

Bells Mill Elementary School

8225 Bells Mill Road
Potomac, MD 20854
240-740-0480
301-469-1060(FAX)

Office of the Principal

August 2017

Dear Bells Mill Families:

Welcome to the 2017-2018 school year. We hope this letter finds you relaxed and refreshed after a fun-filled summer with your families and friends. We can't believe how quickly our extended summer has passed by. After a busy summer preparing for your children and the staff to start a new year we are excited to welcome them to a new school year. We always feel so fortunate to be part of a school that is known for its dedicated teachers, hard-working staff, supportive families and a student-centered school community.

This "Welcome Back to School" packet contains a lot of information about the upcoming school year, including:

- The Welcome Back Letter with important information for all families about school hours, the schedule, details about the first day of school, reminders about arrival and dismissal, and updates on our wonderful BMES staff.
- Important attachments with additional information, including:
 - The 2017-2018 MCPS calendar
 - The 2017-2019 BMES School Supply List
 - A letter from the MCPS Department of Transportation regarding bus expectations
 - A listing of all the BMES bus routes with pick-up and drop-off times
 - An information sheet regarding cafeteria procedures and school meals
 - Information about how to receive emergency information from MCPS

All of this information will also be posted on our school website at

<http://www.montgomeryschoolsmd.org/schools/bellsmilles/> If you have any questions please feel free to contact us at [Jerri L Oglesby@mcpsmd.org](mailto:Jerri_L_Oglesby@mcpsmd.org) or [Aisha M Rooke@mcpsmd.org](mailto:Aisha_M_Rooke@mcpsmd.org) or by calling the school office at 240-740-0480.

School Hours:

Our school day for students is from 9:25 am to 3:50 pm. Adult supervision for students begins at 9:05 am. Please do not drop off students prior to 9:05 am. Dismissal begins at 3:50 pm. If you are picking up your child, please plan to be at school no later than 3:50 pm. Thank you.

Teacher Assignments:

Your child will receive an email from his/her teacher on the evening of Thursday, August 31. You are invited to attend an Open House, Sneak Peak to briefly stop in to meet your child's teacher and see the classroom on Friday, September 1 from 9:00 - 10:00 am. There will be a kindergarten popsicle social sponsored by the PTA on the blacktop area behind the school following Open House.

Farewell:

Several staff members from our 2016-2017 staff will not be returning to Bells Mill. As many of you know, Ms. Demarino retired on June 30 from MCPS. We wish her the best as she and her husband begin this new time in their lives. Mrs. Maria Watson has accepted the Acting Principal position at Burning Tree ES. Mr. Allen retired after serving the children of MCPS for over 30 years as an instrumental music teacher. We know Mr. Allen is looking forward to many adventures in this new phase of his life. Our incredible fifth grade teacher, Mr. Leffler, has accepted a position teaching 8th grade World Studies at Hoover Middle School. Miss Conran has accepted a position teaching 1st grade at Clarksburg Elementary School. We will certainly miss both of these fabulous teachers as they begin new professional experiences. Miss Hoffman has accepted a position teaching 1st grade at Somerset Elementary School and Miss E. Obendorfer accepted a position teaching 4th grade at Water's Landing Elementary. Mrs. Alison Collins accepted a special education position at Wayside Elementary School. We will certainly miss all of these fabulous teachers. It was exciting helping them begin their careers in MCPS and we wish them well in their new positions. In addition with the loss of one of our autism classrooms we want to congratulate Miss Chelsea Powers, former para-educator who will be starting her teaching career in an autism classroom at Fields Road Elementary and Miss Shanice Bagley who will be joining her as a para-educator. We will also miss two of our para-educators Mrs. Reed and Mr. Romero as they move to new positions. We know you join us in wishing all of our staff good luck as they move on to new positions.

New Staff:

We are very pleased to welcome several new staff members who are joining the Bells Mill family this year. Each will be a wonderful addition to our already fantastic staff. It is my pleasure to introduce:

- Mrs. Lauri Over - administrative assistant coming to us from Wood Acres ES.
- Mrs. Aisha Rooke - assistant principal coming to us from Burning Tree ES.
- Mr. Gui Kaufman - Grade 2 - a recent graduate of Towson University.
- Ms. Megan Lang - Grade 5 - a recent graduate of Washington College.
- Ms. Ellen Pickering - .5 resource and .5 reading support - joining us from Lakewood ES
- Ms. Julia Parenti - Instrumental Music - a recent graduate of Towson University.
- Ms. Kim Hartung - .1 PE - currently teaching PE in MCPS.
- Ms. Jessica Kendall - .1 Music from Beverly Farms ES

We are very excited about the exceptional educators we have been able to add to the Bells Mill Team!

