

# Woodlawn Middle School Parent Handbook 2019-2020



**Rochelle M. Archelus, Principal**

Kristin Alkire, Assistant Principal

Deron Brinkley, Sr., Assistant Principal

Shelley Harris, Assistant Principal

Main Office: 410-887-1304

Office Hours: 7:30 a.m. – 4:00 p.m.

Office Fax: 410-298-4352

School Counseling Office: 410-887-1306

School Counseling Fax: 410-298-2362

School Address: 3033 Saint Lukes Lane, Baltimore, MD 21207

<http://woodlawnms.bcps.org>

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# Woodlawn Middle School

## Vision

*Woodlawn Middle School students will have the knowledge, skills, and attitudes to participate in a globally competitive society as college and career ready individuals.*

### **A Message from the Administrative Team**

Welcome to those of you who are first-time middle school parents; you have an exciting three years ahead! Middle school is a very special time of tremendous social, intellectual and physical growth for children.

To achieve the Woodlawn Middle School vision, both home and school must work together as a team. Research indicates that when parents are involved in school, students achieve at higher levels. You are the biggest influence in your child's life. What you believe is very important because your child will have the same beliefs. When you show that you value education, your child will do the same. It is not just the quantity of time you spend at school, but the value you place on education that makes the difference.

This handbook has been provided especially for you: the parents and guardians. The purpose of this handbook is to provide important information about our school. When there is a question about a school procedure or program, this handbook provides a great first source of information.

The administration has an open-door policy of communication. Please do not hesitate to call or e-mail us at any time. We welcome questions and discussions during the year. We look forward to our partnership as we keep the focus on the education of our children.

The difference between a good school and a *great* school is **YOU!** We look forward to a successful year at Woodlawn Middle School.

## Quick Reference

School Nurse.....	410-887-1378
School Counseling Office.....	410-887-1306
Library.....	410-887-1382
Bus Transportation.....	443-809-4321
Free/Reduced Price Meals.....	443-809-7855
Pupil Personnel Worker.....	410-887-6838
Shared Domicile Residency.....	410-887-6860
Special Education.....	443-809-3660
World Language Office.....	410-887-6752

Baltimore County Public Schools Web site: [www.bcps.org](http://www.bcps.org)  
Baltimore County Parent Resources: [www.bcps.org/parents/](http://www.bcps.org/parents/)

Rochelle Archelus, Principal..... [rarchelus@bcps.org](mailto:rarchelus@bcps.org)  
Shelley Harris, Assistant Principal Grade 6.....[sharris5@bcps.org](mailto:sharris5@bcps.org)  
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Kristin Alkire, Assistant Principal Grade 8.....[kalkire@bcps.org](mailto:kalkire@bcps.org)

