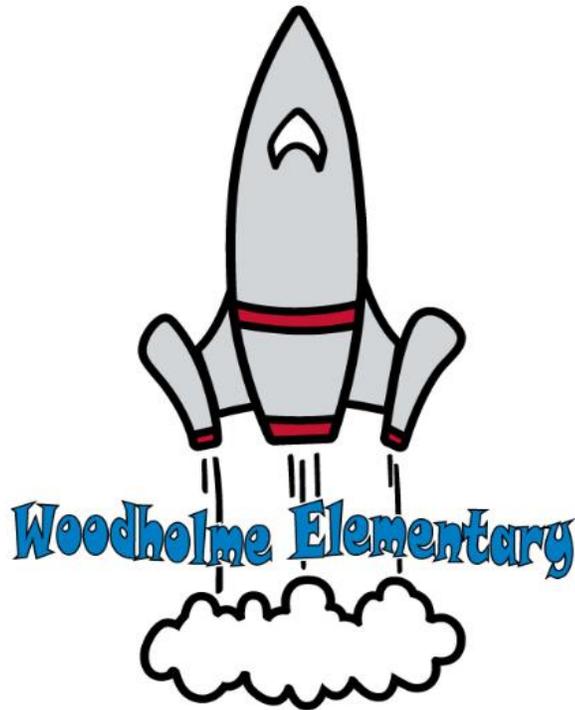


# Woodholme Elementary School Parent Handbook 2016-2017



300 Mount Wilson Lane  
Pikesville, MD 21208

School Phone: 410-887-6700  
School Fax: 410-887-6762  
School Nurse: 410-486-4894

Office Hours: 8:45 a.m. – 4:45 p.m.

Our Web site: <http://WoodholmeES.BCPS.org>  
Follow us on Twitter @WoodholmeES  
Like us on Facebook: Woodholme Elementary

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***PARENT’S QUICK REFERENCE***

BCPS Bus Transportation	410-887-6917
Woodlawn Bus Transportation	410-744-3300, for dispatch dial 3
Pupil Personnel Worker	410-887-6940
Shared Domicile Residency	410-887-6309
Special Education	410-887-3660
World Languages Office	410-887-6752



## OUR VISION

***Our vision statement paints a picture of the future when our goals are achieved.***

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining, and investing in a culture of deliberate excellence for every student, every school, and every community.

## OUR PURPOSE

***Our statement of purpose makes clear the intent and function of the school system.***

Baltimore County Public Schools will provide for every student the highest quality 21st century education in a safe, secure, and positive environment conducive to high levels of teaching, learning, and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.



## OUR CORE VALUES

***Our core values express our fundamental beliefs, ethics, and overarching priorities.***

- Learning is BCPS' core purpose.
- Effective teaching is the most essential factor in student learning.
- Effective leaders support learning and optimum performance at all levels.
- BCPS is committed to doing whatever it takes to ensure that every student learns and succeeds, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability.
- Every student will be successful when provided high expectations and sufficient, appropriate supports.
- Organizational development is essential to BCPS becoming a world-class school system.
- Trusting relationships and commitment to BCPS core values will foster learning at all levels.
- Students, parents/guardians, employees, community members, and all BCPS stakeholders comprise Team BCPS.
- Every member of Team BCPS has value and makes important contributions towards BCPS becoming a world-class school system.
- Positive and productive relationships among all members of Team BCPS are built through meaningful communication and engagement.
- All members of Team BCPS are partners in creating, sustaining, and investing in a culture of deliberate excellence and vital to BCPS' success.

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**SCHOOL VISION:** Woodholme is a family of students, parents, staff and community. Our family is committed to developing life-long learners in a safe, orderly, respectful and nurturing environment. We will use technology to achieve challenging expectations in an ever changing world.

**TECHNOLOGY:** The Woodholme Learning Community is committed to preparing our students for the future by integrating a variety of technological resources into all areas of instruction. Through technology, we will motivate our students, enrich our rigorous lessons, and continue to reinforce content to increase student achievement.

## **Calendars and Messages**

The Baltimore County Public Schools (BCPS) distributes a countywide calendar and information booklet at the beginning of the school year that outlines the academic year. BCPS calendars and events are also posted on the system's Web site at [www.bcps.org](http://www.bcps.org). BCPS uses Blackboard Connect to reach parents and guardians by telephone. Periodically you will receive specific messages from Woodholme Elementary School about upcoming events. Systemwide messages will also be sent regarding current issues. It is important that phone numbers are current. If you are not receiving any calls or emails, please contact the main office to request a copy of your child's Student Contact Information sheet for you to update.

## **Student Planner**

Every student in grades kindergarten through five is issued an agenda book at the beginning of the school year. Please review any daily assignments and any notes written in this book with your child. Sign your name in the box on the bottom of the page daily. This is an indication to your child's teacher that you have seen the assignments and/or are aware of all notes written to you.

## **Monthly Newsletters**

The school newsletter is published once a month and emailed to each family. These publications are the primary source of up-to-date information about the school community and upcoming activities and events. Copies of the newsletters are also posted on the school Web site.

