August 2021

Dear Parents/Guardians,

Welcome to William B. Gibbs, Jr. Elementary School for the 2021-2022 school year! We are looking forward to seeing all of our students and parents in the community. We hope you have had a restful and fun-filled summer with your family and friends, and we hope you are energized for a new school year! The teachers here have been attending professional trainings and working in their classrooms to create the most challenging and positive learning environments for your children. Below, you will find some guidelines to be aware of as we begin our school year:

Enclosures and Information!

Please take time to review the entire packet, as there is quite a bit of information inside to get your family started for the school year. There are school supply lists, transportation bus schedules, arrival and dismissal procedures. There is cafeteria information regarding school meals, and much more!

Safety First!

Your child’s safety is our top priority! MCPS has determined that students and staff will wear masks when in the school building. Masks must also be worn on buses. Please send your child to school for the day with a mask. Water fountains can be used, and you may also send in a refillable water bottle with your child. As we receive more information regarding safety protocols, we will share that information.

We have a Visual Monitoring System that we employ and if you arrive during the school day outside of our 9:10-9:25 a.m. drop off time, and our 3:50-4:05 p.m. dismissal time, you will have to enter through the school’s main entrance and push the buzzer. Our office staff will “buzz” you in through the door, and you will enter the main office area. If you plan to go beyond the office area, you must have photo identification available, as we must check you in through a computer system. You will need to wear a sticker on your clothing to indicate that you are a visitor. Please do not forget to check out in the main office when you leave. Though this procedure may take a few extra minutes, it is worth the safety of everyone in the school building. Please understand, if a staff member asks if you need help in the hallway; it is to ensure the safety of everyone in the building.
School Hours, Opening, and Attendance!

Our school hours for students are 9:25 a.m. to 3:50 p.m. The front doors and Kiss and Ride doors open at 9:10 a.m., with staff members on duty to support your children getting into the building. At 9:25 a.m. promptly the doors will close, as morning announcements for students immediately follow, and then instruction begins by 9:30 a.m. Students that want to eat breakfast are permitted in and enter the building through the main entrance beginning at 8:55 a.m. Breakfast is served until 9:15 a.m. We stop serving at that time as we want all students in their classrooms, unpacked, and prepared for the day by 9:25 a.m.

Students are considered tardy if they arrive into the building after the 9:25 a.m. bell. Students arriving after the bell MUST be signed in by a parent in the main office. Please do not drop off children out in front of the main entrance. You must park your car, escort them in, and sign them in. Students are not permitted to play on the playground equipment before school begins, as we do not have staff assigned to that area to supervise them.

We dismiss our students at 3:50 p.m. Students MUST leave the grounds at dismissal time. They may not stay after school on their own to play on the playground, as we do not have staff to supervise them, and the school is responsible for students arriving safely home. If students arrive home and check in, and they have received permission from a parent to return to school grounds to play on the playground, then the parent is responsible for their safety. Students may be released to the care of older siblings, middle school and older. At that point, the older sibling will be taking responsibility for the child arriving home safely.

If students are tardy more than five times in one month, depart early from school five times or more per month, or have an absence rate of 20% (includes both excused and unexcused absences), a school letter is sent home and a copy of this letter is included in the student’s cumulative file. This is in accordance with Montgomery County Public Schools guidelines for attendance. If a student is absent for 3 days in a row, we request a doctor’s note to accompany a parent note. Illnesses are considered excused absences. Family vacations and trips are not considered excused absences. Teachers will not provide student work in advance for unexcused absences. If a student is absent for 15 consecutive school days, the student will be withdrawn from school, per MCPS guidelines. Parents would then need to re-register the student and the same homeroom teacher assignment is not guaranteed, depending upon enrollment changes during the time the student was absent. To report your child’s absence, please call our attendance line at 240-740-0741. Also, to contact our health room, please call 240-740-0742.

School Meals:

MCPS will be offering free breakfast, free lunch, and a snack bag to go home, daily. Students must arrive at the school’s main entrance between 8:55 and 9:10 a.m. in order to go to the cafeteria to have time to receive and eat their breakfast. Breakfasts are not served in the classrooms, as they were in our brief Spring 2021 return to the building. We provide a hot breakfast and lunch, so all must be served in the cafeteria. Students will be seated at cafeteria tables, and we will follow most recent MCPS guidelines for social distancing. We will also encourage our students to frequently wash hands and use hand sanitizer, which will be available in the cafeteria. Though meals are free for the 2021-2022 school year, we do encourage parents to still complete the Free and Reduced Meals application, and there is a flyer enclosed. We have staffing and programming that depends upon the funding that is provided based upon our Free
and Reduced Meals rate, and if our FARMS rate drops, then we will lose staffing and programming resources. Thank you for taking a few minutes to complete the application.

