

Drew Elementary School - 2023-2024 Community Handbook



1200 Swingingdale Drive Silver Spring, MD 20905 (240) 740-5670

Administration

Principal

Meredith Casper
Meredith_Casper@mcpsmd.org

Assistant Principal

Kerri Hennelly
Kerri_A_Hennelly@mcpsmd.org

Drew Student Hours

9:00 Students line up
9:05 Students enter Drew
9:20 First bell
9:25 Late bell
3:50 Students dismissed

Main Office

8:30 a.m. - 5:00 p.m.
Michele Whiting
Michele_F_Whiting@mcpsmd.org
Aracelly Gonzalez
Aracelly_Gonzalez@mcpsmd.org



Expectations

Respectful
Responsible
Safe

Colors: Teal & White

Drew: Regional Host

- Pre-K (half day)
- Head Start (all day)
- Center for Enriched Studies Programs (CES); Gr. 4 and 5
- School Community Based Programs (SCB); Gr. K - 5

Dr. Charles R. Drew Elementary School

Vision To empower students, staff, and parents to be lifelong learners who are productive citizens.

Mission To challenge all students to be scholars and leaders who achieve at high levels academically, creatively, socially, and emotionally by:

- building strong relationships,
- creating a safe and supportive learning environment, and
- providing engaging and innovative instruction

Equity Core Value To promote, implement and monitor equity through daily intentional practices that are aimed at creating opportunities for rigorous learning and high achievement for students and staff of all races, gender and ethnicity.

Drew General Information

Dr. Charles R. Drew Elementary School serves students in Head Start/Pre-Kindergarten through Grade Five. At our school, ALL CHILDREN can and will learn!

We proudly offer a variety of programs. In the area of early childhood, Drew host PreK and Head Start by application. In the area of special education, Drew hosts the School Community Based (SCB) program which provides specialized instruction in the area of special education for identified students in kindergarten through grade five. Additionally, we offer services for English Language Learners at all grade levels. Finally, we serve as one of nine regional Centers for Enriched Studies (CES), a system selection process.

Please visit our website that provides the community with information about our school: www.mcps.k12.md.us/schools/drewes

Montgomery County Public Schools (MCPS)

Vision: We inspire learning by providing the greatest public education to each and every student.

Mission: Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.



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Dr. Charles R. Drew (1904-1950)

The Man and His Legacy

A pioneer in blood research, Dr. Charles R. Drew was an outstanding scholar, athlete, starring in football and track at Dunbar High School and at Amherst College. He became an all-time leading scorer in intercollegiate track while attending McGill Medical College. He was also an excellent student and graduated at the head of his medical school class.

As a scientist, Dr. Drew focused his work on blood research and surgery. In 1940, he organized the massive Blood for Britain project, in which blood plasma (the fluid part of blood often used as a substitute for whole blood during transfusions) was collected to aid the wounded in World War II. The following year, he became assistant director of the American Red Cross National Program for blood procurement. Countless lives were saved thanks to Dr. Drew's efforts.

In 1941, Dr. Drew was also named professor of surgery at Howard University and was appointed chief surgeon at its teaching and clinical facility, Freedmen's Hospital where he served as chairman from 1941-1950. There he trained the majority of America's first generation of African American surgeons. Dr. Drew succeeded in each phase of his life, serving as an outstanding example of American achievement through education.

Dr. Drew believed education was the key to America's future. We, at Dr. Charles R. Drew Elementary School, believe that education can unlock the door of opportunity for all Americans. We are proud that our school is named for such an admirable man.

If you are ever at Howard University Hospital, you can visit their tribute museum and see the mural which honors Dr. Drew and many others. The Hospital recognizes Dr. Drew: "The Division of Cardiovascular Medicine and Howard University Hospital has achieved distinction through the pioneering efforts of outstanding medical professionals" including Charles R. Drew. Read more at:

<http://huhealthcare.com/healthcare/hospital/departments/medicine/divisions/cardiovascular>

Attendance Policies (MCPS)

Students are expected to engage in learning each day.

General Guidance

Parents/guardians are expected to contact the school if a child will need to miss school or arrive after the official school start time. Parents can report absences by calling the office or by going online through the school website at:

<http://www.montgomeryschoolsmd.org/schools/drewes/report-absence.aspx>

The classroom teacher is responsible for taking student attendance at the start of the school day. Each school submits its attendance data electronically to MCPS. Each marking period, a student's school attendance (i.e., absenteeism and tardiness) information will be clearly detailed numerically on the student's report card.

