

# LYONS MILL PARENT HANDBOOK TABLE OF CONTENTS

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# BALTIMORE COUNTY PUBLIC SCHOOLS

## OUR VISION

***Our vision statement paints a picture of the future when our goals are achieved.***

Baltimore County Public Schools will be among the highest performing school systems in the nation as a result of creating, sustaining, and investing in a culture of deliberate excellence for every student, every school, and every community.

## OUR PURPOSE

***Our statement of purpose makes clear the intent and function of the school system.***

Baltimore County Public Schools will provide for every student the highest quality 21st century education in a safe, secure, and positive environment conducive to high levels of teaching, learning, and student engagement, resulting in globally competitive students prepared for their chosen college and/or career path.

## OUR CORE VALUES

***Our core values express our fundamental beliefs, ethics, and overarching priorities.***

- Learning is BCPS' core purpose.
- Effective teaching is the most essential factor in student learning.
- Effective leaders support learning and optimum performance at all levels.
- BCPS is committed to doing whatever it takes to ensure that every student learns and succeeds, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability.
- Every student will be successful when provided high expectations and sufficient, appropriate supports.
- Organizational development is essential to BCPS becoming a world-class school system.
- Trusting relationships and commitment to BCPS core values will foster learning at all levels.
- Students, parents/guardians, employees, community members, and all BCPS stakeholders comprise Team BCPS.
- Every member of Team BCPS has value and makes important contributions towards BCPS becoming a world-class school system.
- Positive and productive relationships among all members of Team BCPS are built through meaningful communication and engagement.
- All members of Team BCPS are partners in creating, sustaining, and investing in a culture of deliberate excellence and vital to BCPS' success.



## LYONS MILL ELEMENTARY SCHOOL

### Our Vision

***Lyons Mill Elementary School creates a safe, healthy, and nurturing atmosphere which fosters collaborative partnerships among students, teachers, families and community members. Our diverse learners are empowered to build 21st century skills by exploring rigorous, engaging and relevant student-centered learning while integrating innovative resources. We inspire each other to be lifelong learners who are caring, productive citizens of a dynamic global community.***

### Lyons Mill Elementary Parent/Guardian Handbook

This parent/guardian handbook has been developed by Team Lyons Mill to provide you with helpful information about the school, its policies, procedures, and programs. Preparing for a new school year can be an exciting prospect, but it can also be at times overwhelming and confusing. We are excited to begin our 3rd year of this journey as partners in education with your family. It is our desire to extend a warm welcome to our families and foster an appreciation for the special qualities of our school. Please keep this handbook available for ready reference throughout the school year. Close cooperation between home and school is necessary to promote the best interests of each child. Through collaborative efforts, we anticipate that a home and school partnership will empower your child to be a life-long learner. Our goal is that our handbook will help you get to know the friendly, cooperative atmosphere and excellent educational experience that Lyons Mill Elementary School offers. If you need additional information, please call the school office at 443-809-1719. Here is to a great 3rd year!

Mrs. Maralee Clark ..... Principal  
Ms. Stacey Enty..... Assistant Principal  
Mrs. Samantha Maile..... Assistant Principal

9435 Lyons Mill Road  
Owings Mills, Maryland 21117  
443-809-1719 main office  
443-809-6758 nurse  
443-809-1720 fax  
[lyonsmilles.bcps.org](http://lyonsmilles.bcps.org)



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Like us on Facebook: Lyons Mill

## **ARRIVAL & DISMISSAL PROCEDURES**

### **School Hours**

- School Hours 8:30 a.m. – 3:30 p.m. (Students may enter the building at 8:30 a.m.)
- Arrival 8:30 a.m. to 8:45 a.m.
- There is no supervision for any child dropped off before 8:30 a.m. Unsupervised students are not permitted on school grounds prior to 8:30 a.m. Students must arrive in their classrooms before the 8:45 a.m. bell.
- Homeroom begins at 8:45 a.m.
- Dismissal 3:15 p.m. to 3:30 p.m.

### **School Office**

- Office Hours 8:15 a.m. – 4:15 p.m.
- Student contact information forms for your child must be returned to school on the second day of classes. This information will be provided to classroom teachers.
- If your child arrives to school late or leaves school early for any reason, please report to the main office to meet him/her and not to the classroom. Parents are required to sign students in/out in the main office.
- If your child forgets materials necessary for the school day, these should be dropped off in the office. Please make sure items are clearly marked with your child's name.

### **Changes to Regular Dismissal Plans**

Students will not be called to the office for dismissal after 2:45 p.m. *Changes to your child's normal dismissal plan must be made in writing; phone calls will not be accepted.* These procedures ensure the safety of our students, decrease the number of classroom interruptions, and will avoid any confusion. In the case of an emergency, please contact the office at 443-809-1719.

### **Late Arrivals and Students Leaving Before Dismissal**

It is very important that all students arrive to school on time. All students are expected to be in their seats and ready to begin the instructional day at 8:45 a.m. Students arriving after 8:45 a.m. are considered late and should follow these guidelines:

1. Enter through the main door and report to the office.
2. A parent must accompany the student(s) into the office.
3. A staff member will walk students to class if necessary.

### **Carpool Procedures**

Please enter our property using Wilson Shannon Drive to use our designated car loop if your child is a car rider. It is not the main entrance to the school. You must complete a Carpool Registration Form which can be obtained from the main office. After your carpool registration process is completed, you must display your Carpool Number on your vehicle's rear-view mirror daily. Students will wait in the hallway to be called to line up for carpool dismissal by their carpool number in the order that cars arrive. Please be respectful by waiting your turn, staying in your car throughout the carpool process and not parking in the community. A carpool number is not required for morning drop off.