**Arrival and Dismissal Procedures!**

Please take note, as adherence to this information will ensure student, staff, parent, car safety, and pedestrian safety. Just a few tips:

**Arrival:**

- Bus riders enter through the main entrance.
- Car riders are dropped off in the Kiss and Ride Loop, which is one way and single lane.
- Walkers enter through the main entrance and through either side entrance adjacent to the Kiss and Ride loop.

**Departure:**

- If students are being picked up by someone other than the primary parent/guardian, the person must present a picture identification in the main office, and this person must be listed as a pick-up person or emergency contact in our system. If not listed, the parent will need to be called before we can release the student.
- We ask each parent to share with the teacher the way that children are going home (as a walker, by bus, or by car). If the departure plan is changed for that day, the parent should contact our main office by 3:00 p.m. that day, so that we have time to get the message to the classroom teacher prior to dismissal.
- Bus riders will exit the main entrance and board buses. Younger students will be escorted by a staff member or student patrol to the buses.
- Kindergarten walkers will exit from their exterior door classrooms on the side of the building.
- First and Second grade walkers will exit at the back of the school onto the playground, and will be matched up with a parent or older sibling.
- Third, Fourth, and Fifth grade walkers will exit at the back of the school onto the playground and will be permitted to independently walk home, unless a parent or guardian has directed otherwise.
- Car rider parents will be provided a number to put on their dashboard, and the student will watch for their number to come up on the classroom board. Students will see their number and come to the Kiss and Ride Loop.

✔️ The bus loop has a designated entrance and exit, and the loop is **one way**.
✔️ Only buses are permitted in the bus loop from 8:45 a.m. to 9:30 a.m.
✔️ Cars entering the school parking lots should park in designated parking spots, not against the yellow fire curb in front of the school. There is a $250 fine for parking in a fire lane.
✔️ The loading parking area to the left of the main entrance (if you are facing the school) is for authorized vehicles only.
✔️ Please do not enter the Kiss and Ride loop making a left turn. Approach the loop, making a right turn. There is a sign present that says no left turn right at the entrance to the loop.
Volunteering!

We love our volunteers! During the first PTA Meeting (TBD) our Gibbs Administration will review our parent volunteer procedures. If you would like to volunteer in any capacity, please do attend this informational PTA Meeting. There will be many parent volunteer opportunities available for you to sign up with the school/classroom and/or for PTA events. We are still awaiting MCPS information on volunteer protocols. Thank you!

Volunteers will be required to complete form 560-58 and submit it to the main office of the school. Volunteers will be required to complete child abuse and neglect training prior to volunteering and working with children in the building and/or chaperoning field trips, at http://www.montgomeryschoolsmd.org/childabuseandneglect/ Supported browsers include Internet Explorer and Google Chrome. This training is effective for 3 years, so if you completed the training in 2019-2020 or in 2020-2021, you do not need to complete it again for this coming school year. The online training is currently available in English, Spanish, Chinese, French, Korean, Amharic, and Vietnamese. Parents who come to school only for special presentations, celebrations, to eat lunch with their children, etc., do not need to complete the training.

Classroom Observations!

There are times when parents request to come observe their children in the school setting. There are also times when parents request that an outside therapist come to observe their children during the school day in the school setting. For those types of requests, we do have a process. We allow parents and outside therapists to come observe children in the school setting (to include classroom, recess, art, music, and physical education) for 30 minutes at a time, up to 4 times per school year. This is an accompanied observation, and we assign a staff member to accompany the visitor throughout the observation, so that the parent can ask questions of the accompanied staff member during the observation as needed. We prefer to place a limit on the number of times, as frequent outside visitors and parents coming into the classroom and remaining there for a period of time can take some of our students off task and be disruptive to our educational programming. The request for an outside therapist or parents to observe must be made to an administrator. We do encourage parents to coordinate volunteering opportunities with the classroom teachers, as the volunteering capacity gives parents much more access to the classroom, though we will be putting you to work! © Again, we are awaiting further MCPS guidance regarding volunteering protocols.

Celebrations!

We love to celebrate with our students and families. The school and PTA have many exciting events coming up during the school year that your family will really enjoy! We celebrate student birthdays in PEP/Prekindergarten through fifth grade by announcing names during the morning announcements, and providing a bookmark/pencil and birthday sticker to each child on the day of his or her birthday. We do not celebrate birthdays during classroom time or lunch time, so please do not send in cupcakes or treats. If you would like birthday invitations to be distributed, our classroom teachers will do that for you only if there is an invitation for every student. We have classroom parties during the school year, in October (Fall Harvest Parties), in February (Friendship Day Parties), and at the end of the school year. If you are to provide a snack for these celebrations, please provide store bought snacks, in their original containers,
with the ingredients label included. We have many students with food allergies, and we are not permitted
to serve to the students any homemade goodies or foods without an ingredient label.

Who Is My Child’s Teacher?

