

### Dear Luxmanor Families,

Welcome to the 2021-2022 school year! We are looking forward to the first day of school on **Monday, August 30th**. We are excited to welcome all of our students back for in-person learning, five days a week. Students will continue to be required to wear a mask while they are in the building and when they are riding on the bus. They will be encouraged, but not required to wear a mask while they are outside. We are in the process of updating our school website in hopes that we make the information easier to access. We have created an electronic Family Handbook that will contain all of the information contained in this letter, as well as additional information regarding Luxmanor. This handbook will be added to the Luxmanor website. You can access the handbook here:



Listed below are the Luxmanor classroom teachers for the 2021-2022 school year with their teaching assignments as of the date of this letter. We will continue to monitor our enrollment as we approach the start of school. Our staffing is based on projected student enrollment. In some cases, it may be necessary for staffing changes to occur in schools if student enrollment comes in below the county projection. If there is a need to make an adjustment in staffing based on actual enrollment, I will do my best to minimize the impact of these adjustments. We will keep you informed and alert you of any changes that may occur at our school.

School Community- Based	Ms. Gruber	Ms. Chang			
PEP	Ms. Karamalikis	Ms. Sitnikova	Ms. Jost	Ms. Kishore	
Kindergarten	Ms. Buell	Ms. Kalavritinos	Ms. Kaz	Ms. Seo	

First Grade	Ms. Duda	Ms. Hong	Ms. O'Kelly	Ms. Segal		
Second Grade	Ms. DeBernardis	Ms. George	Ms. Hogan	Ms. Lisek	Ms. Vormack	Ms. Zacks
Third Grade	Ms. Freed	Ms. Gorski McDermott	Ms. Kuczarski	Mr. Rotter		
Fourth Grade	Mr. Delpierre	Mr. Fairchild	Ms. Johnson	Ms. Kolanowski	Ms. Wells	
Fifth Grade	Ms. Byrne	Ms. Connolly	Mr. Moore	Ms Weigel		

Please mark your calendars for the following important dates:

# Wednesday, August 25th, 6:30 -7:30 p.m. - Kindergarten Orientation/Back to School Night

- This meeting is for our kindergarten parents to come and find out who your child's teacher will be for the upcoming school year and hear from the kindergarten teachers regarding day to day school procedures (bus procedures, lunch/recess procedures, etc.) and curriculum for the upcoming school year. Meetings will take place in individual teacher's classrooms. As you enter the building, we will have class lists ready for you to find your child's class and then proceed to their classroom to meet the teacher and participate in the evening's presentation.

**Thursday, August 26th - Open House -** The purpose of the open house is for families to bring their children to school to meet their new teachers and meet some of the other students in their class. Teachers will not have time during the open house to have individual conversations with families beyond a brief greeting and welcome to the classroom.

• This year, we are trying to limit the number of people inside the building at one time. We are asking for all families whose last name begins from A to M to attend Open House from 2:00 - 2:25 p.m. and families whose last name begins from N to Z to attend Open House from 2:35 - 3:00 p.m. We will have ten minutes in-between for our first group of families to exit the building. Everyone attending Open House will need to wear a mask for the entire time you are in the building.

Monday, August 30th - First Day of School

Monday, September 6th - No School for Students

**Tuesday, September 7th - No School for Students** 

Friday, September 10th - Back to School Night Picnic, 6:00 p.m. behind the school.

Tuesday, September 14th - Back to School Night, Grades 1 - 5, 6:30 - 7:30 p.m.

Thursday, September 16th - No School for Students

Wednesday, September 22nd, 9:00 a.m. - New Parent Meet and Greet Breakfast

Attached you will find additional information to help prepare your family for the start of the new school year. Best wishes for a restful last few weeks of the summer break. We are looking forward to being back together in-person as a school community!

