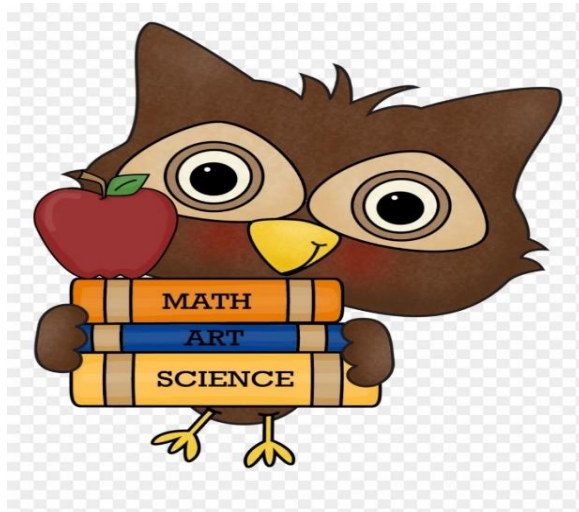


SEVEN OAKS ELEMENTARY SCHOOL

Family Handbook

2023- 2024



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9220 Seven Courts Drive
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Seven Oaks Elementary School Mission:

Seven Oaks is a safe and caring community committed to fostering independence and creating an equitable environment for all through intentional practices.

ARRIVAL AND DISMISSAL PROCEDURES

Office and School Day Hours

The school office opens at 8:30 a.m. and closes at 4:30 p.m.

The official school day is from 9:00 a.m. to 3:45 p.m. Doors will open for students at 8:45 a.m. Announcements will begin at 9:00 a.m., with instruction starting after announcements. Dismissal will begin at 3:45 p.m. and end at 4:00 p.m.

There is no supervision for children before 8:45 a.m. or after 4:00 p.m. Students may not enter the building until 8:45 a.m. when the appropriate staff is available to supervise them. Please do not drop your student off at school before 8:45 a.m. If a child is consistently dropped off early or picked up late, a referral to the Pupil Personnel Worker (PPW) will be made.

Seven Oaks Dismissal Procedures for Daily Car Riders

Seven Oaks Elementary will continue to implement the following dismissal procedures for daily car riders in order to ensure the safety of all of the students.

- If your student was a daily car rider last year and will continue to be a car rider, the dismissal number that was assigned to your child last school year will remain the same. You do not need to complete a new Seven Oaks Car Rider Registration Form.
- If your student was a daily car rider last year and will be a bus rider this year, please contact the front office.
- If your student was NOT a daily car rider last year and will be this school year, the Seven Oaks Car Rider Registration Form must be completed and submitted to the office.
- If your child is a bus rider you do not need to complete the Registration Form.
- Once the Registration Form is received, parents/guardians will be issued a dismissal card to place on the dashboard of their car. Each family will receive two cards for multiple automobiles. Anyone picking up your child in the drive through zone (the side parking lot) needs to have the dismissal card displayed.
- Please help your student memorize their dismissal number.
- Please remain in your car while waiting for your child(ren). At dismissal, school staff will escort students from the school building to their parent/guardian's vehicle. Parent/guardians will wait in the vehicle until the staff member brings the student to the vehicle. Please remain patient and encourage your child(ren) to sit down and buckle up as quickly as possible so that the line can move quickly and smoothly.
- No child will be dismissed to a person who is not listed on the student's registration card or does not have their dismissal card with them. Should you need to change your child's dismissal plans on a given day, please send a note in to be approved by the office. If for

any reason you must ask someone at the last minute to pick up your child, please call the office 443-809-6257 by 3:00 p.m.

- Please remember that this procedure is for students who will be daily car riders. If your child is picked up early periodically due to an appointment, the parent needs to call the front office, and indicate the request. Students will be called from the classroom to the office once the parent/guardian has arrived at school. You will need to park your car and come into the office to sign out your child before 3:30 p.m. or after 4:00 p.m.
- If you misplace your dismissal pass, please contact the office so a new dismissal pass can be issued to you.

Release of Students During the School Day

Children should not be picked up early on a regular basis. Children will not be released for early dismissal after 3:30 p.m. The office will not be open for early pick-up between 3:30 p.m. and 4:00 p.m. **All requests for early dismissal must be made in writing to the teacher or the school office must be called before 3:00 p.m.** The preferred method of communication is notification in writing. In addition, any dismissal changes (i.e. a bus rider will be picked up) need to be communicated to the front office staff before 3:00 p.m. Students not picked up for dismissal prior to 3:30 p.m. will not be released for dismissal until 4:00 p.m.

