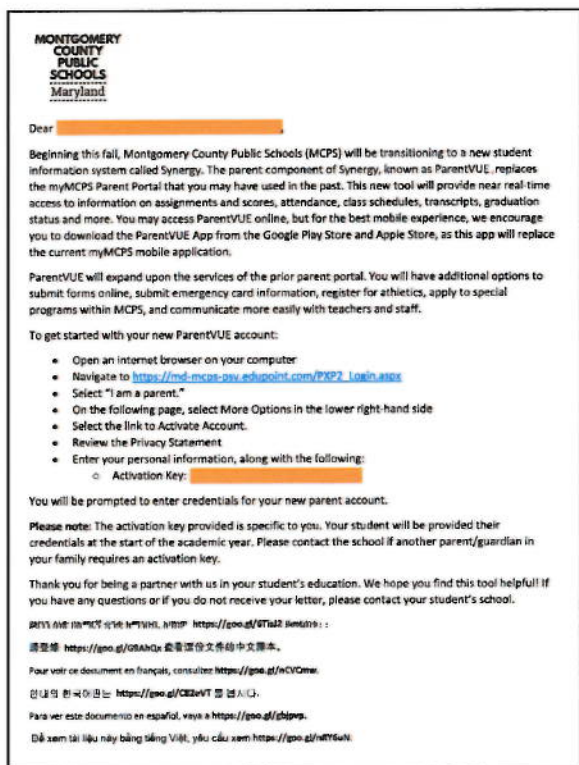
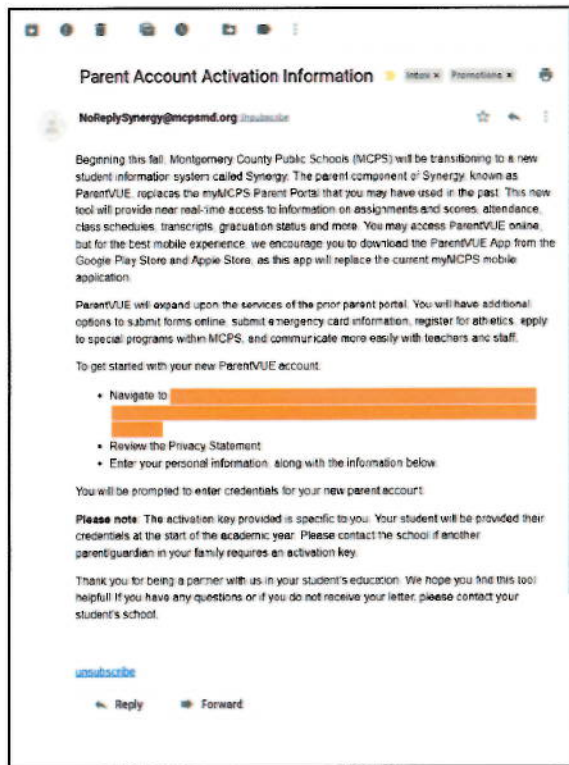


How do I activate my ParentVUE account for the first time?

To access ParentVUE, parents will need to activate a new parent portal account. In order to activate your account, MCPS parents will receive an account activation letter that includes a unique Activation Key or URL necessary for setting up a ParentVUE account.



Sample Activation Letter



Sample Activation Email

PLEASE NOTE: The directions for activating your account with a letter that was mailed to your home address and the activation letter sent via email are slightly different. Emailed activation letters contain a unique URL that automatically connects the existing parent record information and therefore does not require you to enter your name and activation key. Please review the directions below for the directions that are specific to activating your account if you have received the account activation mailer or an activation email.

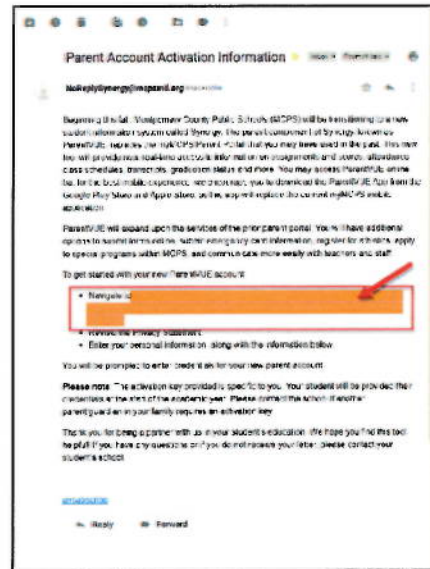
Mailer Activation Directions

Step 1:
Navigate to md-mcps-psv.edupoint.com and select "I am a parent"

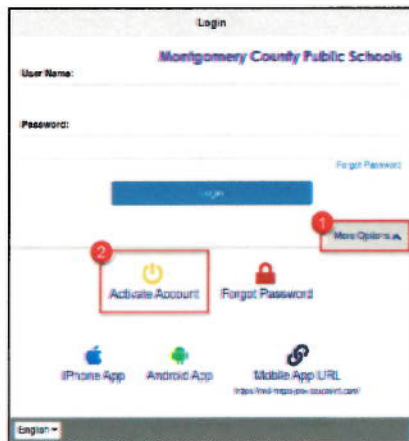


Email Activation Directions

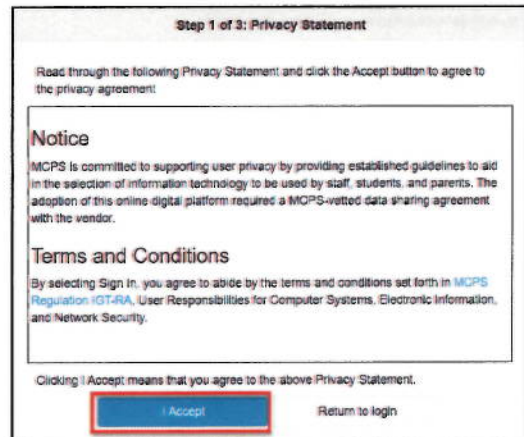
Step 1:
Click on the unique link provided in the email.
Please note: The activation link provided is specific to you and includes the activation key necessary for activating your account.



Step 2:
In the lower right hand corner of the login page, click "More Options" and then select "Activate Account"



Step 2:
Review the **Privacy Statement** and click "I Accept"



Step 3: Review the **Privacy Statement** and click **"I Accept"**

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Notice

MCPS is committed to supporting user privacy by providing established guidelines to aid in the selection of information technology to be used by staff, students, and parents. The adoption of this online digital platform required a MCPS-vetted data sharing agreement with the vendor.

Terms and Conditions

By selecting Sign In, you agree to abide by the terms and conditions set forth in [MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security](#).

Clicking I Accept means that you agree to the above Privacy Statement.

Step 3: Enter a **User Name, Password, and Primary E-Mail** and click **"Complete Account Activation"**

Step 3 of 3: Choose user name and password

Welcome [redacted] To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

1 User Name
User Name is required

2 Password
Password is required

3 Confirm Password

4 Primary E-Mail

Step 4: Enter your **First Name, Last Name** and the **Activation Key** exactly as they appear in your account activation letter, then click **"Continue to Step 3"**

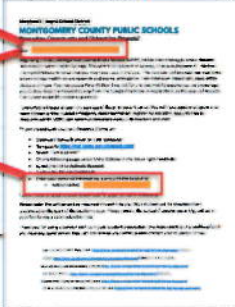
Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

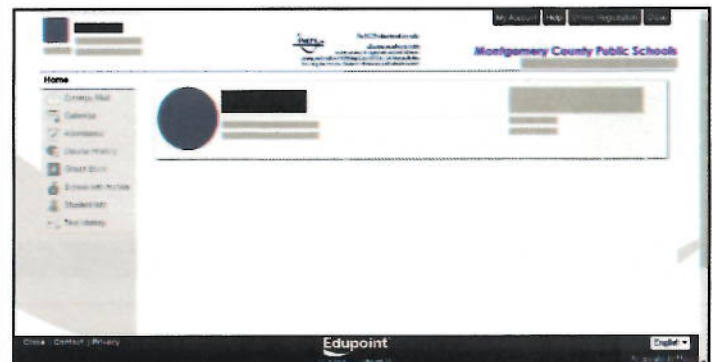
1 First Name

2 Last Name

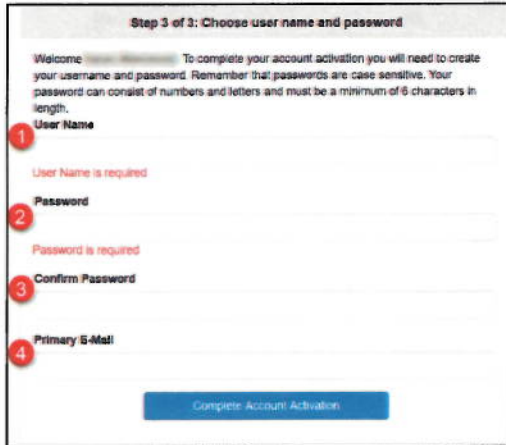
3 Activation Key



You are now in **ParentVUE!**

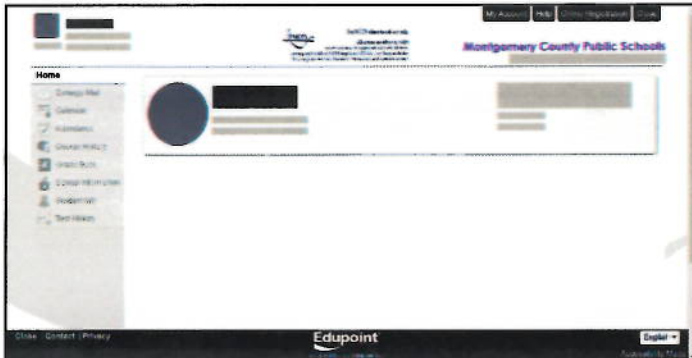


Step 5: Enter a **User Name**, **Password**, and **Primary E-Mail** and click **“Complete Account Activation”**



The screenshot shows a web form titled "Step 3 of 3: Choose user name and password". It includes a welcome message and instructions: "To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length." The form has four numbered fields: 1. User Name (with error message "User Name is required"), 2. Password (with error message "Password is required"), 3. Confirm Password, and 4. Primary E-Mail. A blue button at the bottom is labeled "Complete Account Activation".