Sincerely, Ryan D. Forkert Principal

#### **Attachments:**

- Luxmanor School Information
- Luxmanor Carpool Lane Procedures
- Luxmanor Arrival/Dismissal Procedures for Walkers and Bike Riders
- MCPS School Calendar
- School Supply List
- Bus Route Information

# **Luxmanor Elementary School Information**

# School Begins on Monday, August 30th

School hours: 9:00 a.m. - 3:25 p.m. Office hours: 8:00 a.m. - 4:30 p.m.

#### **Arrival at School**

Students should arrive at school no earlier than 8:50 a.m. Between 8:50 a.m. and 9:00 a.m., students will enter the building and proceed to their classrooms. Students will use this time to unpack and prepare for the start of the day. Students who are being dropped off by car will enter the building through the carpool lane doors. Students who either ride their bike or walk to school will also enter the building through the carpool lane doors. Please see the attached map for the exact location. After 9:00 a.m., students will need to enter the front doors and sign in at the main office.

### **Birthday Celebrations at School**

Students will be recognized each day as part of the morning announcements. Each child will come to the office for a special birthday pencil. Parents may not bring individual birthday treats for their children's classmates.

### **Bus Transportation**

Please see the attached bus schedule for the upcoming school year. Please note that the four-digit routing numbers displayed in the windows on the side of the bus identify which bus a child should ride, not the numbers painted on the front and/or back of the bus. Adjustments in the routes or times expected for bus arrivals are common during the first week of school, as it is difficult to determine the exact time for a stop until the bus drivers know how many students will be boarding at each bus stop. If you have any questions regarding the bus schedules, please don't hesitate to contact the Transportation Office as 240-740-6580.

### **Carpool Lane Procedures**

Please see attached Carpool procedures.

# Changes in Your Child's Regular Dismissal Routing

If your child has a change in the way they normally go home, please send a note to the teacher informing them of the change. Without a note, we will send your child home their normally scheduled way. Please do not email changes for dismissal. Teachers may not see your email until after dismissal.

### **Early Dismissal Days/Delayed Opening Days**

Students are dismissed from school at 12:55 p.m. on early dismissal days. This includes days already scheduled on the calendar for early dismissal, such as parent/teacher conference days, as well as early dismissal days for inclement weather. Students eat lunch at school prior to leaving school on early dismissal days.

If we have a delayed opening due to inclement weather, the morning schedule is shifted back by two hours and the official school day begins at 11:00 a.m. Students may arrive at school at 10:50 a.m. and proceed to their classrooms. There is no breakfast served on delayed opening days. Bus schedules for delayed openings are also shifted back for two hours. For example, if your child normally gets picked up at 8:30 a.m. by the bus, they will be picked up at 10:30 a.m. Students will eat lunch at school. More information can be found on the MCPS website at: https://www.montgomeryschoolsmd.org/emergency/

### Food in School

Food brought to school for Halloween and/or Valentine's parties must be store-bought, labeled, and contained in a sealed package. Food products with labels indicating that the product contains peanut or tree nut ingredients or stating that the food product was manufactured in a facility that also processes peanuts or tree nuts is not permitted. No homemade foods may be served to students.

### **Leaving School**

Students are expected to return home directly after school. Students who are going home with a friend must have a written note from a parent. The receiving parent must also write a note to confirm. Students are not permitted to change after school plans without a written note from their parents. These precautions are taken to ensure the safety of your child. Additionally, students may not stay after school at Luxmanor unless they have written parental permission to stay for a school sponsored after-school activity.

### **Medication at School**

No medication will be administered at school unless a child's parent/guardian and physician have completed an authorization form. These forms are available in the main office and are required for each medication a child must take during the school day. If your child will need medication on the first day of school, the completed form and medicine should be brought to school in advance. **Medication, including non-prescription, must not be sent to school with a student under any circumstances.** 

#### School Breakfast/Lunch

At this time, all school breakfasts and lunches will be free for the 2021-2022 school year.