## **Conferences & Communication**

Open communication between parents and teachers is critical, and parent-teacher conferences or contacts are an important component of that communication. At the end of the first marking period schools will be closed for students in order for all parents/guardians to meet with teachers. In order to provide sufficient time for all conferences, Woodholme teachers may expand the number of days used for conferences by meeting before or after school hours. Parents should contact the teacher during the year to discuss academic or social/emotional progress of their child(ren) by calling, sending in a note, or emailing the teacher(s). A teacher may also request a conference during the year to discuss with the parent/guardian student progress, student behavior, and/or an area of concern.

## **School Web Site & Social Media**

Visit our school Web site for information! <http://WoodholmeES.bcps.org>



Follow us on Twitter @WoodholmeES



Like us on Facebook: Woodholme Elementary

## **School Events & Parent Information**

Woodholme believes in building partnerships with families. In order to provide families with information about what your child is learning and how you can help your child at home, please plan to join us at the following Woodholme events:

- Back-to-School Night – September
- Family Learning Night – October
- American Education Week – November
- Elementary Conference Day – November
- STEM Fair – March
- Student Showcase & Concert – May
- PTA Meetings – Monthly
- Fundraising Events – As Scheduled

Please refer to the overview calendar in your child's planner for specific event dates.

## **Parent University**

Access resources that support parents in guiding their children to academic success and enhancing personal growth and family wellness at [www.bcps.org/parentu](http://www.bcps.org/parentu)

## ***SCHOOL VISITATION & CONTACT INFORMATION***

### **Office and Entrance**

- For the safety of all students and staff, outside doors are locked at all times.
- Everyone must enter the school through the front door. To gain entry, visitors will first need to push the buzzer located on the right side of the door and wait for instructions.
- Visitors must report to the office to obtain a pass which must be clearly displayed at all times. A photo ID is required to visit within the building.
- If a student forgets something necessary for the school day, the item can be dropped off in the office. Students will not be allowed to use the school phone to contact a parent for any forgotten items including homework, field trip permission slips, or lunches.

### **Classroom Visitation & Interruptions**

- Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits should be arranged with the classroom teacher prior to coming to the school at least 24 hours in advance. Arriving to school unannounced may result in the inability to visit the classroom if testing or other focused events are occurring.
- Please be mindful that visits cannot interfere with the instructional program, and parents should refrain from discussing his or her child's progress during the observation. We discourage parents from bringing younger siblings into the classrooms and cafeteria during visitation, using cell phones during classroom visitations, and using the school setting for personal visits.
- The school reserves the right to limit or schedule the visit in such a way to diminish or avoid disruption to the normal operation of the school.
- When items are dropped off at school for students, the office staff will be sure to get items to students, so students may not be called down to the office immediately.

### **Grounds**

- The school grounds are for the use of students during the school day. The grounds provide open space for the students to play in a healthy environment. Please do not litter on the school grounds.
- Animals are not permitted in the school or on the grounds at arrival, during the school day, or at dismissal as per BCPS policy. In addition, when walking animals on the grounds after school hours, please be responsible by cleaning up after them.
- Smoking is not allowed at any time on BCPS property. The Board of Education of Baltimore County is committed to providing a tobacco-free work environment for its students and employees. Due to the evidence concerning the health effects of tobacco use, smoking, and passive smoke, Baltimore County Public Schools prohibits the sale and use of any form of tobacco in any school system property at any time regardless of whether or not students are present.

### **Student Contact Information**

The information sheets with emergency information for your child must be returned to the school by the end of the first week of classes. This information is recorded into an electronic database to assist staff in contacting parents for routine procedures as well as for emergencies.

Whenever contact information changes, parents must notify Woodholme Elementary.

### **Custody Arrangements**

If there is a custody situation with your child, please make an appointment early in the year to meet with the secretary, principal or professional school counselor to discuss this matter. *Custody papers and other related legal documents are required to be on file at school.*

# ARRIVAL & DISMISSAL PROCEDURES

## School Hours/Teacher Duty Time

9:15 a.m. – 4:15 p.m.

## Bus Information

Woodholme is an all bus school. Bus transportation is available to students based on their enrollment address. For help finding the appropriate bus for your child(ren) contact Suzanne DeWeese at [sdeweese@bcps.org](mailto:sdeweese@bcps.org) or 410-887-6700 or consult our bus schedule.

Bus schedules are available at the main office or on the school Web site. All times are approximate and students should arrive at the bus stop early the first few days of school. At dismissal, 2 buses are called at a time starting at 3:55 p.m. based on the order they have arrived to the school. Assigned teachers will monitor bus students who are waiting in their assigned locations until their bus is called. Parents meeting students at the bus stop should be prepared to receive them as early as 4:00 p.m. Dismissal runs until 4:15 p.m. with our last buses departing from the school at this time.

All students are required to board and disembark at their designated bus stop location. Students are not permitted to ride the bus in order to go to a friend's house.