### **Early Child Pick-Up**

If it is necessary for you to pick up your child prior to the end of the day:

1. A note should be sent to each classroom teacher which includes the date and time of pickup. Students will not be called to the office for dismissal after 2:45 p.m.
2. When you arrive, the office will need to see photo identification before calling your child to the office for dismissal.
3. Please sign the dismissal log in the office and complete an early dismissal slip.

### **Bus Transportation**

Bus transportation is available to students based on their enrollment address. For help finding the appropriate bus for your child(ren), please contact Samantha Maile, Assistant Principal, at 443-809-1719 or [smaile@bcps.org](mailto:smaile@bcps.org). Our Lyons Mill Bus Schedule is available in our main office and is posted <http://lyonsmilles.bcps.org>. Parents meeting students at the bus stop should be prepared to receive them as early as 3:20 p.m. Busses should leave school grounds by our 3:30 p.m. dismissal time. Students must ride their assigned bus and use their designated bus stop location.

BCPS provides a handbook that explains the roles of the various people involved in student transportation. Parents/guardians are asked to review the contents of this booklet and to work with their children so they will understand their responsibilities. <http://www.bcps.org/offices/transportation/pdf/Parents-Students-Guide.pdf>

*Please do not assume your child will ride the same bus as last year. Bus routes are subject to change from year to year.*

### **Emergency Early Dismissal Plan**

In the event that schools are to be closed for inclement weather or excessive heat, announcements will be made by local television and radio stations. A School Messenger email message will be sent by the principal and notifications will also be posted on Twitter. Please note that Lyons Mill Elementary is not required to call parents concerning county-wide school closings. The only exception is if Lyons Mill is the only school to close due to an emergency such as a power outage. In that case, school staff must have direct contact with parents (phone or email) in order to release students.

### **Walkers Arrival & Dismissal**

Walkers will arrive and dismiss from designated areas based on the location of their residence. Students who reside in the Beazer or Ryan Townhomes will enter at the car loop door and exit from the Loading Dock located at the rear of the school. Students who reside in homes across Lyons Mill Road will enter and exit from the Second/Third Grade door located to the left of the carpool door. In order to avoid congestion at the Second/Third Grade door, parents must drop off and pick up their walkers by the bus loop crosswalk instead of coming to the door.

### Delayed Openings & Early Dismissal

All busses will run during delayed openings and early dismissals. Arrive at your bus stop the appropriate number of hours prior to the normal pickup/drop-off time.

<b>One Hour Delay</b>	Students may enter the building at 9:30 a.m. Instruction will begin at 9:45 a.m. Breakfast is served.
<b>Two Hour Delay</b>	Students may enter the building at 10:30 a.m. Instruction will begin at 10:45 a.m. No breakfast is served.
<b>One Hour Early Dismissal</b>	We will begin dismissal at 2:15 p.m. - 2:30 p.m. Breakfast & Lunch is served.
<b>Two Hour Early Dismissal</b>	We will begin dismissal at 1:15 p.m.-1:30 p.m. Breakfast & Lunch is served.
<b>Three Hour Early Dismissal</b>	We will begin dismissal at 12:15 p.m.-12:30 p.m. Breakfast & Lunch is served.

Please check the following for weather related closings and delays:



BCPS Website [www.bcps.org](http://www.bcps.org)



BCPS Information Line 410-887-5555



@BaltCoPS



The Education Channel, Comcast Cable Channel 73



like us on Facebook

[www.facebook.com/BaltCoPS](http://www.facebook.com/BaltCoPS)



Local Radio and Television Stations

### **SCHOOL NURSE INFORMATION**

#### **School Nurse and Medication Policy:**

Direct Phone Line 443-809-6758

BCPS Office of Health Services

<http://www.bcps.org/offices/sss/health/>

#### **Medication Order Form**

<http://www.bcps.org/offices/sss/health/pdf/BEBCO-2804-Med-for-Students-in-School.pdf>

#### **Consent for Administration of Approved Medication Form**

<http://www.bcps.org/offices/sss/health/pdf/BEBCO-0881-Consent-for-Admin-of-Approved-Disc-Meds.pdf>

#### **Authorization for Medication Administration Form**

<http://www.bcps.org/offices/sss/health/pdf/BEBCO-2804-Med-for-Students-in-School.pdf>

**Medications must be brought in by an adult and cannot be sent into school with the child.** An **Authorization for Medication Administration** form is required for administration of **prescribed and over the counter medications, including as needed medications creams, eye drops, lozenges, inhalers etc. during school hours.** Each medication requires a separate form that must be completed by a Physician or Nurse Practitioner and signed by the Parent and/or Legal Guardian. The physician's office may email completed forms to our school nurse, Robynn Segall [rsegall@bcps.org](mailto:rsegall@bcps.org), fax forms to 443-809-6758 or parents may drop off the completed forms to the nurse during school hours. Medications must be in their original pharmacy container with a valid pharmacy label specifically for the child or they will not be accepted.

Our nurse has discretionary medications available for children - for occasional use only. **A consent form must be completed by the parent/guardian each school year.** Medications that are available include: Acetaminophen (Tylenol), Diphenhydramine (Benadryl), chewable antacid tablets (Tums) and cough drops/throat lozenges. If your child requires any discretionary medications on an ongoing basis, a medication order must be provided along with a supply of the specific medications.