## Woodlawn Middle School Faculty 2019-2020

Last Name	Grade	Position	Location	E-Mail
Alaoui	6, 7, 8	Library Media Specialist	Library	jalaoui@bcps.org
Allender	6, 7, 8	Reading	114	jallender@bcps.org
Atkins	7	Bus. Ed/Team Leader Specials	112	aatkins2@bcps.org
Balbedina	6, 7, 8	Math	120	dbalbedina@bcps.org
<b>Brookins</b>	6, 7, 8	IEP/Special Education Chair	135A	vbrookins@bcps.org
Burr	6, 7, 8	Art	103	rburr@bcps.org
Buttner	6	Science	111	abuttner@bcps.org
Carrington	6, 7, 8	Reading	138	jcarrington@bcps.org
Clark	7, 8	AVID, Math	121	cclark4@bcps.org
Corbett	6	Effective Habits/Lang. Arts	141	bcorbett@bcps.org
Cropper	6, 7, 8	Art	115	ecropper@bcps.org
Dixon	6, 7, 8	Behavior Intervention	122	gdixon@bcps.org
<i>Donahue</i>	8	Language Arts/Team Leader 8	127	jdonahue2@bcps.org
<b>Dupre</b>	7	Science/Dept. Chair	Shop 3	kdupre@bcps.org
<i>Fell</i>	7	Science/Team Leader 7	101	mfell@bcps.org
Finney	8	Math	128	rfinney@bcps.org
<b>Frumkin</b>	8	Math/Dept. Chair	129	sfrumkin@bcps.org
Gerard	6, 7, 8	Social Studies	136	jgerard@bcps.org
Harrison	8	ELA	130	scurryharrison@bcps.org
Haywood	8	Spanish	133	shaywood@bcps.org
Heberlein	8	Social Studies	131	wheberlein@bcps.org
<b>Hossbach</b>	8	Social Studies/Dept. Chair	119	ahossbach@bcps.org
Jones-Swann	6, 7, 8	Special Education	134	djonesswann@bcps.org
Katano	7	Spanish	106	mkatano@bcps.org
LaRussa	6, 7, 8	Instrumental Music	M4	llarussa@bcps.org
Leeks	8	Language Arts	126	sleeks@bcps.org
Longo	6	Spanish	117	rlongo@bcps.org
Longstreet	6	Social Studies	116	mlongstreet@bcps.org
Lott	6, 7, 8	Physical Education	Gym	mlott@bcps.org
Matz	6,7	School Counselor	counseling	mmatz@bcps.org
<i>Maye</i>	6	Language Arts/Team Leader 6	142	tmaye@bcps.org
McNair	6, 7, 8	Science	100	jmcnair@bcps.org
McQuarrie	6, 7, 8	Physical Education	Gym	mmcquarrie@bcps.org
Palmer	6, 7, 8	Math	122A	mpalmer4@bcps.org
Perkins	7, 8	Technology Education/GTT	140	aperkins2@bcps.org
Rockman	6, 7, 8	Language Arts	137	srockman@bcps.org
Saffron	6, 8	School Counselor	counseling	ssaffron@bcps.org
Slate	6, 7, 8	Physical Education	Gym	jslate@bcps.org
Smith	7	Math	109	nweable@bcps.org
<i>Sutton-Echols</i>	7	Social Studies/Team Leader 7	105	dsuttonechols@bcps.org
vacant	6	Special Education	100	
<i>Wafle</i>	6	Science/ Team Leader 6	113	dwafle@bcps.org
Wajer	6	Math	139	cwajer@bcps.org
Warren	6, 7, 8	Vocal Music	M3	
West	6, 7, 8	Social Worker	counseling	nwest@bcps.org
<i>Weyant</i>	8	Science/Team Leader 8	135	dweyant@bcps.org
<b>Whelchel</b>	7	Language Arts/Dept. Chair	124	dwelchel@bcps.org

# The School Building and Grounds

## *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 provide the following information: your name, student's name and reason for visit.

All visitors must report to the main office. **A state issued photo ID is required to visit within the building.** This ID will be scanned and recorded by the office staff in the RAPTOR security system. An identification pass with the visitor's name and photo will be provided to you and must be clearly displayed at all times.

If a student forgets something necessary for the school day, the item should be dropped off in the main office.

Urgent messages for students should be called into the main office. Please only leave a message for a student in the event of an emergency.

Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits should be arranged through the principal's office or with the classroom teacher prior to coming to the school. Please be mindful that visits cannot interfere with the instructional program. The principal 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.

**Please Note:** For the safety of our students and school, administrators are not available for meetings until after 8:45am. To reduce wait time, it is recommended that you make an appointment with the administrator prior to your arrival by calling the main office.

## *Parking*

As posted, parking is not permitted along the curb of the parking lot directly in front of the school, or in the bus loop at any time. During arrival and dismissal, please follow the marked signs for drop-off/pick-up.

When parking for student drop-off or pick-up, for a field trip or in-school activity, please park in marked spaces only.

No one should park in the spaces reserved for handicapped parking unless the appropriate tag or hanger is displayed on the vehicle.

## *Dropping off/Picking up Students*

Students should not be dropped off at school before 8:00 a.m. unless they have a pass from the receiving teacher. Students should be dropped off and picked up **ONLY** in the designated area of the parking lot. This does not include the bus loop. Please follow the directions of staff members. Please **do not enter the bus loop** allowing children to get in or out of your vehicle either before or after school. Always have your children leave or enter your vehicle in the designated area of the parking lot.

At dismissal, after our students have boarded the buses, we direct traffic for the buses to leave Woodlawn Middle School. It is important for all personal vehicles to wait until all buses have left the driveway.

School dismisses promptly at 2:45p.m. All students should exit from school grounds by 3:00 p.m. unless they are staying after school for a school-sponsored activity (prior permission is required). It is imperative for students to be picked up on time. Please plan to have your child picked up on time each day.

For additional information about dropping off and picking up students, please reference the transportation letter that was sent home with the summer mailing.

### *Grounds*

The school grounds are for the use of students during the school day. Please do not litter on the school grounds; the grounds provide green space for the students to play in a healthy environment.

