

## Important School Information 2019-20



Woodfield Elementary School  
24200 Woodfield Road  
Gaithersburg, Maryland 20882  
(240) 207-2550

### Absences

The current Montgomery County attendance policy states:

*“A student is counted present for a full day if a student is in attendance for four hours or more of school. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.”*

- *Students will be recorded as a.m. absent, if they arrive at school more than two hours late.*
- *Students will be recorded as p.m. absent, if they leave school more than two hours early.*
- *Students will be recorded as either a.m. absent or p.m. absent, if they are absent from school for more than two hours, but less than four hours during the school day.*
- *Students will be recorded as full-day absent, if they are present for less than two hours of the school day.*
- *Students will be recorded as full-day present, if they are present for more than four hours of the school day.*

### **Early Departure**

Children who need to leave school during the day must bring a written excuse to the school office in the morning. The parent must sign the child out when leaving school, and sign in when returning to school.

### **Late Arrival**

Parents of children who arrive late to school are expected to sign their children in at the office. **After 9:00 a.m., a parent must accompany their child into the office. Students arriving after 9:00 a.m. are considered tardy.** Students are expected to have a written excuse for tardiness from their parent or legal guardian.

### Attendance

Daily, consistent attendance at school equates with success in school. We urge parents to make school a priority and to schedule vacations around the school calendar. If your child will be absent, please call the school office as soon after 8:00 a.m. as possible.

Due to supervision concerns, please make sure that students do not arrive at school prior to 8:40 a.m. daily. The car rider door will be locked promptly at 9:00 a.m. If a student arrives after that time, then the student with the parent should come through the front door of the school.

If you suspect your child has a communicable disease, please note that at the time of your call. The school will attempt to verify the apparent absence of any student whose parents have not called. **Dated notes, stating the specific reasons for absences, signed by a parent or guardian, are required no later than one day following an absence. A dated note explaining the student's absence is also required even when the absence is reported by telephone.** Excused absences from school include: illness, doctor or dentist appointment, death in the immediate family, observance of a religious holiday, or a court order. All student absences will be recorded as unexcused until the office receives a written note from the parent or guardian. **Please note that family trips, such as vacations, family visits, etc. are not excused. Work will not be provided for students to take on unexcused vacations. It is strongly recommended that vacations be taken during the summer, Thanksgiving break, winter break, and spring break.**

When a student has been out of school 10% of the time that school has been in session, a letter will be sent home emphasizing the importance of attending school and complying with county and state expectations.

### **Birthday Celebrations**

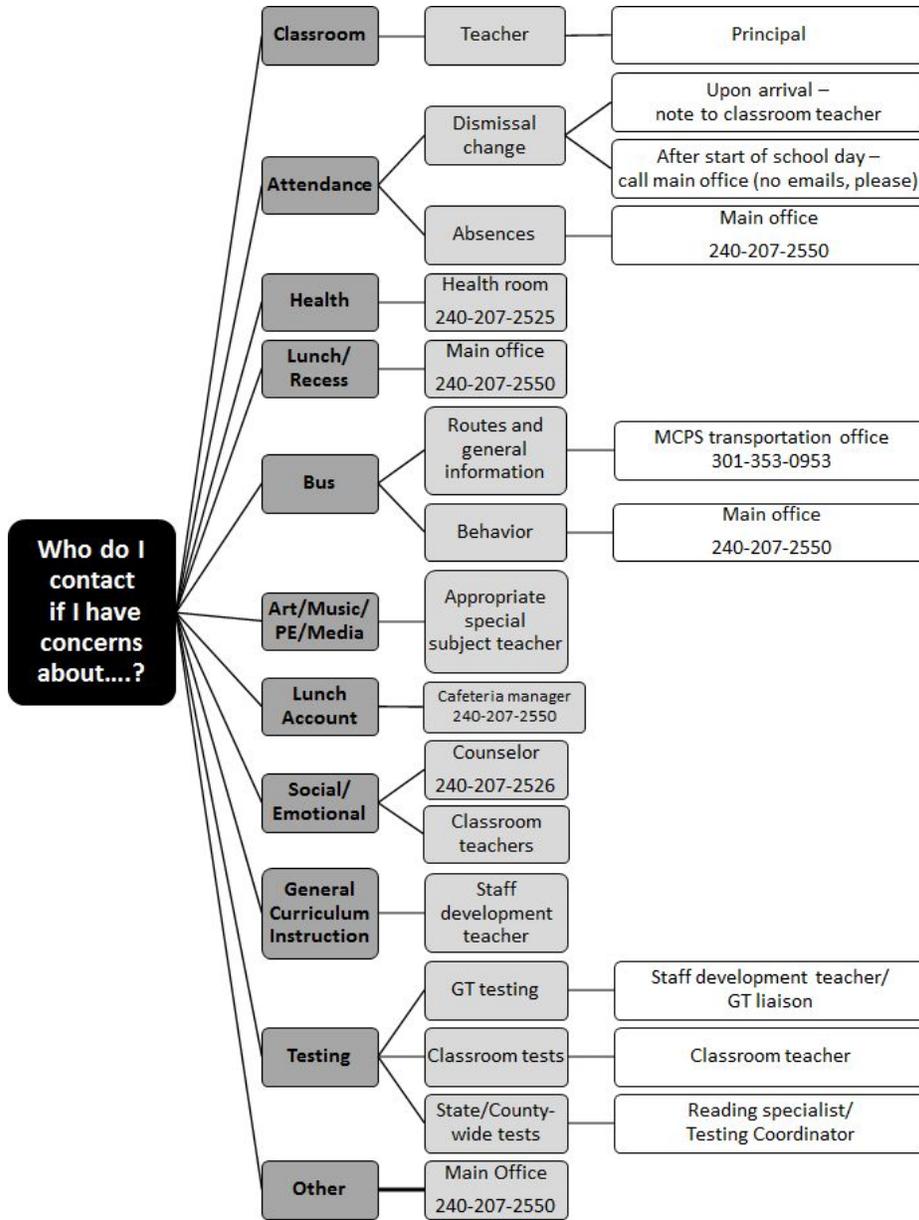
There will be no treats given for the celebration of birthdays. We will, however, celebrate each birthday on the morning announcements, and students will be given a birthday book by Mrs. Brant. We will continue to sing to students during their lunch in the cafeteria. Parents are welcome to eat lunch with their child that day. **Invitations, of any type, should not be handed out in school unless the whole class is invited.**