Students with excessive absences/tardies will receive a letter advising parents of the number of absences as it impacts education. When these issues persist, a referral will be made to the school's Pupil Personnel Worker for additional follow-up/action as appropriate.

MCPS Attendance Policies

- Students are recorded as *a.m. absent* if they arrive at school more than one hour late.
- Students are recorded as *p.m. absent* if they leave school more than one hour early.
- Students are recorded as either *a.m. absent or p.m. absent* if they are absent from school for more than one hour during the school day.
- Students are recorded as *absent* for a full day if they are present for one hour or less of the school day.

Excused Absences According to state regulations, students enrolled in public schools are considered lawfully absent from school, including absence for any portion of the day, only under the following conditions:

- Death in immediate family
- Illness of the student
- Hazardous weather conditions
- Observance of a religious holiday
- Suspension
- Lack of authorized transportation
- State emergency

Birthdays Each student will receive recognition of his/her birthday to the school community with morning announcements. However, Drew **does not** engage in classroom celebrations. Additionally, we are unable to distribute birthday invitations. We encourage parents to work together with the room parent to create a classroom email exchange outside of school.

Bus Information Students are expected to be respectful, responsible and safe at the bus stop, when riding the school bus to school and/or on field trips as this is considered an extension of the school property. More specific information to review with your child is available at:

http://montgomeryschoolsmd.org/uploadedFiles/departments/transportation/rules/put_safety_first.pdf

All transportation questions should be directed to the appropriate location - West Farm Depot (240) 740-1851 (bus routes which are in the 6,000) and Randolph Depot (240)740-2600 (special education and homeless bus routes which are in the 3,000).

Note:

- 1) Drew's bus routes and anticipated times are posted on the Drew website and are subject to change.
- 2) Students/families should arrive 10 minutes before the anticipated time and wait for at least 10 minutes after the anticipated time before calling the depot.
- 3) Center for Enriched Students (CES) students are expected to get to their assigned bus stops/ central schools for pickup/drop off. They may not take the local neighborhood bus to their elementary school to connect to Drew as we cannot ensure the timing of the connections.

Cell Phones (Personal Mobile Device) Regulation COG-RA: Personal Mobile Devices (PMD) establishes procedures for possession and use of personal mobile devices by students who are on MCPS property or engaged in MCPS-sponsored activities. This regulation has been in existence since 1992 and has been updated periodically since its creation.

In 2022-2023, MCPS updated the regulation to align guidelines with current practice and use of an expanded range of modern personal mobile technologies. The revisions stipulate that the use of personal mobile devices may be used prior to and after the school day. The exceptions for school-time use allows for student learning accommodations and differentiated use by school level. Guidance is also provided for safe and acceptable use of personal mobile devices.

Devices include tablets, laptops, headphones, smart watches, phones and e-readers (any non-MPC issued device used to send or receive data via voice, video or text).

All students will adhere to the following:

- Students may possess PMDs on MCPS property and at MCPS-sponsored activities; but may not turn them on until the end of the school day for independent use only.
- Students riding to or from school or school-sponsored activities on MCPS or chartered buses may use personal mobile devices as long as use does not impact the safe operation of the bus and complies with MCPS regulations.
- Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use; and must ensure that they are always managed securely.
- MCPS and Drew Elementary School are not responsible for PMD loss, theft or damages.

More specific information can be found [here](#).

Daily School Procedures

Arrival and Dismissal

School Routines

- School instructional hours are from **9:25 a.m. to 3:50 p.m.**
- Drew behavior expectations and rules exist across the school property and while on field trips.
 - (See *School Behavior Policies* section of this handbook for more information)
- Students may **not** re-enter the building to retrieve forgotten items.

ARRIVAL/MORNING ROUTINES

Arrival Procedures

- Students should **not** arrive on school property before 9:00 a.m.
- All students should line up at the designated areas and enter through the main entrance. Students will enter the building to go to their classrooms at **9:05** a.m.
- Students should be in their respective classes promptly by 9:25 a.m. each morning--seated and ready to learn.
- Students will be marked “tardy” at the conclusion of morning announcements.

Breakfast Procedures

- Drew is a part of the *Maryland Meals Program* which provides a free of charge/universal breakfast for all students.
- Breakfast is served from 9:05 – 9:25 a.m. in the classrooms.

DISMISSAL/AFTERNOON ROUTINES

The school day ends promptly at 3:50 p.m., except for early dismissal days which dismiss at 1:20 p.m. (September 22, November 20, November 21, March 1 and June 13).

