

## Department of Transportation Shady Grove South Depot

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16651 Crabbs Branch Way  
Rockville, Maryland 20855  
301-670-8273 Fax: 240-740-1598



July 1, 2019

Dear Elementary School Parent:

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

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

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

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

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

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

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

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

#### Key Points:

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

Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time as the bus could come early on any given day.

Plan in advance for another adult who is normally at the bus stop to care for your child if you are not there one day.

- Call the school, well before dismissal time, if you have an emergency and cannot make it to the bus stop one day, so your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.

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

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

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

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

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

Sincerely,  
*Robin Wolff*

Robin Wolff  
Depot Manager

RAW:MLH

Enclosures

## Arrival Routes Report

**Route: 5301 - LAKEWOOD ES (BLUE)****First Stop Time: 8:30 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	YEARLING DR AND PINTO LA
2	YEARLING DR AND POMMEL DR
3	YEARLING DR AND NOLAN DR
8:40 A.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>

**Route: 5302 - LAKEWOOD ES (GREEN)****First Stop Time: 8:26 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	TRAVILAH RD AND NOLAN DR
2	10737 HUNTING LA 20850
3	HUNTING LA AND POTOMAC CORNER DR
4	DARNESTOWN RD AND GOOD EARTH CT
8:40 A.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>

**Route: 5306 - LAKEWOOD ES (RED)****First Stop Time: 8:33 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	WILLOW TREE DR AND PAW PAW WAY
2	JUNIPER HILL RD AND GOOSEFOOT TER
3	JUNIPER HILL RD AND BALD CYPRESS DR
4	BALD CYPRESS DR AND LAMBERTINA PL
8:45 A.M.	<b>GO TO REC CENTER - TURN AROUND AT POOL PROCEED TO STOP LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>

**Route: 5310 - LAKEWOOD ES (BROWN)****First Stop Time: 8:25 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	LAKESTONE PL AND ANCHOR COVE CT
2	LAKESTONE PL AND LAKESTONE WAY
3	LAKESTONE PL AND LAKESTONE CT 20850
4	CAVANAUGH DR AND DULVERTON CT 20850
5	ARBOR FOREST DR AND ARBOR FOREST CT
8:40 A.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>

**Route: 5312 - LAKEWOOD ES (GRAY)****First Stop Time: 8:30 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	9748 TRAVILLE GATEWAY DR 20850 - NANDA CHILDCARE
2	TRAVILLE COMMONS DR AND ARBOR FOREST DR
8:45 A.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>

**Route: 5316 - LAKEWOOD ES (ORANGE)****First Stop Time: 8:34 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	WILLOW TREE DR AND WILLOW TREE TER @ FIRE HYDRANT - NORTH INTERSECTION
2	WILLOW TREE DR AND LOBLOLLY TER
3	SHADY GROVE RD AND TRAVILLE GATEWAY DR
8:45 A.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>

## Arrival Routes Report

**209 - REGULAR SCHOOL****Route: 5317 - LAKEWOOD ES (YELLOW)****First Stop Time: 8:23 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	13908 GLEN MILL RD 20850
2	13810 GLEN MILL RD 20850
3	13714 GLEN MILL RD 20850
4	13600 GLEN MILL RD 20850
5	BALD CYPRESS DR AND CHERRYDALE DR
6	13524 GLEN MILL RD 20850 - RSO
7	VALLEY DR AND AQUA LA
8	VALLEY DR AND PHEASANT DR
9	GLEN MILL RD AND LAKEWOOD DR
10	MIMOSA FARM CT AND BURTON GLEN DR
11	CAVANAUGH DR AND CAVANAUGH FARM WAY
12	CAVANAUGH DR AND DAPHANY HOUSE WAY
	<b>8:50 A.M. LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>
	<b>209 - REGULAR SCHOOL</b>

**Route: 5321 - LAKEWOOD ES (PINK)****First Stop Time: 8:26 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	W MONTGOMERY AVE AND CROFTON HILL LA
2	HURLEY AVE AND FEATHER ROCK DR
3	14315 MARIAN DR (DAYCARE)
4	MARY KNOLL DR AND MARIAN DR
5	WEeping CHERRY DR AND MARIAN DR
	<b>8:45 A.M. LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>
	<b>209 - REGULAR SCHOOL</b>

**Route: 5323 - LAKEWOOD ES (PURPLE)****First Stop Time: 8:24 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	TRAVILAH RD AND TREBLE CT
2	VALLEY OAKS CIRCLE AND CROWNWOOD LA
	<b>8:50 A.M. LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>
	<b>209 - REGULAR SCHOOL</b>