## SCHOOL SAFETY

### School Safety

#### **UNIVERSAL EMERGENCY RESPONSE PROCEDURES**

The emergency response procedures are listed below. Each evacuation procedure, for example a fire drill, is practiced throughout the school year. Note: This information comes from the Critical Response and School Emergency Safety Management Guide for BCPS.

**Evacuation** For use when conditions outside are safer than inside

**Alert Status** For use in securing access to the building, usually a community emergency event

**Lockdown** For use to protect building occupants from potential dangers in the building or outside

**Shelter in Place** For use in external gas or chemical release

**Severe Weather Safe Area** For use in severe weather emergencies

**Drop, Cover, and Hold** For use in earthquake or other imminent danger to building or immediate surroundings

<https://www.bcps.org/safety/>

## CAFETERIA

### **Grab & Go Breakfast**

As students enter the building, they may buy breakfast between 8:30 a.m. and 8:45 a.m. Students in grades 1 and 2 report to the cafeteria to buy breakfast then take their breakfast to their classroom to eat. Students in grades 3, 4 and 5, report to the grand staircase to buy breakfast then take their breakfast to their classroom to eat. Kindergarten students report to the cafeteria and eat in the cafeteria. A staff member will be on hand to assist students with Grab & Go Breakfast.

### **Cafeteria & My Schoolbucks**

BCPS is partnering with Myschoolbucks (<https://www.myschoolbucks.com>), which allows parents to prepay for their students' school meals online. Parents have the ability to set up free accounts to monitor student meal purchases, to receive e-mail notifications for low account balances, to set spending limits, and to place limitations on items purchased. Current parents who used mylunchmoney.com will be transferred automatically to the new system. Baltimore County provides a menu to students each month. The lunch menu offers a choice of three entrees, served with milk, fruit or juice, and vegetable. A la carte items are also available.

A cafeteria policy has been designed to assist students who need a lunch, but have no lunch money on a given day. It will enable your child to receive a regular lunch for up to two days. Your child will receive a pink slip indicating insufficient funds to make you aware of the situation. You will need to repay the loan and make sure your child comes to school with money, or put money on his/her cafeteria account. Should there be a third day on which the student needs lunch and financial responsibilities have not been taken care of, your child will only receive a minimal lunch, such as a cheese sandwich, until the account is brought up to date.

Breakfast \$1.40 /Breakfast Reduced \$.30

Lunch \$2.90/ Lunch Reduced \$.40

## **ATTENDANCE**

### **Attendance**

Regular attendance at school directly impacts academic success and your child's attendance rate is reported on the report card every quarter. In the attendance area of the report card, you will see the number of days absent, the number of days late, and the attendance rate (the percentage of enrolled days present). The Maryland State Department of Education's standard for satisfactory attendance is 94%.

Following an absence, students are required to present a note to their homeroom teacher on the day they return to school signed by the parent or guardian, and must include the name of the student, the date(s) and reason for the absence. Upon receipt of the note, the school will verify the absence as excused or unexcused. The following is a list of excused (lawful) absences:

### **Lawful Absences**

Illness of the Child

Death in Family

Court Summons

Religious Holiday

Suspension

### **Make-Up Work**

Students absent for lawful reasons may request make-up work. Students are provided the same number of days to complete and turn in make-up work as they were absent. All other absences (including vacations) are considered unlawful. If your child is absent for an unlawful reason, your child is not entitled to receive make-up work.



# BEHAVIOR MANAGEMENT





## Behavior Management Plan

The faculty and staff at Lyons Mill Elementary School are committed to the success of every student. Student success is achieved through effective, quality instruction in a productive, safe, healthy, and nurturing environment. At Lyons Mill Elementary, parents and teachers collaborate on a regular basis. Our staff is dedicated to teaching and reinforcing appropriate student behavior to provide a growth-minded learning experience for every child. Students will engage in daily morning meetings to foster a sense of belonging. We are committed to implementing our plan with fidelity and revisiting it frequently to meet the needs of our students.

## Lyons Mill Code of Conduct

The Code of Conduct is essential in providing a foundation for expected behavior at Lyons Mill Elementary. The Code of Conduct will be posted throughout the building and will be recited every day.

**As a proud student at Lyons Mill Elementary, I will L.E.A.D. by**

-  Looking for ways to be Kind and Accepting
-  Empowering myself to make Responsible Choices
-  Acting Respectfully
-  Demonstrating Safe Behavior

## Expectation Charts

Expectation charts are located throughout the building. They are aligned with the components of the Lyons Mill Code of Conduct.

## Classroom Expectations

Listen to the ideas of others; have a positive attitude; come prepared and ready to learn; ask questions; treat others the way you wish to be treated; take care of supplies and learning tools; use good body control; report bullying or unsafe incidents.

## Hallway Expectations

Stop and allow others to pass; help each other; walk directly to your destination; refrain from touching displays and artwork; accept your space in line; stay in your own space; use good body control; walk at all times.

## Cafeteria Expectations

Say “please, thank you, and excuse me;” get everything you need before sitting down; raise your hand if you need something; throw away trash when your teacher picks up

the class; use good table manners; participate in quiet, appropriate conversations; remain seated; eat only your food.

### **Recess Expectations**

Include others; share, solve conflicts peacefully; take care of equipment; report problems/injuries to an adult; be a good sport; follow the rules for recess and games; follow equipment rules; use good body control.

### **Bathroom Expectations**

Be polite to others; give others privacy; flush toilet when finished; place trash in trash cans; report messes or unsafe conditions to an adult; use the bathroom quickly and quietly; keep the walls, stalls, and floors clean; keep feet on the floor at all times; wash hands and keep water in the sink.

