

# Honeygo Elementary School



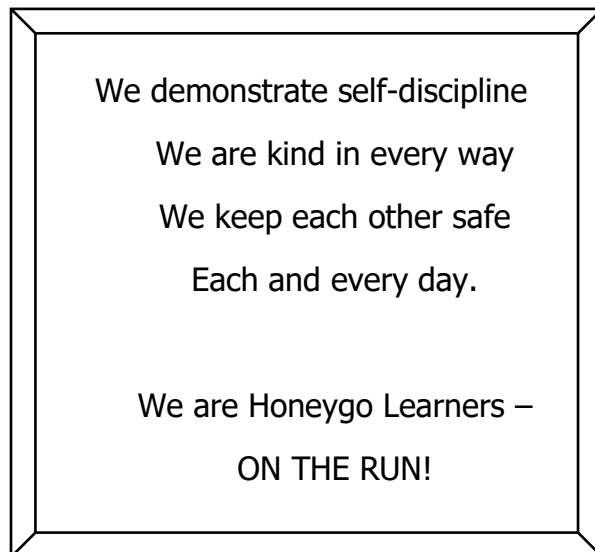
## **Our Vision**

Honeygo Elementary is committed to engaging, educating, and empowering all learners in a safe environment that is responsive, innovative, and creative. Culture and diversity are recognized, valued, and respected to nurture an uplifting atmosphere.

## **Our Mission**

We foster a community with high expectations in which students thrive emotionally, socially, and academically. We grow to our full potential through thoughtful interactions, intentional instruction, meaningful collaboration and infusion of the arts. We create partnerships with all stakeholders to cultivate a community full of opportunities as well as successful and kind citizens.

## **Our Code of Conduct**



# The ABC's of Honeygo

## Arrival and dismissal

### For the Safety of All Children -

#### Drop-off/Arrival (Doors Open at 9:00am)

- There is no drop-off prior to 9:00, there will be no staff on duty prior to that time.
- Between 9:00- 9:12- Parent/Guardian may pull into the designated drop off lane, pulling forward as much as possible without blocking the crosswalk.
  - When the Parent/Guardian reaches the designated drop off lane, students can exit the vehicle from the passenger side only. Staff will be present to support opening doors for students. Please do not pass, instead wait for the car ahead of you to pull out. Once the children have exited their vehicle, the Parent/Guardian should safely move forward and exit the drop off lane.
- All children MUST be accompanied by an adult in the parking lot area, if you choose to park. No child should approach the cross walk without their parent.
- If parents enter the building, they must report to the main office and provide proper identification.
- Please see the attached map which includes information about our using our driveways this year.



#### Pick-up/Dismissal (3:45pm)

- Bus tags will be provided for all students and should be placed on their backpacks. These tags must stay on backpacks throughout the entire school year.
- Parents are strongly encouraged to keep their child's transportation consistent to prevent dismissal confusion. Parents who choose to pick up their child from school will be required to park and meet their child at the front entrance. Please do not double park and block other parents in.
- Dismissal will occur in the following order:
  - Round 1 – parent pick-ups, daycare vans, and Open Door
  - Round 2 – Bus riders
  - Only Daycare Vans will be permitted in the drop off/pick-up lane.

Early Dismissals- For safety reasons, please be advised that only a legal guardian with which the child resides can pick up a student for early dismissal, *unless written consent is provided by the legal guardian to pick-up the child*. All early dismissals will be handled through the office. The school office will call into the classroom and have the child report to the main office to meet the parent. All early dismissals must be done prior to 3:30pm.

## **Attendance**

The MSDE standard for attendance is 94%. Parents will be notified, to the extent possible, by 10:00am of their child's absence, unless the opening of school is delayed. Upon your child's return to school please send a note regarding the nature of their absence. Teachers will assist students in making up missed work upon their return to school. Work will not be provided prior to an unexcused absence see Vacations in this handbook. Remember that classroom participation, hands-on involvement, and class discussions are a valuable part of your child's education.