## Departure Routes Report

**Route: 5301 - LAKEWOOD ES PM (BLUE)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>
1	YEARLING DR AND PINTO LA
2	YEARLING DR AND POMMEL DR
3	YEARLING DR AND NOLAN DR

**Route: 5302 - LAKEWOOD ES PM(GREEN)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>
1	TRAVILAH RD AND NOLAN DR
2	10737 HUNTING LA 20850
3	HUNTING LA AND POTOMAC CORNER DR
4	DARNESTOWN RD AND GOOD EARTH CT

**Route: 5306 - LAKEWOOD ES PM (RED)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>
1	WILLOW TREE DR AND PAW PAW WAY
2	JUNIPER HILL RD AND GOOSEFOOT TER
3	JUNIPER HILL RD AND BALD CYPRESS DR
4	BALD CYPRESS DR AND LAMBERTINA PL GO TO REC CENTER - TURN AROUND AT POOL PROCEED TO STOP

**Route: 5310 - LAKEWOOD ES PM (BROWN)**

<u>Seq</u>	<u>Stop Description</u>
3:38 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>
1	LAKESTONE PL AND ANCHOR COVE CT
2	LAKESTONE PL AND LAKESTONE WAY
3	LAKESTONE PL AND LAKESTONE CT 20850
4	CAVANAUGH DR AND DULVERTON CT 20850
5	ARBOR FOREST DR AND ARBOR FOREST CT
6	9400 KEY WEST AVE - WASHINGTON CATHAY CENTER

**Route: 5312 - LAKEWOOD ES PM(GRAY)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>
1	9748 TRAVILLE GATEWAY DR 20850 - NANDA CHILDCARE
2	TRAVILLE COMMONS DR AND ARBOR FOREST DR

**Route: 5316 - LAKEWOOD ES PM(ORANGE)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850 209 - REGULAR SCHOOL</b>
1	WILLOW TREE DR AND WILLOW TREE TER @ FIRE HYDRANT - NORTH INTERSECTION
2	WILLOW TREE DR AND LOBLOLLY TER
3	SHADY GROVE RD AND TRAVILLE GATEWAY DR

**Route: 5317 - LAKEWOOD ES PM (YELLOW)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>

## Departure Routes Report

**209 - REGULAR SCHOOL**

1	13908 GLEN MILL RD 20850
2	13810 GLEN MILL RD 20850
3	13714 GLEN MILL RD 20850
4	13600 GLEN MILL RD 20850
5	BALD CYPRESS DR AND CHERRYDALE DR
6	13524 GLEN MILL RD 20850 - RSO
7	VALLEY DR AND AQUA LA
8	VALLEY DR AND PHEASANT DR
9	GLEN MILL RD AND LAKEWOOD DR
10	MIMOSA FARM CT AND BURTON GLEN DR
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12	CAVANAUGH DR AND DAPHANY HOUSE WAY

**Route: 5321 - LAKEWOOD ES PM (PINK)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>
	<b>209 - REGULAR SCHOOL</b>
1	14315 MARIAN DR (DAYCARE)
2	MARY KNOLL DR AND MARIAN DR
3	WEeping CHERRY DR AND MARIAN DR
4	W MONTGOMERY AVE AND CROFTON HILL LA
5	HURLEY AVE AND FEATHER ROCK DR
6	10101 MOLECULAR DRIVE @ TRAVILLE ACADEMY

**Route: 5323 - LAKEWOOD ES PM (PURPLE)**

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	<b>LAKEWOOD ES 2534 LINDLEY TER, ROCKVILLE, MD 20850</b>
	<b>209 - REGULAR SCHOOL</b>
1	TRAVILAH RD AND TREBLE CT
2	13850 TRAVILAH RD - CLUB ADVENTURE
	@ N. POTOMAC COMM CTR.
3	VALLEY OAKS CIRCLE AND CROWNWOOD LA

