

Woodmore
Elementary
(At Meadowbrook)
Student/Parent
Handbook
2024-2025

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School Hours

Student Hours: **9:30 AM - 3:40PM**

Student arrival is between **9:10 AM** and **9:25 AM**.
You are designated **tardy beginning at 9:30 AM**.

Dismissal begins at **3:40 PM**.

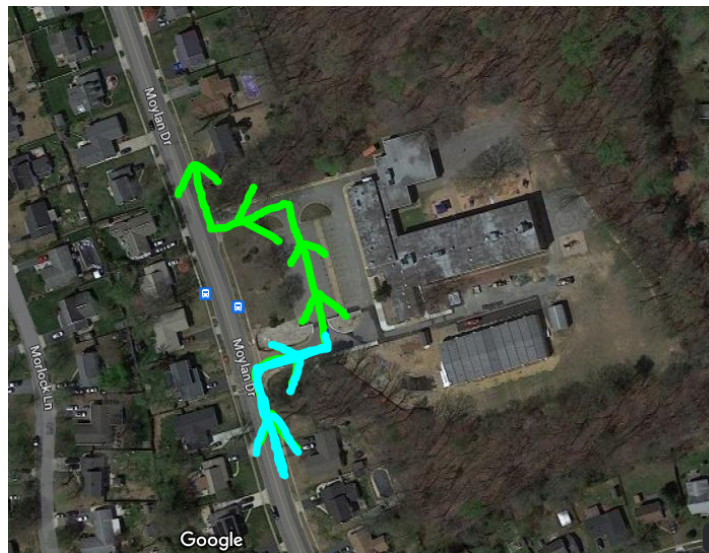
Please arrive ON TIME DAILY!

Woodmore Elementary adheres to the [PGCPS attendance policy](#).

Arrival Procedures

Students are expected to arrive at school between 9:10 AM and 9:25 AM. Supervision is not available prior to 9:10 AM; therefore, children who ride in private cars, or arrive in a daycare van should not arrive at school before 9:10 AM. You are tardy at 9:30 AM! Woodmore faculty will be on duty at 9:05 AM to monitor our Wildcats. An arrival map is provided below for your reference. Students that ride PGCPs buses are never marked tardy.

Drop Off Zone for Kiss & Ride arrival vehicles diagram



- Families should travel heading north onto Moylan Drive, and then make a right into the entrance of the driveway loop.
- Please DO NOT allow children to exit the vehicle prior to the properly marked area. Before you are in the loop, families should prepare their child to exit the vehicle on the right side, in a timely manner.
- We ask that parents and other family members remain in the car, follow the directions of school personnel, and signs along the loop.
- Once you are in front of the Drop Off Zone of the loop (clearly marked), children may exit the vehicle. Staff and school patrols will be available to open doors and welcome students to school.
- For the safety of all, please be mindful of speed and signage when entering and exiting the loop and parking areas.

Dismissal Procedures

- Afternoon announcements begin at 3:30 PM. If you desire to pick-up children early please do so before 3:00 PM. **Early dismissals will NOT be permitted after 3:00pm.** It disrupts the flow of afternoon dismissal and jeopardizes the safety of our Wildcats.
- Bus riders and Daycare Vans will be dismissed first, followed by car riders, at 3:35pm.
- Have you chosen a dismissal plan for your Wildcat?

Dismissal Plans

- [Option #1](#) My Wildcat will be a Bus/Daycare Van Rider.
- [Option #2](#) My Wildcat will participate in Kiss & Ride.
- [Option #3](#) My Wildcat will attend AlphaBest After Care Program held at Woodmore Elementary School

Option #1 Bus/Daycare Van Rider

Please remember that a caregiver/parent or guardian must meet Kindergarten students at the bus stop. If no one is at the bus stop, the driver will bring the student/s back to Woodmore.

Bus Riders

If your child rides a school bus, please discuss with him/her the following [Student Bus Rider Responsibilities](#) as determined by the school system:

- Be at designated stop ten minutes prior to pick-up time.
- Only ride the [bus you are assigned](#) to by the [PGCPS Department of Transportation](#).
- Get on and off the bus at your assigned stop.
- Remain seated while the bus is in motion; keep noise down by talking in normal conversational tones only; maintain normal classroom standard of conduct.
- No eating or drinking on the bus; no animals or other non-school related objects should be taken onto the bus.
- Do not extend arms, hands, head, or any object from windows, or throw any object from the bus.
- A responsible adult or designee is expected to meet Kindergarten children at the bus stop. If the bus driver is uncertain if the child will have a responsible escort at the stop, they will return the child to school.