## **Building a Community**

In grades Pre-K-3, teachers will use the Conscious Discipline program. Conscious Discipline is a comprehensive, research based self-regulation program that integrates social-emotional learning, school culture, and discipline. Conscious Discipline builds on internal resources of safety, connection, and problem solving. In grades 2-5, teachers will engage students in daily restorative circles to promote virtues and respond to the immediate needs of the class.

## **Celebrations**

While we are excited for children when they have their birthdays, we need to make sure that celebrations do not impact upon our instructional day. Food items will not be served for individual students' birthdays. Families wishing to send in an item to celebrate will want to consider pencils, erasers, or other small non-edible treats. Balloons and flowers for students should not be sent to school please save these special ways to celebrate for home.

As per BCPS policy, we are promoting non-food items being sent to class for scheduled celebrations. Pencils, erasers or other small non-edible treats are strongly encouraged. A list of permitted snacks for identified classroom celebrations will be provided that comply with our BOE policy.

## **Communication**

Teachers will consistently communicate student academic and behavioral progress with parents. While email is a great way to reach our staff, we are encouraging phone calls and/or face to face conversations to discuss academic or behavioral concerns. Please work with your child's teacher to establish a form of communication that works best for both of you.

## **Conferences**

Conferences will be held throughout the school year. Elementary Conference Day is Friday, November 22, 2019. Specific information regarding how to sign up for your child's conference will be provided by each teacher. Each Thursday, your child will also bring home a "Thursday Folder" that will hold important papers to be kept at home or signed and returned to school.

## **Extracurricular Procedures**

We will offer a variety of clubs for our students' varying interests. Information will be shared with families as clubs are being offered.

## **Field Trips**

Permission slips will be sent home prior to any field trip. All pages must be completed and sent back to school in a timely manner with applicable payment. If you are interested in being considered for chaperoning, all parents or guardians must be volunteer trained through BCPS. Please see the "Volunteering" section if you are unsure of this procedure.

## **Grading**

Grading practices must be supportive of student learning. Marking period grades will be based solely on achievement of the course or grade-level standards. Students will have multiple opportunities to demonstrate proficiency. Grades will be based on a body of evidence aligned to standards. The body of evidence is a collection of aligned instructional tasks, such as assignments, assessments, homework, presentations, products and observations. A consistent grading scale will be used to score assignments and assessments. Feedback to students is timely so that students can use their feedback to improve their performance. Accommodations and modifications will be provided for exceptional learners.

## **Help Your Child**

For more information on how to help your child at home, please follow the following steps: Go to [www.bcps.org](http://www.bcps.org), click on Parents>>>Parent University>>> Academics>>>Counselor's Corner>>> Resources to help reinforce at home what students have learned at school.

## **Homework**

Homework will be assigned to provide students with an additional opportunity to practice, deepen their understanding, and/or increase progress toward meeting grade level standards and expectations. Your child's teacher will have more information regarding specific assignments.

## **Instruction**

BCPS curriculum is implemented in all content areas, as well as in Special Area instruction. The curriculum is based on research and best practices that provides teachers, students, and parents with a quality instructional program that is firmly based on the state standards.

## **Join the PTO**

Honeygo's Parent Teacher Organization (PTO) is an independent parent group whose purpose is to strengthen the relationship between home and school.

PTO meetings will take place on the 2<sup>nd</sup> Tuesday of every month at 7:00 p.m. The executive board will meet prior to each meeting from 6:30-7:00 p.m. The membership fee is \$10 per person. We hope to have 100% of families and staff join our PTO! Thank you in advance for your support!

## **Know What's Going On**

Each teacher will be sending home a biweekly newsletter to inform parents of upcoming events and instruction. A monthly newsletter will be sent home regarding information for the entire school. All newsletters will be sent electronically unless families request a paper copy.

## **Lunch & Snack**

Breakfast & Lunch are available for purchase every day. Breakfast costs \$1.40 and Lunch costs \$2.90. You can find the Breakfast/Lunch menu using the following link:

<https://bcps.nutrislice.com/menu>

Please see the "Money" section for more information about how students can pay for lunch.