Other Staff Changes:

Several teachers will be teaching at new grade levels in 2017-2018. Here is a listing of our current grade level teams:

Kindergarten: Mrs. Bedell, Ms. Goodhand, Mrs. Jackson (team leader), Miss Wolfe

First Grade: Mrs. Hirsch (team leader), Mrs. Kingsley, Miss Matthews

Second Grade: Mrs. Ginsburg, Mr. Kaufman, Mrs. Sandler, Mrs. Tabachow(team leader)

Third Grade: Miss Harris, Mr. Nocente, Ms. J. Obendorfer, Miss Wang (team leader)

Fourth Grade: Mr. Hirsch, Mrs. Miller (team leader), Mrs. Rabin, Mrs. Weisenthal

Fifth Grade: Mr. Eifler, Ms. Lang, Mrs. McClary (team leader), Miss O'Neill

As a staff we are committed to working together to demonstrate and celebrate excellence and progress for all members of the Bells Mill Community in order to promote intellectual, social and personal development. We embrace individual strengths as we set high expectations, model and encourage responsible citizenship in a nurturing environment where intellectual risk-taking is encouraged. We look forward to working with you as partners in your child's education. Together we will work to foster a positive and caring learning environment where all are valued, respected and empowered to reach their full potential. Please carefully review these pages and keep them handy for your information. Enjoy the rest of the summer. The staff and I are looking forward to a great 2017-2018 school year at Bells Mill.

Sincerely,

Terri B. Oglesby
Principal

Aisha M. Rooke
Assistant Principal

Mark Your Calendars:

- Aug.31 7:00 PM Kindergarten Parent Meeting (parents only)
- Sept. 1 9:00-10:00 AM Open House
- Sept. 5 First Day of School
- Sept. 12 Back to School Night for Grades K-2
- Sept. 13 Back to School Night for Grades 3-5
- Sept. 21 No school for staff and students

Menu for First Week of School 2017-2018

ELEMENTARY				
MONDAY 09/04/17	TUESDAY 09/05/17	WEDNESDAY 09/06/17	THURSDAY 09/07/17	FRIDAY 9/08/17
HOLIDAY NO SCHOOL	WG Chicken Patty on WG Bun w/ Baked Fries OR Cheesy Burger on WG Bun w/ Seasoned Potatoes Baby Carrots Baked Fries Assorted Fresh Fruit Fat Free or 1% Milk	WG Cheese or Pepperoni Personal Pizza OR ~Teriyaki Meatballs w/ WG Veggie Rice & WG Roll Broccoli Grape Tomatoes Assorted Fresh Fruit Fat Free or 1% Milk	WG French Toast Sticks w/ *Sausage OR WG 3 Cheese Calzone w/ Marinara Sauce Cucumber Slices Romaine Salad Assorted Fresh Fruit Fat Free or 1% Milk	Cheese or Pepperoni WG Pizza OR Spicy WG Chicken Patty Sandwich Baby Carrots Roasted Chickpeas Assorted Fresh Fruit Fat Free or 1% Milk

First Day Arrival and Dismissal Procedures

It is important that students begin their routines the first day of school. If your child will be riding a bus, please have your child ride the bus the first day. If your child will be dropped off each morning, then please follow the enclosed procedures. We have parking at our building, but not enough to accommodate all parents parking and walking their children in to the building. There will be all available staff on hand to assist students until they have the routines in place.

Arrival Procedures - September 5, 2017

- All walker and dropped off students will enter through the main doors at 9:05 AM. Bus students will enter through the all-purpose room doors. Bus students will be given a "ticket" as they exit the bus to hand to their classroom teacher. This will ensure that students return home on the appropriate bus.
- Kindergarten through grade 2 students will report immediately to the gymnasium where they will meet their classroom teachers and walk to class together.
- Students in grades 3 - 5 will go directly to their assigned homeroom classrooms.

Dismissal Procedures (The first few days we will begin the process a little early --- however, by Friday we will be on the regular schedule)

Safety Patrols will be dismissed at 3:45 PM to go to their posts. All other students are to remain in their classrooms.

All walkers will be dismissed at 3:50 PM. Kindergarten students will be dismissed through the gym entrance to the building to be handed off directly to parents or caregivers. All other walkers will be dismissed through the front doors.