### **Technology Expectations**

Take care of equipment and store it properly; give credit to sources; access approved websites and applications; report problems to an adult; use technology during designated times; post meaningful; respectful comments; keep food and drink away from technology device; *Explorers Embrace, Explorers Extend*.

### **Bus Expectations**

Be polite to the bus driver; be friendly to others on the bus; follow the bus driver's directions at all times; watch for your stop and take your belongings; respect the space and property of others; use appropriate language; face forward and stay seated; talk in a low volume; keep exits and aisles clear.

### **Proactive Interventions**

- 💡 The Code of Conduct will be taught through lessons and reinforced during the year.
- 💡 The ultimate goal is to help our students become motivated learners, thinkers, and doers. Students will be rewarded in a variety of ways for making positive behavior decisions.
- 💡 Morning meetings are part of our culture at Lyons Mill. Morning meetings celebrate individual and class successes, address classroom issues, set goals, and problem-solve as a classroom community. Students are empowered to voice their ideas, to lead, and to hold each other accountable. During this time, students learn about the school-wide virtue of the month.
- 💡 The Second Step Program is available at Lyons Mill. Multisensory lessons are presented in class to promote social-emotional growth, self-regulation, safety, and support.
- 💡 The “Do Something Good Today Moment” is part of the morning announcements at Lyons Mill. This character education initiative focuses on specific values or special events (Red Ribbon Week, Anti-Bullying Week, etc.).
- 💡 The school counselors implement lessons that support the Code of Conduct and virtues, in addition to other developmentally appropriate topics.

**Schoolwide Discipline**

We look forward to a collaborative and supportive partnership in teaching our students to be respectful, responsible, and caring members of the Lyons Mill community. Teachers will use student behavior as an opportunity to have meaningful conversations with those students who do not meet the Code of Conduct expectations. When expectations are not met, we will use the Hierarchy of Phases. Phases are consistent throughout the building. We believe that behavior and discipline are shared responsibilities between home and school.

**Hierarchy of Phases**

<i>Phase 1</i>	Virtue Check-In	Gentle reminder of virtue that needs to be demonstrated.
<i>Phase 2</i>	Tap-In Tap-Out	Second reminder for a similar virtue that needs to be demonstrated. Followed by a teacher/student conference.
	Buddy Classroom	Teacher or student request for break from the current environment. Student should bring work or reflection sheet. Followed by a teacher/student conference.
	Student Conference	Teacher or student request conference to discuss virtue that needs to be demonstrated. Student/Teacher complete reflection sheet together.
<i>Phase 3</i>	Teacher's Choice	Peer Mediation Mentor Check-in Parent Contact Demonstration of Virtue (poster, short skit etc.) Counselor Check-in (following a parent contact) Individualized Responsive Intervention (daily check list, mentor check-in etc.)
<b>Office Referral</b>		
Students will be immediately referred to the office when the safety/security of themselves or others is compromised. Students may be referred to the office by appointment when all of the previous phases are not successful.		

**Virtue Check-in:** Students will receive a gentle reminder of the virtue that needs to be demonstrated. The student will focus on improving his/her behavior in relation to that virtue.

**Tap-In Tap-Out:** A student is asked to Tap-Out to think about the virtue that needs to be demonstrated. The student touches the sign and goes to the *Think Zone*. The student is invited to Tap-In and re-join the class when he/she is ready or after a specified amount of time has elapsed. The teacher will have a student conference to discuss the virtue.

**Buddy Classroom:** The teacher or student will request for a break from the current environment. Students should bring class work or the reflection sheet to complete in

the buddy classroom. Before reentering their own classroom, there will be a teacher/student conference.

**Student Conference:** The teacher or student will request a conference to discuss the virtue that needs to be demonstrated and prevent future offenses. Together, the student and teacher complete the reflection sheet. The reflection sheet will be stapled to the student's planner to be signed by the parent. Parent notification will also be communicated in the Parent/Teacher Collaboration section of the student planner.

**Teacher Choice:** The teacher will choose the order of the following behavior interventions:

- *Peer Mediation* – The teacher or student will request a peer mediator for a problem or conflict with another student. The school counselors will assist in scheduling and facilitating a peer mediation.
- *Mentor Check-in* – If the student has been assigned to a mentor teacher, the student or teacher may request a conference to discuss the virtue that needs to be demonstrated.
- *Parent Contact* – The teacher will email or call the parent to discuss the virtue that is not being demonstrated consistently.
- *Demonstration of Virtue* – The teacher may assign a short project for the student to learn more about the virtue that is not being demonstrated and create a product to share with the class, grade, or school promoting the virtue.
- *Counselor Check-in* – The teacher or student may request a counselor referral to discuss the virtue and create a plan to prevent future offenses.
- *Individualized Responsive Intervention* – The teacher will create an individualized checklist or set of expectations for the student. The teacher may create this with the school counselor or by the school counselor to be implemented by the teacher.

**Office Referral:** Students may be referred to the office by appointment when all of the previous phases are not successful.

**Immediate Office Referrals:** Students will be immediately referred to office when the safety/security of themselves or others is compromised. The following incidences outlined in the *BCPS Student Handbook* that require an immediate office referral are: destruction of property, fighting, harassment, bullying and/or intimidation, indecent exposure/language, leaving classroom or school grounds without permission, physical attack on staff or students, theft, physical or verbal threat of staff or students, weapons violation.