### **Bus Safety**

At the elementary level, parents are responsible for student safety at bus stops (safety patrols assist). Students who wish to go home with a classmate after school (either walking or riding a different bus) must bring a note to the office in the morning for verification. The bus drivers will not allow students on buses without written parent or school permission. **A schedule of the bus routes is posted on our school web page.** For problems concerning bus routes and stop locations, call the **Transportation @ (301) 353-0815.**

### **Communication to Parents**

A principal's newsletter featuring important school information will be posted on the school's web site monthly, as well weekly date reminders through connect-ed. Please take time to read the newsletter to keep informed about our school. Classroom teachers will send a newsletter home to parents. The chart below shows general communication procedures.



**Conferences**

Parent/teacher conferences will be scheduled by appointment in November. These conferences provide a planned opportunity for parents and teachers to discuss a child’s achievement and to plan cooperatively for continued student progress. **Parent/teacher conferences will be held on Monday, November 11 and Tuesday, November 12**, as well as, any other times during the school year as agreed upon by the parent and teacher. ***Please refrain from “drop in” conferences before and after school as teachers use this time to plan and prepare for students.*** Sign up sheets for conferences will be available through “Sign-up Genius”. If you need help setting up a Sign-up Genius account, Mrs. Dougherty, our Media Specialist can assist you.

**Contingency Plans for School Evacuation**

Each Montgomery County Public School is required to have a contingency plan should the need arise to evacuate the school building for an extended time. Specific information regarding

Woodfield's school evacuation plan will be reviewed regularly with students and staff and communicated to parents in writing and during PTA meetings. **Woodfield's evacuation site is the Plantations Pool. Our alternate site is Rockwell Elementary School.**

### **Crisis Plan**

As part of each Local School Crisis Plan, and to prepare for any potential emergency, each Montgomery County Public School (MCPS) is required to conduct with staff and students six specific emergency preparedness drills per year. The mandated drills are Evacuation, Shelter in Place, Reverse Evacuations, Lockdown, Drop, Cover, and Hold and Severe Weather.

Shelter is a term used in an emergency at an MCPS facility that requires all students to be under supervision and accounted for. "Shelter" could be called if a student or staff member was seriously injured in the hallway or if a serious situation was occurring in the community. Students and staff would be alerted by an announcement via the intercom system that a "Shelter" was in effect. All emergency team members would report to the office while students either remained in or reported to their classrooms. Attendance would be taken immediately and all students will be accounted for. An announcement would be made notifying everyone that the "Shelter" has ended.