Georgetown Hill students will be dismissed to a line-up area. Bar-T students will be escorted by their staff to the AP Room.

All bus students will be dismissed at 3:53 PM as their buses arrive. The first day, bus students will be called one bus at a time. However, after the first day, students will be called directly to their buses. Patrols will escort the kindergarten students directly to their buses.

Procedures for Dropping off and Picking up Your Children Each Day

Please share the following information with your caregivers if they are the responsible for morning drop off and afternoon pick-up of your children. These rules apply during good and bad weather.

- ✓ Parking in the school lot is for staff members only. There are a limited number of visitor spaces, but not enough to accommodate all families.
- ✓ Cars are not allowed to enter or leave the school bus loop between 8:30-9:30 a.m. and between 2:45-4:00p.m.
- ✓ If you choose to drop your child off in the morning you must enter the drop off circle and pull up as far as you can along the sidewalk area. Your child should exit the car on the right hand side of the vehicle onto the sidewalk and enter through the front door of the building. As soon as your child has exited the vehicle, pull through the circle and exit back onto Bells Mill Rd. **The circle is for drop off only. You may not park in the fire lane. If you wish to walk your child to the front door, you may park in the lot if space is available or on the street.**
- ✓ Approved drop off and pick up points are on both sides of Bells Mill Rd. between Bells Mill ES and Cabin John MS. Please park at the corners of Bells Mill Rd and Democracy Ln. To alleviate traffic congestion on Bells Mill Rd., other drop off locations are:
 - ❖ Either side of Democracy Lane
 - ❖ Deborah Drive (on the school side of the roadway)
 - ❖ Bells Ridge Terrace behind the playground (follow the walkway from the neighborhood).
- ❖ **All students must enter through the front doors. All other doors remain locked for security purposes.**
- ❖ **Drop Off Safety Tips:**
 - ❖ Children should always exit vehicles on the sidewalk/shoulder side of the road
 - ❖ Parents and children should always walk in marked crosswalks only
- ❖ **Kiss and Walk Tips:**
 - ❖ If you choose to walk your children to the building, please say goodbye on the sidewalk area and allow them to walk to their classrooms independently.

No student should cross through the parking lot. There is a walk that students may access from the Georgetown Hill pathway that leads directly to the front door area. The crossing guard will cross students directly to the sidewalk area that leads to the front door. Patrols will also be on duty to monitor and assist.

After School Pick Up

All bus students will be called directly to their buses. They will exit through the AP room doors. Kindergarten walkers will be dismissed by the teachers through the gym entrance door. All other walkers will be dismissed through the front door. It is important that parents and caregivers follow procedures to avoid confusion for students.

MONTGOMERY COUNTY PUBLIC SCHOOLS 2016-2017 CAFETERIA NEWS & ELEMENTARY SCHOOL MEALS INFORMATION

Food and Nutrition Services serves more than 14 million meals annually. We support healthy meal options for students and continually explore new ways to enhance the nutritional contribution and student acceptability of meals. For more information, visit us on the Web at <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.aspx>

The cafeteria continues to offer the convenience and flexibility of a computerized cash register system. Depositing funds into a cafeteria account eliminates the need for a child to carry money every day. Students enter their Personalized Identification Number (PIN) to access their account. The PIN for students returning to the same school remains the same. New students receive their PIN on the first day of school. Any money left on a student's account last year is available for spending this year. Pre-payments to a student's account may be made prior to the start of school.

To make a prepayment:

- Use **MySchoolBucks.com**, an online service to make a prepayment using a credit card. Parents can also check meal account balances, sign up for recurring payments and much more. Go to **MySchoolBucks.com** to register.
- Complete the form below and include a check payable to the cafeteria. Please put the child's first name, last name and PIN number on the front of the check.

CHECK ACCEPTANCE POLICY

Checks used to pay for school meals must contain: name, address, phone number and student PIN number. Returned checks are subject to recovery for the face value and Maryland State allowed fee of \$25 through an electronic debit or paper draft to the same account. Your payment by check constitutes your acceptance of these terms. If you have any questions concerning our check acceptance policy, please call CHECKredi at 1-800-239-1222

ELEMENTARY SCHOOL MEAL PRICES

Lunch Meal	\$2.55
Reduced-price Lunch Meal	\$0.40
Breakfast Meal	\$1.30
Reduced-price Breakfast Meal	\$0.00
Milk	\$0.50

FREE AND REDUCED-PRICE MEAL APPLICATIONS

Families who meet certain federal income standards are eligible for free or reduced-price meal benefits. All children use a PIN number so confidentiality is maintained and no child is overtly identified as receiving free or reduced-price meals. Applications for meal benefits are sent home with the youngest in family in the information packet given out at the start of each school year. Only one application is needed for all students in a household. A new application must be completed for any family requesting assistance this school year.

