



24200 Woodfield Road
Gaithersburg, MD 20882
(240)207-2550

August 24, 2025

Dear Woodfield Families:

We are so excited to begin our 2025-2026 School Year. Tomorrow is Transition Day, with our Kindergarten Students attending all day. Students new to Woodfield will be joining us in the afternoon.

Our New Family Orientation is tomorrow, Monday August 25, from 1:30-2:00. Open House will be held from 2:00- 2:50 PM and is a chance for all families to join us to meet teachers, say hello to friends, and find new classrooms. Doors will open at 2:00.

As we prepare for the start of the 2025-2026 school year, there are several key updates that will be implemented across the school system and we want to ensure you have detailed information for how they will impact your child's educational experience. We believe that every student can meet high expectations for their learning and behavior when they are well supported and these expectations are communicated clearly to all members of our school community. The purpose for increasing expectations for all members of our school community is to provide your child with a more rigorous teaching and learning experience and improve the safety and structure of schools to foster a culture of high engagement.

We recognize that changes in expectations will require increased communication with you and your child and we will be using the first weeks of school to ensure there are multiple opportunities to share and discuss them. This letter will be the first of many efforts to effectively communicate key changes to school system structures, including here at Woodfield that will be effective on the first day of school, August 26, 2025. Below is information about Woodfield Elementary and also on the following; Student Code of Conduct Cell Phone use, Emergency Preparedness, and accessing alternative texts.

We are looking forward to seeing you soon!

Warm Regards,

Mrs. Houston
Principal
cynthia_a_houston@mcpsmd.org

Mrs. Hongladarom
Assistant School Administrator
jacqueline_M_LosoHongladarom@mcpsmd.org

Woodfield Elementary School is organized as follows:

ADMINISTRATION	Mrs. Cynthia Houston, Principal Mrs. Jackie Hongladarom, Assistant School Administrator
Office Staff	Mrs. Cheryl Greene, Administrative Secretary Mrs. Jane Schwartz, Attendance Secretary

Office Contact Information	
Main Office	240-207-2550
Cafeteria	240- 207-2524
Health Room	240- 207-2525
Fax	301-391-6298

Woodfield Elementary School's Website:

<https://www.montgomeryschoolsmd.org/schools/woodfieldes/>

Important Information for Parents/Guardians

Topic	Information
School Calendar for 2024-2025	<ul style="list-style-type: none"> • 2025-2026 Month View • 2025-2026 List View
Bus Information	<p>Schedules with bus stop and time information are located at the links below and on our website.</p> <p>Please be mindful that students should arrive at their bus stop 10 mins prior to the scheduled time listed to ensure they are on time and do not miss the bus. Use the WES Bus Routes Page to find your child's bus stop.</p>
WES Back to School Night September 25, 2025	<p>WES will have our Back To School Night on Thursday, September 25, 2025. More information will be shared soon.</p> <p>This is the opportunity to meet the teachers, counselors, and get any necessary information you may need for your child's academic success.</p>
School Hours and School Attendance	<p>Regular school attendance is required. Students are expected to report to school on time and be prepared each day.</p> <p>The school day is from 8:40a.m. - 3:25p.m.</p> <p>If students are not able to attend classes please email Mrs. Jane Schwartz, attendance secretary at Jane_F_Schwartz@mcpsmd.org or call the main office</p>

