

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

## CLOPPER MILL ELEMENTARY SCHOOL

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



[www.mcps.k12.md.us/schools/cloppermilles](http://www.mcps.k12.md.us/schools/cloppermilles)

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Office of the Principal

August 1, 2022

Dear Clopper Mill ES Families:

Welcome back to a new school year! It's been a wild ride these last few years, but hopefully the pandemic is behind us, and we are back to providing uninterrupted instruction. It is with great pleasure that I write to welcome you back to what we hope will be a typical school year. I hope your family had a chance to enjoy your favorite summer activities. As summer concludes, we turn our thoughts to preparing for the start of school. This is always one of my favorite times of the year! My staff and I can't wait until our students return and we once again hear the children filling our halls and classrooms with conversations and laughter.

I feel privileged to once again have the opportunity to return as your children's principal and I am honored to work with our dedicated staff, wonderful students, our supportive parents. The elementary years are critical times of child development, and we look forward to working with all of you to make this school year successful. As I have shared in the past, we cannot do this important work alone. Together, the home and school partnership can make a tremendous impact on our students' academic growth.

The staff is working hard to see that your children's learning experience at Clopper Mill is a successful and happy one. Our first day back will focus on getting students reacclimated to the building and reengaged in positive connections with other students and staff, all of which are essential for successful learning and growth moving forward. I look forward to hearing about your summer adventures, getting caught up with returning families, and meeting our newest students as we open our doors to a new school year on **August 29, 2022**.

As you know, each new school year brings positive change. This includes several additions to our staff. We are delighted to welcome **Erin Baldwin** – Staff Development Teacher, **Sandra Mackin** – Reading Specialist, **Faith Hollinger** – Kindergarten, **Kelsey Ryba** – Special Education Teacher, **Kathy Pham** – Media Specialist, **Claire Scott** – General Music, **Grace Garcia** – .4 Speech Pathologist, and **Amanda Kim** – .2 Instrumental Music. I'd also like to welcome **Shanique Moore**, our new Parent Community Coordinator, and our very own **Jennifer DeCastro**, moving from classroom teacher to our full-time Community School Liaison. *Enclosed is our complete staff roster (professional and support staff) to provide you with the names of our new and returning teachers.*

**As we have done for the past two years, our teachers will call their students to welcome them to their classrooms prior to our Open House on August 26.** Much thought has gone into student placements and class groupings for this year. Our priorities for grouping students included the student's academic level, as well as ensuring gender, racial, and ethnic balance for each class. The staff at the school put considerable time into balancing these classes and **student placements will not be changed.**

Our first event of this school year will be our **Sneak Preview on Friday, August 26, 2022.** Students and parents can take this opportunity to visit their classrooms and meet their new teachers. Our **Grades 3-5** students will be able to meet their teachers from **10:00-11:00 a.m.** (Grades 3, 4 and 5 only), and students in **Grades K-2** can meet their teachers from **2:00-3:00 p.m.** (Grades K, 1 and 2 only). Please adhere to the time frames in accordance with your child/ren's grade level(s), as our teachers will be participating in grade specific professional development when not scheduled to meet and greet their students.

**Our fifth grade students who would like to be considered for patrols should meet with Mrs. Brown, Patrol Sponsor, at 11:00 a.m. on the 26<sup>th</sup>, on the lower playground blacktop to review their duties and responsibilities for the first week of school.**

**Our first PTA meeting** will take place on **August 30**, beginning at **6:30 p.m.** Parents of students **new to CMES** are invited to join the administrative staff at **6:00 p.m.** for a question and answer session. **Dinner (pizza) will be provided, so bring your children with you. BAR-T may also provide some fun activities)**

**Our Back-to-School Night** for parents of students in **Grades 3-5** is scheduled for **6:30 p.m. on Tuesday, September 6.** **Back-to-School Night** for parents of students in **Grades K-2** is scheduled for **6:30 p.m. on Wednesday, September 7.** Our teachers will communicate their expectations, plans, and procedures for the year. Each teacher will present their program twice during the evening so those parents with two or more children can visit at least two classrooms.

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

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

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

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

Lastly, I encourage all of our parents to become active members of our PTA. With your support, our staff and students can have amazing events, community gatherings, and field trip opportunities.

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

Sincerely,

Lawrence D. Chep  
Principal

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Office of the Principal

1 de agosto de 2022

Estimadas familias de Clopper Mill ES:

Bienvenidos a un nuevo año escolar! Ha sido un viaje diferente estos ultimos años, pero esperamos que la pandemia haya quedado atrás y podamos volver a brindar instrucción ininterrumpida. Les escribo con gran placer para darles la bienvenida a lo que esperamos sea un año escolar normal. Espero que su familia haya tenido la oportunidad de disfrutar de sus actividades favoritas de verano. A medida que concluye el verano, dirigimos nuestros pensamientos a la preparación para el comienzo de la escuela. Esta es siempre una de mis épocas favoritas del año! Mi personal y yo estamos ansiosos esperando que nuestros estudiantes regresen y una vez mas escuchemos a los niños llenar nuestros pasillos y aulas con conversaciones y risas.

Me siento privilegiado de tener una vez mas la oportunidad de regresar como director de sus hijos y me siento honrado de trabajar con nuestro personal dedicado, estudiantes maravillos, y nuestros padres solidarios. Los años de primaria son momentos críticos para el desarrollo infantil y esperamos trabajar con usted para hacer que este año escolar sea un éxito. Como he compartido en el pasado, no podemos hacer este importante trabajo solos. Juntos, la asociacion entre el hogar y la escuela pueden tener un tremendo impacto en el crecimiento académico de nuestros estudiantes.

