



Woodlin Elementary  
2101 Luzerne Avenue  
Silver Spring, Maryland 20910  
301-650-6440



Sarah Sirgo, Principal  
Troy Clarke, Assistant Principal

*OFFICE OF THE PRINCIPAL*

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2008-2009 School Year

Dear New Woodlin Families,

Welcome to Woodlin Elementary School!

We would like to extend a warm greeting to our newest members of the Woodlin community.

This booklet contains useful information for both parents and students regarding day-to-day life at Woodlin. You will find information highlighting some of the school policies and guidelines that are necessary for the safety and well-being of our students.

You are encouraged to review the contents of this handbook and share appropriate information with your child. As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement.

Please get involved in your child's education. There are countless ways to be involved at Woodlin. There will be many opportunities during the year for parents/guardians to volunteer. Parents/guardians are also encouraged to support and attend special school events. The PTA is very active at Woodlin and you are encouraged to attend PTA meetings. Your efforts are deeply appreciated in the classrooms and for other special events and activities.

Finally, our staff is a super group of dedicated professionals. Everyone at Woodlin is committed to making Woodlin Elementary a school where each and every child can realize their potential.

We look forward to meeting all of you and working with you to make this a truly rewarding school year. Together we learn, explore and succeed!

Sincerely,

Mrs. Sarah Sirgo  
Principal

Mr. Troy Clarke  
Assistant Principal

# **HANDY HINTS FOR NEW WOODLIN FAMILIES**

Welcome to Woodlin!

While teachers and staff explain certain policies and procedures to parents, guardians and students, it will be helpful if you review certain things with your child during the early days of school. Before you know it, your child will know Woodlin's routine better than you!

## **GENERAL INFORMATION**



Make sure you have Woodlin's phone number with you at all times - in your wallet, at work, and/or stored in your mobile phone. If necessary, make sure your caregiver also has the number. 301-650-6440

Woodlin Elementary School has a website at [www.montgomeryschoolsmd.org/schools/woodlines/](http://www.montgomeryschoolsmd.org/schools/woodlines/)

The Woodlin PTA has a website at [www.woodlinpta.org](http://www.woodlinpta.org)

The PTA has a Listserv for the Woodlin community. It's a great place to learn about the school, get advice from other parents and keep up-to-date on school and PTA events.

There are two ways to join the Woodlin PTA Listserv:

- 1) Send an email to: [woodlnpt-subscribe@yahoogroups.com](mailto:woodlnpt-subscribe@yahoogroups.com).
- 2) Join through the link on the PTA website at [www.woodlinpta.org](http://www.woodlinpta.org) or go directly to [groups.yahoo.com/groups/woodlnpt](http://groups.yahoo.com/groups/woodlnpt). Parents must have a Yahoo ID to join though the website, but this is easy and free.

You do not need to join the Listserv at the beginning of every school year. You will remain on the Woodlin Listserv until you unsubscribe.

Please remember to immediately notify the school of any change in your address and work/home/mobile phone number.

There will be two days in May when *only the Kindergartners do not have school*. The rest of the school (grades 1 through 5) will still have school on these days. This lets the staff conduct orientations for the new incoming Kindergartners.

You will hear references to the "cafeteria," the "multi-purpose room," the "all purpose room" or "AP room" - they are all the same thing.

You will hear your child talk about “specials.” Specials are music, art, physical education (PE or gym) and media center (library).

Teach your child to know if they will be a “walker,” “bus rider” or “car rider.” Each has different arrival and dismissal routines.

## **SCHOOL HOURS**

Woodlin’s classroom/instructional hours are from 8:50 a.m. to 3:05 p.m. each regular school day. The **outdoor bell rings at 8:45 a.m.** and students are expected to be in their classrooms ready to begin instruction by 8:50 a.m. Beginning at 8:30 a.m., Woodlin staff and safety patrols are outside to monitor arrivals.

Kindergarten sessions are full day and follow the same school hours.

**Do not bring students to school before 8:30 a.m.** because there is no supervision available. If a student is dropped off before 8:30 a.m., parents/guardians will be called and asked to return to the school.

## **EARLY-RELEASE DAYS**

There will be a few days during the year when students will only have a half day of school. On early release days, school hours are from 8:50 a.m. to 12:35 p.m. Students will still have lunch at school.

School busses will run immediately after the 12:35 p.m. dismissal.