Class lists are finalized right before school begins. We will be sending out an MCPS Connect email
message by Wednesday, August 25th, which will contain the class lists for each grade level. Kindergarten
parents, please keep in mind this assignment for your child will be for the first week of school, after which
time you will receive information on who the kindergarten teacher will be for your child for the remainder
of the school year. In kindergarten, we spend the first week assessing students to create balanced classes.
PEP/Prekindergarten students will be contacted by the teachers. Our Meet and Greet is Friday, August
27th, 11:00 a.m. to 12 noon. We will also have the class lists posted in the main street hallway at that
time. The Meet and Greet is a time for families to come in to briefly meet teachers, see their classrooms,
and become familiar with the building. Art, Music, and PE teachers will also be available for you to meet,
and feel free to visit the cafeteria and the media center, as well.

The first day of school is Monday, August 30th. PEP classes begin on Wednesday, September 8th.
Prekindergarten classes have a staggered opening and the classroom teacher will contact parents with
the schedule. The kindergarten through fifth grade student day begins at 9:25 a.m. and ends at 3:50 p.m.
Doors open at 9:10 a.m. Students in grades 1-5 will come in and go to their classrooms. There will be many
staff members with class lists lining our hallways to ensure that students get to the correct classrooms.
Parents do not escort students to their classrooms, but say goodbye at the entrance. This is for the
safety and security of all stakeholders.

For our kindergarteners, they will come into the building and staff members will lead them to our
cafeteria, where they will line up by class, with lots of helping hands, and our kindergarten teachers will
be there to greet them and escort them to their classrooms. This will be our process for the first week or
two of the school year, until we are comfortable with the kindergarteners coming into the building and
making their way directly to their classrooms. It is important that you, as parents of kindergarteners,
prepare to “Kiss and Wave” to your children at the front door, as parents do not escort their children to
the classrooms. We are a large school with over 600 students, and we are unable to permit parents to
escort their children to class without it becoming a safety issue.

Back To School Nights!

Our Kindergarten Orientation/Back to School Night is Thursday, August 26th, 2:30-6:00 p.m., and
kindergarten teachers have sent out sign up genius links for parents to come to the school for a session
and tour.

Our Preschool Education Program (PEP) and Prekindergarten Back to School Night is Wednesday,
September 1st, 5:30-6:30 p.m.

Our Back to School Night for Grades First, Second, and Third is Tuesday, September 14th, 6:00-7:30 p.m.,
and we will begin with a community meeting in the gymnasium.

Our Back to School Night for Grades Four and Five is Wednesday September 15th, 6:00-7:30 p.m., and
we will begin with a community meeting in the gymnasium.
All Back to School Night evenings are parents’ only meetings, with the exception of kindergarten, as it is combined with an orientation. Please make child care arrangements as needed.

All of our important school and PTA dates will be posted to our school website electronic calendar by the beginning of the school year at www.montgomeryschoolsmd.org/schools/gibbses/

Gibbs ES Staff!

We want to welcome our new staff members, listed below:

Gail Collins, Art Teacher
Elizabeth Dix, Heath Room Technician
Stephanie Feig, PEP Classic Paraeducator
Terrance Roberts, PEP Collaboration Paraeducator
Amy Snyder, PEP Parent Educator
Elizabeth Johnston, Special Education Teacher
Karen Levine, Speech Language Pathologist

Please contact me or Mr. Kleffer, our Assistant Principal, with any questions. We look forward to a wonderful year together!

Thank you,

Kim Bosnic
Kimberly Bosnic
Principal
Gibbs Elementary School Communication Chart

Who do I contact if I have concerns about....?

- **Classroom**
  - Teacher
    - Mrs. Bosnic, Mr. Kieffer
      - Upon arrival – note to classroom teacher
      - After start of school day – call main office (no emails, please)
        - Attendance
          - 240-740-0741

- **Dismissal change**
  - Absences
    - 240-740-0741

- **Health**
  - Mrs. Kemp

- **Lunch/Recess**
  - Main office
    - 240-740-0740

- **Bus**
  - Routes and general information
  - Behavior
    - Main office
      - 240-740-0740

- **Art/Music/PE/Media**
  - Appropriate special subject teacher

- **Lunch Account**
  - Mrs. Diaz
    - 240-740-0744

- **Social/Emotional**
  - Mr. McCord
  - Classroom teachers

- **General Curriculum Instruction**
  - Mrs. Youstra

- **Testing**
  - GT testing
  - Classroom tests
    - State/Countywide tests
      - Main Office
        - 240-740-0740