According to regulations issued by the Board of Education, students who are not bus riders may not ride a bus. In addition, students may not ride a bus different from the one they are assigned. If your child is to go home with a bus rider, please contact school administration for authorization. Regulations prohibit parents from riding the buses to and from school.

Option #2 Kiss & Ride

- PM Kiss & Ride service will be available between 3:35 – 3:50 PM.
- Parents should gather along Moylan Dr. starting at the bottom of the loop, making a line, ready to make a right into the entrance of the loop.
- All parents participating in Kiss and Ride must have a Kiss and Ride identification card. Kiss and Ride cards will be distributed during orientation and/or the first day of school. If someone is picking up your Wildcat without the identification card, they will be required to show state-issued identification.

Option #3 After Care Program at Woodmore

Students will go to the dedicated AlphaBest After Care or BBA Sports location at Woodmore Elementary School.

Arrival & Dismissal Final Notes

- **All students must be picked up *no later than 3:50 PM.***
- If a child is to follow a *different dismissal protocol*, parents must send a note to the teacher indicating the date and change.
- *A child may not be transported by a person not in your family without prior parent approval.* This rule is for all children's safety. If a student does not bring a note to school, we will insist that he/she follows the normal dismissal routine. Once a student has boarded the bus, the student will not be removed from the bus.

Early Dismissal

- If it is necessary for a student to be dismissed early from school, parents are asked to send a note to the child's teacher. The note will be given to the school office for verification. When arriving to pick up children for early dismissal, parents must report to the front office and present government issued identification.
- If an adult other than individuals listed on the emergency contact document are picking up a child, that person must be designated in writing. They will be required to present a Photo ID. Photo ID will also be requested from individuals on the emergency contact document if they have never been to the school.
- Early dismissals will NOT be permitted after 3:00pm. It disrupts the flow of afternoon dismissal and jeopardizes the safety of our Wildcats.

Change in Dismissal Routine

- If there is a need to change dismissal arrangements for your students, parents/guardians should notify the classroom teacher & main office in writing via email and/or ClassDojo no later than 12 noon. If the teacher does not respond to the email or Dojo, the parent should also call the school to ensure the classroom teacher is aware of the changes. **Dismissal routines cannot be changed simply by telling the students.**

Changes in School Hours

- In cases of poor weather conditions or other local emergencies, changes in the dismissal routine may be modified. Local school personnel are not responsible for the final decision to close school.
- These decisions concerning early morning closings are generally made prior to 5:00 AM. Radio stations and television stations within the Washington Metropolitan area then provide an announcement. The goal is to contact the stations in time for early morning broadcasts that begin between 5:00 and 6:00 AM.
- This information may also be accessed on the Prince George's County Public Schools web page at www.pgcps.org. Parents can sign up to receive emails about delayed openings and early closings through [School Messenger](#).
- When schools are closed early or all day, all evening activities are canceled, and school buildings are not available for after-school activities by other public or private organizations.

Delayed Openings

Delayed openings will be either one or two hours.

- One-hour delay – All buses run one hour later than normal. School begins one hour later, 10:30 AM.
- Two-hour delay – All buses run two hours later than normal. School begins two hours later, 11:30 AM.

Please do not drop your child off prior to these times; there will be no adult supervision.

Early Closing

Early closing decisions are made by the Superintendent of Prince George's County Schools, not the individual school. This information will be posted on the county website and televised on local TV stations. When in doubt please contact the front office. It is most imperative that you make plans in advance for your child's care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make decisions now, before the emergency, so that your child will know where to go when you are not home. Be sure to keep the emergency cards up to date. Childcare providers should be made aware of any changes as well. If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.

Three-Hour Early Dismissal

Several times during the school year, the students will have a three-hour early dismissal of school. At Woodmore, this means that the school day will end for students at 12:40 PM (3-hour early). Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school unless they are enrolled in the Woodmore Before & After Care Program.

