

# Ashburton Elementary School

6314 Lone Oak Drive \* Bethesda, MD 20817 \* (240) 740-1300



**August 9, 2019**

Dear Ashburton Parents,

Welcome to the 2019-2020 school year at Ashburton Elementary. This letter has a great deal of pertinent information about the start of school so please read it thoroughly. There are some pages you will want to keep. We would like to extend a special welcome to all of the new families who are joining our wonderful community. You will find that Ashburton is an excellent school with a dedicated staff, an involved community, a supportive PTA, and students who exhibit Top Quality characteristics in both academics and behavior. Our students come from all over the world and bring a rich diversity with them. We hope that each of you will become involved as much as you can in your child's school.

## **Welcome to Our New Administrators!**

First, we would like to introduce you to our new administrative team members, Ms. Holly Hill, Principal Intern, and Ms. Angela Castillo, ASA (Assistant School Administrator). We look forward to learning from them this year and I know that they will make a big and positive impact on our community!

Ms. Hill comes to us from S. Christa McAuliffe Elementary School, where she was the assistant principal. In her career, Ms. Hill has been an Instructional Specialist for Title 1 Programs, a math content coach, taught kindergarten, grades 3 and 4 and conversational Spanish in high school. A principal intern is a little different from an assistant principal, in that Ms. Hill is in training to become a principal this year. She will work closely with Mr. Mullenholz on planning, working with staff, students and parents and management of the school. Ms. Hill will take over Ashburton in the role of the principal for the seven weeks following winter break while Mr. Mullenholz will be assigned to another school to support a different intern during their takeover. Mr. Mullenholz will return after the seven weeks have concluded and assume the duties of principal at Ashburton once again! As we near this transition, more information will be provided to the community.

In addition to a principal intern, Ashburton also welcomes our new Assistant School Administrator (ASA), Ms. Angela Castillo! Ms. Angela Castillo most recently was the ASA at Wilson Wims where she served for two years. Wilson Wims used to be the largest elementary school in MCPS, so Ms. Castillo is familiar with running a big school like Ashburton! Ms. Castillo started her career in MCPS as a paraeducator in 2000 and then taught middle school English, and grades 3, 4, and 5. Ms. Castillo will be an integral part of the administrative team in working with staff, students and parents.

Due to our growing enrollment, we were allocated an additional full-time secretary. Mrs. Angela Barcelona, who supported the office last year will fill that position working alongside Mrs. Jacobs and Mrs. Lynch. Mrs. Barcelona worked as a part-time secretary, lunch/recess aide and paraeducator last year.

## **Update on Construction: The End is in Sight!**

We are very excited that construction of the permanent addition is nearly complete. The new addition provides Ashburton with necessary classroom, office, storage and work space. It also provides enhancements to our car loop and walker dismissal that greatly

### **Dates to Note**

#### **August 29:**

- Patrol Meeting @ 1:30 p.m.
- **OPEN HOUSE** for All Students, 2:00-3:00 p.m.
- Kindergarten and New Parent Information Meeting, 3:15-4:00 p.m.

#### **September 3**

- **First Day of School**

#### **September 13:**

- Back to School Picnic and PTA Movie Night, 5:00-9:00 p.m.

**September 19:** Back to School Night, 7:00-8:30 p.m.

**September 30:** No school for staff and students

improves oversight and safety. We also have some roof work and repairs in progress, will get a new PA system, and are updating the Media Center and office suite. We are pleased with the modernized and refreshed spaces and know that they will help us to continually provide a higher level of service to our community while enhancing the academic experience for our amazing students.

Meanwhile, in between deliveries of furniture, new teacher materials and preparing for the upgrades, Mr. Brock and his staff are cleaning everything. Rooms are emptied and scrubbed, and rearranged as needed so that they are shiny for the first day of school. There is a tremendous amount of work that goes into getting a school ready for the year, and the building service crew has been hard at work. We are lucky to have Mr. Brock, Mr. Chen, Mr. Parson, Ms. Blanco, Ms. Valle de Alvarado, Ms. Arias and Mr. Sorto taking care of us. We also appreciate that MCPS has given us more building service staff to take care of our large building.

Additionally, our school leadership team has met and begun planning for a number of initiatives to be carried out. MCPS has adopted a new math curriculum, Eureka Math and our staff has been to trainings this summer. We also will roll out an updated positive behavior recognition program, with consistency in and across the grade levels and a focus on rewarding good student behavior. More information about these two programs will be communicated in the fall.