If you are having someone else pick up your child, please determine the responsible party as early in the day as possible. All changes must be called into the office by 3:00 p.m. or a note should be sent to school. Anyone picking up your child must be on your child's emergency contact form and must have appropriate identification. Students will not be released to anyone not on the emergency contact form.

For your child's safety, children are not permitted to wait in the office for dismissal. Students are closely supervised by classroom teachers until dismissal time. If you are picking your child up early, they will be called to the office when you arrive in the office. When you arrive, please plan to share your picture ID.

For the safety of your child, the Raptor security system will continue to be implemented. Anyone visiting the building or picking up children must show appropriate identification. If this is your first time visiting the school since the implementation of this system, please allow extra time to have your information entered into our system.

The office needs copies of any court/custody documents that relate to dismissal.

Bus Information

Bus transportation is provided for all students. Students are not permitted to be walkers to and from school due to SOES not having a Crossing Guard. Bus information will be provided to families during the week of August 21. Buses should leave school grounds by our 4:00 p.m.

dismissal time. Students must ride their assigned bus and use their designated bus stop location. If/when we receive notification from the Office of Transportation that a bus is going to be late, an email is sent to families of the delay. Please make sure we have your correct email in our system so you receive the emails. Please understand that we are not always made aware of delays ahead of time, but as soon as we know, we will notify families.

It is imperative that all students follow simple bus rules for a safe trip to school. Please note that students are not permitted to use their cell phones on the bus. Below please find Seven Oaks' Bus Commitments.

On the bus, we commit to be:

Respectful:

- Listen to the bus driver
- Use an inside voice
- Use appropriate language

Responsible:

- Clean up trash
- Be at the stop on time
- Keep food in lunchbox or backpack
- Check belongings before getting on and off the bus

Safe:

- Keep hands, feet and objects to self and inside the bus
- Students must remain seated at all times
- Children must ride their assigned bus and use their assigned bus stop

All bus riders will be dismissed on their assigned bus unless the office has received a written request, e-mail, or a phone call has been received by office staff by 3:00 p.m.

When student's behavior is such that it causes the driver to be distracted from concentrating on driving, it places the bus and the students in jeopardy. When this happens, we have no alternative but to deny bus riding privileges to those who are creating a situation that may cause a bus accident. As a reminder, students are not permitted to use their cell phone while on the school bus.

Per Baltimore County Public Schools (BCPS) Community Notice/Email, 8/16/23:

Transportation Procedures and Expectations

Baltimore County Public Schools (BCPS) is committed to providing safe and supportive environments for all students and staff. The Office of Transportation's top priority each

day is to transport all student bus riders safely to and from school. To accomplish this goal, we need the cooperation of the entire community. Positive student behavior while entering, riding, and leaving the bus contributes to safe transportation by making it possible for drivers to dedicate their full attention to the roads and other drivers. Student bus riders are expected to act responsibly and respectfully at all times.

The primary purpose of rules and procedures on buses is the safety of all passengers—students and staff. Please take a few minutes to review the information below with students concerning bus behavior expectations and bus discipline prior to the beginning of the school year. Students will also review the documents with school staff.

Bus Expectations - Transportation Handbook [BCPS Student Guide to Transportation 080922.pdf \(sharpschool.com\)](https://sharpschool.com/080922.pdf)

Students

Students receiving transportation services have the responsibility to follow all bus rules. These rules include:

- At the bus stop, wait in an orderly manner, out of the way of all traffic, until the bus stops, and bus driver opens the door.
- Stand at least five (5) feet back from the stopping position of the bus.
- Wait until the bus stops completely before moving forward to board it.
- The aisle of the bus must be kept clear, so that the rear emergency exit is always accessible. Large objects such as musical instruments, athletic equipment, and school projects are prohibited, unless the student can carry the object themselves, hold the object on his/her lap, or place the object on the floor between his/her legs.
- Once on board the bus, follow the Bus Rules as posted:
 - Follow directions the first time they are given.
 - Stay seated, facing forward at all times.
 - Keep all body parts inside the bus.
 - Keep hands, feet, legs, arms, personal property, and your voice to yourself.
 - No eating, smoking, drinking, or vulgar language at any time on the bus.
- Wait until the bus stops moving before getting out of the seat and moving forward to get off the bus.
- Always board your assigned bus and get on and off at your regularly assigned bus stop.
- Once off the bus, proceed immediately away from the bus.

Bus Discipline Procedures and Consequences

The code below organizes unacceptable behavior into four levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the behavior. The Office of Transportation reserves the right to consider extenuating circumstances in determining disciplinary action.