**Bullying/Harassment/Intimidation:** Bullying, harassment, and/or intimidation are considered serious and will not be tolerated. The Board of Education of Baltimore County prohibits students engaging in intentional conduct involving bullying, harassment, and/or intimidation that substantially interfere with a student's educational opportunities. In addition, any reprisal or retaliation against an individual who reports an act of bullying, harassment and/or intimidation will be handled in accordance with the *BCPS Student Behavior Handbook*. It is important to report alleged

bullying, harassment, and/or intimidation that occurred on school property; at a school-sponsored activity; on a school bus; or on the way to and/or from school. The student victim, the parent/guardian of a student victim, close adult relative of a student victim, or a school staff member may report an incident of alleged bullying, harassment, and/or intimidation, by completing the *Bullying/Harassment/Intimidation Reporting Form*. This form can be obtained at the school office or at the following link: [http://www.bcps.org/offices/sss/pdf/Harassment-or-Intimidation-\(Bullying\)-Reporting-Form.pdf](http://www.bcps.org/offices/sss/pdf/Harassment-or-Intimidation-(Bullying)-Reporting-Form.pdf).

### **BCPS Student Handbook**

Students and parents need to review the Student Handbook together then sign and return the Student Handbook Acknowledgement Form within the first 5 days of school. The Student Handbook can be found online through Baltimore County Public School's website <https://www.bcps.org/system/handbooks/Student-Handbook.pdf>

## **TECHNOLOGY**

### **S.T.A.T**

Students & Teachers Accessing Tomorrow (S.T.A.T.) is a fundamental shift in teaching and learning to meet Baltimore County Public Schools' (BCPS) Theory of Action: To equip every student with the critical 21st century skills needed to be globally competitive; BCPS must ensure that every school has an equitable, effective digital learning environment. All students grades 1-5 have access to a digital learning device and personalized, blended, interactive curriculum. Kindergarten students share 5 devices per classroom. Lyons Mill Elementary will use the HP EliteBook© Revolve 810 G3 as a learning tool as part of BCPS system-wide conversion to a 1:1 digital learning environment.

### **BCPS One**

Our BCPS One system is an online environment with integrated tools and resources for all BCPS students, staff and parents. All of the district's programs and initiatives around student data, assessments, curriculum, instruction, reporting, and analysis are being integrated into a single, user-friendly, platform. Through BCPS One, you can access items such as Learning Management, Student Information and Digital Content anytime and anywhere. For more information, <https://bcpsone.bcps.org/support/faq.aspx>. If you have a student returning to BCPS please check that your email address, first name and last name in the Student Information System matches the email address, first name and last name that was used to establish your BCPS One account. If you are new to BCPS, when you log on to BCPS One for the first time, you will verify the email on file for access to your students' information.

### **Growing Up Digital**

We value the rich learning and communication experiences that technology brings to our students, classrooms, and family lives. Our students must be taught to make good choices as they interact in these spaces for learning and for fun. We believe that with parents and guardians as our partners, we can help our students to gain skills, understanding, and dispositions that will enable them to be responsible and safe in these digital environments. For more information, please visit our website [http://www.bcps.org/growing\\_up\\_digital/](http://www.bcps.org/growing_up_digital/)

## **HP Devices/1:1 Technology**

### **Will my student bring the device home?**

The current plan is that student devices stay in the building at the elementary level.

### **What will happen if my child damages the device?**

The HP Elite book Revolve 810 G3 was selected for its premium materials like, scratch resistant glass, magnesium chassis and spill resistant backlit keyboard. However, accidents do happen. Each device comes with an accidental damage warranty. Each student and teacher will receive information regarding the proper care of the HP Elite book Revolve 810 G3 when they receive the device. At Lyons Mill we will use the term: "Explorers Embrace" to carry and care for the device.

### **How should students treat their devices?**

The device that each student receives will be his/her device for use during the school year, so taking care of it will be of high importance. Getting a new one will not be the easiest process. Students will be instructed in class of how to use and hold their devices. Parents should, on occasion, ask the students how their device is working. If students experience any problems they should report it to their teacher right away. NO food or liquid will be allowed near the device. If there is a student using the device in an inappropriate way, certain privileges will be suspended and the use of the device **MIGHT** be subject to confiscation. Use of devices will be for academics only.

## **SCHOOL COMMUNICATION**

### **2017-2018 School Year Calendar**

BCPS: [https://www.bcps.org/calendars/next\\_year\\_calendar.html](https://www.bcps.org/calendars/next_year_calendar.html)

Lyons Mill 2017-2018 School Year Calendar of Events: <http://lyonsmilles.bcps.org/>

### **Calendars and Messages**

The Baltimore County Public Schools (BCPS) distributes a countywide calendar that outlines the academic year events and also posts information on the system's website at [www.bcps.org](http://www.bcps.org). BCPS uses Blackboard to reach parents and guardians by telephone and email. Lyons Mill and BCPS send messages about upcoming events and current issues. Please make sure your phone number and email address are up to date.

### **Student Planner**

Every student at Lyons Mill Elementary is given a student planner at the beginning of the school year. Please review daily assignments, notes, and the Parent/Teacher Collaboration section. By signing your name in the box at the bottom of each day, you are indicating to your child's teacher that you have seen the assignments and are aware of all notes written to you.

### **Monday Folders**

All important papers, school notices, recreation flyers, etc., will be sent home on Mondays only. The folder has two pockets. One reads "Keep at Home". Please take these papers out of the folder. The other pocket reads "Return to School". Examine

these papers, do what is required, and place them back in the “Return to School” pocket. Please return the folder to school on Tuesdays so it can be collected for the week.