Dismissal procedures

Students will proceed directly to one of three destinations:

1. “Bike Riders” will proceed out with early bus riders.
 - i. Students are permitted to ride bicycles to school. On school grounds, students should walk next to, not ride their bicycles. The student must wear a properly fitting and secure bicycle helmet. The bike must be secured to the bike rack in front of the school with a locking chain. Scooters and skateboards are not allowed.
2. “Walkers” will be escorted by an adult to exit from the all-purpose room to meet with an adult listed on the release form completed by parents/guardians at the beginning of each school year or to walk home independently as determined by the parent.
 - i. Parents, guardians, and caregivers should not enter the building, but should remain outside in the designated area away from the main entrance to wait for their child(ren).
 - ii. Parents, guardians, and caregivers who are walking should use the sidewalk and parking lot area closest to the bus circle to retrieve your child. -- Do not cross the parking lot near moving vehicles entering and exiting the pick-up circle. Use the crosswalk.
 - iii. All dogs **must be kept beyond the backstop** (See *Pets on Property*)
3. “Academy” (Academy After School Care program) students will proceed immediately to the all-purpose room with the walkers and be released to the program.

4. “Bus Riders”
 - a. Students riding the “early buses” will proceed through the front doors when called and displayed on the Promethean board in the room.
 - b. All other bus students will line up and dismiss from the bus line up areas.

Notes: For safety reasons, **written permission must be given** for **anyone** not listed on the child’s emergency form to pick up the child. Also, students may not ride any other bus than the one to which they are assigned.

5. “Car Riders” To facilitate safe drop off and pick-up of students riding in cars, please adhere to the following guidelines established for the safety of students and staff:

- Place your car tag in the front right of the dashboard.
- Enter the parking lot within the designated arrival and departure locations.
 - **Do not** use the circle designated for school bus traffic to drop off children at any time.
 - Follow the traffic pattern within the parking lot to the right of the school entrance when dropping off or picking up your child(ren).
- Drive slowly in the parking lot for the safety of your child(ren) and others.
- Drivers **remain in the car** while in the pick-up lane.
- Drivers should remain alert when driving through the school property (cell phone etiquette).
- Drivers should pull up as far as possible next to the curb/sidewalk immediately in front of the school building.
- Drivers should let your child out of the car safely on the **school side of the car**.
 - Passengers should remain in their cars to receive their child(ren).
- Cars must be in “park” to load or unload passengers.
- Carefully observe traffic in the drop-off area in front of the school prior to pulling out of your position at the curb, and exiting the parking lot.
- Respect the **STOP** sign at the parking lot exit.
 - Incoming bus traffic goes straight through the intersection and has the right of way.
 - Cars should stay to the right at the stop sign so cars entering have room to turn and safely enter the lot.
- Follow the direction of the volunteer and/or staff on duty at the car drop off/pick up area.

Deliveries from Home A parent drop-off area has been established in the main office. In the event that a student has forgotten his/her lunch, homework, instrument, etc. and a parent is dropping the item off, the item will be available to the student at another point in time so as not to interrupt instruction. Parents may choose to email the teacher to alert them to the drop off.

Emergency Situation Procedures Dr. Charles R. Drew Elementary School is prepared to effectively and efficiently respond to a multitude of emergency/crisis situations that may impact students, staff, and parents or guardians. A school emergency/crisis plan enables staff to respond to and manage a multitude of emergencies/crises. Each year the emergency/crisis plan is updated, then reviewed and approved by the Department of School Safety and Security. Fire evacuation and other emergency drills are practiced throughout

the year. Should you arrive at the building during one of these drills, you may find the doors locked and you will *not* be admitted until the drill is complete. Each year an on-site emergency team (OSET) composed of school administrators and staff receive basic and enhanced levels of emergency/crisis preparedness training, conducted by the Department of School Safety and Security. A Parent/Child Reunification plan is also reviewed and updated annually. Staff are trained to implement this plan in the event of an emergency.

