDE):
  - Political affiliations or beliefs of the student or student's parent/guardian
  - Mental or psychological problems of the student or student's family
  - Sexual behavior or attitudes
  - Illegal, antisocial, self-incriminating, or demeaning behavior
  - Critical appraisals of others with whom respondents have close family relationships
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - Religious practices, affiliations, or beliefs of the student or parents/guardians
  - Income, other than as required by law to determine program eligibility
- 2. Receive notice and an opportunity to inspect any third party survey, protected information survey, instrument collecting student information for the purposes of marketing or selling such information, or instructional material used as part of the student's educational curriculum.
- 3. Receive notice and an opportunity to opt a student out of—
  - any other protected information survey, regardless of funding;
  - any nonemergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for lead, hearing, or vision screening, or any physical exam or screening permitted or required under state law; and
  - any activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

MCPS developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MCPS will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

MCPS also will <u>directly</u> notify parents/guardians and eligible students, by U.S. mail or e-mail, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in—

- collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- · administration of any protected information survey not funded in whole or in part by USDE; and
- any nonemergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with the—

Family Policy Compliance Office U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Phone: 1-800-USA-LEARN (1-800-872-5327)

### Annual Notice for Directory Information and Student Privacy



Office of the General Counsel MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850 MCPS Regulation JOA-RA, Student Records MCPS Form 281-13 July 2019 Page 1 of 2

See Reverse Side for Annual Notification of Your Rights under the Family Educational Rights and Privacy Act (FERPA), (20 U.S.C.§1232g; 34 CFR Part 99)

### **DIRECTORY INFORMATION**

Schools provide directory information for public listings such as honor roll, awards, and other notices in the newspaper or on the Montgomery County Public Schools (MCPS) website. A student's name, address, and telephone number may also be released to Parent/Teacher Associations (PTA). Unless you tell them not to, schools can release the information without your prior consent.

Directory Information includes the following items: student's and/or parent's name, address, e-mail address, and telephone number; student's date of birth; major field of study; grade level; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph, or other likeness; the weight and height of members of athletic teams; and other similar information.

If you do not want your school to release your *directory information*, complete the information below and return this notice to your school **by September 13, 2019.** Additional copies of this notice can be found on the *MCPS website*, and are available in Spanish, French, Vietnamese, Chinese, Korean and Amharic.

This form must be completed every year.

Student's Name

School Somerset ES - 405

Your school **will assume you agree** to the release of the directory information, unless this form is returned by Friday, **September 13**, **2019**.

**Montgomery County Public Schools** 

If you need to change your decision at a later date, just contact your school directly.

If you enroll after September 13, 2019, you can complete this form at the time of enrollment.

### Request to Withhold Directory Information for the 2019–2020 School Year Choose ONE of the following categories: Please do not release any directory information. (See definition above) Please do not release the following part or parts of directory information. (check all that apply) Name Phone number(s) Photograph Address Date of Birth E-mail address(es) Parent/Guardian names Grade Level EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE: Release for the PTA Directory Release for Honor Roll publication Release photo for yearbook

Parent/Guardian/Eligible Student Signature _______ Date ____/____

If you do not restrict the release of certain information about your child, you are giving the school system and local schools

______ Grade_____ ID#___

If you do not restrict the release of certain information about your child, you are giving the school system and local schools the ability to perform daily operations and routine tasks without obtaining parental permission to release each piece of directory information every time it is released.

### Annual Notification of Your Rights under FERPA*

As a parent/guardian of a MCPS student, you have certain rights regarding your child's education records under the Family Educational Rights and Privacy Act (FERPA), applicable federal regulations, and the Code of Maryland Regulations (COMAR) 13A.08.02. These rights are summarized below and described in more detail in Montgomery County Public Schools (MCPS) Regulation JOA-RA, Student Records, www.montgomeryschoolsmd.org/departments/policy/pdf/joara.pdf.

