

*"Providing a safe, respectful,
and nurturing learning
environment for all students!"*

CLOPPER MILL ELEMENTARY SCHOOL

18501 Cinnamon Drive
Germantown, MD 20874
240-740-2180
FAX 301-353-8068

www.mcps.k12.md.us/schools/cloppermilles



Office of the Principal

August 1, 2019

Dear Clopper Mill ES Families:

It is with great pleasure that I write to welcome you back to another great school year. I hope your summer was filled with fun family activities. As summer concludes, we turn our thoughts to preparing for the start of school. This is always one of my favorite times of the year! My staff and I are looking forward to a new school year and are working hard to see that your children's learning experience at Clopper Mill is a successful and happy one. I look forward to hearing about your summer adventures, getting caught up with returning families, and meeting our newest students as we open our doors to a new school year on **September 3, 2019**.

As Mrs. Denney moves on to take on the role of Principal Intern at Forest Knolls Elem School, we welcome **Ms. Paula Summers**, who is joining our staff as a Principal Intern as well. More information will be shared regarding the roles and responsibilities of a principal intern. Together, we will work with our students, staff, parents and community to create another year of excellence for our children focused on quality instruction, academic challenge, and creating a nurturing and safe school climate. It is the shared commitment of staff, parents and students that will allow us to reach our goal of helping each child achieve his/her potential in an environment that is **Safe, Respectful, and Committed to Learning**.

Please take time to read this letter and the attached information, so you can learn about important upcoming events and our expectations for this school year.

As you know, each new school year brings change. And, with our new **Title I status**, we have gained a number of new staff members and resources. Clopper Mill is also one of many schools in MCPS that is implementing the new **Benchmark Advance Literacy Curriculum**. Enclosed is our staff roster (professional and support staff) to update you on changes in staffing and to provide you with the names of our new and returning teachers.

We will post class lists on Friday, August 30, in case of any last minute staffing changes. Much thought has gone into student placements and class groupings for this year. Our priorities for grouping students included the student's academic level, as well as ensuring gender, racial, and ethnic balance for each class. The staff at the school put considerable time into balancing these classes and **student placements will not be changed**.

Our first event of this school year will be our **Sneak Preview on Friday, August 30, 2019**. Students and parents can take this opportunity to visit their classrooms and meet their new teachers. **Our Grades K-2 students will be able to meet their teachers from 10:00-11:00 a.m. (Grades K, 1 and 2 only), and students in Grades 3-5 can meet their teachers from 2:00-3:00 p.m. (Grades 3, 4 and 5 only).** Please adhere to the time frames in accordance to your child/ren's grade level(s), as our teachers will be participating in grade specific professional development when not scheduled to meet and greet their students.

Our fifth grade students who were selected to be patrols should meet with Mrs. Elias, Patrol Sponsor, at 3:00 p.m. on the 30th, to review their duties and responsibilities for the first week of school.

Our first PTA meeting will take place on **September 3**, beginning at **7:00 p.m.** Parents of students **new to CMES** are invited to join the administrative staff at **6:30 p.m.** for a question and answer session.

Back-to-School Night for parents is scheduled for **6:30 p.m. on Tuesday, September 10**. Our teachers will communicate their expectations, plans, and procedures for the year. Each teacher will present their program twice during the evening so those parents with two or more children can visit at least two classrooms. A general session will be held for all parents (**promptly at 6:30 p.m.**), prior to the classroom presentations. Parents will be able to visit our art, music, P.E. and resource rooms as well.

Information concerning the bus runs for the school year is enclosed. If you have any questions regarding bus transportation, please contact **Ms. Gail Walker, Transportation Cluster Manager, at 240-740-4731** or **Ms. Kathy Herald, Depot Manager, at 301-353-0815**. Each bus will have a route number displayed in its side window. In addition, a color/name will be assigned to each bus to make it easier for children to remember their bus (**see attached bus information for route number and color**). During the first week of school the buses will not always run exactly according to this schedule. Please have your children out at least 10 minutes early and have them wait at least 10 minutes past the scheduled time until our buses settle into their routines. We are asking that children who are bus riders, ride their buses on the first day of school. This is especially important for our kindergartners. Any student riding a bus that he/she is not assigned must have a note from their parents, and that note must be brought to the office or given to the classroom teacher as early as possible. **Students are not permitted to ride a bus other than their own without written permission from their parents.**

If your child is entering Pre-K or Kindergarten, please prepare an index card with his/her name, bus number and corresponding bus color/name, and pin it to his/her clothing for the first week or two. Discuss safety procedures for going to and from school. **If you transport your child by auto or van, please use our drop off circle in front of the school. (Turn on Gunners Branch Road – enter through the side entrance parking lot – follow the lot to the loop in front of the school. After dropping your child/ren off, exit as you entered.)** Parents must be patient when using this area. Please make sure your child exits/enters your car from the right side of the automobile (sidewalk side). As always, the bus entrance/lane is off limits to automobiles between the hours of 8:45-9:45 a.m. and 3:30-4:30 p.m. **DO NOT PARK OR USE THE HANDICAP SPOTS, UNLESS YOU HAVE A HANDICAP PARKING PERMIT.**

Enclosed you will find a packet of information about Clopper Mill ES. Please take time to read this information with your child prior to the start of school. On the first day of school, you will receive another packet of information that will contain a variety of forms and announcements from the school and PTA. Please be sure to complete and return all necessary forms.

Clopper Mill ES is a wonderful place to learn and grow; due to the dedicated efforts of the staff, who provide your children with an excellent experience academically, socially and emotionally, as well as our parents, who support us every day.

We hope you enjoy the rest of your summer and look forward to seeing you soon!

Sincerely,

Lawrence D. Chep
Principal

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Office of the Principal

August 1, 2019

Dear Parents/Guardians and Students:

I am pleased to inform you that Clopper Mill Elementary School was selected as one of ten schools supporting the training of a future MCPS principal. Ms. Paula Summers has joined our school as an MCPS Principal Intern for 2019-2020 school year. The primary goal of the principal internship is to prepare administrators to become successful school principals.

Ms. Summers comes to us from Fairland Elementary School with a wealth of knowledge, skills, and experiences as a highly successful administrator. As the principal intern, Ms. Summers will gradually assume the role of the principal at a variety of school functions. She will also be responsible for leading meetings and activities typically carried out by the school principal. In addition, she will participate in monthly meetings with other MCPS interns to continue to develop the necessary knowledge and skills to ensure effective implementation of the School Improvement Plan and the MCPS Strategic Plan.

An important component of the internship is the job-embedded opportunities for growth. To this end, Ms. Summers will function as acting principal during a period of seven weeks after the winter break. The goal of this activity is to provide the principal intern an opportunity to experience the role of the principal in a practical manner. Additional information is forthcoming regarding this practicum experience and the many roles we will all play in the process.

