

Drew Elementary School - 2021-2022 Community Handbook



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

Administration

Principal

Meredith Casper

Meredith_Casper@mcpsmd.org

Assistant Principal

Aaron McKinley

Aaron_A_McKinley@mcpsmd.org

Drew Hours

9:00 Student line up opens

9:05 Students enter

9:20 First bell

9:25 Late bell

3:50 Students dismissed

Main Office

8:30 a.m. - 5:00 p.m.

Mrs. Michele Whiting

Michele_F_Whiting@mcpsmd.org

Ms. Nicole Nichols

Nicole_Nichols@mcpsmd.org



Drew PBIS

Respectful

Responsible

Safe

Colors: Teal & White

Drew: Regional Host

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

Dr. Charles R. Drew Elementary School

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

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

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

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

Drew General Information

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

We proudly offer a variety of programs. In the area of special education, Drew hosts School Community Based (SCB) and Learning and Academic Disabilities (LAD) programs which provide specialized instruction in the area of special education for identified students in kindergarten through grade five. Additionally, we offer services for English Language Learners at all grade levels. Finally, we serve as one of nine regional Centers for Enriched Studies, a system selection process.

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

Montgomery County Public Schools (MCPS)

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

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

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Dr. Charles R. Drew (1904-1950)

The Man and His Legacy

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

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

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

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

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

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

Attendance Policies (MCPS)

Students are expected to engage in learning each day.

General Guidance

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

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

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

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

MCPS Attendance Policies

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

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

- Death in immediate family
- Illness of the student (The principal shall require a physician's certificate from the parents/guardians of a student is absent for illness for consecutive days or frequently)
- Hazardous weather conditions
- Observance of a religious holiday
- Suspension
- Lack of authorized transportation
- State emergency

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

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

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

Drew's contact information for transportation is as follows:

- West Farm Depot (Bus Number on the bus starts with the number 6) - 240-740-1851
- Randolph Depot (Bus Numbers on the bus start with the number 3) - 240-740-2600

Drew's bus routes and anticipated times are posted on the Drew website and are subject to change.

Cell Phones Elementary school students are allowed to have portable communication devices at school but they must remain in the **off** mode and stored in their backpack during the school day. Administration does not assume responsibility if the phone is lost, stolen or damaged. If the phone is "misused", the administration will contact the parent/guardian and coordinate the return or pick up of the cell phone. (MCPS Policy COG-RA).

Daily School Procedures

Arrival and Dismissal

School Routines

- School hours are from **9:25 a.m. to 3:50 p.m.**
- Drew behavior expectations and rules exist across the school property and while on field trips.
 - (See *School Behavior Policies* section of this handbook for more information)
- Students may re-enter the building, with adult supervision, to retrieve forgotten items until 4:15 p.m.

ARRIVAL/MORNING ROUTINES

Arrival Procedures

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

Breakfast Procedures

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

DISMISSAL/AFTERNOON ROUTINES

The school day ends promptly at 3:50 p.m., except for early dismissal days which dismiss at 1:20 p.m. (October 8, November 22, November 23, November 24, March 11, and June 15).

Dismissal procedures

Students will proceed directly to one of three destinations:

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

Notes: **For safety reasons, WRITTEN PERMISSION MUST BE GIVEN FOR** anyone not listed on the child’s emergency form to pick up the child. Also, students may not ride any other bus than the one to which they are assigned.

5. “Car Riders” To facilitate safe drop off and pick-up of students riding in cars, please adhere to the following guidelines established for the safety of students and staff:
 - Place your car tag in the front right of the dashboard,
 - Enter the parking lot within designated arrival and departure locations.
 - **Do not** use the circle designated for school bus traffic to drop off children at any time.
 - Follow the traffic pattern within the parking lot to the right of the school entrance when dropping off or picking up your child(ren).
 - Drive slowly in the parking lot for the safety of your child(ren) and others.
 - Drivers **remain in the car** while in the pick-up lane.
 - Drivers should remain alert when driving through the school property (cell phone etiquette).
 - Drivers should pull up as far as possible next to the curb/sidewalk immediately in front of the school building and let your child out of the car safely on the school side of the car.