- 1. Review of Student Records. You have the right to inspect and review your child's education records no later than 45 days after the school receives your written request. It is the goal of MCPS that schools should comply, whenever practicable, within 10 days after receiving a written request and prior to any hearing relating to the identification, evaluation, or placement of the student. The school will make arrangements for access and notify you of the time and place where your child's records may be inspected. The principal/designee will be present during this review.
- 2. Amendment of Student Records. If you believe your child's records are inaccurate, misleading, or in violation of your child's privacy rights, you have a right to make a written request for the school to amend the records. MCPS Regulation JOA-RA, Student Records, outlines procedures for addressing these requests including hearings, as appropriate. Grades are not subject to challenge under this provision.
- 3. **Disclosure of Student Records.** You have the right to provide written consent before MCPS discloses personally identifiable information from your child's education records, unless federal law or state law specifically authorizes disclosure without consent. Guidelines for release of directory information, as well as the opportunity to opt-out from this release, are referenced on the other side of this form. In addition, please note that consent is not required for disclosures to school officials with legitimate educational interests,** including administrators, teachers, or other staff employed by MCPS, as well as others acting on behalf of MCPS who need access to fulfill their job responsibilities, such as: School Health Services Staff and other health professionals who work with schools; school security personnel; a Montgomery County Board of Education member; a person, organization, or company under contract with MCPS to perform a service or function for which MCPS would otherwise use its own employees (such as attorneys or auditors); or a parent/guardian or other volunteer serving on a MCPS committee or helping other school officials perform their tasks.
  - Upon request, MCPS also discloses education records without consent to officials of other schools, school districts, or institutions of postsecondary education, if the disclosure is for purposes of the student's enrollment in or transfer to that school, school district, or institution of postsecondary education. In addition, MCPS may lawfully disclose personally identifiable information from student records, without your prior written consent, for other reasons authorized by FERPA, including to specified governmental agencies, for approved research projects, in compliance with a judicial order or a lawfully issued subpoena, or in a health or safety emergency.
  - Additional information may be found in MCPS Regulation JOA-RA, Student Records, available on the MCPS website
    or at your local school.
- 4. **Complaint to the U.S. Department of Education.** If you believe your rights under FERPA have been violated and efforts to resolve the situation through MCPS appeals channels have not proved satisfactory, you have the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 or call 1-800-USA-LEARN (1-800-872-5327).
- * Rights of Eligible Students. The rights described above transfer to a student who is 18 years old or is attending a postsecondary education institution; parents/guardians of dependent eligible students, however, may access their child's records without prior consent of the eligible student.
- ** School officials have a legitimate educational interest if the officials need to review an education record in order to fulfill their professional responsibility.

### **Division of Maintenance**

8301 Turkey Thicket Drive, Building A, First Floor Gaithersburg, MD 20879 (240) 740-2500



Attachment A

### INTEGRATED PEST MANAGEMENT NOTICE 2019–2020 School Year

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:

### Product Name Common Name

Polybutene 4 The Birds II Indoxacarb Advion cockroach bait arena Indoxacarb Advion cockroach gel bait Methoprene Altosid Abamectin Avert cockroach bait station Abamectin Avert cockroach crack and crevice bait 310 Abamectin Avert dry flowable roach bait **Aminopyridine** Avitrol Bromodiolone Contrac Cypermethrin Cynoff EC Cyfluthrin Cy-Kick CS Deltamethrin Deltadust

