

Calendar Notes

Monday

- ◇ 8:45 am– Town Meeting

Tuesday

- ◇ 3:15– After School Clubs

Wednesday

- ◇ 3:30– School Improvement
Team Meeting

Thursday

- ◇ Individual Student Picture
Day
- ◇ Bus Evacuation Drill for
students
- ◇ 3:15– After School Clubs

Friday

- ◇ 2:00– Halloween Parade
and Classroom Parties

Dates to Remember

- ◇ **Monday, October
31st– No School for
Students;
Professional Day**
- ◇ **Tuesday, November
1st– PTA Meeting:
Topic of Bullying
with presentation
by Mr. Clarke**
- ◇ **Wednesday,
November 2nd/
Thursday,
November 3rd–
3rd grade trip to
Brookside Gardens**
- ◇ **Friday, November
4th— Spirit Day
#2—Decades Day!**

Our Vision

We believe in a safe, nurturing environment which promotes high achievement and success for students through an integrated and culturally inclusive approach to learning. Students, parents, school staff, and community work together to create an atmosphere of mutual respect where each child can fully develop his or her potential.

Wizard World

Volume 2, Issue 8

October 21, 2011



Principally Speaking: A Message from Mrs. Sirgo

Communicating Effectively with Staff:

We are proud to have a school culture that embraces effective and regular communication with families. This culture is rooted in a belief that informed families make for powerful partners in the work of educating our children. However, each person in our community or on our staff may have different expectations of experiences with communication that can sometimes be mismatched. Below are some suggestions for working with our school.

- **Identify a positive intent and prioritize.** Focus on what needs to happen. Eliminate the emotional component that often is drawn into our dialogue. Keep a focus on what needs to happen to resolve a problem, and do not get side tracked.
- **Clarify and be brief.** Drill down to what needs to be said and be clear. Keep your letters or notes short and direct. Identify the situation, clarify what the problem is, note any barriers and offer a solution. Be certain you recognize that information shared by your child is the child's perspective and ask questions, do not assume, when gathering information about situations reported to you at home.
- **Be receptive and listen.** Make certain you have a clear understanding of why there is a problem. Make certain you 'see the other side'. Offer feedback so others know you understand both sides. Understand where other people are. Move from faultfinding to problem solving.
- **Electronic communication.** Don't hit send if your message is multi-paragraph in the form of an old style letter. Take time to think and re-write. Using email as communication is efficient and timely but using email as a single method of contact can be problematic as the visual and audio cues of conversation are missing. State whether the message is "for your information" or requests a response.
- **Choose words and tone.** When emotions are strong on both sides of an issue, make certain you listen and hear. Remember that others will hear your tone of voice and will take it personally. Words can be well chosen but tone of voice will allow emotions to leak out.
- **Consider timing.** We know that many families only sit down to gather their thoughts in the evening, but please refrain from sending lengthy emails late at night or on the weekends that require a response. We all must protect our personal time. Refrain from demanding a meeting or showing up unannounced to give every one time to gather their thoughts and prepare.

We want to serve you and work together and hope these helpful hints will support our work.

In the Know: *MCPS Updates*

Woodlin Elementary School

No reassignments are recommended affecting Woodlin Elementary School. I recommend requesting Fiscal Year (FY) 2013 facility planning funds for a classroom addition to Woodlin Elementary School in order to address the projected overutilization of the school. In the interim, relocatable classrooms will be used to accommodate the enrollment. Our projected enrollment and utilization is expected to continue to exceed 100% over the next 6 year planning period and a feasibility study will be conducted for a classroom addition, although this is many, many years away from actual completion.

The full report may be found at http://www.montgomeryschoolsmd.org/departments/planning/pdf/DCC29_SuperintendentsRecommendation10142011.pdf



Hot off the Press: *Woodlin Updates and News*

If your child will be absent from school, please always call the school the day of their absence. You can also send an email to your child's teacher as an "FYI". We do not call home if your child does not show up to school, but if a child is out one or more days, we do need to make contact with you to ensure they are in your care. Thank you for helping us work together to monitor student attendance!

LOST AND FOUND: We have a number of items already filling up our Lost and Found cart. If your child came to school with a light jacket, but didn't make it home, please stop by and check at school.

Town Meeting: *Highlights from this week*

This week at town meeting we talked about Halloween and gave students reminders about safe and appropriate costumes. We also let them know about other activities that are available for students who do not observe Halloween and the costume closet for kids to borrow costumes. We then heard a message about "Trick or Treat for UNICEF" and ways to raise money to help other children in need. We did awards, the pledge, birthdays, and the school song too!