Foods and Beverages available for purchase in addition to breakfast and lunch

A variety of a la carte items may be available in your student's school cafeteria. All items available for sale are in compliance with JPG-RA. *Wellness: Physical and Nutritional Health*. Specific items vary at each school.

For specific information regarding items available at your child's school or to restrict the purchase of a la carte items, please contact your school cafeteria manager.

PREPAYMENT FORM

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

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Parent's/Guardian's Name _____



July 1, 2017



Dear Elementary School Parent:

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

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

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

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

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

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

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

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

Key Points:

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

- Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time as the bus could come early on any given day.
- Plan in advance for another adult who is normally at the bus stop to care for your child if you are not there one day.
- Call the school, well before dismissal time, if you have an emergency and cannot make it to the bus stop one day, so your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.

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

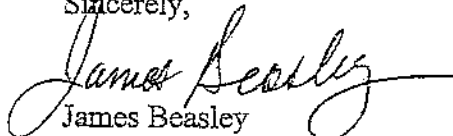
When bus stops are scheduled at intersections, students should stand safely away from traffic, within 150 feet of the stop. Students waiting for buses may choose to stand in carports and garages for protection from the elements. This is acceptable only if: (1) it does not alter the route; (2) it does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

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

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

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

Sincerely,


James Beasley
Depot Manager

JB:ac

Enclosures

Arrival Routes Report

Route: 1202 - BELLS MILL ES**First Stop Time: 9:01 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	SEVEN LOCKS RD AND GRAND TETON DR - RSO
2	GAINSBOROUGH RD AND WINDSOR VIEW DR
3	GAINSBOROUGH RD AND SNUG HILL LA
4	10229 SEVEN LOCKS RD 20854
5	SEVEN LOCKS RD AND TURNING CREEK CT - RSO
6	SEVEN LOCKS RD AND MUIRFIELD CT - RSO
7	SEVEN LOCKS RD AND ORACLE PL - RSO
8	SEVEN LOCKS RD AND SEVEN HILL LA - RSO
9:20 A.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854 607 - REGULAR SCHOOL

Route: 1209 - BELLS MILL ES**First Stop Time: 9:05 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	8620 TUCKERMAN LN 20854
2	8500 TUCKERMAN LA - RSO
3	FOX RUN AND LAMPLIGHTER LA
4	CANDLELIGHT LA AND LOCHINVER LA
5	11333 DEBORAH DR 20854
6	DEBORAH DR AND KILLEAN WAY
7	DEBORAH DR AND LAKENHEATH WAY
8	DEBORAH DR AND LARKMEADE LA
9:20 A.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854 607 - REGULAR SCHOOL

Route: 1211 - BELLS MILL ES**First Stop Time: 9:10 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	TUCKERMAN LA AND ANGUS PL
2	SEVEN LOCKS RD AND SCOTLAND DR - RSO
9:20 A.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854 607 - REGULAR SCHOOL

Route: 1212 - BELLS MILL ES**First Stop Time: 8:52 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	WILLOWBROOK DR AND HARVEST SQUARE CT
2	STAPLEFORD HALL DR AND PAYTLEY BRIDGE LA
3	WILLOWBROOK DR AND CAMBRIDGE MANOR CT
4	STAPLEFORD HALL DR AND STAPLEFORD HALL CT
5	STAPLEFORD HALL DR AND STAPLEFORD HALL PL
6	9118 BELLS MILL RD 20854
7	8904 BELLS MILL RD 20854 - DEVELOPMENT ENTRANCE
8	GREAT ARBOR DR AND TALLYHO TRL
9	GREAT ARBOR DR AND TROTTERS TRL
10	GREAT ARBOR DR AND CROSSING CREEK RD
11	HIDDEN HILL LA AND TIMBER HILL LA
12	TIMBER HILL LA AND CROSSING CREEK RD
13	FOX HILLS TRL AND TROTTERS TRL
9:20 A.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854 607 - REGULAR SCHOOL