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.**



# Lakewood ES

## 2019 - 2020 Student Supply Item Request

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

Item	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Backpack (no wheels)						
Binder, 3-ring, clear view, 1/2" (1)						
Binder, 3-ring, clear view, 1" (1)				X		
Binder, 3-ring, clear view, 2" (1)					X	
Binder, 3-ring, clear view, 2.5" (1)						
Binder, 3-ring, clear view, 3" (1)						
Cards, index, white, ruled, 3" x 5" (1 pack)						
Clipboard, plastic (1)						
Composition book, hard cover (5)			X			
Composition book, soft cover (5)						
Composition book, primary-style (3)	X					
Crayons, large (1 box)	X	X	X			
Crayons, regular (1 box, no boxes with sharpeners)	X					
Dividers, notebook, 1/5 cut, clear tabs (1 pack)				X	X	
Erasers, large, latex free & Eraser Caps (1 pack each)		X	X			
Folders, pocket, 3 hole punched (5)			X	X	X	X
Glue sticks, non-toxic, clear (3)	X	X	X	X	X	
Glue sticks, non-toxic, purple (3)						X
Headphones, for computer use (1 set)	X		X		X	
Highlighters, various colors (1 box)			X		X	
Highlighters, yellow (1 box)						X
Hole Reinforcements (1 pack)						
Markers, non-toxic, various colors, regular (1 box)						
Markers, non-toxic, various colors, large (1 box)						X
Markers, dry erase, various colors (1 box)	X	X		X		
Notebook, spiral, 1 subject, wide rule (1)				X		
Notebook, spiral, 3 subject, wide rule (1)						X
Paper, notebook, 8.5"x11", wide rule, 3 hole punched					X	X
Page protectors, plastic (1 pack)						
Paint, watercolor, 8 colors						
Pencil box (1)		X	X	X		
Pencils, #2 (1 box)	X	X		X	X	X
Pencils, colored (1 box)			X	X	X	X
Pencils, fat (1 box)	X					
Pens, ball point, black (1 pack)						
Pens, ball point, blue (1 pack)						
Pens, ball point, red (1 pack)					X	X
Pouch, zippered for binder use (1)					X	X
Ruler, 12", millimeters/inches (1)			X			
Scissors, blunt tip (1)						
Scissors, pointed (1)		X	X	X	X	X
Stickers, various (1 pack)						
Sticky Notes, 1.5"x2" (1 pack)						
Sticky Notes, 3"x3" (1 pack)						
Sticky Notes, 3"x5" (1 pack)						
Whiteboard, dry-erase, 9"x12" (1)						

# 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](mailto: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](mailto: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

<b>Almuerzo</b>	<b>\$2.55</b>
<b>Almuerzo, Precio Reducido</b>	<b>\$0.30</b>
<b>Desayuno</b>	<b>\$1.30</b>
<b>Desayuno, Precio Reducido</b>	<b>\$0.00</b>
<b>Leche</b>	<b>\$0.60</b>

### 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 JPG-RA, *Bienestar: Salud Física y Nutricional*. Los comestibles específicos varían por escuela.

Para información específica sobre los comestibles disponibles en la escuela de su hijo/a o para restringir la compra de 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 \_\_\_\_\_



# Annual Notice for Directory Information and Student Privacy

MCPS Form 281-13  
July 2019  
Page 1 of 2

Office of the General Counsel  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850  
MCPS Regulation JOA-RA, Student Records

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

## DIRECTORY INFORMATION

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

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

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

This form must be completed every year.

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

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

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

### Montgomery County Public Schools

Request to Withhold Directory Information for the 2019–2020 School Year

Choose ONE of the following categories:

- Please **do not** release any directory information. (See definition above)
- Please **do not** release the following **part or parts** of directory information. (check all that apply)
  - Name  Phone number(s)  Photograph  Address  Date of Birth
  - E-mail address(es)  Parent/Guardian names  Grade Level

#### EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

- Release for the PTA Directory  Release for Honor Roll publication  Release photo for yearbook

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

School -- Choose One -- \_\_\_\_\_

Parent/Guardian/Eligible Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

## Annual Notification of Your Rights under FERPA\*

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

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

\* Rights of Eligible Students. The rights described above transfer to a student who is 18 years old or is attending a postsecondary education institution; parents/guardians of dependent eligible students, however, may access their child's records without prior consent of the eligible student.

\*\* School officials have a legitimate educational interest if the officials need to review an education record in order to fulfill their professional responsibility.