BCPS policy prohibits animals in the school or on the grounds at arrival, during the school day, or at dismissal with the exception of service animals. When walking animals on the grounds after school hours, please be responsible by cleaning up after them.

Smoking is not permitted 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 students are present.

## **Enrollment Information**

### *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 Woodlawn Middle School.**

Please make an appointment early in the year to meet with the principal, assistant principal, or professional school counselor to discuss matters related to custody. *Custody papers and other related legal documents are required to be on file at school.*

\*Note: Students will not be released to any individual who is not listed on the parent contact sheet.

### *Withdrawal from School*

If it is necessary to withdraw a child before the end of the school year, please inform the school several days in advance. It is necessary for the office and teachers to prepare written information and records in preparation for the transfer of student data from one school to another. The school will need:

- Your new address
- The name and address of the new school

# The School Day

## *Opening and Closing*

Our doors open at 8:15 a.m. each day. All students will enter the assigned grade-level doors.

**Students who walk or are transported by parents/guardians are not to arrive before 8:00am.**

Our televised morning announcements begin at 8:20 a.m. and instruction begins at 8:30 a.m. Instruction ends at 2:45 p.m. and dismissal begins at that time.

The bus loop is used by buses and other designated vehicles when school opens and closes.

Students should be prepared for drop-off and should safely exit from the right side of the vehicle only.

We request that parents/guardians do not go beyond the front doors with their child/children. We are working hard to make our students responsible for their own routines and classroom responsibilities. The Woodlawn staff will assist students in locating their homeroom on the first few days of school.

## *Late Arrivals*

We hope that all students are in homeroom by 8:20 a.m. Students arriving late to school (after homeroom) should enter by the lobby door and report to the main office to receive a late pass.

## *Early Dismissal*

If it is necessary for you to pick up your child before the end of the day, a note should be sent that day to the classroom teacher who will forward the note to the main office. Your child will then be called to the office upon your arrival. Students may not be called to the office in advance to wait for your arrival. Students leaving school early must be signed out by an authorized person on the contact list and picked up from the office. Please avoid picking your child up between 2:30 p.m. and 2:45 p.m. to avoid confusion during our general dismissal process.

## *Non-routine Dismissals*

If your child usually rides the bus and you plan to pick him or her up at the end of the day, please send a note to your child's homeroom teacher indicating the change. Your child will meet you at the designated spot at dismissal time. Without the note, your child will be required to follow his or her normal dismissal procedure.

## *Interruption to the Instructional Program*

All interruptions to the instructional program are discouraged. Visitors and parents should report directly to the main office and transact business with the school secretaries.

Teachers cannot accept parent/guardian calls during class time. If it is necessary to speak with a teacher personally during the school day, contact the school secretaries who will ask the teacher to return the call as soon as possible.



# Student Materials

## *Lockers*

Each student will be assigned a locker outside of their homeroom classroom. Locker use is limited to certain times based on the grade-level. All personal items that are not necessary for learning should be kept in students' lockers.

Students should never share their locker combinations with anyone, nor should they share lockers with other students. Administrators will not open a locker for any student who is not assigned to it.

In addition to the locker noted above, each student will also be assigned a locker in the gymnasium locker-rooms. All student materials and personal possessions should be locked in this locker during Physical Education. \*Items left unsecured in the locker-room are left at the student's own risk.

**Please Note:** Administration reserves the right to search any locker in accordance with Article 77, Section 96A of the Annotated Code of Maryland to ensure the safety of our students.

## *Cell Phones*

Cellular phones are to be **turned off and stored in the locker** during all classes. **Students who choose to carry their cellphones at school do so at their own risk.** Cellular phones should not be left in open areas at any point during the school day including:

- During Physical Education
- On the bus
- In the cafeteria
- In the classroom

The school is not liable for loss or damage to any personal items should they be brought into the school building.

## *Prohibited Items*

Students are not permitted to bring the following items to school:

- personal radios
- cameras
- lasers
- trading cards
- gum or candy
- white out
- water bottles
- glass containers
- metal chains
- electronic devices not used for instructional purposes
- spinners
- permanent markers
- white glue
- slime
- obscene material
- metal studded jewelry
- speakers

The administrator reserves the right to confiscate the above stated property to be released to parents/guardians at an appropriate time. Also, drugs, alcohol, and tobacco related offenses will be dealt with according to the guidelines stated in the BCPS Student Handbooks.

### *Library Media Center*

Monday and Friday: 8:30 a.m. – 2:45 p.m.