### **Division of Maintenance**

8301 Turkey Thicket Drive, Building A, First Floor Gaithersburg, MD 20879 (240) 740-2500



Attachment A, page 2

### **Product Name**

Demon WP Drione insecticide Dylox 6.2 grams

Firstline termite bait stations

First Strike

Gentrol IGR concentrate

Gentrol point source roach control

Golden malrin fly bait

Maxforce roach killer bait gel

Niban granular bait

Nibor D Premise 75

Premise foam insecticide

PT wasp freeze II PT565 plus XLO

Ratsorb

Round up Pro Max Rozol tracking powder Shatter termite bait cartridge

Talon G

Talstar Professional multi-insecticide

Termidor SC termiticide Terro PCO ant bait

Timbor ULD BP100

Uncle Albert's ant bait Weatherblok bait

ZP rodent bait oat AG

ZP tracking powder

Common Name

Cypermethrin Pyrethrins Trichlorfon Sulfluramid Difethialone Hydroprene

Hydropene

Methomyl thioacetimidate

Hydramethylnon Orthoboric acid

Disodium octaborate tetrahydrate

Imidacloprid
Imidacloprid
Prallethrin
Pyrethrins
Camphoraceous
Glyphosate

Campnoraceous
Glyphosate
Chlorophacinone
Hexaflumuron
Brodifacoum
Bifenthrin
Fipronil
Sodium borate

Disodium octaborate tetrahydrate

**Pyrethrins** 

Disodium octaborate tetrahydrate

Brodifacoum Zinc phosphide Zinc phosphide

Joseph Likambi, environmental design assistant, Environmental Services/Indoor Air Quality, maintains copies of Safety Data Sheets (SDS) 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 him at 240-740-2330 or Joseph I Likambi@mcpsmd.org.

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

8301 Turkey Thicket Drive, Building A, First Floor Gaithersburg, MD 20879 (240) 740-2500



Attachment B

#### MONTGOMERY COUNTY PUBLIC SCHOOLS NOTIFICACIÓN DE ADMINISTRACIÓN INTEGRADA DE CONTROL DE PLAGAS 2019-2020 Ciclo Escolar

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 pestes y condiciones que favorecen la invasión de pestes. 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 Común

#### Nombre del Producto

Polybutano 4 The Birds II Indoxacarb Advion, ruedo de cebo de cucarachas Indoxacarb Advion, cebo en gel para cucarachas Methoprene Abamectina Avert, trampa para atrapar cucarachas **Abamectina** Avert 310, trampa para cucarachas y cebo para grietas Abamectina Avert, cebo para cucarachas de esparcimiento en seco Aminopiridina Avitrol **Bromodiolone** Contrac Cypermethrin Cynoff EC

MONTGOMERY
COUNTY PUBLIC
SCHOOLS

8301 Turkey Thicket Drive, Building A, First Floor Gaithersburg, MD 20879 (240) 740-2500

Attachment B, pagina 2

#### Nombre del Producto

Cy-Kick CS
Deltadust
Demon WP
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, trampa en gel para combatir cucarachas

Niban, cebo granulado

Nibor D Premise 75

Premise, insecticida en espuma PT, congelante de avispas II

PT 565 plus XLO

Ratsorb

Round Up Pro Max Rozol, polvo para rastreo

Shatter, trampa en cartucho para termitas

Talon G

Talstar Professional, multi-insecticida

Termidor SC, termiticida Terro PCO, cebo para hormigas

Timbor ULD BP100

Uncle Albert's, cebo para hormigas

Weatherblok, trampas

ZP, cebo de avena para roedor AG

ZP, polvo de rastreo

Nombre Común

Cyfluthrin
Deltametrina
Cipermetrina
Piretrinas
Triclorfón
Suifluramida
Difetialona
Hidroprene
Hidropene

Metomilo Tioacetimidato

Hydramethylnon Ácido Ortobórico

Octaborato de disodio tetrahidratado

Imidacloprid
Imidacloprid
Prallethrin
Piretrinas
Alcanforado
Glifosato
Clorofacinona
Hexaflumurón
Brodifacoum
Bifentrín
Fipronil

Borato de sodio

Octaborato de disodio tetrahidratado

**Piretrinas** 

Octaborato de disodio tetrahidratado

Brodifacum Fosfuro de zinc Fosfuro de zinc

Joseph Likambi, asistente de diseno ambiental, Environmental Services/Indoor Air Quality, mantiene copias de hojas de información sobre seguridad (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 240-740-2330, o Joseph_I_Likambi@mcpsmd.org.