	<p>at (240) 207-2550. Students should bring in a note the next day about their excused absence in order to adjust the absence.</p> <p>Students may enter the building at 8:40am.</p>
<p>Cafeteria (Breakfast and Lunch) Information</p>	<p>Meal Prices for the 2024-2025 School Year</p> <p>Breakfast - \$1.30</p> <p>Lunch - \$2.55</p> <p>Our cafeteria will begin serving snacks (ice cream and chips) in mid-September. Grades 1-5 will have an assigned "Snack Day" and we'll be sure to send the details out at the beginning of the school year. Ice cream and chips are the snack options.</p> <p>MySchoolBucks.com is an optional service for parents/guardians to make prepayments to a student's cafeteria account for breakfast, lunch, and à-la-carte meals online with a credit or debit card. This service is offered as a convenience for interested families.</p> <p>August/Sept. Menu</p> <p>Parents may choose to complete the free and reduced lunch application as this information is used to determine eligibility for a variety of state/federal assistance programs. Applications will need to be completed online at the following website: www.MyschoolApps.com</p>
<p>Arrival and Breakfast Reminders</p>	<p>The Woodfield student day begins at 9:00 a.m. and ends at 3:25 p.m. <i>This 9:00 start time means that students should be in their seats, ready for learning at 9:00am.</i></p> <p>Our doors open at 8:40 a.m. Students who purchase breakfast from the cafeteria go directly to the cafeteria, eat breakfast and then go to their classroom. It is important for students who are eating breakfast at school to arrive no later than 8:45 so that they have time to eat breakfast and get to the classroom ready to begin instruction by 9:00am. Students who are not buying breakfast go directly to their classrooms upon arrival.</p>
<p>ParentVue Activation</p>	<p>Please take the time to register for ParentVue. This school year, Synergy and ParentVUE will be the primary home-to-school communication vehicles for schools to share information regarding grades, attendance, scheduling, log into myMCPS Classroom, and more.</p> <p>How to activate my ParentVUE account</p>
<p>myMCPS Classroom/Canvas</p>	<p>The myMCPS-Canvas platform will continue to be used for teaching and learning during the school year. Students will access their assignments, receive messages and use this platform to turn in work as appropriate.</p> <p><i>*Parents/Guardians can access myMCPS Classroom via ParentVUE</i></p>

Immunizations	All students' immunization records must be updated. Please make sure your child's records are up to date and completed. Proper documentation of required immunizations must be received before you can enroll your child in school. Immunization Requirements
School Supply List	A suggested supply list is posted on our website and here. School Supply List
Cell Phone/Electronics Policy Personal Mobile Device Regulation	<p>As part of the updated Cell Phone and Personal Mobile Device Regulation (COG-RA), MCPS will limit how personal mobile devices—including <i>mobile phones, e-readers, smart watches, tablets, wearable technology, video and audio recorders and gaming devices</i>—can be used during the school day for the 2025–2026 school year.</p> <p>Before and After School: Students in all grade levels may use their personal mobile devices before the school day begins and after it ends.</p> <p>Elementary and Middle Schools: During the school day—including class time, lunch and transitions between periods—students will need to keep their personal devices turned off and stored away.</p> <p>Woodfield Elementary follows the county's expectations for cell phone non-use during the school day. Students are allowed to have cell phones at school. If a student brings a cell phone/watches/tablets or a device of any kind to school, they must be turned off and out of sight during the instructional day. This includes lunch and recess times and in the halls. We suggest and highly encourage students to keep phones/electronics at home or in their backpack during the school day.</p> <p>**Please note that the school is NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC EQUIPMENT and a parent may have to pick up phone/device if it is used inappropriately or becomes a distraction for the student.</p> <p>Students must have an approval form, signed by a parent/guardian, in order to have a cell phone at school. Forms must be updated each year. If you would like to request a permission form for your child, please call the main office at (240) 207-2550.</p>
Parent Teacher Student Association (PTA)	<p>We are looking for parents who are interested in joining our PTA as we continue to grow stronger. If you are interested, please reach out:</p> <p>Rachel Fitzpatrick President Woodfield Elementary PTA president@woodfieldpta.org 301.412.1654 www.woodfieldpta.org</p> <p>The PTA will also be available at our Open House and Back to School Night.</p>

Important Information from MCPS...

Updates to the Student Code of Conduct

This year's revised Student Code of Conduct emphasizes building a positive school culture rooted in respect, safety, and accountability. At Woodfield, we are committed to fostering a learning environment where every student feels supported and empowered to succeed. These updates to the Code of Conduct reflect the belief that discipline and behavior are not separate from instruction, but foundational to ensuring all students are ready and able to engage in learning.

The updates reflect a focus on the following, restorative practices to repair harm and restore relationships, clear behavioral expectations and consistent responses to misconduct, and increased collaboration between home and school to address behavioral concerns

Restorative Practices to Repair Harm and Restore Relationships

Restorative Approaches is not just a practice — it's a mindset. The consistent use of restorative approaches strengthens student decision-making and fosters positive, trusting relationships among students and adults. When applied with fidelity, restorative practices rebuild trust, promote accountability, and repair harm in a way that punitive measures often cannot.

The revised code of conduct centers restorative approaches as a key component of our response when students do not meet our expectations for their behavior. The new Office of Student Conduct and Appeals will support our system accountability by ensuring school-based actions are reviewed with fidelity to policy and legal guidelines. Schools will be receiving on-going professional development to ensure staff are equipped to lead restorative conversations and help students take meaningful ownership of their actions.

