Student Name:	Student ID #:	
Date of Intake:		



□ Avery Road

Site:

□ Cloverleaf

□ Plum Orchard

#### Intake Discussion Points - ENGLISH PACKET

	Task to Complete	Who?	Details
1.	Update information in ParentVUE in Synergy.	AII	Does the parent/guardian have access to their ParentVUE account? Or does the parent need to activate their account?
Note:	Chromebook needed		Complete the Annual Verification Information under <i>Online</i> Registration Tab.
4 <u>1.</u>	Guide located in Intake Folder  Ensure that the parent/guardian reviews each screen for accuracy		The parent/guardian should review/ modify the Annual Verification-Student Information which include tabs for the Introduction, Family, Parent/Guardian, Emergency, Students, Demographics.
	,		If documentation is required, the parent can either upload digital copies or check the box to indicate that hard copies will be provided to the school.
2.	Review Authorization to Administer Prescribed Medication	As Needed	For students that are required to take medication during school hours.
Note:			
*	Form located in Intake Folder		
3.	Review Household Application for Free and Reduced- Price Meals	All	All students enrolled at the Blair G. Ewing Center will receive free breakfast and free lunch. All parents/guardians are required to apply even if they think they will be denied.
Note:			Complete lunch form online at www.MySchoolApps.com
N.	Chromebook needed		
			Begin Intake Packet
4.	Review Consent for Individual & Group Counseling	All	All Blair G. Ewing parent/guardians must sign the consent forms for our students to participate in individual counseling with the Case Manager and group counseling.
5.	Review Consent for Clinical Solutions' (CS) Groups	All	All Blair G. Ewing parent/guardians must sign the consent form for our students to participate in any of the Clinical Solutions' groups.
			We ask for all parent/guardians to sign the consent during intake; however, not all students will participate. CS Groups are referral based. Parent/guardians will be notified if school teams refer their child to a CS Group.



	Student Name:  Date of Intake:		Student ID #:	
6.	Review Authorization for Release/Exchange of	As Needed	A release of information form should be currently involved with DJS, SASCA, the Mo	

		T	
	Review Authorization for Release/Exchange of Confidential Information ote:  Form located in Intake Folder	As Needed	A release of information form should be signed if the student is currently involved with DJS, SASCA, the Montgomery County Crisis Center, and/or any other service provider (such as mental health/counseling).  Form is required if service provider (DJS and/or therapist) have plans to meet with the student during school hours.  If the family does not have a history with the above-mentioned agencies, then the family does not need to sign a release of information.
7.	a. Points b. Incentives c. Activation	All	All Blair G. Ewing parent/guardians must sign the consent form for our students to be enrolled in Live School and qualify for incentives.  Students are automatically added to LiveSchool once enrolled at BGEC. These below steps cannot be completed until they have been enrolled by the counselor.  First, find the student.  Setup → Student  Next, print out parent and student activation codes.  Manage Access → Download Access Sheets  Finally, follow the instructions on the Access Sheet to:  Register the parent and student on their respective websites. (Please note it is a different website for the parent and student). Give parents the Access Sheet.  Assist the parent and students to download and sign into the LiveSchool app on their device (Please note it is a different app for the parent and student)
8.	Review Expectations and Standards for Student Success	All	Review the list. Have parents and student sign.
9.	Review Behavioral Expectations	All	Do not read list verbatim.  Suggestion: Highlight any behaviors/violations that resulted in the student being placed at BGEC.
10.	Review Authorization to Conduct Self Searches	As Needed	Review the form with the family and obtain signatures if applicable. Students that are placed at BGEC for possessing illegal substances or weapons must complete this form.



Student Name:		Student ID #:
Date of Intake:	1	
		Note: Students can be added to the self-search list if found to be in possession of illegal substances or weapons while enrolled at BGEC.
11. Review Authorization to Conduct Self Searches Upon Re-Entry	All	All students and parent/guardians must sign this form. Students will be searched if they exit and re-entry the school building at any point, even if they are not on the self-search list (item #10 above).
12. DHHS Forms	AII	Obtain parent/guardian signatures for the Informed Consent for COVID-19 Testing and Notice of Privacy Practices Summary and Signature Page forms. This will allow the school nurse to test students for COVID-19 if they appear symptomatic at school.
13. Review Areas of Support for BGEC Staff	AII	Outlines areas of supports and contact information for BGEC support staff.
14. Attendance Policy	All	Review attendance expectations with the family.
15. Review Student Status Meetings	All	Explain the purpose of the meeting.  Schedule the first Student Status Meeting with the family.  Note: Provide the family the parent/guardian with a copy of the form with the date of initial Student Status Meeting.
16. Community-Based Resource Guide	All	A list of local community-based resources that are available to students and families in Montgomery County, Maryland.
17. BGEC Bell Schedule	All	This includes BGEC's schedule for a regular school day, 2-hour delay, and early release days.

Case	Manager's	Signature
	manage, e	Oiginatai C

Date



#### **Consent for Individual Counseling**

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

Student Name	Date of Birth/ MCPS ID#
	Grade level
Parent/Guardian Name	
Purpose Duration of Service	
The school counselor, psychologist, or social worker can provide regularly-schedus students with permission from the parent(s) or guardian(s). These counseling se successful in their academic and social environment. Many students may improve school by taking part in individual counseling sessions. Self-help issues developed stress management, problem solving, and social skills. These sessions are not into arrange for the student. Please note that this consent is not necessary for every psychologist, or social worker; consent is only required for regularly-scheduled or not include visits exclusively regarding course scheduling or college and career pla	uled or an ongoing series of individual counseling sessions to essions are designed to teach skills to help students be more e their school performance, attendance, and attitude towards in these counseling sessions often include coping strategies, ended to replace non-school based counseling that you may visit or drop in that a student makes to a school counselor, an ongoing series of individual counseling sessions. This does anning.
Information disclosed by the student during counseling sessions is typically not a (for example, evidence that a student is a threat to themselves, others or propadministrators or other MCPS staff as necessary for student well-being and to supplie legally required to do so. Otherwise, all material discussed will be confidential.	erty) Sharing of information will be limited to those MCDS
Counseling sessions may be conducted in-person or virtually. There are potential confidentiality) that differ from in-person sessions. Confidentiality still applies for session without the permission from the others person(s). If it is agreed upon to explain how to use it. The student will need to use a webcam or smartphone during that is free of distractions (including cell phone or other devices) during the session. than public/free Wi-Fi. The MCPS Counseling provider will develop a back-up plar restart the session or to reschedule it, in the event of technical problems. The MCP least one emergency contact and the closest emergency room to your location, in may determine that due to certain circumstances, counseling is no longer appropri	virtual counseling services, and neither party will record the use the virtual platform the MCPS Counseling provider will g a virtual session. It is important to be in a quiet, private space. It is recommended to use a secure internet connection rather (e.g., phone number where the student can be reached) to PS Counseling provider will need a safety plan that includes at the event of a crisis situation. The MCPS Counseling provider
This consent for counseling is valid for one school year. Student participation in couthe student's parent(s)/guardian(s) at any time (or by an eligible student). Parents a or social worker to keep informed about the student's progress.	inseling is strictly voluntary and consent may be withdrawn by
Thank you for your support in helping your child succeed at school.	
☐ <b>I do</b> give permission for	to receive individual counseling services.
☐ I <b>do not</b> give permission for(Name of Student)	to receive individual counseling services.
Parent/Guardian/Eligible Student Name (Print)	
Parent/Guardian/Eligible Student (Signature)	Date/
MCPS Counseling Provider Name (Print)	
MCPS Counseling Provider (Signature)	
MCPS Counseling Provider phone numberand email	