- Passengers should remain in their cars to receive your child(ren).
- Cars must be in “park” to load or unload passengers.
- Carefully observe traffic in the drop-off area in front of the school prior to pulling out of your position at the curb, and exiting the parking lot.
- Respect the **STOP** sign at the parking lot exit.
 - Incoming bus traffic goes straight through the intersection and has the right of way.
 - Cars should stay to the right at the stop sign so cars entering have room to turn and safely enter the lot.
- Follow the direction of the volunteer and/or staff on duty at the car drop off/pick up area.

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

Emergency Situation Procedures Dr. Charles R. Drew Elementary School is prepared to effectively and efficiently respond to a multitude of emergency/crisis situations that may impact students, staff, and parents or guardians. A school emergency/crisis plan enables staff to respond to and manage a multitude of emergencies/crises. Each year the emergency/crisis plan is updated, then reviewed and approved by the Department of School Safety and Security. Fire evacuation and other emergency drills are practiced throughout the year. Should you arrive at the building during one of these drills, you may find the doors locked and you will *not* be admitted until the drill is complete. Each year an on-site emergency team (OSET) composed of school administrators and staff receive basic and enhanced levels of emergency/crisis preparedness training, conducted by the Department of School Safety and Security. A Parent/Child Reunification plan is also reviewed and updated annually. Staff is trained to implement this plan in the event of an emergency.

1. ***Lockdown*** is defined as an alert status indicating imminent danger exists to all staff and students. During a *lockdown*, staff and students must remain within their classroom or within a secured area. If students are in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff should secure their immediate area and account for students. Students should also be kept away from doors and windows.
2. ***Lockdown with options*** is used when the location and seriousness of an active assailant threat will inform students and staff on whether to AVOID, DENY, or DEFEND.
 - **AVOID** - If safe and practicable to do so, AVOID the area by quickly and quietly moving/fleeing as far away from the threat as possible.
 - **DENY** - When you cannot safely AVOID, or it is impossible to do so, lock and barricade your room to DENY access to an assailant, **following Lockdown procedures.**
 - **DEFEND** - As a last resort, act by yourself or, with age-appropriate students, to DEFEND yourself from an assailant.
3. ***Shelter*** is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate the

On-Site Emergency Team (OSET) and set up a command post when appropriate.

4. **Evacuate** is a term used to quickly alert staff that everyone is to exit the building, similar to a fire drill. In rare cases, the evacuation may need to include walking the students to a safe, secure location away from the campus. Our identified evacuation site is the Good Hope Community Center at 14715 Good Hope Rd, Silver Spring, MD 20905. A plan has been established to safely reunite students with parents at that site and, should it be necessary, MCPS would send buses there.

Food Services Wholesome and nutritious meals are offered daily in our cafeteria. Meal costs are shared at the beginning of the school year in the summer mailing or school handouts. A variety of items are offered to meet each student's needs and preferences. School lunch menus will be distributed monthly and are also available through the MCPS website:

<https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/>

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

- Meal Prices: Breakfast and Lunch are free

Applications for free and reduced price meals must be completed each year. This year applications can be completed online. Please contact the office if you need assistance with this process. Support to complete the application can be found here:

- English Video: <https://www.youtube.com/watch?v=TJUapGLarBo>
- Spanish Video: <https://www.youtube.com/watch?v=dscCrtCIFJc&t=4s>

Breakfast/Lunch Breakfast is served to students from 9:05 am to 9:25 am in the classroom free of charge. Lunches are served between 12:00 - 1:20 p.m. in the cafeteria.

Snacks Depending upon their class' lunchtime during the day, some teachers at Drew allow their students to bring snacks, for personal consumption, during the school day in addition to reusable water bottles in the classroom. Your child's teacher will inform you if snack time will be a part of the class schedule.

- Healthy, non-candy, snacks are permitted and should be a type that can be easily consumed, without preparation or utensils (i.e. fruit, pretzels, cheese, goldfish crackers, and raisins).
- A beverage is not necessary since every class has a water fountain.
- Snacks are not for consumption around the building at other times of the day.