While we recognize that students may forget their lunches, we are discouraging daily lunch deliveries to your student. It is important to our school family that we limit distractions/interruptions to the classroom whenever possible.

## **Money**

All money being sent to school will need to have your child's name, teacher's name, and purpose (i.e. lunch money, Book Fair, field trips). If you prefer to pay online, use [myschoolbucks.com](http://myschoolbucks.com) which can be accessed on [www.bcps.org](http://www.bcps.org).

## **Nurse**

The school nurse, Kathy Kammann, is available from 9am to 4pm daily to answer questions or discuss health concerns. Please keep in mind that ALL medications, including those purchased over the counter without a prescription, require a written doctor's order and must be provided in the original pharmacy container. For safety reasons students are not allowed to transport medications to school.

### **The following forms and information can be found on the BCPS website:**

Frequently Used Health Forms (including medication order forms), Immunization Information, School Community Partnerships with Mental/Physical Health Providers, Sports Physical Exams, Health Information for Students and Families (Including how to determine if your child is too sick to come to school)

Link: [Health Services - Division of Curriculum and Instruction](#)

## **Questions?**

Office Phone Number: 443-809-8700

Principal: Charlene Behnke; [cbehnke@bcps.org](mailto:cbehnke@bcps.org)

Assistant Principal: Deidre Lynch; [dlynch3@bcps.org](mailto:dlynch3@bcps.org)

School Counselors: Wendy Carver; [wcarver@bcps.org](mailto:wcarver@bcps.org) and Jill Connelly at [jconnelly@bcps.org](mailto:jconnelly@bcps.org).

## **Report Cards**

Report cards are used to communicate your child's performance in relation to the grade level standards at the end of the marking period. Report cards come home in a brown BCPS envelope. You may keep the report card, but it is important that you sign the envelope and return the envelope to school. Your signature indicates that you have received and read your child's report card. Report cards are distributed on the following dates:

1<sup>st</sup> term: Thursday, November 21<sup>st</sup>;

2<sup>nd</sup> term: Thursday, January 6<sup>th</sup>;

3<sup>rd</sup> term: Thursday, April 23<sup>rd</sup>;

4<sup>th</sup> term: Last day of school.

Interims will be distributed in the middle of the quarter for intermediate grades. Please continue to regularly check Schoology to monitor your child's grades. The following links provides detailed information regarding the report card:

<http://www.bcps.org/academics/grading/Understanding-Your-Childs-Report-Card.pdf>

<http://www.bcps.org/academics/grading/>

## **Schoology**

Parents/guardians must have a myBCPS account in order to access Schoology, our learning management system, through BCPS One. Schoology is where you can find student courses, grades, assignments, and communicate with teachers. You can begin the process of creating a BCPS One account by visiting <https://bcpsone.bcps.org> and click "LOGIN to BCPS ONE."

## **Special Areas**

Art: Students should come prepared with oversized shirts or smocks, preferably not plastic.

Music: Students should come prepared for joyful music making. Third grade students will begin recorders, fourth grade students will have vocal and exploratory music, and fifth grade students

will have the opportunity to join the band or orchestra. Be on the lookout for information about upcoming concerts!

Phys. Ed: Students should come prepared to PE with proper footwear and comfortable attire for active participation. Water bottles are permitted for PE.

Library/Media: Library books should be returned each week to check out new books.

## **S**ocial Media

Social Media: Follow us on Twitter @HoneygoElem

Facebook: Honeygo Elementary PTO page

Teachers may use Twitter and Schoology. Contact your child's teacher for specifics.

## **T**echnology

All students in grades K-5 will be provided with access to devices and technology to enhance learning with greater access available for students in Grades 3-5. All devices will remain at school for student use.