## Morning Drop-Off Procedures

**9:15 a.m.** – school opens and students may enter the building, including students who will be eating breakfast  
*No staff members are on duty to supervise students prior to 9:15 a.m.*

*Students are not to be left unattended by parents, guardians, or daycare providers prior to 9:15 a.m.*

**Drop-Off Location** - along the sidewalk directly in front of the school building

*For safety purposes, do not park on Mount Wilson Lane or drop-off students on Mount Wilson Lane.*

**9:31 a.m.** - students are considered late and will receive a late pass from the office

*Students regularly arriving late to school will be recommended to ride the bus.*

*Continued tardiness will result in a referral to the pupil personnel worker.*

NOTE: A carpool number is not required for morning drop-off only.

## Afternoon Carpool Pickup Procedures

*If you wish to pick up your children at dismissal each day, you will need to follow these guidelines to ensure the safety of our students:*

**Complete a Carpool Registration Form** - can be obtained at the main office.

**Display Carpool Number in Vehicle Windshield** - two copies will be issued.

As you enter the car loop from Mount Wilson Lane, the number should be displayed for staff members to easily see. Cars with no numbers will be asked to park and enter the main office to sign out the child(ren).

**3:55 p.m. - 4:15 p.m.** - students are dismissed by number when their car arrives

**4:16 pm.** - parents, guardians, or daycare providers must park and sign out the child(ren) from the office

*Staff members are off duty at 4:15 p.m.*

*Students regularly picked up late will be encouraged to ride the bus.*

*Continued late pickup will result in a referral to the pupil personnel worker.*

### **Changes to Regular Dismissal Plans**

Students will not be called to the office for dismissal after 3:10 p.m. Changes to your child's normal dismissal plan must be made in writing; phone calls will not be accepted. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and will avoid any confusion regarding dismissal. In the case of a family emergency, please contact one of our administrators.

### **Late Arrivals**

It is very important that all students arrive to school on time. A late arrival means that your student starts the day at a disadvantage. All students are expected to be in their seats and ready to begin the instructional day at 9:30 a.m. Students arriving after 9:30 a.m. are considered late and should follow these guidelines:

1. Enter through the front door and report to the office.
2. Students will receive a late slip which they are to give to the classroom teacher.
3. A staff member will walk students to class if necessary.

### **Leaving Before School Dismissal**

If it is necessary for you to pick up your child prior to the end of the day:

1. A note should be sent to each classroom teacher which includes the date and time of pickup. Students will not be called to the office for dismissal after 3:10 p.m.
2. When you arrive, the office will need to see photo identification before calling your child to the office for dismissal.
3. Please sign the dismissal log in the office and complete an early dismissal slip.

### **Emergency Early Dismissal Plan**

In the event that all BCPS schools close early due to inclement weather, excessive heat, or other emergency your child will be sent home according to the early dismissal plan identified on your child's Student Contact Information sheet for the current school year.

When it is decided that schools are to be closed for inclement weather or excessive heat, announcements will be made by local television and radio stations. A ConnectED message will be sent by the principal and notifications will also be posted on Twitter and Facebook. Please note that Woodholme Elementary is not required to call parents concerning county-wide school closings. The only exception is if Woodholme Elementary is the only school to close due to do an emergency such as a power outage. In that case, school staff must have direct contact with parents (phone or email) in order to release students.

### **Delayed Openings & Early Dismissals**

All buses will run during delayed openings and early dismissals. Arrive at your bus stop the appropriate number of hours prior to the normal pickup time/drop-off time.

**1 Hour Delay:** Students may enter the building at 10:15 a.m. Our instructional day will begin at 10:30 a.m. Breakfast will be served.

**2 Hour Delay:** Students may enter the building at 11:15 a.m. Our instructional day will begin at 11:30 a.m. Breakfast will be served.

**1 Hour Early Dismissal:** We will begin dismissal at 2:55 p.m. – 3:15 p.m. Breakfast & lunch will be served.

**2 Hour Early Dismissal:** We will begin dismissal at 1:55 p.m. – 2:15 p.m. Breakfast & lunch will be served.

**3 Hour Early Dismissal:** We will begin dismissal at 12:55 p.m. – 1:15 p.m. Breakfast & lunch will be served.

Please check the following sources for weather related closings and delays:



BCPS Web site [www.bcps.org](http://www.bcps.org)



@BaltCoPS



[www.facebook.com/BaltCoPS](http://www.facebook.com/BaltCoPS)



BCPS Information Line 410-887-5555



The Education Channel, Comcast Cable Channel 73



All Local Radio and Television Stations

## **Mission and Goals of Baltimore County Public Schools (BCPS)**

In order to provide the opportunity for greater academic, career, and social success, it is the goal of Baltimore County Public Schools to ensure that students attend school on a regular basis. Good attendance positively impacts academic performance and leads to maximum student potential. In an increasingly technological society, our students need to graduate from school with academic and life survival skills that will make them competitive and socially secure in modern society.