Route: 1213 - BELLS MILL ES**First Stop Time: 9:04 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	GAINSBOROUGH RD AND POWDER HORN DR
2	POWDER HORN DR AND FOX RUN
3	FOX RUN AND LONG PINE TRL

Arrival Routes Report

4 FOX RUN AND HUNT CLUB DR
 5 TUCKERMAN LA FROM GAINSBOROUGH RD TO DEBORAH DR
 9:20 A.M. BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
 607 - REGULAR SCHOOL

Route: 1222 - BELLS MILL ES

First Stop Time: 8:50 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	8817 BELLS MILL RD
2	11315 FALLS RD - LITTLE ACORN DAYCARE/POTOMAC CC 301-983-4372
3	FALL RIVER LA AND STACKHOUSE CT
4	FALL RIVER LA AND SPRINKLEWOOD LA
5	FALL RIVER LA AND CRANFORD DR
6	9312 BELLS MILL RD
7	BOLTON DR AND CRANFORD DR
8	CRANFORD DR AND HAISLIP CT
9	BELLS MILL RD AND HAISLIP CT
10	HARNESS TRL AND WILLOWBROOK DR
11	HARNESS TRL AND SLEEPY HOLLOW LA 2ND INTERSECTION
12	HARNESS TRL AND PEBBLE BROOK LA
9:10 A.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854 607 - REGULAR SCHOOL

Departure Routes Report

Route: 1202 - BELLS MILL ES PM

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
		607 - REGULAR SCHOOL
1		SEVEN LOCKS RD AND GRAND TETON DR - RSO
2		GAINSBOROUGH RD AND WINDSOR VIEW DR
3		GAINSBOROUGH RD AND SNUG HILL LA
4		10229 SEVEN LOCKS RD 20854
5		SEVEN LOCKS RD AND TURNING CREEK CT - RSO
6		SEVEN LOCKS RD AND MUIRFIELD CT - RSO
7		SEVEN LOCKS RD AND ORACLE PL - RSO
8		SEVEN LOCKS RD AND SEVEN HILL LA - RSO

Route: 1209 - BELLS MILL ES PM

<u>Seq</u>		<u>Stop Description</u>
	3:57 P.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
		607 - REGULAR SCHOOL
1		DEBORAH DR AND LARKMEADE LA
2		DEBORAH DR AND LAKENHEATH WAY
3		DEBORAH DR AND KILLEAN WAY
4		11333 DEBORAH DR 20854
5		CANDLELIGHT LA AND LOCHINVER LA
6		FOX RUN AND LAMPLIGHTER LA
7		8620 TUCKERMAN LN 20854
8		8500 TUCKERMAN LA - RSO

Route: 1211 - BELLS MILL ES PM

<u>Seq</u>		<u>Stop Description</u>
	4:08 P.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
		607 - REGULAR SCHOOL
1		SEVEN LOCKS RD AND SCOTLAND DR - RSO
2		TUCKERMAN LA AND ANGUS PL

Route: 1212 - BELLS MILL ES PM

<u>Seq</u>		<u>Stop Description</u>
	4:02 P.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
		607 - REGULAR SCHOOL
1		WILLOWBROOK DR AND HARVEST SQUARE CT
2		STAPLEFORD HALL DR AND PAYTLEY BRIDGE LA
3		WILLOWBROOK DR AND CAMBRIDGE MANOR CT
4		STAPLEFORD HALL DR AND STAPLEFORD HALL CT
5		STAPLEFORD HALL DR AND STAPLEFORD HALL PL
6		9118 BELLS MILL RD 20854
7		8904 BELLS MILL RD 20854 - DEVELOPMENT ENTRANCE
8		GREAT ARBOR DR AND TALLYHO TRL
9		GREAT ARBOR DR AND TROTTERS TRL
10		GREAT ARBOR DR AND CROSSING CREEK RD
11		HIDDEN HILL LA AND TIMBER HILL LA
12		TIMBER HILL LA AND CROSSING CREEK RD
13		FOX HILLS TRL AND TROTTERS TRL

Route: 1213 - BELLS MILL ES PM

<u>Seq</u>		<u>Stop Description</u>
	4:03 P.M.	BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
		607 - REGULAR SCHOOL
1		GAINSBOROUGH RD AND POWDER HORN DR
2		POWDER HORN DR AND FOX RUN
3		FOX RUN AND LONG PINE TRL
4		FOX RUN AND HUNT CLUB DR
5		TUCKERMAN LA, FROM GAINSBOROUGH RD TO DEBORAH DR