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

MONTGOMERY COUNTY PUBLIC SCHOOLS

8301 Turkey Thicket Drive, Building A, First Floor Gaithersburg, MD 20879 (240) 740-2500

Attachment A

# MONTGOMERY COUNTY PUBLIC SCHOOLS 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 questions, please contact Mr. John Conaway, environmental health specialist, Environmental Services/Indoor Air Quality Unit, Division of Maintenance, at 240-740-2331 or John D Conaway@mcpsmd.org.

8301 Turkey Thicket Drive, Building A, First Floor Gaithersburg, MD 20879 (240) 740-2500



Attachment B

# MONTGOMERY COUNTY PUBLIC SCHOOLS DISPONIBILIDAD DE PLAN DE CONTROL DE ASBESTO

En octubre 1986, el Congreso de los Estados Unidos promulgó la legislación Asbestos Hazard Emergency Response Act (AHERA). Bajo esta ley, se desarrollaron regulaciones integrales para abordar problemas de asbesto en escuelas elementales y secundarias públicas y privadas. Estas regulaciones exigen que la mayoría de las escuelas hagan inspecciones de asbesto/amianto friable y no friable, desarrollen planes de control de asbesto que aborden los riesgos de asbesto en edificios escolares, e implementen acciones para responder de manera oportuna.

Estas regulaciones asignan a las escuelas muchas responsabilidades nuevas. Nuestro programa para cumplir con estas responsabilidades se detalla en nuestro plan de control de asbesto. Este plan contiene información sobre la persona designada, la carta del arquitecto o del ingeniero, el proceso de notificación, las garantías, y copias fechadas de la notificación anual.

Para edificios nuevos, aquellos que se teminaron de construir después del 12 de octubre, 1988, nuestro "plan de control" consiste de la documentación de exclusión, incluyendo esta notificación. Esta documentación significa que, a nuestro conocimiento, no se usaron o especificaron materiales de construcción que contenían asbesto para uso en este edificio.

Usted puede revisar este plan durante el horario laboral normal sin costo o restricción.

Si tiene preguntas, comuniquese con el Sr. John Conaway, Especialista en Salud Ambiental, Environmental Services/Indoor Air Quality Unit, Division of Maintenance, al 240-740-2331 o John D Conaway@mcpsmd.org.

#### MUSE A-RCHITECTS

Principals
Stephen Muse FAIA
William Kirwan AIA

Associates Kuk-Ja C. Kim AIA R. Warren Short AIA John M. Thorp AIA

October 13, 2008

Mr. James Song, Director Division of Construction Montgomery County Public Schools 2096 Gaither Road, Suite 203 Rockville, MD 20850

Re: Somerset Elementary School – 2005 Modernization

Dear Mr. Song:

This letter certifies that to the best of our knowledge, information, and belief, the above-referenced project is complete and has been constructed in accordance with the approved construction documents, the Montgomery County Building Code, and the Maryland Code for the Handicapped.

In accordance with federal Environmental Protection Agency (EPA) requirements, we certify that no Asbestos Containing Building Materials (ACBM) was certified as a building material in any construction document prepared by our firm or its consultants for this project.

Respectfully,

Śtephen Muse, FAIA MUSE ARCHITECTS, PC

SM/lm

By <u>Oursell</u>



## Bullying, Harassment, or Intimidation Reporting Form

MCPS Form 230-35 May 2019

Office of Student and Family Support and Engagement
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

This form is to be confidentially maintained in accordance with the Safe Schools Reporting Act of 2005, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

See Montgomery County Board Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency, Board Policy JHF, Bullying, Harassment, or Intimidation, and MCPS Regulation JHF-RA, Student Bullying, Harassment, or Intimidation for additional information and definitions.

DIRECTIONS: Complete this form 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. Return the completed form to the Principal at the alleged student victim's school. Contact the school for additional information or assistance at any time. Bullying, harassment, or intimidation are serious and will not be tolerated.