Clear Behavioral Expectations and Consistent Responses to Misconduct

The code of conduct is based on five levels of consequences. We have reviewed how these levels are applied and ensured consistency that a serious infraction will result in a serious consequence. Students and families should have a clear understanding of what a school's response will be should a student make a poor decision. In the code of conduct, clear levels of intervention and consequence are outlined (Levels 1–5) based on the behavior.

The consistent application of the code of conduct is important and equally important is consistency with the tools we will use to respond to support your child. The supports outlined in the revised Code — behavior intervention plans, check-ins, restorative circles, mentoring, and counseling — are not optional. Please review the MCPS Student Code of Conduct with your child, [linked here](#). This [video](#) will also be shared with your child during the first week of school.

Increased collaboration between home and school to address behavioral concerns

Student conduct is everyone's responsibility. When expectations aren't met, we must respond as a team — bringing together staff, families, and students to ensure the behavior is addressed and learning continues. When the serious decision is made to suspend a student from school, families/parents, staff, and the student will be required to come in for a mandatory intake conference. During this intake conference, focus will be on reconnecting to support reentry, reviewing expectations, providing support and resources to your child, and creating a timeline to catch up on missed work. These changes reflect our shared values and our commitment to working in partnership with families to support all students.

Changes to the Cell Phone Regulation

As part of MCPS's updated Cell Phone and Personal Mobile Device Regulation (COG-RA), there are now clearer expectations and increased consistency for when and how devices may be used during the school day. At

the middle school level, phones must be off and away the entire school day. To support this, schools may implement tools such as phone pouches to support compliance. In addition, consequences will be implemented should a student not comply with this expectation. This could result in referral to the office, confiscation of the phone, and required conference with parent/family. These changes are intended to minimize distractions, increase instructional focus, strengthen the quality of in person engagement among students, and promote positive digital citizenship.

As always, our priority is ensuring that every student at Woodfield ES is challenged academically and supported socially and emotionally. If you have any questions or would like to learn more about these updates, please don't hesitate to review [Regulation COG-RA Personal Mobile Devices](#).

Increasing Curriculum Transparency


MCPS is taking steps to enhance transparency and ensure consistent implementation of core instructional texts. To support this, all parents and guardians will be provided with advanced notification of instructional texts used in the classroom and will be permitted to inspect any text on the notification list. Additionally, parents and guardians will be permitted to inspect texts and will have the opportunity to request that their child be excused from instruction involving material that substantially interferes with their sincerely held religious beliefs.

This process requires the following steps:

- Lists of the instructional material to be used in the core areas of instruction will be made available for your review no later than the first week of each quarter.
- You will have the opportunity to review these lists and ask questions of your school about the content of the texts. You may also make an appointment with your school to view the texts in person.
- To the extent that any text on the list of instructional materials, sincerely interferes with your families' sincerely held religious belief, you may request that your child be excused from instruction by completing and submitting a request form. That form will be made available to you on our school webpage.
- If your request is granted, your child will be excused from instruction when his/her teacher is using the text you identified as objectionable and may be afforded the opportunity for other academic work during the period of time in which the student would otherwise be participating in the instruction the student is excused from.
- We will release more specific information about this process soon with links to and instructions for completing the request form.

Emergency Preparedness - Standard Response Protocol

The safety and well-being of our students, staff, and families is always our top priority. Montgomery County Public Schools (MCPS) takes a comprehensive approach to emergency preparedness that follows guidance from the Maryland State Department of Education. As part of this work, this school year, MCPS has adopted the nationally recognized Standard Response Protocol, developed by the [I Love U Guys Foundation](#). This shared language helps students, staff, and first responders know how to respond quickly and clearly in different types of emergencies. Please see the language we will utilize during emergency situations below.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS
Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE
The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:


- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground



Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Communication During a Lock Down

It's important that everyone in our school community understands what happens during different kinds of emergencies, especially a Lockdown. A Lockdown is used when there is an immediate and serious threat of violence inside the building or nearby. During a Lockdown, staff will be trained to "locks, lights, out of sight."

The school's first priority is to call 9-1-1 to receive support from local authorities and police. The school will then communicate to the school community approximately every 20 minutes (when practical) any relevant information and updates throughout and at the conclusion of the lockdown. Communication is coordinated through the Public Information Officer of the Montgomery County Police Departments and the Montgomery County Public School System's Department of Communication. Following the conclusion of the lockdown, you can expect a more detailed communication of what occurred.