"Lockdown" is a term used at all public facilities now when an immediate lockdown of classroom and other doors is warranted. A "Lockdown" would be called in the event that someone either near or in the school building posed an immediate threat to students or staff. Similar to a Shelter call, students and staff would be alerted by an announcement via the intercom system that a Lockdown was in effect. All students would either remain in or report to their classrooms or the nearest securable location. In the event of a Lockdown, all window blinds would be drawn, attendance would be taken, and all students would be accounted for. Following the Lockdown, an announcement would be made notifying everyone that the lockdown has ended. Sometimes, we will hold a drill that goes from a Lockdown to a Shelter or a Shelter to a Lockdown.

### **Discipline Policy**

A copy of Woodfield's discipline policy will be sent home with all students. Please take time to discuss the policy with your child(ren) and return the tear-off indicating that your family has reviewed it together.

### **Dogs on Campus**

Please try not to bring your dogs on campus when students are entering school in the morning or exiting school in the afternoon. While I appreciate that all dogs that are brought here are very friendly and that many children adore coming to pet them, we do have a number of children who have expressed fear in exiting the building because they are afraid of dogs. To ensure a comfortable environment for the children, I am asking that parents leave their dogs at home! If you feel that you must bring your dog, please wait for your child with your dog on the grounds away from where children will have to pass you. Also, we have had people walking their dogs on school grounds and not cleaning up after them. Please make sure that you clean up after your pet! Thanks for keeping our campus clean and safe!

### **Emergency School Schedule Changes**

**School Closing-** In the event of emergencies that make it impossible for Montgomery County Public Schools to open, information will be broadcast over local radio and television stations, beginning by 6:00 a.m. Please listen to local news and weather stations for updates or visit the MCPS website for emergency information. Please do not call the school.

**Delayed Opening** - In the event of snow or other hazardous weather conditions, school may open two hours later than usual to assure safe transportation of students to school. All students who normally ride school buses will be picked up approximately two hours later than their regularly scheduled pick-up time on delayed opening days. **Please do not bring students before their expected arrival time on delayed opening days. We have no one to watch them. Please keep in mind that the staff is also arriving two hours late.**

**Early Closing** - When early dismissal of students is necessary due to inclement weather, school will close one and one half-hours early. Buses may run late because of hazardous road conditions. The lunch period will be scheduled for all students prior to dismissal. Announcements will be made on local radio and television stations. The school will attempt to send out a Connected message, as well. Parents are urged to tune in to local news stations to find out about school closings. Please make sure that you keep your phone numbers updated, as well as, the individuals who may pick up your child from school.

### **Field Trips**

Students take field trips related to the curriculum for their particular grade level. These can take place in school or out of school. Field trips are an excellent way for students to “experience” history or science and are a part of the school day. Students’ medical needs requiring specific medications during the field trip are taken in consideration and appropriate protocol is followed in accordance with the Health Department guidelines. The Woodfield PTA sets aside a small amount of money for students whose parents may not have the means to pay for the entire cost of a trip. If you need a field trip scholarship, please send your confidential written request to Mrs. Brant.

### **Fire Drills**

We are required to complete at least 10 evacuation practices or fire drills per year. During the first weeks of school, we will discuss with students procedures for exiting during an evacuation drill. Evacuation drills will all be unannounced. Drills may occur in the morning or the afternoon. Visitors in the building must exit the building when the school is in drill mode.

### **Grading and Reporting Students’ Progress**

Please note the MCPS Policy on Grading and Reporting. Grades should reflect the individual student’s achievement of the concepts and skills taught during the approximate nine-week period. The standards-based progress report card is intended to give you a clear understanding of your child’s progress toward the end of the year grade-level expectations. Students are evaluated on the different grade-level measurement topics (groups of related content, skills, or processes in a subject) taught during that specific quarter.

Interims are typically sent out in grades 1- 5 near the middle of each quarter. This tries to ensure that parents are aware of how their child has performed up to that point in the quarter. Please review this interim report closely. If you have questions or concerns, please, contact your child's teacher.

### **Homework**

Homework is to provide additional opportunities to work on the concepts presented in class. More information will be given at Back to School Night about homework. In most instances, homework cannot be provided to students prior to an absence, but if possible, can be made up once the student returns to school.

### **Library Media Center**

All students have opportunities to check books out from Woodfield's Media Center. Students may, with teacher permission, borrow books from the media center during the school day.

### **Lost and Found**

Found articles of clothing, lunch boxes, and other items are collected throughout the year in the all-purpose room (cafeteria). Children are encouraged to check the Lost and Found containers for missing possessions. Eyeglasses, wallets, keys, and other small or valuable items are secured in the school office. Please label all clothing. If items are labeled, we will get them to the students eliminating the need to search the lost and found area. Periodically, throughout the year, unclaimed items will be donated to charity.