In accordance with Maryland law, 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:

- (1) Either (a) motivated by an actual or perceived personal characteristic including race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, or language, or other legally or constitutionally protected attributes or affiliations; (b) sexual in nature; or (c) threatening or seriously intimidating; and
- (2) Either (a) occurs on school property, at a school-sponsored activity or event, or on a school bus; or (b) substantially disrupts the orderly operation of a school.

Cyberbullying is a form of bullying, harassment, and intimidation. "Cyberbullying" means a communication transmitted by means of an electronic device and includes the use of social media sites. Cyberbullying shall include any future applications that fall under "electronic communication." "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or tablet.

(PLEASE PRINT ALL INFORMATION)			C D. Hr. C. F J.
Today's date/ School		School System Montgomery	County Public Schools
Person Reporting Incident: Name			
Telephone E-mail			
Check an appropriate box:			
☐ Student ☐ Parent/guardian of a student ☐ Close	adult rela	ative of a student 🔲 School staff 🔲 By:	stander
Name of alleged student victim		Age School	<u> </u>
Name of alleged student victim		Age School	
Name of alleged student victim	_	Age School	
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 alleged offender a student?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
4. On what date(s) did the incident happen?/	/ Year	Mo./Day/Year Mo./Day/Year	

<ul> <li>5. Where did the incident happen (choose all that apply)?</li> <li>On school property</li> <li>At a school-sponsored activity or event off school property</li> <li>On a school bus</li> <li>On the way to/from school</li> <li>Via internet—sent off school property</li> <li>Via internet—</li> </ul>	
including race, ethnicity, color, ancestry, national origin, religion, im	<ul> <li>□ Related to the student's perceived sexual orientation</li> <li>□ Cyber bullying (e.g., social media including Facebook, Twitter, Vine, Snapchat, Periscope, Kik, Instagram, etc.)</li> <li>□ Electronic communications (e.g., e-mail, text, sexting, etc.)</li> <li>□ Gang related (complete MCPS Form 230-37)</li> <li>□ Gang recruitment (complete MCPS Form 230-37)</li> <li>□ Human trafficking/Prostitution recruitment</li> <li>□ Racial Harassment</li> <li>□ Sexual Harassment</li> <li>□ Sexual in nature</li> <li>□ Other (specify)</li> <li>eged motives)</li> <li>idation was motivated by actual or perceived personal characteristics imigration status, sex, gender, gender identity, gender expression, sexual lental disability, poverty and socioeconomic status, or language, or other</li> </ul>
8. Describe the incident(s), including what the alleged offender(	(s) said or did. (Attach a separate sheet if necessary)
<ul> <li>9. Did a physical injury result from this incident?</li> <li>No  Yes, but it did not require medical attention  If there was a physical injury, do you think there will be per 10. Was the student victim absent from school as a result of the If yes, how many days was the student victim absent from s11. Did a psychological injury result from this incident?</li> <li>No  Yes, but psychological services have not been s12. Is there any additional information you would like to provide</li> </ul>	manent effects?
	nature are intended to be, constitute, and are equivalent to my personal signature.
Signature	Date



## Gang-Related Incident Reporting Form

MCPS Form 230-37 August 2016 Page 1 of 2

Office of Student and Family Support and Engagement 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:** This is a form to report alleged gang activity and similar destructive or illegal group behavior or to report reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior which occurred on school property, on school buses, at school-sponsored events, or on the way to/from school.

Gang: "Criminal Gang" means a group or association of three or more persons whose members:

- (1) Individually or collectively engage in a pattern of criminal gang activity;
- (2) have as one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and
- (3) have in common an overt or covert organizational or command structure.

Gang Activity: "Pattern of criminal gang activity" means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes or acts by a juvenile that would be an underlying crime if committed by an adult.