I consider it a great privilege for our school to be selected for the opportunity to train a future MCPS principal. I am sure all of you join me in supporting Ms. Summers as she enhances her skills and abilities as a MCPS administrator. Ms. Summers and I can't wait until the children return to school! Until that time, enjoy the rest of the summer.

Sincerely,

Lawrence D. Chep
Principal

CLOPPER MILL ELEMENTARY SCHOOL
STAFF ROSTER 2019-2020
PRINCIPAL: MR. LARRY CHEP
PRINCIPAL INTERN: MS. PAULA SUMMERS

HOMEROOM TEACHERS

Pre-K	Ms. Dori Bailin
Pre-K Plus	Mrs. Margaret Harp
Head Start	Mrs. Julie Simms
K	Mrs. Sylvia Bailin
K	Mrs. Stephanie Strube
K	Ms. Rebecca Riordan
K	Ms. Samantha Bouma
1	Ms. Allie Hubert
1	Mrs. Michelle Jansen van Vuuren
1	Mrs. Jennifer DeCastro
1	Ms. Kaitlin Winn
1	Mrs. Gwyn Genua*
1	Mrs. Samantha Rengel (Duenas)
2	Mrs. Joanne DeMayo
2	Mr. Brian Jacobs
2	Miss Linda Lerch
2	Ms. Evelyn Hanson*
3	Ms. Colleen Checco
3	Mrs. Virginia Shell
3	Ms. Katie Bogan*
4	Mrs. Brooke Dymond
4	Mrs. Cassie Smith
4	Mrs. Dana Stone
4	TBD
5	Mrs. Marilyn Carter
5	Mrs. Jacqueline Burgos
5	Ms. Ruba Hassan
5	Mrs. Melanie Visnich*

* = **New to Clopper Mill ES**
Highlighted = **Team Leader**



SPECIALISTS

Staff Development	Mrs. Melinda Elias
Reading Specialist	Mrs. Jennifer Levine
Guidance Counselor	Mrs. Michelle Vaca
Guidance Counselor (.5)	Mrs. Eilene Kelly
Academic Intervention	Mrs. Laurie Oyer
Academic Intervention	Ms. Rachel Brewster*
Academic Intervention	Mrs. Cescely Hill
Art	Ms. Xiomara Portillo
Art (.1)	Vacant*
ESOL	Ms. Christina Romano*
ESOL	Mrs. Leslie Figueroa-Martinez
ESOL	Ms. Kim Walker
ESOL	Ms. Elena Seong
Home School Model	Mrs. Dana Augustin
Home School Model	Ms. Beth Sell*
Home School Model	Ms. Samantha MacDonald
Home School Model	Ms. Tami Wisniewski-Dollar
Media Specialist	Mr. John Spano
General Music	Mr. Alex Kirby *
General Music (.1)	Vacant*

Math Content Coach	Ms. Treasure Brown*
Music (Instrumental) (.2)	Mr. David Spitzberg
Occupational Therapist	Mr. Richard Lu
PE	Mr. Robert Ryder
PE (.1)	Mr. John LaRocca
Primary Talent Coach/Sped.	Ms. Patricia Grande*
Sp/Lang Pathologist	Ms. Lauren Dovin
Sp/Lang Pathologist (.3)	Vacant*
Title I Specialist	Ms. Camiele Jones-Akinkuowo

SUPPORTING SERVICES STAFF

Main Office

Administrative Secretary	Ms. Rola Ibrahim
Attendance Secretary	Ms. Beatriz Diaz

Paraeducators

Ms. Lisa Brown
 Ms. Margaret Kelpy
 Ms. Mary Jane Finn
 Ms. Trina Dennis
 Ms. Christina Huh
 Ms. Abbe Arnold*
 Ms. Stephanie Russo*
 Ms. Patricia Reyes*
 Ms. Judith Roldan
 Mrs. Marcy Loftus
 Ms. Misty Handley*
 Ms. Anita Hinduja
 Mrs. Izumi Howe*
 Ms. Jill Hines
 Ms. Candy Fields*
 Mrs. Jane Rothschild
 Ms. Debbie Rosner
 Ms. Marilyn Richards
 Ms. Lauren Williams*
 Ms. Ana Duran

Lunch Hour Aides

Ms. Judith Roldan
 Mrs. Jan Rothschild
 Ms. Marilyn Richards
 Ms. Marcy Loftus
 Ms. Mary Jane Finn
 Ms. Misty Handley
 Ms. Debbie Rosner
 Ms. Lauren Williams
 Ms. Christina Huh
 Ms. Abbe Arnold
 Ms. Stephanie Russo

Food Services

Ms. Christina Liao
 Ms. Hsiao Fang Yin
 Ms. Yali Lin

Building Services

Building Services Manager
 Building Services Assistant Manager
 Building Service Workers

Ms. Karen Hyson
 Mr. Pierre Robinson
 Ms. India Dimes
 Ms. Hsiao Fang Yin
 Ms. Jennifer Panduro
 Ms. Maria Awan

Media Assistant

Ms. Nadia Amleh

Parent Community Coordinator

Veronica Palleres

School Psychologist

Vacant*

Pupil Personnel Worker

Mr. Jerry Logan

School Nurse

Ms. Kim Allen

Health Room Technician

Ms. Pritti Vasavada

CLOPPER MILL ELEMENTARY SCHOOL
PARENT HANDBOOK
OF
POLICIES, PRACTICES, PROCEDURES
2019-2020



School Hours

Office Hours:	8:00 a.m. – 4:30 p.m.
Students Enter:	9:10 a.m. (Breakfast)
School Begins:	9:25 a.m.
Grades K -5:	9:25 a.m. – 3:50 p.m.
Early Dismissal:	1:20 p.m.
Delayed Opening:	11:15 a.m.



SCHOOL HOURS

Normal school hours are 9:25 a.m. to 3:50 p.m. for grades kindergarten through five. Children are expected to arrive at school on time, but **no earlier than 9:00 a.m.** **Children are considered tardy after 9:25 a.m.** School Office hours are 8:00 a.m. to 4:30 p.m.

TRAFFIC SAFETY: PARKING

Please obey the no parking signs in the bus lane, handicapped spaces and reserved spaces at the front of the school. The bus lane is marked with yellow paint. **If you drive your child to or from school, please remember to use the drop off loop in front of our school for drop-off and pick-up. The bus lane is off limits to automobiles between the hours of 8:45–9:45 a.m. and 3:30-4:30 p.m.** Please do not leave cars unattended along the curb in the drop-off and pick-up area.

ABSENCES

Daily, consistent attendance at school equates with school success. We urge students and parents to make school a priority and to **schedule vacations around the school calendar.**

If your child will be absent, please call the School Office as soon after 8:30 a.m. as possible. If you suspect your child has a communicable disease, please note that at the time of your call. The school will attempt to verify the apparent absence of any student whose parents have not called.