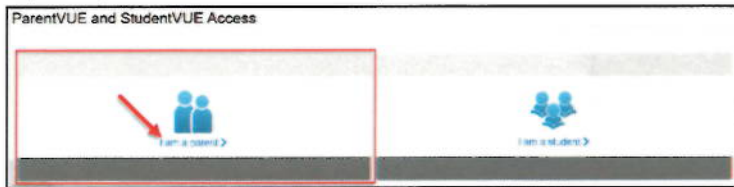
You are now in **ParentVUE!**



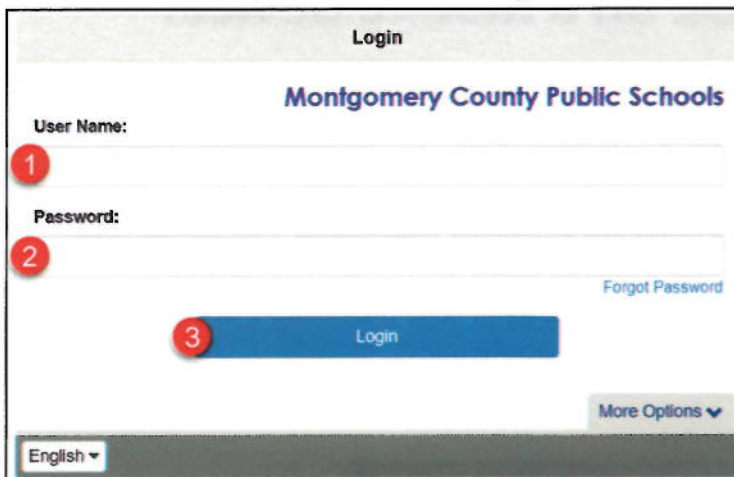
How do I access ParentVUE after activating my account?

To access ParentVUE again after you have activated your account:

1. Navigate to https://md-mcps-psv.edupoint.com/PXP2_Login.aspx
2. If prompted, select **"I am a parent"**



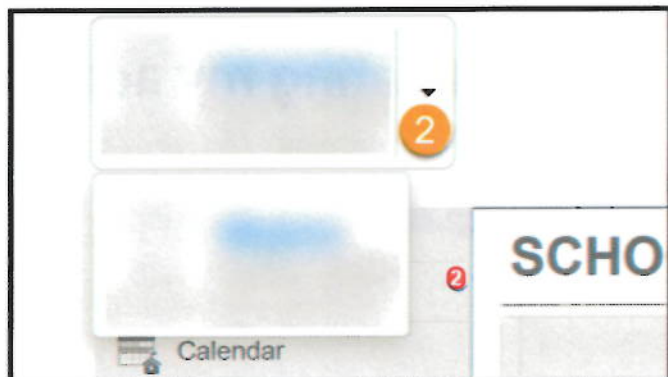
3. Enter the **User Name** and **Password** you created during the account activation process

A screenshot of the 'Login' page for Montgomery County Public Schools. The page has a header with 'Login' and 'Montgomery County Public Schools'. Below the header are two input fields: 'User Name:' and 'Password:'. The 'User Name' field is marked with a red circle containing the number '1'. The 'Password' field is marked with a red circle containing the number '2'. Below the password field is a 'Forgot Password' link. At the bottom of the form is a blue 'Login' button, which is marked with a red circle containing the number '3'. There is also a 'More Options' dropdown menu at the bottom right and a language selector set to 'English' at the bottom left.

4. You are now in **ParentVUE**
How do I switch student views?

If you have more than one student in MCPS schools, follow the steps below to switch student views:

1. Navigate to the ParentVUE web application and log in.
2. At the top left of the ParentVUE screen, click on the drop down arrow next to the student name and select another student.



How do I access ParentVUE on a mobile device?

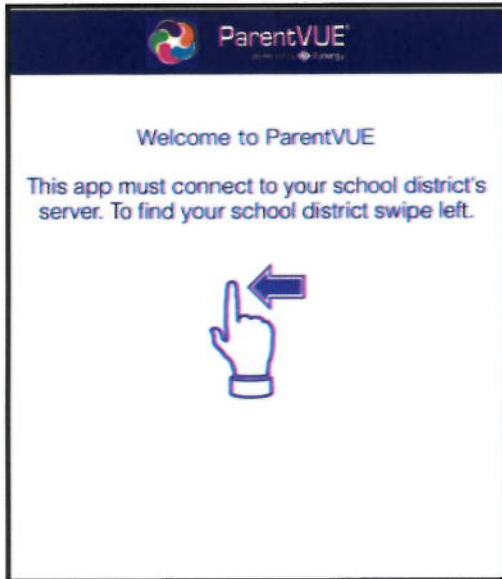
NOTE: Your ParentVUE account must first be activated through a web browser following the steps [above](#) before you can log into the mobile app.

The ParentVUE and StudentVUE mobile applications help parents and students stay informed and connected by providing day-to-day insight into the student’s academic experience. The ParentVUE and StudentVUE mobile applications work with Synergy in the same way as the ParentVUE and StudentVUE web applications. It allows parents and students to view upcoming school events, classroom happenings, assignments, tests, and academic performance.

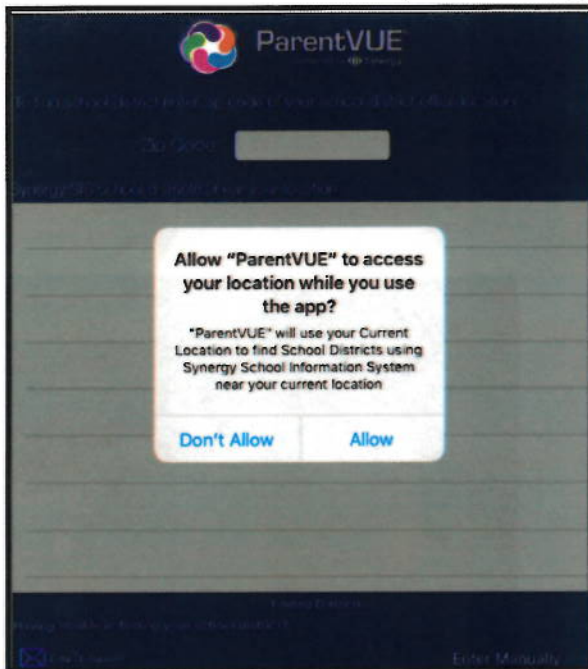
1. Download and install the mobile application(s).

ParentVUE	StudentVUE
Apple	Apple
Android	Android

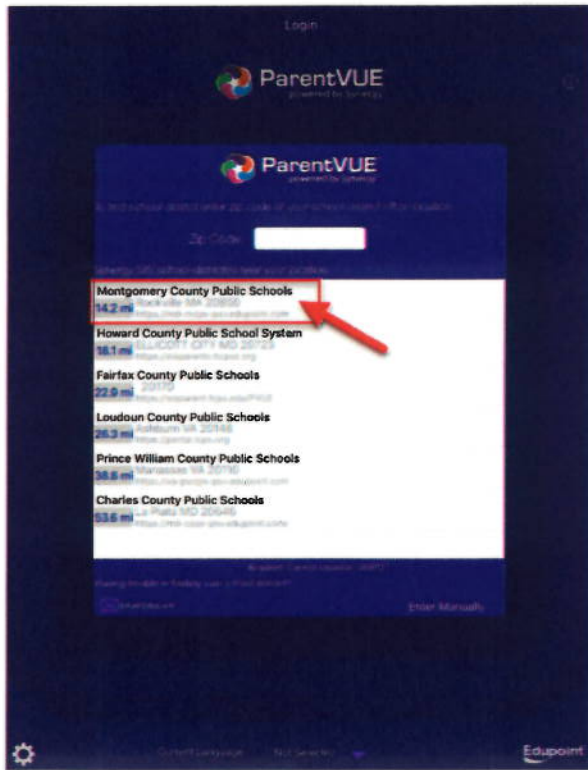
2. Launch the mobile application and swipe left to choose MCPS.