1. **Lockdown** is defined as an alert status indicating imminent danger exists to all staff and students. During a *lockdown*, staff and students must remain within their classroom or within a secured area. If students are in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff should secure their immediate area and account for students. Students should also be kept away from doors and windows.
2. **Lockdown with options** is used when the location and seriousness of an active assailant threat will inform students and staff on whether to AVOID, DENY, or DEFEND.
 - **AVOID** - If safe and practicable to do so, AVOID the area by quickly and quietly moving/fleeing as far away from the threat as possible.
 - **DENY** - When you cannot safely AVOID, or it is impossible to do so, lock and barricade your room to DENY access to an assailant, **following Lockdown procedures.**
 - **DEFEND** - As a last resort, act by yourself or, with age-appropriate students, to DEFEND yourself from an assailant.
3. **Shelter** is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate the On-Site Emergency Team (OSET) and set up a command post when appropriate.
4. **Evacuate** is a term used to quickly alert staff that everyone is to exit the building, similar to a fire drill. In rare cases, the evacuation may need to include walking the students to a safe, secure location away from the campus. Our identified evacuation site is the Good Hope Community Center at 14715 Good Hope Rd, Silver Spring, MD 20905. A plan has been established to safely reunite students with parents at that site and, should it be necessary, MCPS would send buses there.

Fod Services Wholesome and nutritious meals are offered daily in our cafeteria. Beginning this year. Breakfast and lunch will be FREE to all enrolled students. We encourage families to check out [menus here](#) and students to eat breakfast and lunch at school, fueling them to learn each day. Households DO NOT need to complete a Free And Reduced-price Meal (FARM) application unless they have another student enrolled at a school not on [this list](#).

Under Section 504 of the Rehabilitation Act, a student may be entitled to receive menu substitutions or texture modifications under the school lunch program. This entitlement occurs when a doctor determines that a child has a disability, which substantially limits one or more major life activities. A signed statement from the student's doctor must verify the existence of the student's disabling condition and an indication that the disability restricts the student's diet. If the disability prevents the student from eating the regular school meals, the doctor must indicate the substitution that should be provided to the child. If you believe your child needs substitutions because of a disability, please contact our office.

- **Breakfast:** Breakfast is served to students from 9:05 a.m. to 9:25 a.m. in our classrooms.
- **Lunch:** Lunches are served between 11:15 - 1:45 p.m. in our cafeteria.

Snacks: Drew will be offering an in-class snack time in each classroom (late lunch – morning snack, early lunch – late snack). Please consider a daily healthy snack or donation to the classroom community. Your child’s teacher will inform you if snack time will be a part of the class schedule.

- Healthy, non-candy snacks are permitted and should be a type that can be easily consumed, without preparation or utensils (i.e., fruit, pretzels, cheese, goldfish crackers, and raisins).
- Reusable water bottles are preferred.
- Snacks are not for consumption around the building at other times of the day.

Food from Other Sources (Outside of School) Due to allergic reactions and dietary restrictions, all food requests for school-based activities within the classroom must be store bought. These foods will then have an ingredient label thus making it easier to identify potentially hazardous ingredients and the absence of nuts to support students and staff with allergies.

Grading and Reporting

1. Grades must be based on individual demonstration of skill and understanding.
2. Grades for elementary content areas are based on evidence of the attainment of assigned grade level or course expectations.
3. Teachers of English Language Development (ELD), special educators, and general education teachers who provide instruction for a student will collaboratively examine evidence collected to determine the student’s grade.
4. Attendance and tardiness are not calculated in the grade.
5. Interims and report cards will be sent home following the established MCPS schedule.
6. Formal parent teacher conferences will be held in November following the established MCPS schedule.

Grades K and 1

P	Proficient with grade-level standards taught this marking period
I	In progress toward meeting the grade-level standards taught this marking period
N	Not yet making progress or making minimal progress toward meeting the grade-level standards taught this marking period
M	Missing data – no score recorded
NEP	P Not English Proficient: Level 1 and Level 2 ESOL students who are enrolled in their first two marking periods in a U.S. school may qualify for NEP. NEP indicates that the student did not demonstrate proficiency in the Measurement Topic this marking period. If the student, regardless of ESOL level, is able to demonstrate proficiency in some content areas, grades (i.e., P,I,N) must be reported with NEP.

Grades 2 and 5

A	The student consistently demonstrates mastery of the grade-level standards taught this marking period.
B	The student frequently demonstrates mastery of the grade-level standards taught this marking period.
C	The student periodically demonstrates mastery of the grade-level standards taught this marking period.
D	The student rarely demonstrates mastery of the grade level standards taught this marking period
M	Missing data – no score recorded
NEP	Not English Proficient: Level 1 and Level 2 ESOL students who are enrolled in their first two marking periods in a U.S. school may qualify for NEP. NEP indicates that the student did not demonstrate proficiency in the Measurement Topic this marking period. If the student, regardless of ESOL level, is able to demonstrate proficiency in some content areas, grades (i.e., P,I,N) must be reported with NEP.

More information on the MCPS policy for grading and reporting can be found [here](#).