### **Lunch and Recess**

Lunch and breakfast menus are sent home on the first day of each month. Hot lunches are served daily with alternative choices. The price for lunch for **2018-2019** remains \$2.55 including milk. The reduced price for lunch for students who qualify remains 40 cents. The price for milk alone has remained at 60 cents. The cost of breakfast remains at \$1.30. There is no charge for a reduced price breakfast.

Free and reduced lunch is available. Please visit our website or call the main office for more details.

All children are supervised during lunch, outdoor play on the playground or, in inclement weather, in the classrooms. Rules and consequences for lunchroom and playground behavior will be reviewed with students at the start of school and throughout the school year. A copy of the rules and consequences will be sent home with students. The lunch and recess schedule for the 2019 - 2020 school year is as follows:

	<b><u>Recess AM</u></b>	<b><u>Lunch</u></b>	<b><u>Recess PM</u></b>
CAPP	11:50-12:10	11:20-11:50	1:15-1:35
K	11:50-12:10	11:20-11:50	1:15-1:35
1 <sup>st</sup>	10:00-10:20	11:50-12:20	12:20-12:40

2 <sup>nd</sup>	10:40-11:00	11:50-12:20	12:20-12:40
3 <sup>rd</sup>	11:50-12:10	11:20-11:50	1:30-1:50
4 <sup>th</sup>	10:20-10:40	10:40-11:10	1:30-1:50
5 <sup>th</sup>	10:20-10:40	10:40-11:10	1:30-1:50

**Early Release Lunch Schedule (No recess for students)**

Dismissal for all students at 12:55 p.m.

	Lunch
4 <sup>th</sup>	10:40-11:10
5 <sup>th</sup>	10:40-11:10
CAPP	11:50-12:20
K	11:20-11:50
1 <sup>st</sup>	11:50-12:20
2 <sup>nd</sup>	11:50-12:20
3 <sup>rd</sup>	11:20-11:50

**Delayed Opening Lunch Schedule (No breakfast or recess for students)**

School begins at 11:00 a.m.

	Lunch
CAPP	11:50-12:20
K	11:20-11:50
1 <sup>st</sup>	11:50-12:20
2 <sup>nd</sup>	11:50-12:20
3 <sup>rd</sup>	11:20-11:50
4 <sup>th</sup>	12:10-12:40
5 <sup>th</sup>	12:10-12:40

**Medications and Illnesses**

A child who is ill will be sent to the school health room. The school nurse or school health technician will assess the child, contact the parent or guardian, and send the child home with his/her parent if necessary. Any child with an elevated temperature of 100 degrees or above is sent home. Your child must be free from fever for 24 hours before returning to school.

It is likely that some time during the school year your child will have a medication prescribed by a doctor. As a general policy, the school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed. For more information, **contact our school community health nurse or school health technician at (240)207-2525** and read the information below. It is important that you keep the office updated as to any change in home or cell phone numbers, as well as, who the school should contact in case of an emergency and we are unable to reach the parent.

**Medication Policy**

In the event that your physician decides that your child needs to receive medication at school during the school day, MCPS Form 525-13, Authorization to Administer Prescribed Medication, must be completed and on file at school. Forms are available in the school office and in the school health room.

The first full day's dosage of any new prescription must be administered at home. Medication must be brought to school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. Students should never carry their medication to school. A pharmacist must properly label medication. Over-the-counter medication (e.g. aspirin, Tylenol, cough syrup) must also be prescribed by a physician as noted above and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

**Parent/Teacher Association (PTA)**

Our PTA is a volunteer organization dedicated to supporting the school and the welfare of our children. We encourage all parents and staff members to join and become active in our PTA. Meetings are held each month, generally on the first Tuesday of the month. The Woodfield PTA benefits our school in many ways, so please consider joining.

**Patrols**

Woodfield Elementary School has a group of responsible 4<sup>th</sup> and 5<sup>th</sup> grade boys and girls serving as school safety patrols. They begin their morning duty at 8:30 a.m. and afternoon duty at 3:25 p.m. Parents should impress upon their children the importance of following patrol directions. If a patrol is observed to be disregarding school rules and standards, the patrol should be reported to the safety patrol sponsor or the principal.

**Portable Communication Devices (cell phone)**

According to Montgomery County Public Schools' Regulation COG-RA, elementary students are not permitted to possess or use portable communication devices on MCPS school campuses during the instructional day. By written request from a parent and upon approval of the principal, an elementary school student may possess a portable communication device on an elementary school campus during the instructional day. Principals will grant waivers to the regulation based on consideration of the following factors: safety to and from school, communication during off campus school activities, or medical concerns. Other factors may be considered at the discretion of the principal.