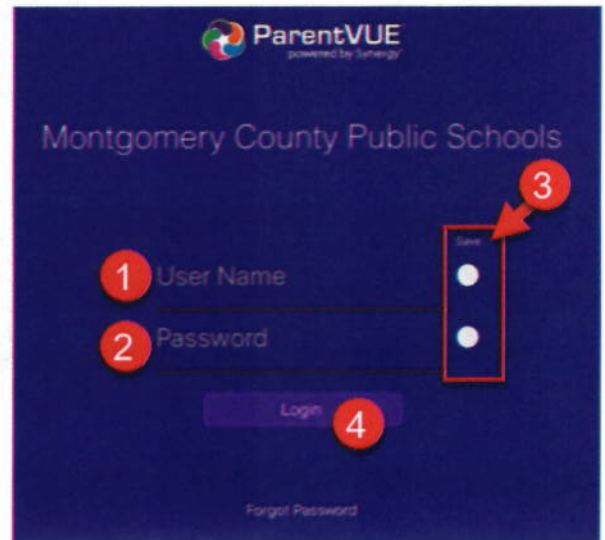
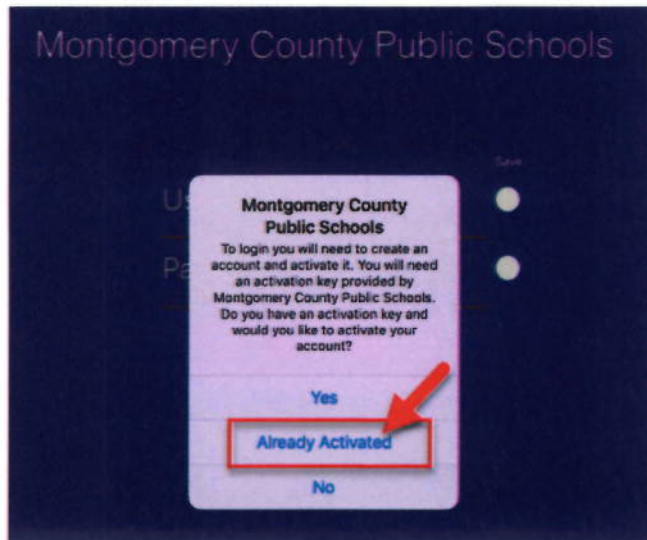
3. A message displays asking you to enable location services on your device. Choose Allow. You can also select Don't Allow and manually enter the zip code **20850**.



4. Tap **Montgomery County Public Schools** from the list of school districts.



- Once you have connected to the MCPS Synergy server, if prompted, click “Already Activated” and then log in with your ParentVUE credentials. You can also choose to save your credentials to make logging in easier the next time you access the application.



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.

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

MONTGOMERY COUNTY PUBLIC SCHOOLS

Annual Notice for Directory Information and Student Privacy

MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850
 MCPS Regulation JOA-RA, Student Records

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

DIRECTORY INFORMATION

Schools provide *directory information* for public listings such as honor roll, awards, and other notices in the newspaper or on the Montgomery County Public Schools (MCPS) website. A student's name, address, and telephone number may also be released to organizations of any combination of parents, teachers, and students of a school. **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 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 11, 2020**.

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 11, 2020**.

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

If you enroll after September 11, 2020, you can complete this form at the time of enrollment.

Montgomery County Public Schools

Request to Withhold Directory Information for the 2020–2021 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
 - E-mail address(es) Parent/Guardian names Grade Level

EXCEPTIONS TO WITHHOLD REQUEST MARKED ABOVE:

- Release to organizations of any combination of parents, teachers, and students of a school
 - Release for Honor Roll publication Release photo for yearbook

REQUEST TO OPT-OUT OF LIVE CLASSROOM SESSIONS ONLINE

Choose ONE of the following categories:

- My child will NOT participate in any live classroom sessions.
- My child will NOT participate in live classroom sessions that will be recorded.
- My child will NOT participate via video in live classroom sessions, but will participate via audio in live classroom sessions.

Student's Name _____ Grade _____ ID# _____

School -- Choose One -- _____

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

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.



Online payment for school activities

Credit and Debit cards accepted



Are you tired of making an extra trip to school to pay a fee?

Are you tired of sending your kids to school with cash or checks that they misplace?

Would you rather make a payment anytime from the comfort of your own home?

If you answered yes to any of these questions, please visit our new payment site where you can now pay your student's school fees by debit or credit card online using a web browser from any location, 24 hours a day.

<http://osp.osmsinc.com/montgomeryMD>



PAGUE LAS ACTIVIDADES ESCOLARES DE SU HIJO EN LA COMPUTADORA

Se aceptan tarjetas de crédito y débito

- ¿Está cansado de tener que ir a la escuela de su hijo solamente para hacer un pago?
- ¿Está cansado de tener que enviar dinero en efectivo o un cheque con su hijo y que lo pierda?
- ¿No preferiría hacer el pago en cualquier momento y desde la comodidad de su casa?

Si usted contestó **SI** a cualquiera de estas preguntas, por favor visite nuestra página web donde ahora podrá hacer estos pagos a través de la computadora usando su tarjeta de crédito o débito. Este servicio está disponible 24 horas al día, siete días a la semana, y lo puede hacer desde cualquier lugar.

<http://osp.osmsinc.com/montgomeryMD>



2021-2022

FREE AND REDUCED MEALS UPDATES

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

Enclosed is a small supply of paper applications in English and Spanish for your school. **Paper applications should only be distributed to parents/guardians who request a paper application!** The online application should be encouraged as the primary method to apply for FARMS.

Only the updated 2021-2022 application will be accepted for processing. Please immediately destroy and applications at your school that are from previous years.

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

DIVISION OF FOOD & NUTRITION SERVICES

2021–2022

Application Process for Free and Reduced Price Meals

MONTGOMERY
COUNTY
PUBLIC
SCHOOLS
Maryland

FOR FASTER PROCESSING:

APPLY ONLINE AT
www.MySchoolApps.com

July 1, 2021

Dear Parent/Guardian:

Children need healthy meals to learn. Montgomery County Public Schools (MCPS) offers healthy meals every school day. During the 2021—2022 school year MCPS will participate in the USDA Seamless Summer Option (SSO). By participating in the SSO, all MCPS students may receive breakfast and lunch meals at no charge.

Households are encouraged to complete applications for Free and Reduced-Price Meals (FARMS) in order to ensure that eligible students have access to other state and local programs (e.g. Pandemic Electronic Balance Transfer (P-EBT)) and to assist your child's school in receiving additional reimbursements/funding from USDA. Interested families should apply online at www.MySchoolApps.com (translations available) or complete a paper application (attached). If you complete an application online, please DO NOT submit the attached paper application.

You may apply any time during the school year. The information you provide is confidential.

If any child you are applying for is homeless, migrant, or runaway, please call your child's school or contact the MCPS Homeless Liaison at 240-740-4511.

If you have any questions or need help, call 301-284-4900 or email DFNSOffice@mcpsmd.org.

Sincerely,



Barbara W. Harral, RDN
Director
Division of Food and Nutrition Services

Please visit these links for more information:

www.MySchoolApps.com (Apply for free and reduced meals online.)

www.MySchoolBucks.com (Make online cafeteria payments or view account balances.)

www.montgomeryschoolsmd.org/departments/food-and-nutrition (View menus, nutritional info and more)

<https://dhsmaryland.gov/p-ebt/> (Information on the Maryland P-EBT program)

If your family needs more help, there are other programs you may be eligible for. Call 1-800-332-6347 or visit <https://dhs.maryland.gov/> for information and referral for Food Supplement program (FSP), Temporary Cash Assistance (TCA), Women, Infant, and Children Program (WIC), and medical programs.

DIVISION OF FOOD & NUTRITION SERVICES
MONTGOMERY COUNTY PUBLIC SCHOOLS

Montgomery County Public Schools serve breakfast and lunch every school day. If your total household income is the same or less than the amounts on the **Income Chart** below, your child may qualify for **free or reduced-price** meals.

The following students **may** be eligible for free meals:

- Students in households participating in Women, Infants, and Children Program (WIC)

The following students **qualify** for free meals:

- Foster children

- Students certified as homeless or runaway
- Students enrolled in the Migrant Education Program
- Students enrolled in the Head Start Program
- Students in households receiving Food Supplement Program (FSP) or Temporary Cash Assistance (TCA)

U.S. CITIZENSHIP IS NOT REQUIRED TO QUALIFY FOR FREE OR REDUCED-PRICE MEALS

INCOME CHART				
NUMBER IN HOUSEHOLD	INCOME			
	ANNUAL	MONTHLY	WEEKLY	
1.....	\$ 23,828	1,986	459	
2.....	32,227	2,686	620	
3.....	40,626	3,386	782	
4.....	49,025	4,086	943	
5.....	57,424	4,786	1,105	
6.....	65,823	5,486	1,266	
7.....	74,222	6,186	1,428	
8.....	82,621	6,886	1,589	
For each additional family member add . . .	\$ 8,399	700	162	

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you are only applying for foster children, or you list a Food Supplement Program or Temporary Cash Assistance case number, or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has been determined by a doctor to have a disability that would prevent the child from eating a regular school meal, the school will make substitutions prescribed by the doctor at no extra charge for the meal. If you believe your child needs substitutions because of a disability, please contact us for further information.