### **Monthly Newsletters**

The Lyons Mill Elementary School newsletter is published once a month and emailed to each family. Our newsletter is the primary source for up-to-date communication about our school community’s activities and events. Copies of the newsletters are also posted on the school’s website <http://lyonsmilles.bcps.org/>

### **Conferences & Communication**

Lyons Mill Elementary School welcomes and values communication and collaboration between families and our staff. A parent or teacher may request a conference during the year to discuss student progress, behavior, and/or an area of concern. BCPS has designated **Monday, May 7, 2018** as a Kindergarten Conference Day. Schools will be closed for Kindergarten students so that parents may schedule conferences with teachers.

### **Parent University**

The BCPS Parent University was created to support parents as teachers who guide the learning of their children and as learners who want to acquire skills to better assist their children. The Parent University offers in-person workshops throughout the community as well as online resources and videos to meet the unique needs of all families. Focus areas include academics, health and wellness, and personal growth and development. <http://www.bcps.org/parentu/>

### **School Events & Parent Information – Third and Fourth Quarter**

Lyons Mill believes in building partnerships with families. Please join us at the following Lyons Mill events:

*February 27, 2018 - A Night with the Blast 6:30 PM*

*March 2, 2018 - School Picture Day*

*March 27, 2018 - LMES MakerFaire 6:30 - 8:00 PM*

*May 7 - May 11, 2018 - Teacher Appreciation Week*

*May 22, 2018 - Spring Art Show (4:00 - 6:00 PM), Scholastic Book Fair Family Shop Night (4:15 - 6:30 PM), Spring Concert (6:30 - 8:00 PM)*

## **BALTIMORE COUNTY PUBLIC SCHOOLS CORE CURRICULUM**

### **Kindergarten-Grade 5 Core Curricula**

The *Core Curricula* is set by the BCPS Board of Education. In addition to the *Core Curricula*, special area classes are scheduled for kindergarten through grade five students with teachers certified in their fields. Grade level curriculum summaries, ideas of how you can help at home, and outlines of what students are expected to learn and be able to do in all subject areas are available at <http://www.bcps.org/parents/>.

### **Art**

At every grade level, different themes and art techniques are taught in weekly lessons by a full-time art teacher and a part-time teacher. Student art is regularly displayed in the school hallways. Please be sure that your child brings an art smock (old, clean t-shirt or apron) to school the first week in order to be prepared for art activities each week.

### **Library/Media Studies**

Children are taught how to use the library, computers, the internet, and work on special

topics for research each week. In addition, children are permitted to check out books for reading and enjoyment.

### **Physical Education**

All children have physical education once each week. Instruction includes the use of a variety of equipment, develops a number of different skills, and promotes health awareness. Please be sure that your child is dressed appropriately for physical activity on Physical Education days. **Tennis shoes are required.**

### **Vocal/Instrumental Music**

First through third grade students are introduced to the basic elements of music and participate in vocal music. Fourth grade students have the opportunity to explore different musical instruments and fifth grade students have the opportunity to learn to play an instrument. The appropriate instrument must be provided by the parents (purchase or rental options are available). Children who choose to play an instrument will participate in two concerts during the year.

## **GRADING AND REPORTING**

Please visit <http://www.bcps.org/academics/grading/> to read the BCPS Grading and Reporting Procedures Manual.

### **Our Purpose**

Baltimore County Public Schools commits to all stakeholders to provide equitable, accurate, specific, and timely information regarding student progress towards agreed-upon common course expectations as well as feedback for next steps and growth areas. The primary purpose of grades are to communicate what students know and can do in relation to the course expectations.

Equitable	The same work, completed in two different classrooms, should receive the same grade.
Accurate	Grades are based solely on achievement, which means other factors like behavior and attendance are not used to calculate a grade.
Specific	Grading policies should be so clear that students should be able to tell teachers what grade they have earned, even before the teacher calculates it.
Timely	Feedback to students is so timely that students can actually use that feedback right away to improve their performance on tests and assignments.

### **Our Guiding Principles**

1. Grading practices must be supportive of student learning.
2. Marking-period grades will be based solely on achievement of course or grade-level standards.
3. Students will have multiple opportunities to demonstrate proficiency.
4. Grades will be based on a body of evidence aligned to standards.
5. A consistent grading scale will be used to score assignments and assessments.
6. Accommodations and modifications will be provided for exceptional learners.



**Grade Level Homework Guidelines:**

- \* K - Maximum of 20 minutes
- \* 1st and 2nd - Maximum of 30 minutes
- \* 3rd, 4th, and 5th Maximum of 60 minutes

**Grading Norms: Kindergarten**

- I - Independent
- P - Progressing
- E - Emerging
- N - Not Demonstrating

For Grades 1, 2 and 3, achievement codes rather than letter grades will be used. The achievement codes appear on the first page of the report card as abbreviations with definitions beside them as follows:

CD	Consistently Demonstrating	The student demonstrates a strong command of the knowledge, skills, and practices embodied in the grade-level standards.
P	Progressing	The student is developing their command of the knowledge, skills, and practices embodied in the grade-level standards.
N	Needs Development	The student demonstrates a beginning command of the knowledge, skills, and practices embodied by the grade-level standards. Additional practice is needed.
NA	Not Applicable	The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated tis marking period. The box will appear gray.
NG	No Grade	The student is a Level 1 or Level 2 English Learner and will not receive a grade this marking period.