### **The 2019-20 School Year**

The school year for 2019-20 starts on September 3, 2019 and the last day is scheduled for June 15, 2020, barring any unforeseen weather contingencies. We start off with our Sneak Peek followed by the new Parent Meeting which are great opportunities to meet the staff and learn about our school community. Since the pre-service week backs up to the Labor Day holiday, we will have the Open House on Thursday afternoon and will be holding our Kindergarten and New Parent Information Meeting right after the Open House.

### **August 29, 2019: Sneak Peek!**

On August 29 from 2:00 – 3:00 p.m., we will hold our annual sneak peek. During this time, students and families will find out who their teacher is, will be able to visit the classroom and may drop off some of their school supplies. Classroom assignments will be posted in the front hallway, in the cafeteria, in the breezeway, and outside of classrooms. Staff members will be available to assist you. You will also be able to tour the school and see the newly constructed spaces. PTA members will also be available to answer questions and provide you with additional information about volunteer opportunities and events. Take a minute to visit the courtyard and see the amazing garden that our Garden Club, led by Mrs. Burrell, Ms. Rillera and Ms. Bojarski, planted earlier this spring. Volunteers have maintained and harvested the crops over the summer. If you are not able to attend the Sneak Peek, you may check the class lists posted on the main doors over the weekend, or call the school after 2:30 p.m. to find out your child's teacher.

Following the Sneak Peek, there will be an introductory meeting for kindergarten parents and all new Ashburton parents in grades 1-5 to go over some helpful information and tips for a successful start during the first week of school. The PTA will provide babysitting for school aged children.

### **Tuesday September 3, 2019: The Start of the New School Year!**

We look forward to welcoming all of our students back on Tuesday September 3, 2019. Please note that Ashburton opens its doors at 8:40 and all student must be in their classroom, ready to learn, by 9:00 a.m. Staff will be available on the first day of school to assist children in finding the proper classroom. We encourage you to celebrate this day and to share your photos via Twitter by tagging the MCPS Twitter account (@MCPS), the Ashburton Twitter account (@AES\_TQStars) and using the hashtag, #MCPS1stDay.

### **Homeroom Assignments**

Creating classes that are balanced to meet the varying needs of students is a tremendous and time-consuming undertaking that we take great pride in at Ashburton. The process begins in the early spring as we analyze student performance data, monitor enrollment, and design for programming. The process continues throughout the summer. We are grateful for the hours invested by our grade-level teachers, support staff, counselors, and administrators in ensuring that all 900 of Ashburton's students are placed in optimal learning environments. To that end, we do not accept any requests for changing homeroom assignments. All of our

students have 36 amazing homeroom teachers with whom they could be placed and we know that all of our students will have an equally amazing year.

### **Other Information and Communications**

The attachments to this letter contain pertinent information for the beginning of the school year, such as the bus routes, school calendar, and café menu for the first week. Please keep the calendar handy throughout the year and note the early release or school closed dates. You may want to transfer the dates to your electronic calendars just to make sure you stay on top of the many activities and events planned by the school and the PTA. We have a link on our website to download a Google calendar to your phone for you. (*See information on how to download this calendar on our school website*).

In an effort to conserve paper, most of our communication with you throughout the year will be sent electronically using your email through *Connect Ed*. Some information will be posted on the Ashburton website <http://www.montgomeryschoolsmd.org/schools/ashburtones/>. Critical announcements will continue to come home on paper, so make sure you check your child's backpack. Additional information about school policies and procedures can be found in our Parent Handbook. Copies are available in the school office or on our website. Please read the attached information carefully as it will answer questions you may have about school hours, medication procedures, transportation, the cafeteria program, and the student supply lists.

### **myMCPS Parent Portal**

Parents may use the *myMCPS Parent Portal* to access information about your child's progress, grades and are able to update emergency information as needed. Information about logging into the portal was sent home over the summer to new parents. For current parents, your login remains the same. Please check that your contact information is correct and update it. This contact information is used by Ashburton and MCPS for regular communications and in the event of an emergency. If you need assistance with your log-in, please contact the Ashburton main office.

### **Our Top Quality Staff**

As with any summer, there are some changes regarding staffing to share. Heading into this year, we have been joined by several new staff members and due to fluctuating enrollment, several have changed grade levels. We are very excited for our new staff and you will find them to be Top Quality! What is shared here is our current staffing but is subject to change as enrollment warrants.