A **dated note**, stating the specific reason for an absence, signed by a parent or guardian, **is required no later than one day following an absence.** Excused absences from school include: illness, doctor or dentist appointment, death in the immediate family, observance of a religious holiday, or a court order.

EARLY DEPARTURE

Children who need to leave school during the day **MUST** bring a written excuse to the School Office in the morning for approval. The parent must sign the child out when they leave school, and sign in when they return to school. **If a child needs to be dismissed early, the parent should report to the office to pick up his/her child. Parents should not go to the classroom to pick up children.**

LATE ARRIVAL

Children who arrive late to school are expected to sign in at the office. **Parents are required to sign their children in at the office, or students are expected to have a written excuse for tardiness from their parent or legal guardian.** **TARDINESS HAS BEEN A REAL PROBLEM FOR MANY STUDENTS, AND IT NEGATIVELY IMPACTS EVERY STUDENT AND TEACHER.** Students who demonstrate excessive tardiness will be **required to serve detention after school.**

BREAKFAST/ LUNCH PROGRAM & RECESS

Breakfast is available from 9:15 a.m. to 9:25 a.m. There is no cost for breakfast. Students who wish to have breakfast here at school are welcome but are expected to be in their classroom by 9:15 when the bell rings or they will be marked tardy.

Please develop a plan to ensure your child has a lunch every day. A nutritious lunch is essential for optimal learning. Establish a specific location in your home to place a lunch or lunch money for your child(ren). **Lunch money will not be available from the office. However, the office will call home to allow for someone to either bring a lunch or get permission to give your child a snack.**

Students may bring their own lunch or purchase a lunch at school. For those students who will either purchase lunch or milk we encourage you to deposit money in their cafeteria account to avoid monies being lost or misplaced here at school. Checks made payable to the **Clopper Mill Cafeteria** or cash can be brought to the cafeteria manager or the main office.

When available, snack items, which range in price from \$0.50 to \$1.00, can be purchased after lunches have been consumed. However, we are very concerned with the growing health problems for children and will be limiting snack food purchases to **one** item only per student.

Parents who wish to apply for free or reduced meals can do so by using the application form provided. Once completed and returned to us it will be forwarded to the MCPS Food Services office for processing. You will receive written notification once eligibility is determined. **Breakfast is free to all students** and the reduced price for lunch is \$0.40. You are encouraged to take advantage of the online program, **MySchoolBucks.com** to make prepayments using a credit card. Please make sure your child knows his/her PIN number. Parents will receive notification when account balances are low. A student who forgets his/her lunch or money, or has no money in his/her account will be given a cheese sandwich. **Students will be charged \$.25 for the sandwich, payable the following day.**



MCPS students who qualified for free or reduced meals last school year keep their eligibility through September, 2019. Parents must re-apply for the 2019-2020 school year by completing the application, which is sent home during the first week of school. Students who have not re-applied or do not qualify will have to purchase their meals at full price as of October 1, 2019.

RECESS/LUNCH

The recess/lunch period is one hour and 10 minutes. Menus are sent home prior to the first day of each month. Please refer to the enclosed flier for more information. School lunch prices are as follows:

Lunch	\$2.55 (includes milk)	Milk	\$.60	Cookies	\$.25
Reduced Lunch	\$.30	Chips	\$.75	Ice Cream	\$.50

Lunch/Recess Schedules

	<u>Lunch</u>	<u>Recess</u>
10:50-11:20	Fifth	
11:25-11:55	Second & Third	Fifth
12:00-12:30	Kindergarten	Second & Third
12:35-1:05	First	Kindergarten
1:10-1:40	Fourth	First
1:45-2:15		Fourth



Lunch Schedule

Early Dismissal (No Recess)

10:30-11:00	- Grade 5
11:05-11:35	- Grades 2 & 3
11:40-12:10	- Grades K & 1
12:15-12:45	- Grade 4

(School Ends - 1:20)

Delayed Opening (No Recess)

11:40-12:10	- Grade 5
12:15-12:45	- Grades 2 & 3
12:50-1:20	- Grades K & 1
1:25-1:55	- Grade 4

(School Begins - 11:25)

CONCERNS

If you have questions that are specific to your child's progress or a classroom issue, **please contact your child's teacher or appropriate staff member directly before bringing the concern to school administration.** It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

TELEPHONE CALLS

Teachers and students will be called to the telephone from classrooms **only for emergencies**. The most convenient time to call teachers is before school or after school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled on an appointment basis in November. These conferences provide a planned opportunity for parents and teachers to discuss a child's achievement and to plan cooperatively for continued student progress. Parent-teacher conferences will be held on **November 11 and 12, 2019**.

****VISITING CLASSROOMS/VOLUNTEERING/ENTERING THE BUILDING**

Parents are encouraged to visit the school and may observe their children's classrooms. It is best to arrange a visit ahead of time by calling your child's teacher, the assistant principal, or the principal beforehand, since the class may be having a test or be out on a field trip. **As part of our school's security procedures, visitors will be required to "ring" into the office using the front door entry system and inform the office staff the reason for their visit. Once visitors/parents/volunteers are "buzzed" into the building, they MUST report to the office to provide a picture ID (**driver's license), sign in, and receive an identification sticker.** While visiting, please remember that an observation/visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, please make a separate conference date. Parent comments are encouraged and valued. Parents are asked to take into account when visiting that much precedes and follows the segment of the day observed.

EMERGENCY SCHOOL CLOSING

In case of emergencies that make it impossible for Montgomery County Public Schools to open, information regarding school operations is announced publicly as soon as possible on area radio and television stations, Cable Channel 60, County Cable Channel 6 or Cable Channel 34-MCPS TV, at www.montgomeryschoolsmd.org or at Schools-Out.com, and on a taped telephone message service at 301-279-3673. Emergency email announcements are available by signing up for MCPS QuickNotes on the school system's home page. If schools are closed or delayed, the announcement is made no later than 6:00 a.m. (or the night before, if possible). If schools are closing early, the announcement is made by 11:00 a.m. **PLEASE DO NOT CALL THE SCHOOL.**

Delayed Opening. In the event of snow or other hazardous weather conditions, school may open two hours later than usual to assure bus safety. All students who normally ride school buses will be picked up two hours later than their regularly scheduled pick-up time on delayed opening days.

When a two hour delayed school opening is called, the **A.M. Pre-K** class is cancelled.

Early Dismissal. When early dismissal of students is necessary due to inclement weather, school will close 1 1/2 hours early. Buses may run late because of hazardous road conditions. A lunch period will be scheduled for students prior to dismissal.

Announcements will be made on local radio and television stations. Parents are urged to tune in to local news stations to find out about school closings.