IN ORDER TO RECEIVE FREE OR REDUCED-PRICE MEALS, A NEW MEAL BENEFIT APPLICATION MUST BE COMPLETED EVERY YEAR UNLESS YOU WERE NOTIFIED THAT YOUR CHILD IS ALREADY ELIGIBLE.

Confidentiality—School officials use the information on the application to determine if your children should get free or reduced-price meals. Also, the name and eligibility status of your children may be:

- Given to local Title 1 officials for allocation and evaluation purposes
- Used for National Assessment of Educational Progress analyses or other authorized purposes
- Given to other Federal and State education or State health programs

No other use of this information is permitted.

Apply for Meals—You may apply for meals anytime during the school year. If you do not qualify now, you may reapply anytime during the school year. If you become unemployed, you may become eligible for meal benefits during the time you are unemployed.

Verification—School officials may ask you for proof of your income or Food Supplement Program (FSP) (formerly Food Stamps) or Temporary Cash Assistance (TCA) benefits at any time during the school year. If you are unable to provide proof, your children may no longer receive free or reduced-price meals.

Fair Hearing—You may talk to school officials if you do not agree with the decision about your children's meal benefits or the results of verification. You also may ask for a fair hearing by calling or writing to:

Director, Department of Materials Management
8401 Turkey Thicket Drive • Gaithersburg, MD 20879
(301) 284-4900 • DFNSOffice@mcpsmd.org

Please contact Montgomery County Public Schools for program documents in other languages upon request, or if you need assistance with completing this application: (301) 284-4900 (you may call collect) or Maryland Relay: (800) 735-2258.

INCOME TO REPORT	
Report all income in whole dollars before taxes, insurance, and other expenses are deducted or taken out.	
Wages, salaries, tips	Cash from savings
Strike benefits	Veteran's payments
Unemployment compensation	Disability benefits
Worker's Compensation	Interest, Dividends
Income from self-owned farm or business	Income from estates and trusts
Alimony and child support	Investment income
Pensions and retirement income	Income from anyone not living in the household
All Social Security income, including supplemental Social Security income	Royalties, Annuities
	ALL other income
<p>If your income is not always the same, list the amount you normally receive. If you have lost a job or had your hours or wages reduced, use your current income.</p> <p>If you are in the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include combat pay.</p>	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/ national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact: Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 West Baltimore Street – 6th Floor, Baltimore, MD 21201-2595, (410) 767-0426 – voice, (410) 767-0431 – fax, (410) 333-6442 – TTY/TDD.

(Optional) Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section does not affect your children's eligibility for free or reduced-price meals.

- Ethnicity (check one):** Hispanic/Latino Not Hispanic/Latino
- Race (check one or more):**
- American Indian or Alaskan Native Asian Black or African American
- Native Hawaiian or other Pacific Islander White

Sharing Information With Other Programs

The eligibility status of your children may be used for other authorized purposes, shared with local Title 1 officials, and used for National Assessment of Educational Progress analyses. Your family may also be eligible to receive benefits under FSP or the Women, Infants, and Children (WIC) Program.

To share your information with these programs, we **must have your permission**. Your decision will not change whether your children receive free or reduced-price meals. If you want information shared with FSP or WIC, check (✓) the YES box below. You may be contacted about submitting an application for the FSP or WIC.

- Yes, I want** information shared from the Free and Reduced-Price Meal Benefit Application with FSP.
- Yes, I want** information shared from the Free and Reduced-Price Meal Benefit Application with WIC.

Children eligible for free or reduced-price school meals may also be able to get free or low-cost health insurance through Medicaid or the MD Children's Health Insurance Program (MCHIP). The law allows us to inform Medicaid and MCHIP that your children are eligible for free or reduced-price meals, unless you say NO. Your decision will not change whether your children receive free or reduced-price meals. If you do **NOT** want information shared with Medicaid or MCHIP, check (✓) the NO box: **NO**.

Household Application for Free and Reduced-Price Meals 2021-2022
 USE BLACK INK. PRINT NEATLY. COMPLETE ONE APPLICATION PER HOUSEHOLD.

1 LIST ALL STUDENTS ENROLLED IN MONTGOMERY COUNTY PUBLIC SCHOOLS (if more spaces are required for additional names, attach another sheet of paper)

First Name	MI	Last Name	Birthdate				Grade	School	Foster	Student's Gross Income (whole dollars)		Fill in Circle	
			M	D	Y	Y				How Often ?	How Often ?		
										\$		Weekly	Weekly
										\$		Monthly	Monthly
										\$		Weekly	Weekly
										\$		Monthly	Monthly
										\$		Weekly	Weekly
										\$		Monthly	Monthly
										\$		Weekly	Weekly
										\$		Monthly	Monthly
										\$		Weekly	Weekly

2 Do any Household Members (including you) currently participate in one or more of these programs: Food Supplement Program (FSP) or Temporary Cash Assistance (TCA)? Write the case number below.

Yes No
 If YES, write the 9 digit case number here then go to SECTION 4 (skip section 3).
 If NO, go to SECTION 3A.

3a List all OTHER Household Members NOT listed in Section 1 (including yourself) even if they did not receive income. List total gross income (before taxes and deductions) as whole dollars only.

Definition of Household Member: * Anyone who is living with you and shares income and expenses, even if not related. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. List income as whole dollars only.	First and Last name of ALL OTHER Household Members	Check Box if No Income	Earnings from Work	Fill in Circle		Public Assistance/ Child Support/ Alimony	Pay from Pensions/ Retirement/ All Other Income	Fill in Circle	
				How Often ?	How Often ?				
			\$	Weekly	Monthly	\$	\$	Weekly	Monthly
			\$	Weekly	Monthly	\$	\$	Weekly	Monthly
			\$	Weekly	Monthly	\$	\$	Weekly	Monthly
			\$	Weekly	Monthly	\$	\$	Weekly	Monthly
			\$	Weekly	Monthly	\$	\$	Weekly	Monthly

3b Must provide the last 4 digits of your Social Security number OR check the box "I don't have a SSN."

WRITE TOTAL NUMBER OF HOUSEHOLD MEMBERS HERE →

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: * * * * - * * * -

I don't have a SSN

4 CONTACT INFORMATION ----- APPLICATION MUST BE SIGNED

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Address: City: Zip: Daytime Phone:

Signature of adult completing the form: Today's Date:

PRINT HERE SIGN HERE Email Address:

2021-2022

Proceso de Solicitud para Comidas Gratis o a Precio Reducido

MONTGOMERY
COUNTY
PUBLIC
SCHOOLS
Maryland

PARA PROCESAMIENTO MÁS RÁPIDO:

SOLICITAR EN LÍNEA EN
www.MySchoolApps.com

1 de julio, 2021

Estimado Padre/Madre/Guardián:

Los niños necesitan comidas sanas para poder aprender. Montgomery County Public Schools (MCPS) ofrece comidas sanas todos los días lectivos. Durante el ciclo escolar 2021-2022 MCPS participará en la Opción Verano Sin Interrupciones (Seamless Summer Option-SSO) de USDA. Al participar en la SSO, todos los estudiantes de MCPS podrán recibir desayunos y almuerzos sin costo alguno.

Se recomienda que las familias llenen solicitudes para Comidas Gratis o a Precio Reducido (FARMS) para asegurar que los estudiantes elegibles tengan acceso a otros programas estatales y locales (p. ej. Transferencias Electrónicas de Saldo de Pandemia-P-EBT) y para ayudar a que la escuela de su hijo/a reciba reembolsos/fondos adicionales de USDA. Las familias interesadas deben solicitar en línea a www.MySchoolApps.com (traducciones disponibles) o comunicarse con la escuela de su hijo/a para recibir una solicitud en papel. Si usted llena la solicitud en línea, por favor NO llene la solicitud en papel.

Usted puede hacer la solicitud en cualquier momento durante el ciclo escolar. La información que usted proporcione es confidencial.

Si alguno de los/as niños/as para quienes está solicitando carece de hogar, es migrante o se ha fugado/a del hogar, por favor llame a la escuela de su hijo/a o póngase en contacto con la Oficina de Enlace para Personas sin Hogar de MCPS (MCPS Homeless Liaison), llamando al 240-740-4511.

Si usted tiene cualquier pregunta o necesita ayuda, por favor llame al 301-284-4900 o envíe un correo electrónico a DFNSOffice@mcpsmd.org.

Atentamente,



Barbara W. Harral, RDN

Directora

División de Servicios de Alimentación y Nutrición

Por favor consulte estos enlaces para más información:

www.MySchoolApps.com (Solicite en línea para recibir comidas gratis o a precio reducido.)

www.MySchoolBucks.com (Hacer pagos en línea a la cafetería o ver los saldos de cuenta.)

www.montgomeryschoolsmd.org/departments/food-and-nutrition (Ver menús, información sobre nutrición y más.)