Baltimore County Public Schools is committed to finding ways to encourage students to attend school regularly. School personnel, parents, and communities must work together to keep students focused on the goals of finishing school and earning a high school diploma. Schools are encouraged to implement policies that support systemwide attendance goals and maintain high expectations concerning student attendance. The development and implementation of the school system's goals must have the direct involvement and cooperation of parents and the community.

The Code of Maryland Regulation (**COMAR**) 13A.08.01 (Students – general Regulations) requires that all public school systems have a student attendance policy. Baltimore County Public Schools Attendance Policy 5120 complies with state law.

## **Attendance Rate**

Attendance is reported on each report card. In the attendance area, you will see the number of days absent, the number of days late, and the attendance rate (the percentage of enrolled days present). Attendance is important to student achievement. The Maryland State Department of Education's standard for satisfactory attendance is 94%. Many school systems have adopted an Exemplary Attendance rate of 96% or better with no unlawful absences. With the knowledge that absenteeism affects a child for a lifetime, Baltimore County Public Schools encourages families and students to set high attendance expectations.

## **Parent Responsibility**

First and foremost, the parent/guardian is responsible for his/her child's regular on-time school attendance under the Maryland Compulsory School Attendance law. A student absent from school shall present a note immediately upon return to school. The note, signed by the parent/guardian, shall include the name of the student, the date of, and the reason for the absence no later than five days after the student's return to school. Absences not supported by a note will be considered unexcused and unlawful. At the discretion of the principal, a written statement from a physician may be required in the case of excessive or extended absences.

## **Lawful Absences**

Death in the immediate family  
Illness of the student  
Court Summons  
Religious Holiday  
Suspension

## **Make-up Work**

Students absent for lawful reasons may request make-up work. Students are provided the same number of days to complete and turn in make-up work as they were absent. All other absences (including vacations) are considered unlawful. Students absent for unlawful reasons are not entitled to make-up work.

## **Woodholme's Attendance Incentives**

Students who have an attendance rate of 95% or higher and 4 or fewer late arrivals will receive an Attendance Certificate each quarter.

## **Parent Notification**

Students who have an attendance rate of 90% or below and/or more than 4 days tardy each quarter will be informed through written communication from an administrator.

# SCHOOL SAFETY

## UNIVERSAL EMERGENCY RESPONSE PROCEDURES

There are four emergency evacuation procedures. These are listed on the chart below. Note that there are two variations of procedures to address special circumstances. Each evacuation procedure, for example a fire drill, is practiced throughout the school year. Note: This information comes from the Critical Response and School Emergency Safety Management Guide for BCPS.

<p><b>A. <u>Evacuation</u></b> (For use when conditions outside are safer than inside)</p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>• Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)</li> <li>• Take roll book for student accounting</li> <li>• Assist those needing special assistance</li> <li>• Do not stop for student/staff belongings</li> <li>• Go to designated Assembly Area</li> <li>• Check for injuries</li> <li>• Take attendance, report according to Student Accounting and Release procedures using <i>Emergency Attendance Sheet</i></li> <li>• Wait for further instructions</li> </ul>	
<p><b>B. <u>Alert Status</u></b> (For use in securing access to the building, usually a community emergency event)</p> <ul style="list-style-type: none"> <li>• Secure the facility by locking all doors from the inside. (Do not chain any doors)</li> <li>• Inform staff of "Alert Status"</li> <li>• Inform students in an age appropriate way</li> <li>• Post staff near the front entrance of the building to allow entrance and exit with identification</li> <li>• Conduct classes and activities within the building in a normal manner</li> </ul>	
<p><b>C. <u>Lockdown</u></b> (For use to protect building occupants from potential dangers in the building or outside)</p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>• Students are to be cleared from the halls immediately and to report to the nearest available classroom</li> <li>• Assist those needing special assistance</li> <li>• Close and lock all windows and doors and do not leave for any reason</li> <li>• Pull down blinds, turn off lights</li> <li>• Stay away from all doors and windows and move students to interior walls and sit on floor</li> <li>• BE QUIET!</li> <li>• Wait for further instructions</li> <li>• Complete <i>Emergency Attendance Sheet</i></li> </ul>	<p><b>C1. <u>Shelter in Place</u></b> (For use in external gas or chemical release)</p> <p><b>When announcement is made, follow the Lockdown procedure with the addition below:</b></p> <ul style="list-style-type: none"> <li>• Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release) using coats, blankets, or rugs</li> </ul>
<p><b>D. <u>Severe Weather Safe Area</u></b> (For use in severe weather emergencies)</p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>• Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)</li> <li>• Occupants of portable classrooms shall move to the main building to designated safe areas</li> <li>• Take roll book for student accounting</li> <li>• Take attendance; report according to the Student Accounting and Release procedures using <i>Emergency Attendance Sheet</i></li> <li>• Assist those needing special assistance</li> <li>• Do not stop for student/staff belongings</li> <li>• Close all doors</li> <li>• Remain in safe area until the "all clear" is given</li> <li>• Wait for further instructions</li> </ul>	<p><b>D1. <u>Drop, Cover, and Hold</u></b> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p><b>When the command "Drop" is made:</b></p> <ul style="list-style-type: none"> <li>• DROP – to the floor, take cover under a nearby desk or table and face away from the windows</li> <li>• COVER – your eyes by leaning your face against your arms</li> <li>• HOLD – on to the table or desk legs, and maintain present location/position</li> <li>• Assist those needing special assistance</li> <li>• Wait for further instructions</li> </ul>