Level 1	
Infraction	Consequences
Infractions that interfere with the orderly transportation of students. Some examples are: <ul style="list-style-type: none">• Screaming• Failure to stay seated• Littering on the bus• Tampering with the possessions of other passengers	The bus driver reports infractions on the bus. The school administrator administers consequences. This action may include any or all of the following: <ul style="list-style-type: none">• Verbal warning and referral issued• Contact with parent• Assigned seat at the discretion of driver

Level 2	
Infraction	Consequences
More severe infractions that interfere with the safe transportation of students. Some examples are: <ul style="list-style-type: none">• Repeated occurrences of Level 1 behaviors• Bullying other passengers, including verbal abuse• Profanity towards staff• Damage to the bus interior/exterior	The bus driver reports infractions on the bus. The school administrator administers consequences. This action may include any or all of the following: <ul style="list-style-type: none">• Referral issued• Contact with parent• Assigned seat at the discretion of driver• Loss of bus privileges for up to 5 days and cost of repairs

Level 3	
Infraction	Consequences
<p>Actions that endanger the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none"> • Repeated occurrences of Level 1 or 2 behaviors • Refusal to remain in seats • Sexual misconduct • Throwing objects • Refusal to follow staff directions for safety 	<p>The bus driver reports infractions on the bus. The school administrator administers consequences. At more serious levels, the Director of Transportation may be involved. This action may include the following:</p> <ul style="list-style-type: none"> • Referral issued • Contact with parent • Loss of bus privileges for 6 to 9 days • Repeated incidents of Level 2 behavior may result in removal from transportation for the remainder of the school year

Level 4	
Infraction	Consequences
<p>Infractions that endanger the safety of the driver or students and may require local police to intervene. Some examples include:</p> <ul style="list-style-type: none"> • Fighting, including pushing and/or wrestling • Sexual misconduct • Possession of dangerous objects or weapons • Possession or use of tobacco, alcohol, drugs or controlled substances • Opening emergency exits and/or exiting the bus without authorization 	<p>The bus driver reports infraction on the bus. The school administrator administers consequences. At more serious levels, the Director of Transportation may be involved. This action may include the following:</p> <ul style="list-style-type: none"> • Referral issued • Contact with parent • Loss of bus privileges for 10 days • Repeated incidents may result in removal from transportation for the remainder of the school year • Illegal activity will be referred to Baltimore County Police Department • Suspension from school and/or extended suspension

Consequences for repeat infractions related to transportation include, but are not limited to:			
1st Offense	2nd Offense	3rd Offense	4th Offense
Parent notification required Appropriate Action required	Bus Suspension (up to 5 days)	Bus Suspension (6 to 9 days)	Bus Suspension (remainder of the school year)
Student Conference Seat change on bus Bus or School Suspension commensurate with offense Code of Student Conduct implemented as appropriate	Appropriate Action Required Additional Bus or School Suspension commensurate with offense Implement Code of Student Conduct as Appropriate For students with disabilities, bus suspension is counted as a suspension from school if transportation is included as a related service on the IEP/504 Plan		

Behavior on the School Bus

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction.

Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the disposition will be returned to the school bus operator.

Video/Digital Cameras and Audio Recording Devices

School buses are equipped with video/digital cameras and audio recording devices. These tools monitor the passenger area of the bus. As such, riders are subject to video and audio surveillance. The objective is to provide an important additional tool to assist the driver and administration in managing student conduct on school buses, an important safety consideration that benefits all.

New Bus Locator App Coming Soon

Coming Soon! - The Office of Transportation announces the county-wide implementation of our new parent app, **BusWhere!** **BusWhere** is a location tracking software that allows subscribers to see bus locations in real time on a mobile phone or computer. Subscribers may opt to receive notifications as the bus is approaching a designated bus stop or if there is a significant issue causing a delay. Additional information will be shared the week of September 25, 2023.

Emergency Dismissal Policy

Please plan ahead and make arrangements for your child at the beginning of the school year in case of an emergency early dismissal. This information should be shared with the classroom teacher. Information on early dismissals can be found on local television & radio stations and the BCPS website <http://www.bcps.org/>.

Seven Oaks is part of Baltimore County Public Schools; all school closures for Seven Oaks will be announced as "Baltimore County Public Schools" on local media outlets. *Remember to update school emergency forms with any new information as needed.*

If any of your personal information changes, please notify the office immediately. In case of emergency it is critical we are able to reach you.

Media Announcements

The following message will be given to television and radio stations:

- *"All Baltimore County Public Schools closed." (Seven Oaks is closed).*

On occasion schools in Hereford zone will be closed while other schools in Baltimore County remain open.