<https://dhsmaryland.gov/p-ebt/> (Información sobre el programa P-EBT de Maryland)

Si su familia necesita ayuda adicional, hay otros programas para los cuales usted podría ser elegible. Llame a 1-800-332-6347 o visite a <https://dhs.maryland.gov/> para información y remisión al Programa de Suplemento Alimenticio (FSP), a la Ayuda Monetaria Temporal (TCA), al Programa de Mujeres, Bebés y Niños (WIC), y a programas médicos.

Montgomery County Public Schools sirve desayuno y almuerzo todos los días lectivos. Si el ingreso total de su unidad familiar es igual o inferior a las cifras que figuran en la **Tabla de Ingreso** que aparece abajo, su hijo/a podría ser elegible para recibir **comidas gratis o a precio reducido**.

Los siguientes estudiantes **podrían** ser elegibles para recibir comidas gratis:

- Estudiantes de hogares que participan en el Programa Women, Infants, and Children (WIC)

Los siguientes estudiantes **son elegibles** para recibir comidas gratis:

- Estudiantes en hogares de crianza provisoria

- Estudiantes certificados como personas sin hogar o fugados del hogar
- Estudiantes inscritos en el Programa Migrant Education
- Estudiantes inscritos en el Programa Head Start
- Estudiantes que provienen de hogares que reciben beneficios de Food Supplement Program (FSP) o de Temporary Cash Assistance (TCA)

NO SE EXIGE CIUDADANÍA ESTADOUNIDENSE PARA SER ELEGIBLE PARA RECIBIR COMIDAS GRATIS O A PRECIO REDUCIDO

TABLA DE INGRESO				
NÚMERO DE INTEGRANTES EN LA UNIDAD FAMILIAR	INGRESO			
		ANUAL	MENSUAL	SEMANAL
1.....	\$	23,828	1,986	459
2.....		32,227	2,686	620
3.....		40,626	3,386	782
4.....		49,025	4,086	943
5.....		57,424	4,786	1,105
6.....		65,823	5,486	1,266
7.....		74,222	6,186	1,428
8.....		82,621	6,886	1,589
Por cada integrante adicional de la familia agregue.....	\$	8,399	700	162

INGRESO A REPORTAR
Reporte todo ingreso en dólares enteros antes de que se deduzcan o se retiren impuestos, seguro y otros gastos.

Sueldo, salarios, propinas	Dinero en efectivo proveniente de ahorros
Beneficios por huelga	Pagos a veteranos
Subsidio por desempleo	Beneficios por discapacidad
Indemnización al trabajador	Interés, dividendos
Ingreso proveniente de una granja o de un negocio propio	Ingreso de bienes y fideicomiso
Pensión conyugal y sustento de menores	Ingreso de inversiones
Pensiones e ingreso por jubilación	Ingresos de cualquier persona que no viva en la unidad familiar
Todo ingreso de Seguro Social, incluyendo el ingreso complementario de Seguro Social (Supplemental Social Security)	Derechos de autor, anualidades
	TODOS los demás ingresos

Si su ingreso no es siempre el mismo, escriba la cantidad que normalmente recibe. Si usted a perdido su trabajo, o le han reducido sus horas o le han reducido su ingreso, use su ingreso actual. Si usted pertenece a la Iniciativa de Vivienda Militar Privatizada (Military Housing Initiative), no incluya el subsidio de vivienda como ingreso. No incluya pago por servicio en combate.

La Ley Nacional de Almuerzo Escolar Richard B. Russell (Richard B. Russell National School Lunch Act) exige la información en esta solicitud. Usted no tiene la obligación de suministrar la información, pero de no hacerlo, no podemos aprobar las comidas gratis o a precio reducido para su hijo/a. Usted debe incluir los últimos cuatro dígitos del número de seguro social de la persona adulta de la unidad familiar que firma la solicitud. Los últimos cuatro dígitos del número de seguro social no son obligatorios cuando la solicitud es únicamente para beneficio de un/a estudiante en un hogar de crianza provisoria, o si la persona suministra un número de caso del Programa de Complemento Alimentario (Food Supplement Program-FSP) o de Asistencia Monetaria Provisoria (Temporary Cash Assistance-TCA), o cuando usted indica que el adulto de la unidad familiar que firma la solicitud no tiene un número de seguro social. Usaremos su información para determinar si su hijo/a es elegible para recibir comidas gratis o a precio reducido y para la gestión y cumplimiento de los programas de almuerzo y desayuno. PODRIAMOS compartir su información de elegibilidad con programas educativos, de salud, y de nutrición para ayudar a evaluar, destinar fondos, o determinar los beneficios de sus programas, auditores para la fiscalización del programa y oficiales de policía para la investigación de violaciones de los reglamentos del programa.

Todas las comidas que se sirven deben cumplir con las normas de nutrición establecidas por el Departamento de Agricultura de los Estados Unidos (U.S. Department of Agriculture-USDA). Si un médico ha determinado que un/a estudiante tiene una discapacidad que le impide consumir comidas regulares en la escuela, la escuela realizará las sustituciones recetadas por el médico sin cargo adicional por dicha comida. Si usted cree que su hijo/a necesita sustituir alimentos debido a una discapacidad, por favor comuníquese con nosotros para más información.

PARA PODER RECIBIR COMIDAS GRATIS O A PRECIO REDUCIDO, SE DEBE LLENAR UNA NUEVA SOLICITUD CADA AÑO, A MENOS QUE A USTED SE LE HAYA INFORMADO QUE SU HIJO/A YA ES ELEGIBLE.

Confidencialidad—Las autoridades escolares usan la información de la solicitud para determinar si su hijo/a debería recibir comidas gratis o a precio reducido. Además, el nombre y condición de elegibilidad de su hijo/a podrían ser:

- Suministrados a autoridades locales de Título 1 (Title 1) para fines de asignación y evaluación
- Utilizados para análisis de Evaluación Nacional de Progreso Educativo (National Assessment of Educational Progress) u otros propósitos autorizados
- Suministrados a otros programas Federales o Estatales de educación o programas Estatales de salud

Se prohíbe cualquier otro uso de esta información.

Solicitud de Comidas—Usted puede solicitar comidas en cualquier momento durante el ciclo escolar. Si usted no reúne los requisitos en este momento, puede volver a presentar una solicitud en cualquier momento durante el ciclo escolar. Si usted se queda sin empleo, podría reunir los requisitos para recibir beneficios de comida durante el tiempo que esté sin trabajar.

Verificación—Las autoridades escolares podrían pedirle a usted un comprobante de su ingreso o de sus beneficios de Food Supplement Program (FSP) (anteriormente conocido como Food Stamps (estampillas de alimentos)) o de Temporary Cash Assistance (TCA) en cualquier momento durante el ciclo escolar. Si usted no puede presentar un comprobante, su hijo/a podría dejar de recibir comidas gratis o a precio reducido.

Audiencia Imparcial—Si usted no está de acuerdo con la decisión con respecto a los beneficios de comidas para su hijo/a o los resultados de la verificación, usted puede hablar con las autoridades escolares. Además, usted puede solicitar una audiencia imparcial llamando o escribiendo a:

Director, Department of Materials Management
8401 Turkey Thicket Drive • Gaithersburg, MD 20879
301-284-4900 • DFNSOffice@mcpsmd.org

Por favor póngase en contacto con Montgomery County Public Schools para obtener documentos referentes al programa en otros idiomas, o si usted necesita ayuda para llenar esta solicitud, llame al 301-284-4900 (usted puede llamar a cargo revertido) o al número de retransmisión de Maryland (Maryland Relay): 800-735-2258.

De acuerdo con la ley Federal de derechos civiles y las regulaciones y políticas del Departamento de Agricultura de los Estados Unidos, USDA (por sus siglas en inglés), sus agencias, oficinas y empleados e instituciones que participan en, o que administran programas de USDA, tienen prohibido discriminar basado en raza, color, origen nacional, género, discapacidad, edad o represalia por previa actividad de derechos civiles en cualquier programa o institución dirigidos o financiados por USDA.

Las personas con discapacidades que requieran medios de comunicación alternativos para acceder a información sobre el programa (por ejemplo Braille, imprenta grande, grabación de audio, Lenguaje Americano de Señas, etc.) deberán comunicarse con la agencia (estatal o local) en la cual solicitaron beneficios. Las personas que son sordas, con discapacidad auditiva o que tienen discapacidades del habla pueden comunicarse con USDA a través del Servicio Federal de Retransmisión (Federal Relay Service), 800-877-8339. También, podría haber disponible información del programa en otros idiomas además del inglés.

Para presentar una queja por discriminación, complete el Formulario de Queja de Discriminación del Programa USDA, que se encuentra en línea ingresando a: http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina de USDA, o escriba una carta a USDA y en la carta suministre toda la información que pide el formulario. Para solicitar una copia del formulario de quejas, llame al 866-632-9992. Envíe por correo su formulario completado o su carta a USDA: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, fax: 202-690-7442, o correo electrónico a: program.intake@usda.gov. Esta institución ofrece igualdad de oportunidades en la prestación de servicios.