# SCHOOLWIDE BEHAVIOR MANAGEMENT PLAN

To establish a positive learning environment, it is critical to create a school climate upon which teachers feel supported, students are treated fairly, parents are well informed, and the office runs efficiently. It is understood by the Woodholme family that the creation of a safe and orderly school environment will foster increased student achievement and security. A schoolwide behavior plan has been established as a common thread binding the classroom, the home, and the office to a consistent approach to behavior management and discipline. It is our goal to remain committed to the plan and to be responsive to school discipline data on a quarterly basis.

## WOODHOLME CODE OF CONDUCT

Effective instruction is best carried out in a structured yet nurturing environment. This code is posted in each classroom, and the school family will enforce it through recognition of desired behaviors and consistent enforcement of schoolwide discipline procedures. The Code of Conduct is recited daily during morning announcements:

AS A PROUD MEMBER OF THE WOODHOLME SCHOOL COMMUNITY, I WILL...

### ☞ SHOW KINDNESS & RESPECT

- ◆ To others
- ◆ To my environment
- ◆ To myself

### ☞ MAKE SAFE CHOICES

- ◆ When on school property
- ◆ When on the bus
- ◆ When on field trips

### ☞ FOLLOW DIRECTIONS

- ◆ Both oral and written
- ◆ By delivering all home communications

### ☞ BE AN ACTIVE LEARNER & COMPLETE MY WORK

- ◆ In and out of school
- ◆ By coming prepared with all needed supplies

### ☞ BE RESPONSIBLE FOR WHAT I SAY AND DO

- ◆ By keeping my hands and feet to myself
- ◆ By using appropriate language

## Classroom Expectations:

Each classroom will utilize the Code of Conduct as the foundation of their classroom discipline program. Teachers may choose to develop classroom rules with wording that is age-appropriate, aligned with the schoolwide Code of Conduct.

## Hallway Expectations:

Students are expected to be silent and stay to the right side of the hall and stairwells.

## Bathroom Expectations:

Each class will take whole class bathroom breaks prior to lunch and all specials. Students should only be sent to the bathrooms during lunch, specials, recess, and assemblies in the event of an emergency. In an attempt to keep our bathrooms in good working order, teachers monitor whole class bathroom breaks. Students will be sent on an individual basis when necessary. Students are expected to refrain from talking and horseplay, dispose of trash properly, show respect for privacy, and use all facilities as they are intended to be used.

## Cafeteria Expectations:

Students are expected to:

Enter and exit by calmly and quietly walking at all times.

Use appropriate table manners.

Stay in their assigned seats.

Dispose of all trash on table tops and floors before leaving.



Classes work together to earn this special ticket!

## PROACTIVE INTERVENTIONS

### Restorative Practices & Virtues Language

Woodholme Elementary will begin participation in restorative practices by engaging in the use of virtues language and regular classroom meetings that will be transformed into restorative circles. Restorative practices cultivate a culture in which everyone feels like they belong. They build a sense of community in which every member feel that they are *seen, heard, and respected*. Restorative practices are a framework for building community and for responding to challenging behavior through authentic dialogue, coming to understanding, and making things right. Restorative circles build community, teach restorative concepts and skills, and are used to set things right when there is a conflict.

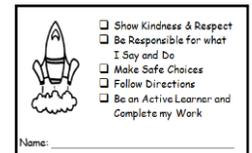
### Kindness

One way we highlight kindness is called Bucket Filling. ***Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad.***

The Bucket Filling program is based on the book, *Have You Filled a Bucket Today? A Guide to Daily Happiness for Kids* by Carol McCloud. Everyone carries around an invisible bucket. Children quickly understand that they can fill buckets when they do and say things that are kind, considerate, caring, and respectful. Children also learn that when they are unkind, inconsiderate, uncaring, or disrespectful, they dip into buckets and remove those good feelings from others. This program encourages positive interactions. Children see how easy and rewarding it is to express kindness, appreciation, and love on a daily basis. Even the youngest child understands that actions and words can either fill a bucket or dip into it. We are encouraging, reminding, and recognizing everyone's efforts to be bucket fillers at home, at school, and everywhere they go.

### Ticket Rewards – STAR, CAFÉ, BUS, CARPOOL

All students will be able to earn incentives for good behavior throughout the day from any staff member at Woodholme. Staff members will carry the paper reward tickets and give them out to students who exhibit this behavior. When a student receives a reward ticket, he/she may place it in a box in their classroom for a drawing or save up tickets to "purchase" a reward. Teachers may hold drawings each week or offer a school store for students to redeem tickets earned.