- *"Baltimore County Hereford Zone Only Schools closed." (Seven Oaks is open).*

One Hour Delayed Opening

1 hour delay – SOES will open for students at 9:45 a.m., students may not enter the building prior to this time.

Two Hour Delayed Opening

2 hour delay – SOES will open for students at 10:45 a.m., students may not enter the building prior to this time.

One Hour Early Dismissal

Afternoon pre-kindergarten students will be dismissed with students in grades 1 – 5 and will travel home on the same buses with these students. Preschool students with an IEP that includes transportation will be transported by bus. Preschool students that do not have an IEP will need to be picked up. Dismissal time for Seven Oaks will be 2:45 p.m. We will follow the normal lunch schedule.

Media Announcements: The following message will be given to television and radio stations and posted on the BCPS website <http://www.bcps.org>: *"All Baltimore County Public Schools will be close one hour earlier than normal closing time."*

Two Hour Early Dismissal

There will be no afternoon preschool and pre-kindergarten. Dismissal for Seven Oaks will be at 1:45 p.m. Morning pre-kindergarten students will be dismissed with other elementary students at 1:45. Parents of preschool and pre-kindergarten students are encouraged to pick their child up at 11:30. If the child is not picked up at 11:30, they will ride the bus home at 1:45. We will follow the normal lunch schedule.

Media Announcements: The following message will be given on television and radio stations and posted on the BCPS website <http://www.bcps.org>: *"All Baltimore County Public Schools will close two hours earlier than normal closing time. There will be no afternoon pre-kindergarten."*

Three Hour Early Dismissal

There will be no afternoon preschool and pre-kindergarten. Same procedures as Two-Hour Closing. Dismissal time for Seven Oaks will be 12:45 p.m. We will follow a modified lunch schedule.

Media Announcements: The following message will be given to television and radio stations and posted on the BCPS website <http://www.bcps.org>: *"All Baltimore County Public Schools will close three hours earlier than the normal closing time. There will be no afternoon pre-kindergarten. Morning pre-kindergarten students will be dismissed with other elementary students."*

When BCPS closes early for inclement weather, after-school care (Caliday) is also closed. Please make sure students who attend Caliday know their alternate dismissal plan for early dismissal.

Parking

Parking at Seven Oaks is limited. When you visit Seven Oaks, be reminded that bus lanes and fire lanes are restricted areas for parking. We also ask that you do not double park on the parking lot or block any car in a space. When chaperoning field trips or attending special school events it may be best to park on Seven Courts Drive or walk if you live near the school. Please do not park at any time on the property of Seven Oaks Senior Center.

ATTENDANCE

Attendance Policy

Being present is an important role in academic achievement. If a student is late or absent, they miss valuable academic time that cannot be replaced in the classroom. It is the family's responsibility to get their child to school on time. The Baltimore County attendance expectation is 94%. This means students should not miss more than two (2) days per quarter. Under

Maryland State Education Code 7-301, each person between the ages of 5 and 18 years of age shall attend a public school regularly during the entire school year. Good attendance is extremely important. Please see that your child is at school every day and on time. An Attendance Tracker can be found on the last page of this handbook. This is an excellent resource to use to help families keep track of their children's attendance throughout the school year.

Absence Policy

The following are Seven Oaks Elementary policies and procedures concerning absences and tardiness:

- If a child is tardy, they are missing valuable instructional time. The instruction in the classroom begins promptly at 9:00 a.m. Any student arriving after 9:00 a.m. will check in the office to receive a late pass and will be counted tardy.
- Your child must attend at least four (4) hours to be counted present for a full day.
- 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, guardian or doctor, and must include the name of the student, the date(s) and reason for absence. Upon receipt of the note, the school will verify the absences 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

Please keep in mind that vacations are not excused absences.

- The Attendance Committee meets monthly to monitor student attendance and tardiness.
- Repeated absences and/or chronic tardiness will result in the school contacting the PPW to help assist in improving attendance. Failure to comply on the part of the parent or guardian may result in legal procedures.

We look forward to seeing your child every school day! We have valuable educational experiences planned for your children and it is important that they attend consistently in order to receive their complete educational experience.

Absence Homework Policy

When a student is absent, it is encouraged that they obtain, complete and return the assignments missed. Keep in mind that not all assignments can be made up outside of the instructional day. This is based on the rich discussions, cooperative activities and small group instructions that occur on a daily basis within the classroom. Arrangements can be made by

contacting the school office, or by leaving an e-mail message with the student's teacher. Teachers will need adequate time to gather materials and information for these assignments. Assignments will be available for pick-up within 24 hours of request. Students will have the same number of days they were absent to make up the work. If the make-up work is not completed in the time given, the students will not receive credit for it. If your child is absent for an unlawful reason, your child is not entitled to receive make-up work.