### **School Supplies**

Teachers have prepared a list of school supplies that they would like students to have. Please label your child's supplies and belongings. If pocket folders are requested, pockets should be on the bottom rather than the sides. (See attachment for further information)

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, Ms. Shingari or Mr. Forkert.

### **Security Cameras**

Luxmanor has been equipped with security cameras throughout the building, as well as outside the building. The cameras are located in all hallways, the gymnasium, the all-purpose room and around the exterior of the building.

### **Security Procedures**

We use an Access Control System as part of our school security. A surveillance camera is installed at the main entrance and the front door has a remote locking system, controlled by the main office. When a visitor arrives at the school, they need to be let into the building by the main office staff. All visitors will then enter the main office. We use an electronic visitor management system to identify and verify the business of visitors to the school. All visitors will need to provide a driver's license or another form of identification. Those without an ID card will need to provide information to be entered manually. A visitor's badge will be generated to be worn while in the building and discarded when exited the building. All visitors will need to repeat this process each time they return to the building. Once your initial information is entered, the process will move quickly.

### **Student Absences and Tardies**

Parents are asked to call the school office (240-740-0820) in the morning if their child is not going to attend school that day. For your convenience, an answering machine is turned on when the office is closed so that parents can leave messages about absent students. If you wish to call the school before 8:00 a.m. to report an absent student, please leave your child's name, the teacher's name and the reason for the absence for your child.

It is vital that your child comes to school on time. Instruction for students begins promptly at 9:00 a.m. Students who enter school after 9:00 a.m. are marked as tardy. Students who report to

school after 9:00 a.m. must be accompanied by a parent into the school to obtain a late slip/admit pass in the main office before reporting to their classrooms.

# **Volunteering at School**

We will begin having volunteers in the building on a limited basis to start. Anyone interested in volunteering at school will need to complete the online training for reporting child abuse and neglect. More information regarding this training can be found <a href="here">here</a>.

# **Luxmanor Carpool Lane Procedures**

### **Arrival**

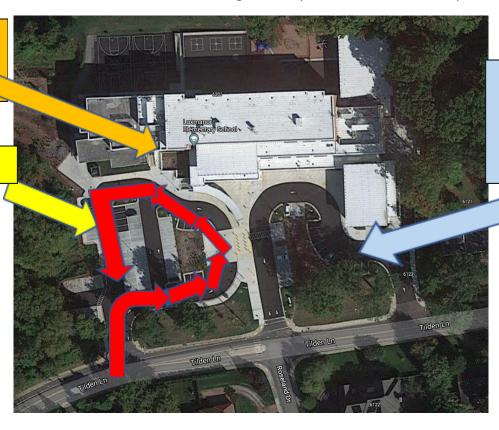
- 1. Arrival will begin at 8:50 a.m.
- 2. Enter the carpool lane from Tilden Lane.
- 3. Turn right and drive around the loop to the entrance doors on the left side of the building. (See diagram below.)
- 4. Please have your child(ren) ready to exit your car from the passenger side to expedite drop off.

### Dismissal

- 1. Dismissal will begin at 3:25 p.m.
- 2. Each family will be provided two dismissal forms with a unique number for your family.
- 3. Upon arrival, please show the form to the staff member on duty.
- 4. Staff members will call into the building to have your child exit to the carpool lane.

Carpool Entrance/Exit Doors

**Carpool Lane** 



# **Bus Loop**

No entry between 8:30 – 9:00 a.m. and 3:15 – 3:45 p.m.

# **Luxmanor Arrival/Dismissal Procedures for Walkers and Bike Riders**

### <u>Arrival</u>

- Students will be able to enter the building at 8:50 a.m.
- Students who walk or ride their bike to school will enter the building through the carpool lane entrance door on the left side of the building. (See diagram below.)

### **Dismissal**

- Dismissal will begin at 3:25 p.m.
- Students who walk or ride their bike home will exit the building from the main entrance doors. (See diagram below.)