Additional tickets in the cafeteria, on the buses, and in the carpool dismissal hallway have been implemented to recognize classes and students displaying exemplary behavior. Classes will work together in the cafeteria to earn a ticket that recognizes excellent lunchroom manners. Bus drivers will recognize two students each morning and two students each afternoon by giving them a bus reward ticket. A staff member will recognize two carpool/daycare students daily who are seated quietly and waiting for their carpool number or daycare van to be called.

### Above & Beyond

Students with noteworthy behavior can be recognized by teachers in the student planner with a comment in the Above & Beyond section.

### SCHOOLWIDE DISCIPLINE

Teachers are expected to use Woodholme's Code of Conduct system to daily monitor and record student behavior. Teachers will track individual behavior daily that will be communicated to parents each night in the student planner. Teachers will also carry a clipboard with a class list posted to all special area classes to record each student's behavior during class. Parents will sign each child's planner every night.

When the expectations of the Code of Conduct are not met, a hierarchy of consequences commences. All classroom and special area teachers will follow the same hierarchy. If a student's behavior violates the Code of Conduct, a staff member will mark their behavior chart to indicate the level of this hierarchy. Any staff member at any place in the school can mark a student's planner.

### **Hierarchy of Consequences:**

- ◆ Level 1 Warning
- ◆ Level 2 Time-Out –students are removed from the situation and given time to reflect on their behavior.
- ◆ Level 3 Reflection (written) -Students will be removed from the situation and provided with a form to be completed, sent home, and signed by a parent. Reflections should be returned to school the next school day. Loss of privilege is also appropriate.
- ◆ Level 4 Parent Contact – teacher contacts the parent by telephone or email.
- ◆ Level 5 Office Referral – see Office Discipline below

 Above & Beyond!			
1	Code	Time	Warning
2			Time Out
3			Reflection
4			Parent Contact
5			Office

### **Office Referrals/Discipline**

Any student who is sent to the office will have an Office Referral Form filled out by the teacher or referring staff member. Office referrals will be handled on an individual basis by a school administrator. All students should be sent to the office with work to complete.

### **Immediate Office Referrals**

In the case of incidents involving the specific behaviors outlined as Category III Offenses in the Baltimore County Public School Student Handbook, students should be immediately referred to the office, circumventing the levels of consequences.

### **BCPS Student Handbook**

All students have the right to a safe and orderly learning environment. In our efforts to support learning for all students, it is expected that each student behave in ways that will not interfere with his or her learning or the learning of others. It is important for students to assume responsibility for their behavior. Each student is provided training and a copy of this handbook at the start of each school year or upon enrollment.

Parents are asked to review the Student Handbook with their child(ren) and to sign and return the Student Handbook Acknowledgement Form within 5 school days. The Student Handbook can be accessed on the BCPS Web site under the Students or Parents menu or at <http://www.bcps.org/system/handbooks/Student-Handbook.pdf>

### **BCPS Students' and Parents' Guide to Transportation**

Transportation provided by the county requires students to uphold the same behavioral expectation as those in the school. When a student's behavior distracts the driver, it places the bus and the students' safety in jeopardy. When this happens, the student may be denied the privilege of riding the bus to ensure the safety of others. Bus drivers are responsible for students from the time they enter the bus until they exit the bus. A parent does not have to be present at the stop for the driver to release the children; however, parents are responsible for the supervision of their children from the time the children leave home in the morning until they board the school bus, and at the end of the day from the time the school bus departs the unloading area until the children reach home.

View the full guide at <http://www.bcps.org/offices/transportation/pdf/Parents-Students-Guide.pdf>

## **GRADING & REPORT CARDS**

Baltimore County Public Schools has made revisions to the grading and reporting procedures for the 2016-2017 school year. The new BCPS Grading and Reporting Procedures Manual can be found at: <https://www.bcps.org/academics/grading/> There are four reporting periods during the school year for students in grades 1 – 5. Students in kindergarten will receive a Kindergarten Progress Report in November and in May at the Kindergarten Conferences.

### **Our Purpose:**

Baltimore County Public Schools commits to all stakeholders to provide *equitable, accurate, specific, and timely* information regarding student progress towards agreed-upon common course expectations as well as feedback for next steps and growth areas. Grades will communicate what students know and can do.

Equitable	The same work, completed in two different classrooms, should receive the same grade.
Accurate	Grades are based solely on achievement, which means other factors like behavior and attendance are not used to calculate a grade.
Specific	Grading policies should be so clear that students should be able to tell teachers what grade they have earned, even before the teacher calculates it.
Timely	Feedback to students is so timely that students can actually use that feedback right away to improve their performance on tests and assignments.

### **Our Guiding Practices:**

1. Grading practices must be supportive of student learning.
2. Marking-period grades will be based solely on achievement of course or grade-level standards.
3. Students will have multiple opportunities to demonstrate proficiency.
4. Grades will be based on a body of evidence aligned to standards.
5. A consistent grading scale will be used to score assignments and assessments.
6. Accommodations and modifications will be provided for exceptional learners.