## **WEATHER-RELATED AND EMERGENCY DISMISSALS**

If schools will be closing early due to weather conditions, decisions are typically announced by MCPS by 11am.

Woodlin uses an automated telephone system (called ConnectEd) to notify parents/guardians about early/emergency dismissals. This is why it is particularly important that your contact information is accurate and up-to-date.

In addition to ConnectEd, information on emergency closings is also available through:

- The MCPS website at: [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)
- By email notice through QuickNotes at <http://www.montgomeryschoolsmd.org/info/quicknotes/>
- Local television and radio stations

## **STUDENT ABSENCES**

When a child will be absent for any reason, parents/guardians are asked to telephone the school before 8:30 a.m. The office has an answering machine, so you may leave a message with your child's name, teacher, and the reason for the absence. Your child must bring a note from home upon his/her return.

Parents should keep children at home when illness is suspected, a communicable disease has been diagnosed or lice nits have been found. After five consecutive days of absence, a doctor's note is required.

## **ABSENCE POLICY**

- ❖ Students are AM absent if they arrive more than 2 hours late
- ❖ Students are PM absent if they leave more than 2 hours early
- ❖ If a student is absent for more than any 2 hours during the school day, it's considered a ½ day absence
- ❖ If a student is present for less than 2 hours of the entire school day, it's considered a full day absence

We kindly ask for your support in maximizing student classroom time. As a result, students will not be released from class for telephone calls or to wait to be picked up from school.

## **ARRIVING LATE**

Students arriving after 8:55 a.m. are considered tardy. If your child walks or arrives by car at Woodlin after 8:55 a.m., they must report to the front office with a parent/guardian to sign-in. We respectfully request that parents say "goodbye" at the main office when bringing students to school late and do not permit students to be walked to class by parents. This helps us to monitor who is in our building as well as protect instructional time.

## **VISITORS**

For the safety and security of all individuals, teachers and staff must know about the presence and location of all visitors in the building. *All visitors must enter the building through the main entrance, stop at the main office to sign in, and wear a Visitor's Badge while in the school.* There will be no exceptions.

Any individuals without a Visitor's Badge will be asked to report to the office. Please help us keep our students safe by following this important procedure!

## **CONTACTING TEACHERS**

Calls for teachers should be made between 8:20-8:45 a.m. and 3:30-3:50 p.m. During the instructional day, teachers are not available to speak by telephone.

In addition, teacher email addresses may be found on the Woodlin website. Staff will do their best to return all phone or email messages within 24 hours.

If you wish to make a classroom visit, please contact your child's teacher ahead of time.

## **ARRIVAL: WALKERS**

In the morning (before the bell rings at 8:45 a.m.), children line-up outside by grade and classroom. Different grades will be assigned to specific doorways, all located at the front of the school. As the year goes on, your child will know to look for his/her classmates to help them quickly find their class.

**On the first day of school, staff and teachers will be outside to help parents/guardians and students find their way.**

## **PARENT PICK-UP AND DROP-OFF: CAR RIDERS**

**The street in front of the school is reserved for school bus drop-off and pick-up.**

Traffic signs posted on Luzerne Ave. in front of the school remind parents/guardians they are prohibited from stopping on Luzerne for drop-off or pick-up.

Please use the school parking lot if your child arrives and/or leaves by car.

For the safety of all students and to allow school busses access to Woodlin, it is highly recommended that parents use the following route in the morning and/or at the end of the day to drive through the Woodlin neighborhood:

- ❖ From Second Ave., use Grace Church Rd. or Hanover St.
- ❖ Turn right on Third Ave. Follow Third Ave. and keep left for Warren St.
- ❖ At the end of Warren St., turn right on Luzerne Ave. Turn left into school parking lot.
- ❖ Exit the parking lot by turning right and use the same route to leave the neighborhood.
- ❖ Please do not use Glen Ross Rd. or Luzerne Ave. These streets are used by the school busses.



Please do not block staff cars in the parking lot since staff members may need to depart for meetings. For the safety of all children, parents who wish to park must do so in empty parking spaces.

## **DISMISSAL**

### **A FEW GENERAL NOTES ON SCHOOL DISMISSAL:**

Make sure your child knows how they will get home and who will pick them up or meet their bus. **This is especially important for Kindergartners.** Make sure your child knows that they should never go home with someone they do not know.