Walkers and Bike Riders Entrance Doors



Walkers and Bike Riders Exit Doors

# 2021-2022 Traditional School Calendar

# **Montgomery County Public Schools**

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

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

Luxmanor ES   2021-2022 K - 5 Student Supply List							
Items (with descriptions):	Quantity(Grade Level)	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Binder, 3-ring, clear view, 1/2"							
Binder, 3-ring, clear view, 1"							
Binder, 3-ring, clear view, 2"						<b>~</b>	<b>~</b>
Binder, 3-ring, clear view, 2.5"							
Binder, 3-ring, clear view, 3"							
Cards, index, white, ruled, 3" x 5"		<b>V</b>					
Clipboard, plastic		<b>V</b>					
Composition book, soft cover							
Composition book, hard cover	5 (Grades 2, 3, 4, 5)				<b>_</b>		<b>~</b>
Composition book, primary-style	5 (Grades K, 1)	<b>V</b>	<u> </u>				
Crayons, regular (box, no boxes with sharpeners)							
Crayons, large box							
Dividers, notebook, 1/5 cut, clear tabs							
Erasers, large, latex free & Eraser Caps							
Folders, pocket, 3 hole punched	6 (Grades 3, 4, 5)				<u> </u>		<u> </u>
Glue sticks, non-toxic, purple		n l		ī	П		
Glue sticks, non-toxic, clear							
Headphones, for computer use							<u> </u>
Highlighters, various colors			$\neg \neg$				
Highlighters, yellow		i i			П		
Hole Reinforcements							<u> </u>
Markers, non-toxic, various colors, large box							<u> </u>
Markers, non-toxic, various colors, regular box			<del>– –</del>	T in	i i		
Markers, dry erase, various colors (box)							
Notebook, spiral, 1 subject, wide. rule							<u> </u>
Notebook, spiral, 3 subject, wide rule				<u> </u>		<u> </u>	
Paper notebook							<u> </u>
Paper, notebook, 8.5"x11", wide rule, 3 hole punched						<u> </u>	
Page protectors, plastic							
Paint, watercolor, 8 colors				<u> </u>		<u> </u>	i ii
Pencil box							<u> </u>
Pencils, #2 (box)							
Pencils, rolored (box)						T T	
Pencils, fat (box)				<u> </u>		H	Ħ
Pens, ball point, blue (box)				H		<u> </u>	<del>                                     </del>
Pens, ball point, black (box)					H	<u> </u>	H
Pens, ball point, red (box)							<del>                                     </del>
Pouch, zippered for binder use				Н			
Ruler, 12", millimeters/inches							
Scissors, blue tip			<u> </u>				片
Scissors, blue tip Scissors, pointed							- = -
• • •							
Sticky Notes, 1.5"x2" (pack) Stickers, various			$\overline{}$			$\vdash$ $\vdash$	╁
				=			
Sticky Notes, 3"x5" (pack) Whiteboard, dry-erase, 9"x12"							



July 1, 2021

# Dear Elementary School Parent:

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

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

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

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

Parents are responsible for their children on the way to the bus stop, at the bus stop, and on the way home from the bus stop. Children should arrive at the stop at least five minutes before the established pick-up time. Parents are responsible for children as soon as they get off the bus at the afternoon bus stop and should plan to meet the bus or arrange for a caretaker or other responsible adult to accompany the children safely home or to the child care provider. Parents should instruct their children where to get off the bus and familiarize them with unique aspects of the bus stop or landmarks so that, prior to the first day they will ride the bus, the children will clearly know the stop where they should get off the bus. Please note: bus operators do not know all the possible caretakers for each child who might be picking up a student on a particular day, and are unable to match each child to a specific adult. When students get off the bus, they are entirely in the care of the parent or caregiver, or are on their own to walk home if no parent or caregiver is present. Please provide the tools for your children to become independent riders by

making sure they know exactly where to get off the bus as well as the need to immediately alert the bus operator, before getting off the bus if possible, if they do not see a parent or other person who normally meets them at the bus stop. Once alerted, the bus operator will return the student to the school, or take other steps to ensure the child's safety.

