Table of Contents

Welcome .........................................................................................3
Open House

Staffing Updates ..............................................................................4

Important Links ..............................................................................5

Arrival and Dismissal Procedure.....................................................5
  Bell Times
  Schedule link
  Bus Procedures
  Traffic Patterns
  Parking

Positive School Climate Handbook ..............................................7

Lunch Recess Handbook ...............................................................7
  Lunch program
  SNAP
  Prices
  Application for Free and Reduced Lunch

Enrollment .....................................................................................9
  Class placement

General Policies .............................................................................9
  Birthday Celebrations
  Forgotten Homework/lunch/ instrument
  Dogs on school property
  Lunch account
  Teacher Communication
  Communication Devices

Forms and Important Web Sites......................................................10
  Withhold from directory
  MCPS calendar
  SNAP
  Menus
  Integrated Pest Management

Q & A ..............................................................................................12
August 2018

Dear Wood Acres Families,

Welcome to the 2018-2019 school year. I hope that you and your children have had a safe and pleasant summer and are looking forward to the challenges and opportunities of the new school year. If you are new to our school, please know that you will see that Wood Acres Elementary is a special place for children to learn. Please let us know if there is anything we can do to help you become more comfortable with our school. Everyone at Wood Acres Elementary School looks forward to working with you and your children.

The first day of school is Tuesday, September 4, 2018. There will be an Open House on Thursday, August 30, 2018 for students to visit their classroom and meet the teacher. Class lists will be posted on the school web page prior to open house. An email and phone message, Connect Ed will be sent to families when lists are posted the day before Open House.

OPEN HOUSE EVENTS August 30, 2018

8:30-9:15 PEP, Kindergarten and Grade 5 Visit
9:15-10:15 Grade 1, Grade 2, Grade 3 and Grade 4 visit
9:25-10:15 Patrol Meeting- Room 172 next to Mrs. Williams class
8:45-10:30 PTA New Family Welcome on playground
8:30-10:15 Pick up preordered school kits on stage in gym *
8:30-10:00 Transportation cards and bus stop tags in gym *

*location subject to change

Members of the PTA will distribute important information at the Open House. Make sure you stop at their table near the computer lab in the lobby area. PTA is also hosting a “New Family Welcome” on the back field between 8:45 and 10:30.

Open House is intended as a time for your child to see his/her classroom and meet the teacher. It is not an appropriate time for parents to conference with teachers and other staff members. You will have opportunities to share personal information after school starts. I invite you to write a “BRAG letter” to the teacher sharing your perspective of your child’s special interests, strengths and areas of need. This is a wonderful way for you to reflect and share your insights with their new teacher.

I am looking forward to a new and exciting school year.

Sincerely,

Mrs. Marita Sherburne, Principal  Mrs. Melanie Knight, Assistant Principal
PEP Team
Ms. Kathleen Newman – Parent Coordinator
Ms. Julia Cunningham – PEP Inc. Teacher
Ms. Daniella Hirsch – PEP Pilot Teacher
Ms. Vicky Sofer - Paraeducator
Ms. Barbara Barr – PEP PT
Ms. Ebony Graham-Paraeducator
Ms. Pratima Mitra – Paraeducator
Mr. Nick Masick – PEP OT
Ms. Judy Segal – Speech

Kindergarten Team
Ms. Leslie Morrell
Ms. Allison Pecoraro
Ms. Erin Ostrove
Mrs. Kylie Widerman

First Grade Team
Mrs. Catherine Ladd
Mrs. Cathy Triay
Ms. Betsy Rogers
Ms. Emily Tuck

Second Grade Team
Ms. Kelsey Dermaatas
Ms. Jackie Keslow
Mrs. Gillian Feldman
Mrs. Moira Pagano

Third Grade Team
Ms. Krista DeAngelo
Mrs. Terri Noenickx
Ms. Jillian McKay
Mrs. Kelly Romer

Fourth Grade Team
Mrs. Carrie Arnella
Mrs. Michelle Lee-Kwon
Ms. Jennifer Fedder
Ms. Rebecca Wagner

Fifth Grade Team
Mrs. Rachel Adams
Ms. Stefanie Herndon
Ms. Kirsten Crabtree
Mrs. Erin Williams

Special Education Team
Mrs. Rori Brown- Teacher
Mrs. Cynthia Mulholland - Teacher
Ms. Melinda Bellafiore - Psychologist
Mrs. Lauren Galdi- Teacher
Mrs. Jennifer Huguely – OT
Ms. Sharon Zatorski – Speech