### **GRADES 1 & 2**

<b>CD</b>	<b>Consistently Demonstrating</b> The student acquires and applies the concept or skill consistently with minimal teacher support.
<b>P</b>	<b>Progressing</b> The student acquires and applies the concept or skill frequently and needs additional teacher support at times.
<b>N</b>	<b>Needs Improvement</b> The student acquires and applies the concept or skill rarely or does so with much more teacher support. Additional practice is needed.
<b>NA</b>	<b>Not Applicable</b>

### **GRADES 3-5**

<b>A</b> 90%-100%	<b>Outstanding</b> Students performing at this level demonstrate a distinguished and strong command of the knowledge, skills, and practices embodied by the standards. Students at this level are meeting or extending the standards at their grade level.
<b>B</b> 80%-89%	<b>Above Average</b> Students performing at this level demonstrate a moderate command of the knowledge, skills, and practices embodied by the standards. Students at this level are approaching the standards at their grade level.
<b>C</b> 70%-79%	<b>Average</b> Students performing at this level demonstrate a developing command of the knowledge, skills, and practices embodied by the standards at their grade level.
<b>D</b> 60%-69%	<b>Below Average</b> Students performing at this level demonstrate a beginning command of the knowledge and/or skills embodied by the standards assessed at their grade level.
<b>E</b> 0-59%	<b>Failing</b> Students performing at this level demonstrate no evidence of the knowledge, skills, and practices embodied by the state standards assessed at their grade level.
<b>NA</b>	<b>Not Applicable</b>

## ***ADDITIONAL PARENT INFORMATION***

### **Volunteer Training & Screening Process**

Woodholme Elementary School has a richer program for our students because of the volunteer program delivered by our parents and community. We urge you to consider volunteering during the school year. Volunteers are used in both instructional and non-instructional ways.

All volunteers are required to participate in a training. This is an opportunity to review school procedures and state law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures.

In an effort to manage the volunteer training, application, and screening process there are procedures which need to be followed. If you have not been trained this year and are planning on attending a field trip or volunteering in any way please follow the directions below. Please keep in mind that each school year the process must be started over again. If you do not have access to a computer please feel free to contact the Volunteer Coordinator at 410-887-6700.

STEP 1: Please go to the following link to access the volunteer information.

[http://www.bcps.org/community/volunteer\\_info/](http://www.bcps.org/community/volunteer_info/)

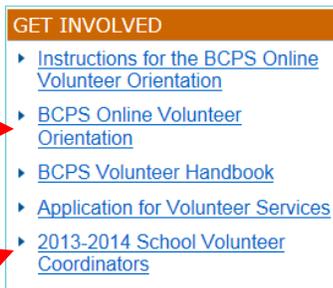
STEP 2: Click on the BCPS Online Volunteer Orientation link.

It will take you to a page titled **Safe Schools Training** and complete the training session.

STEP 3: Print your completion of training certificate.

STEP 4: Return to the Web site and download the Application for Volunteer Services. Please make sure it is completely filled out or it will not be valid.

STEP 5: Attach your Application for Volunteer Services to your Training Certificate. Send the application and certificate to the Volunteer Coordinator at Woodholme. Once the packet is received we will do a background check on the sex offender registry and will add your name to our master list.



### **Field Trips**

In an effort to extend learning activities, teachers may schedule field trips. When a field trip is scheduled, teachers will send home detailed information, permission slips, requests for payment, and chaperone information. It is imperative that the permission slip be signed by the parent/guardian and returned along with any money needed to cover the cost of the trip. If your child is absent on a field trip day, we are unable to reimburse the field trip fee.

### **Supervision on Field Trips**

There are several items that are important for you to be aware of when you are acting as a chaperone on a field trip.

- Chaperones are required to complete volunteer training before attending a field trip.
- Volunteer training and the submission of documentation to the school must be completed at minimum of 2 weeks prior to the date of the field trip.
- The teacher is the trip leader, is responsible for all decisions, and is in charge of students and chaperones.
- When you chaperone we need your supervisory help. Although we want you to enjoy the trip, remember that your first responsibility is to supervise students.
- Never take students off-site without the prior knowledge and approval of the teacher-in-charge.
- Cell phones should be left in your pocket or purse and only used in an emergency.
- Since this is an educational activity, siblings are not allowed to attend.
- Chaperones must abstain from smoking and drinking alcohol while supervising students.

**Cell Phones & Other Electronic Devices**

In accordance with the BCPS Student Handbook, cell phones and other electronic devices that are brought to school must be turned off and stored appropriately. Cell phones and other electronic devices may not be used during school hours or while being transported on the bus unless prior permission is given. Students who do not abide by this rule will have their cell phones and other electronic devices held for parent pickup.

**Birthday Celebrations**

Due to a large number of students who have severe food allergies, it is unsafe to have students served additional outside snacks during their lunch period or in the classroom. Therefore, Woodholme will not host any birthday celebrations. School is a very busy place focused on providing your children with a strong, rigorous, and effective instructional program. Teachers and students are working hard throughout the day. We ask for your understanding that school is neither the time nor place for birthday celebrations.