Grades 1 through 5 are dismissed on their own.

If you regularly pick-up your “walker” child who is in grade 1-5 but are running late, arrange for your child to wait in a designated spot so that you may easily find each other.

Children line up by grade for arrival and dismissal. At the end of the day, please let your Kindergartner know that they should not be alarmed if they do not immediately see an older brother or sister.

Please do not go into the school or your child’s classroom for regular pick-up at 3:05 p.m. If you must pick-up your child early, please come to the main office to sign them out and your child will be called from class.



**Explain to your child that they should never change their regular after-school routine without first talking to you.** Sometimes kids think it’s fun to “make their own plans” – usually this means they want to play at a friend’s house. It’s always a good idea to get to know your child’s classroom friends and “bus friends.” This will be especially helpful if your child unexpectedly decides to make plans for a play date.”

## **DISMISSAL - CONTINUED**

### **KINDERGARTEN**

**Bus Riders** Kindergarten students will be dismissed according to bus color. School patrols will escort the students to their buses. Students will exit through the doors by the first grade hallway. Staff will be outside to monitor bus loading.

**Walkers** All kindergarten walkers will exit through the school's main doors. Kindergarten walkers will not be dismissed unless a parent/guardian or authorized caregiver is present.

**Please make sure your Kindergartner knows who will pick them up.**

Remind your Kindergartner that they **must wait inside** with a teacher/staff person until you or your caregiver arrives.

Make it clear to your Kindergartner that they should **never** try to go home alone, or with someone they do not know.

**It is extremely important that your child is picked-up on time at 3:05 p.m.** There is no staff supervision after school. However, the school is aware that there may be a rare occasion where you are delayed by events beyond your control. If you or your caregiver are running late, please call the school by 3:00 p.m. A message will be sent to your child and he/she will be waiting for you on the bench outside the front office.

**Car Riders** All car riders will be escorted by a patrol to the car pick-up area on the side of the school (by the gym). There will be a teacher on duty monitoring the pick-up process.

**Daycare** Students going to Woodlin Child Development Center will meet their daycare teachers at the rear entrance of the school by the second grade/kindergarten classrooms.



Especially during the early days of school, some Kindergartners can get anxious if their parent/guardian is late for pick-up. Talk to your child about what would happen if you run late for dismissal so that your child has a general idea of what to expect. Let your child know that things like “lots of traffic,” “bad weather” or “road work/construction” happen sometimes and can make you run late.

## **FIRST GRADE**

All first grade students will usually be dismissed from their classrooms. On days when first graders have specials, they will be dismissed from the gym.

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|------------|---|
| Walkers    | All first grade walkers will exit through the school’s main doors.  |
| Car riders | All car riders will exit through the side doors by the gym.   |
| Bus riders | On days when students have specials at the end of the day, bus riders will dismiss from the gym; they will exit through the main doors. On non-special days, bus riders will exit through the doors by the first grade hallway. |
| Daycare    | Students going to Woodlin Child Development Center will meet their daycare teachers at the rear entrance of the school by the second grade/kindergarten classrooms.   |

## **SECOND GRADE**

All second graders will be dismissed from their classrooms.

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|------------|---|
| Walkers    | All second grade walkers will exit through the school’s main doors.   |
| Car riders | All car riders will exit through the side doors by the gym.   |
| Bus riders | All bus riders will exit through the school’s main doors.   |
| Daycare    | Students going to Woodlin Child Development Center will meet their daycare teachers at the rear entrance of the school by the second grade/kindergarten classrooms. |

## **THIRD, FOURTH & FIFTH GRADE**

All 3rd, 4th, and 5th grade students will be dismissed from the All-Purpose Room (AP Room) or the hallway outside the AP Room.

Walkers	All walkers will exit through the doors by the AP Room.
Car riders	All car riders will exit through the side doors by the gym.
Bus riders	All bus riders will exit through the doors by the AP Room.
Daycare	All daycare students will exit the building through the doors by the AP Room. They will re-enter the building through the main doors and will meet their daycare teachers at the rear entrance of the school by the second grade/kindergarten classrooms.

## **INCLEMENT WEATHER**

When it is raining and/or cold there will be some alternate plans for students:



### **ARRIVAL**

If it is raining, or the temperature is below 32 degrees Fahrenheit, students will not line up outside and wait for the 8:45 a.m. bell. Instead:

- ❖ Students in grades K-2 will line up in the AP room by class. They will be escorted to their classes by patrols at 8:45 a.m.
- ❖ Students in grades 3-5 will line up in the Gym by class. They will be dismissed to their classrooms at 8:45 a.m.