If you have any questions, please call the Office of Student and Family Support and Engagement (OSFSE), at 240-740-5630. Thank you for your support in helping your child succeed at school.

#### Consentimiento para Consejería Individual

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

Nombre del estudiante _		nacimiento//	No. de ID de	MCPS
Nombre de la escuela	Choose One			Grado
Nombre del padre/madre	e/guardián	Teléfo	no de contacto	
Finalidad	Duración de los se	rvicios	Duración de cad	la sesión
El consejero escolar, psicólo sesiones individuales, con e que ayudan a los estudiant asistencia a clase y su actitu en estas sesiones de consej sesiones no pretenden sust consentimiento no es nece asistente social; sólo se requindividual. Esto no incluye v	ogo o asistente social puede proveer a los estudian el permiso del padre/madre o guardián/guardianes. es a ser más exitosos en su entorno académico y so do con respecto a la escuela, si participan en sesiones ería a menudo incluyen estrategias de adaptación, tituir consejería fuera de la escuela que usted haya esario para todas las visitas o para visitas sin cita piere consentimiento para sesiones de consejería reguzistas exclusivamente relacionadas con programar con	tes sesiones de consejería n Estas sesiones de consejería ocial. Muchos estudiantes p s de consejería individual. L control de estrés, resolució organizado para el estudi previa que un estudiante l ularmente programadas o u ursos o planificación univer	regularmente programa a están diseñadas para pueden mejorar su reno os temas de auto-ayuda in de problemas y aptil iante. Por favor tenga haga a un consejero e una serie continua de ser rsitaria y profesional.	adas o una serie de enseñar habilidades dimiento escolar, su a que se desarrollan tudes sociales. Estas en cuenta que este escolar, psicólogo o siones de consejería
(por ejemplo, si existe evid información estará limitado	r el estudiante durante las sesiones de consejería típio dencia de que un estudiante representa una amen a aquellos administradores de MCPS u otros miem éxito del estudiante. Además, se debe compartir info serán confidenciales.	aza para sí mismo, para o bros del personal de MCPS	otros o para una propie E según sea necesario n	edad). El compartir
ejemplo, limites a la confic consejería virtual, y ningun- proveedor de consejería de virtual. Durante la sesión, dispositivos). Se recomienda un plan alternativo (por eje en caso de problemas técn de emergencia y la sala de determinar que debido a cid	pueden ser realizadas en persona o de manera virt lencialidad del paciente) que difieren de las sesion a de las partes grabará la sesión sin el permiso de la e MCPS explicará como usarla. El estudiante necesit es importante estar situado en un lugar silencioso a el uso de una conexión de Internet segura y no Wi emplo, un número de teléfono donde se pueda loca icos. El proveedor de consejería de MCPS necesitara emergencia más cercana a su localidad, en caso de ertas circunstancias la consejería ya no sea lo más ap	es en persona. La confidera otra personas. tará usar una cámara web y privado y sin distraccio i-Fi público/gratuito. El provalizar al estudiante) para reá tener un plan de segurida una situación de crisis. El ropiado y que deberíamos	ncialidad igual se aplica Si se acuerda usar la pl o teléfono inteligente ones (incluidos teléfono veedor de consejería de ecomenzar la sesión o p lad que incluya por lo r proveedor de consejer reanudar nuestras sesio	a a los servicios de lataforma virtual, el durante una sesión os celulares u otros e MCPS desarrollará para reprogramarla, menos un contacto de MCPS podría de MCPS podría ones en persona.
padre/madre o guardián/gu	onsejería es válido durante un ciclo escolar. La partic lardianes del estudiante (o el estudiante elegible) pue n el consejero escolar, psicólogo o asistente social pa	ede/n retirar el consentimier	nto en cualquier mome	nto Sa recomienda
	ue su hijo tenga éxito en la escuela.			
☐ Yo <b>otorgo</b> mi permi	so para que(Nombre del estudi		reciba servicios de co	nsejería individual
	(Nombre del estudi	ante)		nocjena marriada
☐ Yo <b>no otorgo</b> mi pe	rmiso para que(Nombre del estu	r diante)	reciba servicios de cor	nsejería individual.
Nombre del padre/madre/	guardián/estudiante elegible (en letra de imprenta/mol	lde)		
Firma del padre/madre/gu	ardián o estudiante elegible		Fecha	
Nombre del proveedor de	consejería de MCPS (en letra de imprenta/molde)			
Proveedor de consejería d	e MCPS (firma)	·	Fecha	
Teléfono	y correo electrónico		del proveedor de con	sejería de MCPS

Si usted tiene cualquier pregunta, por favor llame a la Oficina de Apoyo y Participación Estudiantil y Familiar (Office of Family Support and Engagement–OSFSE), teléfono 240-740-5630. Gracias por su apoyo para que su hijo tenga éxito en la escuela.