In the event of an early closing, it is essential that children know what they are to do and where they are to go. Parents should give children specific instructions, which should also be on file at the school. If changes are made to these instructions, the school should be notified. The P.M. Pre-K does not normally meet on early dismissal days.

LOST & FOUND

Found articles of clothing, hats, gloves, lunch boxes, and other items will be periodically displayed throughout the year during special events. Children should check the Lost and Found area for missing

possessions. The Lost and Found Storage is in the hallway adjacent to the lunchroom. Eyeglasses and other delicate items are secured in the main office. **PLEASE LABEL ALL CLOTHING.**

BIRTHDAY & PARTY POLICIES

Each child will receive a birthday pencil on his/her birthday (summer birthdays as well). There will be **no birthday celebrations** as we wish to maximize instructional time. However, simple, low key parties are held at school for Halloween and Valentine's Day. All food for parties/celebrations must be store-bought, including original ingredients label. In addition, all foods must be "peanut-free" ("peanut-oil free") and approved by the classroom teacher prior to each celebration. (See the section on Clopper Mill Elementary Food Allergy Safety Policy Highlights).

****PERSONAL BIRTHDAY INVITATIONS ARE NOT TO BE DISTRIBUTED IN SCHOOL!**

CONTINGENCY PLAN FOR SCHOOL EVACUATION

In the event of an emergency evacuation of the school for a sustained period of time, students will walk with their teachers or be transported to Northwest High School (301-601-4660). This constitutes a portion of our contingency plan for unusual circumstances far beyond the usual and routine fire drill procedures. It is urgent in the event of an emergency or disaster that we have up to date emergency information on your child. **Please keep the school office informed of any changes in emergency contact and/or day care arrangements.** Our school will conduct ten (10) required fire drills and six (6) required emergency drills (2 each) during the school year.

ILLNESS/MEDICATIONS

A child who is ill is routinely sent to the School Health Room. The school nurse or school health technician will assess the child, contact the parent or guardian, and send the child home if necessary. Any child with an elevated temperature of 100 degrees or above is sent home. It is recommended that your child be free from fever for 24 hours before returning to school.

It is likely that sometime during the school year your child will have a medication prescribed for the treatment of a health problem. As a general policy, the school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed. For more information, contact **Ms. Kim Allen**, School Community Health Nurse, or the school health technician, **Ms. Pritti Vasavada**, at 240-740-2182 and read the information below.

MEDICATION POLICY

In the event that your physician decides that your child needs to receive medication at school during the school day, MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed and on file. Forms are available in the School Office and in the Health Room.

If you don't have access to the proper form, a written order on the physician's stationery or prescription pad is acceptable, provided it includes the following information:

- a. Your child's name
- b. Name of medication being ordered
- c. Dosage
- d. Time of administration
- e. Possible side effects

The first full day's dosage of any new prescription **must** be administered at home. Medication must be brought to the school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. Medication must be properly labeled by a pharmacist. Over-the-counter medication, e.g., aspirin, must also be prescribed by a physician as noted above and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

SCHOOL SAFETY PATROLS

Clopper Mill has a fine group of responsible boys and girls serving as school safety patrols. They go on duty at **9:05 a.m. and 3:45 p.m.** Ms. Karla Webber, Intervention Teacher, is the patrol sponsor. Parents should impress upon their children the importance of following patrol instructions.

BAR T KIDS CLUB

A before and after school extended day program is offered for children of parents employed outside the home. Recreation and sport activities, supplemented by games, music, arts & crafts, free time, and opportunities to complete school homework assignments are provided before school from **6:30 to 9:10 a.m.** and/or after school from **3:50 to 6:30 p.m.** Care is available to enrolled students on snow days, school holidays, and during the winter and spring vacation breaks.

To find out more about the Bar T Kids Program, call 301-948-3172.



SAFETY: BUSES

Parents are responsible for student safety at bus stops (school safety patrols assist). Students who wish to go home with a classmate after school (either walking or riding a different bus) must bring a note to the office in the morning for verification. The bus drivers will not allow students on buses without written parent/school permission.

For problems concerning bus routes and stop locations, call Ms. Gail Walker, Transportation Cluster Manager at 301-601-0331 or Ms. Kathy Herald, Depot Manager at 301-353-0815.

LIBRARY/MEDIA CENTER

Library services, under the direction of a full-time library media specialist, are available to all students during the regular school hours and for 15 minutes before school. Children may check **out two books** at a time for up to two weeks. Books may be checked out more frequently if the children wish.

SAFETY: CROSSING GUARD

The safety division of the Montgomery County Police will post a crossing guard daily at the entrance of parking lot. Our guard is on duty from 8:50 to 9:25 a.m. and from 3:45 to 4:15 p.m. daily. Please teach your child to use the services of the Crossing Guard. Using the Crossing Guard is a safe practice to be emphasized.

BEHAVIOR/DISCIPLINE

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony.

Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students best and leads to the best type of discipline: self-discipline.

ABCs of Behavior: Act Safely - Be Respectful - Commit to Learning

Our goal is to create and maintain a safe and orderly environment for all students at CMES. In order to do this, we have created a school-wide discipline policy. This system is called the CMES ABCs, which stands for: **Act Safely – Be Respectful – Commit to Learning.** Each ABC has specific expectations that must be followed by all students in all areas of the school. Bullying and physical altercations will not be tolerated. We want to ensure that all of our students are safe at Clopper Mill. We thank you in advance for your support in creating a safe and orderly school environment.

Please see the [Code of Conduct Brochure](#).

DISMISSAL PROCEDURES

Parents and older siblings picking up students will be advised to wait for their students at designated columns marked with grade levels 1 to 5. The area between the front door and columns 1 and 2 will remain clear of “waiting” parents and older siblings at all times. Teachers will continue to escort students out of the building at dismissal time. All staff on p.m. duties will reinforce these dismissal procedures.

HOMEWORK

Homework is an integral part of school and learning. It is expected that students spend time nightly on extending their attainment of skills and knowledge. A Homework Policy will be distributed on the first day of school.

PROPER ATTIRE

Students are expected to come to school each day in appropriate attire. If a student comes to school in any of the following, they will be sent to the office to either call home for replacement clothing or, when possible, asked to cover the article of clothing with a jacket, sweater, etc. Clothing that is not acceptable at school are midriff tops; belly shirts; halters; see-through or net shirts; any shorts, skirts, or dresses worn too short; and any item of clothing that presents a message or words deemed inappropriate for school. If assistance for clothing is needed, please contact our main office.

BICYCLES & SCOOTERS

Students in grades 4 or 5 may ride bicycles/scooters to school with written parent permission and the use of a safety helmet. Bicycles/scooters are to be walked while on school premises, locked to the rack, and not used during the school day. **NO HELMET-- NO BIKE!** All bicycles must be registered with the Montgomery County Police Department. The school is not responsible for lost, damaged or stolen bicycles.