- Ms. Genesis Escobar is joining our kindergarten team, coming to us from Kensington Parkwood Elementary!
- Ms. Samar Ayyub, will teach first grade and is joining us from Kensington Parkwood Elementary!
- Ms. Taylor Garber will be joining our third grade team after working with our first graders these past several years!
- Ms. Lindsay Mullins will be joining the third grade team after working with our fourth grade students these past several years!
- Ms. Eva Wolny is joining our fifth grade team from Burning Tree Elementary!
- Mrs. Sandra Lang will teach ESOL and comes to us from Silver Creek Middle School!
- Ms. Jennifer Neukam will also be joining our ESOL team this year!
- Mrs. Barbara Davis will join Ashburton's stellar paraeducator team!
- Ms. Roxie Arias has joined the building service team!

We have two name changes to note. Kristen Cohen was married this spring, she is now Mrs. Rouse and Glenda Griffith was recently married and will be known as Mrs. Krieg. Congratulations to all!

## **Grade-Level Homeroom Teachers**

### **Kindergarten**

*Mrs. Burrell, Ms. Dahlka, Mrs. Earle, Ms. Escobar, Mrs. A. Fox, Mrs. Fratto*

### **Grade 1**

*Ms. Ayyub, Ms. Bojarski, Ms. Krieg, Ms. Oldham, Ms. Rillera, Mrs. Salinas*

### **Grade 2**

*Ms. Bouquet, Ms. Calkins, Mrs. Clements, Ms. L. Fox, Mrs. Holder, Mrs. Murshed*

### **Grade 3**

*Ms. Garber, Mrs. Grillet, Mrs. J. Miller, Ms. Mullins, Mrs. Newquist, Mrs. Rouse, Ms. Ruben*

### **Grade 4**

*Mrs. Brenner, Ms. Conrad, Ms. Cline, Ms. Greco, Mrs. Weaver*

### **Grade 5**

*Mrs. Burton, Mrs. Norton, Ms. Perry, Ms. Vigil, Mrs. Weston, Ms. Wolny*

### **Our Top Quality Parent-Teacher Association**

The Ashburton PTA Website is great resource for all parents and community members as it will allow online membership as well as house our events calendar, volunteer signups, listserv, information about after-school activities sponsored by Flex and more. Parents will need to go to the website and register at [www.ashburtonpta.org](http://www.ashburtonpta.org).

Last year, we held several Parent & Principal coffees throughout the year. We plan on doing so again this year and will share the dates and topics with the community once they are finalized. These were great opportunities for me to meet with the parent community and share information about curriculum, MCPS initiatives, and grade-level programs. We look forward to continuing these this year as we found them to be a fantastic opportunity to meet with you all and get to know you!

We look forward to welcoming your children back to school! We hope to see you soon at one or all of the many events that kick off the beginning of the school year!

Sincerely,



Greg Mullenholz  
Principal



Holly Hill  
Principal Intern



Angela Castillo  
ASA

**Attachments:**

- Attachment A – 2019-20 Calendar
- Attachment B – Letter from Bus Depot
- Attachment C – Ashburton’s Bus Schedule
- Attachment D – Prepayment Form for SNAP Cafeteria Program

**Other Attachments:**

- Information Card to Tag Student
- School Supply List
- PTA Membership Information

**School Supply List:**

The School Supply List is attached and online. Please note that there are items that parents are requested to supply. All of these supplies may need to be replenished throughout the year. Students are not asked to pay for or provide textbooks, supplementary readers, most materials of instruction, audiovisual aids, stationery items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or materials needed to operate schools. We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools, and personal supplies, please contact your child’s teacher, our counselors, or the main office. Students in grade 3-5 will be asked to purchase a student agenda book from their teachers at the start of school or to provide a similar one.

**Medical Forms and Medicine:**

All students must have current immunization records in the health room to start school. Students will **not** be allowed to attend school unless we have this documentation. The Health Inventory, form SRS-6, must be filled out by a physician within the first few months of the beginning of school. Physicals are not required each year nor are updated immunization forms.

A copy of the **MCPS Authorization to Administer Medication, Form 525-13**, can be obtained from visiting our school office or on the MCPS website. **No medication, even over the counter medication, vitamins, or supplements can be given without a doctor’s authorization and must be done so by the staff in the health room. Adults must bring medication to school - DO NOT SEND MEDICINE IN WITH CHILDREN.**

**Transportation Information Card:**

We included a **preprinted card** in this packet in order for you to identify your child's transportation needs. This procedure will assist us in getting all children home safely. Please complete the card and pin it onto your child's clothing for the first few weeks of school (*or on the backpack for older students*). Using the enclosed bus schedule, please be sure to complete all information, including name, phone number, address, and BUS INFORMATION, route number and color code or indicate your child is walker, car rider, or goes to RDCA. Please communicate with your child’s teacher whenever your child’s transportation changes.