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

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

### **Key Points:**

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

- Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time as the bus could come early on any given day.
- Plan in advance for another adult who is normally at the bus stop to care for your child if you are not there one day.
- Call the school, <u>well before dismissal time</u>, if you have an emergency and cannot make it to the bus stop. This will ensure your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.
- Arrange an older student "buddy" who will walk home with your child, or allow your child to stay at their house until you pick up your child. Be sure to work with the other student's parent when arranging this plan.

• Be sure your child knows to tell the bus driver, before getting off the bus, if something is "not right." This could include, among other things, a parent or caregiver who is usually at the stop, not present; missing their stop; or realizing they've boarded the wrong bus and not recognizing any stop.

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

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

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

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

Sincerely,

James Beasley

lames Beasley

Depot Manager

JB:awc

Enclosures



# 1 de julio de 2021

### Estimados Padres de Estudiantes en Escuela Elementaria:

Adjunto enviamos los horarios de las rutas de autobuses que prestan servicios a la escuela de su hijo/a. Esta información también está disponible en el sitio web de Montgomery County Public Schools (MCPS). Por favor apunte el horario, lugar, y número de ruta que le corresponde a su hijo/a. Los números de las rutas están expuestos en las ventanas al costado de cada autobús. Preguntas sobre rutas deberán ser referidas al supervisor/a de transporte responsable de prestar servicios a su escuela. La escuela o el sitio Web de MCPS facilitan el nombre y teléfono del supervisor.

El transporte para la escuela elementaria esta designado para estudiantes que viven a más de 1 milla de la escuela. Si su residencia está a menos de 1 milla de la escuela y si Ud. no ve una parada en la lista de paradas programadas para esa escuela, su hijo/a no es elegible para recibir transporte.

Ciertas paradas de autobuses anteriormente establecidas podrían haber sido eliminadas o relocalizadas para economizar las operaciones. Se hacen todos los esfuerzos posibles por minimizar cualquier inconveniencia para los estudiantes y los padres, y ofrecer un nivel de servicio razonable. El ahorro en el presupuesto de servicios permite dedicar más recursos para la enseñanza.

Para la seguridad y bienestar de los estuduiantes, es importante mantener una conducta apropiada. Se recomienda a los padres que hablen de este tema con sus hijos para acentuar el respeto a las normas de comportamiento. Es importante que todos los estudiantes sigan las reglas estipuladas en la campaña "Ride by the Rules" (Guíese por las Reglas). Para más información sobre esto, por favor visite: <a href="http://www.montgomeryschoolsmd.org/departments/transportation/rules/">http://www.montgomeryschoolsmd.org/departments/transportation/rules/</a>.

El cuidado de sus hijo/a es responsabilidad de los padres en el camino ha la parada, estando en la parada y en el camino de regreso a casa. Los estudiantes deben estar esperando en la parada, cinco minutos antes del horario de llegada asignado. Los padres son responsables de los estudiantes en el momento que se bajen del autobus por la tarde, y parte de su plan incluirá estar en la parada para recibir a sus hijos o asignar a otro persona responsable para que espere al estudiante en la parada y lo acompañe a casa. Los padres deben instruir a sus hijos donde appear

el autobús y familiarizarles con las características únicas de esa parada, de manera que para el primer día que viajen en el autobús, los niños sepan en que parada espear el autobus. Por favor tengan en cuenta que los conductores no conocen a los posibles adultos que Ud., en un día determinado haya decidido asignar para recoger a su hijo/a, o identificar cada niño con diferentes adultos. En el momento en que los estudiantes se bajen del autobús, están enteramente al cuidado de los padres, de la persona que los padres hayan designado para recogerlos, o tendrán que valerse por si mismos para regresar a casa. Por favor facilite la información necesaria a sus hijos para que sean pasajeros independientes, asegúrense de que reconocen la parada que les corresponde. Si es posible enseñe al estudiante que si al bajarse no ven a la persona que debe recibirlos, deben comunicárselo inmediatamente al conductor. De esta manera el conductor puede decidir devolver el niño a la escuela u otra opción que garantice la seguridad del estudiante.