- **Other**
  - Mrs. Tucci
    - Classroom teacher
    - Mrs. Bosnic, Mr. Kieffer, Mrs. Youstra
<table>
<thead>
<tr>
<th>2021</th>
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<tbody>
<tr>
<td>July 5</td>
<td>Independence Day (observed)—Schools and offices closed</td>
</tr>
<tr>
<td>August 23, 24, 25, 26, 27</td>
<td>Professional days for teachers</td>
</tr>
<tr>
<td>August 30</td>
<td>First day of school for students</td>
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<tr>
<td>September 6</td>
<td>Labor Day—Schools and offices closed</td>
</tr>
<tr>
<td>September 7</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>September 16</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>October 8</td>
<td>Early release day for students</td>
</tr>
<tr>
<td>November 4</td>
<td>Professional day for teachers; no school for students; end of quarter planning</td>
</tr>
<tr>
<td>November 22, 23, 24</td>
<td>Early release days for students</td>
</tr>
<tr>
<td>November 25 and 26</td>
<td>Thanksgiving—Schools and offices closed</td>
</tr>
<tr>
<td>December 23</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>December 24, 27, 28, 29, 30, 31</td>
<td>Winter Break—No school for students and teachers; Offices closed December 24 and 31 (New Year’s Day observation)</td>
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<tr>
<th>2022</th>
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<tbody>
<tr>
<td>January 17</td>
<td>Dr. Martin Luther King, Jr. Day—Schools and offices closed</td>
</tr>
<tr>
<td>January 24</td>
<td>Professional day for teachers; no school for students; end of quarter planning</td>
</tr>
<tr>
<td>February 1</td>
<td>Professional day for teachers; no school for students</td>
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<tr>
<td>February 21</td>
<td>Presidents’ Day—Schools and offices closed</td>
</tr>
<tr>
<td>March 11</td>
<td>Early release day for students</td>
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<tr>
<td>April 1</td>
<td>Professional day for teachers; no school for students; end of quarter planning</td>
</tr>
<tr>
<td>April 11, 12, 13, 14, 15, 18</td>
<td>Spring Break—No school for students and teachers; Offices closed April 15 and 18</td>
</tr>
<tr>
<td>May 2</td>
<td>Professional day for teachers; no school for students</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day—Schools and offices closed</td>
</tr>
<tr>
<td>June 15</td>
<td>Last day of school for students; early release day for students</td>
</tr>
<tr>
<td>June 16</td>
<td>Professional day for teachers</td>
</tr>
</tbody>
</table>

If the school year is disrupted by emergencies and schools are closed three or more days, dates identified as possible make-up instructional days include: November 4, 2021; January 24, February 1, April 1, April 11, April 12, May 2, June 16, June 17, June 20, June 21 and June 22 in 2022.

* This list of dates does not apply to Roscoe R. Nix Elementary School and Arcola Elementary School, which will follow the 2021-2022 Innovative School Year Calendar.

Adopted: 3/23/21
<table>
<thead>
<tr>
<th>Grade 5</th>
<th>Grade 4</th>
<th>Grade 3</th>
<th>Grade 2</th>
<th>Grade 1</th>
<th>Kindergarten</th>
<th>Quantity (Grade Levels)</th>
</tr>
</thead>
</table>

**Items (with descriptions):**

- **William B. Gipps Jr. ES**
- **2021-2022 K - 5 Student Supply List**
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.

School bus transportation is provided for elementary school children who live more than 1 mile from their home school. If you live within 1 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.

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: https://www.montgomeryschoolsmd.org/departments/transportation/rules/.

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 the possible caretakers for each child who 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 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 will 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 are 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. This will ensure 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, not present; missing their stop; or realizing they’ve boarded 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. *Parents are responsible for maintaining discipline and safety at bus stops.* 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: bus operators are only authorized to stop at designated stops; do not request unauthorized stops. MCPS realizes substantial fuel and other operational 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 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 are needed to provide a safe transportation system for student riders.

Sincerely,

[Signature]

Kathy Herald
Depot Manager

KH:ces

Enclosures
Route: 2611 - GIBBS ES PURPLE
First Stop Time: 8:47 A.M.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Stop Description</th>
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<tbody>
<tr>
<td>1</td>
<td>GREENRIDGE DR AND RIDGE VIEW DR</td>
</tr>
<tr>
<td>2</td>
<td>GREENRIDGE DR AND GREENBROOK DR</td>
</tr>
<tr>
<td>3</td>
<td>GREENBROOK DR AND CANTERFIELD WAY</td>
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<tr>
<td>4</td>
<td>CANTERFIELD WAY AND MORNING STAR DR</td>
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<tr>
<td>5</td>
<td>MORNING STAR DR AND MALLET HILL CT</td>
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<td>6</td>
<td>CANTERFIELD WAY AND CANTERFIELD TER</td>
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<td>7</td>
<td>22010 FREDERICK RD 20841 - GODDARD SCHOOL DAYCARE</td>
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<td>8</td>
<td>(301) 540-1231</td>
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<td>9</td>
<td>SHAKESPEAR BLV AND AMBER RIDGE CIR</td>
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<td>SHAKESPEAR BLV AND ETON MANOR DR</td>
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9:15 A.M. GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876
337 - REGULAR SCHOOL

Route: 2612 - GIBBS ES ORANGE
First Stop Time: 8:55 A.M.