El personal está trabajando arduamente para asegurarse de que la experiencia de aprendizaje de sus hijos en Clopper Mill sea exitosa y feliz. Nuestro primer da de regreso se centrará en lograr que los estudiantes se vuelva a aclimatar al edificio y se vuelvan a involucrar en conexiones positivas con otros estudiantes y el personal, todo lo cual es esencial para el aprendizaje exitoso y el crecimiento en el future. Espero escuchar sobre sus aventuras de verano, ponerme al día con las familias que regresan, y conocer a nuestros estudiantes más nuevos cuando abramos nuestras puertas a un nuevo año escolar el **29 de Agosto de 2022**

Como ustedes saben, cada nuevo año escolar brinda cambios positivos. Esto incluye varias adiciones a nuestro personal. Estamos encantados en darle la bienvenida a **Erin Baldwin** – profesora de desarrollo de personal, **Sandra Mackin** – Especialista en Lectura, **Faith Hollinger** – Profesora de Kindergarden, **Kelsey Ryba** – Profesora de Educación Especial, **Kathy Pham** – Especialista en biblioteca, **Claire Scott** – Profesora de Musica General, **Grace Garcia** - 4 Especialista en Lenguaje, y **Amanda Kim** - .2 Musica Instrumental. Tambien me gustaría dar la bienvenida a **Shanique Moore**, nuestra nueva Coordinadora de Padres y Comunidad, y a nuestra propia **Jennifer DeCastro**, que pasó de ser maestra de clase a nuestra Enlace Escolar Comunitario a tiempo completo. *Se adjunta nuestra lista complete de personal (personal profesional y de apoyo) para brindarle los nombres de nuestros maestros nuevos y antiguos.*

Como lo hemos hecho durante los últimos dos años, nuestros maestros llamarán a sus estudiantes para darles la bienvenida a sus salones de clases antes de nuestra Casa Abierta el 26 de agosto. Se ha pensado mucho en las ubicaciones y los grupos de clases para este año. Nuestras prioridades para agrupar a los estudiantes incluyeron el nivel académico del estudiante, así como también asegurar el equilibrio de género, raza y etnia para cada clase. El personal de la escuela dedicó un tiempo considerable a equilibrar estas clases y las **asignaciones de los estudiantes no cambiarán.**

Nuestro primer evento de este año escolar será nuestro "**Sneak Preview**" el **Viernes, 26 de agosto, de 2022.** Estudiantes y padres pueden utilizar esta oportunidad para visitar el salón de clases de sus hijos y conocer a su nuevo (a) maestro (a). Los estudiantes en **Grados 3 -5** podrán conocer a su maestra de 10:00-11:00 a.m. (Grados 3, 4, y 5 solamente), y los estudiantes en grados de K – 2 pueden conocer a sus maestras de **2:00 – 3:00 p.m.** (Grados K, 1, y 2 solamente) Por favor, respetar los horarios establecidos de acuerdo con el nivel de grado de su hijo(s)/(a) (s), ya que nuestros(as) maestros/as estarán participando en actividades de desarrollo profesional específico del grado cuando hayan finalizado el programa para conocer y saludar a sus estudiantes.

Nuestros estudiantes del Grado 5 que les gustaría ser considerados para ser patrulleros escolares deben reunirse con la Sra. Brown, Patrocinadora de los Patrulleros Escolares, a las 11:00 a.m. el día 26, en la parte baja donde está el área de recreo para revisar sus deberes y responsabilidades durante la primera semana de clase.

Nuestra primera reunión de PTA tendrá lugar el 30 de agosto, iniciando a las 6:30 p.m. Los padres/guardianes y estudiantes **nuevos en CMES** están invitados a reunirse con el personal administrativo a las 6:00 p.m. para participar en una sesión de preguntas y respuestas. (Se servirá cena (piza), así que traiga a sus hijos – habrán actividades por Bar-T).

**La Noche de Regreso a Clases** para padres/guardianes de los estudiantes en grados 3-5 está programada para las **6:30 p.m. el martes, 6 de septiembre**. **Noche de Regreso a Clases para padres de estudiantes en Grados K -2, esta programada a las 6:30 pm el Miercoles, Septiembre 7.** Nuestros maestros comunicarán sus expectativas, planes y procedimientos para el año escolar. Cada maestro/a presentará su programa dos veces durante la noche para que los padres con dos o más niños puedan visitar al menos dos aulas.

La información sobre los autobuses y los horarios para el año escolar se enviará en un correo electrónico futuro. Si tienen alguna pregunta relacionada con el transporte en autobús, comuníquense con la **Sra. Gail Walker, Administradora del Transporte del grupo de Escuelas, al 240-740-4731 o con la Sr. Edwin Blanco-Ruiz, Depot Manager, al 301-353-0815.** Cada autobús tendrá un número de ruta en su ventana lateral. Además, a cada autobús se le asignará un color/nombre para facilitar que los niños recuerden su autobús. Durante la primera semana de clases los autobuses no siempre siguen exactamente este horario. Por favor, tengan listos(as) a sus hijos(as) en la parada por lo menos 10 minutos antes y hagan que esperen al menos 10 minutos después de la hora programada hasta que nuestros autobuses regularicen sus rutinas. Pedimos que los(as) niños(as) que viajan en autobús, usen su autobús el primer día de clases. Esto es especialmente importante para nuestros(as) estudiantes de kindergarten. Todo(a) estudiante que viaja en autobús al cual no fue asignado(a) debe tener una nota de sus padres, y esa nota debe ser llevada a la oficina o entregada al/a la maestro(a) de aula tan pronto como sea posible. **A los/las estudiantes no se les permite viajar en un autobús que no sea el suyo sin el permiso de sus padres por escrito.**