Homework Research studies have shown that the amount of time devoted to learning is related to achievement in a subject. Homework, therefore, is important in a child’s overall educational program. It gives children an opportunity to practice, reinforce and/or extend the skills and concepts taught in the classroom.

Additionally, teachers can provide feedback (oral and/or written) on new skills. Homework also helps to establish good work and study skills. The teacher will consider individual differences/needs and determine the nature and length of homework assignments.

Homework assignments may include:

- Reinforcement of extension of skills
- Enrichment opportunities
- Independent work
- Long-term projects
- Unfinished classroom work

Homework Guidelines

- Homework is intended to be used for practice and is not part of the student’s grade unless it has been identified and communicated prior to the assignment.
- Children will be assigned homework 3 to 5 times per week in accordance with MCPS policy.
- Length of homework assignments will vary from 30 to 90 minutes.
- Homework will not be assigned preceding or following designated religious holidays.
- The individual child should assume the major responsibility for obtaining and completing homework assignments.
 - Parents are encouraged to take an active role in their child's homework by reviewing the assignments nightly, providing a distraction free area to study, assisting the student with oral drill and practice, providing access to reference materials and by being supportive and positive.
 - Teachers will give feedback on homework that is assigned to practice new skills. Feedback can be given in writing or by talking with students individually or in groups.

- Whenever specific assignments are not given, children should use homework time to read, study their spelling or basic math facts, expand their writing skills through journal entries, solve real-life significant problems and/or participate in community activities.

MCPS homework resources: <http://www.montgomeryschoolsmd.org/students/homework.aspx>

Incident Weather Procedure School Closings MCPS may decide to close schools in emergency conditions such as severe weather. An announcement will be made if the decision is to close schools. Parents are encouraged to sign up for MCPS Alerts. This service is part of Montgomery County’s Alert Montgomery and provides MCPS families with emergency information from the school system via SMS text, email, or pager. Sign up for Alert MCPS [here](#).

- If schools are closed, all school and community activities in the public facilities are canceled for the remainder of the day.
- Private daycare providers housed in schools (e.g., Academy) may elect to stay open if schools are closed but administrative offices are open.

Delayed School Opening When conditions dictate, a two-hour delayed opening may be instituted by MCPS. Head Start will follow the regular education school schedule. Morning pre-kindergarten and field trips will be canceled, as well as other activities and programs that begin at 10:30 a.m. or earlier. All other activities will be held as scheduled. Delayed openings will be announced by 6:00 a.m. via the MCPS systems and established procedures listed in the Closed School section above.

In the case of a delayed opening, Drew opens its doors for students at 11:05 a.m. Instruction will begin at 11:20 a.m. Please do not drop students off earlier than 11:00 a.m.

Early Dismissal - School Closing Schools will be notified of early dismissal by 11:00 a.m. Weather conditions that develop during the morning may cause an early dismissal. Full-day Head Start will follow the regular education school schedule. Lunch will be provided for all students.

Lost and Found Drew keeps a lost and found for items found “around” the school in the cafeteria. All unclaimed items will be donated at the end of each marking period.

Making up Student Work Students have the responsibility of making up missed schoolwork regardless of the reason for the absence. When excused absences occur, the teacher has an obligation to assist the student in making up the class work missed within a timely manner.

If the office receives a request for work for a student who is absent, the request will be passed on to the teacher and fulfilled within 48 hours. Parents/Guardians should call ahead before coming to pick up requested work. Students who will be out for an extended period for a reason that the state designates as “unexcused” will not be provided work to take with them during their absence.

Makeup Work Requests When asking teachers to prepare work for a child who will not be school, please keep in mind:

- Long-range instructional plans can change, requiring teachers to make daily instructional decisions which might alter from pre-prepared work packets.
- New skills are continually being taught and reinforced on a progressive basis.
- Children need to attend school on a regular basis to benefit from daily instruction.

Consequently, there is limited value for children to complete a large number of work papers or assignments on their own without teacher instruction or directions, and interactions with peers.

Extended Vacation Assignments If you choose to take an extended vacation other than those scheduled on the school calendar, your child will miss a great deal of important instruction. Rather than sending home assignments prior to the planned vacation, below is a list of recommended activities your child can do during the period that you are assuming responsibility for his/her education.