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<th>Stop Description</th>
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<tr>
<td>1</td>
<td>BRINK RD AND BRINK MEADOW LA - RSO</td>
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<tr>
<td>2</td>
<td>W OLD BALTIMORE RD AND GORMAN DR</td>
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<tr>
<td>3</td>
<td>W OLD BALTIMORE RD AND DILLER LA</td>
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9:15 A.M. GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876
337 - REGULAR SCHOOL

Route: 2617 - GIBBS ES BLUE
First Stop Time: 8:54 A.M.

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<th>Seq</th>
<th>Stop Description</th>
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<tr>
<td>1</td>
<td>BRINK RD FROM RIDGE RD TO KAUL LA - RSO</td>
</tr>
<tr>
<td>2</td>
<td>BRINK RD FROM KAUL LA TO WILDCAT RD - RSO</td>
</tr>
<tr>
<td>3</td>
<td>DAVIS MILL RD FROM BRINK RD TO BLUNT RD</td>
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<tr>
<td>4</td>
<td>BLUNT RD FROM DAVIS MILL RD TO BRINK RD</td>
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<tr>
<td></td>
<td>(CROSSOVER BRINK RD) TO 2014 BLUNT RD</td>
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</tbody>
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9:15 A.M. GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876
337 - REGULAR SCHOOL

Route: 2619 - GIBBS ES GREEN
First Stop Time: 9:04 A.M.

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<tr>
<th>Seq</th>
<th>Stop Description</th>
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<tr>
<td>1</td>
<td>BOLAND FARM RD FROM ISEN MANOR DR</td>
</tr>
<tr>
<td>2</td>
<td>OBSERVATION DR AND PANTHERS RIDGE DR</td>
</tr>
<tr>
<td>3</td>
<td>RIDE CN BUS STOP</td>
</tr>
<tr>
<td></td>
<td>20407 SENECA MEADOWS PKWY - CELEBREE LRNG CNTR</td>
</tr>
</tbody>
</table>

9:15 A.M. GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876
337 - REGULAR SCHOOL

Route: 2620 - GIBBS ES RED
First Stop Time: 8:55 A.M.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Stop Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>19910 FREDERICK RD - BOYS AND GIRLS CLUB - RSO</td>
</tr>
<tr>
<td></td>
<td>PULL INTO THE DAYCARE</td>
</tr>
<tr>
<td>2</td>
<td>SENECA AYR DR AND ITHAEL ROSE WAY</td>
</tr>
<tr>
<td>3</td>
<td>21917 FREDERICK RD 20841 - RSO</td>
</tr>
<tr>
<td>4</td>
<td>21922 FREDERICK RD - RSO - GREENRIDGE DAYCARE</td>
</tr>
<tr>
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<td>301-972-5151</td>
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9:15 A.M. GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876
337 - REGULAR SCHOOL
### Departure Routes Report

**Route: 2611 - GIBBS ES PURPLE PM**

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<tbody>
<tr>
<td></td>
<td>3:57 P.M.</td>
<td>GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876 337 - REGULAR SCHOOL</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>SHAPEARE BLV AND AMBER RIDGE CIR</td>
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<td>2</td>
<td></td>
<td>SHAPEARE BLV AND ETON MANOR DR</td>
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<td>3</td>
<td></td>
<td>22010 FREDERICK RD 20841 - GODDARD SCHOOL DAYCARE - (301) 540-1231</td>
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<td>4</td>
<td></td>
<td>GREENRIDGE DR AND RIDGE VIEW DR</td>
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<tr>
<td>5</td>
<td></td>
<td>GREENRIDGE DR AND GREENBROOK DR</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>GREENBROOK DR AND CANTERFIELD WAY</td>
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<tr>
<td>7</td>
<td></td>
<td>CANTERFIELD WAY AND MORNING STAR DR</td>
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<td>8</td>
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<td>MORNING STAR AND MALLE HILL CT</td>
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<td>9</td>
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<td>CANTERFIELD WAY AND CANTERFIELD TER</td>
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**Route: 2612 - GIBBS ES ORANGE PM**

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<tbody>
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<td></td>
<td>3:57 P.M.</td>
<td>GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876 337 - REGULAR SCHOOL</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>BRINK RD AND BRINK MEADOW LA - RSO</td>
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<tr>
<td>3</td>
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<td>WOLD BALTIMORE RD AND GORMAN DR</td>
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<td>3</td>
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<td>WOLD BALTIMORE RD AND DILLER LA</td>
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**Route: 2617 - GIBBS ES BLUE PM**

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<tbody>
<tr>
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<td>3:57 P.M.</td>
<td>GIBBS ES 12613 ROYAL CROWN DR, GERMANTOWN, MD 20876 337 - REGULAR SCHOOL</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>BRINK RD FROM RIDE RD TO KAUL LA - RSO</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>BRINK RD FROM KAUL LA TO WILDCAT RD - RSO</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>DAVIS MILL RD FROM BRINK RD TO BLUNT RD</td>
</tr>
<tr>
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<td>BLUNT RD FROM DAVIS MILL RD TO BRINK RD</td>
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**Route: 2619 - GIBBS ES GREEN PM**