Si su hijo/a está **comenzando Pre-K ó Kindergarten**, por favor preparen una tarjeta con su nombre, número de autobús y color/nombre del autobús correspondiente, y préndansela en su ropa durante la primera y segunda semana. Discutan los procedimientos de seguridad para ir y volver de la escuela. **Si ustedes traen a su niño/a en auto o camioneta, por favor use el área para dejar estudiantes en frente de la escuela. (Doble en Gunners Branch Road - entre a través de la entrada lateral del lote de estacionamiento - continúe por el lote hasta el círculo frente a la escuela. Después de dejar a su hijo(a), salgan de la misma forma que entraron).** Los padres/guardianes deben tener paciencia cuando usen esta área. Asegúrense de que su hijo(a) salga de/entre a su coche desde el lado derecho del automóvil (lado de la acera). Como siempre, **la entrada/carril de autobuses no debe ser usada por automóviles entre 8:45 a.m. y 9:45 a.m. ni 3:30 p.m. y 4:30 p.m. NO ESTACIONE NI USE LOS ESPACIOS PARA DISCAPACITADOS, A MENOS QUE TENGA UN PERMISO PARA ESTACIONAR.**

Adjunto encontrarán un paquete de información sobre Clopper Mill ES. Por favor dediquen tiempo para leer esta información con su hijo(a) antes del comienzo de las clases. El primer día de clases, ustedes recibirán otro paquete de información que contendrá una variedad de formularios y anuncios de la escuela y la PTA. Por favor asegúrense de completar y devolver todos los formularios necesarios.

Clopper Mill ES es un lugar maravilloso para aprender y crecer, gracias a los esfuerzos dedicados del personal, que proporciona a sus hijos(as) una excelente experiencia académica, social y emocional, así como a nuestros padres, que nos apoyan todos los días.

Por último, invito a todos los padres a ser miembros activos de nuestro PTA. Con su ayuda, nuestro personal y estudiantes pueden tener eventos maravillosos, reuniones comunitarias, y oportunidades de viajes de campo.

¡Esperamos que disfruten del resto del verano y esperamos verlos pronto!

Atentamente,

Lawrence D. Chep  
Director

**CLOPPER MILL ELEMENTARY SCHOOL**  
**STAFF ROSTER 2022-2023**  
**PRINCIPAL: MR. LARRY CHEP**  
**ASSISTANT PRINCIPAL: MR. RJ HENDERSON JR.**

**HOMEROOM TEACHERS**

Pre-K Half-Day	Ms. Dori Bailin
Pre-K Full-Day	Mrs. Margaret Harp
Head Start	Mrs. Julie Simms
HS/PEP	Mrs. Stephanie Strube
K	Ms. Samantha Bouma
K	Ms. Joisee-ann Biles
K	Ms. Evelyn Hanson
K	Ms. Faith Hollinger*
K	Ms. Rebeccah Riordan
1	Ms. Paige Carroll
1	Mrs. Kaitlin Cody
1	Ms. Hope Ferguson
1	Mrs. Allie Hubert
2	Mrs. Joanne DeMayo
2	Mr. Brian Jacobs
2	Mrs. Michelle Jansen van Vuuren
2	Mrs. Linda Sheridan
3	Ms. Katie Bogan
3	Mrs. Colleen Checco
3	Mrs. Jen Shell
4	Ms. Madelyn Bucher
4	Mrs. Cassie Smith
4	Mrs. Melanie Visnich
5	Ms. Jacqueline Burgos
5	Mrs. Marilyn Carter
5	Mrs. Ruba Hassan

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



**SPECIALISTS**

Staff Development	Mrs. Erin Baldwin*
Reading Specialist	Mrs. Sandra Mackin*
Guidance Counselor	Mrs. Michelle Vaca
Academic Intervention	Mrs. Laurie Oyer
Academic Intervention	Mrs. Brooke Dymond
Art	Ms. Xiomara Portillo
Community School Liaison	Mrs. Jennifer DeCastro
ESOL	Mrs. Christina Romano
ESOL	Mrs. Leslie Figueroa-Martinez
ESOL	Ms. Elena Seong
Home School Model	Mrs. Dana Zentgraf
Home School Model	Ms. Beth Sell
Home School Model	Dr. Tracy Trupp
Home School Model	Mrs. Tami Wisniewski-Dollar
Home School Model	Ms. Kelsey Ryba*
Home School Model	TBD*
Media Specialist	Ms. Kathy Pham*
General Music	Ms. Claire Scott*
Math Content Coach	Ms. Treasure Brown
Music (Instrumental) (.2)	Ms. Amanda Kim*
Occupational Therapist	Mr. Richard Lu
Physical Therapist	Ms. Alice Wright*

Physical Education  
Primary Talent Coach  
Sp/Lang Pathologist  
Sp/Lang Pathologist (.4)  
Title I Specialist

Mr. Robert Ryder  
Mrs. Stephanie Strube  
Ms. Astrid Korte  
Ms. Grace Garcia\*  
Mr. Rodrigo Godinez

## **SUPPORTING SERVICES STAFF**

### **Main Office**

Administrative Secretary  
Attendance Secretary

Mrs. Elbe Lopez  
Mrs. Beatriz Diaz

### **Paraeducators**

Ms. Lisa Brown  
Ms. Margaret Kelpy  
Ms. Mary Jane Finn  
Ms. Trina Dennis  
Ms. Christina Huh  
Mrs. Jane Rothschild  
Ms. Patricia Reyes  
Ms. Judith Roldan  
Mrs. Marcy Loftus  
Ms. Ana Duran  
Ms. Anita Hinduja  
Ms. Debbie Rosner  
Ms. Carmen Rodriguez  
Ms. Chaitanya Shriharsha  
Mrs. Amanda Jones  
Ms. Geetarani Mohanty  
Ms. Polin Raoufian  
Ms. Ann Huyett

### **Lunch Hour Aides**

Ms. Judith Roldan  
Mrs. Jan Rothschild  
Ms. Geetarani Mohanty  
Ms. Marcy Loftus  
Ms. Polin Raoufian  
Ms. Debbie Rosner  
Ms. Nadia Amleh  
Ms. Ann Huyett

### **Food Services**

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

### **Building Services**

Building Services Manager  
Building Services Assistant Manager  
Building Service Workers

Ms. Karen Hyson  
Mr. Teron Gillison  
Mr. Juwan Lee  
Ms. Hsiao Fang Yin  
Ms. Jennifer Panduro

### **Media Assistant**

Ms. Nadia Amleh

### **Parent Community Coordinator**

Ms. Shanique Moore

### **School Psychologist**

Ms. Catherine Hotchkiss

### **Pupil Personnel Worker**

Mr. Jerry Logan

### **School Nurse**

Ms.