#### **Consent for Group Counseling**

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

F***		
<b>Note:</b> This form is not needed if this specific group concent form approved by OSFSE.	unseling has already been consented to t	:hrough an IEP or 504 plan or another
Student Name	Date of Birth	/ MCPS ID#
Name of School Choose One		Grade level
Parent/Guardian Name	Co	ontact Phone No
Group Name		
Duration of Group	Length of each session	
The school counselor, psychologist, or social worker or guardian(s). These counseling sessions are designed to environment. Many students may improve their school counseling sessions. Self-help issues developed in these solving, and social skills. These sessions are not intended	teach skills to help students be more performance, attendance, and attitude counseling groups often include coping	successful in their academic and social towards school by taking part in group strategies, stress management, problem
Students will be strongly advised to keep the informatic students during group sessions is typically not revealed to evidence that a student is a threat to themselves, othe administrators or other MCPS staff as necessary for students shared if legally required to do so. Otherwise, all materia	o anyone else by the group leader, except uers or property). The leader will limit the dent well-being and to support student su	under certain circumstances (for example,
Please sign and have your child return this consent form. in counseling is strictly voluntary and consent may be with Parents are encouraged to contact the school counselor, p	This consent for group counseling is valid for a consent for group counseling is valid for a consent (s)/guardian	(s) at any time (or by an eligible student)
Thank you for your support in helping your child succeed		h 2
☐ I <b>do</b> give permission for(Name of Stud	ient)	to receive <b>Group</b> counseling services.
☐ I <b>do not</b> give permission for		to receive <b>Group</b> counseling services.
(Name of	Student)	, ,
Student (Signature)		Date/
Student Name (Print)		
Parent/Guardian (Signature)		Date/
Parent/Guardian (Print)		
MCPS Counseling Provider Name (Signature)		
MCPS Counseling Provider Name (Print)		
MCPS Counseling Provider's Email		Phone
If you have any questions, please call the Office of Studen your support in helping your child succeed at school.	t and Family Support and Engagement (C	OSFSE), at 240-740-5630. Thank you for

**DISTRIBUTION**: Provider, student file, parent/guardian

#### Consentimiento para Terapia de Grupo

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

Nota: Este formulario no se necesita si ya se tiene permiso para esta tera Individualizado (Individualized Education Plan–IEP) o un Plan 504	apia de grupo específica a través de un Programa Educativo u otro formulario de consentimiento aprobado por OSFSE.
Nombre del estudianteFecha de nacimie	ento/ No. de estudiante de MCPS
Nombre de la escuela	Grado
Nombre del padre/madre/guardián	Teléfono de contacto
Nombre del grupo	
Duración del grupo	Duración de cada sesión
El consejero escolar, el psicólogo o el asistente social pueden proporcionar guardianes. Estas sesiones de terapia están diseñadas para enseñar habilidad académico y social. Muchos estudiantes pueden mejorar su rendimiento escol de terapia de grupo. Los temas de autoayuda desarrollados en estos grupos d manejo del estrés, resolución de problemas y habilidades sociales. Estas sesione para el estudiante.	des que ayuden a los estudiantes a tener más éxito en su entorno ar, su asistencia y su actitud hacia la escuela participando en sesiones le terapia suelen incluir estrategias para bacer frente a los problemas
Se recomendará encarecidamente a los estudiantes que mantengan la confider La información revelada por los estudiantes durante las sesiones de grupo no en determinadas circunstancias (por ejemplo, evidencia de que un estudiante propiedad). El líder limitará el intercambio de información a aquellos administ el bienestar de los estudiantes y para apoyar su éxito. Además, la información discutido será confidencial.	o suele ser revelada a nadie más por el responsable del grupo, salvo representa una amenaza para sí mismo, para los demás o para una radores de MCPS u otro personal de MCPS según sea necesario para
Por favor firme y pídale a su hijo que devuelva este formulario de consentimiento escolar. La participación del estudiante en terapia es estrictamente voluntaria y estudiante (o por un estudiante elegible) en cualquier momento. Se recomienda social para mantenerse informados sobre el progreso del estudiante.	y el consentimiento puede ser retirado por los padres/quardianes de
Gracias por su apoyo para que su hijo tenga éxito en la escuela.	
☐ Yo <b>otorgo</b> mi permiso para que	reciba servicios de terapia de grupo.
☐ Yo <b>no otorgo</b> mi permiso para que	reciba servicios de terapia de grupo.
Estudiante (firma)	Fecha/
Nombre del estudiante (en letra de molde/imprenta)	
Padre/madre/guardián (firma)	Fecha/
Padre/madre/guardián (en letra de imprenta/molde)	
Proveedor de servicios de terapia de MCPS (firma)	Fecha/
Nombre del proveedor de servicios de terapia de MCPS (en letra de impre	nta/molde)
Correo electrónico del proveedor de servicios de terapia de MCPS	
Si usted tiene cualquier pregunta, por favor llame a la Oficina de Apoyo y I	Participación Estudiantil y Familiar (Office of Family Support and

DISTRIBUCIÓN: Proveedor de servicios, expediente del estudiante, padre/madre/guardián



#### Alternative Education Programs Blair G. Ewing Center

September 2021

#### Dear Parent/Guardian:

Alternative Education Programs at the Blair G. Ewing Center provides counseling groups through its partnership with Clinical Solutions Center for Behavioral Health, Inc. (Clinical Solutions). More information about Clinical Solutions can be found on their website <a href="http://www.csolutionsmh.com/">http://www.csolutionsmh.com/</a>. Provided counseling groups cover the social-emotional and behavioral topics of coping strategies and anger management. Your student may be assigned a counseling group, based on their need and availability, by your student's Blair G. Ewing case manager. Groups are led by a trained Licensed Master Social Worker (LMSW) and will meet one time per week during your student's elective period. Students will not miss academic class time.

In partnership with Montgomery County Public Schools (MCPS), Clinical Solutions provides this service, free of charge, to students with current Medical Assistance. Students without Medical Assistance will be considered on a case-by-case basis.

We welcome the opportunity to talk with you further about Clinical Solution's counseling groups. If you have any questions or need additional information, please contact:

Mr. Mangiacapra, School Psychologist - MCPS Ms. Michele Grob, Program Director - Clinical Solutions

Albert R Mangiacapra@mcpsmd.org Mgrob@csolutionsmentalheath.com

Sincerely,

Damien B. Ingram

Principal

#### PERMISSION TO PARTICIPATE IN CLINICAL SOLUTION'S COUNSELING GROUPS AT ALTERNATIVE EDUCATION PROGRAMS

I consent to have my child participate in Clinical Solution's counseling group at Alternative Education Programs.

Your permission is strictly voluntary. You have the right to withdraw your permission at any time.

I understand that my student's assigned case manager will complete an online referral to Clinical Solutions on my behalf using the below provided information. All information is required and will be kept strictly confidential.