Departure Routes Report

Route: 1222 - BELLS MILL ES PM

<u>Seq</u>	<u>Stop Description</u>
	3:57 P.M. BELLS MILL ES 8225 BELLS MILL RD, POTOMAC, MD 20854
	607 - REGULAR SCHOOL
1	8817 BELLS MILL RD
2	HARNES TRL AND PEBBLE BROOK LA
3	HARNES TRL AND SLEEPY HOLLOW LA 2ND INTERSECTION
4	HARNES TRL AND WILLOWBROOK DR
5	BELLS MILL RD AND HAISLIP CT
6	CRANFORD DR AND HAISLIP CT
7	BOLTON DR AND CRANFORD DR
8	FALL RIVER LA AND CRANFORD DR
9	FALL RIVER LA AND SPRINKLEWOOD LA
10	FALL RIVER LA AND STACKHOUSE CT
11	11315 FALLS RD - LITTLE ACORN DAYCARE/POTOMAC CC 301-983-4372
12	9312 BELLS MILL RD

2017

July 4	Independence Day—Offices and schools closed
August 23, 24, 25, 28, 29, 30, 31 and Sept. 1	Professional days for teachers
September 4	Labor Day—Offices and schools closed
September 5	First day of school for students
September 21	No school for students and teachers
October 6	Early release day for all students
November 9	Early release day for all students; end of quarter planning
November 10	Early release day K–8
November 17	Early release day K–8
November 22	Early release day for all students
November 23 and 24	Thanksgiving—Offices and schools closed
December 25, 26, 27, 28, 29	Winter Break—No school for students and teachers; offices closed December 25

2018

January 1	New Year's Day—Offices and schools closed
January 15	Dr. Martin L. King, Jr. Day—Offices and schools closed
January 25	Early release day for all students; end of quarter planning
January 26	Professional day for teachers
February 19	Presidents' Day—Offices and schools closed
March 2	Early release day for all students
March 26, 27, 28, 29, 30, and April 2	Spring Break—No school for students and teachers; offices closed March 30 and April 2
April 9	Early release day for all students; end of quarter planning
May 28	Memorial Day—Offices and schools closed
June 12	Last day of school for students; early release day for all students
June 13	Professional day for teachers

If the school year should be disrupted by emergencies and schools are closed three or more days, the first make-up day will be used on June 13, 2018. Other dates in 2018 identified as possible make-up days include: January 26, March 26, March 27, June 14, and June 15.

2017-2018 Recommended School Supplies

Dear Parent/Guardian:

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).

We suggest that students 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, our counselor, our assistant principal, 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.

Sincerely,

Jerrí Oglesby
Principal

2017-1018 Recommended School Supplies

Kindergarten Supply List

Backpack (no wheels)
Small plastic school box (no zip pouches)
Box of 24 crayons
Red two-pocket folder (no prongs)
Yellow two-pocket folder (no prongs)
Green two-pocket folder (no prongs)
Blue two-pocket folder (no prongs)
Boxes of #2 pencils
Glue sticks
Box of 12 colored pencils
Blunt tip scissors
Box of rectangular erasers

Grade 1 Supply List

Glue sticks
Rectangular pink erasers
Red two-pocket folders (plastic, no prongs)
Yellow two-pocket folders (plastic, no prongs)
Purple two-pocket folders (plastic, no prongs)
Blue two-pocket folders (plastic, no prongs)
Orange two pocket folders (plastic, no prongs)
Plastic pencil box (no pouches)
Black dry erase markers
Box of 24 crayons

Grade 2 Supply List

3x5 white index cards
Plastic pencil box (no zip pouches)
Crayons
Round-tip safety scissors
Glue Sticks
Colored pencils
Boxes of #2 Pencils
Rectangular pink erasers
Green two-pocket folders
Red two-pocket folders
Composition books (hard back 150 pg. wide rule)

Gr. 3 Supply List

3-ring binder, 1.5 in. (no trapper keepers)
Rectangular pink erasers
Boxes of #2 pencils
Box of 24 crayons
Glue sticks
Notebook filler paper (wide rule)
Box of 12 Colored Pencils
Red two-pocket folders
Green two-pocket folders
Highlighters, chisel tip, yellow
Pencil pouch or box
Earphones or earbuds for personal use (optional)