These activities include having your child:

- Keep a daily diary, journal or travel log. This will encourage your child to use and expand his/her language skills. Your child will need your help and guidance to make this a worthwhile experience. The work can be brought to school and shared with the teacher and classmates.
- Interview a relative about what school was like for them.
- Make collections of items or artifacts unique to the area. Children can also research other found items in order to broaden their knowledge in that area.
- Make graphs and/or keep records (i.e., gas mileage, routes taken, miles traveled, etc.).
- Record visits to historic sites- talk about how it relates to topics covered in school.
- Read books to stimulate interest and to strengthen reading skills. We encourage you to read to and/or with your child on a regular basis.

Pets on Property For safety purposes please remember that family members with dogs must wait *at the backstop* to the left of the bus loop instead of coming into the busy arrival/dismissal area.

Source: According to Maryland Law- as directed by MCPS

Sec. 5-203. Public nuisance and other violations. (7) Allow a dog to be on public school grounds on a day when school is in session, or in a public recreation area during an organized activity, unless the dog is controlled by a leash or similar restraining device. This paragraph does not apply to a dog participating in a qualified activity if the agency controlling the school or area gave permission to the owner of the dog or the sponsor of the qualified activity.

Programs Hosted at Drew

Pre-Kindergarten and Head Start These programs are for qualified families as determined by the MCPS Pre-K/Head Start Office. It is designed to help three and four-year-old children develop their cognitive, social, emotional and physical skills to build an early foundation for success in school and in life. Families in the program receive support through parent involvement opportunities, health and social services, and training in health, child safety, nutrition and other issues that affect child development. The program also addresses some needs of students with developmental delays, disabilities and students from non-English speaking families.

School Community Based Program (SCB) services are designed for students with severe or profound intellectual disabilities and/or multiple disabilities. SCB services include the following components: age-appropriate classes, heterogeneous groups, peer interactions, individualized instruction, community instruction, and transition.

The Center for Enriched Studies (CES) The Center for Enriched Studies provides a learning environment for Grade 4 and Grade 5 students that enriches, accelerates, and extends the MCPS curriculum. It is designed to meet the needs of highly gifted and motivated learners in language arts, science, and social studies. The program

focuses on critical thinking skills, problem-solving skills, and communication skills.

Schoolwide Offerings

- **Grade-level Curriculum** Montgomery County Public Schools brochures providing guidance related to each grade level's curriculum are available in the Drew Elementary School office and online at: <http://www.montgomeryschoolsmd.org/curriculum/elementary/guides.aspx>. Drew implements the following curricular programs: ELA (Benchmark) and Math (Eureka).

Extra-Curricular Highlights

Students have many opportunities for extracurricular activities before or after school which include:

1. **Safety Patrols** Safety patrols are on duty at our school every day to help keep all our students safe. Some safety patrols are assigned to buses and areas of the building and grounds. Others work with the crossing guards to help others safely cross streets when going to and from school. Students serving as safety patrols primarily come from the 5th grade classes. Safety patrol members are recommended by teachers, the principal or by self-nomination at the end of their 4th grade year. Applicants receive final approval from the patrol teacher sponsor. Patrols are expected to model a high standard of behavior for their peers. Lapses in meeting behavior standards result in demerits and, subsequently, removal from the patrol force.
2. **Student Government** Student Government members are elected by their peers in the fall. Representatives are chosen by their peers and teachers and the group is directed by a teacher advisor during periodic lunch/recess meetings. Student officers are elected by the representatives with direction from the advisor.
 - a. As a group, they use leadership skills to discuss school needs, suggest ways to help the school community, and plan special days for our school community. As past examples, student council members worked to create a "Pennies for Patient" drive. They also planned spirit days such as Backwards Day and Sports Day.
3. **Chorus:** Every student in grades 4 and 5 can participate in a performance music group where the focus is on singing during the school day outside of general music. This music group is called "chorus" and meets once a week during the school day. Students will host an evening performance in the second half of the school year. [Assignments must be made up].
4. **Instrumental Music** Instrumental music lessons are available to fourth and fifth grade students. Classes meet weekly during school hours. Beginner level is taught in a small group of like instruments. Advanced level meets in larger, instrument family groups. Students provide their own instruments, although the school does have a few instruments for lending if needed. There is no charge for classes. A winter concert will be held in January for both levels and a spring concert will be held in May based on the level of student programming. Students who choose to learn to play an instrument will miss some class instruction and, thus, must be prepared to make the effort to find out what is missed and make up work. Playing an instrument is a yearlong commitment. [Assignments must be made up].

School Discipline Guidelines Montgomery County Public Schools has developed *A Student's Guide to Rights and Responsibilities* and *The MCPS Code of Conduct* which will be distributed electronically for all families (hard copies are available upon request). The purpose of the Student Code of Conduct is to promote fairness and equity through clear, appropriate, and consistent expectations for positive behavior and

consequences in addressing student misbehavior.