Paraeducators and Lunch Recess Assistants Team
Mrs. Francis Carmelino L/R
Mr. Travis Clarke L/R
Mrs. Shazia Khan L/R
Mrs. Anne Puglisi – Para L/R
Mrs. Tina Carmichael- Para L/R
Mrs. Barbara Kennedy- Para
Mrs. Christine Monahan - Para

Specialists Team
Ms. Katie Copeland – Media Specialist
Mr. Steven Parker – Staff Development Teacher
Mrs. Susan Schmidt – Media Assistant
Mrs. Erica Vagnoni (Apatov) – Art
Mrs. Bev Brennan –Rdg. Initiative
Mr. Jim Vaughn- Instrumental
Ms. Tracy Holbert – Part Time Art
Ms. Natalie Stempel – P.E  
Mrs. Gianne McNeil - Music  
Mrs. Leslie Johnson- Part time P.E.  
Part Time Music – TBD

Cafeteria  
Mrs. Charlene Brodie – Manager  
Cafeteria Worker - TBD

Building Service Team  
Mr. Oscar Cabrera – Manager  
Mrs. Nikki Talavera- Asst. Manager  
Mr. Dauda Koroma – Worker  
Mr. TJ Okala – Worker  
Ms. Glennys Ciprian – Worker  
Mr. Sergio Arias – Worker

Administration Team  
Mrs. Marita Sherburne – Principal  
Mrs. Melanie Knight – Asst. Principal  
Mr. Gio Aleman – Administrative Secretary  
Ms. Terri Reveron-Attendance Secretary

IMPORTANT LINKS
Wood Acres School website  
http://www.montgomeryschoolsmd.org/schools/woodacreses/
Wood Acres PTA website  
http://www.woodacrespta.org/
School Directory – register on A to Z – top right corner  
http://www.montgomeryschoolsmd.org/
School system calendars  
http://www.montgomeryschoolsmd.org/calendar/
Attendance  
Link on Wood Acres Homepage left column “REPORT AN ABSENCE”

ARRIVAL AND DISMISSAL PROCEDURES
Arrival
BELL SCHEDULE
First Bell: 8:55 a.m.  
Second Bell: 9:05 a.m.  
Dismissal: 3:25 p.m.

Students will be permitted in the building for line up starting at 8:45 A.M. Students will line up outside their classrooms rain or shine. Students are considered tardy if they come to school after 9:05 A.M.
**Bussers** – Students will come into the building by the media center. Kindergarten students will be escorted by a patrol. All other students will walk to their classroom areas.

**Walkers** – If you are bringing your child to school by car, you may park legally on the street. **There is no space in the school parking lots for parents to park and walk into the building.** Students will enter through the front door. Parents walking children to school are asked to say goodbye at the front door so that we can keep all the entries and hallways clear and safe for children.

Kiss and Go – Patrols will assist with opening the passenger side door so that students can safely exit cars. Parents are not permitted park in this area during arrival.

Morning Childcare- Students will be dismissed from Bar-T to line up at 8:45 AM.

**Dismissal**

3:20 P.M. Kindergarten students ONLY will be dismissed outside the **front door of school.** Staff will escort students to the door and wait for parent to pick up child.

3:25 Walkers and students being picked up from Grades 1-5 will be dismissed through the **kiss and go door.**

3:25 Students who go to Bar T daycare will be dismissed. Students in kindergarten will be picked up by Bar T staff. Students in grades 1-5 will walk directly to Bar T in cafeteria.

3:30 – After school activities will be dismissed to the planetarium hallway to wait for their instructors.

3:25 – 3: 40 Students who ride buses will be called by their bus color to the bus loop once their bus has arrived. Kindergarten and grade 1 students will be escorted to the bus by a patrol. PEP students will be escorted by PEP staff to their buses.

Playdates and riding the bus- Students who have playdates must be picked up at school as walkers. The bus cannot safely accommodate additional students for playdates.

**Traffic patterns**

**School Parking Lots** are reserved for school staff during the day. We currently don’t have enough spaces for staff, so we don’t have any to spare in any of the three lots.

Parents and visitors are asked to park legally on Cromwell, Newington and other adjacent streets. Please read the parking restriction signs.

**Exiting Kiss and Go Loop** in the morning you **MUST** turn right and watch for adults and children. There is a posted sign **NO LEFT TURN.** It is a danger to our students their families to ignore this sign. Kiss and Go loop will be closed in the afternoon to accommodate students exiting the building.
Crossing Guard – We will have a crossing guard assisting with adults and children with crossing directly in front of the main door area of the school. Please be respectful of the difficult job they have monitoring traffic and ensuring the safety of the children. No matter where you are parked, we encourage you to cross safely at the crosswalk.