Make-up Work for Prolonged Unexcused Absences (Vacation): BCPS policy considers absences due to vacation as "illegal" absences, and students are not to receive credit for work missed. These absences will be marked as unexcused. We realize that vacations are an important part of family life. Though we cannot condone these vacations during times when school is in session, we do understand the need based on parents'/guardians' work schedules. Also, many of the vacations taken by our families are in and of themselves educational. Therefore, we will continue to work with parents and students to make up work that has been missed when students return from their vacations. The work that children miss while on vacation will be collected and given to them upon their return to school. Students will have the same number of days they were absent to make-up work. If make-up work is not completed in the time given, then the students will not receive credit for the work.

SCHOOL NURSE INFORMATION

Stephanie Scarborough, RN, BSN

Good communication with the school nurse is essential. Please check your phone and voice mail frequently during the day, and your child's take-home folder for messages and notes from the nurse about visits your child may have made to the health suite.

Please be certain you have a plan in place in the event your child becomes ill at school and needs to come home. Grandparents, friends, neighbors, or other persons you have specified on the Discretionary Medication form you complete will be called if you are not able to be reached.

To protect all students and staff, please keep your children home if they have a fever of 100 degrees or higher, sore throat, ear pain, congestion, runny nose, a new or worsening cough, shortness of breath or difficulty breathing, nausea, vomiting, diarrhea, muscle pain, chills, extreme tiredness, or a new or severe headache.

Please inform the nurse by the first week of the school year of any health concerns that your child has such as asthma, food allergies, diabetes, seizure disorders, recent hospitalizations, etc. This will enable you and the nurse to plan together health services that will help keep your child safe and healthy at school. Records of vaccines required by the State of Maryland for school attendance are due to the nurse for new students no later than the first twenty days of school. Children will be excluded from school after that date. Updates on your child's health during the school year are welcome and encouraged.

Should your child require medication to be available to him or her during the school day, a Parent's Request to Administer Medication in School form must be completed and signed by both you and your child's health care provider. The form is available in the school nurse's office and can be emailed to you on request.

To request medication administration in school, please note:

- The Parent's Request to Administer Medication in School form mentioned above must be completed and signed by you and your child's health care provider.
- A new Parent's Request to Administer Medication in School form is needed for each medication provided to the nurse. A new form is also needed for any changes in medication, dose, or time. New medication administration forms must be turned in each calendar school year for your child.
- Use of any medication or dietary supplement must be permitted by both federal and Maryland law.
- **The medication should be brought to school by a parent/guardian or responsible adult. For safety reasons, medications should NOT be delivered to the nurse via the student or the student's backpack. Please plan to drop off all medication with the school nurse only. Please do not drop off medications with other SOES staff. Medication must be given to the school nurse for review and paperwork processing.**
- Prescription medications must be in a container that is labeled by the pharmacy with the student's name, prescriber's name, name of medication, dosage, route, conditions for storage, prescription date, and expiration date.
- Over-the-counter medications and dietary supplements must be in a container that is commercially labeled and includes the name of the drug or supplement, its strength, conditions for storage, and expiration date. All over-the-counter medications (except for those that are pre-approved by the parent on the Discretionary Medication form) require an order from a healthcare provider. If you would like to bring over-the-counter medications to the nurse for your child, please have your health care provider fill out the Parent's Request to Administer Medication form and return the signed form to the school nurse with the medication.
- Students are not allowed to have over-the-counter medications in their possession in the classrooms. This includes cough drops. Any over-the-counter medications will be removed immediately from the student and given to the school nurse, who will contact the parent to set up a time for pick-up (medications cannot be given to the student to go home). Kids often like to share with one another. Therefore, to ensure your child's safety, please do not give your student any medications (scheduled or over-the counter) to keep with them in the classroom. Any medications in the classroom (including cough drops) are strictly prohibited.
- Unless otherwise specified, your child's medication order is valid for the entire school year.

- Expired and discontinued medication not picked up by the last day of school will be destroyed.
- Please remember to submit both the:
 - 1. Parent's Request to Administer Medication in School form (one form for EACH medication)
 - 2. Medication properly labeled (details above) to the nurse.

**** Both MUST be submitted TOGETHER to the school nurse to have your child's medication administered at school.**

For health and learning reasons, it is best to keep well students in their classrooms (instead of the nurse's office) as much as possible. Please send a change of clothing to be kept in your child's locker. This is for all students. Teachers will be caring for minor issues (such as small scrapes) in the classroom.