Tuesday, Wednesday and Thursday 8:30 a.m. - 3:30 p.m.

Students who wish to check out books for personal enjoyment may do so before and after school or during lunch. In addition, classes will be scheduled regularly to come to the Media Center for book exchange and instruction. Books may be borrowed for a period of 3 weeks and can be renewed. A maximum of 2 books may be borrowed. Students must pay for lost or damaged books. It is expected that you will be considerate and return all books on time.

### *Lost and Found*

A lost and found collection is maintained in the front office. Please label all of your child's apparel, school supplies, and lunch bag/box for easy identification and return.

### *BCPS One Card*

BCPS One Cards are to be visibly worn by all students each day of school. Cards are provided to students in sixth grade and are the student's responsibility. In addition to identifying students, these cards are also required for checking out library books among other important functions. For more information visit <http://www.bcps.org/safety/pdf/BCPSOne-card-Student-Info.pdf>.

## **Student Behavior Handbook / Behavior Policy**

### *BCPS Student Behavior 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/her learning or the learning of others. It is important for students to assume responsibility for their actions and realize the relationship between their behavior and learning.

All students are required to receive a copy of the BCPS Student Behavior Handbook during the first week of school. The principal and assistant principals will meet with each grade level to discuss the contents of the handbook with all students. The handbook is then to be taken home with the student and shared with a parent. Once the parent has reviewed this handbook with the child, there is a page to sign, and return to his/her homeroom teacher. The signed page will then be collected and kept on file throughout the year.

### *Student Dress Code*

Rule 5520 of the Baltimore County Public Schools states:

A. Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment.

B. Students will not wear attire that is disruptive to the school environment, promotes illegal or harmful activities, or could endanger the health and safety of the student or other students, which includes, but is not limited to, that which:

1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit or that reference items that are illegal in general or illegal specifically for underage students;
  2. Promotes use of tobacco, drugs, alcohol or other illegal or harmful products;
  3. Contains sexually suggestive messages;
  4. Depicts gang affiliation;
  5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities;
  6. Contains rude, disrespectful or discourteous expressions inconsistent with civil discourse and behavior.
- C. The following specific items are not permitted, except in individual cases as approved by the principal of the school:
1. Bare feet
  2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith.

### *The Woodlawn Middle School Uniform*

All Woodlawn Middle School students are required to wear grade-level colored uniform polo shirt and khaki bottoms. Khaki bottoms must be at knee-length or longer and may not have rips or be shredded. Students may not wear jeans, leggings, or jeggings. Students may not wear hooded sweatshirts or hooded sweaters. Sweaters must be solid colored and match the grade-level color. The grade-level colors for polo shirts and sweaters are:



Students who come to school out of uniform will be referred to the grade level administrator and will result in disciplinary action.

Clothing advertising drugs or alcohol or containing derogatory or inappropriate language is explicitly prohibited.

To ensure safety, flip-flops, “cros”, and open-toed sandals are prohibited.

Students are required to be in uniform during physical education. The Woodlawn Middle School Physical Education Uniform consists of black mesh shorts and a solid red shirt. The preferred uniform has a Woodlawn Middle School logo and can be purchased at Woodlawn Middle School; shirts and shorts are \$10 each. These uniforms can be purchased from the PE teacher or parents may pay online. Online payments can be submitted by visiting <http://woodlawnms.bcps.org/>. No checks will be accepted.

Tennis shoes must be worn during physical education class. Students may keep tennis shoes in their gym locker to change into during these times.

Since temperatures vary in our building, both in winter and in summer, we suggest that students wear layered clothing and keep a plain sweater or sweatshirt in the appropriate grade level color at school. **Hoods are prohibited at all times during the school day.**

## **Volunteer Guidelines/ Fieldtrips**

### *Volunteers & Parent/Family Support*

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

Early in the school year, all volunteers are required to attend a training meeting. 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.

To assure protection under the Maryland state law for comprehensive liability and worker's compensation, all volunteers are required to sign a time sheet upon entering the school and to wear an identification badge.

### *Field Trips*

In an effort to extend learning experiences, 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 parents/guardians and returned along with any money needed to cover the cost of the trip well in advance. **Written permission from the parent/guardian is required** for a student to participate in any field trip.