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<tbody>
<tr>
<td></td>
<td>3:57 P.M.</td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td>BOLAND FARM RD FROM ISKN MANOR DR</td>
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<td>OBSERVATION DR AND PANTHERS RIDGE DR</td>
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<tr>
<td>4</td>
<td></td>
<td>RIDE ON BUS STOP</td>
</tr>
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<td>4</td>
<td></td>
<td>20407 SENICA MEADOWS PKWY - CELEBREE LNG CNTR</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>19610 FREDERICK RD - BOYS AND GIRL CLUB - RSO</td>
</tr>
<tr>
<td>5</td>
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<td>PULL INTO THE DAYCARE</td>
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**Route: 2620 - GIBBS ES RED PM**

<table>
<thead>
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<tbody>
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<td>4:06 P.M.</td>
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<tr>
<td>2</td>
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<td>SENICA AYR DR AND ETHEL ROSE WAY</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>21917 FREDERICK RD 20841 - RSC</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>21925 FREDERICK RD - RSO - GREENRIDGE DAYCARE 301-472-5151</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>22825 FREDERICK RD 20871 - BEST BRAINS</td>
</tr>
</tbody>
</table>
August 2021

Dear Parents:

The following will give permission for your child to ride his/her bike to school. Children below the fourth grade should be discouraged from riding to school. Please review the following rules with your child and return the bottom part of the permission to the office.

✓ All bicycles parked on school grounds should be securely locked
✓ Driving a bicycle on school grounds during school hours is prohibited unless it is part of a school-sponsored activity
✓ Students shall dismount and walk their bicycles once on school property
✓ Bicycle drivers should be aware of the fact that they are subject to rules set forth in the Motor Vehicle Code of Maryland

Sincerely,

[Signature]

Kimberly Bosnic
Principal

William B. Gibbs, Jr. Elementary School

Parent Approval for Students Riding Bikes to School

Student Name ________________________________  Teacher ___________

I give my permission for my child to ride his/her bicycle to school for the 2021–2022 school year.

______________________________  __________________________
Parent’s Signature  Date
August 2021

Dear Parents and/or Guardians:

Food allergies have become common among students nationally and within our school system. Currently, one or more students in your child’s class has a severe food allergy to peanuts and/or tree nuts that could result in a life-threatening reaction called anaphylaxis. In order to minimize the risks to these students and to strengthen healthy habits, we encourage students to wash their hands before and after eating, and we are reminding them not to share food with their classmates. We ask for your support in reinforcing these habits at home.

In addition, we urge you to send snacks that do not contain any peanuts or tree nuts such as walnuts, cashews, pecans, pine nuts, almonds, hazelnuts, pistachios, and Brazil nuts. Some online resources and nut-safe food lists include: www.foodallergy.org/home, www.peanutfreelife.com/safe-food-list/ and www.snacksafely.com/snacklist.pdf.

If you would like to provide food for a classroom celebration, please provide only food items that are store-bought, labeled, and contained in a sealed package. Food products with labels indicating that the product contains any peanut or tree nut ingredients or stating that the food product was manufactured in a facility that also processes peanuts or tree nuts are not permitted for classroom parties. Please consult with the classroom teacher in advance of the celebration.

We strive to enable all students to fully participate in activities while maintaining a safe learning environment.

Thank you for your understanding and assistance in making this a safe and healthy school year for all our students.

If you have any questions, please feel free to contact me at (240) 740-0740.

Sincerely,

Kimberly Bosnak
Principal
August 10, 2021

Dear [Parent/Guardian]:

Wholesome and nutritious meals are offered daily in our cafeteria. A variety of items are offered to meet each student's needs and preferences.

Under Section 504 of the Rehabilitation Act of 1973, a student may be entitled to receive accommodations, such as menu substitutions or texture modifications, under the school lunch program. In order for a student to be eligible for such accommodations, a Section 504 eligibility meeting must be held to determine whether the student has a disability that substantially limits one or more major life activities. A parent/guardian of a student with food allergies, intolerances, or sensitivities, may request a Section 504 eligibility meeting by contacting the student's school counselor. If the parent/guardian has any documentation, such as information from a licensed physician or dietician, this information must be considered by the Section 504 team when determining the student's eligibility. The medical documentation may include how the disability restricts the student's diet and recommendations for substitute that may be provided to the student.

If you believe your child needs substitutions because of a disability, please contact Mr. David McCord, school counselor at 240-740-0740.

Sincerely,

Kim Bosnic
Principal
2021–2022
FREE AND REDUCED MEALS UPDATES

ONLINE APPLICATIONS are the fastest and safest way to apply for FARMS. Households are encouraged to apply online at www.MySchoolApps.com. The online application and instructions are available in the seven official MCPS languages through the online application.

A small supply of paper FARMS applications in English and Spanish will be delivered to all schools the week of August 23, 2021. Paper applications should only be distributed to parents/guardians who request a paper application! The online application should be encouraged as the primary method to apply for FARMS.