**Student Information** 

Student Name:	:		
	:		
Date of Birth (DOB):			
Address:			
Phone Number:	<u>:</u>		
Email Address:	-		
Does your student have a Me	dical	Yes	
Assistance Number (MA#)? (Please circle one)	i ·	Yes	No
Your student's case many	ray and/a	-1.60 C	
suuch s case mana	ger ana/or	staff from Clinical Solutions will	contact you to further discuss
	: ava	ilable resources and services.	
	: 		
	:	Parent Information:	
Parent/Guardian Name:	:		
Phone Number (Primary):			
Phone Number (Secondary):			
Address:			
(If different from above)			
Parent/Guardian Email:			
:	:		
arent/Guardian Signature		<del>-</del>	
Cumulan Dignatule		Date	



Attitude		Attendance	4	Achievement	
Behavior	Point	Behavior	Point	Behavior	Point
1. Unsafe Hands or Personal Space	-2	<ol> <li>Arrive to Class Late</li> </ol>	-2	1. Do Not Follow Redirection (after 3	-2
2. Use Inappropriate and	-2	2. Leave Class	-4	prompts)	ſ
Language		without Permission		z. Do Not Actively Participate in Daily	7-
3. Removed from	φ	3. Leave School	-50	Class Objective	
Classroom by Security		without	-40	3. Do Not Practice	-2
or AP		Permission	-30	Responsible Decision	
			-21	Making, Coping Skills	
	•	Other:			
• 8	SONUS I	<ul> <li>Inappropriate Car/ bus behavior: -4</li> <li>BONUS POINTS - Caregiver Signature (Weekly): +8</li> </ul>	s benavid <b>gnature</b>	or: -4 (Weekly): +8	

>80 Points - Students will participate in Skill Building Room 80 or More Points - Students will  $\underline{earn}$  the Daily Incentives



#### **Incentive Field Trips 2022-23**

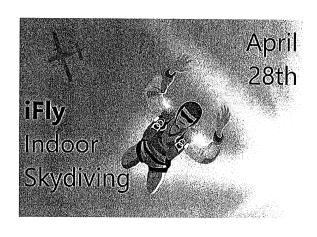
You can <u>earn</u> a *FREE* incentive field trip by demonstrating a minimum of:

- 80% Behavior Point Average (BPA)
- 80% Attendance

#### **Possible Field Trips**

- Medieval Times
- The Maryland Science Center in Baltimore
- The National Great Blacks in Wax Museum
- The National Aquarium in Baltimore
- Go Ape Adventure Course
- iFly Indoor Skydiving
- MCCC
- And more!







#### Alternative Education Programs Blair G. Ewing Center

August 2022

#### Dear Parent/Guardian:

Alternative Education Programs at the Blair G. Ewing Center provides positive behavioral interventions and supports (PBIS) through the electronic platform, LiveSchool. Student behavior is monitored and rewarded by Blair G. Ewing Center staff in LiveSchool. More information about LiveSchool can be found on their website <a href="www.WhyLiveSchool.com">www.WhyLiveSchool.com</a>. Student behavior determines eligibility for daily and monthly incentives. Please note, additional consent forms will be provided for monthly fieldtrip incentives. Parent/guardians and students can view their LiveSchool progress at any time using the LiveSchool app.

We welcome the opportunity to talk with you further about Blair G. Ewing Center's PBIS, incentives, and LiveSchool. If you have any questions or need additional information, please contact:

Mr. Mangiacapra, MCPS School Psychologist

Albert R Mangiacapra@mcpsmd.org

Sincerely,

Damien B. Ingram

Principal

#### PERMISSION TO USE LIVESCHOOL AT ALTERNATIVE EDUCATION PROGRAMS

Your permission is strictly voluntary. You have the right to withdraw your permission at any time.

	Student Informa	tion	
Student Name:			
Student ID#:			
Date of Birth (DOB):			
Thank you for your suj			eed at school.
I do give permission for(Na.	me of Student)		to use LiveSchool.
I do not give permission for	me of Student)		to use LiveSchoo
rent/Guardian/Eligible Student Name (P		Date	
ent/Guardian/Eligible Student (Signatur			

#### **Alternative Education Programs**

#### **Expectations and Standards for Success**

<b>√</b>	Come	to	School	Every	/ Day
----------	------	----	--------	-------	-------

- ✓ No Backpacks
- ✓ No Exiting the School Building
- ✓ No Ordering of Outside Food

I understand the importance of the above bull emotional success.	leted points for n	ny child's academic,	, behavioral, and	l social-
Parent/Guardian Signature				
I understand the importance of the above bulle success. I will comply with all expectations and st		academic, behavior	al, and social-en	notiona
Student Signature				

·			

## Blair G. Ewing Center Montgomery County Public School Behavioral Expectations

The administrative staff asks that all students respect the following school policies for the duration of their academic placement at the Department of Blair G. Ewing Center.

Behavioral Policy	Attendance Policy
## Upon arrival, students enter the building place items in lockerreport directly or homeroom or cafeteria for breakfast.  ✓ Students must follow staff directions the first time.  ✓ No items or personal property are to be exchanged, traded, lent, borrowed or sold.  ✓ Use APPROPRIATE LANGUAGE and have APPROPRIATE CONVERSATIONS.  ✓ NO BULLYING (physical or verbalthis includes cyber bulling).  ✓ Do not use another student's PIN # or computer PASSWORD.  ✓ Students remain in the classroom during instructional time (students must be escorted to restroom, water fountain, lunchroom, etc.).	Attendance Policy  ✓ Regular school attendance is required by all students (80% or higher attendance rate).  ✓ If you are absent, you must bring a note from your parent/guardian within THREE school days of the absence. If a note is not received, the absence will be marked as unexcused.  ✓ You will be marked as present for a full day if you're present for at least FOUR hours of the school day; basically, the absence will not be shown of official documents, such as transcripts.  ✓ You will be marked as present for a half day if you are at school for two hours.  ✓ Before missing school, keep in mind that your teachers do not have to help, give credit, or allow extensions for work that is missed during an unexcused absence.
Students must remain in their assigned wing of the	
building at all times unless they are under the	If a student is absent a call will be made home informing the parent/guardian of the student absences. Excessive
supervision of a staff member.	attendance issues may be referred to Attendance Matters
•	and the Truancy Review Board.
Dress Code Policy	Tardy to Class/Cutting Class (Pg. 11 code of Conduct)
<ul> <li>✓ No hats, sunglasses or other head gear may be worn during the school day.</li> <li>✓ No items depicting weapons, drugs, gangs or violence may be worn.</li> <li>✓ No coats are to be worn during the school day.</li> <li>✓ No pajama tops or bottoms may be worn.</li> <li>✓ No spaghetti straps, tube tops, or midriff/belly shirts</li> <li>✓ No undergarments should be seen such as underwear, boxers, bras, bra straps, tank tops or shorts (shorts must be as long as the length of the student's finger tips when their arm is fully extended toward the ground at their side).</li> <li>✓ No backpacks or gym bags during the school day (must be kept in locker).</li> <li>✓ No large purses or tote bags during the school day (must be kept in locker).</li> </ul>	<ul> <li>✓ Students will be required to be on time (in seat when the bell rings) for class on a daily basis.</li> <li>✓ Random hall sweeps will be conducted throughout the school day to reinforce the instructional expectation for all students.</li> </ul>
Students who are in violation of the dress code policy will be provided with appropriate articles of clothing until the end of the school day.	Students who are late to class will have points deducted and possibly other consequences.