If you would like to help chaperone a field trip, please tell the field trip sponsor. As a requirement, any parent assisting as a chaperone **must attend the volunteer training** provided by the school in the beginning of the year. Spaces are limited on most trips, so please understand if the teacher asks you to wait until another time. If you are asked to assist during the field trip, please make every effort to attend since everyone is counting on you. Older siblings cannot serve as a chaperone or substitute for you if you are unable to attend. When you are acting as a chaperone on a field trip, you are assuming the supervisory responsibility for students and their safety.

Please remember the following information:

- The teacher is the trip leader, is responsible for 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.
- Please be firm with any student whose behavior is inappropriate, and get the teacher's help, if necessary.
- 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. Younger children can distract our group activities often needing attention that is taken away from the students.
- Remember that you serve as a model for our students. We ask that you dress appropriately and remember that smoking by chaperones is strictly prohibited, as the location of the field trip is an extension of the school boundary and the school day.

### *Extracurricular Activities*

Students have opportunities to be involved in a wide range of extracurricular activities. Although activities can change from year to year depending on student need and interest, the school makes an effort to regularly provide opportunities that support or extend learning opportunities.

## **School Safety**

### *School Emergencies*

We work hard to provide a safe and orderly environment for our children. In the event that an emergency situation should occur at Woodlawn Middle School, we are prepared to follow our Emergency Plan. In an effort to be prepared, this plan has been reviewed with all faculty, staff, and students. We will continue to reinforce a safe and orderly school environment by practicing the components of the plan on a regular basis. This practice includes fire drills, lockdown drills, severe weather drills, and 500 ft. evacuations.

Should Woodlawn Middle experience an actual emergency that would require parents to pick up students, they will only be released to the persons indicated on their individual *Emergency Contact Sheet*. **We will not release your child to anyone not on that sheet.** If you have not already done so, please be sure to update your emergency information by completing and submitting this document as soon as possible. In the event that we must leave the building and cannot reenter, our off-campus evacuation site is the *Rising Sun First Baptist Church* located at 2211 St. Lukes Lane, Woodlawn, MD 21207.

For additional information about school safety, please visit: <http://www.bcps.org/safety/>

### *Bus Safety*

Students of all ages should be properly supervised at the bus stop each morning. If students arrive early to the stop or if there is no adult supervision, students may be at risk for potential danger. Parents /guardians should make arrangements so that the students are safe from traffic, strangers, or altercations with each other while waiting for the bus.

When students' behavior is such that it causes the driver to be distracted, it places all students' safety in jeopardy. Students who exhibit inappropriate behavior may be denied the privilege of riding the bus, and parents/guardians will have to arrange other transportation to and from school.

Bus emergency evacuation drills are held twice a year. All students in the school will participate in the drills since many field trips include the use of buses for transportation.

## Attendance

### *Attendance*

To maintain good scholastic performance, students must attend school regularly. The Maryland State Department of Education has set high standards for regular school attendance. The standard is 94% for satisfactory attendance (absent no more than 11 days per school year) and 96% for excellent attendance (absent no more than 7 days per school year.)

Following an absence, students are required to present a note to their homeroom teacher. The note, signed by the parent/guardian, must include the name of the student, the date(s) of the absence, and the reason for absence. Upon receipt of the absence note, the school will record the absence as excused or unexcused.

Absences not supported by a note will be considered unexcused. Absences that are considered excused include illness of the student, death in the immediate family, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or school system, observance of a religious holiday, and a state of emergency.

Students are expected to take the responsibility for their learning. Teachers will assist students in making up missed assignments for excused absences whenever possible. The best procedure to obtain homework for absentees is to have a buddy system. If necessary, arrangements can be made by a phone call to the school secretary or by notifying the teacher in writing or by e-mail/BCPS One message.

### *Attendance Committee*

Chronic absenteeism is of special concern. **If a student misses 20% of class time within a grading period, he or she could be subject to a failing grade in the class or classes missed.** In addition, the school system requires each school, regardless of its attendance rate, to maintain an attendance committee, which is charged with monitoring individual student absences as well as late arrivals. The principal or a designee and the pupil personnel worker will address absences and lateness. A letter will be sent home when absences and lateness exceed standards.

### *Tardiness*

It is very important that your child arrives to school on time every day. The school system expects the attendance committee of each school to monitor lateness. Students who are regularly tardy will be reviewed. If the number of late arrivals significantly exceeds expected standards, the committee will notify parents/ guardians and offer support and guidance.