### **Health Room Technician**

Ms.



**CLOPPER MILL ELEMENTARY SCHOOL  
PARENT HANDBOOK  
OF  
POLICIES, PRACTICES, PROCEDURES  
2022-2023**

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**School Hours**

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



**SCHOOL HOURS**

Normal school hours are 9:25 a.m. to 3:50 p.m. for grades kindergarten through five. Children are expected to arrive at school on time, but **no earlier than 9:10 a.m.** **Children are considered tardy after 9:25 a.m.** School Office hours are 8:00 a.m. to 4:30 p.m.

**TRAFFIC SAFETY: PARKING**

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

**ABSENCES**

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

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

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

**EARLY DEPARTURE**

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

**LATE ARRIVAL**

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

## BREAKFAST/ LUNCH PROGRAM & RECESS

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

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

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

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

Parents who wish to apply for free or reduced meals can do so by using the application form provided. Once completed and returned to us it will be forwarded to the MCPS Food Services office for processing. You will receive written notification once eligibility is determined. **Breakfast is free to all students. Students who qualify for free or reduced meals will not be charged for meals.** You are encouraged to take advantage of the online program, **MySchoolBucks.com** to make prepayments using a credit card. Please make sure your child knows his/her PIN number. Parents will receive notification when account balances are low. A student who forgets his/her lunch or money, or has no money in his/her account will be given a cheese sandwich. **Students will be charged \$ .25 for the sandwich, payable the following day.**



MCPS students who qualified for free or reduced meals last school year keep their eligibility **through September 2022**. Parents must re-apply for the 2022-2023 school year by completing the on-line application. **Students who have not re-applied or do not qualify will have to purchase their meals at full price as of October 1, 2022.**

Menus are sent home prior to the first day of each month. Please refer to the enclosed flier for more information.

## RECESS/LUNCH

The recess/lunch period is one hour and 10 minutes.

### Lunch/Recess Schedules

<u>Grade Level</u>	<u>Lunch</u>	<u>Recess</u>
Kindergarten	11:00-11:30	11:35-12:10
First Grade	11:40-12:10	11:00-11:35
Second Grade	12:00-12:30	12:35-1:10
Third Grade	12:50-1:20	12:10-12:45
Fourth Grade	1:00-1:30	1:35-2:10
Fifth Grade	1:40-2:10	1:00-1:35



### Lunch Schedule

#### Early Dismissal (No Recess)

Kindergarten	10:30-11:00
First Grade	10:40-11:10
Second Grade	11:10-11:40
Third Grade	11:40-12:10
Fourth Grade	11:50-12:20
Fifth Grade	12:20-12:50

(School Ends - 1:20)

### Lunch Schedule

#### Delayed Opening (No Recess)

Kindergarten	11:40-12:10
First Grade	12:15-12:45
Second Grade	12:25-12:55
Third Grade	12:55-1:25
Fourth Grade	1:00-1:30
Fifth Grade	1:35-2:05

(School Begins - 11:25)



## CONCERNS

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

## TELEPHONE CALLS

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

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled on an appointment basis in November. These conferences provide a planned opportunity for parents and teachers to discuss a child's achievement and to plan cooperatively for continued student progress. Parent-teacher conferences will be held on **November 21 and 22, 2022**.

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

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

## EMERGENCY SCHOOL CLOSING

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

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

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

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

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

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

## LOST & FOUND

Found articles of clothing, hats, gloves, lunch boxes, and other items will be periodically displayed throughout the year during special events. Children should check the Lost and Found area for missing possessions. The Lost and Found Storage is in the hallway adjacent to the lunchroom. Eyeglasses and other delicate items are secured in the main office. **PLEASE LABEL ALL CLOTHING.**

## **BIRTHDAY & PARTY POLICIES**

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

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

## **CONTINGENCY PLAN FOR SCHOOL EVACUATION**

In the event of an emergency evacuation of the school for a sustained period of time, students will walk with their teachers or be transported to Northwest High School (301-601-4660). This constitutes a portion of our contingency plan for unusual circumstances far beyond the usual and routine fire drill procedures. It is urgent in the event of an emergency or disaster that we have up to date emergency information on your child. **Please keep the school office informed of any changes in emergency contact and/or day care arrangements.** Our school will conduct five (5) required fire drills and six (6) required emergency drills (2 each) during the school year.

## **SCHOOL SAFETY PATROLS**

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

## **ILLNESS/MEDICATIONS**

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

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

## **MEDICATION POLICY**

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

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

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

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

## **LIBRARY/MEDIA CENTER**

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

## BAR T KIDS CLUB

A before and after school extended day program is offered for children of parents employed outside the home. Recreation and sport activities, supplemented by games, music, arts & crafts, free time, and opportunities to complete school homework assignments are provided before school from **7:00 to 9:10 a.m.** and/or after school from **3:50 to 6:30 p.m.** Care is available to enrolled students on snow days, school holidays, and during the winter and spring vacation breaks.

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



## SAFETY: BUSES

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

For problems concerning bus routes and stop locations, call Ms. Gail Walker, Transportation Cluster Manager at 240-740-4731 or Edwin Blanco-Ruiz, Depot Manager at 240-740-4728.

