

Honeygo Elementary School



School Handbook 2021-22

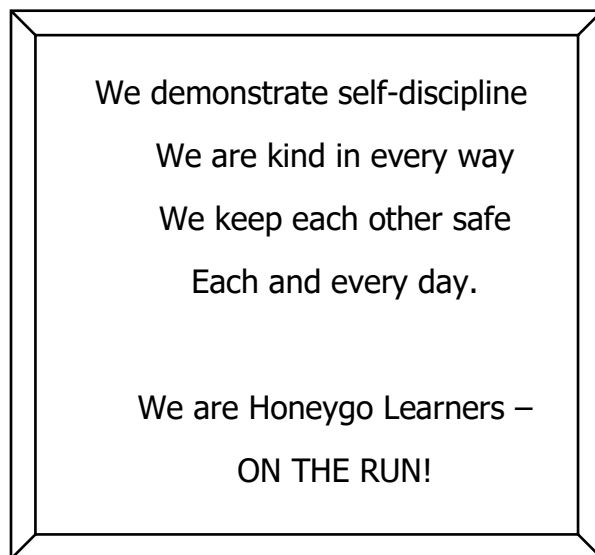
Our Vision

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

(8/10/2021 All students, staff, and visitors to Honeygo must wear a mask while in the building. Masks will be provided if a student forgets his or her mask.)

Arrival and dismissal – For when the school reopens

Pre-Arrival

- Parents may not exit their vehicle for any circumstances.
- Parents are asked to put their child's name and teacher on an index card and pin it to their child.
- **Bus riders should also include the name of the school, the bus identification, and the bus stop location on the index card**
- Parents need to have their car tag number displayed in their front window.

Drop-off/Arrival (Doors Open at 9:05am)

Car Riders:

- There is no drop-off prior to 9:05, there will be no staff on duty prior to that time.
- Parent/Guardian will follow the main driveway around to the right of the school. Loop around the staff parking lot and stop at the cones to drop off your child.
- Your child may not exit the car until a staff member meets them.
- Car Riders enter the building through the side gym door at the cones.
- When the Parent/Guardian reaches the designated location in the drop off lane, students can exit the vehicle from the passenger side only.
- Please do not pass, wait for the car ahead of you to pull out.
- Students will walk through the gym, use the right side of the hallway, and walk to their class.

Day Care Vans:

- The Daycare vans will enter the front lot.
- Students will exit the vans and enter the building through the door by the music room hallway.
- These students will walk down the left side of the hallway to their classes.

Car riders and Day Care riders will sanitize their hands as they are passing through the gym/café lobby.

These students will walk down the Grand staircase using both sides of the stairs and then sanitize their hands again as they enter their classrooms.

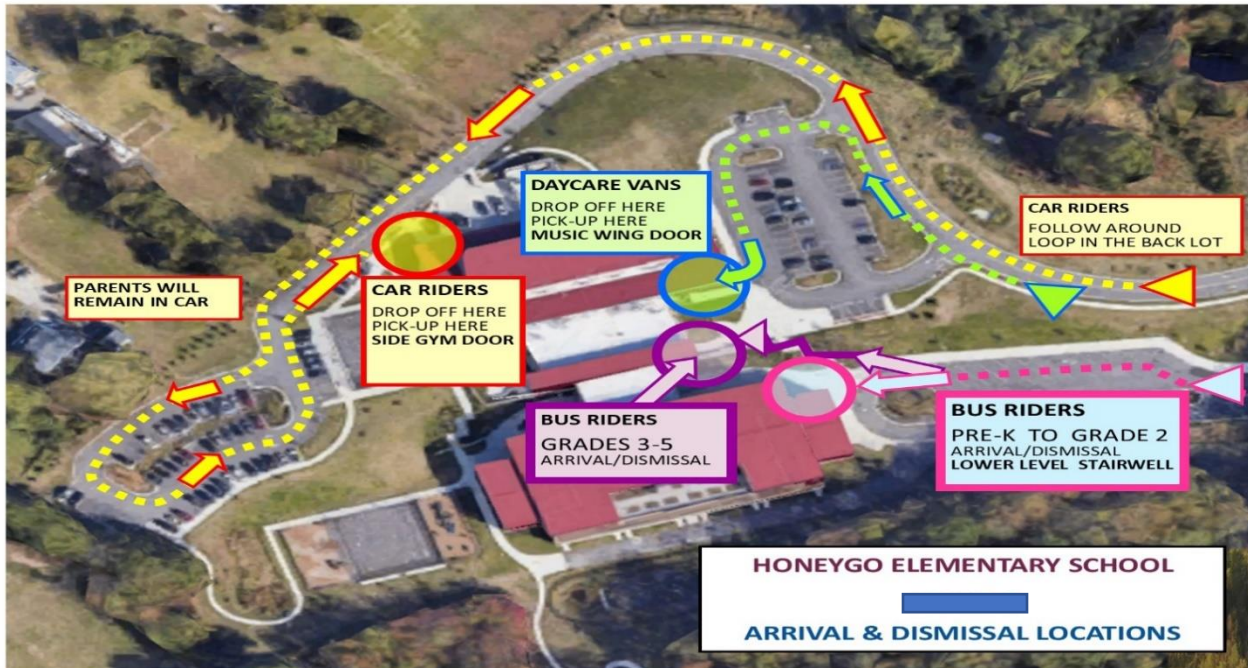
Bus Riders:

- Buses will pull into the bus loop to drop off students.
- There will be three entrances for bus students.
 - PreS – 2 will disembark their buses two buses at a time.
 - Each bus group will be walked by a staff member in the building using either the door next to the stairway or the left side entrance.

- o Grades 3-5 bus riders will exit their buses, go up the stairs outside in the front of the building, and enter Honeygo through the main entrance front doors.

Late Arrivals:

- Parents report directly to the main office to sign in the student.



Pick-up/Dismissal (4:05 pm)

Car Riders

- These students will be dismissed over the intercom first.
- Car riders' numbers will be called 20 at a time.
- Car Riders report to the gym/café.
- They will go to a designated spot on the floor that is socially distanced.
- Parent/Guardians will have their pick-up number displayed in their car window.
- Students will be called by the pick-up numbers as they are lined up in the loop.

Daycare Vans

- Day Care van students will be called to the CIA/Makerspace Room.
- They will stand at socially distanced labeled spots for their van.
- Day Care van riders will be escorted by a staff member to their van in the front parking lot.
- They will exit through the left side of the main entrance front doors.

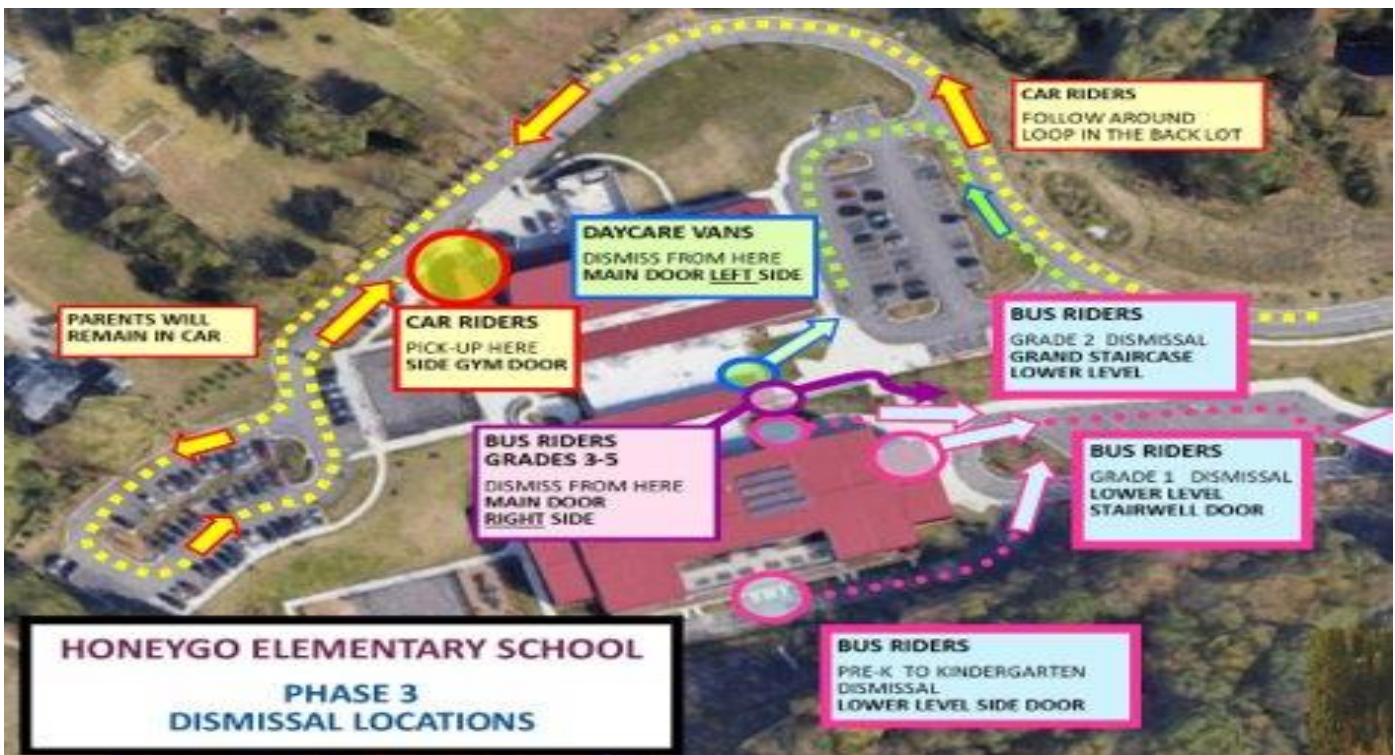
Bus Riders

- Bus riders will exit the building when their bus is called.
- Students in PreS – Grade 2 will come out of the building at the stairwell next to the bus loop.
- Students in Grades 3-5 will leave the building using the doors on the right side of the main entrance. They will go down the outside stairwell to the buses.

- 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.

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.*

- Parents will report to the main office to sign out their child.
 - o The school office will call into the classroom and have the child report to the main office to be accompanied by a staff member to their car.
 - o The staff member will ask for ID verification and have the adult sign the child out.



Attendance

The MSDE standard for attendance is 94%. Following an absence from 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-5 at Honeygo, teachers 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.

Bus Expectations and Behavior


- Students will not be permitted on the bus without a mask.
- Students (and the driver) will be expected to wear their masks during the ride.
- High touch areas will be cleaned frequently.
- Students must remain in their assigned seat at all times.

Celebrations