El Departamento de Educación del Estado de Maryland (Maryland State Department of Education-MSDE) no discrimina basado en edad, ascendencia/origen nacional, color, discapacidad, identidad/expresión de género, estado civil, raza, religión, género u orientación sexual en asuntos que afectan el empleo o en la provisión de acceso a programas y actividades, y provee acceso equitativo a Boy Scouts y otros grupos juveniles designados. Para consultas relacionadas con las políticas del Departamento, por favor póngase en contacto con: Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 West Baltimore Street – 6th floor, Baltimore, MD 21201-2595, 410-767-0426 – voz, 410-767-0431 – fax, 410-333-6442 – TTY/TDD.

(Opcional) Raza e Identidad Étnica de los Niños

Nosotros tenemos el deber de pedir información sobre la raza y la identidad étnica de sus hijos. Esta información es importante y ayuda a asegurar que nosotros atendamos a la totalidad de nuestra comunidad. El responder a esta sección no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido.

Identidad Étnica (marque uno): Hispano/Latino No Hispano/Latino

Raza (marque una o más):

- Indígena Americano o Nativo de Alaska Asiático Negro o Afroamericano
 Originario de Hawái u Otro/a Isoleño/a del Pacífico Caucásico

Compartiendo Información con Otros Programas

El estado de elegibilidad de su hijo/a podría ser utilizado para otros propósitos autorizados, ser compartido con funcionarios locales de Título I y ser utilizado para análisis de Evaluación Nacional de Progreso Educativo. Su familia podría también ser elegible para recibir beneficios bajo el Programa de Complemento Alimentario (FSP, por sus siglas en inglés) o del programa Women's, Infants, and Children (WIC).

Para compartir su información con estos programas, **debemos contar con su permiso**. Su decisión al respecto no cambiará en nada que su hijo/a reciba o no comidas gratis o a precio reducido. Si usted desea que se comparta información con FSP o WIC, marque (✓) en el casillero que dice SI que aparece abajo. Usted podría recibir una llamada para que presente una solicitud para beneficios de FSP o WIC.

SI, deseo que la información de la Solicitud para Recibir Comidas Gratis o a Precio Reducido se comparta con FSP.

SI, deseo que la información de la Solicitud para Recibir Comidas Gratis o a Precio Reducido se comparta con WIC.

Los niños que son elegibles para recibir comidas gratis o a precio reducido en la escuela podrían también obtener seguro de salud gratuito o a bajo costo a través de Medicaid o a través de MD Children's Health Insurance Program (MCHIP). La ley nos permite informar a Medicaid y a MCHIP que su hijo/a es elegible para recibir comidas gratis o a precio reducido, a menos que usted diga que NO. Su decisión al respecto no cambiará en nada que su hijo/a reciba o no comidas gratis o a precio reducido. Si usted **NO** desea que la información sea compartida con Medicaid o con MCHIP, marque (✓) este casillero que dice NO: **NO**.

Solicitud de la Unidad Familiar para Recibir Comidas Gratis o a Precio Reducido 2021-2022

USE TINTA NEGRA LETRA DE IMPRENTA/MOLDE CLARA. COMPLETE UNA SOLA SOLICITUD POR UNIDAD FAMILIAR.

1 **Liste a todos los estudiantes matriculados en Montgomery County Public Schools** (si necesita más espacio para nombres adicionales, adjunte otra hoja de papel)

Primer Nombre	Apellido	Fecha de Nacimiento			Grado	Escuela	Tenencia Provisoria	Ingreso Bruto del de la Estudiante (en dólares enteros)	Rellene el círculo	
		M	D	A					¿Frecuencia?	Requiere el círculo
							\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	
							\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	
							\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	
							\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	
							\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	

2 **Participa algún integrante de la Unidad Familiar** (incluyéndose usted) en uno o ambos de los siguientes programas: Programa de Alimentos Suplementarios (Food Supplement Program-FSP) o Asistencia Monetaria Temporal (Temporary Cash Assistance-TCA)? Escriba el número de caso abajo.

SI NO
 Si la respuesta es SI, escriba el número de caso de nuevo dígitos aquí y luego prosiga a la SECCIÓN 4 (saltee la Sección 3).
 Si la respuesta es NO, prosiga a la SECCIÓN 3A.

3a **Liste todos los OTROS integrantes de la Unidad Familiar NO enumerados en la Sección 1** (incluyéndose a usted), aunque no hayan recibido ingresos. Liste el ingreso total bruto (antes de impuestos y deducciones) en dólares enteros solamente.

Definición de integrante de la Unidad Familiar: "Cualquier persona que está viviendo con usted y que comparte el ingreso y los gastos, aunque no sean parientes".	Primer nombre y Apellido de TODOS LOS OTROS integrantes de la Unidad Familiar	Marque el Casillero si no hay ingreso	Ingresos de Trabajo	Rellene el círculo	Asistencia Pública/Sustento de Menores/Pensión Matrimonial	Rellene el círculo	Pensiones/Jubilación/Todo los Demás Ingresos	Rellene el círculo
		<input type="checkbox"/>	\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente	\$	<input type="checkbox"/> Mensualmente <input type="checkbox"/> Semanalmente

Si usted escribe "0" o deja cualquier casillero en blanco, usted está certifiando (prometiéndolo) que no hay ningún ingreso que reportar.
Liste el ingreso en dólares enteros solamente.

3b **Debe proveer los cuatro últimos números de su Seguro Social (Social Security) O marque el casillero que dice "No tengo número de seguro social (SSN)".**

ESCRIBA AQUÍ EL NÚMERO TOTAL DE INTEGRANTES DE LA UNIDAD FAMILIAR:

4 **INFORMACIÓN DE CONTACTO** ----- LA SOLICITUD DEBE ESTAR FIRMADA

Últimos Cuatro Dígitos del Número Seguro Social del Principal:

* * * * *

No tengo número de seguro social

Dirección: Ciudad: Código Postal: Teléfono Durante el Día:

ESCRIBA AQUÍ

FIRME AQUÍ

Nombre en letra de imprenta/móvil de la persona adulta que completa el formulario Fecha de Hoy Correo Electrónico



MONTGOMERY COUNTY PUBLIC SCHOOLS
MARYLAND
www.montgomeryschoolsmd.org
July 21, 2021



Dear Elementary School Parent:

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

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

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

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

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

If you usually meet your child at the bus stop, and cannot make it on a given day, call the school well before dismissal time and ask that your child be kept at the school to be picked up rather than placed

Department of Transportation ♦ Clarksburg Depot

13100 Shawnee Lane ♦ Clarksburg, Maryland 20871 ♦ Telephone: 240-740-4728 ♦ Fax: 301-353-0938

on the bus. This is an emergency back-up plan that should only be used in those rare circumstances when you are unexpectedly and unavoidably delayed in making it to the bus stop. Keep the school phone number in your cell phone or other convenient place so you will be ready should an emergency arise. Establishing a buddy plan for your child with an older sibling or classmate is advised in case your child ends up at the afternoon bus stop without you or another caregiver. Bus schedules are approximate and may vary due to traffic, weather conditions, and student changes, so be at the bus stop ahead of the normal drop off time.

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

Key Points:

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

- Plan for you or another caregiver to be at the bus stop ahead of the normal drop-off time as the bus could come early on any given day.
- Plan in advance for another adult who is normally at the bus stop to care for your child if you are not there one day.
- Call the school, well before dismissal time, if you have an emergency and cannot make it to the bus stop. This will ensure your child will be kept at school for pick-up rather than put on the bus. Be sure you always have the school phone number with you in case you need it.
- Be sure your child knows and can identify the proper bus stop and knows not to get off the bus at any other stop.
- Arrange an older student “buddy” who will walk home with your child, or allow your child to stay at their house until you pick up your child. Be sure to work with the other student’s parent when arranging this plan.
- Be sure your child knows to tell the bus driver, before getting off the bus, if something is “not right.” This could include, among other things, a parent or caregiver who is usually at the stop, not present; missing their stop; or realizing they’ve boarded the wrong bus and not recognizing any stop.

When bus stops are scheduled at intersections, students should stand safely away from traffic, within 150 feet of the stop. *Parents are responsible for maintaining discipline and safety at bus stops.* Students waiting for buses may choose to stand in carports and garages for protection from the

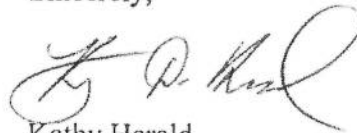
elements. This is acceptable only if: (1) it does not alter the route; (2) it does not increase the number of stops; (3) it is acceptable to all parties involved; and (4) it is reasonably close to the regular stop (so that a substitute bus operator, not familiar with special arrangements, may easily locate the students). Please note: bus operators are only authorized to stop at designated stops; do not request unauthorized stops. MCPS realizes substantial fuel and other operational savings by limiting the number of bus stops.