BGE @ Cloverleaf (240) 740-5120 ◆ BGE @ Avery Road (240) 740-5050 ◆ BGE @ Plum Orchard (240) 740-5100

#### Blair G. Ewing Center Montgomery County Public School

#### Electronics Policy (Pg. 12 MCPS Code of Conduct) Sexual Harassment Policy (Pg. 16 Code of Conduct) The Blair G. Ewing Center uses instructional technology According to MCPS Sexual Harassment Policy, sexual as one way of supporting our school improvement plan harassment is defined as unwelcomed sexual advances. with regards to promoting student "high expectations." requests for sexual favors, and/or other inappropriate Students should learn collaboration, communication, verbal, written, or physical conduct of a sexual nature. creativity and critical thinking, throughout the school Prohibited conduct may include, but is not limited to, day, using technology. unwelcome behavior of a sexual nature. **Infraction Processing: Examples:** ✓ Approved cell phones must ALWAYS be in silent ✓ Grabbing, touching, or patting mode while on school campus, unless ✓ Sexual propositions otherwise allowed by a teacher and/or staff ✓ Sexually offensive pictures, magazines, notes, member. calendars, cartoons, or jokes ✓ Students may use text messaging but may not ✓ Unwanted flirtations or advances use Social Media, unless otherwise allowed by ✓ Verbal abuse a teacher and/or staff member. Repeated pressure or requests for sexual activities ✓ Students may not use cell phones to "bully" or ✓ Rewards for granting sexual favors or the to post derogatory statements or pictures withholding of rewards for refusing to grant sexual about students, faculty, or staff via text message or Social Media. ✓ Graphic comments about an individual's body or ✓ Cell phones may not be used to assist any dress student on assignments, quizzes, or tests Sexually degrading names without teacher approval. ✓ Earbuds must be kept out of sight before entering class and during class instruction; Earbuds may be used by students during breakfast, lunch, between classes & incentive ✓ Cell phone/electronic speaker amplifier devices are not allowed on school campus. **MCPS Portable Communication Devices Policy** Violation of the Sexual Harassment Policy will result in the Secondary school students may possess portable individuals parent/guardian be contacted for a face-tocommunication devices on MCPS property and at MCPSface meeting. After an investigation has been conducted. sponsored activities. It is the student's responsibility to appropriate disciplinary action (which may include shortensure that the device is turned off and out of sight during term or long-term suspension) or law enforcement. times of unauthorized use. High school students may use portable communication devices during lunch and during instructional time with teacher permission. \_\_\_\_\_, have read and understand the Behavioral, Attendance, Dress code, and Electronic Polices enforced at the Blair G. Ewing Center. Student Signature Date

Parent/Guardian Signature Date

BGE @ Cloverleaf (240) 740-5120 ◆ BGE @ Avery Road (240) 740-5050 ◆ BGE @ Plum Orchard (240) 740-5100

#### Montgomery County Public Schools Blair G. Ewing Center

#### **Alternative Education Programs**

#### Authorization to Conduct a Daily Student Self-Search

To Whom It May Concern:		
I authorize security staff at the Blain son/daughter, in accordance with MC safety of my son/daughter, fellow stud	CPS self-search policies. I u	inderstand this is done for the
	_	
Student Name		
Student Signature		Date
Parent Signature		Data
i mont dignaturo		Date

	A CONTRACTOR OF THE CONTRACTOR	 		

### Montgomery County Public Schools Blair G. Ewing Center Alternative Education Programs

#### Authorization to Conduct a Student Self-Search Upon Building Re-Entry

To Whom It May Concern:	
in accordance with MCPS self-search	Ewing Center to conduct a self-search on my son/daughter, policies, when they re-enter the building. I understand this ter, fellow students, and MCPS staff members.
Student Name	
Student Signature	Date
Parent Signature	Date



#### INFORMED CONSENT FOR COVID-19 TESTING

Name of Individual/Patient Date of	Birth
Consent for Testing I verify that I am at least 18 years of age.	
I consent to the collection and testing of an oral or nasal swab for the following pur  • To see if the sample contains any signs of the coronavirus.	rpose:
If the individual/patient being tested is a minor. I verify that:  • I am the minor's parent or legal guardian.	
As the minor's parent or legal guardian, I consent to the collection and testing of the following purpose:  • To see if the sample contains any signs of the coronavirus.	e minor's specimen for
The People Testing You.  The people testing you are not your doctor or medical provider.	
<ul> <li>I agree that I will:</li> <li>Look for medical advice, care and treatment from my healthcare provider if concerns</li> <li>Look for treatment if I develop symptoms, or if my symptoms change or get</li> </ul>	
Where Your Tests Will Be Handled. The Montgomery County Maryland Department of Health and Human Services has temporarily collect and store test specimens. The County utilizes contracted laboration specimens that are collected. All laboratories used for this function are recognized diagnostic testing for COVID-19 as designated by federal and state regulatory agent	tory services to test the
<ul> <li>agree to:</li> <li>Follow all instructions provided by the specimen collection sites and specime</li> <li>Give permission for the designated lab to perform testing on my specimen.</li> </ul>	en collection staff.
What Kind of Test is This?  Today we will use a test authorized by the Food and Drug Administration und Authorization (EUA). This test looks for the SARS-CoV2 virus. The SARS-CoV2 virus as COVID-19. This test does not look for any signs that you were infected in understand that:	ritua aanaaa tha dia
<ul> <li>It is possible that the test may result in a false positive or a false negative.</li> <li>Testing is voluntary.</li> <li>I may take back my consent at any time before delivery of the test to the lab <ul> <li>I can do this by contacting the Montgomery County Department Services at (240) 777-1755.</li> </ul> </li> </ul>	for testing. of Health and Human

#### Results

Upon completing laboratory analysis of the specimen, the testing lab will make results available to state and local health officials in the jurisdiction you reside as required by law and to the listed referring provider.