The school nurse is always available to you for any questions or concerns at 443-809-7383 or at sscarborough@bcps.org. Be well everyone!

SCHOOL SAFETY

Emergency Drills

Seven Oaks will have several emergency drills throughout the school year to prepare our students for a possible emergency situation. We will practice regular fire drills, ALICE drills, bus evacuation and severe weather drills throughout the year. The school has a safety plan that is filed with the Baltimore County School system and Police Department.

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 conditions inside

Lockout- For use in securing access to buildings, usually resulting from an event in the community

Lockdown- For use when protecting building occupants from imminent dangers in the building or immediately outside

Shelter in Place- For use in securing access to a building and for controlling movement within in a building

Severe Weather Safe Area- For use in severe weather emergencies

Drop, Cover and Hold- For use in an environmental threat such as an earthquake

ALICE Protocol- Used in a situation involving an active assailant or the imminent threat of an active assailant. ALICE stands for:

- Alert – receiving initial notice of a critical event
- Lockdown – securing occupants behind closed doors
- Inform – notifying staff and students of potential danger throughout the event
- Counter – creating noise, movement, distance, and distraction
- Evacuate – leaving the area of the danger

These responses are not implemented in any specific order.

Use this link for more information:

http://scs.bcps.org/departments/school_safety

CAFETERIA

Breakfast & Lunch Procedures

Breakfast and lunch are free for all students. Students will pick up breakfast at two designated hallway locations upon their arrival to school. Students will go through the cafeteria line for lunch meal service and choose an entrée, fruit and vegetable side options, and milk. Snacks will be available for purchase. Snacks range from .50 cents to \$1.00. Students are encouraged to memorize their PIN number that was issued to them in the Spring of 2022 for quick and easy purchasing. If you do not know your child's PIN number, please reach out to the front office. Kindergarten students and students new to BCPS will receive their PIN number during the first week of school.

Baltimore County provides a menu to students each month. Use this link for menu information:

http://businessservices.bcps.org/departments/business_services_operations/food_and_nutrition_services/breakfast_and_lunch_menus

For your child's safety, please do not send carbonated beverages including soda, glass containers or forks/knives to school. Please remember to send condiments with your child as well as napkins, spoons and straws if they are not purchasing a lunch. Since our cafeteria is very crowded, parents will not be able to visit at lunchtime to eat with students. Teachers and staff are not permitted to heat your child's lunch.

BEHAVIOR MANAGEMENT

School Commitments and Expectations

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn and live together. In order to provide a safe atmosphere for learning, students should be respectful, safe and demonstrate good citizenship at all times while in school, traveling to and from school, during assemblies and on field trips. Our staff is dedicated to teaching and reinforcing appropriate student behavior to provide a positive growth-minded learning experience for every child. Students will engage

in morning meetings to foster a sense of belonging.

Seven Oaks students and staff follow our school-wide commitments: The commitments will be posted throughout the building and will be recited every day. Expectation matrixes for classroom, bus, hallway, cafeteria, playground and bathroom behavior will also be posted throughout the building. All staff and teachers will teach and refer to the matrixes throughout the school year.

At Seven Oaks We Commit To Be...

- **Respectful**
- **Responsible**
- **Safe**

At the beginning of each school year, each student receives the BCPS Student Behavior Handbook. This outlines BCPS' policies, procedures, and regulations for safety and expectations of student behavior. This resource also outlines the disciplinary measures that can be expected if students disobey school rules. The handbook will be presented and reviewed by teachers and administrators, and then sent home to be read with parents/guardians. Parents/guardians and students are required to sign and return the last page of the handbook indicating their understanding of the BCPS Student Behavior Handbook.

We will continue to implement Conscious Discipline school-wide. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information and developmentally appropriate practices. Seven Oaks has created a Positive Behavior Plan (PBP) which will provide an outline specific to our school. The PBP was revised by teacher leaders during the summer, reviewed as a staff during pre-service week and will be reviewed with the families during the school year.

Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students and leads to the best type of discipline: self-discipline.

School disciplinary measures range from time spent in the office to suspension. More favored forms of school disciplinary actions include parent/teacher conferences, letters of apology and peer mediation. Occasionally, a student's behavior may warrant suspension and/or expulsion. Each case is handled on an individual basis in accordance with county school board policy.

[The BCPS Code of Conduct At-A-Glance](#) provides an overview of discipline procedures and protocols, and the range of consequences students could face for violating various policies, regulations, and rules. The guide, aligned with Board Policy 5550 and Superintendent's Rule 5550, also discusses the BCPS discipline philosophy and defines the various disciplinary responses.