## SAFETY: CROSSING GUARD

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

## BEHAVIOR/DISCIPLINE

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

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

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

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

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

## DISMISSAL PROCEDURES

Parents and older siblings picking up students will be advised to wait for their students at designated columns marked with grade levels 1 to 5. The area between the front door and columns 1 and 2 will remain clear of "waiting" parents and older siblings at all times. Teachers will continue to escort students out of the building at dismissal time. **Kindergarten students will be dismissed from room K1, inside the PreK fenced playground area.** All staff on p.m. duties will reinforce these dismissal procedures.

## HOMEWORK

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

## PROPER ATTIRE

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

## BICYCLES & SCOOTERS



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

## REPORT CARDS

Standard report cards will be issued four times during the school year: November 14, February 3, April 17, and June 27. Parents can access report cards on ParentVue.

### MARKING PERIODS FOR 2019-2020

<u>Marking Period</u>	<u>Marking Period Ends</u>	<u>Report Card on ParentVue/Distribution</u>
1st	November 4, 2022	November 14, 2022
2nd	January 26, 2023	February 3, 2023
3rd	March 30, 2023	April 17, 2023
4th	June 16, 2023	June 27-28, 2023

## NEWSLETTERS

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

## CELL PHONES

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

## PERFECT ATTENDANCE CRITERIA

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

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

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

## Building Safety

**All of our exterior doors are locked during the student day. Visitors MUST use the buzzer in the front of the building and verbally give the reason they would like to enter the building. Visitors must then proceed to the office. You MUST provide a picture ID (Driver's License) to enter the main building or to pick up a child early from school. When exiting the building, DO NOT open the door for anyone waiting at the door. Only office staff can permit visitors into the building. Please wait by the door until they are buzzed in.**

**We need your support to ensure the safety of our students, staff and visitors.**

# Clopper Mill Elementary School

SNEAK PREVIEW (SNEAK PEEK)

**Friday, August 26**

**10:00 to 11:00 a.m. (Grades 3, 4 and 5 Only)**

**2:00 to 3:00 p.m. (Grades K, 1, and 2 Only)**



**\*\*Patrols will meet with Mrs. Brown following their open house at 11:00 a.m. on the blacktop. \*\***

\*\*\* Meet your teacher \*\*\*

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

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

What is a sneak preview?

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

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

Welcome and enjoy your visit!

**ATTENTION PARENTS OF KINDERGARTEN CHILDREN –  
A SPECIAL PARENT INFORMATION MEETING WILL BE HELD IMMEDIATELY  
FOLLOWING YOUR SNEAK PREVIEW**

**3:00-3:30 p.m.**

**IN THE ALL-PURPOSE ROOM**

# **WELCOME TO PARENTS OF STUDENTS NEW TO CLOPPER MILL**

A special meeting will be held for you



as parents of students  
new to our school



**Tuesday, August 30, 2022**

**6:00 p.m.**

**\* (followed by our first PTA Meeting)  
at 6:30 p.m.**



**Please join us!**



**Clopper Mill Elementary School Calendar  
2022-2023**

**August**

- 19 **9:30 a.m.-3:00 p.m. Kindergarten Orientation (Group Scheduled)**
- 20 **10:00 a.m.-1:00 p.m. Northwest Cluster Back-to-School Fair @ NWHS**
- 26 *Sneak Preview K-5 Grades (See times for specific grade levels)*
- 29 **First Day of School for Students**
- 30 *6:00 p.m. New Parent Welcome (All Purpose Room)*  
*6:30 p.m. PTA Meeting (All Purpose Room)*

**September**

- 5 **Holiday - Schools and Offices Closed**
- 6 **6:30 p.m. Back-To-School Night - Grades 3-5**
- 7 **6:30 p.m. Back-To-School Night - Grades K-2**
- 9 *5:30-7:00 p.m. Back-to-School Picnic (Rain Date – September 16)*
- 14 **1:20 p.m. Early Release Day for Students**
- 26 **No School for Students and Teachers**
- 30 *8:50 a.m. Dads & Donuts (Outside)*  
**1:20 p.m. Early Release Day for Students**

**October**

- 5 **No School for Students and Teachers**
- 10 **9:35 a.m.-12:00 p.m. Open House (Tentative)**
- 11 *6:30 p.m. PTA Meeting (Media Center/Virtual Option)*
- 10-14 *PTA Piggy Race Fund Raiser*
- 24 **Professional Day for Teachers (No School for Students)**
- 31 *2:30 p.m. Fall Harvest Parade & Parties*

**November**

- 1 *6:30 p.m. PTA Meeting (Media Center/Virtual Option)*
- 4 **First Marking Period Ends**
- 7 **Professional Day (No School for Students) - End of Quarter Grading/Planning**
- 8 **Election Day—Schools and Offices Closed**
- 11 *5:30-7:30 p.m. PTA Pizza Dinner & BINGO Family Night (All-purpose Room)*
- 14 *First Marking Period Report Cards Available in ParentVue*
- 21 **1:20 p.m. Early Dismissal – Parent/Teacher Conferences**
- 22 **1:20 p.m. Early Dismissal – Parent/Teacher Conferences**
- 23-25 **Thanksgiving Holiday - No School**

**December**

- 6 *6:30 p.m. PTA Meeting (Media Center/Virtual Option)*
- 7 **1:20 p.m. Early Release Day for Students**
- 12-16 *Fall Scholastic Book Fair*
- 16 *6:00-8:00 p.m. PTA Holiday Party Family Night (Gym)*
- 22 *Grandparent Day*
- 23 - 30 **Winter Break - No School**

## January

- 2 **Holiday - Schools and Offices Closed**
- 3 6:30 p.m. PTA Meeting (Media Center/Virtual Option)
- 16 **Dr. Martin L. King, Jr. Day – No School**
- TBD 7:00 p.m. Winter Choral & Instrumental Music Concert
- 20 5:30-7:30 p.m. PTA Family Game Night (AP Room)
- 26 **Second Marking Period Ends**
- 27 **Professional Day (No School for Students) - End of Quarter Grading/Planning**