At Dr. Charles R. Drew Elementary School, we encourage our students to make good choices and to exhibit positive conduct and behavior. We are committed to being:

- ***Respectful.***
- ***Responsible.***
- ***Safe.***

We recognize that children will make mistakes. When that occurs, we will use a range of consequences that are appropriate and helpful to students as they learn from their mistakes as outlined in the ***Code of Conduct***. Sample interventions include:

- Giving a non-verbal warning
- Using surface management strategies (such as physical proximity or proximity praise) to help students to self-correct their behavior
- Giving a verbal warning
- Giving students a time-out for reflection: in class or an adjacent classroom
- Giving the student a personal behavior plan
- Assigning a community service task (as appropriate)
- Providing one-to-one conferencing and processing time with the teacher focused on problem solving.
- Calling an administrator or counselor to come to the child, to assist the child in transitioning back to the task
- Administering consequences to the child and, if appropriate, communicate the action to the parents
- Noting the incident in the office referral database and in most cases, notifying the parents. Teachers are kept informed of action taken.

The MCPS ***Code of Conduct*** includes:

- A list of disciplinary infractions (including serious incidents identified by the state suspension code) and suggests a range of possible disciplinary responses for each infraction.
- A description of factors that impact discipline decisions and definitions of possible disciplinary responses.
- A hierarchy of five levels of disciplinary response—called a Disciplinary Response Matrix; Note: For each level, numerous examples of possible disciplinary responses are provided.

Self-discipline is learned, and should be taught, in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. Dr. Charles R. Drew Elementary School’s approach toward discipline at school emphasizes positive, appropriate behavior. The focus of this policy is on recognizing and praising appropriate behavior, rather than on controlling or punishing inappropriate behavior.

Drew, acknowledge and praise appropriate behaviors on a regular basis. Classroom teachers use compliments, specific praise, and positive notes to parents, small awards, and prizes to reward positive classroom behaviors. There are opportunities to participate in special events, privileges, school supplies, materials, etc. Students will receive interventions to help them refocus and learn productive, learning behaviors. When necessary, re-teaching, teacher-student conferences, parent contacts, reflections, parent conferences, and administrative referrals may be utilized to help a student make better choices.

Townhall Meetings Students are recognized for their efforts to follow expectations and demonstrate positive character. Teachers submit the names of students to be recognized in advance with an explanation of the reason

for the celebration. Students are recognized with an award, applause and their picture for display in our main hallway.

School Supplies The suggested school supply lists are available on the Drew website and should be replenished throughout the school year.

- General school supplies can be found [here](#)
- School community based special education program supplies can be found [here](#).

School Visitation and Conferences

Visitation

We welcome all visitors to participate in their children’s educational experiences. However, to ensure the safety of all children and staff, it is imperative that all visitors (including parents, guardians, and caregivers) report to the office **to identify themselves with a valid state picture ID** and share the purpose for visiting before going further into the building.

All visitors must obtain a “visitor” identification sticker and be signed into the visitor system located in the school office. Visitors not bearing the proper “visitor” badge will be stopped and asked to return to the main office. Volunteers **MUST** complete the MCPS online training in order to be allowed to be with students. Please email or send in a copy of confirmation of completion. For more information, go to:

<http://www.montgomeryschoolsmd.org/childabuseandneglect/>

MCPS School Visitors: Key Points

- Visitors to any Montgomery County Public Schools (MCPS) school site during the designated student day are required to sign in and out of the building using the Visitor Management System, or as otherwise directed, secure consent upon arrival and prior to initiating any school-related business, and to wear a visitor identification name tag at all times.
- Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of the visit or violates any policy or regulation.
- Classroom visits and/or conferences by parents/guardians must be arranged in advance.
- Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.
- No pictures or videos should be taken without prior consent to support student confidentiality rights.

Source: <https://www.montgomeryschoolsmd.org/departments/policy/pdf/abarb.pdf>

Conferences

Parent-teacher conferences are scheduled for students at the end of the first marking period in November. Some grade levels will participate in student-led conferences in which the student leads the conference while the teacher observes and provides feedback. The November conference is the only scheduled conference of the year. However, you may request a conference at any time you feel is necessary by contacting your child’s teacher or the principal.

Staff are committed to responding to phone messages, e-mails or notes within 48 hours of their receipt. Conferences may involve the parent, teacher, counselor, other designees, and/or an administrator.