[The 2023-2024 Student Handbook](#) includes an overview of the rights and responsibilities of BCPS students and a summary of the laws and regulations that affect students. Topics include consistent, timely attendance, respect for people and property, technology usage, student publications, student activities, student records, the right to appeal - including grievance procedures – and more. For the complete explanation of students’ responsibilities and rights, see Board of Education Policy 5600 and Superintendent’s Rule 5600.

Per Baltimore County Public Schools (BCPS) Community Notice/Email, 8/16/23:

Our Commitment: Safe and Supportive Learning Environments

Baltimore County Public Schools (BCPS) is committed to providing a safe and supportive learning environment for all students. The resource below outlines student expectations, rights and responsibilities for the 2023-2024 school year. BCPS families are asked to review resources with children prior to the start of school. Students will also review the documents in class with school staff.

The 2023-2024 Student Handbook includes an overview of the rights and responsibilities of BCPS students and a summary of the laws and regulations that affect students. Topics include consistent, timely attendance, respect for people and property, technology usage, student publications, student activities, student records, the right to appeal - including grievance procedures – and more. For the complete explanation of students’ responsibilities and rights, see Board of Education Policy 5600 and Superintendent’s Rule 5600.

Students and parents/guardians are required to electronically sign a statement indicating that the Student Handbook has been received and that the expectations for student behavior are understood. The Student Handbook is an important document to review annually because it incorporates changes from previous versions. To learn more about the changes in this year’s handbook, [view this presentation](#) from the BCPS Office of School Climate and Culture.

Bullying/Harassment/Intimidation

Bullying, harassment, and/or intimidation are 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: [Pupil Personnel Services and Responsive Student Programming - Division of School Climate and Safety \(bcps.org\)](https://bcps.org/PupilPersonnelServicesandResponsiveStudentProgramming-DivisionofSchoolClimateandSafety). Return the completed form to the Principal or Assistant Principal.

Lunchroom Behavior

Students are scheduled for 30-minute lunch periods. The following positive cafeteria routines and commitments have been established and agreed upon by students:

Respectful:

1. Listen to staff
2. Use a quiet voice
3. Use manners
4. Wait patiently

Responsible:

5. Get needed materials
6. Throw away trash
7. Keep tables clean

Safe:

8. Eat your own food
9. Walk
10. Stay seated in your assigned seat
11. Keep hands, feet and objects to self
12. Use utensils appropriately

It is extremely important that students follow these commitments so that we can have safe and orderly lunch sessions. We have lunchroom assistants in the cafeteria. All students need to be polite to these assistants and treat them in a respectful fashion. Please reinforce our cafeteria commitments at home with your child.

Gum Chewing

Gum chewing is not permitted in school during the school day or at after school activities. This eliminates the problem of chewing gum being stuck to furniture, floors, carpets and clothing.

TECHNOLOGY

Focus and Schoology

Baltimore County Public Schools began using Schoology as the Learning Management System (LMS) during the 2018-2019 school year. Students are able to submit assignments, review

grades, join discussions, receive announcements and feedback, take tests, communicate with teachers and more. As a parent, you can easily view information for all of your children in BCPS schools. While you will be able to see your child's grades and assignments "live," you can expect our teachers to post grades on a bi-weekly basis.

Student Devices

Devices in prekindergarten- grade 5 will be distributed at a ratio of one (1) device per student. Students will receive new devices this school year. In order to do this; they must turn in their current device and charger. The Chromebooks allow the students access to a digital learning device and personalized, blended, interactive curriculum. Your child's teacher will share the grade level expectations of if/when devices go home with the students (i.e. daily, weekly, etc.). If your child brings home their device, please have them charge it.

Students will be expected to take care of their device. 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 submit a tech support ticket via BCPS serve. This can be found at www.bcps.org under the students tab. 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. If a child damages or loses their device, it must be replaced by the family.

Damaged Devices

Destruction and/or vandalism of school property is a Category II offense. This includes the destruction of technological devices. The student's responsible use of technology/internet is described in the 2023- 2024 BCPS Student Handbook.

Specifically, it indicates that students shall be held responsible for the appropriate use of BCPS technology and will be subject to disciplinary action for any violation of the Technology Acceptable Use Policy (TAUP). Students are required to be safe, secure and responsible digital citizens when using BCPS electronic devices, networks and the internet.

Acknowledgement of the Student Handbook indicates that students agree to the following:

Protecting school property and understanding that vandalism is prohibited. This includes, but is not limited to, accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource.

A replacement device will not be provided for intentional damage to a BCPS issued device until the financial obligation (\$355.00) entered in the system has been satisfied.