REPORT CARDS

Standard report cards will be issued four times during the school year: November 20, February 4, April 15, and June 23 (mailed).

MARKING PERIODS FOR 2019-2020

<u>Marking Period</u>	<u>Marking Period Ends</u>	<u>Report Card Distribution</u>
1st	November 8, 2019	November 20, 2019
2nd	January 24, 2020	February 4, 2020
3rd	March 27, 2020	April 15, 2020
4th	June 15, 2020	June 23, 2020 (mailed from Central Office)

CELL PHONES

Students may possess portable communication devices on MCPS property **only if a written parent request is made to the principal.** **Cell phone use is for emergencies only!** It is the student's responsibility to ensure that the device is turned off and out of sight during the instructional day. The student **may not turn on/use the device until the end of the official instructional day, when he/she is off school grounds.** **Use of devices while riding to and from school on MCPS buses is not permitted,** since it may impact the safe operation of the school bus. For non-emergency calls, students may ask permission to use the school phones to contact parents. The consequence for a student who violates this policy is cell phone confiscation, which will only be returned to a parent or guardian.

PERFECT ATTENDANCE CRITERIA

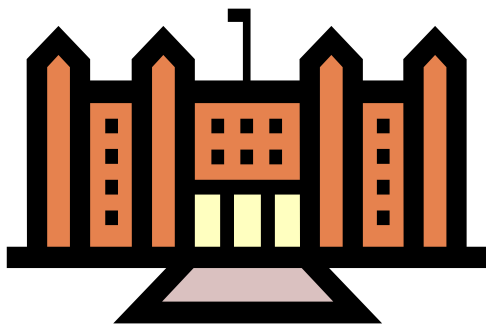
Perfect Attendance is an award we present to students at our annual awards ceremony at the end of the school year. The following are the guidelines to achieve Perfect Attendance.

- Students must be present and attend school every day.
- We are allowing for two doctor's appointments during the school year; however, ***the appointment cannot result in a student's absence for more than half a school day.***
- **A doctor's note must be submitted within two days of the child's return to school.**
- Students who are tardy more than two days are not eligible for Perfect Attendance.

Vacations should be taken during scheduled school vacation dates. Absence for the purpose of a vacation is considered an **unexcused absence.**

NEWSLETTERS

Parents should look for our newsletter, the *Cougar Courier*, on our school webpage and/or through our Connect Ed system. The *Cougar Courier* includes items of school interest to both parents and students as well as a calendar of upcoming events. Electronic copies of the *Cougar Courier* will be available on our school website (www.mcps.k12.md.us/schools/cloppermilles).



Clopper Mill Elementary School

SNEAK PREVIEW (SNEAK PEEK)

Friday, August 30

10:00 to 11:00 a.m. (Grades K, 1, and 2 Only)

2:00 to 3:00 p.m. (Grades 3, 4 and 5 Only)



****Patrols will meet with Mrs. Elias following their open house at 3:00 p.m. in the AP room. ****

*** Meet your teacher ***

*** Get a sneak peek at your school ***

♦♦ TEACHERS WILL ONLY BE AVAILABLE TO MEET THEIR STUDENTS AT THEIR DESIGNATED SNEAK PEEK TIME DUE TO GRADE LEVEL SPECIFIC TRAINING ♦♦

What is a sneak preview?

It is a time to bring your child to school to find his/her classroom, to see the school, meet the teacher, and enjoy the excitement of a new start! It is designed to reduce beginning of the year anxiety and help your child prepare emotionally for the start of school. It is an opportunity to encourage your child to see the positives of a new year and a new teacher.

This sneak preview is not like Back-To-School Night in that teachers are still busy preparing and planning for the opening of school. Please do not try to hold a conference with teachers. Instead, enjoy a walk through the school, a brief visit to your classroom(s) and conversation with your child about the coming year.

Welcome and enjoy your visit!

ATTENTION PARENTS OF KINDERGARTEN CHILDREN –
A SPECIAL PARENT INFORMATION MEETING WILL BE HELD IMMEDIATELY
FOLLOWING YOUR SNEAK PREVIEW
11:00-11:30 a.m.
IN THE ALL-PURPOSE ROOM

WELCOME TO PARENTS OF STUDENTS NEW TO CLOPPER MILL

A special meeting will be held for you



as parents of students

new to our school



Tuesday, September 3, 2019

6:30 p.m.

***(followed by our first PTA/NAACP Meeting)
at 7:00 p.m.**



Please join us in the All-Purpose Room

Clopper Mill Elementary School Calendar 2019-2020

August

30 *Sneak Preview* (See times for specific grade levels)

September

3 **First Day of School for Students**
6:30 p.m. New Parent Welcome (All Purpose Room)
7:00 p.m. PTA/NAACP Meeting (All Purpose Room)

6 5:00 p.m. Back-to-School Picnic (Rain Date – September 14)

10 **6:30 p.m. Back-To-School Night**

27 *9:00 a.m. Dads & Donuts (All Purpose Room)*

30 **No school for students and teachers**

October

1 *6:30 p.m. PTA/NAACP Meeting (Media Center)*

4 **Early Release Day for all Students (Planning/grades/interims)**

9 **No school for students and teachers**

14 **9:35 a.m.-12:00 p.m. Open House**

18 *6:30 p.m. Family Night – Pizza Dinner & BINGO (All-purpose Room)*

31 *2:30 p.m. Spring Harvest Parade & Parties*

November

1 *6:30 p.m. PTA/NAACP Meeting (Media Center)*

4-8 *Fall Scholastic Book Fair*

8 **First Marking Period Ends**
1:20 p.m. Early Dismissal

11 **1:20 p.m. Early Dismissal – Parent/Teacher Conferences**

12 **1:20 p.m. Early Dismissal – Parent/Teacher Conferences**

15 *6:30 p.m. Family Game Night*

20 **First Marking Period Report Cards Distributed**

27 **1:20 p.m. Early Dismissal**

28 & 29 **Thanksgiving Holiday - No School**

December

3 *6:30 p.m. PTA/NAACP Meeting (Media Center)*

TBD *7:00 p.m. Winter Choral & Instrumental Music Concert*

20 *Grandparent Day*

23 - 31 **Winter Break - No School**

January

1 **New Year's Day – No School**

7 *6:30 p.m. PTA/NAACP Meeting (Media Center)*

20 **Dr. Martin L. King, Jr. Day – No School**

24 *7:00 p.m. Family Night – International Night*

24 **Second Marking Period Ends**
1:20 p.m. Early Dismissal

27 **Professional Day for Teachers - No School**

February

- 4 **Second Marking Period Report Cards Distributed**
6:30 p.m. PTA/NAACP Meeting (Media Center)
- 17 **Presidents' Day - No School**
- 21 *6:30 p.m. Science Fair/STEM Night*
- 28 **1:20 p.m. Early Dismissal – Planning/Grades**