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

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

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

Sincerely,



Kathy Herald
Depot Manager

KH:ces

Enclosures



21 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 estudiantes, 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: <http://www.montgomeryschoolsmd.org/departments/transportation/rules/>.

El cuidado de sus hijo/a es responsabilidad de los padres en el camino a 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 esperar 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

Department of Transportation ♦ Clarksburg Depot

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,



Kathy Herald
Jefe de Estación

KH:ces

Anexos

Arrival Routes Report

Route: 2202 - POOLESVILLE ES**First Stop Time: 8:15 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	PARTNERSHIP RD FROM WHITES FERRY RD TO SUGARLAND
2	SUGARLAND RD FROM PARTNERSHIP RD TO WHITES FERRY RD
3	WHITES FERRY RD FROM DARNESTOWN RD TO PARTNERSHIP
4	FISHER AVE FROM PARTNERSHIP RD BUDD RD
5	BUDD RD FROM FISHER AVE TO 16410 BUDD RD
6	SPATES HILL RD AND CAMPBELL FARM RD
7	SPATES HILL RD AND MUNGER FARM RD
8	WOOTTON AVE AND LIGHT FOOT LA
9	WOOTTON AVE AND SPATES HILL RD - 2ND INTER
10	SPATES HILL RD AND SENECA CHASE PARK RD
11	WOOTTON AVE AND SPATES HILL RD 1ST INT
	8:50 A.M. POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837 153 - REGULAR SCHOOL

Route: 2203 - POOLESVILLE ES**First Stop Time: 8:01 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	WHITES FERRY RD FROM FISHER AVE TO ELMER SCHOOL RD
2	ELMER SCHOOL RD FROM WHITES FERRY RD TO RIVER RD
3	WHITES FERRY RD FROM RIVER RD TO MARTINSBURG RD
4	MARTINSBURG RD FROM WHITES FERRY RD TO DICKERSON CONVERSATION PARK - TURNAROUND
5	MARTINSBURG RD FROM TURNAROUND TO WHITES FERRY RD
6	WHITES FERRY RD FROM MARTINSBURG RD TO EDWARDS FERRY RD
7	EDWARDS FERRY RD FROM WHITES FERRY RD TO CLUB HOLLOW RD (TURNAROUND)
8	WHITES FERRY RD FROM EDWARDS FERRY RD TO COBB AVE
9	COBB AVE AND SHORES DR - RSO
10	SHORES DR AND MC NAMARA RD
11	MC NAMARA RD AND SPURRIER AVE
12	19915 FISHER AVE 20837 @ OLD TOWN HALL
	8:50 A.M. POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837 153 - REGULAR SCHOOL

Route: 2204 - POOLESVILLE ES**First Stop Time: 7:57 A.M.**

<u>Seq</u>	<u>Stop Description</u>
1	RIVER RD FROM HUGHES RD TO MT NEBO RD
2	MT NEBO RD FROM RIVER RD TO W OFFUTT RD
3	W OFFUTT RD FROM MT NEBO RD TO EDWARDS FERRY RD
4	EDWARDS FERRY RD TO RIVER RD TURNAROUND
5	EDWARDS FERRY RD FROM RIVER RD TO WESTERLY RD
6	WESTERLY RD FROM EDWARDS FERRY RD TO W WILLARD RD
7	W WILLARD RD AND BODMER AVE
8	POOLESVILLE HS
9	SPURRIER AVE AND GENERAL CUSTER WAY
10	GENERAL CUSTER WAY AND WESTERLY AVE
11	WESTERLY AVE AND BUTLER RD
12	BUTLER RD AND BODMER AVE
13	POOLE MS DRW - DROP OFF MATH STUDENTS
14	BODMER AVE AND WHITES RD
	8:40 A.M. POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837 153 - REGULAR SCHOOL

Route: 2204 - POOLESVILLE ES DOUBLEBACK**First Stop Time: 8:45 A.M.**

Arrival Routes Report

<u>Seq</u>	<u>Stop Description</u>
1	17550 W WILLARD RD - POOLESVILLE BAPTIST CHURCH
8:50 A.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL

Route: 2206 - POOLESVILLE ES

First Stop Time: 8:17 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	SUGARLAND RD FROM HUGHES RD TO PARTNERSHIP RD
2	PARTNERSHIP RD FROM SUGARLAND RD TO RIVER RD
3	RIVER RD FROM PARTNERSHIP RD TO OLD RIVER RD
4	RIVER RD FROM OLD RIVER RD TO HUGHES RD
5	HUGHES RD AND WILLIS LA
6	HUGHES RD AND CONLON CT
7	HUGHES RD AND HARTZ POND CT
8	17115 TOM FOX AVE 20837
9	17033 TOM FOX AVE 20837
10	TOM FOX AVE AND HALMOS RD
11	HALMOS RD AND HILLARD ST
12	HILLARD ST AND HILLARD CT
13	HILLARD ST AND HOSKINSON RD
14	HOSKINSON RD AND HOSKINSON CT
8:50 A.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL

Route: 2208 - POOLESVILLE ES

First Stop Time: 8:13 A.M.

<u>Seq</u>	<u>Stop Description</u>
1	BEALLSVILLE RD FROM ELGIN RD TO DARNESTOWN RD
2	DARNESTOWN RD FROM BEALLSVILLE RD TO JERUSALEM RD
3	JONESVILLE RD AND JONESVILLE TER
4	CATTAIL LA FROM JONESVILLE RD TO CATTAIL RD
5	CATTAIL RD FROM CATTAIL LA TO DARNESTOWN RD
6	DARNESTOWN RD FROM WHITE GROUND RD TO JERUSALEM RD
7	JERUSALEM CHURCH RD FROM JERUSALEM RD TO JERUSALEM RD
8	JERUSALEM RD FROM JERUSALEM CHURCH RD TO CISSEL MANOR DR
9	JERUSALEM CHURCH RD AND LEWIS ORCHARD LN @ PARK
10	CISSEL MANOR DR AND MCKERNON WAY - TURNAROUND
11	CISSEL MANOR DR AND LEWIS ORCHARD LA
12	JERUSALEM RD AND BRIGHTWELL CROSSING LA
13	ELGIN RD FROM JERUSALEM RD TO FISHER AVE
8:50 A.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL

Departure Routes Report

Route: 2202 - POOLESVILLE ES DOUBLEBACK PM

<u>Seq</u>	<u>Stop Description</u>
3:45 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	17550 W WILLARD RD - POOLESVILLE BAPTIST CHURCH

Route: 2202 - POOLESVILLE ES PM

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	SPATES HILL RD AND CAMPBELL FARM RD
2	SPATES HILL RD AND MUNGER FARM RD
3	WOOTTON AVE AND LIGHT FOOT LA
4	WOOTTON AVE AND SPATES HILL RD - 2ND INTER
5	SPATES HILL RD AND SENECA CHASE PARK RD
6	WOOTTON AVE AND SPATES HILL RD
	1ST INT
7	BUDD RD FROM FISHER AVE TO 16410 BUDD RD
8	FISHER AVE FROM BUDD RD TO PARTNERSHIP RD
9	18909 FISHER AVE @ PUBLIC WORKS ACCESS RD
10	PARTNERSHIP RD FROM WHITES FERRY RD TO SUGARLAND

Route: 2202 - POOLESVILLE ES TRIPLEBACK PM

<u>Seq</u>	<u>Stop Description</u>
4:05 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	17550 W WILLARD RD - POOLESVILLE BAPTIST CHURCH

Route: 2203 - POOLESVILLE ES PM

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	19915 FISHER AVE 20837 @ OLD TOWN HALL
2	COBB AVE AND SHORES DR - RSO
3	SHORES DR AND MC NAMARA RD
4	MC NAMARA RD AND SPURRIER AVE
5	WHITES FERRY RD FROM COBB AVE TO EDWARDS FERRY RD
6	EDWARDS FERRY RD FROM WHITES FERRY RD TO CLUB HOLLOW RD (TURNAROUND)
7	WHITES FERRY RD FROM EDWARDS FERRY RD TO MARTINSBURG RD
8	MARTINSBURG RD FROM WHITES FERRY RD TO DICKERSON CONVERSATION PARK - TURNAROUND
9	MARTINSBURG RD FROM TURNAROUND TO WHITES FERRY RD
10	WHITES FERRY RD FROM MARTINSBURG RD TO RIVER RD
11	RIVER RD FROM WHITES FERRY RD TO ELMER SCHOOL RD
12	ELMER SCHOOL RD FROM RIVER RD TO WHITES FERRY RD
13	WHITES FERRY RD FROM ELMER SCHOOL RD TO FISHER AVE

Route: 2204 - POOLESVILLE ES PM

<u>Seq</u>	<u>Stop Description</u>
3:54 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	BODMER AVE AND WHITES RD
2	BODMER AVE AND BUTLER RD
3	WESTERLY AVE AND BUTLER RD
4	GENERAL CUSTER WAY AND WESTERLY AVE
5	SPURRIER AVE AND GENERAL CUSTER WAY
6	W WILLARD RD AND BODMER AVE
7	WESTERLY RD FROM W WILLARD RD TO EDWARDS FERRY RD
8	EDWARDS FERRY RD FROM WESTERLY RD TO RIVER RD