**Lost and Found**

A lost and found collection is maintained by the school. Items not claimed at the end of each marking period will be donated to charity. Please label your child’s apparel and lunch bag/box for easy identification and return. Lost glasses and keys are held in the main office.

**Money**

Please make sure that all money sent to school is in a sealed envelope with your child’s full name and teacher’s name clearly written on the outside of the envelope along with the purpose of the money. This process must be followed for breakfast/lunch money, field trip money, yearbook money, as well as any event that requires money. Please remind your child to give the clearly labeled, sealed envelope to the classroom teacher upon arrival. If you have any questions about sending money into school, please contact your child’s teacher.

**Cafeteria & My School Bucks**

BCPS is partnering with My School Bucks, previously My Lunch Money, ([www.myschoolbucks.com](http://www.myschoolbucks.com)), which allows parents to prepay for their students’ school meals online. Parents have the ability to set up free accounts to monitor student meal purchases, to receive e-mail notifications for low account balances, to set spending limits, and to place limitations on items purchased.

Here is your child’s BCPS ID# that is necessary to setup an account:



Baltimore County provides a menu to students each month. The lunch menu offers a choice of three entrees, served with milk, fruit or juice, and vegetable. A la carte items are also available.

A cafeteria policy has been designed to assist students who need a lunch, but have no lunch money on a given day. It will enable your child to receive a regular lunch for up to two days. Your child will receive a pink slip indicating insufficient funds to make you aware of the situation. You will need to repay the loan and make sure your child comes to school with money, or put money on his/her cafeteria account. Should there be a third day on which the student needs lunch and financial responsibilities have not been taken care of, your child will only receive a minimal lunch, such as cereal, until the account is brought up to date.

**Locker Searches**

The principal may conduct a search of the school’s physical plant including students’ lockers. Students have the responsibility to cooperate with school officials who conduct reasonable searches and seizures under federal and state laws and regulations as well as BCPS’ policies and rules.

**Moving or Moved?**

If you are moving or have moved, according to the Board of Education Policy and Superintendent's Rule 5140 *Students: Enrollment and Attendance*, "A parent shall notify the school of any change in the domicile or change in the reason for which special permission was approved. Failure to notify the school within fifteen (15) business days of any change may result in the student being withdrawn from school."

If you need to withdraw your child from Woodholme Elementary, please contact the main office at 410-887-6700. The office will provide the necessary paperwork so that the transition to the new school will be smooth. Please give the office staff at least 2 days notice to prepare the paperwork.

**Dress Code**

Woodholme Elementary is pleased to support a voluntary school uniform dress code. Uniform dress means that students are dressed in a similar fashion, but not identically. You have the option of purchasing uniform items from any vendor who meets your needs. Uniform dress is highly recommended for all students.

<b>Suggested Uniform for Boys</b>	<b>Suggested Uniform for Girls</b>
<ul style="list-style-type: none"> <li>• Navy Blue or Khaki Pants (fitted at waist line)</li> <li>• Navy Blue or Khaki Shorts</li> <li>• Plain Navy Blue, Light Blue or White Shirts with a collar (polo style or oxford style)</li> <li>• Navy Blue, Light Blue or White Sweaters, Turtleneck or Long-Sleeve Shirts with a collar (for winter)</li> <li>• Sweatpants or gym shorts on gym day for elementary level students are acceptable but not required to replace bottoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Navy Blue or Khaki Pants or Capri Pants</li> <li>• Navy Blue or Khaki Shorts, Skorts, Skirts, Jumpers(all in knee-length)</li> <li>• Tights may be worn under skirts or skorts (navy blue, light blue, white, skin tone).</li> <li>• Plain Navy Blue, Light Blue or White shirts with a collar (polo style, oxford style, 3/4 sleeve, etc.)</li> <li>• Navy Blue, Light Blue or White Sweaters, Turtleneck or Long-Sleeve Shirts with a collar (for winter)</li> <li>• Sweatpants or gym shorts on gym day for elementary level students are acceptable but not required to replace bottoms.</li> </ul>

To ensure safety, flip-flops and open-toed shoes are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students who wear flip-flops or sandals will not be allowed to participate in PE or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times; however, students must be able to change in and out of their shoes quickly and independently.

**Playground Safety**

Students are asked to abide by the following rules on the playground or at recess: students must have tennis shoes to use playground equipment, use all equipment as it is intended to be used, refrain from standing or sitting on railings or equipment, keep two hands on playground equipment at all times, climb down safely from equipment, take turns to avoid overcrowding, move on the monkey bars in the assigned direction, move safely through open space, refrain from playing chase or tag, and leave mulch and sand on the ground.

**School Clubs**

Students have opportunities to be involved in a range of activities before school or after school.

- Students participating in activities taking place prior to the school day must arrive at the scheduled time. Staff members who run these activities do not wait at the door after the arrival time to let in late students.
- Students participating in activities taking place after the school day must be picked up at the scheduled time. If a student is picked up late two times, it will result in his/her removal from the club.