Traffic Pattern Policy: It is the responsibility of everyone in the community to redirect cars and walkers when the traffic sign directions are not being adhered to. No Left Turn means No Left Turn, Do Not Enter means Do Not Enter, Do Not Park means Do Not Park. These Montgomery County Government signs are in place for a reason, to keep everyone safe. Parents are responsible for informing their children’s care takers.

Parking
Attend to the restrictions on the parking signs. Please be considerate of the neighbors and student safety by obeying to parking restrictions.

Parking lots are for staff parking. Parents may park in the neighborhood or kiss and go loop during the day.

The POSITIVE SCHOOL CLIMATE HANDBOOK of Wood Acres has been developed through the collaboration of parents, teachers and administrators. We believe it is the duty of all who work with children to provide a learning environment that promotes mutual respect and cooperation. The behavior code set out in this document reflects the necessary balance between the responsibilities and rights of the individual as well as those of the group.

Schoolwide programs that support positive school climate include Debug (K-2 conflict resolution model), Win/Win Guidelines (3-5 conflict resolution model), No Put Down (anti-bullying model) and WAVE- Wood Acres Values Everyone (character education). We feel it is important to recognize students who exhibit respect, responsibility, fairness, self-control, caring, honesty, perseverance, pride and moral courage in the school community.

LUNCH RECESS HANDBOOK
This will be reposted on the school web site in September.

Parents who would like to volunteer to support lunch and recess assistants should check in and out of the main office each day. Volunteers should wear a green lanyard so that students can identify them out at recess as volunteer and school staff are able to identify
that adults have checked into the office. Return the lanyards at the end of your volunteer time.

In order to volunteer it is required that you complete the Child Abuse and Neglect Online Module. Please print out the certificate at the end and bring to main office prior to your first volunteer experience.

http://www.montgomeryschoolsmd.org/childabuseandneglect/

LUNCH PROGRAM

All schools in Montgomery County use an automated system for purchasing lunch and milk called My School Bucks.

Register through My School Bucks:
https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home to establish an account. You can pay online or send in a check made payable to Wood Acres Cafeteria. You can also monitor the balance through the website. You will need your child’s student ID # which you can get through the main office.

Each child is assigned a PIN number for their lunch account and as they purchase, the cost will be deducted from account.

The cafeteria manager, will send home notices through backpacks when accounts are getting low.

Should your child exceeded their funds in the account (more than $10), they will be offered a cheese sandwich for lunch. Parents will need to reimburse the school separately for the sandwich.

School Lunch Prices

<table>
<thead>
<tr>
<th>Lunch Meal</th>
<th>$2.55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced price lunch meal</td>
<td>$.40</td>
</tr>
<tr>
<td>Milk</td>
<td>$.60</td>
</tr>
</tbody>
</table>

Application for Free and Reduced Price Meals

The application process for Free and Reduced Priced Meals (FARMS) will be sent home with children at the beginning of the school year. Should you not receive and application, please contact the office and we will send another sheet home.
ENROLLMENT

As of August 3, 2018 our current enrollment is 625 students.

PEP Teachers
Ms. Cunningham, Ms. Hirsch

Kindergarten Teachers - 4
Ms. Morrell, Ms. Ostrove, Ms. Pecoraro, Mrs. Widerman

First Grade Teachers 4
Mrs. Ladd, Ms. Rogers, Mrs. Triay, Ms. Tuck

Second Grade Teachers - 4
Ms. Dermatas, Ms. Feldman, Ms. Keslow, Mrs. Pagano

Third Grade Teachers - 5
Ms. Deangelo, Ms. McKay, Mrs. Noenickx, Mrs. Romer

Fourth Grade Teachers – 4
Mrs. Arnella, Ms. Fedder, Mrs. Lee- Kwon, Ms. Wagner

Fifth Grade Teachers – 5
Mrs. Adams, Ms. Crabtree, Ms. Herndon, Mrs. Williams

STUDENT PLACEMENT

A great deal of planning has gone into the grouping of students for instruction. Staff have reviewed information from teachers, student work, relationship/friendships and social dynamics of group. We have a capable and caring staff who will work with you to meet the social emotional and academic needs of your child.

GENERAL POLICIES

Birthday Parties: Each class will share their individual birthday traditions. We do not have parties at school or share special food for birthdays in class or at lunch/recess.

Dog Policy: Should you choose to bring a dog to school when walking or picking up your child, the dog must be on a leash, under close control as per Montgomery County Law. For the safety of all people and your dog, you may not walk the dog up and down the sidewalks while children are arriving or being dismissed. You may wait on one of two grassy areas; in front of the building beyond the flag pole and under the trees, or at the end of the Kiss and Go area. This policy will be revisited as compliance and safety issues arise.
**Lunch Account Policy:** You will receive notices when your child's lunch account is low or overdrawn. A child may have a cheese sandwich if their account is overdrawn, however, parents will have to reimburse the main office separately for the cost of the sandwich. Cheese sandwiches are not billed through your child's account. When you receive notices, please respond quickly.