**Ashburton Elementary Transportation Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Bus Stop: \_\_\_\_\_

Morning Route: \_\_\_\_\_ Afternoon Route: \_\_\_\_\_

Teacher's Name \_\_\_\_\_

**Security Procedures:**

We use an Access Control System (ACS) to enhance school security in all schools. The ACS consists of surveillance cameras installed at the main entrance, and soon to be other locations around the school. A remote locking system, controlled from the main office, allows entry into the building during the period between students’ morning arrival times and afternoon dismissal times. When a visitor arrives during these times, they will be prompted to press an alert button at the main entrance. Office staff will communicate with the visitor and provide controlled entry into the school. Visitors arriving at any other entrance will be instructed to enter only through the main entrance. In order to ensure the successful implementation of the ACS, all other entrances to the school building will remain secured at all times. We will keep the main entrance and rear doors open during arrival and dismissal times. Please help us keep doors to the outside locked and do not ask students or staff to let you in from any door.

Additionally, we use an electronic visitor management system in our school to assist school staff in identifying of visitors to the school. All visitors will need to provide a driver’s license or state issued identification card. **Every visitor must be entered into the VMS each time they leave the school office to go into the building.** A visitor’s badge will be generated to be worn while in the building and then used to logged out at the end of the visit. Visitors are also required to sign-in to a volunteer log and may sign into the Volunteer Log. **All visitors must sign-in with the office each time they come to school, including at arrival and dismissal.**

Parents who want to volunteer must take an on-line MCPS course called, *Recognizing and Reporting Child Abuse and Neglect*. Once this has been completed, the parent may volunteer in the classroom, lunchroom or attend a field trip. Volunteers are **not** required to retake the course each year. Some large group events, such as attending a school party, do not require each parent have taken the course; however, we encourage everyone to take it. For more information, please visit: <http://www.montgomeryschoolsmd.org/childabuseandneglect/#Volunteer>

**First Week Lunch Information:**

September 2018- Elementary Menu for the First Week of School				
MONDAY 9/2	TUESDAY 9/3/19 ^WG Chicken patty sandwich w/curly potatoes OR ^Fiesta Cheese Omelet w/potatoes, peppers, onions and WG Croissant	WEDNESDAY 9/4/19 WG French Toast sticks w/sausage OR ~Philly Cheese Steak w/seasoned potatoes & WG Hot Dog Bun	THURSDAY 9/5/19 ~Taco w/ Corn & Edamame w/ WG Scoops OR ^Blueberries w/ Lowfat Vanilla Yogurt & WG Granola	FRIDAY 9/6/19 ^Cheese or +Pepperoni Personal WG Pizza OR +Spicy WG Chicken Patty Sandwich

Note that Ashburton’s Fresh Salad Bar will be open mid-September.

Lunch may be brought from home or purchased. Monthly menus will be sent home listing two choices daily. Ashburton also offers a Grilled Cheese sandwich as a third choice daily.

<b>Breakfast</b>	<b>\$1.30 (Reduced \$.00*)</b>
<b>Lunch</b>	<b>\$2.55 (Reduced \$.30)</b>
<b>Milk</b>	<b>\$.60</b>

\* Breakfast is free for students who are eligible for free or reduced price meals.

Guidelines and application forms for free and reduced meals will be sent home during the first week of school. However, you may go online and apply or reapply now at [www.MySchoolApps.com](http://www.MySchoolApps.com) Students who were on the free/reduced program last year will remain on it through the month of September. In order to remain on a free/reduced lunch program, **a new application needs to be submitted for each household each year.** As of October 16, 2019, students without a current year approved meal application will default to full paid status. **Families can apply now and avoid longer processing times in September.**

We use the computerized lunch program called SNAP (Student Nutrition Accountability Program). Parents are able to send in money to put into an account for students to debit. Each student has a four-digit PIN number to

use when purchasing lunch. All eligibility for students on free or reduced meals will automatically be registered in the computer. Please send lunch or money for lunch; if a child does not have either, the cafeteria manager will provide the child with a cheese sandwich and milk. **Money is not available from the school or office for borrowing.** A SNAP Prepayment form is attached or parents may use [myschoolbucks.com](http://myschoolbucks.com) to add money to their children's accounts electronically. There is a fee for using this service. Your child may bring or buy lunch and can bring in cash, check or you may go on line to use the MySchoolBucks.com system. **You can also deposit money into your child's account during Sneak Peek.**

Note that children who are allergic to nuts may sit at a Nut-Free table. Please do not send your child to school with nuts or nut products for the snack that is eaten in the classroom. Your child may eat nuts or nut products in the lunchroom. Children should not share food. Any food that is meant to be shared at a class party must be store bought and have a label that clearly shows ingredients.