Si Ud. recoge a su hijo/a en la parada y un día, por cualquier circunstancia, no puede ir a recogerlo, antes de la hora de salida, llame a la escuela y dígales que no pongan a su hijo/a en el autobús, que le retengan en la escuela hasta que Ud. pueda recogerle. Este plan es una opción solo en caso de emergencias inesperadas o circunstancia en las que Ud. no puede llegar a tiempo a la parada. Lleve siempre el número de teléfono de la escuela en su lista de contactos de su celular u otro lugar de acceso rápido y fácil. Otra posible solución para este tipo de emergencia sería establecer previamente un plan con un hermano mayor o compañero de escuela para que acompañen al niño/a a casa, cuando Ud, o el adulto designado por Ud, no puede llegar a la parada a tiempo.

### Puntos importantes:

Si Ud. quiere que su hijo/a sea supervisado por un adulto desde la parada de autobús hasta su casa, Ud. debe asegurarse de que así sea. Una vez el estudiante se baje del autobús, los padres son responsables de asegurarse que su hijo/a este supervisado en el camino a casa. Recomendamos lo siguiente cuando los estudiantes necesitan ser supervisados una vez se bajen del autobús.

- Prever que Ud. u otra persona responsable esté en la parada antes de la hora designada, ya que por alguna circunstancia el autobús podría llegar antes de lo previsto.
- Póngase de acuerdo con otro adulto que recoge a otro estudiante en la misma parada para que supervise a su hijo/a cuando por alguna circunstancia Ud. no puede ir a recogerle.
- Si surge alguna emergencia y Ud. no puede llegar a tiempo a la parada, llame a la escuela para que retengan a su hijo/a en la escuela hasta que Ud. pueda ir a recogerle. Asegúrese de tener siempre a mano el número de teléfono de la escuela.
- Entrene a su hijo/a para que pueda identificar la parada de autobús que le corresponde
- y evitar que se baje en una parada equivocada.
- Póngase de acuerdo con un compañero de la escuela que acompañará a su hijo/a hasta casa,

- o tener permiso para llevarse a su hijo a su casa hasta que Ud. pueda ir a recogerlo. En este caso, el acuerdo debe incluir a los padres del compañero.
- Entrene a su hijo/a para que informe al conductor, antes de bajarse del autobús, si "hay algo que no está bien". Esto podría incluir, entre otras cosas, la ausencia de los padres u otras personas que acostumbran ha esperarle en la parada; si cree que se han pasado su parada; o si cree que el autobús al que se ha subido no es el suyo y no reconoce la parada.

Cuando las paradas de autobús están establecidas en intersecciones, los estudiantes deberán esperar al autobús a una distancia prudente del tráfico, y a menos de 150 pies de la intersección. Los estudiantes que estén esperando autobuses pueden optar por esperar bajo techo o garajes para protegerse de los elementos. Esto es aceptable únicamente si: (1) no altera la ruta; (2) no aumenta el número de paradas; (3) es aceptable para todas las partes involucradas; y (4) está razonablemente cerca de la parada (de manera que un conductor/a suplente que desconozca acuerdos especiales pueda localizar fácilmente a los estudiantes). Por favor tenga en cuenta que los conductores de autobuses están autorizados a parar únicamente en paradas designadas. Por favor no les pida hacer paradas no autorizadas. MCPS percibe ahorros sustanciales de combustible al limitar el número de paradas de los autobuses.