While we are excited for children when they have their birthdays, we need to make sure that birthday 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 Superintendent's Rule 5470, we are promoting non-food items also be sent to class for scheduled celebrations. However, we recognize that there may be a few classroom celebrations that the teachers request parents send in food items. This list is nut, egg, and dairy free and is our effort to stay

compliant with our BOE policy during classroom celebrations this year.

Fruits and Vegetables	Sweet Snacks	Salty Snacks
Grapes	Keebler Vienna Fingers	Utz Regular Potato Chips
Apple Slices	Nabisco Teddy Grahams	Utz Extra Thin Pretzels
Carrots	Nabisco Barnum's Animal Crackers	Rold Gold Pretzel Twists and Sticks
Celery	Nabisco Oreos	Skinny pop Popcorn (plain, no flavoring) (Gluten free)
Cucumbers Slices	Betty Crocker Fruit Snacks/ Fruit Roll-up (Gluten free)	
Watermelon Slices		
Motts Applesauce		
<u>Candy</u>		<u>Gluten-free Options: For students with documented gluten allergy</u>
Skittles		All Fruits and Vegetables
Jolly Ranchers		Skinny Pop Popcorn
Mike and Ike		Jet Puffed Marshmallows
Dum Dum Lollipop (Gluten free)		Starbursts
Swedish Fish		Betty Crocker Fruit Snacks and Roll-Ups
Starburst (Gluten-free)		Skittles
Jet Puffed Marshmallows (mini and regular) (Gluten free)		

Communication

- Teachers send home biweekly virtual class newsletters that have important information for parents. They also post information on Schoology. Please make sure you read all this information to stay up to date on class and school happenings.
- 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 virtual 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. Specific information regarding how to sign up for your child's conference will be provided by each teacher.

- Preschool and PreK conferences – November 23, 2021
- Elementary Conferences- November 24, 2021

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.
- All activities are virtual at this time.

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 and guardians must be volunteer trained through BCPS. Please see the "Volunteering" section if you are unsure of this procedure.

Food and Nutrition

- All students will be able to receive a free breakfast upon their arrival to school. Breakfast will be individually packaged items in a bag for a "grab and go" format. There will not be choices of breakfast items for students. Students will eat their breakfast in the classroom.
- All students will be able to receive a free lunch. Students will proceed through the cafeteria line to pick up their lunch. There will be no snacks
 - There will be one option offered daily with a yogurt box as a substitute option.
 - Each bag contains entree, cold veggie, fruit, milk, condiments, napkin and plasticware.