March

- 3 *6:30 p.m. PTA/NAACP Meeting (Media Center)*
- 13 *7:00 p.m. Family Movie Night*
- 9-27 **Grade 5 Maryland Integrated Science Assessment**
- 27 **Third Marking Period Ends**
1:20 p.m. Early Dismissal
- 30-31 *Spring Book Fair*

April

- 1-3 *Spring Book Fair*
- 1 *6:30 p.m. PTA/NAACP Meeting (Media Center)*
7:00 p.m. Reading Night
- 6-13 **Spring Break - No School**
- 15 **Third Marking Period Report Cards Distributed**
- 19-25 *National Volunteer Week*
- 20-24 *Administrative Professionals Week*
- 28 **No school for students and teachers**

May

- Grades 3-5 MCAP Assessments**
- 5 *6:30 p.m. PTA/NAACP Meeting (Media Center)*
- 4-8 *Staff Appreciation Week*
- TBD *Field Day*
- 8 *9:00 a.m. Moms and Muffins (All Purpose Room)*
- 15 *6:30 p.m. Family Olympic Night*
- 21-22 **Kindergarten Orientation**
- 25 **Memorial Day - No School**

June

- TBD *6:30 p.m. Spring Concert*
- 4 *6:30 p.m. PTA/NAACP Meeting (Media Center)*
- 12 **Fifth Grade Promotion (at Northwest High School)**
- 15 **Last Day of School for Students/ Fourth Marking Period Ends**
End-of-Year Awards Assembly
***1:20 p.m. Early Dismissal**
- 16 *Professional Day for Teachers*
- 23 **Fourth Marking Period Report Cards Mailed Home**

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.

*** 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.**

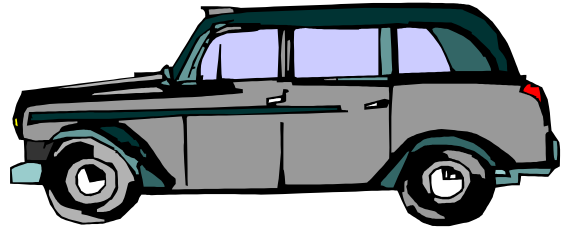
2019	
4 de julio	Día de la Independencia (Independence Day)—Oficinas y escuelas cerradas
26, 27, 28, 29, 30 de agosto	Días profesionales para los maestros
2 de septiembre	Día del Trabajo (Labor Day)—Oficinas y escuelas cerradas
3 de septiembre	Primer día de clases para los estudiantes
30 de septiembre	No hay clases para estudiantes y maestros
4 de octubre	Medio día de clases para todos los estudiantes
9 de octubre	No hay clases para estudiantes y maestros
8 de noviembre	Medio día de clases para todos los estudiantes; planificación de fin de trimestre
11 y 12 de noviembre	Medio día de clases para todos los estudiantes
27 de noviembre	Medio día de clases para todos los estudiantes
28 y 29 de noviembre	Día de Acción de Gracias (Thanksgiving)—Oficinas y escuelas cerradas
23, 24, 25, 26, 27, 30, 31 de diciembre	Vacaciones de Invierno—No hay clases para estudiantes y maestros; oficinas cerradas el 24 y 25 de diciembre
2020	
1ro. de enero	Año Nuevo—Oficinas y escuelas cerradas
20 de enero	Conmemoración del Día del Dr. Martin Luther King, Jr.—Oficinas y escuelas cerradas
24 de enero	Medio día de clases para todos los estudiantes; planificación de fin de trimestre
27 de enero	Día profesional para los maestros; no hay clases para los estudiantes
17 de febrero	Día de los Presidentes (Presidents' Day)—Oficinas y escuelas cerradas
28 de febrero	Medio día de clases para todos los estudiantes
27 de marzo	Medio día de clases para todos los estudiantes; planificación de fin de trimestre
6, 7, 8, 9, 10, 13 de abril	Vacaciones de Primavera—No hay clases para estudiantes y maestros; oficinas cerradas el 10 y el 13 de abril
28 de abril	No hay clases para estudiantes y maestros
25 de mayo	Día de los Caídos (Memorial Day)—Oficinas y escuelas cerradas
15 de junio	Último día de clases para los estudiantes; medio día de clases para todos los estudiantes
16 de junio	Día profesional para los maestros

Si el ciclo escolar fuese interrumpido por motivos de emergencia que obligaran el cierre de las escuelas por tres o más días, las fechas identificadas en el 2020 para recuperación de días lectivos incluyen: 16–22 de junio, 6 de abril, 7 de abril y 27 de enero.

* Esta lista de fechas no aplica a Roscoe Nix Elementary School y Arcola Elementary School, que seguirán el Calendario Innovador de Ciclo Escolar 2019–2020.

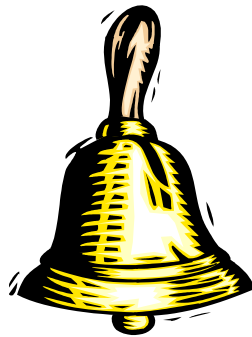
Aprobado: 11/13/18

Attention Parents of Walkers and Students Transported by Car:



Our doors open at **9:10 a.m. for breakfast**

Students arriving after **9:25 a.m.** are **late!!**



Give your child the advantage of five or ten minutes to unpack and prepare for instruction. **The late bell rings at 9:25 a.m. Your child should be here no later than 9:15 or 9:20 a.m.**

PLEASE DO NOT DROP YOUR CHILD OFF TOO EARLY!

Thank you for your cooperation.

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 PRICES

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. **For faster 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.

PREPAYMENT FORM

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

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Parent's/Guardian's Name _____

MONTGOMERY COUNTY PUBLIC SCHOOLS

NOTICIAS DE LA CAFETERÍA PARA EL CICLO ESCOLAR 2019-2020 E INFORMACIÓN SOBRE LAS COMIDAS EN LAS ESCUELAS ELEMENTALES

Servicios de Alimentos y Nutrición sirve más de 18 millones de comidas anualmente. Nosotros apoyamos opciones de comidas saludables para los estudiantes y estamos continuamente explorando nuevas formas de mejorar el contenido nutritivo y la aceptación de los estudiantes de las comidas que se sirven. Para más información, visítenos en nuestra página web, <https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/>

La cafetería continúa ofreciendo la flexibilidad y conveniencia de un sistema de caja registradora computarizada. Depositar fondos en una cuenta de la cafetería elimina la necesidad de que los estudiantes tengan que traer dinero a la escuela todos los días. Los estudiantes ingresan su número de identificación personal (Personal Identification Number-PIN) para acceder a su cuenta. El número de identificación personal para estudiantes que regresan a la misma escuela seguirá siendo el mismo. Los estudiantes nuevos recibirán su número de identificación personal el primer día de clases. Cualquier saldo que haya quedado en la cuenta del/de la estudiante desde el ciclo escolar anterior queda acreditado para su uso durante este ciclo escolar. Se pueden hacer pagos por adelantado a la cuenta del/de la estudiante antes del comienzo del ciclo escolar.