Only the updated 2021-2022 application will be accepted for processing. Please immediately destroy and applications at your school that are from previous years.
Apply NOW for Free and Reduced-Price Meals!

The online application is NOW OPEN for parents to complete and submit the 2021–2022 application for Free and Reduced-Price Meals!

www.MySchoolApps.com
(Translations Available)

APPLY TODAY!

Aplique ahora para comida gratis y comida a precio reducido!

La solicitud escolar 2021-2022 para recibir el beneficio de comida gratis y comida a precio reducido está disponible para los padres de familia para ser completada y sometida en línea!

www.MySchoolApps.com
(traducción disponible)

APLIQUE HOY!
Bullying, Harassment, or Intimidation Reporting Form

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 of Education Policy 1300, Non-Discrimination, Equity, and Cultural Proficiency, Board Policy I.H.2, Bullying, Harassment, or Intimidation, and MCPS Regulation H.H.1A, 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, a bystander, 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, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure, parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations; or (b) sexual in nature; or (c) threatening or seriously intimidating;

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 __________________________ Email __________________________

Check an appropriate box:

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

1. Name of alleged student harmed ____________________________ Age ________ School __________________________

Name of alleged student harmed ____________________________ Age ________ School __________________________

Name of alleged student harmed ____________________________ Age ________ School __________________________

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

3. Name(s) of alleged person(s) who committed harm (if known) (Please print) Age ________ School (if known) __________________________

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

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No
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
- Online (including internet-sent off school property)
- Online (including internet-sent on school property)

6. Check the statement(s) that best describes what happened (choose all that apply):
- Any bullying, harassment, or intimidation that involves physical aggression (specify)
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demanding and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating, extorting, or exploiting
- Spreading harmful rumors or gist
- Related to the student's disability
- Related to the student's perceived sexual orientation
- Cyber bullying (e.g., social media including Facebook, Twitter, Vine, Snapchat, Periscope, Kik, Instagram, etc.)
- Electronic communications (e.g., e-mail, text, sexting, etc.)
- Gang related (complete MCPS Form 230-17)
- Gang recruitment (complete MCPS Form 230-17)
- Human trafficking/Prostitution recruitment
- Racial Harassment
- Sexual Harassment (This is a complaint of sexual harassment)
- Sexual in nature
- Hazarding and/or team/group ritual/initiation
- Other (specify)

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, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure, parental status, mental status, age, ability (cognitive, social/Emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations, please provide detailed information below.

8. Describe the incident(s), including what the alleged person who committed harm 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 alleged student harmed absent from school as a result of the incident?
- No
- Yes

11. If yes, how many days was the alleged student absent from school as a result of the incident?

12. Did a psychological injury result from this incident?
- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

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

If I above is requested by the school-based Title IX Liaison, the signature of the MCPS Title IX Coordinator is required:

I hereby affirm that upon consideration of the complaint raised, and MCPS's duty to ensure the safety and well-being of all students and staff, we complaint of sexual harassment is to be investigated under Title IX, the federal law that prohibits discrimination on the basis of sex.

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

DISTRIBUTION: School Confidential File, Office of Student and Family Support and Engagement Confidential File
Annual Notice for Directory Information
and Student Privacy

MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850
MCPS Regulation OA-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 organizations of any combination of parental/guardians, teachers, and students of a school. Unless you tell them not to, schools can release the information without your prior consent.

Teachers may also record virtual lessons for future viewing by students in the same class. If you do not want your student's image and voice captured in such recordings, please indicate below.

Directory Information includes the following items: student's and/or parent's/guardian'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 10, 2021.

Additional copies of this notice can be found on the MCPS website, and are available in Spanish, French, Vietnamese, Chinese, Korean, Amharic, and Portuguese.

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 10, 2021.

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

If you enroll after September 10, 2021, you can complete this form at the time of enrollment.

Montgomery County Public Schools

Request to Withhold Directory Information for the 2021–2022 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  ☐ Data of Birth
  ☐ E-mail address(es)  ☐ Parent/Guardian names  ☐ Grade Level

EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

☐ Release to organizations of any combination of parental/guardians, teachers, and students of a school

☐ Release for Honor Roll publication  ☐ Release photo for yearbook

☐ Do not include my student's image and voice in the recording of virtual lessons for future viewing by students in the same class

Student's Name ________________________________ Grade __________

School William B. Gish, Jr. ES - 33

Parent/Guardian/Eligible Student Signature ________________________________ Date __________

If you do not restrict the release of certain information about your child, you are allowing the school system and others access to the ability to perform daily operations and assume risks 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 JEA-RA, Student Records, www.montgomeryschoolsmd.org/departments/policy/pdf/joera.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 JEA-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 JEA-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.
**Parent/Guardian and Community Volunteer Form**

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

**MCPS Form 560-58**  
August 2018  
Page 1 of 2

**INSTRUCTIONS**

Please complete this form if you are interested in being a volunteer in Montgomery County Public Schools (MCPS). See MCPS Regulation IRB-RA. Volunteers in Schools. Submit the completed form to staff in the school at which you would like to volunteer. Please submit one form for each school at which you would like to volunteer.