Attendance

Attendance

All students are expected to attend school regularly in accordance with The Public Schools Laws and Bylaws of Maryland 1984. According to Bylaw 13A.08.01.02, "Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions: death in the immediate family, illness of the child, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or the local school system, or the state education agency, observance of a religious holiday, or state emergency." Excessive absences will result in a referral to the Pupil Personnel Worker for further investigation.

Tardiness

Children may enter the school building beginning at 9:05 AM each day. They are expected to be seated and ready for the school day to begin at 9:30 AM. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of announcements and instructions that have already been given. In addition, arriving on time is a habit that we work to establish with all children at a young age. We urge parents to make every effort to have your child at school on time each day. Students arriving late, after 9:30 AM, must report to the office to obtain a late pass to take to their teacher. Excessive tardiness may result in a referral to the Pupil Personnel Worker for further action.

Absence (Please click [HERE](#) for more information on PGCPs attendance policies)

When a child is absent, you will receive an automated call from us via the School Communication System (SCS). When the child returns to school after an absence, you must send a note to the teacher explaining the reason for the child's absence. When your child is absent, parents are asked to contact the main office, as well as your child's teacher to inform them of the absence. Teachers will review missed work when a child returns to school after an **excused lawful** absence. Parents are encouraged to contact the teacher to obtain missed assignments. **Students that are absent more than 10% of the total school days up till that point (18 days at the end of the year for most students) are considered chronically absent by the state.**

Health at School

Health Room A nurse is available during the school day to handle minor injuries and illnesses that occur. If an injury or illness requires parental and/or medical attention, the School Nurse (or other school personnel) will notify the parent/guardian or designated emergency contact. Please ensure the most updated contact information is shared with the main office and teacher.

Absence for Illness Attendance at school is very important – if a child is not present, he/she cannot learn. However, if your child has a fever, is vomiting, coughing, sneezing, ill with a bacterial or viral infection, or is extremely uncomfortable from other symptoms, please keep him/her at home until he/she is fever free for 24 hours.

Certain medical conditions require proof of treatment before your child can be readmitted to school. Please be in communication with the nurse before sending your child back to school.

Medications at School The Board of Education has a policy regarding the administration of medication at school. Please read the following information carefully. As much as possible, you are urged to give medications at home before and after school. If a student must take any medication (prescription or non-prescription) during the school day, or must keep medication at school for an emergency situation (e.g., severe reaction to insect bites, asthma) a completed [Physician's Authorization for Medication form](#) must be submitted to the office and retained on file at the school. These forms are available in the Health Room. All medications sent to school must be in a sealed container, which is properly labeled by a pharmacist with the student's name, the name of the medication, the physician's name, the date, and the directions for administration. An over-the-counter medication must be in the original container with the proper labeling attached. All medications that are controlled substances (e.g., Ritalin, Dexedrine, Adderall) must be brought to the Health Room by the parent, guardian, or other designated adult. NO medications may be in the possession of the student. The only exception to this is students with a medical doctor's permission to keep inhalers in their possession at all times. It will be the responsibility of the parent to pick up any medication at the end of the school year. No medication will be sent home with a student. Any medication left after the last day of school will be discarded.

It is very important for the safety of all of our students that we have your complete cooperation in following these guidelines. If you have any questions, please contact our [school nurse](#).

Code of Student Conduct

The basic policy of the Board of Education regarding student conduct and discipline is found in the [Administrative Procedure 10101 Student Rights and Responsibilities Handbook: Section 7 PGCPs Code of Student Conduct](#).

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Woodmore Uniforms/PGCPS Dress Code

Woodmore Elementary is a [uniform school](#). Along with the uniform, students are expected to wear proper shoes for PE/recess (no Crocs/slippers/slides). Please refer to our policy for information. The full PGCPS Dress Code Policy can be found in the [Student Rights and Responsibilities Handbook Section 10: Policies and Procedures](#).

Portable Electronic Devices (Smart Phones)

At Woodmore students are asked to keep electronic devices turned off and put away (in their backpack or locker). Students are allowed to be in possession of Portable Electronic Devices (PED). However, students may not use such a device in a manner that will disrupt the school environment. PED may not be used when students are getting on and off the bus and during the school day unless approved by administration for instructional purposes. If PED is not used in accordance with [Administrative Procedure 5132](#) administration will secure the device and return it to the parent. The school is not responsible for such devices if they are lost, stolen or damaged. Additional information can be found in the [Student Rights and Responsibilities Handbook](#) and [Administrative Procedure 5132](#).