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

Grading and Reporting

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

Grades K and 1

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

Grades 2 and 5

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

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

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

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

Homework assignments may include:

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

Homework Guidelines

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

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

Inclement Weather Procedure School Closings MCPS may decide to close schools in emergency conditions such as severe weather. An announcement will be made if the decision is to close school. Parents are encouraged to sign up for MCPS Alerts. This service is part of Montgomery County's Alert Montgomery and provides MCPS families with emergency information from the school system via SMS text, email, or pager. Sign up for Alert MCPS at:
<http://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx>

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

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

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

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

Lost and Found Drew keeps a lost and found for items found “around” the school in the cafeteria.

All unclaimed items will be donated to Goodwill at the end of each marking period.

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

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

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

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

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

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

These activities include having your child:

- Keep a daily diary, journal or travel log. This will encourage your child to use and expand his/her language skills. Your child will need your help and guidance to make this a worthwhile experience. The work can be brought to school and shared with the teacher and classmates.
- Interview a relative about what school was like for them.

- Make collections of items or artifacts unique to the area. Children can also research other found items in order to broaden their knowledge in that area.
- Make graphs and/or keep records (i.e. gas mileage, routes taken, miles traveled, etc.).
- Record visits to historic sites- talk about how it relates to topics covered in school.
- Read books to stimulate interest and to strengthen reading skills. We encourage you to read to and/or with your child on a regular basis.

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

Source: According to Maryland Law- as directed by MCPS

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

Programs Hosted at Drew

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

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

Learning and Academic Disabilities Program The Learning and Academic Disabilities (LAD) program serves students who require special services primarily as a result of a learning disability which significantly impacts academic achievement (15 or more hours of service). Students in Grades K-2 may have a diagnostic component to their program, at this developmental stage the specific nature of the learning problems may not have been yet defined.

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

Schoolwide Offerings

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

curricular programs: ELA (Benchmark) and Math (Eureka).

Extra-Curricular Highlights

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

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

School Discipline Guidelines Montgomery County Public Schools has developed *A Student's Guide to Rights and Responsibilities and The Code of Conduct* which will be distributed electronically for all families. The purpose of the Student Code of Conduct is to promote fairness and equity through clear, appropriate, and consistent expectations for positive behavior and consequences in addressing student misbehavior.

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

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

We recognize that children will make mistakes. When that occurs, we will use a range of consequences that are appropriate and helpful to students as they learn from their mistakes. These include:

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

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

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

It is important that parents review this document with their children. After reviewing this document with your students, please sign and return the attached contract at the end of the handbook.

School Behavior Policies - Positive Behavior Interventions & Supports (PBIS)

We have implemented a school-wide character education program. “Positive Behavior Interventions and Supports” (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted

misbehavior less effective, efficient, and relevant, and desired behavior more functional. (<http://www.sjUSD.org/student-services/pbis/what-is-pbis/>)

Self-discipline is learned, and should be taught, in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. Dr. Charles R. Drew Elementary School's approach toward discipline at school emphasizes positive, appropriate behavior. The focus of this policy is on recognizing and praising appropriate behavior, rather than on controlling or punishing inappropriate behavior. This approach is promoted in each classroom through distinct grade-level and teacher strategies utilizing the PBIS philosophy. It is also the guiding principle for school-level referrals and behavior shaping.

PBIS is:

- A positive behavior management process to create a safer and more effective school.
- A system of clear school wide expectations with incentives and consequences.
- An intervention when students need help.
- A recognition and celebration for student successes.

Behavior Expectations All students are expected to:

Comply with the **Drew Dolphin Pledge (*Respectful, Responsible and Safe*)** and expectations at all times at all times

Comply with **behavior expectations outlined in the PBIS Matrix of this handbook, including the following:**

- Remove hats when inside the school building.
- Leave personal items at home (electronic games, trading cards, toys, etc.).
- Wear safe shoes (must buckle, tie or Velcro and be attached securely to the foot)
- Leave objects such as rocks, sticks, and snow on the ground.
- Carry a pass from a staff member when not with your class.
- Use appropriate inside and outside voices.
- Respond appropriately when the “quiet” signal is given.

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

Townhall Meetings Students are recognized for their efforts to follow expectations and demonstrate positive character. Teachers submit the names of students to be recognized in advance with an explanation of the reason for the celebration. Students are recognized with an award, applause and their picture for display in our main hallway.