Para pagar por adelantado:

Use **MySchoolBucks.com**, un servicio en línea que se usa para hacer pagos por adelantado usando una tarjeta de crédito. Los padres también pueden revisar el saldo de la cuenta de comida, inscribirse para hacer pagos recurrentes y mucho más. Ingrese a **MySchoolBucks.com** para inscribirse.

Complete el formulario que aparece al pie e incluya un cheque a nombre de la cafetería. Consulte la política de aceptación de cheques que aparece más abajo.

Para solicitar un reembolso o una transferencia de saldo de cuenta para un/a estudiante que ya no está matriculado/a en MCPS, envíe un correo electrónico a DFNSHelpDesk@mcpsmd.org.

POLÍTICA DE ACEPTACIÓN DE CHEQUES

Los cheques que se usen para pagar las comidas de la escuela deben incluir: nombre, dirección, número de teléfono y número de identificación personal ("PIN") del/de la estudiante. Los cheques que sean devueltos serán recuperados por el valor nominal, más la tarifa de \$25 permitida por el estado de Maryland a ser retirada de la misma cuenta mediante un débito electrónico o un giro bancario. Al efectuar su pago por cheque, usted confirma su aceptación de estos términos. Si usted tiene cualquier pregunta con respecto a nuestra política de aceptación de cheques, por favor llame a CHECKredi, teléfono 1-800-239-1222.

PRECIOS DE LAS COMIDAS EN LAS ESCUELAS ELEMENTALES

Almuerzo	\$2.55
Almuerzo, Precio Reducido	\$0.30
Desayuno	\$1.30
Desayuno, Precio Reducido	\$0.00
Leche	\$0.60

SOLICITUDES PARA COMIDAS GRATIS O A PRECIO REDUCIDO

Aquellas familias que reúnen ciertos estándares federales de ingresos son elegibles para recibir beneficios de comidas gratis o a precio reducido. Todos los estudiantes utilizan un código de identificación personal, o "PIN", para mantener su privacidad y para que ningún/ninguna estudiante sea abiertamente identificado/a como estudiante que recibe comidas gratis o a precio reducido. Las solicitudes para beneficios de comida se envían a los hogares con todos los estudiantes, con el paquete de información que se distribuye al inicio de cada ciclo escolar. **Para procesamiento más rápido, las familias pueden solicitar en línea, ingresando a: MySchoolApps.com.** Se requiere una sola solicitud para todos los estudiantes que vivan en el mismo domicilio. Se debe completar una nueva solicitud para cualquier familia que solicite asistencia para este ciclo escolar. *Si usted solicita en línea, por favor NO presente una solicitud en papel.*

COMIDAS Y BEBIDAS DISPONIBLES PARA LA COMPRA ADEMÁS DEL DESAYUNO Y EL ALMUERZO

Podrá haber una variedad de comestibles a la carta disponibles en la cafetería de la escuela de su hijo/a. Todos los artículos comestibles disponibles para la venta cumplen con JFG-RA, *Bienestar: Salud Física y Nutricional*. Los comestibles específicos varían por escuela.

Para información específica sobre los comestibles disponibles en la escuela de su hijo/a o para restringir la compra de los artículos a la carta, por favor comuníquese con el administrador/a de la cafetería de su escuela.

FORMULARIO DE PAGO POR ADELANTADO

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



Nombre del/de la Estudiante _____ PIN _____ Cantidad \$ _____

Nombre del/de la Estudiante _____ PIN _____ Cantidad \$ _____

Nombre del/de la Estudiante _____ PIN _____ Cantidad \$ _____

Nombre del Padre/Madre/Guardián _____

Elementary School Menu for First Week of School

Tuesday 	September 3	WG Chicken Patty Sandwich with Curly Fries OR Fiesta Cheese Omelet w/ Potatoes, Peppers Onions & WG Croissant	GI Sandwich de pollo con papas fritas rizadas -0- Tortilla Fiesta Cheese con papas, pimientos, cebollas y croissant integral
Wednesday	September 4	WG French Toast Sticks with Sausage OR Philly Cheese Steak w/ Seasoned Potatoes & WG Hot Dog Bun	Paltios de pan tostado con canela y salchicha -0- Filadelfia queso, bistec con papas sazonadas y pan de Hot Dog
Thursday	September 5	Taco with Corn and Edamame and WG Scoops OR Blueberries with Lowfat Vanilla Yogurt and WG Granola	Taco con maíz y edamame y cucharitas -0- Arándanos con yogur de vainilla bajo en grasa y granola
Friday 	September 6	WG Personal Pizza (Cheese or Pepperoni) OR Spicy WG Chicken Patty Sandwich	GI Pizza Personal (queso o pepperoni) -0- Sándwich GI de pollo picante

WG = Whole Grain/grano entero



MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

July 8, 2019

MARYLAND



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.

Department of Transportation • Clarksburg Depot

13100 Shawnee Lane • Clarksburg, Maryland 20871 • Telephone: 240-740-4728 • Fax: 301-353-0938

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

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

Key Points:

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

- Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time as the bus could come early on any given day.
- Plan in advance for another adult who is normally at the bus stop to care for your child if you are not there one day.
- Call the school, well before dismissal time, if you have an emergency and cannot make it to the bus stop one day, so your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.
- Arrange an older student "buddy" who will walk home with your child, or allow your child to stay at their house until you pick up your child. Be sure to work with the other student's parent when arranging this plan.
- Be sure your child knows to tell the bus driver, before getting off the bus, if something is "not right." This could include, among other things, a parent or caregiver who is usually at the stop being absent; missing their stop; or having gotten on the wrong bus and not recognizing any stop.

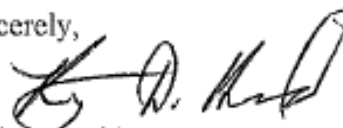
When bus stops are scheduled at intersections, students should stand safely away from traffic, within 150 feet of the stop. Students waiting for buses may choose to stand in carports and garages for protection from the elements. This is acceptable only if: (1) it does not alter the route; (2) it does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

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

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

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

Sincerely,



Kathy Herald
Depot Manager

KH:ces

Enclosures



8 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

Department of Transportation ♦ Clarksburg Depot

13100 Shawnee Lane ♦ Clarksburg, Maryland 20871 ♦ Telephone: 240-740-4728 ♦ Fax: 301-353-0938

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.