To determine achievement grades for students in Grade 4 - 12, consider overall evidence of student performance using the following guidance:

A	Outstanding	Students performing at this level demonstrate a distinguished and strong command of the knowledge, skills, and practices embodied by the standards. Students at this level are meeting or extending the standards at their grade level.
B	Above Average	Students performing at this level demonstrate a moderate command of the knowledge, skills, and practices embodied by the standards. Students at this level are approaching the standards at their grade level.
C	Average	Students performing at this level demonstrate a developing command of the knowledge, skills, and practices embodied by the standards at their grade level.
D	Below Average	Students performing at this level demonstrate a beginning command of the knowledge, skills, and practices embodied by the standards assessed at their grade level.
E	Failing	Students performing at this level demonstrate no evidence of the knowledge, skills, and practices embodied by the standards assessed at their grade level.

**Intermediate Grading Scales**

- 90%-100%.....Outstanding.....A
- 80%-89%.....Above Average.....B
- 70%-79%.....Average.....C
- 60%-69%.....Below Average.....D
- 59% below.....Failing.....E

### **Report Cards/Progress Reports**

Report cards and Interim reports are issued to all students in grades 1-5 quarterly (see below). Kindergarten progress reports are issued twice a year. Progress reports will be reviewed during conferences.

MARKING PERIOD	INTERIM REPORT DISTRIBUTION DATE	MARKING PERIOD ENDS	REPORT CARD DISTRIBUTION
3rd	February 26, 2018	March 29, 2018	April 19, 2018
4th	May 7, 2018	June 13, 2018	June 15, 2018

## **ADDITIONAL PARENT INFORMATION**

### **Student Contact Information**

In order to keep our lines of communication open, it is vital to have the most up-to-date information listed on your “student contact information” form. Whenever contact information changes, parents must notify Lyons Mill Elementary in writing. Your emergency information is recorded into an electronic database to assist staff in contacting parents for routine procedures as well as for emergencies.

### **Classroom Visitation**

We encourage you to visit the classroom and schedule a conference time slot with staff members. Please contact your child’s teacher in advance to make arrangements for visits and conferences. Visits should not interfere with the instructional program or testing. If you would like to discuss your child’s progress, please schedule a conference with the teacher. Please do not use your cell phone when visiting our classrooms.

### **Raptor**

To promote safety and security district wide, Baltimore County Public Schools implement One-card identification system at all BCPS schools and offices by following Policy and Rule 3710 of the Policy Manual of the Board of Education of Baltimore County (to view the complete Policy and Rule, visit: [http://www.bcps.org/system/policies\\_rules/](http://www.bcps.org/system/policies_rules/)). This identification system provides a higher level of school safety and security through immediate background checks and creation of on-the-spot, personalized identification badges, complete with photographs. Information collected by the Raptor system will not be shared outside of the school system and is stored on a secure server.

- The system works by scanning a visitor’s driver’s license or government-issued photo ID.
- Staff members in the main office will scan the ID, and Raptor will extract the photo, name, driver’s license number and date of birth.
- Information will be used to log visitors in, print a personalized visitor’s pass or badge and check a visitor’s information against sexual offender databases throughout the nation.
- The process must be repeated for first-time visits to another school.
- Refusal to have an ID scanned will result in a denial of access to the school.

### **Locker Searches**

The principal may conduct a search of the school's physical plant including students' lockers. Students have the responsibility to cooperate with school officials who conduct reasonable searches and seizures under federal and state laws and regulations as well as BCPS' policies and rules.

### **Cell Phones**

Children are not permitted to use cell phones during the school day and/or on school busses. Cell phones must be turned off and kept in book bags in lockers. Cell phones are the students' responsibility. If lost or stolen, the school is not responsible.

### **Money**

Please make sure that all money sent to school is in a sealed envelope with your child's full name and teacher's name clearly written on the outside of the envelope along with the purpose of the money. This process must be followed for breakfast/lunch money, field trip money, yearbook money, as well as any event that requires money. Please remind your child to give the clearly labeled, sealed envelope to the classroom teacher upon arrival. If you have any questions about sending money into school, please contact your child's teacher.

### **Field Trips**

Each grade level participates in field trips that enrich the BCPS curriculum. Prior to the trip, a permission slip will be sent home for parents/guardians to sign and return. Please return the slip and any fees associated with the field trip to the teacher. Teachers may ask for chaperones as needed. All chaperones must complete the volunteer application and training process for the current school year. Successful completion of the volunteer application and training process will only allow the applicant who successfully completed the application process and training to attend field trips.

### **Passport School**

Lyons Mill Elementary offers an innovative Spanish language program to 4th and 5th grade students. They will use their digital learning devices to participate in a self-paced Middlebury Interactive Languages program four days a week, on the fifth day, they will practice conversation and vocabulary with a Spanish teacher. One of the benefits of this amazing Spanish language program is that the whole school will participate in extension activities throughout the school year, including learning about other cultures.

### **Are You Moving?**

If you are moving or have moved, according to the Board of Education Policy and Superintendent's Rule 5140 Students: Enrollment and Attendance, "A parent shall notify the school of any change in the domicile or change in the reason for which special permission was approved. Failure to notify the school within fifteen (15) business days of any change may result in the student being withdrawn from school." Please contact the main office at 443-809-1719 when you move to another address. The office will create a withdrawal packet so you can register at your new school. Please give our secretaries several days' notice to prepare your paperwork.

### **Birthday Celebrations**

Due to food allergies, students are not permitted to bring in snacks to share with other students. We thank you for your understanding that birthday celebrations are not allowed at school.

### **School Pictures**

School pictures are taken twice a year. Purchase of school pictures is optional. School pictures that are not purchased must be returned to school. Friday, March 2, 2018 is scheduled with our Lifetouch photographer.