Staff Gifts Generally, an MCPS employee may accept a gift only if it is unsolicited and valued at \$20 or less. A gift of more than \$20 may be donated to the school. Gift cards and other items can be donated to the

school to be used for student needs or as door prizes for staff appreciation events.

Student Dress Students are expected to wear appropriate clothing at all times. Exceptions to the guidelines below will be considered for religious affiliation and/or health reasons:

- Clothing that is provocative or promotes and/or glorifies alcohol, drugs, gangs, or contains sexually explicit or implicit innuendo is not permitted.
- Coats, hats, and other headgear should not be worn during the school day.

Student Health/ Medication Guidelines Dr. Charles R. Drew Elementary School will make every effort possible to protect the health and safety of your child. Cooperation of parents in helping to fight the spread of communicable diseases is of great importance. **Children should be fever free for at least 24 hours before returning to school from illness.**

- A. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization **and** a written physician's order. This includes both prescription and over-the-counter (OTC) medications.
- B. The parent/guardian is responsible for completing Part I and obtaining the physician's statement on Part II of the Montgomery County Authorization to Administer Prescribed Medication. This is required every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. (A physician may use office stationery or prescription pad in lieu of completing Part II). Information necessary includes child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
- C. The medication must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent/guardian. School of Health and Human Services personnel will not administer medication brought to school by a child. Medications may not come on the bus under any circumstances.
- D. All prescription medication must be provided in a container with the Pharmacist's label attached and delivered by the parent/guardian to the health room. Non-prescription OTC medication must be in the container with the manufacturer's original label. Physician samples must be appropriately labeled by the physician.
- E. The first day's dosage of any new medication must be given at home before it can be administered at school.
- F. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed.
- G. Self-administered and/or non-medically prescribed medication are entirely the responsibility of the parent/guardian and not that of either the Montgomery County Public Schools or Montgomery County Department of Health and Human Services. Medications without accompanying physician's orders and parental consent will not be stored in the health room.

H. When your child is sick, please keep him/her home from school for 24 hours. This not only benefits your child, but other children and staff in the classroom at school. Parents should keep their child home from school when s/he exhibits such symptoms as:

- Temperature more than 100
- Nausea or vomiting
- Stomachache
- Diarrhea
- Pale or flushed face
- Headache
- Cough
- Earache
- Thick discharge from nose
- Sore throat
- Rash or infection of the skin
- Red or pink eyes
- Loss of appetite
- Loss of energy or decrease in activity

I. If any of these symptoms develop at school, a parent or guardian will be notified. Your child will be kept in the nurse's office away from all other children until you pick them up. In keeping with this policy, parents should notify the main office if the child contracts a contagious disease. The principal will in turn notify other children's parents of the possibility of exposure.

J. If your child is injured at school, a parent or guardian will be informed immediately, and proper emergency medical procedures (i.e., ambulance called, etc.) will be implemented. For all injuries, the child's teacher or other staff member that witnessed the occurrence of the injury will complete an incident report. This report will be made available to the parent or guardian.

K. Current immunizations are required of every Drew pupil. Additionally, updated student immunization forms are required to be on file for every Drew student. It is the responsibility of every parent/guardian to ensure that this information is accurate and current for their child. Our school health technician can provide information regarding required immunizations and where they can be obtained.

L. Students who have nits or lice are excluded from coming to school. If nits or lice are identified at school, the child will be kept in the nurse's office away from the other children until a parent or guardian can come to take the child home. Students should not return to school until treatment has been administered and no nits or lice remain. Upon returning to school, children must first see the school nurse who will determine whether the child is free of lice or nits.

M. When a child has a contagious rash such as ringworm, the rash must be covered at all times while the child is in school.

Drew Parent Teacher Student Association

How Parents Can Get Involved at Drew

Parent Teacher Student Association (PTSA) Mission/Role The Drew PTSA fosters parental involvement in curricular and extracurricular activities and facilitates communication among students, parents, staff, and the surrounding community. It operates as part of the Maryland and National PTAs to enrich our children's lives through its support of educational parent volunteer initiatives. Same school/ PTSA events and activities include:

- Hosting social events, such as our Scholastic Book Fairs, STEM Night and International Night

- Meeting month to collaborate, connect and share information with the parent community.

Everyone who cares about children and their education is encouraged to join our PTSA. We organize individual ideas and goals into large-scale efforts with greater impact. We seek to understand and listen to our community to advocate for our children's well-being and academic success. We are Drew's parents, just like you! Join us!