PBIS Matrix The PBIS Behavior Matrix clearly outlines expected behaviors in all areas of the school. Please review these expectations with your child(ren) so they will be better prepared to start the year on a positive note. Refer to this chart throughout the year to help your child(ren) understand the importance of meeting the behavior expectations for their own success socially and academically, and the success of their peers.

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

School Visitation and Conferences

Visitation

When MCPS returns our school to normal operating procedures, we will welcome all visitors to participate in their children's educational experiences. However, to ensure the safety of all children and staff, it is imperative that all visitors (including parents, guardians, and caregivers) report to the office **to identify themselves with a valid state picture ID** and share the purpose for visiting before going further into the building.

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

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

MCPS School Visitors: Key Points

- Visitors to any Montgomery County Public Schools (MCPS) school site during the designated student day are required to sign in and out of the building using the Visitor Management System, or as otherwise directed, secure consent upon arrival and prior to initiating any school-related business, and to wear a visitor identification name tag at all times.
- Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of visit or violates any policy or regulation.
- Classroom visits and/or conferences by parents/guardians must be arranged in advance.
- Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.

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

Conferences

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

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

Staff Gifts Generally, an MCPS employee may accept a gift only if it is unsolicited and valued at \$20 or less. A gift in excess of \$20 may be donated to the school. Gift cards and other items can be donated to the school to be used for student needs or as door prizes for staff appreciation events.

Staff Roster

<p>Principal: Meredith Casper Assistant Principal: Aaron McKinley</p> <p><u>OFFICE STAFF</u> Nicole Nichols - Attendance Secretary Michele Whiting - Admin.Secretary</p> <p><u>HEALTH ROOM</u> Medhanit Kifle- Nurse Teresa Sherwood- Technician</p> <p><u>STUDENT SUPPORT PERSONNEL</u> Keena Howell- Pupil Personnel Worker Lan Nguyen- Parent Community Coordinator Sarah Stout Powers - Psychologist</p> <p><u>STAFF SUPPORT</u> Ashley Dickerson - Reading Specialist Rebecca Bentov - Staff Development Jackie Skandalis - Math Content Coach (.9)/ Art (.1) Timothy Skillings - School Counselor</p> <p><u>SPECIAL AREA TEACHERS</u> Kristen Forman - Art Daniella Krohn - Instrumental Music Shelly Mauck- Music Lauren Rinker - Physical Education Jennifer Taylor - Music (.1) Lori Tecler - Media Specialist Gaston Zossoungbo - PE/Adaptive PE (.5)</p> <p><u>CAFETERIA</u> Josefa Flores - Manager TBD - Assistant</p> <p><u>RELATED SERVICE PROVIDERS</u> Princess Evans - Speech/Lang Pathologist Sharon Johnson - Occupational Therapist Tracy Mcguire-Rossetti - Physical Therapist Evelyn Oliveira - Speech/Lang Pathologist Sybil Yaver- Occupational Therapist</p>	<p><u>PRE-K</u> Shalini Komal</p> <p><u>Head Start</u> Allyson Levine</p> <p><u>KINDERGARTEN</u> Tiffanie Arnold Lacey Moradel Karen Schlueter</p> <p><u>FIRST GRADE</u> Elise Mahoney Ashley Wilkinson Lauren Yachera</p> <p><u>SECOND GRADE</u> Jennifer Ahmed-Morton Sarah Bridegum Zainab Thuro</p> <p><u>THIRD GRADE</u> Kim Hartke Juniole Justilien</p> <p><u>FOURTH GRADE</u> Judith Blackman (CES) Kim Leichtling (CES) Corey Logsdon Teresa Somin Lydia Tippet</p> <p><u>FIFTH GRADE</u> Jessica Bain (CES) Stephanie Fernatt David Fish (CES) Stephanie Russo</p> <p><u>BUILDING SERVICES</u> Anthony Beckford Jose Macias - Manager Carolina Martinez Gary Omeir Aaron Ruffin – Assist. Manager</p>	<p><u>SPECIAL EDUCATION & ESOL TEACHERS</u> Theresa Bohlinger - SPED Cara Flanders - ESOL/Academic Support Ekan Gilpin - SCB Jessica Gray - SCB Laura Hellman - SCB Jacob Houy - SCB Ashley Libbee- SPED Lisa Orifici - ESOL Carmen Soriano-Garcia - ESOL Dawn Traub - SPED</p> <p><u>SUPPORTING SERVICES</u> Susan Ehrenspeek - Media Assist.</p> <p><u>PARAEDUCATORS</u> Amtul Ahmed Caryn Becker Whitney Beng Alexandra Christopher Connie Edsinger Michele Fuentes Phebean Gorvie Jacqueline Gray Marley Hein Pamela Henderson Alicia Holmes Carmen Jackson Malika Jackson Mary Beth Jalickee Ja’Bre Lee Shawnee Lewis Miriam McCabe Jasmine Mitchell Mary Oliver Micahel Perez Tim Roderick Patricia Sigley Mary Suto Deb Tivvis Kim Waterworth Karen Winston</p>
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Student Dress Students are expected to wear appropriate clothing at all times. Exceptions to the guidelines below will be considered for religious affiliation and/or health reasons:

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

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

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

- H. When your child is sick, please keep him/her home from school for 24 hours.. This not only benefits your child, but other children and staff in the classroom at school. Parents should keep their child home from school when s/he exhibits such symptoms as:
- Temperature more than 100
 - Nausea or vomiting
 - Stomach ache
 - Diarrhea
 - Pale or flushed face
 - Headache
 - Cough
 - Earache
 - Thick discharge from nose
 - Sore throat
 - Rash or infection of the skin
 - Red or pink eyes
 - Loss of appetite
 - Loss of energy or decrease in activity
- I. If any of these symptoms develop at school, a parent or guardian will be notified. Your child will be kept in the nurse's office away from all other children until you pick them up. In keeping with this policy, parents should notify the main office if the child contracts a contagious disease. The principal will in turn notify other children's parents of the possibility of exposure.
- J. If your child is injured at school, a parent or guardian will be informed immediately, and proper emergency medical procedures (i.e. ambulance called, etc.) will be implemented. For all injuries, the child's teacher or other staff member that witnessed the occurrence of the injury will complete an incident report. This report will be made available for the parent or guardian.
- K. Current immunizations are required of every Drew pupil. Additionally, updated student immunization forms are required to be on file for every Drew student. It is the responsibility of every parent/guardian to ensure that this information is accurate and current for their child. Our school health technician can provide information regarding required immunizations and where they can be obtained.
- L. Students who have nits or lice are excluded from coming to school. If nits or lice are identified at school, the child will be kept in the nurse's office away from the other children until a parent or guardian can come to take the child home. Students should not return to school until treatment has been administered and no nits or lice remain. Upon returning to school, children must first see the school nurse who will determine whether the child is free of lice or nits.
- M. When a child has a contagious rash such as ringworm, the rash must be covered at all times while the child is in school.

Drew Parent Teacher Student Association

How Parents Can Get Involved at Drew

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

PTSA Activities PTSA membership dues help to support a variety of school activities, including:

- Hosting social events, such as our Scholastic Book Fairs, Ice Cream Social, Dolphin Dash, Dolphin Dance, and International Night
- Producing a student directory to connect families
- Supporting curriculum-based programs conducted by Drew staff

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

Visit www.drewespts.org for more information.

DR. CHARLES R. DREW ELEMENTARY SCHOOL
1200 Swingingdale Drive
Silver Spring, Maryland 20905 (240) 740-5670

September 2021

Dear Parents/Guardians,

You should have received the:

- Dr. Charles R. Drew Elementary Community Handbook
- **MCPS Code of Conduct** that was sent home with your child.

Please read and explain the rules and routines of Dr. Charles R. Drew Elementary School to your child/children. Then, complete and return the bottom portion of this note to your child’s (or oldest child’s) classroom teacher. Thank you.

Sincerely,

Meredith Casper,
Principal

PLEASE RETURN TO YOUR CHILD’S TEACHER BY Friday, September 10, 2021

I have read and explained the *Code of Conduct* and the rules and routines found in the *Dr. Charles R. Drew Elementary School Community Handbook 2021-2022* with my child/children. Our signatures below indicate that we will support these expectations, rules, and routines. (Please list all of your children who attend Drew on one form.)

Parent Name (print)	Parent/ Guardian Signature	Date
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Student Name	Student Signature	Classroom Teacher’s Name (print)
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Student Name	Student Signature	Classroom Teacher’s Name (print)
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