Los estudiantes que deseen viajar a casa en el autobús de un amigo/a, o bajarse de su propio autobús en la parada de un amigo/a deben de traer una nota de sus padres. Una vez aprobada y firmada por el director/a de la escuela, el estudiante deberá entregar la nota al conductor/a del autobús en que estén viajando. Normalmente, esta práctica será aprobada cuando haya suficientes espacio en el autobús.

El tiempo inclemente ocasiona muchas dificultades para todos. No es posible proveer transporte adicional durante los meses de invierno o durante días lluviosos, y por esta razón, los estudiantes deberán vestirse apropiadamente. En caso que los autobuses no puedan llegar a las paradas asignadas debido ha acumulación de nieve y hielo, recomendamos a los padres que previamente se pongan de acuerdo con las alternativas, cuando sea necesario.

El transporte de estudiantes solamente puede funcionar eficazmente si todos ponemos de nuestra parte. Se necesita la ayuda y cooperación de los padres/guardianes para ofrecer un sistema seguro para los estudiantes que usan el transporte escolar.

Atentamente,

James Beasley Learley
James Beasley
James Beasley
James Beasley

JB:awc

Anexos

#### Arrival Routes Report

**Route: 1303 - LUXMANOR ES - SILVER** 

First Stop Time: 8:36 A.M.

Seq Stop Description

MONTROSE RD AND SHAGBARK DR - RSO

6125 MONTROSE RD - JEWISH COMMUNITY CENTER - RSO 2

301-881-0100

GRAND PARK AVE AND OLD GEORGETOWN RD 3

4 6006 EXECUTIVE BLVD - EXECUTIVE CHILD DEV CENTER

> (PHONE 301-496-9411) & WHOLE KIDS ACADEMY

8:50 A.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852** 

220 - REGULAR SCHOOL

Route: 1305 - LUXMANOR ES - BLUE

First Stop Time: 8:43 A.M.

Seq Stop Description

MONTROSE RD AND BARGATE CT - RSO 2 KINGS BRIDGE WAY AND STONEHENGE PL

> 8:50 A.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852**

> > 220 - REGULAR SCHOOL

**Route: 1306 - LUXMANOR ES - PINK** 

First Stop Time: 8:38 A.M.

Seq **Stop Description** 

11801 ROCKVILLE PIKE (THE FORUM CONDOS) RSO

MUST GO INSIDE APT COMPLEX

2 5750 BOU AVE - (@ BETHESDA MIDTOWN NORTH CONDOS)

3 OLD GEORGETOWN RD AND CHAPMAN AVE

(WHITE FLINT STATION)

8:50 A.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852** 

220 - REGULAR SCHOOL

**Route: 1312 - LUXMANOR ES - PURPLE** 

First Stop Time: 8:40 A.M.

Seq Stop Description

5901 MONTROSE RD - MONTEREY CONDO

**LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852** 8:50 A.M.

220 - REGULAR SCHOOL

Route: 1320 - LUXMANOR ES - ORANGE

First Stop Time: 8:40 A.M.

Seq Stop Description

5440 MARINELLI RD (@ STRATHMORE COURT APTS) - RSO

WENTWORTH PL AND MC GRATH BLV 2 (WENTWORTH & AURORA BUILDINGS)

> 8:50 A.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852**

> > 220 - REGULAR SCHOOL

**Route: 1327 - LUXMANOR ES - RED** 

First Stop Time: 8:30 A.M.

Seq Stop Description

TUCKERMAN LN AND RALSTON RD - RSO TUCKERMAN LA AND ARROYO DR - RSO 2

3 11121 WHISPERWOOD LN 20852 4

WHISPERWOOD LA AND BUCKWOOD LA

5 TUCKERMAN LA FROM DAYBREAK CT TO ARROYO DR - RSO

6 ARROYO DR AND WINDERMERE CIR 7 WINDERMERE CIR AND WAXWOOD CT

### **Arrival Routes Report**

8 WINDERMERE CIR AND CHARNWOOD DR 9 MAZWOOD RD AND WAYSIDE DR 10 LUX LN AND WAYSIDE DR

8:50 A.M. LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852

220 - REGULAR SCHOOL

**Route: 1329 - LUXMANOR ES - GREEN** 

First Stop Time: 8:37 A.M.