- (a) Activities on or near school vehicles or property—A person may not threaten an individual, or a friend or family member of an individual with use of physical force or violence to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal gang: (1) in a school vehicle, as defined under Annotated Code of Maryland §11-154 of the Transportation Article; or (2) in, or within 1,000 feet of real property owned or leased to an elementary school, secondary school, or Montgomery County Board of Education and used for elementary or secondary education.
- (b) Applicability—Subsection (a) of this section applies whether or not: (1) school was in session at the time of the crime; or (2) the real property was being used for purposes other than school purposes at the time of the crime.

Person Reporting Incident: Name				
Telephone E-mail				
Place a ✓ in the appropriate box:				
Student Victim Student (witness/bystander)	☐ Paren	t/guardian	☐ School staff member	☐ Bystander
Other				
Name(s) of student victim(s) (Please print)	Age	Grade	School (if	known)
Name(s) of alleged offender(s) (If known) (Please print)	Age		School (if known)	is alleged offender a student?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
Name(s) of alleged witness(es) (If known) (Please print)	Age		School (if known)	Is alleged witness a student?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

On what date(s) did the incident happen?/
Please describe what occurred?
Where did the incident occur (choose all that apply)?
<ul> <li>□ On school property</li> <li>□ At a school-sponsored activity or event off school property</li> <li>□ On a school bus</li> <li>□ On the way to/from school</li> </ul>
What did the alleged offender(s) say or do? (Attach a separate sheet if necessary)
That are alleged elleriderly by or der (material separate sheet in incessor)
Do you know why the activity occurred? (Attach a separate sheet if necessary)
Did a physical injury result from this incident? Place a 🗸 next to one of the following:
<ul> <li>□ No □ Yes, but it did not require medical attention □ Yes, and it required medical attention</li> <li>Please describe</li> </ul>
If there was a physical injury, do you think there will be permanent effects?   Yes   No
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?
Is there any additional information you would like to provide (e.g. name of gang, clique, crew, or group, if known)?  (Attach a separate sheet if necessary)
(Heading Separate Sheet in Houseasty)
Signature Date

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

## Parent/Guardian and Community Volunteer Form



Office of Student and Family Support and Engagement MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850

MCPS Form 560-58 August 2018 Page 1 of 2

INSTRUCTIONS	
Please complete this form if you are interested in being a volunteer in Montgomery County Public Schools (MCPS). See MCPS Regulation IRB-Volunteers in Schools. Submit the completed form to staff in the school at which you would like to volunteer. Please submit one form for each school at which you would like to volunteer.	Α,
Name of School Somerset ES - 405 Date	-
Your Name MCPS parent/guardian/grandparent/other relative 🖸 Yes 📮	lo
Specify your relationship to the child(ren) at this school (if any)	-
Name(s) of your child(ren)/relative(s) attending this school	-
Community Member (no children currently attending MCPS schools)   Yes   No	
Address	-
Telephone Day Evening Cell	
E-mail address	
Emergency Contact NamePhone	-
What language(s) do you speak/read? (please specify)	_
Please note that during designated school hours, all visitors, including volunteers, must sign into schools using the MCPS Visitor Management System (VMS). The VMS scans the visitor's driver's license or state-issued identification card against the state sex offender registry. The VMS all produces a nametag that should be worn at all times while in the school building.	
All volunteers who regularly support schools and students and those who attend field trips must complete the Child Abuse and Neglect volunt training. This training requirement also applies to volunteers who regularly support school-sponsored activities See MCPS Board Policy JHC, C Abuse and Neglect, and MCPS Regulation JHC-RA, Child Abuse and Neglect. The child abuse training is on-line at <a href="https://www.montgomeryschoolsmd">www.montgomeryschoolsmd</a> . Org/childabuseandneglect. The on-line training is available in English, Spanish, French, Korean, Chinese, Vietnamese, and Amharic. See <a href="https://www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx">www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx</a> .	eer ild
AVAILABILITY	
Monday Tuesday Wednesday Thursday Friday Saturday Sunda	
Morning (please specify time)	
Afternoon (please specify time)	
Evening (please specify time)	
TYPE OF VOLUNTEER WORK PREFERRED	
☐ Tutoring ☐ Mentoring ☐ Classroom assistance ☐ Main Office assistance ☐ Media Center assistance ☐ Band and sports events assistance ☐ After-school and club activities	