If your child forgets their lunch, a BCPS meal will be provided.

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.
- Grades can be accessed by students and parents on an ongoing basis using Schoology. Report cards can be accessed using Focus.
- Interims for elementary students- If a student shows a marked decline in achievement (decrease of two or more letter grades or a failing grade) in the marking period, the teacher is expected to send home an interim report informing the parent/guardian of this decline.

Parent/teacher conferences are encouraged when a student is in danger of failing or of dropping more than one letter grade from the previous marking period.

Help Your Child

- For more information on how to help your child at home, please follow the following steps:
- Go to www.bcps.org, click on Students & Families>>>Under Families click on Parent University.
- Once you click parent university you can access the schedule of events and newsletters on a number of topics.
- Click under Students >>>Virtual Calming Room>>>scroll down the page to access a variety of tools and strategies for managing emotions and feelings.

Homework

- Homework may 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.
- Homework completed for practice or preparation for instruction – homework that is reviewed by the teacher to inform instructional decisions and for which the teacher provides feedback, but is not graded for accuracy or quality; usually given for practice or to prepare for instruction or an upcoming assessment; assigned to build skills and understanding, **not to evaluate learning**.

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 1st 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.

Nnurse

The school nurse, Caroline Dushel, is available from 9am to 4pm daily to answer questions or discuss health concerns. She can be reached at 443-809-6368 or via email at cdushel@bcps.org.

- A few reminders:
 - If your child needs over the counter or prescription medication during school hours a written doctor's order is required.
 - Orders may be faxed to 443-809-8611.
 - Please contact the nurse if you need physical, dental, or lead certification forms.

Questions?

- Office Phone Number: 443-809-8700
- Office Staff: Karen Andrews; kandrews@bcps.org and Kamala Rosenberger; krosenberger@bcps.org
- Principal: Kevin Harrington; kharrington@bcps.org
- Assistant Principal: Melissa Adler; madler@bcps.org
- School Counselors: Wendy Carver; wcarver@bcps.org and Hana Machover; hmachover@bcps.org

Recess

- Students will continue to have recess time daily.
- Recess will take place outside except in extreme weather conditions.

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 are made available on Focus.
- Report cards are distributed on the following dates:
 - 1st term: Monday, November 22nd
 - 2nd term: Thursday, February 7th,
 - 3rd term: Thursday, April 25th,
 - 4th term: Last day of school (June 16th).

- 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.

Schoology

- Students and family can login to Schoology by visiting <https://bcps.schoology.com/> and logging in with their username@bcps.org and their current password.
- Schoology is the platform that teachers use to assign work for students to engage with throughout the week and houses their grades and assignments.
- Students and families are encouraged to login using the child's -username and password to keep up to date on assignments and grades.

Special Areas

Some materials have already been provided for your student. Please remind them that they must bring them to school each day.

- **Art:** Students should come prepared with comfortable attire and some sort of protection for their clothes. This could include an oversized t-shirt (recommended,) old or new, or an art apron, preferably fabric.
- **Music:** Students should come prepared with a pencil, dry erase marker, and dry erase board
- **Phys. Ed:** Students should come prepared to PE with proper footwear and comfortable attire for active participation. Water bottles are permitted for PE. Only water bottles with a wide opening can be refilled at school.
- **Library/Media:** Students should come prepared with a pencil and eraser.
 - Library books should be returned each week to check out new books.
 - Books will be returned to circulation after 72 hours (depending on COVID restrictions).

Social 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.

Technology

All students in grades K-5 will be provided with access to devices and technology to enhance learning.

- Students need to charge their device at home each evening
- Students will need to bring their device and charger to school daily.

- Please label your child's charger and device with their name.

Useful Resources

Mrs. Wendy Carver and Ms. Hana Machover, 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 Ms. Hana Machover with questions, or for more information, by calling the school or sending an email to wcarver@bcps.org or hmachover@bcps.org.

Vacations

- 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 an assignment.
- If your child misses 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.

Visitors

- The building will maintain a limited number of people throughout the day.
- Parents and those registering new students can make an appointment as needed.
- Meetings and conferences may be held virtually.

Volunteers

- 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 goal.

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
- 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.

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

Zero in on Safety

- In the event of an emergency, as determined by administration, 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.