## **U**seful Resources

Mrs. Wendy Carver and Mrs. Jill Connelly, our school counselors, are available to discuss student concerns, and can assist parents in finding the best support services for their child. They can provide short term individual counseling and group counseling on a variety of subjects based on student needs. They also teach the BCPS Counselor Core Curriculum in all classes each month. Children's Guild is a community partner that can provide private counseling services at Honeygo ES. Parents can contact Mrs. Carver or Mrs. Connelly with questions, or for more information, by calling the school or sending an email to [wcarver@bcps.org](mailto:wcarver@bcps.org) or [jconnelly@bcps.org](mailto:jconnelly@bcps.org).

## **V**acations

There are occasions when families have the opportunity to take a vacation during the school year. Helping children keep up with the school-work they will miss is a challenge for parents and teachers alike. Our teachers plan, in advance, according to a long-range scope and sequence. Planning for daily instruction is an ongoing process that requires frequent adjustments due to daily assessment of student needs. Therefore, instruction and learning that was planned is often rearranged or revisited. Please keep in mind that there is a great deal of learning that takes place in the classroom through discussion and other activities that cannot be made up in the form of a worksheet or textbook pages. If your child will miss school because of a vacation, your child's teacher will collect the work he/she misses and give it to him/her upon returning to school.

Our teachers are giving the missing work as a courtesy and are not obligated to use the returned work for make-up grading purposes. Thus, a child's overall grades may be impacted for missing class work due to vacations, which are unlawful absences.



# Volunteering

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

## **VOLUNTEER INSTRUCTIONS:**

All volunteers must complete the volunteer application **and** participate in an orientation/training session annually.

**Step 1:** Complete the BCPS Application for Volunteer Services.

**Step 2:** Complete the online volunteer orientation.

You will be provided with a certificate once you successfully complete the training.

**Step 3:** Submit the application and the valid training certificate to the school in which you intend to volunteer. Volunteers may provide hard copies, or the documents may be emailed to the school volunteer coordinator. **Both documents must be submitted at the same time to be accepted and reviewed by the school staff.**

Once the application is reviewed and training has been verified, volunteers may be placed by schools and offices according to identified needs to perform tasks that support our established goals.

# Weather & School Closings

There are several places to find out information:

- BCPS school status information line: 443-809-5555
- TV/Radio: local radio and television stations, including The Education Channel, Comcast Cable Channel 73.
- Internet: [www.bcps.org](http://www.bcps.org)
- Please do not call schools or media outlets for this information.

# eXpectations of Behavior

Self-discipline, perseverance, kindness, and peacefulness are four virtues that represent our code of conduct.

<b><u>Self-Discipline</u></b>	<b><u>Perseverance</u></b>
<ul style="list-style-type: none"> <li>✓ I motivate myself to do what is right.</li> <li>✓ I control myself when I'm feeling hurt or angry.</li> <li>✓ I express myself appropriately.</li> <li>✓ I take responsibility for my actions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ I work through challenges.</li> <li>✓ I stay committed no matter how long it takes.</li> <li>✓ I use my mind and body to keep going.</li> <li>✓ I pace myself to get a task done.</li> </ul>
<b><u>Kindness</u></b>	<b><u>Safe</u></b>
<ul style="list-style-type: none"> <li>✓ I do things to give others happiness.</li> <li>✓ I accept people who are different.</li> <li>✓ I am able to forgive and be empathetic.</li> <li>✓ I care about the earth and all living things.</li> </ul>	<ul style="list-style-type: none"> <li>✓ I find positive solutions to solve every problem.</li> <li>✓ I am fair to others and myself.</li> <li>✓ I keep a calm environment, so others can learn.</li> <li>✓ I am mindful of my surroundings.</li> </ul>

## **Zero in on Safety**

All Visitors must enter the school building through the front doors and check in with the office. BCPS enforces a standardized visitor registration procedure in all schools and office buildings. It provides a list of individuals in the building should an emergency occur. Enforcing a simple registration routine is foundational to school security. Procedures must be followed in all schools and offices during the entire year, summer included. BCPS uses an electronic visitor registration system(Raptor). All visitors must present a valid government-issued photo ID each time they enter the school house and wear the printed badge provided by our staff. This sticker/badge must be returned to the school office upon exiting.