## February

- 3 *Second Marking Period Report Cards Available in ParentVue*
- 7 6:30 p.m. PTA Meeting (Media Center/Virtual Option)
- 10 5:30-7:30 p.m. PTA Family Movie Night (Gym)
- TBD 6:30 p.m. Spelling Bee Finals
- 20 **Holiday - Schools and Offices Closed**

## March

- 3 **1:20 p.m. Early Release Day for Students**
- 7 6:30 p.m. PTA Meeting (Media Center/Virtual Option)
- 15 **1:20 p.m. Early Release Day for Students**
- 24 8:50 a.m. Muffins for Mom (Outside)
- 30 **Third Marking Period Ends**
- 31 **Professional Day (No School for Students) - End of Quarter Grading/Planning**

## April

- 3-10 **Spring Break - No School**
- 11 6:30 p.m. PTA Meeting (Media Center/Virtual Option)
- 17 *Third Marking Period Report Cards Available in ParentVue*
- 16-22 *National Volunteer Week*
- 21 **Professional Day for Teachers (No School for Students)**
- 24-28 *Spring Book Fair*  
*Administrative Professionals Week*

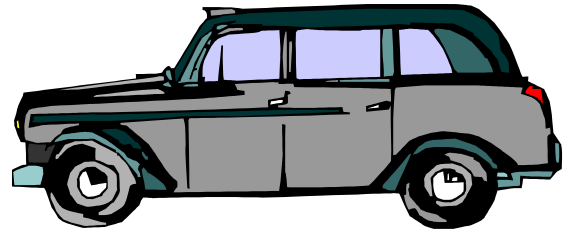
## May

- 1-5 *Staff Appreciation Week*
- 2 6:30 p.m. PTA Meeting (Media Center/Virtual Option)
- TBD 6:30 p.m. Shark Tank Junior
- TBD Field Day
- 29 **Holiday - Schools and Offices Closed**

## June

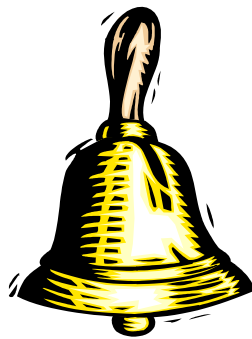
- TBD 7:00 p.m. Spring Choral & Instrumental Music Concert
- 6 6:30 p.m. PTA Meeting (Media Center/Virtual Option)
- 9 5:30-7:30 p.m. PTA End of Year Picnic
- 14 **9:30 a.m. Fifth Grade Promotion (at Northwest High School)**
- 16 **\*1:20 p.m. Early Dismissal**  
**Last Day of School for Students/ Fourth Marking Period Ends**  
*End-of-Year Awards Assemblies*
- 27 *Fourth Marking Period Report Cards Available in ParentVue*
- 28 *Report Cards Mailed Centrally to Non-Activated ParentVue Households*

# Attention Parents of Walkers and Students Transported by Car:



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

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



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

**PLEASE DO NOT DROP YOUR CHILD OFF TOO EARLY!**

**Thank you for your cooperation.**

## **EXTREMELY IMPORTANT!!**

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

## **COMMUNICATION INFORMATION 2022-2023**

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

### **Course-Related Fees**

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

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

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

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

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

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

## Clopper Mill Elementary School -- School Materials and Parent Donations FY23

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

<p><b>Fourth Grade</b></p>	<p>3 ring binder – 1 inch Pencils - #2 *Headphones/ear buds 4 pocket folders Markers Colored pencils Crayons Yellow Highlighters - 2 Glue sticks - 6 3 composition notebooks Dry erase markers (black) Pencil Box/Pouch Erasers – Large – 3 Scissors Sticky Notes – 3”x5”</p>	<p>Facial tissue Hands soap-liquid pump Hand sanitizer-liquid pump Box of gallon zipper-locked bags Disinfectant Wipes Box of quart size zipper-locked bags</p>
<p><b>Fifth Grade</b></p>	<p>Pencils Pencil box/pouch Erasers Liquid glue Colored pencils Pens (black or blue ink) 1 package of highlights 1 package of sharpie pens 1 package of dry erase markers Individual pencil sharpeners Glue sticks Composition notebooks (3) Pocket folders (5) *Headphones/earbuds</p>	<p>Facial tissue Disinfectant Wipes Black dry erase markers Highlighters Band-Aids Thin writing markers Hand sanitizer – liquid pump Gum erasers and tip erasers</p>







# Northwest CLUSTER

Clopper Mill ES. Darnestown ES. Diamond ES. Dr. Ronald E. McNair ES.  
Germantown ES. Great Seneca Creek ES. Spark M. Matsunaga ES.  
Kingsview MS. Lakelands Park MS. Roberto Clemente MS. Northwest HS.


## Back-to-School Resource Fair

**Saturday  
Aug 20  
2022  
10am-1pm**

### At Northwest High School!

- Activities, Games, Giveaways for Kids
- Free shaved ice when you register your email with your PTA
- School & PTA Resources
- Spirit Wear Sales
- MCPS Resources
- and more!

*Be there!*



# GROUPO DE *Northwest*

Clopper Mill ES, Darnestown ES, Diamond ES, Dr. Ronald E. McNair ES,  
Germantown ES, Great Seneca Creek ES, Spark M. Matsunaga ES,  
Kingsview MS, Lakelands Park MS, Roberto Clemente MS, Northwest HS.