### **RECESS**

When it is raining, or when the weather is below 32 degrees Fahrenheit, the students will not go outside for recess.

### **DISMISSAL**

Dismissal will remain the same for car and bus riders. On rainy days **all** walkers will exit through the main entrance of the building to meet their parents outside.

## **BUS INFORMATION BASICS**

Detailed bus information was sent home in the August parent letter. You may also see [www.montgomeryschoolsmd.org/departments/transportation](http://www.montgomeryschoolsmd.org/departments/transportation)



Route numbers, not bus numbers, will be used again this year and will be displayed in the second window on both sides of all buses. Know your child's bus driver, route number and bus "color." (Woodlin identifies busses by color; the bus company uses route numbers.)

Keep the phone number for the bus depot with you at all times. Store it in your mobile phone. If necessary, ensure your caregiver has the number. Woodlin is part of the Einstein Cluster and the bus supervisor can be reached at 301-929-2246. The main number for the bus depot is 301-929-6906.

You will have received an ID sheet/nametag in the August parent letter. For at least the first week of school, it would be a good idea to have the I.D. sheet filled out and attached to your child's shirt and another attached to your child's backpack. Consider making a couple of extra copies in case the sheet is lost.

**Make sure your child knows the color of their bus.** Some kindergartners can be shy, so teach your child that they should not be afraid to ask for help from teachers, patrols or bus drivers and to speak up if they think they're on the wrong bus.

In the morning, Woodlin Safety Patrols will help make sure your child gets off the bus safely.

Changes and adjustments in bus routes/stops may happen at the beginning of the school year. But you should also remember that these changes may also happen at any time during the school year.

Please remember that buses may be delayed when picking up students in the morning or drop-off at the end of the day. Parents should be aware that busses can be affected by road construction, poor weather conditions, and accidents.

## **BUS STOP DROP-OFF POLICY**

To ensure your child's safe return from school, please meet your child at the bus stop. We strongly emphasize that it is important to have a parent or other responsible adult at the bus stop to meet your child. If you cannot meet your child, please make other arrangements so that your child may get home safely.

If you or your care giver are running late, or you cannot get to the bus stop, please call the school early enough (preferably by 2:00pm) so that your child can be safely held at school for pick-up.

**Make sure your child knows who will pick them up at the bus stop.**

Remind your child to look for your or your caregiver **before** leaving the bus and teach your Kindergartner **to tell the bus driver** if they do not see you or an authorized caregiver waiting at the bus drop.

Please understand that safe student transportation is a joint responsibility and that drivers do their best to ensure passenger safety. However drivers can only deal with problems that are brought to their attention and drivers are not responsible for waiting to see that students are met by a parent or caregiver. **If your child spots a problem at drop-off, he/she should immediately tell the driver before leaving the bus.** Otherwise bus drivers will let **all** the children off at the bus stop, including kindergarten and first grade students, **even if there is no adult there to meet the child.**

When a student notifies the bus driver that their parent/caregiver is not at the bus stop, drivers are trained to return the child to Woodlin. School staff will then contact the child's parent/guardian. Please talk with your child's bus driver if you have concerns about drop off procedures.

Parents/guardians who share the same bus drop should consider making arrangements to exchange phone numbers just in case someone runs late at the end of the day. Many parents/guardians arrange to "cover" for each other in this way. If you do this, let your child know that they can wait with certain parents/guardians if you are delayed.



Make sure your child knows where they are to go once they get off the bus. **Explain to your child that they should never change their regular after-school routine without first talking to you.**

## **SCHOOL CAFETERIA**

The cafeteria serves breakfast (8:30 a.m.-8:50 a.m.) and lunch every day (different grades will lunch at different times).

Applications for free and reduced-priced lunches are sent home with all students during the first week of school. Menus for the upcoming month will be regularly sent home with students. The August parent letter contained information on SNAP, the computerized pre-payment system that allows students to easily purchase breakfast or lunch.

Breakfast	\$1.30
Reduced price breakfast	\$0.30
Lunch	\$2.65
Reduced price lunch	\$0.40
Milk	\$0.60

*Aug/2008*