Seq Stop Description

ACADEMY WAY AND BRAXFIELD CT

8:50 A.M. LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852

220 - REGULAR SCHOOL

Route: 1331 - LUXMANOR ES - GOLD

First Stop Time: 8:43 A.M.

Seq Stop Description

ACADEMY WAY AND BRAXFIELD CT

8:50 A.M. LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852

220 - REGULAR SCHOOL

#### Departure Routes Report

Route: 1303 - L	_UXMANOR ES PM - SILVER
Sea	Stop Description

3:39 P.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852** 

220 - REGULAR SCHOOL

MONTROSE RD AND SHAGBARK DR - RSO

6125 MONTROSE RD - JEWISH COMMUNITY CENTER - RSO 2

301-881-0100

3 GRAND PARK AVE AND OLD GEORGETOWN RD

6006 EXECUTIVE BLVD - EXECUTIVE CHILD DEV CENTER 4

> (PHONE 301-496-9411) & WHOLE KIDS ACADEMY

Route: 1305 - LUXMANOR ES PM - BLUE **Stop Description** Seq

> **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852** 3:40 P.M.

> > 220 - REGULAR SCHOOL

MONTROSE RD AND BARGATE CT - RSO 2 KINGS BRIDGE WAY AND STONEHENGE PL

Route: 1306 - LUXMANOR ES PM - PINK **Stop Description Seq** 

> 3:46 P.M. LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852

> > 220 - REGULAR SCHOOL

11801 ROCKVILLE PIKE (THE FORUM CONDOS) RSO 1

MUST GO INSIDE APT COMPLEX

2 5750 BOU AVE - (@ BETHESDA MIDTOWN NORTH CONDOS)

OLD GEORGETOWN RD AND CHAPMAN AVE 3

(WHITE FLINT STATION)

Route: 1312 - LUXMANOR ES PM - PURPLE Stop Description Seq

> 3:50 P.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852**

> > 220 - REGULAR SCHOOL

5901 MONTROSE RD - MONTEREY CONDO 1

Route: 1320 - LUXMANOR ES PM - ORANGE

**Stop Description** Seq

> **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852** 3:45 P.M.

> > 220 - REGULAR SCHOOL

5440 MARINELLI RD (@ STRATHMORE COURT APTS) - RSO

2 WENTWORTH PL AND MC GRATH BLV (WENTWORTH & AURORA BUILDINGS)

Route: 1327 - LUXMANOR ES PM - RED Seq Stop Description

> 3:32 P.M. **LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852**

> > 220 - REGULAR SCHOOL

TUCKERMAN LN AND RALSTON RD - RSO TUCKERMAN LA AND ARROYO DR - RSO 3 11121 WHISPERWOOD LN 20852 4 WHISPERWOOD LA AND BUCKWOOD LA

TUCKERMAN LA FROM DAYBREAK CT TO ARROYO DR - RSO

5 6 ARROYO DR AND WINDERMERE CIR WINDERMERE CIR AND WAXWOOD CT 7 8 WINDERMERE CIR AND CHARNWOOD DR MAZWOOD RD AND WAYSIDE DR 9

LUX LN AND WAYSIDE DR 10

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### Departure Routes Report

Route: 1329 - LUXMANOR ES PM - GREEN Seq Stop Description

3:38 P.M. LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852

**220 - REGULAR SCHOOL**ACADEMY WAY AND BRAXFIELD CT

Route: 1331 - LUXMANOR ES PM - GOLD Seq Stop Description

3:46 P.M. LUXMANOR ES 6201 TILDEN LA, ROCKVILLE, MD 20852

220 - REGULAR SCHOOL ACADEMY WAY AND BRAXFIELD CT