*Feria de Recursos de Regreso a Clases*

**sábado**  
**Agosto 20**  
**2022**  
**10am-1pm**

**En Northwest High School!**

- Actividades, Juegos, Regalos para Niños
- Hielo raspado gratis al registrar su correo electrónico con su PTA
- Recursos Escolares y PTA
- Venta de Ropa de la Escuela
- Recursos de MCPS
- y más

*espero  
verte allí*



**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
MARYLAND  
www.montgomeryschoolsmd.org  
July 1, 2022



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  
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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.*

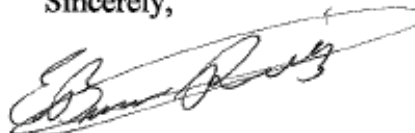
Students waiting for buses may choose to stand in carports and garages for protection from the elements. This is acceptable only if: (1) it does not alter the route; (2) it does not increase the number of stops; (3) it is acceptable to all parties involved; and (4) it is reasonably close to the regular 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,



Edwin Blanco Ruiz  
Depot Manager

EBR:ces

Enclosures





# MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

Julio 1, 2022

MARYLAND



Estimado padre de la escuela primaria:

Se adjuntan los horarios de ruta de los autobuses que sirven a la escuela de su hijo. Esta información también está disponible en el sitio web de MCPS. Tenga en cuenta la hora, el lugar y el número de ruta apropiados para su hijo. Las rutas semuestran en cada autobús, en la ventana lateral. Las preguntas sobre el transporte deben dirigirse a su terminal de transporte (depot). Usted puede encontrar la información del gerente de transporte, contactando su escuela o el sitio web de las Escuelas Públicas del Condado de Montgomery (MCPS).

El transporte en autobús escolar se proporciona para los niños de la escuela primaria que viven a más de 1 milla de su escuela de origen. Si vive a menos de 1 milla de la escuela y no ve una parada en la lista que está en su vecindario, su hijo no es elegible para el transporte.

Las paradas de autobús previamente programadas pueden haber sido eliminadas o reubicadas para proporcionar economías en funcionamiento. Se hace todo lo posible para minimizar los inconvenientes a los estudiantes y padres, y proporcionar un nivel razonable de servicio. Ahorrar dólares del presupuesto de apoyo proporciona más recursos para las aulas.

El comportamiento apropiado de los estudiantes es importante para la seguridad y la comodidad de todos. Los padres deben discutir el comportamiento con sus hijos regularmente para reforzar este mensaje. Es importante que todos los estudiantes sigan las reglas establecidas en "*Ride by the Rules*". campaña. Para obtener más información al respecto, visite: <https://www.montgomeryschoolsmd.org/departments/transportation/rules/>.

Los padres son responsables de sus hijos en el camino a la parada de autobús, en la parada de autobús y en el camino a casa desde la parada de autobús. Los niños deben llegar a la parada al menos cinco minutos antes de la hora de recogida establecida. Los padres son responsables de los niños tan pronto como se bajan del autobús en la parada de autobús de la tarde y deben planear reunirse con el autobús o hacer arreglos para que un cuidador u otro adulto responsable acompañe a los niños de manera segura a casa o al proveedor de cuidado infantil. Los padres deben instruir a sus hijos dónde bajarse del autobús y familiarizarlos con aspectos únicos de la parada de autobús o puntos de referencia para que, antes del primer día que viajarán en el autobús, los niños sepan claramente la parada donde deben bajarse del autobús. Tenga en cuenta: los operadores de autobuses no conocen a todos los cuidadores posibles para cada niño que podrían estar recogiendo a un estudiante en un día en particular, y no pueden hacer coincidir a cada niño con un adulto específico. Cuando los estudiantes se bajan del autobús, están completamente bajo el cuidado del padre o cuidador, o están solos para caminar a casa si no hay padres o cuidadores presentes.

Proporcione las herramientas para que sus hijos se conviertan en pasajeros independientes asegurándose de que sepan exactamente dónde bajarse del autobús, así como la necesidad de  
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alertar inmediatamente al operador del autobús, antes de bajarse del autobús si es posible, si no ven a un padre u otra persona que normalmente se reúna con ellos en la parada del autobús. Una vez alertado, el operador del autobús devolverá al estudiante a la escuela o tomará otras medidas para garantizar la seguridad del niño.

Si generalmente se encuentra con su hijo en la parada de autobús y no puede hacerlo en un día determinado, llame a la escuela mucho antes de la hora de despido y pida que su hijo se mantenga en la escuela para que lo recojan y no lo coloquen en el autobús. Este es un plan de respaldo de emergencia que solo debe usarse en esas raras circunstancias cuando exista un retraso inesperado o inevitable en llegar a la parada de autobús. Mantenga el número de teléfono de la escuela en su teléfono celular u otro lugar conveniente para que esté listo en caso de que se presente una emergencia. Se recomienda establecer un plan de amigos para su hijo con un hermano mayor o compañero de clase en caso de que su hijo termine en la parada de autobús de la tarde sin usted u otro cuidador. Los horarios de los autobuses son aproximados y pueden variar debido al tráfico, las condiciones climáticas y los cambios de estudiantes, así que esté en la parada de autobús antes de la hora normal de entrega.

Seguir las reglas de seguridad al abordar, viajar y bajar del autobús es muy importante. Revisar las reglas de seguridad con su hijo ayudará a garantizar la seguridad del autobús.

#### Puntos clave:

Si desea que su hijo sea supervisado por un adulto mientras camina a casa desde la parada de autobús de la tarde, debe asegurarse de que eso suceda. Una vez que el estudiante se baja del autobús, solo usted puede asegurarse de que su hijo esté debidamente supervisado. Recomendamos lo siguiente cuando los estudiantes necesitan supervisión después de bajar del autobús escolar:

- Planifique que usted u otro cuidador estén en la parada de autobús antes de la hora normal de entrega, ya que el autobús podría llegar temprano en un día determinado.
- Planifique con anticipación para otro adulto que normalmente está en la parada de autobús para cuidar a su hijo si usted no está presente algún día.
- Llame a la escuela, mucho antes de la hora de despido, si tiene una emergencia y no puede llegar a la parada de autobús. Esto asegurará que su hijo se mantenga en la escuela para que lo recojan en lugar de subirlo al autobús. Asegúrese de tener el número de teléfono de la escuela con usted en caso de que lo necesite.
- Asegúrese de que su hijo sepa y pueda identificar la parada de autobús adecuada y sepa que no debe bajarse del autobús en ninguna otra parada.
- Organice un "amigo" de estudiante mayor que camine a casa con su hijo, o permita que su hijo se quede en su casa hasta que recoja a su hijo. Asegúrese de trabajar con el padre del otro estudiante al organizar este plan.