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 apea 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,



Kathy Herald
Jefe de Estación

KH:ces

Anexos

**Division of Transportation
Montgomery County Public Schools**

SCHOOL: **CLOPPER MILL ELEMENTARY SCHOOL**
SCHOOL HOURS: 9:25 a.m. to 3:50 p.m.
BUS ROUTE SUPERVISOR: Gail Walker Clarksburg - 240-740-4731

Arrival Routes

Route: 2406 - CLOPPER MILL ES - PURPLE BUS
First Stop Time: 9:03 A.M.
Seq Stop Description
1 - CLIMBING IVY DR @ CIRCLE IN THE COMMON AREA
2 - CLIMBING IVY DR AND CLIMBING IVY CT
9:15 A.M. CLOPPER MILL ES 18501 CINNAMON DR., GERMANTOWN, MD 20874

Route: 2414 - CLOPPER MILL ES - YELLOW BUS
First Stop Time: 8:52 A.M.
Seq Stop Description
1 - 18815 WARING STATION RD – KID’S TOWN LEARNING CENTER
2 - WATERS RD AND WATERFORD HILLS BLV
3 - CARLOW POINT CIR AND WATERFORD HILLS RD
9:15 A.M. CLOPPER MILL ES 18501 CINNAMON DR., GERMANTOWN, MD 20874

Route: 2417 - CLOPPER MILL ES - GREEN BUS
First Stop Time: 9:03 A.M.
Seq Stop Description
1 - ALLSPICE DR @ THE MAILBOXES
2 - CLOPPER RD AND RUSHING WATER WAY - RSO
3 - GREAT SENECA HWY AND AUTUMN MIST CIR
4 - GREAT SENECA HWY AND GROTTA LA - SOUTH SIDE RSO
9:15 A.M. CLOPPER MILL ES 18501 CINNAMON DR., GERMANTOWN, MD 20874

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Departure Routes

Route: 2406 - CLOPPER MILL ES - PURPLE BUS
First Stop Time: 9:08 A.M.
Seq Stop Description
3:57 P.M. CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874
1 - CLIMBING IVY DR @ CIRCLE IN THE COMMON AREA
2 - CLIMBING IVY DR AND CLIMBING IVY CT

Route: 2414 - CLOPPER MILL ES PM - YELLOW BUS
Seq Stop Description
3:57 P.M. CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874
1 - 18815 WARING STATION RD – KID’S TOWN LEARNING CENTER
2 - WATERS RD AND WATERFORD HILLS BLV
3 - CARLOW POINT CIR AND WATERFORD HILLS RD

Route: 2417 - CLOPPER MILL ES PM - GREEN BUS
Seq Stop Description
3:57 P.M. CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874
1 - ALLSPICE DR @ THE MAILBOXES
2 - CLOPPER RD AND RUSHING WATER WAY - RSO
3 - GREAT SENECA HWY AND AUTUMN MIST CIR
4 - GREAT SENECA HWY AND GROTTA LA - SOUTH SIDE RSO

EXTREMELY IMPORTANT!!

All families will receive the weekly Cougar Courier (Parent Newsletter). In order to receive the Cougar Courier, you MUST make sure we have your correct email address! The Cougar Courier is sent each Friday via Connect-ed directly to you (as well as other important information during the school year). Please make sure your correct address is on your child/ren's emergency form; otherwise, you may miss out on special announcements, school activities, club information, weekly events, etc.

COMMUNICATION INFORMATION 2019-2020

Important information regarding special events and school closings will be provided through our direct calling system, Connect-Ed. Connect-Ed can inform our entire school community within minutes. Another method of communicating with parents comes in the form of written information or notices. In an effort to conserve trees and energy, we must have the correct email address of every parent (at least one per household) in our school, so we can email this information directly to your home or office. The **Cougar Courier** (our weekly parent newsletter) will be distributed in this manner, unless you do not have access to a computer and the internet.

Course-Related Fees

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

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

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

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

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

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

Clopper Mill Elementary School -- School Materials and Parent Donations FY20

Grade	Student Organizational Tools and Personal Supplies	Voluntary Parent Donations
Kindergarten	1 Large backpack 10 Glue sticks 3 ring binder – 1 inch 3 sets of 8 Large Crayons 1 change of clothes (with underwear in a plastic bag labeled with student name) Dry Erase Markers – black only 2 wide ruled composition books Erasers 1 pack of large beginner pencils *1 set of head phones (no earbuds)	3 boxes of tissues 2 bottles of liquid hand sanitizer 2 bottles of liquid hand soap 2 containers of disinfectant wipes 1 box zipper locked gallon-sized bags 1 box zipper locked quart sandwich bags 2 roll of paper towels
First Grade	Crayons, box of 24 only #2 Pencils 4 Glue Stick Dry Erase Markers 1” binder – Hard 3-ring with clear view 3 ring pencil pouch *Headphones (computer) 1 change of clothes (with underwear in a plastic bag labeled with student name) 1 Red composition notebook 1 Yellow composition notebook 1 Black composition notebook	2 boxes of facial tissue 2 paper towel rolls 1 bottle of antibacterial hand sanitizer Disinfectant wipes Baby wipes 1 box of zipper-locked sandwich bags 1 box of zipper-locked quart-size bags 1 box of zipper-locked snack-size bags 1 box of zipper-locked gallon-size bags
Second Grade	1-inch binder Scissors Glue sticks Crayons Pink erasers Personal pencil sharpener Pencil box 2 composition books *Computer headphones #2 Pencils	Facial tissue Disinfectant Wipes Paper towels Zipper-locked bags Dry Erase markers Highlighters Band-Aids
Third Grade	Pencils #2 Crayons 1 pocket folders Erasers Glue sticks Highlighter – yellow Markers Colored pencils Dry erase makers 5 composition books *Headphones /ear buds Individual pencil sharpener 1 package of wide ruled paper	3 boxes of tissues Bottle of antibacterial liquid soap Bottle of antibacterial hand sanitizer Box of zipper locked sandwich/gallon bags Disinfectant wipes
Fourth Grade	Pencils - #2 *Headphones/ear buds 5 pocket folders Markers Colored pencils Crayons Highlighter Glue sticks - 6 5 composition notebooks Dry erase markers	Facial tissue Hands soap-liquid pump Hand sanitizer-liquid pump Empty soda bottles (2 liters) Box of gallon zipper-locked bags Disinfectant Wipes Box of sandwich size zipper-locked bags

Fifth Grade	Pencils Pencil box/pouch 3 ring binder, 2 inches wide (no 5 subject dividers (for binder) 1 large package of loose-leaf lined paper (wide ruled) Erasers Liquid glue Colored pencils Crayons Pens (black or blue ink) 1 package of highlights 1 package of sharpie pens Individual pencil sharpeners Glue sticks Composition notebooks (3) Pocket folders (5) *Headphones/ear buds	Facial tissue Disinfectant Wipes Black dry erase markers Highlighters Band-Aids Thin writing markers Hand sanitizer – liquid pump Gum erasers and tip erasers Facial tissue
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