I give permission to the Montgomery County Department of Health and Human Services to:

- Contact me using the email address or phone number I provided.
- Send my test results via a secure, encrypted email to the email address I provided.
- Provide me access to my results through a county-maintained or lab-maintained secure web portal.

#### I understand that:

- I am responsible for checking my email for my results.
- I am responsible for looking at my results when they become available.
- If I receive a positive test result, I may be contacted by a representative of the local or state health department to review the results and explain the next steps I should take.
- I can contact Montgomery County Department of Health and Human Services at (240) 777-1755.

I give permission for my test results to be released to the County, State, or any other governmental entity as may be required by law.

I understand that the results of my test may be released to the Chesapeake Regional Information System for our Patients (CRISP), Maryland's regional health information exchange, which allows my provider to access my test results.

The results of my test will be released to the person or organization that ordered testing.

#### Cost

Testing services will be provided at no out-of-pocket cost to me.

#### Privacy & HIPAA Disclosure

The Montgomery County Department of Health and Human Services and its contracted laboratory services comply fully with all laws and regulations regarding privacy, data security, and Portability & Accountability Act (HIPAA).

I acknowledge that I was provided a copy of the Notice of Privacy Practices (NPP), and that I have read (or had the opportunity to read) and understand the NPP and agree to its terms.

I may see and copy the information described in this form if I ask for it.

I acknowledge that all my questions were answered to my satisfaction, that I fully understand this authorization form.

This authorization is valid as of the date I have signed below and shall remain valid until changed or revoked.

Signature of Individual/Patient or Guardian	Date	
Consent obtained verbally by Parent/Guardian	Date	



#### Montgomery County Department of Health and Human Services Notice of Privacy Practices Summary and Signature Page

#### What is the Notice of Privacy Practices?

We are required by law to provide you with a notice of our privacy practices. Our complete *Notice of Privacy Practices* is attached. The purpose of the *Notice* is to inform you about:

- Our legal obligation to protect your information.
- How we will share your information without your written permission.
- Rights that you have related to your information.
- · Who you can contact to ask questions, make a request, or file a complaint.

#### How will we share your information?

Our Department provides a variety of health, income support and social services. To provide these services, we must ask you for personal information that may contain health, financial and other information that identifies you. We will keep your information safe and will only share it when the law permits us or requires us to do so. We will share your information as necessary to:

- Provide you with high quality and coordinated treatment and services.
   Example: Communicating information between programs to make referrals, determine eligibility or develop a care plan;
- Obtain payment for services. Example: Billing Medicaid;
- Manage our services and programs. Example: Reviewing the quality of the services you receive.

The attached *Notice* lists other reasons why we may share your information. If we need to share your information for reasons that are **not** listed, we will ask for your written permission. You have other rights related to your information that are listed on page 4 of the *Notice*.

#### **Contact Information:**

If you have questions about our privacy practices, want to make a request related to your information, or have a privacy concern, contact the staff person who is working with you, or our Privacy Official at 240 777- 1295. Additional contact information is provided at the end of the *Notice*.

Acknowledgement of receipt of the con	mplete <i>Notice</i> :		
Client or Authorized Representative (S	Sign your name)	Date	* - William St. Clark St. Commission Commiss
Print your name			
Signature of DHHS representative If unable to get acknowledgement, spec	Signature of interpoify why:	oreter/translator	if applicable



#### Alternative Education Programs Blair G. Ewing Center

School Year 2022-2023



Blair G. Ewing Center @ Cloverleaf

*Mr. Ingram*Principal
(240) 740 - 5000

12920 Cloverleaf Center Dr. Germantown, MD 20874 Phone: (240) 740-5120 *Mr. Richard*Assistant Principal (240) 740 - 5120

We are here to assist you. You may contact us using the information below:

Areas of Support	Contact Information
Attendance Monitoring	Social Worker
Home Visits	
• E3 Meetings	Ms. Sanders
Social-Emotional & Behavioral Concerns	
• In-School Weekly Counseling	Tanisha_Sanders@mcpsmd.org
• Consultation for Outside Services	(240) 740 - 5123
• Direct Linkages to Mental Health Referrals	
• Crisis Intervention	
• Scheduling	School Counselor
• Grades	
• Credits	Mr. Spears
• 504 Plans	
• SSL Hours	Reginald L Spears@mcpsmd.org
Online Learning	(240) 740 - 5124
Graduation Requirements	
• Transcripts	
<ul> <li>LiveSchool App Login and Password</li> </ul>	
Intake Meetings	Pupil Personnel Worker (PPW)
• Transition Dates	
<ul> <li>School Rules and Regulations</li> </ul>	Ms. Wright
	Tanisha R Wright@mcpsmd.org
	(240) 424 - 5441
Transition Dates	Transition Specialist
Transition Meetings	•
Re-Entry Planning	Ms. Rodriguez
	Ingrid P Rodriguez@mcpsmd.org
	(240) 424 - 5441
Health Concerns	School Nurse
	Contact the main office at (240) 740 - 5120

Your student's assigned Case Manager is:	
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#### Alternative Education Programs



#### **Attendance Process**

Full Days Absent	<u>Action</u>	
1	Phone Call Home	
(Daily, Ongoing)		
3	Phone Call Home by Student's Case Manager	
5	Attendance Letter	
7	Home Visit #1	
10	E3 Meeting	
	<ul> <li>Attendance Intervention Plan (AIP)</li> </ul>	
13	Home Visit #2	
	Attendance Referrals Submitted	
2 Weeks	E3 Progress Check #1	
4 Weeks	E3 Progress Check #2	



#### Alternative Education Programs Blair G. Ewing Center

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School Year 2022-2023

#### Blair G. Ewing Center @ Avery Road

*Mr. Ingram*Principal
(240) 740 - 5000

14501 Avery Rd. Rockville, MD 20853 Phone: (240) 740-5050 Ms. Dixon
Assistant Principal
(240) 740 - 5050

We are here to assist you. You may contact us using the information below:

Areas of Support	Contact Information
Attendance Monitoring	Social Worker
Home Visits	
E3 Meetings	Ms. Steiger
Social-Emotional & Behavioral Concerns	
In-School Weekly Counseling	Jennifer Steiger@mcpsmd.org
Consultation for Outside Services	(240) 740 - 5052
Direct Linkages to Mental Health Referrals	
Crisis Intervention	
Scheduling	School Counselor
• Grades	
Credits	Ms. Hendricks
• 504 Plans	
SSL Hours	Kendra_Hendricks@mcpsmd.org
Online Learning	(240) 740 - 5063
Graduation Requirements	
Transcripts	
<ul> <li>LiveSchool App Login and Password</li> </ul>	
Intake Meetings	Pupil Personnel Worker (PPW)
• Transition Dates	
School Rules and Regulations	Ms. Wright
	Tanisha R Wright@mcpsmd.org
	(240) 424 - 5441
Transition Dates	Transition Specialist
• Transition Meetings	=
Re-Entry Planning	Ms. Rodriguez
•	
	Ingrid P Rodriguez@mcpsmd.org
	(240) 424 - 5441
Health Concerns	School Nurse
	Contact the main office at (240) 740 – 5050.

Your student's assigned Case Manager is:	
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#### **Alternative Education Programs**



#### **Attendance Process**

Full Days Absent	<u>Action</u>	
1	Phone Call Home	
(Daily, Ongoing)		
3	Phone Call Home by Student's Case Manager	
5	Attendance Letter	
7	Home Visit #1	
10	E3 Meeting	
	<ul> <li>Attendance Intervention Plan (AIP)</li> </ul>	
13	Home Visit #2	
	Attendance Referrals Submitted	
2 Weeks	E3 Progress Check #1	
4 Weeks	E3 Progress Check #2	



#### Alternative Education Programs Blair G. Ewing Center

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School Year 2022-2023

#### Blair G. Ewing Center @ Plum Orchard

*Mr. Ingram*Principal
(240) 740 - 5000

12120 Plum Orchard Dr., Suite 110 Silver Spring, MD 20904 Phone: (240)740-5100 **Dr. Mitchell-Anderson**Assistant Principal
(240) 740 - 5100

We are here to assist you. You may contact us using the information below:

Areas of Support	Contact Information
Attendance Monitoring	Social Worker
Home Visits	
• E3 Meetings	Ms. Alvarez
Social-Emotional & Behavioral Concerns	W. I. D. II.
• In-School Weekly Counseling	Maria D Alvarez@mcpsmd.org
<ul> <li>Consultation for Outside Services</li> </ul>	(24) 740 - 5090
<ul> <li>Direct Linkages to Mental Health Referrals</li> </ul>	
Crisis Intervention	
• Scheduling	School Counselor
• Grades	N. O. I
• Credits	Ms. Stith
• 504 Plans	Towni I Stith among and area
• SSL Hours	<u>Terri_L_Stith@mcpsmd.org</u> (240) 740 - 5091
Online Learning	(240) 740 - 3091
• Graduation Requirements	
• Transcripts	
LiveSchool App Login and Password	
Intake Meetings	Pupil Personnel Worker (PPW)
• Transition Dates	
School Rules and Regulations	Ms. Wright
•	T 11 D Wielson and and
•	Tanisha_R_Wright@mcpsmd.org (240) 424 - 5441
T '' D '	Transition Specialist
• Transition Dates	Transition Specialist
• Transition Meetings	Ms. Rodriguez
Re-Entry Planning	
	Ingrid P Rodriguez@mcpsmd.org
	(240) 424 - 5441
Health Concerns	School Nurse
	Contact the main office at (240) 740 - 5100

Your student's assigned Case Manager is:	
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#### Alternative Education Programs



#### **Attendance Process**

Full Days Absent	<u>Action</u>	
1	Phone Call Home	
(Daily, Ongoing)		
3	Phone Call Home by Student's Case Manager	
5	Attendance Letter	
7	Home Visit #1	
10	E3 Meeting	
	<ul> <li>Attendance Intervention Plan (AIP)</li> </ul>	
13	Home Visit #2	
	Attendance Referrals Submitted	
2 Weeks	E3 Progress Check #1	
4 Weeks	E3 Progress Check #2	

#### **Student Status Meeting**

Blair G. Ewing Center Alternative Education Programs

Welcome to the Blair G. Ewing Center:

Strength-based communication that supports collaboration and student growth are integral components of being a part of the Blair G. Ewing community. The standard Student Status Meeting offers each student and their support network (parent, social worker, counselor, teacher, and administrator) an opportunity to come together in a positive meeting to review the student's academic and social emotional progress toward the student's stated goals. Since Student Status Meetings are student-led, the ideals of the "growth mindset" are operationalized when students engage in supported self-evaluation and problem-solving when goal attainment has not been seamless. The initial Student Status Meeting is held in the third week of new student's enrollment, or in the first three weeks of the school year for returning students. The second and final Student Status Meeting is held at the midpoint of the student's stay at BGE.

Your signature below signifies that you understand the importance of the Student Status Meeting and pledge to actively participate in creating this safe space by attending each meeting and honoring the principles of strength-based communication.

Student Name	
Student Signature	Date
Parent Signature	
Please schedule your first Student	Status Meeting with the case manager, now.
	of 1st Meeting



Intake staff member, provide a copy of this form, with the date of the first meeting, to the parent/guardians.