Grade 4 Supply List

Plastic page protectors
Highlighters
Single-subject spiral notebooks
Pencil pouch for 3-ring Binder
Notebook filler paper (wide rule)
3-ring binder, 3-in. (No accordion folders/trapper keepers)
Dividers, 5 tab pack
Glue sticks
Scissors
Colored pencils
Boxes of #2 pencils
Dry erase markers for individual whiteboards
Erasers
Earphones or earbuds for personal use (optional)
Computer mouse for personal use (optional)

Grade 5 Supply List

Box of 12 colored pencils
Sharpener for pencils and crayons
Dividers (5-tab pack)
3-ring binder, 2 in. (durable, for frequent use)*
Notebook filler paper (wide rule)
Boxes of #2 Pencils
Pencil pouch to insert in 3-ring binder
Composition book (hard back 150 pg.)
Earphones or earbuds for personal use (optional)
Computer mouse for personal use (optional)
*No binders with accordion files at the front or trapper keepers

We welcome donations of the above items, as well as facial tissues for the classrooms and health room.



Montgomery County Public Schools

Stay Connected is a one-stop shop for tools that help you

stay in touch with Montgomery County Public Schools.

STAY CONNECTED

[Call MCPS](#)

[Emergency](#)

[Edline](#)

[QuickNotes](#)

[Watch](#)

[Follow](#)

[MCPS App](#)

- **E-mail:** ASKMCPS@mcpsmd.org
- [Frequently Called Numbers](#)
- [Staff Directory](#)

Call 301-309-6277 (MCPS)

Answers to community questions in English and Spanish,

7:30 a.m. to 4:00 p.m., Mondays through Fridays.

Spanish Hotline: 301-230-3073

Safety & Security Department

- [School Safety and Security](#)

SEPTEMBER 2017 ELEMENTARY MENU

MEAL PRICES		BREAKFAST		DAILY ALTERNATES	NUTRITION INFO
breakfast	daily	M	WG Mini Bagels [^]	Other daily entree choices may include peanut butter and jelly sandwiches, grilled cheese, hummus, and bagel with yogurt. Please check with your school cafeteria manager for your options.	Nutrition, allergen, and gluten free information is available on the web at www.montgomeryschoolsmd.org/departments/foodserv/menus/cafeamenus.aspx . Please note that the calculated calories of some main choices may include a whole grain item that has a calorie range of 70-180 calories.
paid	\$1.30	T	WG Pancakes [^]		
reduced	\$0.00	W	WG Bagel w/ Cream Cheese or Jelly [^]		
lunch	daily	TH	WG Breakfast Sandwich		
paid	\$2.55	F	WG Cinnamon Roll [^]		
reduced	\$0.40		SERVED DAILY Assorted Fruit/Fruit Juice Fat Free or 1% Milk		
MONDAY		TUESDAY		THURSDAY	FRIDAY
Menu Key: ~Beef Cal = Calories ^Meatless pPeanuts +Poultry *Pork \ Spicy		^Meatless pPeanuts +Poultry *Pork \ Spicy		Vegan WG = Whole Grain \$Shrimp	Lucky Plate Day
LUNCH					
4	NO SCHOOL	5	+WG Chicken Patty on WG Bun w/ Baked Fries OR ~Cheesy Burger on WG Bun w/ Seasoned Potatoes Baby Carrots Baked Fries Assorted Fresh Fruit Fat Free or 1% Milk	6	^WG Cheese or +Pepperoni Personal Pizza OR ~Teriyaki Meatballs w/ WG Veggie Rice & WG Roll Broccoli Grape Tomatoes Assorted Fresh Fruit Fat Free or 1% Milk
			440 450 30 110 60-90 80-120		330-350 435 15 16 60-90 80-120
			OR	7	WG French Toast Sticks w/ *Sausage OR ^WG 3 Cheese Calzone w/ Marinara Sauce Cucumber Slices Romaine Salad Assorted Fresh Fruit Fat Free or 1% Milk
			OR		346 314 14 5 60-90 80-120
			OR	8	^Cheese or +Pepperoni WG Pizza OR +~Spicy WG Chicken Patty Sandwich Baby Carrots Roasted Chickpeas Assorted Fresh Fruit Fat Free or 1% Milk
			OR		310-330 341 30 160 60-90 80-120
PARENT INFORMATION		A LA CARTE OPTIONS			
<p>MySchoolBucks.com is a service for parents to make prepayments to their child's cafeteria meal account via the Internet with a credit/debit card. Parents can also check meal account balances, sign up for reoccurring payments, and much more. This service is offered as a convenience for interested families. By creating a secure online account, parents can manage their child's account. Go to MySchoolBucks.com to register.</p>		<p>RETURNED CHECKS ARE SUBJECT TO RECOVERY FOR THE FACE VALUE AND MARYLAND STATE ALLOWED FEE OF \$25.00 THROUGH AN ELECTRONIC DEBIT OR PAPER DRAFT TO THE SAME ACCOUNT. YOUR PAYMENT BY CHECK CONSTITUTES YOUR ACCEPTANCE OF THESE TERMS.</p>			
		<p>Did you know that, in addition to healthy meals, many schools offer a la carte options? All snack foods and beverages sold are in compliance with the MCPS Wellness Regulations (www.montgomeryschoolsmd.org/departments/policy/pdf/jpgra.pdf). For information about your school's offerings, or to restrict student purchases, please contact your school cafeteria manager.</p>			