Students, families, and staff each play a part in keeping our schools safe. Being prepared starts with knowing what to expect and understanding the role each of us has during a serious situation like a Lockdown. We encourage you to review them together at home and talk with your child, so we all have a shared understanding of how to respond if an emergency ever happens.

LOCKDOWN: The Role of the Staff Member

Before	During	After
<ul style="list-style-type: none">• Understand MCPS emergency protocols and be prepared to respond quickly and calmly during a lockdown.• Ensure classrooms are set up for emergency readiness, including posted emergency signs, functioning door coverings, and blinds.• Keep a laptop or Chromebook accessible for emergency communication and updates.• Participate actively in all required emergency drills, model calm behavior, and guide students in following the procedures.• Know how to identify the safest location in your classroom for students to gather during a lockdown, especially in situations where the door cannot be locked or fully secured. Select a location that is out of sight from windows and doors and provides the best possible concealment.	<ul style="list-style-type: none">• If safe to do so, quickly check the hallway or immediate area for nearby students and bring them into the room before securing the door.• Lock and secure all doors.• Cover door windows and close blinds.• Turn off lights and maintain silence in the room. Silence all electronic devices.• Move students to the designated safe area, out of sight from doors and windows.• Do not respond to fire alarms, bells, or knocks on the door unless directed to do so by school administration or first responders.• Remain in lockdown until an authorized “All Clear” is communicated.	<ul style="list-style-type: none">• Monitor and respond to the emotional needs of students. Be mindful of trauma and stress following the incident. Use restorative practices to allow students to share their experiences and feelings in a structured and supportive way.• Avoid assigning high-stress academic tasks immediately following the event, such as tests or quizzes.• Continue to honor any accommodations or modifications outlined in students’ IEP or 504 plans. Debrief with your school’s crisis response or support team, if needed, and participate in any post-incident reviews.

LOCKDOWN: The Role of the Student

Before	During	After
<ul style="list-style-type: none">• Participate actively in emergency drills at school. These drills are practiced in an age-appropriate way to help you understand what to do and why it’s important.• Talk with your parents or guardian about what a lockdown is and what you’ve learned at school so that you feel prepared and supported.• Know where the safest place is in your classroom to go during a lockdown, especially if the door cannot be locked or fully secured.	<ul style="list-style-type: none">• If you are in a classroom, move quickly to the designated safe area—this is a spot away from doors and windows and out of sight.• If you are in the hallway or another area when a lockdown is called, go immediately to the nearest room or space that can be secured. Silence your phone or other electronic devices and avoid using them unless directed.• Follow all instructions given by staff members.	<ul style="list-style-type: none">• Let your parents or guardian know how you’re feeling and ask any questions you have about what happened.• Take part in classroom conversations or community circles to talk about the experience and ask for support if you need it.• If you are feeling overwhelmed or anxious, reach out to a trusted adult, such as a teacher, counselor, or administrator, for help.

	<ul style="list-style-type: none"> Stay quiet, stay calm, and wait until a trusted adult gives the “All Clear” or further instructions. 	
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LOCKDOWN: The Role of the Parent

Before	During	After
<ul style="list-style-type: none"> Make sure your emergency contact information is current and accurate in the school system so you can receive timely updates during an emergency. Talk regularly with your child about school safety and the importance of following directions during emergency drills and real events. Encourage your child to take all drills seriously and to ask questions if they are unsure about what to do during a lockdown or other emergency. 	<ul style="list-style-type: none"> If a lockdown is initiated, preliminary information will be shared as soon as possible through the district’s centralized communication system. Law enforcement will respond and take command of the situation in coordination with school leadership. Updates will continue as accurate information becomes available. Do not come to the school during a lockdown. Emergency responders need clear access to the building and parking areas. Unplanned arrivals may delay the response and could place you or others at risk. Avoid calling or texting your child during a lockdown. Phones should remain silent, and students need to focus on instructions from school staff. Conflicting messages may cause confusion and increase risk. 	<ul style="list-style-type: none"> If a parent-child reunification is needed, detailed instructions will be provided by the school or law enforcement. The school principal will also share information about the reunification process each year. You will receive communication from the school or district with accurate details about the incident and any available resources. Give your child space to talk about their experience, and listen to their concerns. Reassure them that their feelings are valid and that they are safe. If your child continues to show signs of stress or worry, reach out to school staff or a mental health professional for support.