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

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

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

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

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

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

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with the—  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
Phone: 1-800-USA-LEARN (1-800-872-5327)

# Division of Maintenance



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

Attachment A

## INTEGRATED PEST MANAGEMENT NOTICE 2019–2020 School Year

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

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

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

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

<u>Product Name</u>	<u>Common Name</u>
4 The Birds II	Polybutene
Advion cockroach bait arena	Indoxacarb
Advion cockroach gel bait	Indoxacarb
Altosid	Methoprene
Avert cockroach bait station	Abamectin
Avert cockroach crack and crevice bait 310	Abamectin
Avert dry flowable roach bait	Abamectin
Avitrol	Aminopyridine
ContraC	Bromodiolone
Cynoff EC	Cypermethrin
Cy-Kick CS	Cyfluthrin
Deltadust	Deltamethrin

# Division of Maintenance



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

Attachment A, page 2

<u>Product Name</u>	<u>Common Name</u>
Demon WP	Cypermethrin
Drione insecticide	Pyrethrins
Dylox 6.2 grams	Trichlorfon
Firstline termite bait stations	Sulfluramid
First Strike	Difethialone
Gentrol IGR concentrate	Hydroprene
Gentrol point source roach control	Hydropene
Golden malrin fly bait	Methomyl thioacetimidate
Maxforce roach killer bait gel	Hydramethylnon
Niban granular bait	Orthoboric acid
Nibor D	Disodium octaborate tetrahydrate
Premise 75	Imidacloprid
Premise foam insecticide	Imidacloprid
PT wasp freeze II	Prallethrin
PT565 plus XLO	Pyrethrins
Ratsorb	Camphoraceous
Round up Pro Max	Glyphosate
Rozol tracking powder	Chlorophacinone
Shatter termite bait cartridge	Hexaflumuron
Talon G	Brodifacoum
Talstar Professional multi-insecticide	Bifenthrin
Termidor SC termiticide	Fipronil
Terro PCO ant bait	Sodium borate
Timbor	Disodium octaborate tetrahydrate
ULD BP100	Pyrethrins
Uncle Albert's ant bait	Disodium octaborate tetrahydrate
Weatherblok bait	Brodifacoum
ZP rodent bait oat AG	Zinc phosphide
ZP tracking powder	Zinc phosphide

Joseph Likambi, environmental design assistant, Environmental Services/Indoor Air Quality, maintains copies of Safety Data Sheets (SDS) and product labels for all pesticides and bait stations used in buildings or on grounds. If you would like to review this information, please contact him at 240-740-2330 or [Joseph\\_I\\_Likambi@mcpsmd.org](mailto:Joseph_I_Likambi@mcpsmd.org).

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



# Division of Maintenance



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Gaithersburg, MD 20879  
(240) 740-2500

Attachment B

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

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

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

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

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

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

# Division of Maintenance



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

Attachment B, pagina 2

## Nombre del Producto

Cy-Kick CS  
Deltadust  
Demon WP  
Insecticida Drione  
Dylox, 6.2 gramos  
Firstline, trampas para termitas  
First Strike  
Gentrol IGR, concentrado  
Gentrol, control de cucarachas en su origen  
Golden Malrin, cebo para moscas  
Maxforce, trampa en gel para combatir cucarachas  
Niban, cebo granulado  
Nibor D  
Premise 75  
Premise, insecticida en espuma  
PT, congelante de avispas II  
PT 565 plus XLO  
Ratsorb  
Round Up Pro Max  
Rozol, polvo para rastreo  
Shatter, trampa en cartucho para termitas  
Talon G  
Talstar Professional, multi-insecticida  
Termidor SC, termiticida  
Terro PCO, cebo para hormigas  
Timbor  
ULD BP100  
Uncle Albert's, cebo para hormigas  
Weatherblok, trampas  
ZP, cebo de avena para roedor AG  
ZP, polvo de rastreo

## Nombre Común

Cyfluthrin  
Deltametrina  
Cipermetrina  
Piretrinas  
Triclorfón  
Sulfluramida  
Difetialona  
Hidroprene  
Hidropene  
Metomilo Tioacetimidato  
Hydramethylnon  
Ácido Ortobórico  
Octaborato de sodio tetrahidratado  
Imidacloprid  
Imidacloprid  
Prallethrin  
Piretrinas  
Alcanforado  
Glifosato  
Clorofacinona  
Hexaflumurón  
Brodifacoum  
Bifentrín  
Fipronil  
Borato de sodio  
Octaborato de sodio tetrahidratado  
Piretrinas  
Octaborato de sodio tetrahidratado  
Brodifacum  
Fosfuro de zinc  
Fosfuro de zinc

Joseph Likambi, asistente de diseño ambiental, Environmental Services/Indoor Air Quality, mantiene copias de hojas de información sobre seguridad (Safety Data Sheets-MSDS) y etiquetas de productos para todos los pesticidas y estaciones de cebo usadas en los edificios o terrenos. Si usted desea revisar esta información, comuníquese con ella llamando al teléfono 240-740-2330, o [Joseph\\_I\\_Likambi@mcpssmd.org](mailto:Joseph_I_Likambi@mcpssmd.org).