MONTGOMERY COUNTY PUBLIC SCHOOLS

2017-2018 CAFETERIA NEWS & ELEMENTARY SCHOOL MEALS INFORMATION

Food and Nutrition Services serves more than 14 million meals annually. We support healthy meal options for students and continually explore new ways to enhance the nutritional contribution and student acceptability of meals. For more information, visit us on the Web at <http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.aspx>

The cafeteria continues to offer the convenience and flexibility of a computerized cash register system. Depositing funds into a cafeteria account eliminates the need for a child to carry money every day. Students enter their Personalized Identification Number (PIN) to access their account. The PIN for students returning to the same school remains the same. New students receive their PIN on the first day of school. Any money left on a student's account last year is available for spending this year. Pre-payments to a student's account may be made prior to the start of school.

To make a prepayment:

- Use **MySchoolBucks.com**, an online service to make a prepayment using a credit card. Parents can also check meal account balances, sign up for recurring payments and much more. Go to **MySchoolBucks.com** to register.
- Complete the form below and include a check payable to the cafeteria. Please put the child's first name, last name and PIN number on the front of the check.

CHECK ACCEPTANCE POLICY

Checks used to pay for school meals must contain: name, address, phone number and student PIN number. Returned checks are subject to recovery for the face value and Maryland State allowed fee of \$25 through an electronic debit or paper draft to the same account. Your payment by check constitutes your acceptance of these terms. If you have any questions concerning our check acceptance policy, please call CHECKredi at 1-800-239-1222.

ELEMENTARY SCHOOL MEAL PRICES	
Lunch Meal	\$2.55
Reduced-price Lunch Meal	\$0.40
Breakfast Meal	\$1.30
Reduced-price Breakfast Meal	\$0.00
Milk	\$0.60

FREE AND REDUCED-PRICE MEAL APPLICATIONS

Families who meet certain federal income standards are eligible for free or reduced-price meal benefits. All children use a PIN number so confidentiality is maintained and no child is overtly identified as receiving free or reduced-price meals. Applications for meal benefits are sent home with the youngest in family in the information packet given out at the start of each school year. Only one application is needed for all students in a household. A new application must be completed for any family requesting assistance this school year.

Foods and Beverages available for purchase in addition to breakfast and lunch

A variety of a la carte items may be available in your student's school cafeteria. All items available for sale are in compliance with JPG-RA. *Wellness: Physical and Nutritional Health*. Specific items vary at each school.

For specific information regarding items available at your child's school or to restrict the purchase of a la carte items, please contact your school cafeteria manager.

PREPAYMENT FORM

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

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Student Name _____ PIN _____ Amount \$ _____

Parent's/Guardian's Name _____

Annual Notice for Directory Information and Student Privacy



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

MCPS Form 281-13
July 2017
Page 1 of 2

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

DIRECTORY INFORMATION

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

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

If you do not want your school to release your *directory information*, complete the information below and return this notice to your school **by September 15, 2017**. Additional copies of this notice can be found on the *MCPS website*, and are available in Spanish, French, Vietnamese, Chinese, Korean and Amharic.

This form must be completed every year.

Your school **will assume you agree** to the release of the directory information, unless this form is returned by Friday, **September 15, 2017**.

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

If you enroll after September 15, 2017, you can complete this form at the time of enrollment.

Montgomery County Public Schools

Request to Withhold Directory Information for the 2017-2018 School Year

Choose ONE of the following categories:

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

EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

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

Student's Name _____ Grade _____ ID# _____

School Bells Mill Elementary School

Parent/Guardian/Eligible Student Signature _____ Date 09 / ____ / 2017

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

Annual Notification of Your Rights under FERPA*

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

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

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

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