### **Safety/Transportation:**

We are concerned about the safety and welfare of all students. Please discuss the following precautions with your child(ren).

- Students should **not** arrive at school before 8:40 a.m. due to lack of supervision. After 8:40 a.m. students may enter the building and line up in a designated location.
- Our crossing guard and the safety patrols will be available to assist children in crossing the street in front of the school. We have school staff and safety patrols assigned to the back of the building, but we do not have a crossing guard directing traffic. Please follow their directions for the safety of all. If your child is a walker, please assist him/her in selecting a safe route for walking to and from school. Your cooperation in teaching your children correct procedures for crossing streets and getting in and out of cars will keep them safe.
- School is dismissed at 3:25 p.m. Walkers should leave school property at that time. Parents meeting students should meet at the rear drop-off area at 3:25 p.m. promptly. Students may not remain on school property unsupervised at any time. If your children participate in an after school activity that begins at any time other than 3:25 p.m., they must go home and return at the proper time. There is no supervision for students after dismissal including the playground.
- Buses only will be permitted in the school parking lot during the hours of 8:30 - 9:00 a.m. and 3:10 - 3:50 p.m. Patrols will be on duty and orange cones will be placed to block the single entrance and exit area. Please do not ask the crossing guard or patrols for special exceptions to enter the parking lot, as this creates a safety hazard for our students. **No cars may enter or exit the parking lot from 8:30-9:00 a.m. and 3:10-3:50 p.m.**
- Please try to be consistent with your child's transportation schedule. Changes in schedule must be made by 3:00 p.m. **Please notify your child's teacher whenever your child's transportation changes.**
- Bus riders are dismissed from the gym for a centralized dismissal. There will be a rotation of teachers who escort students to the gym or wait in the classroom with walker students. Patrols will also help with dismissal; kindergarten students will always be escorted to the gym or walker pick up areas.
- No Parking signs are posted by the school and on nearby streets. Please observe parking rules to avoid being ticketed by the police and drive safely in school zones while cautiously watching out for our walkers. Please do not block driveways or park in the No-Parking Drop-Off zone. Do not park illegally or let children run across the road alone.
- Students are permitted to ride bikes or skateboards to school. A permission slip is available from the school office and **must** be signed by a parent. **All bikes and skateboards must be walked when on school grounds at all times.** Wearing a helmet is required by law and all safety rules must be followed. Please label the bike helmet and provide a **lock** for the bicycle. The school is not responsible for missing or damaged bikes.

### **Car Loop Guidelines:**

It is important that everyone follow the drop-off guidelines for picking students up at the end of the day. The guidelines have been established for the safety of students, staff and motorists.

- The car loop is located on Pomona Drive, on the back side of the school and is used as the location where students may be dropped off in the morning or picked up by car in the afternoon.
- Please drive slowly for everyone's safety.
- Pull up to the end of the loop. You may not stay in the middle spot even if you are the first to arrive. Stay in queue and once your vehicle is loaded, then you may slowly and safely pull into the left lane to exit the loop.
- Do not double-park and ask students to run across a line of cars to board your car.
- Do not park and leave your car in the drop-off lane. If you need to park, please use the spaces provided or street parking.
- If you park in the limited spaces, you must get out of your vehicle to escort your child across the lot. Please do not wave your children across the street to your car. Back out carefully as other cars queue up along the drop-off lane. Please do not use the handicap space unless you have a tag.
- Parking along Pomona Drive or any other street and asking your child to meet you there is not permitted. If you are driving to pick up your child, please pull in through the car loop.
- Refrain from delaying the queue by using your cell phone during pick-up.
- **Right Turn Only:** Please follow the 'Right Turn Only' signage at the end of the drop-off loop. This was installed to keep the flow of traffic moving and to avoid a bottleneck situation on Pomona.
- Ashburton's staff and patrols are there to assist in arrival and dismissal; however, they are not to cross the parking lot nor wait with your child after 3:40 p.m. Students that are not picked up by 3:40 p.m. will be asked to wait in the main office. If staff is giving you a direction, it is only because they are looking out for your child's safety. Please be respectful. We truly appreciate your cooperation!

Please help us create that safe environment and follow the safety guidelines during dismissal.



### Ashburton Elementary School Office Staff

Greg Mullenholz, Principal [Gregory\\_C\\_Mullenholz@mcpsmd.org](mailto:Gregory_C_Mullenholz@mcpsmd.org)  
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