### *Vacations and Make-Up Work*

Sometimes families have opportunities to take vacations during the school year. Although these vacations are discouraged and are unexcused absences, there may be times when they cannot be avoided. Please understand that because these are unexcused absences, teachers are not required or expected to provide materials or assignments that might be covered during that time period in advance. Teachers will hold papers and assignments that the student misses during the vacation and will have them available to be completed upon the student's return. The student will have as many days to complete missed assignments as days absent during the vacation.

## **Inclement Weather Procedures**

### *Late Opening and Early Dismissal*

If it is necessary to open schools late or to close schools early due to inclement weather, the radio or television is an easy way to find out information.

Possible school system and media sources include the following:

- [www.bcps.org](http://www.bcps.org)
- [www.schoolsout.com](http://www.schoolsout.com)
- WBAL radio 1090
- Local television stations

If no announcement is made, it may be assumed that school will be open or remain open as normally scheduled. For a two-hour delay, school opens at 10:15am. For a two-hour early dismissal at 12:45pm, and for a three-hour dismissal, school closes at 11:45am.

### *BCPS School Closure*

In the event of bad weather or hazardous road conditions, schools may be closed for the day. The following message will be given to television and radio stations:

*All Baltimore County Public Schools will be closed for the day.*

In the cases of all day or early school closing due to inclement weather, all planned use of the school facilities for that day or for the time after the early dismissal are automatically cancelled. In addition you may hear reference to the Hereford Zone of Baltimore County. Woodlawn Middle School is **not** in that zone. There are times when the schools in the Hereford Zone are closed and Woodlawn Middle School is in session.

### *Woodlawn Middle School Closure*

In the event that only Woodlawn Middle School must close early due to unexpected circumstances affecting our school or the surrounding community, closure information will be given to local television and radio stations. A voice and email announcement will be used to alert parents. Emergency circumstances such as: a power failure, water main break, lack of heat, etc. can cause school closings. If an unexpected emergency situation occurs, our students will be dismissed following the normal system-wide early dismissal procedures. Please be sure your child knows your family's emergency plan.

## **Student Nutrition/ Food Policy**

### *School Breakfast and Lunch*

Breakfast is served to every student during homeroom on all full school days of school. Students have a limited time to eat breakfast at school. Students are provided with three choices for lunch on a daily basis. Students may choose to bring their own lunch from home. Milk, juice, ice cream, and various snacks may also be purchased. A price list for all items is provided for students at the beginning of each year. Students should not bring glass containers to school.

### *SNAP Program*

All Baltimore County Public Schools participate in the School Nutrition Accounting Program (SNAP). This program allows parents/guardians to deposit money in a lunch account. Forms to deposit money are sent home with all students and are also available in the school office. Parents/guardians will receive a low balance notice informing them that their child's account is low or out of funds. Of course, a student may also pay for lunch or other items with cash.

Free or reduced lunch prices can be obtained by completing the forms provided yearly by the school system. The office secretaries can provide additional information and forms related to this program for families who meet the financial requirements.

## **Student Health**

### *School Nurse*

Our full-time nurse provides first aid to sick and injured students or adults, provides health screening, and implements health-related laws. To ensure and maintain your child's good health and safety, **please keep all home, work, and emergency phone numbers at school up-to-date.** When there is a medical emergency, it is essential that we have current phone numbers. Please keep the nurse informed of your child's daily medication, allergies, diet or physical restrictions, and vision or hearing impairments as well as any changes that may occur during the year. By communicating your child's special health and safety needs to us, we can ensure a safer, healthier school year.

### *Immunization Policy*

All students attending a public school in Maryland are required by law to have their immunizations up-to-date. A schedule of time lines is available from the school nurse.

All students entering Grade 7 are required to receive MCV4 (Meningococcal) and Tdap (Tetanus, diphtheria, pertussis) vaccinations, in addition to the existing school immunization requirements.

Parents should provide their rising Grade 7 students' schools with updated immunization records before Tuesday, September 3rd, the first day of the new school year.

Parents who received notice that their child's immunization records are missing the MCV4 and Tdap vaccinations should contact their child's health care provider for up-to-date records.

Students who do not submit an updated copy of their immunization records will be excluded from school.

### *Prescription Medicines*

Parents must bring the medication to the school nurse in the original box or bottle with the current prescription label on the container. All medications require a **written** physician's order. Students are not to have medications in their possession or in their locker at any time.



### *Discretionary Medications*

Baltimore County Public Schools has a program that allows the school nurse to administer discretionary medications in accordance with established protocols. These medications are Tylenol, Benadryl, Tums, cough drops, and throat lozenges. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts to avoid early dismissal whenever possible. Parents/guardians must give consent in writing before any discretionary medications can be given.