**Safety**

If your child walks to school, please assist him/her in selecting a safe, regular route for walking to and from school. For your child's safety, please send in a note if he/she is to be picked up by someone other than the parent or guardian. Please remind your child(ren) to never leave school without permission from the principal or/and the teacher. To reduce traffic in the halls and encourage independence, parents should have their children walk to class alone in the morning and meet them outside or in the front hall at the end of the school day. We take child safety very seriously and cannot monitor large numbers of adults in different areas of the building at once.

**School Hours**

Normal school hours are from **9:00 a.m.** to **3:25 p.m.** for grades K through 5. Children are expected to arrive at school on time, but no earlier than **8:40 a.m.** Students eating breakfast at school can arrive starting at 8:30 a.m. The first bell rings at **8:50 a.m.** Children are considered tardy after **9:00 a.m.** The Woodfield Elementary School office hours are 8:00 a.m. until 4:00 p.m. Feel free to leave a message on the answering machine if calling outside of the office hours. A summary of school and office hours is below.

Office Hours	8:00 a.m. – 4:00 p.m.
Grades K - 5	9:00 a.m. – 3:25 p.m.
Early Dismissal	12:55 p.m.

**Security**

To ensure a safe environment for students and staff, all outside doors, will remain locked after 9:00 a.m. each day. **Access to the building is by the front doors only. The visitor must press the button on the wall by the front door, identify himself or herself as appropriate, and wait for the buzzer, then open the door. All parents and other visitors must first report to the school office. There are to be no exceptions.** If suspicious activity is observed after school hours, please contact the Montgomery County Police. **Please never go to your child’s classroom without checking in at the office.**

**Supplies**

All items related to the instructional program are provided for each student. Most students enjoy having their own supplies, however. A list of suggested items is provided for your reference on the school website.

**Telephone Calls**

Teachers and students will be called to the telephone from classrooms only for emergencies. The most convenient time to call teachers is before or after school. Students may use the telephone at school for emergencies only and must have permission from their teacher.

**Traffic Safety**

Please obey the “No Parking” signs in the bus lane and refrain from parking in the handicap and reserved spaces on the side of the school. If you drive your child to or from school, please use the lot to the left of the school for pick-up and drop-off purposes and follow the traffic pattern marked by signs, cones and pavement paint. Parents are particularly cautioned not to drive in the bus lane in front of the school from 8:40 a.m. to 9:40 a.m. before school and from 2:30 p.m. to 3:45 p.m. after school. Vehicles should never park directly in front of the school at any time.

**Visiting Classrooms**

Parents are encouraged to visit the school and may observe in their children’s classrooms. Parents should arrange a visit ahead of time by calling their child’s teacher or the principal beforehand, since the class may be having a test or be out on a field trip. As you enter the building, please report to the office to sign the logbook and receive an identification badge.

While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child’s teacher, please make a separate conference date.

Parent comments are encouraged and valued. Parents are asked to take into account when visiting that much precedes and follows the segment of the day observed. An additional staff member may be assigned to visit the classroom with you, if deemed appropriate.

### **Visitors**

It is a challenge for a school to establish an open and welcoming climate for parents and other visitors while still maintaining security and control of visitors entering the building. All visitors during the school day must first check into the office before proceeding to other parts of the building or school grounds. **Parents should not escort their children to class.** State laws, safety regulations, and insurance policies require that all persons in the building be identified.

### **Volunteers**

Parent and community volunteers play an important role in our school. If you are interested in volunteering, please contact the main office, your child's teacher, or a PTA Executive Board member. We are certain that your talents will be put to good use.

### **Warm Weather School Dress Code**

As the weather gets warmer, it becomes necessary to review the dress code expectations for Woodfield. We believe that clothing should reflect the fact that school is a place where students do important work. Moderation and good taste are always advised when evaluating what is appropriate for your child to wear to school. Therefore, students are asked not to wear short shorts. Halter tops, cropped tops, and spaghetti straps are not to be worn at school. We do allow flip flops (some schools don't) but students are not to use the playground equipment if they have them on. Students are always expected to wear sneakers during physical education. T shirts, with inappropriate messages, are not to be worn to school.

### **Winter Weather Dress**

As the cold weather approaches, students often do not come to school dressed for the cold weather. Therefore, at outdoor recess, the students become extremely uncomfortable if not dressed appropriately. **Please assume that the students may be going out for recess that day and have them dress accordingly.** Of course, we carefully monitor the temperature and weather conditions outside before deciding if outdoor recess is appropriate that day.