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

# LAKWOOD ELEMENTARY SCHOOL

## POLICY FOR STUDENT TO CARRY A CELL PHONE DURING SCHOOL HOURS

Elementary school students are not permitted to possess or use a Portable Communication Device (PCD) on MCPS school campuses during school hours. By written request from a parent or guardian and upon the approval of the principal/designee, an elementary school student may possess a PCD on an elementary school campus during the student day. Elementary principals/designees will grant waivers to the regulation based on consideration of the following factors: safety to and from school, communication during off-campus after-school activities, or medical concerns. Other factors may be considered at the discretion of the principal/designee. For additional information, please refer to **Regulation COG-RA: Portable Communication Devices** of the Montgomery County Public Schools Policies and Regulations.

I request permission for my child, \_\_\_\_\_ to carry a cell phone

because \_\_\_\_\_

---

I understand that the cell phone must be turned OFF and in my child's backpack during the school day.

I also understand that if my child's cell phone is turned on/rings during the school day, it will be confiscated and stored in the Lakewood main office until a parent may retrieve it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

**\*Students are not permitted to bring any other electronic device to school other than a cell phone with the approval of the principal. Devices not permitted under any circumstances include: Apple i-Watch, iPad, Kindle or any other electronic reader. These devices pose a liability to Lakewood ES in case of loss or damage for which Lakewood ES will not be held responsible.**



# Bullying, Harassment, or Intimidation Reporting Form

MCPS Form 230-35  
May 2019

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

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

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

**DIRECTIONS: Complete this form if you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation. Return the completed form to the Principal at the alleged student victim's school. Contact the school for additional information or assistance at any time. Bullying, harassment, or intimidation are serious and will not be tolerated.**

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

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

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

(PLEASE PRINT ALL INFORMATION)

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ School System Montgomery County Public Schools

Person Reporting Incident: Name \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Check an appropriate box:

- Student    Parent/guardian of a student    Close adult relative of a student    School staff    Bystander

1. Name of alleged student victim \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

Name of alleged student victim \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

Name of alleged student victim \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

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

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

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

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

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Via internet—sent off school property     Via internet—sent on school property

6. Check the statement(s) that best describes what happened (choose all that apply).

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Any bullying, harassment, or intimidation that involves physical aggression (specify) _____</li> <li><input type="checkbox"/> Getting another person to hit or harm the student</li> <li><input type="checkbox"/> Teasing, name-calling, making critical remarks, or threatening, in person or by other means</li> <li><input type="checkbox"/> Demeaning and making the victim of jokes</li> <li><input type="checkbox"/> Making rude and/or threatening gestures</li> <li><input type="checkbox"/> Excluding or rejecting the student</li> <li><input type="checkbox"/> Intimidating, extorting, or exploiting</li> <li><input type="checkbox"/> Spreading harmful rumors or gossip</li> <li><input type="checkbox"/> Related to the student's disability</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Related to the student's perceived sexual orientation</li> <li><input type="checkbox"/> Cyber bullying (e.g., social media including Facebook, Twitter, Vine, Snapchat, Periscope, Kik, Instagram, etc.)</li> <li><input type="checkbox"/> Electronic communications (e.g., e-mail, text, sexting, etc.)</li> <li><input type="checkbox"/> Gang related (complete MCPS Form 230-37)</li> <li><input type="checkbox"/> Gang recruitment (complete MCPS Form 230-37)</li> <li><input type="checkbox"/> Human trafficking/Prostitution recruitment</li> <li><input type="checkbox"/> Racial Harassment</li> <li><input type="checkbox"/> Sexual Harassment</li> <li><input type="checkbox"/> Sexual in nature</li> <li><input type="checkbox"/> Other (specify) _____</li> </ul> |
|--|---|

7. Why did the harassment, intimidation or bullying occur? (alleged motives)

If you think the alleged motive of the bullying, harassment, or intimidation was motivated by actual or perceived personal characteristics including race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, or language, or other legally or constitutionally protected attributes or affiliations, please provide detailed information below.

8. Describe the incident(s), including what the alleged offender(s) said or did. (Attach a separate sheet if necessary)

9. Did a physical injury result from this incident?

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

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

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

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

11. Did a psychological injury result from this incident?

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

12. Is there any additional information you would like to provide? (Attach a separate sheet if necessary)

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signature Date