### *Deciding when to keep your child home:*

The following guidelines are provided to help parents make decisions as to whether a student should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. In addition, frequent hand washing is a primary way to prevent the spread of these germs.

Students should not attend school when they have:

- Vomiting more than once in the previous 24 hours
- Uncontrolled diarrhea
- Fever above 100° - need to be fever free for 24 hours before returning to school
- Pinkeye with white or yellow discharge – need to be on medication for 24 hours
- Strep infections until 24 hours after treatment – notify the school if your child does have strep
- Uncontrolled coughing – if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing, is symptomatic and has medication in school, call the school nurse and she will monitor the student during the day
- Extreme fatigue with no appetite accompanied by behavior change

When in doubt, call the school nurse or stop by at arrival.

### *Deciding whether to send your child to school:*

School attendance is required by law. Being late is better than being absent. Take your child's temperature – if there is no fever, send the child to school.

Note: The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more.

## **Communication**

### *Calendars and Messages*

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 [www.bcps.org](http://www.bcps.org)

BCPS uses School Messenger to reach parents and guardians by telephone. Periodically you will receive specific messages from Woodlawn Middle School about upcoming events. System-wide messages will also be sent regarding current issues. It is important that phone numbers are current to receive these messages.

### *Student Passport*

Every student is issued Student Passport book at the beginning of the school year. This passport is your student's pass (with teacher permission) to travel the hallways in order to visit the restroom, locker, library media center, student support staff, and administration. To ensure students have this access, please encourage your students to bring their Student Passport with them to school each day.

### *American Education Week*

This year, American Education Week will take place from November 12-16, 2018! During National American Education Week, all parents/guardians and extended family members are invited to the school to observe students at work. A schedule of open house dates for each grade level will be communicated. All parents/guardians are encouraged to complete the school survey during their visit.

## **Grading and Report Cards**

### *Grading*

Rule 5210 of the Baltimore County Public Schools describes the grading policies for the district. In July 2016, this rule was revised to ensure that student grades are meaningful and are directly connected to meeting the standards for each course of study. The following is a brief summary of Rule 5210. Copies of the rule are available online by clicking the hyperlink.

The Baltimore County Public Schools and Woodlawn Middle School are committed to ensuring that grading is:

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.

To reach that goal, grading will be guided by the following practices:

1. Grading will be supportive of student learning.
2. Grading will be based solely on achievement of course and grade-level standards. (Classroom conduct, work completion, and ability to work with others will be reported separately.)
3. Students will have **multiple** opportunities to demonstrate proficiency.
4. Grades will be based on a body of evidence.

Additional information regarding grading will be provided throughout the school-year. We encourage parents to discuss grading and student performance throughout the year by attending conferences, by communicating through email or BCPSOne, or by calling the school.

### *Homework*

Homework is assigned at teachers' discretion. Parents and students can expect up to 30 minutes of homework per course each evening. Homework and makeup work may be available electronically on student devices or may require paper and pencil. Novels and other reading assignments will also be required for most content areas.

### *Schoology*

Schoology is Baltimore County Public School's Learning Management System. In addition to your child's schedule, information about grades and coursework is available by visiting BCPSOne and Clicking "Learning Management System." Schoology also allows you to communicate directly with school staff, view schoolwide calendars, and much more! We strongly encourage parents and guardians to establish their own account and that they refrain from using student accounts.

### *Interim Reports and Report Cards*

Interim Reports are sent home four times a year halfway through each marking period. These reports allow students and parents a checkpoint during each marking period. A parent conference night will follow each interim report distribution.

The interim distribution dates are as follows:

- October 10, 2019
- December 19, 2019
- March 6, 2020
- May 8, 2020

Report cards are sent home four times a year.

The distribution dates are published in the system calendar and in the school newsletter.

- November 21, 2019
- February 6, 2020
- April 23, 2020
- By mail in June 2020

\*Continuing this school year, report cards and interim reports will also be accessible on BCPSOne on the dates noted above.

### *Parent-Teacher Conferences*

Communication between parents and teachers is critical, and parent-teacher conferences are an important component of that communication. A parent-teacher conference provides parents and teachers an opportunity to strengthen the cooperative relationship between them. In addition, information is exchanged allowing teachers to work more effectively with the student in school and to assist parents in helping their child at home.