- Asegúrese de que su hijo sepa decirle al conductor del autobús, antes de bajar del autobús, si algo "no está bien". Esto podría incluir, entre otras cosas, un padre o cuidador que generalmente está en la parada, no presente; perder su parada; o darse cuenta de que ha abordado el autobús equivocado y no reconocer ninguna parada.


Cuando se programan paradas de autobús en las intersecciones, los estudiantes deben mantenerse seguros estando lejos del tráfico, dentro de los 150 pies de la parada. *Los padres son responsables de mantener la disciplina y la seguridad en las paradas de autobús.* Los estudiantes que esperan autobuses pueden optar por pararse en garajes para protegerse de las inclemencias del clima elementales. Esto es aceptable sólo si: (1) no altera la ruta; (2) no aumenta el número de paradas; (3) es aceptable para todas las partes involucradas; y (4) está razonablemente cerca de la parada regular (de modo que un operador de autobús sustituto, no familiarizado con los arreglos especiales, puede localizar fácilmente a los estudiantes). Por favor, note: los operadores de autobuses solo están autorizados a detenerse en las paradas designadas; no solicite paradas no autorizadas. MCPS logra ahorros sustanciales de combustible y otros ahorros operativos al limitar el número de paradas de autobús.

Los estudiantes que deseen viajar a casa en el autobús de un amigo o bajarse de su propio autobús en la parada de un amigo deben traer una nota de sus padres. Una vez aprobado y firmado por el director, el estudiante debe entregar esta nota al operador del autobús en el que viajará. Esta práctica normalmente se aprobará cuando el espacio lo permita.

Las inclemencias del tiempo crean muchas dificultades para todos. No es posible proporcionar transporte adicional durante los meses de invierno o en días lluviosos, y por esta razón, los estudiantes deben vestirse adecuadamente. En caso de que los autobuses no puedan llegar a las paradas designadas debido a la acumulación de nieve o hielo, los padres deben hacer arreglos por adelantado con los operadores de autobuses para que los estudiantes que viven en estas áreas puedan abordar en lugares alternativos cuando sea necesario.

El transporte estudiantil solo puede operar de manera efectiva si todos hacemos nuestra parte para que las cosas funcionen. La asistencia y cooperación de los padres son necesarias para proporcionar un sistema de transporte seguro para los estudiantes pasajeros.

Sinceramente,



Edwin Blanco Ruiz  
Gerente de Transportación

EBR:ces

Adjuntos

# Bus Transportation 2022-2023

MONTGOMERY COUNTY PUBLIC SCHOOLS 2022-2023

## ARRIVAL BUS ROUTES

### Route: 2406 - CLOPPER MILL ES PURPLE BUS

First Stop Time: 9:03 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	CLIMBING IVY DR @ CIRCLE IN THE COMMON AREA
2	CLIMBING IVY DR AND CLIMBING IVY CT
9:15 A.M.	CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874 100 - REGULAR SCHOOL

### Route: 2414 - CLOPPER MILL ES - YELLOW BUS

First Stop Time: 9:00 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	WATERS RD AND WATERFORD HILLS BLV
2	CARLOW POINT CIR AND WATERFORD HILLS BLVD
9:15 A.M.	CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874 100 - REGULAR SCHOOL

### Route: 2417 - CLOPPER MILL ES - GREEN BUS

First Stop Time: 9:01 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	ALLSPICE DR @ THE MAILBOXES DO NOT GO BEYOND THE FIRST DRIVEWAY ON ALLSPICE - TURN RIGHT INTO DRIVEWAY LOOP AND STOP AT THE MAILBOXES
2	RUSHING WATER WAY AND AUTUMN MIST DR
3	AUTUMN MIST DR AND AUTUMN MIST CIR
4	GREAT SENECA HWY AND GROTTO LA - SOUTH SIDE RSO
9:15 A.M.	CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874 100 - REGULAR SCHOOL

## DISMISSAL BUS ROUTES

### Route: 2406 - CLOPPER MILL ES PURPLE BUS PM

<u>Seq</u>	<u>Stop Description</u>
3:57 P.M.	CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874 100 - REGULAR SCHOOL
1	CLIMBING IVY DR @ CIRCLE IN THE COMMON AREA
2	CLIMBING IVY DR AND CLIMBING IVY CT

### Route: 2414 - CLOPPER MILL ES PM - YELLOW BUS

<u>Seq</u>	<u>Stop Description</u>
3:57 P.M.	CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874 100 - REGULAR SCHOOL
1	WATERS RD AND WATERFORD HILLS BLV
2	CARLOW POINT CIR AND WATERFORD HILLS BLVD

### Route: 2417 - CLOPPER MILL ES PM - GREEN BUS

<u>Seq</u>	<u>Stop Description</u>
3:57 P.M.	CLOPPER MILL ES 18501 CINNAMON DR, GERMANTOWN, MD 20874 100 - REGULAR SCHOOL
1	ALLSPICE DR @ THE MAILBOXES DO NOT GO BEYOND THE FIRST DRIVEWAY ON ALLSPICE - TURN RIGHT INTO DRIVEWAY LOOP AND STOP AT THE MAILBOXES
2	RUSHING WATER WAY AND AUTUMN MIST DR
3	AUTUMN MIST DR AND AUTUMN MIST CIR
4	GREAT SENECA HWY AND GROTTO LA - SOUTH SIDE RSO