### **School Clubs**

- Students have opportunities to be involved in a range of activities before school or after school. Please check out our website <http://lyonsmilles.bcps.org/> for up-to-date information.
- Students participating in activities taking place prior to the school day must arrive at the scheduled time. Staff members who run these activities do not wait at the door after the arrival time to let in late students.
- Students participating in activities taking place after the school day must be picked up at the scheduled time. If a student is picked up late two times, it will result in his/her removal from the club.

### **Community Before and After School Programs**

Hot Spots Extended Care Program offers before school and after school care at Lyons Mill. You can register online at <http://www.hsecp.org/> or call Hot Spots at 410-515-8750 extension 2. The Liberty Road Recreation and Parks Council is offering an Early Learning Center in our building for children ages 2 - 5. For more information, please contact LRRPC at 410-521-8111.

### **Student Requirements**

- A. All students shall fully comply with all provisions of Board Policy 3710 and this rule.
- B. School administrators will annually advise students of Board Policy 3710 and this rule through appropriate means, including, but not limited to, as part of the *Student Handbook* presentation by administrators at the beginning of the school year, on the school system's Website, and/or through other reasonable means.
- C. All students are required to wear the identification badge on the front of their person with a lanyard or clip at all times when on school property or when participating in school-sponsored activities.
- D. A classroom teacher may temporarily waive the requirement for students to wear an identification badge if the teacher believes that wearing the identification badge presents a safety risk during identified classroom or other activities, including, but not limited to:
  1. Science, resource, physical education, music, and other classes when wearing the identification badge may cause entanglement or safety concerns.
  2. Other activities may include, but are not limited to: intramurals and interscholastic sports, recess, and band.

3. Students are responsible for safeguarding their identification badge. Any lost or damaged identification badge shall be reported immediately to a school administrator.

### **Replacement of Identification Badges**

- A. If an identification badge is lost or stolen, BCPS may charge a replacement fee for any replacement badge. Fees for replacement badges may be assessed at \$5.00 per badge.
- B. No replacement fee will be assessed for a defective badge unless it was due to misuse.

### **Volunteers**

The Lyons Mill instructional program is enhanced because of the outstanding volunteer program delivered by our parents and community members. We urge you to consider volunteering in your child's classroom, cafeteria, library, art room, and/or music room during the school year. Volunteers are utilized in both instructional and non-instructional ways. **All volunteers are required to complete the volunteer application and training process. This may now be completed online.** State Law requires that all volunteers be trained annually in *Suspected Child Abuse and Neglect* policies and procedures. To assure protection under Maryland State Law for comprehensive liability and worker's compensation, all volunteers are required to sign a time sheet upon entering the school and to wear a volunteer badge. It is important that you sign the volunteer log and record your hours each time you report to your volunteer job. A sign-in volunteer log is located in the main office. These recorded hours are tabulated for use in our School Progress Plan.

BCPS Volunteer Information [https://www.bcps.org/community/volunteer\\_info/](https://www.bcps.org/community/volunteer_info/)

## **PTA INFORMATION AND DRESS CODE**

### **Lyons Mill Elementary's Parent Teacher Association (PTA)**

PTA Mission/Vision Statement: Lyons Mill PTA serves Children, Families, Community. Embracing the Future of our Families through Enrichment and Cultural Transformation.

Objectives:

1. Advocate locally on behalf of our children.
2. Inform and assist parents on the development of their children.
3. Encourage community and school collaboration.

### **National PTA Purposes:**

- To promote the welfare of children and youth in home, school, community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

## **Lyons Mill Elementary PTA Contact Information**

### **Ms. Chiquita Veney, President**

The Lyons Mill PTA acts as an advocate for all children and strives to foster closer relations between the home, the community, and the school. Your PTA vigorously supports these ideals and hopes to fund many supplementary enrichment programs and activities. These programs are funded by PTA membership and fundraisers. The minimal cost to join the Lyons Mill PTA also includes membership to the National and State PTA. The Lyons Mill PTA encourages you to become involved in your child's education.

## **Lyons Mill PTA Volunteer Opportunities**

What does the Lyons Mill Elementary PTA do? The Lyons Mill Elementary PTA, with your help, can be one of the most active PTAs in the Owings Mills area. The PTA provides social and academic enrichment for your child and your family.

## **Cultural Arts Assemblies**

Every assembly is chosen based on its value to the curriculum and the level of enjoyment experienced by the students. The PTA hopes to fund assemblies this year.

## **Family Social Events**

The PTA hosts special events throughout the year that brings students and their families together. These events are open to all students, parents, and their siblings.

## **Fundraisers**

Yes, every school has to have them! But they don't have to be tedious and boring. When parents get involved, the work is lighter and the profits are higher.

## **Hospitality**

Light refreshments are provided to families during some school functions and special treats are provided to visitors during American Education Week.

## **Membership**

This committee oversees the membership drive, provides incentives for classes and members, collects and forwards information to the state and local levels, and tracks awards and designations. When you join the PTA, your membership payment of \$10 builds the foundation for all of the work the PTA does for the students.

## **Dress Code**

Appropriate dress is necessary in order to provide a comfortable work environment for Lyons Mill students, teachers, and staff. Lyons Mill's PTA voted to support a voluntary school uniform dress code. That means students are dressed in a similar fashion and are not identically.

<b>VOLUNTARY UNIFORM INFORMATION</b>	
<b>Color Selection</b>	<b>Uniform Item</b>
Lime Green, Blue, White	Polo Shirts
Khaki or Navy Blue	Shorts or Skorts
Khaki or Navy Blue	Pants

To ensure safety, flip-flops and open-toed shoes are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students who wear flip-flops or sandals will not be allowed to participate in PE or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times; however, students must be able to change in and out of their shoes quickly and independently.