To help foster open communication between parents and teachers, interim reports will be sent home midway through each marking period. A parent conference night will be held after interim distribution. Information about conference nights will be communicated throughout the school year.

In addition to parent conference nights, parents may request a conference at any time to discuss the academic or social/emotional progress of their children by calling, sending in a note, or e-mailing the homeroom teacher, grade level team leader, or grade level assistant principal.

The following briefly answers some of the questions parents frequently have about parent-teacher conferences:

*Why did the teacher request a conference?*

Teachers schedule conferences to discuss student progress, student behavior, and/or an area of concern with the parent/guardian. When the conference is scheduled, the teacher will share (with the parent/guardian) the reason for the meeting.

*How do I prepare for the parent-teacher conference?*

Parents/guardians should take some time to think about and/or write down any information that may help the teacher have a better understanding of their child.

*How do I schedule a conference with my child's teacher?*

Parents/guardians should contact their child's teacher to set up a mutually convenient time to meet. It is helpful for the teacher to know the reason for the meeting so that he or she may have the necessary information needed.

The teachers at Woodlawn Middle School appreciate your involvement and interest and look forward to meeting you at a parent-teacher conference!

*Testing*

County and state assessments are given to students throughout the school year. In addition to individual student information, the results of these tests are also used to evaluate the school's instructional program by measuring school progress.

The following tests will be administered this school year:

- Measures of Academic Progress (MAP) - September/October and January/February
- Maryland Integrated Science Assessment (MISA) Science - 8<sup>th</sup> Grade Only – April, 2020
- Maryland Comprehensive Assessment Program (MCAP) – May, 2020

In addition to the county and state assessments noted above, all teachers assess students on a daily basis using formative and summative assessments. These assessments help teachers determine students' mastery of skills as well as their ability to explain their learning. The results provide teachers with information regarding the strengths and needs of each student and help teachers in planning to enhance and extend the learning experiences of all students. The results of these classroom assessments are used in part to formulate report card grades.



# *Students and Teachers Accessing Tomorrow (S.T.A.T.)*



## Every Student Receives a Device in 2019-2020

To equip every student with the critical 21st century skills needed to be globally competitive, BCPS must ensure that every school has an equitable, effective digital learning environment.

### **Device & Accessory Information**

- Each student will receive an HP EliteBook® Revolve 810 G3 device, a BCPS-issued bag, a power cord, and a pair of headphones.

### **Access and Technical Support**

- Each device has tutorial videos students can access using Internet Explorer.
- Technical support will be available during the school day.
- Internet can be accessed using an Ethernet cord or Wi-Fi.
- Baltimore County Public Libraries have the BCPS wireless network available.
- Many business offer free Wi-Fi for customers.

### **Device Use**

- Every student is expected to care for and use devices appropriately at school and home according to the guidelines in the *Technology Acceptable Use Policy (TAUP) for Students*.
- Students will use the same device throughout the school year in 6th, 7th, and 8th grade.
- If students withdraw from the school, they will turn in their device and all accessories.
- Students will receive direct instruction in digital citizenship including online safety, security, and responsible use.

### **Device Care**

- All students are expected to bring their device to school each day, fully charged.
  - Full charge will take 2-3 hours
  - Leave charger at home
- Students should transport their devices in their BCPS-issued bag.
- The device and bag should be left undecorated to prevent either from being damaged.

### **Accidental Damage of the Device**

- Accidental damage includes liquid spills, drops, collisions, etc.
- A replacement device is covered by BCPS.
- Student writes a statement for the school administration to report damage.
- The school administration reviews statement:
  - If school administration concurs it was accidental damage, a new device will be issued.
  - If school administration does not concur, case is handled as vandalism.

### **Lost or Stolen Devices**

- If student is approached for their device and feel **ANY** threat, they should immediately hand over the device.
- Call police as soon as it is safe/possible to do so.
- Student writes statement for the school administration, who hands off statement to SRO and it becomes a police matter.
- A police report will be filed for devices missing from school for 24 hours. There is no "mysterious loss."
- All missing devices must be reported to the police.

### **Intentional Damage (Vandalism) of the Device**

- This includes, but is not limited to:
  - Accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource (page 8 BCPS Student Handbook).
  - Receipt, sale, possession, or distribution of property stolen from Baltimore County Public Schools (page 16 BCPS Student Handbook).
  - Throwing the device or striking the screen.
- Replacement devices are not covered by BCPS.
- Student writes statement for the school administration to review.
- The school administration hands off statement to SRO and it becomes a police matter.