	orking in Montgomery County Public Schools, I agree to—
Sign In/Out	Sign in and out of the building using the Visitor Management System (VMS), or as otherwise directed, at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times. The VMS enables staff to scan a visitor's driver's license or identification card to produce a visitor badge and cross-reference the visitor's information with state and local sex offender registries.
Commitment	Honor the commitment to volunteer as scheduled and notify the school in advance if you cannot fulfill the commitment.
Confidentiality	Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students.
Student Contact	Volunteers working with students must be within view of others (e.g., either through a window in a door, a door left open, or in a public space). In some programs, such as mentoring, volunteers may be required to spend a brief amount of time one-on-one with a student. Volunteers can manage these situations by avoiding physical contact, only going to authorized destinations, and reporting activities or whereabouts to the principal or supervisor.
Discipline	Volunteers may not discipline students, but should report behavioral problems to the supervising staff member. Volunteers should address any concerns about student or school safety to the principal or other appropriate staff member.
Board Policies and MCPS Regulations	Volunteers must comply with all Montgomery County Board of Education policies and MCPS regulations and rules.
Training	All volunteers who regularly support schools, and school sponsored activities, such as: student teachers and interns; volunteers who regularly help with school dismissal or recess; as well as those who attend field trips, and chaperone outdoor education, must complete the MCPS online Recognizing and Reporting Child Abuse and Neglect volunteer training. All other volunteers are encouraged, but not required, to engage in this important, informative training. For list of volunteers who are not required to complete the MCPS online volunteer training, see MCPS Regulation IRB-RA.
	Online child abuse and neglect training for volunteers is provided on the MCPS website, in English and the languages most requested by MCPS students and parents/guardians.
Frequency of Training	Beginning with the 2017-2018 school year, volunteers will need to complete the child abuse and neglect training at least once every three years to continuoulunteering. If volunteer training was taken in: 2016–2017 renew in 2020–2021, 2017–2018 renew in 2020–2021, 2018–2019 renew in 2021–2022
Criminal Background Checks and Fingerprinting	The following categories of volunteers are required to complete criminal background checks, including fingerprinting—  • Volunteer coaches;  • Grade 6 Outdoor Environmental Education Programs (Outdoor Education) overnight chaperones;  • Volunteers on overnight field trips;  • Volunteers on other field trips that extend beyond 7:00 p.m. in the evening (e.g. out of area, out of state), and/or trips that require Office of School Support and Improvement (OSSI) approval, as determined by OSSI;  • Other volunteers as designated by MCPS.

# **SOMERSET FAMILY PORTRAIT DAY!**

















SOMERSET ELEMENTARY
FAMILY PORTRAIT DAY:

SATURDAY OCTOBER 19, 2019 3:00 PM - 6:00 PM

LOCATION: FREED PHOTOGRAPHY STUDIO 4931 CORDELL AVENUE BETHESDA, MD 20814

> \$25 SESSION FEE (SESSION FEE WILL BE DONATED TO SOMERSET ELEMENTARY)

*Includes a 5x7 print



#### **PORTRAIT DAY DETAILS**

FreedSPIRIT photographers understand lighting, posing and most importantly, EXPRESSIONS! Your family will be photographed indoors in front of a backdrop at our studio. *This is your opportunity to have siblings photographed together.



#### MAKE AN APPOINTMENT

Visit us at www.freedSPIRIT.com Click on the calendar icon. Select "Somerset Family Portraits." Then select your preferred time. *Please contact us if your desired time slot is not available.



## **HOW TO ORDER**

### All ordering will be entirely ONLINE

You will be able to choose from many wonderful photos.
Parents will receive an e-mail alert with a link to their gallery
when it becomes available.