**Forgotten Homework/Lunch/Instrument Policy:** When bringing in a forgotten item, check into the office and then put the item on the PTA table outside the office near the media center. Teacher and student will be notified by office when something is on the table.

**Teacher Communication Policy:** Each staff member has an email address that can be obtained from the MCPS website. Please allow up to 48 hours for a teacher to respond to email as they have limited access throughout the day. Email should primarily be used to communicate the need for phone or face to face conference. Do not discuss anything of a sensitive nature about your child through email. If necessary, you may leave a phone message in the office for any staff member. We do not have voicemail at the school.

**Picking up Early at End of Day:** Parents may pick up students early prior to 3:15. After 3:15 students be dismissed at the usual time. The kiss and go loop will be closed at 3:15.

**Communication Device (Cell Phone, tablet) Policy:** Cell phones are not permitted to be used during the school day. Should a student have a cell phone or other communication device in school, it should be turned off and stored in their backpack. If electronic devices are used inappropriately, they will be confiscated, parents will be contacted and next steps discussed. Use of personal tablets will be permitted with teacher and parent agreement. MCPS does not assume any responsibility for electronic devices that are damaged or lost.

---

**Links to Important Forms**

Please review each of the notices and forms. Forms may be downloaded from this site. A packet will also come home during the first week of school.

**Request to Withhold Directory Information Form**

**MCPS School Calendar**
Cafeteria
Menus after first week
http://www.montgomeryschoolsmd.org/departments/foodserv/menus/cafemenus.shtm

Annual Integrated Pest Management Information

MCPS Student Rights and Responsibilities

Student Code of Conduct
http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/0041.18_2017-2018_STUDENT_Code%20of%20Conduct_Web(2).pdf

MCPS Parent Portal
http://www.montgomeryschoolsmd.org/mymcps-classroom/
Q & A

How will I know who my child's teacher will be?
Lists will be posted on the school web site the afternoon before Open House.

How do I know which bus my child will take to and from school?
The bus stops are listed on the school web site. During Open House visit the gym on the second floor and get a bus bag tag to help them remember the bus they will take home. Practice with your child getting familiar with the stop, street signs, houses, friends who ride the bus. Get to know your bus driver and the parents at your stop.

How do I report an absence?
You can go to school web site and use the link in left column “Report an absence”
Call the attendance line at Wood Acres 240 740-1127.

How can I volunteer at school?
The PTA will post a calendar on lunch recess sign up on their web site. Many other volunteer opportunities will be communicated by the classroom teacher or specialists as projects and activities are being planned.

How will the principal communicate with families?
Connect Ed emails and phone calls
The principal generally communicates through connect ed emails and phone calls. Your contact information was entered when you registered for Wood Acres and the communications go out to those phone numbers and emails. If you are not getting any communications from the school, check with the main office to make sure we have entered the correct contact information from you.

What childcare facilities serve Wood Acres?
Bar – T AM/PM @ Wood Acres 301-366-6869
Wonders AM/PM @ St. Dunstan’s Church Mass. Ave 240-383-9094

What does the PTA do?
Our PTA is a valuable partner supporting all the children of the school. PTA dues and voluntary contributions fund technology projects, provide seed money for family fun nights, support staff appreciation activities, organize service projects, planetarium training and materials and so much more. PTA has monthly meetings with parent community. Meeting topics vary but have included, learn about the counseling instructional program and how we support children, learn about the MCPS curriculum (math, reading, art, music, P.E., media/technology) and technology safety. Please go to the PTA website and learn about all the amazing things our community supports.
What is the process for picking my child up early from school?
Individuals listed on the emergency sheet may pick up their child any time before 3:15. After 3:15 children will be dismissed with their classes. Adults must come in to the building and sign students out in the main office.

What do we do if we have changes to the dismissal plan?
Parents should make all arrangements for children’s after school care and activities before the school day begins. In an effort to keep all children safe, we request that students follow their regular dismissal routine and go to play dates and other activities from home. Our buses are full so additional riders cannot be accommodated. Children are permitted to stay at school for activities that begin promptly after school and are housed at Wood Acres. Any variation from your child’s daily routine, requires a note from home addressed to the teacher. If you have forgotten to send a note in the morning, you may fax a note to (301) 320-6536 or call the office prior to 3:00. After 3:00 the office staff is focused on dismissal and cannot respond to the email or convey last minute messages to teachers.

We are going to have a GRRREAT School Year!