Name of School: William B. Gribbs Jr. ES - 117  
Date ___/___/___

Your Name ____________________________________________ MCPS parent/guardian/grandparent/other relative Q Yes Q No

Specify your relationship to the child(ren) at this school (if any): ________

Name(s) of your child(ren)/relative(s) attending this school: ________

Community Member (no children currently attending MCPS schools) Q Yes Q No

Address: ____________________________

Telephone: Day:________ Evening:________ Cell:________

E-mail address: ____________________________

Emergency Contact Name: ____________________________ Phone:________

What languages do you speak/read? (Please specify): ________

Please note that during designated school hours, all visitors, including volunteers, must sign into schools using the MCPS Visitor Management System (VMIS). The VMIS scans the visitor’s driver’s license or state-issued identification card against the state sex offender registry. The VMIS also produces a nametag that should be worn at all times while in the school building.

All volunteers who regularly support schools and students and those who attend field trips must complete the Child Abuse and Neglect Volunteer training. This training requirement also applies to volunteers who regularly support school-sponsored activities. See MCPS Board Policy JHC, Child Abuse and Neglect, and MCPS Regulation JHC-RA, Child Abuse and Neglect. The child abuse training is on-line at www.montgomeryschoolsmd.org. See www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.org.

**AVAILABILITY**

<table>
<thead>
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<th>Morning (please specify time)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Saturday</th>
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<td>Evening (please specify time)</td>
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**TYPE OF VOLUNTEER WORK PREFERRED**

☐ Tutoring  
☐ Mentoring  
☐ Classroom assistance  
☐ Main Office assistance  
☐ Media Center assistance  
☐ Band and sports events assistance  
☐ After-school and club activities  
☐ Chaplaincy  
☐ At-home projects  
☐ Special Program  
☐ Other: ____________________________
## STATEMENT OF COMMITMENT

As a volunteer working in Montgomery County Public Schools, I agree to—

| Sign In/Out | Sign in and out of the building using the Visitor Management System (VMS), or as otherwise directed, at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times. The VMS enables staff to scan a visitor’s driver’s license or identification card to produce a visitor badge and cross-reference the visitor’s information with state and local sex offender registries. |
|———|———|
| Commitment | Honor the commitment to volunteer as scheduled and notify the school in advance if you cannot fulfill the commitment. |
| Confidentiality | Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students. |
| Student Contact | Volunteers working with students must be within view of others (e.g., either through a window in a door, a door left open, or in a public space). In some programs, such as mentoring, volunteers may be required to spend a brief amount of time one-on-one with a student. Volunteers can manage these situations by avoiding physical contact, only going to authorized destinations, and reporting activities or whereabouts to the principal or supervisor. |
| Discipline | Volunteers may not discipline students, but should report behavioral problems to the supervising staff member. Volunteers should address any concerns about student or school safety to the principal or other appropriate staff member. |
| Board Policies and MCPS Regulations | Volunteers must comply with all Montgomery County Board of Education policies and MCPS regulations and rules. |
| Training | All volunteers who regularly support schools and school sponsored activities, such as student teachers and interns; volunteers who regularly assist with school dismissal or recess; as well as those who attend field trips, and chaperone outdoor education, must complete the MCPS online Recognizing and Reporting Child Abuse and Neglect Volunteer training. All other volunteers are encouraged, but not required, to engage in this important, informative training. For list of volunteers who are not required to complete the MCPS online volunteer training, see MCPS Regulation 8B-RA. Online child abuse and neglect training for volunteers is provided on the MCPS website. In English and the languages most requested by MCPS students and parents/guardians. |
| Frequency of Training | Beginning with the 2017-2018 school year, volunteers will need to complete the child abuse and neglect training at least once every three years to continue volunteering. If volunteer training was taken in: 2016-2017 renew in 2020-2021, 2017-2018 renew in 2020-2021, 2018-2019 renew in 2021-2022 |
| Criminal Background Checks and Fingerprinting | The following categories of volunteers are required to complete criminal background checks, including fingerprinting—
* Volunteer coaches,
* Grades 6 Outdoor Environmental Education Programs (Outdoor Education) overnight chaperones,
* Volunteers on overnight field trips,
* Volunteers on other field trips that extend beyond 7:00 p.m. in the evening (e.g., out of area, out of state), and/or trips that require Office of School Support and Improvement (OSSI) approval; or is determined by OSSI; 
* Other volunteers as designated by MCPS. |
| Accidents | Any accident or injury involving a volunteer must be reported consistent with MCPS Regulation 8B-RA, General Liability Insurance. |

I have read, and agree to, the Statement of Commitment above.

Volunteer Signature ________________________________ Date __/__/____