Every classroom and office is equipped with a phone that students can use as needed. As a general rule, we suggest that students do NOT bring cell phones or other electronic devices to school. The school is not responsible for lost or stolen electronic devices.

Computer Technology

Students using technology (computers and the Internet) on the school premises must adhere to the following guidelines and care for their equipment.

- No illegal activity
- No “chat rooms” or “chat lines”
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member)
- No use of equipment for commercial purposes
- Must not impede network operations
- Must not interfere with others’ work or use another’s account
- Must not misrepresent one’s own identity
- Must not disclose one’s identity on the Internet

Reporting Student Progress

Weekly Evaluations

Classroom teachers will communicate their policy for monitoring and reporting student progress. Each student should have a folder, which is used to bring home graded papers, and classwork.. Parents are requested to review your child's work, school information and communications from the teacher and make certain that the folder is returned to school in accordance with the teacher's policy.

Progress Reports

A progress report will be sent home with all students at the midpoint of each grading period or as soon thereafter. If you have questions about the progress report, please contact your child's teacher.

Report Cards

- Our county reporting system for grades K-5 provides for four report cards to convey pupil progress during the school year. In addition, at least one parent-teacher conference will be scheduled during the year. Parents or teachers may request a conference at any time to discuss a child's progress in school. At any time during the year, parents may access their child's grades through the [Synergy ParentVUE](#).
- Kindergarten and first grade will receive letter grades PR (Proficient), IP (In Process), EM (Emerging) and ND (Needs Development). Students in grades 2-5 will receive letter grades of A, B, C, D, or E based upon individual performance according to the teacher's calculation of the students' performance each quarter.
- In accordance with PGCPS Policy, students in grades 2 -5 will receive Honor Roll for a Grade Point average of 3.0 or higher with no grade lower than a C and Principal's Honor Roll for a grade point average of 4.0.

Birthdays in School

Parties, treats, and gift bags are **not** permitted for birthdays or other individual celebrations at the school. Classwide celebrations will occur for various reasons throughout the year as part of our PBIS program. In those cases, teachers may reachout for donations and/or help.

Parent Involvement

Communication

Mr. Zanghi will send our Monthly Wildcat Newsletter, which will provide strategies to support the home school connection, upcoming school events, and important school information. These messages are sent via email and Clasdojo. All parents are invited at the start of the school year to sign up for emails and Clasdojo. Individual teachers may send updated newsletters or emails with relevant grade-level information.

Telephone Calls to School

If you need information, have questions, or concerns, feel free to call the school. Teachers are available to take telephone calls before school between 8:45 AM and 9:00 AM or after school between 3:50 PM and 4:00 PM and time permitting during their planning period. You may call and leave a message or [email](#) your child's teacher. Please expect a response within 24 hours.

Visitors

- All visitors to Woodmore must report to the main office immediately upon entering the building. PGCPS states that visitors must show identification, sign in with the front office staff and obtain an electronic RAPTOR visitor pass before proceeding throughout the building. This pass must remain visible at all times.
- Visitors wishing to conference with their child's teacher must secure an appointment with the teacher; discussions with teachers during instructional time are not permitted.
- If a court has ordered restrictions against any persons regarding visitations with your child, please provide the office with copies of the court orders.
- If you bring something to your child during the day, please come to the office for assistance. Students will be called to the office to retrieve items.
- Please review the [Code of Conduct for Families, Volunteers and Visitors](#)

Parent Teacher Organization (PTO)

The PTO is committed to supporting your child's success in and outside of school by:

- Sponsoring academic, cultural, and social programs to enhance learning
- Supporting Team Woodmore through luncheons, supply drives, appreciation week events
- Unifying our school community

Join our Woodmore PTO! [PTO Page](#)

Ways Parents & Families Can Show their School Spirit

1. Consider joining the PTO
2. Attend PTO Meetings

Important Information

- [PGCPS Calendar](#)
- [PGCPS District Website](#)
- [Woodmore Elementary Website](#)
- [School Meals](#) | [Meal prices](#) | [Myschoolbucks.com](#)
- [Become a Volunteer](#)
- [COVID Resources](#)
- [Woodmore Parent Teacher Association \(PTO\)](#)