# Blair G. Ewing Center Alternative Education Programs Resources for Students & Families

Organization	Contact Information	Dotails
0	4	
Department of Health & Human	<b>311</b> in-County or <b>240-777-0311</b>	<ul> <li>Public Assistance, Financial and Emergency</li> </ul>
Services (DHHS)	Dial 711 for MD Relay TTY	Services
	https://www.montgomerycountymd.gov/mc311/	<ul> <li>MC311 Customer Call Center, county</li> </ul>
		info./referral. 7:00am – 7:00 pm weekdays
Housing Opportunities	240-627-9400	Assistance obtaining new housing
Commission	https://www.hocmc.org/	<ul> <li>Single point of entry: select "Housing Path" on</li> </ul>
(нос)		HOC website for application for HOC programs
Housing Stabilization, DHHS	311 in-County or 240-777-0311	Rental assistance
	Dial 711 for MD Relay TTY	<ul> <li>Emergency eviction/ foreclosure prevention</li> </ul>
	https://www.montgomerycountymd.gov/mc311/	<ul> <li>Utility disconnection prevention</li> </ul>
Montgomery County Food	240-630-0774	Food assistance
Council	info@mocofoodcouncil.org	<ul> <li>See: https://mocofoodcouncil.org/map/</li> </ul>
	311 in-County or 240-777-0311	<ul> <li>100+ food assistance sites available</li> </ul>
	Dial 711 for MD Relay TTY	<ul> <li>Call to apply for county food assistance</li> </ul>
Screening and Assessment	240-777-1430	<ul> <li>Substance abuse (Adolescents)</li> </ul>
Services for Children and	7300 Calhoun Pl.	<ul> <li>Conducts free substance abuse assessments</li> </ul>
Adolescents (SASCA),	Rockville, MD 20855	and provides treatment referrals
Mental Health/Substance Abuse	240-777-1770	• Substance abuse (Adults)
Screening and Referral, DHHS		For adults on Medicaid or who are uninsured
		<ul> <li>Free intake and referral online</li> </ul>
Montgomery County Crisis	240-777-4000	<ul> <li>Free Crisis Services (All ages)</li> </ul>
Center, DHHS	1301 Piccard Dr.	<ul> <li>Open 24/7</li> </ul>
	Rockville, MD 20850	<ul> <li>If you have a medical emergency, call 911</li> </ul>



# Blair G. Ewing Center Alternative Education Programs

# Recursos disponibles para estudiantes y familias

	securitors disperiments band cardalances y rannings	
Organización	Información del contacto	Detalles
Departamento de salud y	<b>311</b> en el condado o <b>240-777-0311</b>	<ul> <li>Ayuda pública, Financial y servicios financieros y de</li> </ul>
servicios sociales	Marque 711 para MD Relay TTY	emergencias
(рнну)	https://www.montgomerycountymd.gov/mc311/	<ul> <li>MC311 Centro de llamadas, línea de informaciones para</li> </ul>
		todos programas y servicios en el condado.
Comisión de vivienda (HOC)	240-627-9400	<ul> <li>Ofrece muchos programas: seleccione "Housing Path" en el</li> </ul>
	https://www.hocmc.org/	sitio web de HOC para solicitar los programas de HOC
Estabilización de vivienda (DHHS)	311 en el condado o 240-777-0311	Asistencia de renta
	Marque 711 para MD Relay TTY	<ul> <li>desalojo de emergencia / ejecución hipotecaria</li> </ul>
	https://www.montgomerycountymd.gov/mc311/	<ul> <li>prevención de desconexión de servicios públicos</li> </ul>
Asistencia alimentaria del	240-630-0774	Asistencia alimentaria
condado de Montgomery	info@mocofoodcouncil.org	Ver: https://mocofoodcouncil.org/map/
	311 en el condado o 240-777-0311	<ul> <li>Hay más de 100 sitios de asistencia, que se pueden buscar</li> </ul>
	Marque 711 para MD Relay TTY	por ubicación, tipo de asistencia alimentaria y accesibilidad
		<ul> <li>Llame para pedir asistencia</li> </ul>
Servicios de detección y	240-777-1430	<ul> <li>Abuso de sustancias (adolescentes)</li> </ul>
evaluación para niños y	7300 Calhoun Pl.	<ul> <li>Hace evaluaciones gratuitas de abuso de sustancias</li> </ul>
adolescentes (SASCA), DHHS	Rockville, MD 20855	<ul> <li>Ofrece recomendaciones de tratamiento contradrogas,</li> </ul>
		seguimiento y derivaciones
Exámenes de salud mental /	240-777-1770	<ul> <li>Abuso de sustancias (adultos)</li> </ul>
abuso de sustancias, DHHS		<ul> <li>línea de admisión y derivación para adultos con Medicaid o</li> </ul>
		que no tienen Seguro
		<ul> <li>(Para adultos asegurados, comuníquese con su compañía de</li> </ul>
		seguros)
Centro de Crisis, DHHS	240-777-4000	<ul> <li>Abierto las 24 horas, 7 días de la semana</li> </ul>
	1301 Piccard Dr.	<ul> <li>Servicios de crisis gratuitos</li> </ul>
	Rockville, MD 20850	<ul> <li>Evaluaciones de crisis y referencias de tratamiento para</li> </ul>
		todas las crisis psiquiátricas y situacionales
		<ul> <li>Si tiene una emergencia médica, llame al 911</li> </ul>



#### REGULAR BELL SCHEDULE/HOMEROOM 2022-2023

Period	Time
Breakfast	7:30-8:00 (BK)
Homeroom	8:00-8:30 (30)
1/2	8:30-9:45 (75)
3/4	9:45-11:00 (75)
5/6	11:00-12:15 (75)
7/8 LUNCH	12:15-12:45 (30)
9/10	12:45-2:00 (75)
Checkout/Incentive	2:00-2:30 (30)

#### 2 HR DELAY BELL SCHEDULE

Period	Time
Breakfast	9:30-10:00 (BK)
Homeroom	10:00-10:30 (30)
1/2	10:30-11:16 (46)
3/4	11:16-12:02 (46)
5/6	12:02-12:48 (46)
7/8 LUNCH	12:48-1:18 (30)
9/10	1:18-2:04 (46)
Checkout/Incentive	2:04-2:30 (26)



#### EARLY RELEASE DAY BELL SCHEDULE

Period	Time
Breakfast	7:30-8:00 (BK)
Homeroom	8:00-8:30 (30)
1/2	8:30-9:10 (40)
3/4	9:10-9:50 (40)
5/6	9:50-10:30 (40)
7/8 LUNCH	10:30-11:00 (30)
9/10	11:00-11:40 (40)
Checkout/Incentive	11:40-12:00 (20)



#### **Bus Depot Numbers**

Main Depot Number	240.740.6200
<ul> <li>West Farm (6000)</li> </ul>	240.740.1851
<ul> <li>Bethesda (1000)</li> </ul>	240.740.6580
<ul><li>Randolph (3000)</li></ul>	240.740.2610 or 240.740.6211
<ul><li>Shady Grove N (4000)</li></ul>	240.740.6220
<ul><li>Shady Grove S (5000)</li></ul>	240.740.6210
<ul><li>Clarksburg (2000)</li></ul>	240.740.4728

#### What Number Do I Call?

- Call the phone number associated with the first number of your student's bus number.
- For example:
  - o if you bus number is <u>6</u>234, you would call West Farm (<u>6</u>000)
  - o if your bus number is <u>3</u>675, you would call Randolph (<u>3</u>000).

#### **Have Questions About the Bus Stop?**

• Call 301.444.8580