Departure Routes Report

9 W OFFUTT RD FROM EDWARDS FERRY RD
TO MT NEBO RD
10 MT NEBO RD FROM W OFFUTT RD TO RIVER RD
11 RIVER RD FROM MT NEBO RD TO HUGHES RD
TURNAROUND
12 RIVER RD FROM HUGHES RD TURNAROUND TO W WILLARD RD

Route: 2206 - POOLESVILLE ES PM

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	HOSKINSON RD AND HOSKINSON CT
2	HILLARD ST AND HOSKINSON RD
3	HILLARD ST AND HILLARD CT
4	HALMOS RD AND HILLARD ST
5	TOM FOX AVE AND HALMOS RD
6	17033 TOM FOX AVE 20837
7	17115 TOM FOX AVE 20837
8	HUGHES RD AND HARTZ POND CT
9	HUGHES RD AND CONLON CT
10	HUGHES RD AND WILLIS LA
11	SUGARLAND RD FROM HUGHES RD TO PARTNERSHIP RD
12	RIVER RD FROM HUGHES TO OLD RIVER RD
13	RIVER RD FROM OLD RIVER RD TO PARTNERSHIP RD
14	PARTNERSHIP RD FROM RIVER RD TO SUGARLAND RD
15	SUGARLAND RD FROM PARTNERSHIP RD TO WHITES FERRY RD
16	WHITES FERRY RD FROM DARNESTOWN RD TO PARTNERSHIP

Route: 2208 - POOLESVILLE ES PM

<u>Seq</u>	<u>Stop Description</u>
3:32 P.M.	POOLESVILLE ES 19565 FISHER AVE, POOLESVILLE, MD 20837
	153 - REGULAR SCHOOL
1	ELGIN RD FROM FISHER AVE TO JERUSALEM RD
2	JERUSALEM RD AND BRIGHTWELL CROSSING LA
3	JERUSALEM RD FROM ELGIN RD TO CISSEL MANOR DR
4	CISSEL MANOR DR AND LEWIS ORCHARD LA
5	CISSEL MANOR DR AND MCKERNON WAY - TURNAROUND
6	JERUSALEM CHURCH RD AND LEWIS ORCHARD LN @ PARK
7	JERUSALEM RD FROM CISSEL MANOR DR TO JERUSALEM CHURCH RD
8	JERUSALEM CHURCH RD FROM JERUSALEM RD TO JERUSALEM RD
9	JONESVILLE RD AND JONESVILLE TER
10	CATTAIL LA FROM JONESVILLE RD TO CATTAIL RD
11	CATTAIL RD FROM CATTAIL LA TO DARNESTOWN RD
12	DARNESTOWN RD FROM WHITE GROUND TO BEALLSVILLE RD
13	BEALLSVILLE RD FROM DARNESTOWN RD TO JERUSALEM RD



PORTRAIT DAY!



**Wednesday,
September 29,
2021**

PORTRAIT DAY DETAILS


 FREED Photography understands lighting, posing and most importantly, EXPRESSIONS!

Your student will be photographed outdoors for a series of natural light portraits. Class photos will be taken.

WHAT TO WEAR

-  Solid colors and collared shirts photograph the best.
-  Avoid large logos, busy patterns, and neon colors.

HOW TO ORDER

-  All ordering will be entirely online
- You will be able to choose from many wonderful photos. Parents will receive an e-mail alert with a link to the student's gallery when photos are available.

Questions? Contact support@freedphoto.com



Authorization to Administer Prescribed Medication

Release and Indemnification Agreement



MONTGOMERY COUNTY PUBLIC SCHOOLS
MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
Rockville, Maryland 20850

MCPS Form 525-13
February 2019
Page 1 of 2

PART I: TO BE COMPLETED BY THE PARENT/GUARDIAN

I hereby request and authorize Montgomery County Public Schools (MCPS) and Montgomery County Department of Health and Human Services (DHHS) personnel to administer prescribed medication as directed by an authorized prescriber (Part II below). I agree to release, indemnify, and hold harmless MCPS and DHHS and any of their officers, staff members, or agents from lawsuit, claim, demand, or action against them for administering prescribed medication to this student, provided MCPS and DHHS staff are following the authorized prescriber's order as written in Part II below. I have read the procedures outlined on the back of this form and assume the responsibilities as required.

Student Name: Last _____ First _____ MI _____

MCPS ID# _____ Date of Birth ____/____/____ School Name Poolesville ES - 153

Prescription: Renewal New If new, the first full day's dosage was given at home on: ____/____/____

List all medication(s) student is taking, including over-the-counter medication(s):

Signature, Parent/Guardian _____ Phone ____-____-____ Date ____/____/____

PART II: TO BE COMPLETED BY THE AUTHORIZED PRESCRIBER

DHHS and MCPS discourage the administration of medication to students in school during the school day. Any necessary medication that possibly can be administered before and after school should be so prescribed. Only non-parenteral medications are administered except in specific emergency situations. School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in outdoor education programs and overnight field trips, according to the procedures outlined on the back of this form.

PLEASE USE A SEPARATE FORM FOR EACH MEDICATION

Name of Medication (*trade name or generic*): _____ Diagnosis: _____

Dosage: _____ Time(s) to be given at school: _____
Ranges not accepted (i.e., 1 to 2 tabs or 2 to 4 puffs)

Route of Administration: _____

Medication orders effective Current school year, **OR** Effective dates ____/____/____ to ____/____/____

Side Effects: _____

If PRN, specify when indicated (signs/symptoms) _____

Frequency of administration (ranges not accepted, i.e. every 2 to 4 hours) _____

Authorized Prescriber's Name (print/type) _____ Phone ____-____-____ Date ____/____/____

Authorized Prescriber Signature _____

SELF-CARRY/SELF-ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL

Self-carry/self-administration of **emergency** medication such as inhalers and epinephrine auto-injectors must be authorized by the authorized prescriber and be approved by the school nurse according to the Maryland State School Health Services Guidelines.

Authorized prescriber's authorization for self-carry/self-administration of emergency medication

Signature _____ Date ____/____/____

School Nurse (RN) approval for self-carry/self-administration of emergency medication

Signature _____ Date ____/____/____

PART III: TO BE COMPLETED BY THE SCHOOL COMMUNITY HEALTH NURSE OR PRINCIPAL

Check as appropriate:

- Parts I and II above are completed, including signatures. (It is acceptable if all items of information in Part II are written on the authorized prescriber's stationery/prescription form)
- Prescription medication is properly labeled by a pharmacist.
- Medication label and authorized prescriber order are consistent.
- Over-the-counter medication is in an original container with the manufacturer's dosage label and safety seal intact.

____/____/____ Date any unused medication is to be collected by the parent/guardian (within one week after expiration of the authorized prescriber's order).

Signature, School Community Health Nurse (SCHN)/Principal _____ Date ____/____/____

INFORMATION AND PROCEDURES

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written authorized prescriber order. This includes both prescription and over-the-counter (OTC) medications.
2. This form must be completed for medication administration in school. MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis, Release and Indemnification Agreement for Epinephrine Auto Injector*, is preferred for epinephrine auto-injectors.
3. The parent/guardian is responsible for completing Part I and obtaining the authorized prescriber's statement on Part II. 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 authorized prescriber may use office stationery or prescription pad in lieu of completing Part II.) Information necessary includes: student's name, diagnosis, medication name, dosage, time of administration, route of administration, duration of medication order, possible side effects, authorized prescriber signature, and date.
4. The medication must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent/guardian. Under no circumstances will either school health (DHHS) or school (MCPS) personnel administer medication brought to school by the student.
5. All prescription medication must be provided in a container with the pharmacist's label attached. Non-prescription OTC medication must be in the original container with the manufacturer's dosage label and safety seal intact. Authorized prescriber samples must be appropriately labeled by the authorized prescriber.
6. The first day's dosage of any new non-emergency medication must have been given at home before it can be administered at school.
7. The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the authorized prescriber's order or at the end of the school year. Medication not claimed within that time period will be destroyed.
8. Self-administered and/or non-medically prescribed medications are entirely the responsibility of the parent/guardian and not that of either MCPS or DHHS. Medications without accompanying authorized prescriber's orders and parent/guardian consent will not be stored in the health room.
9. Students may not self-administer controlled substances.
10. An authorized prescriber's order and parent/guardian permission are necessary for self-carry/self-administered emergency medications such as inhalers for asthma and epinephrine auto-injector for anaphylaxis. **The school nurse must evaluate and approve the student's ability and capability to self-administer medication. It is imperative the student understands the necessity for reporting to either the health staff or MCPS staff members that they have self-administered their inhaler without any improvement or have self-administered an epinephrine auto injector, so 911 may be called.**
11. The school nurse will call the authorized prescriber, as allowed by the *Health Insurance Portability and Accountability Act (HIPAA)*, if a question arises about the student and/or the student's medication.