SCHOOL COMMUNICATION

2023-2024 School Year Calendar

The 2023-2024 countywide calendar can be found on the system's website at www.bcps.org.

School Messenger

BCPS uses School Messenger to reach parents and guardians by telephone and email. Seven Oaks and BCPS send messages about upcoming events, information and resources. Please make sure your phone number and email address are up to date. *If they are not, you will not receive the School Messenger messages.*

Take Home Folder

Each student will receive a red Take Home Folder. Please examine the papers that are sent home and either keep them at home or return them to school if necessary. Students should bring their folder to school every day.

Newsletters

The school newsletter the "Owl Witness News," is posted to our school website the first Wednesday of every month starting in October. Please review the information in the newsletter to be aware of happenings and special events. PTA news is also provided in the "Owl Witness News." A School Messenger message will be sent to families including the newsletter. Monthly events are also posted on our school website and our Facebook page. Classroom teachers will also provide newsletters.

Social Media

SOES has a Facebook page. Please consider following Seven Oaks' Facebook page.

Website

Our website can be accessed via this link [Home - Seven Oaks Elementary \(bcps.org\)](http://Home - Seven Oaks Elementary (bcps.org)).

Conferences

Open communication between parents/guardians and teachers is an important part of a child's success in school. Your child's teacher benefits from getting to know you and gaining information that can enhance your child's education. At Seven Oaks, conferences are scheduled by teachers for all children in the fall and as needed throughout the year. Should you wish to initiate a conference with your child's teacher, please send a note, e-mail, or call the school. The teacher will contact you to schedule a conference at a time convenient for you. Please allow 24-48 hours for the teacher to respond as they cannot respond during instructional periods. BCPS has

designated November 21, 2023, as Conference Day for Preschool-grade 5 students. November 20 is also conference day for Preschool and prekindergarten students.

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/>

GRADING AND REPORTING

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 is to communicate what students know and can do in relation to 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 Grading Principles

1. Grading practices must be supportive of student learning.
2. Marking period grades will be used solely on achievement of course or grade-level standards. Classroom conduct, work completion, and ability to work with others will be reporting separately using the BCPS Skills and Conduct Indicators.
3. Students will have multiple opportunities to demonstrate proficiency.
4. Grades will be based on a body of evidence.
5. A consistent grading scale will be used to score assignments and assessments in the learning management system.
6. Accommodations and modifications will be provided for exceptional learners.

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	Student demonstrates a strong command of the knowledge, skills, and practices embodied in the grade-level standards.
P	Progressing	Student is developing their command of the knowledge, skills and practices embodied in the grade-level standards.
N	Needs Development	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 this 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.

Achievement grades for students in Grades 4 and 5:

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 and/or skills 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 Scale

Grade	Points	Range	Rating
A	90 – 100	10	Outstanding
B	80-89	10	Above Average
C	70-79	10	Average
D	60-69	10	Below Average
E	50-59	10	Failing (No Credit Awarded)

Report Cards, Individualized Education Program (IEP) Progress Reports and Interim Reports

Students in grades 1-5 will receive report cards four (4) times a year. Students with an IEP will receive progress reports four (4) times a year. Those dates are: 11/14, 1/29, 4/16 and 6/14.

Pre-kindergarten and kindergarten students receive report cards twice a year with scheduled conferences with the teacher.

Interim reports will be issued to students midway through each quarter if a student is failing or their grade has dropped.

Homework Policy

The goal of homework is to provide quality activities or assignments that enrich students' experiences. Homework assignments provide an additional opportunity to practice, deepen understanding and/or increase progress toward meeting standards and expectations. Your child's teacher will share homework assignments and activities.

Please help your child develop homework routines. For example:

- Help provide materials to accomplish the homework such as pencils, paper, etc.
- Limit the amount of television and other activities during homework time.
- Monitor homework and assist when needed to reinforce the concept.

If you have questions about your child's assignment, please contact the teacher.

Grade Level Homework Guidelines:

*K- Maximum of 20 minutes

*1st and 2nd grade- Maximum of 30 minutes

*3-5th grade- Maximum of 60 minutes

ADDITIONAL PARENT INFORMATION

Classroom Visitors

Parents play an important role in their child's education. Continued support of the instructional program and reinforcement of the concepts are key to your child's success. Visits are permitted.

- Classroom visits and conferences by parents and other authorized individuals are encouraged. Please set up an appointment with the teacher to observe or volunteer in the classroom. The easiest way to do this is through e-mail with the teacher. Please allow the teacher 24-48 hours to respond to your request. When you do visit, it is important to observe instruction without interrupting the class. Parent conferences need to be set up at another time.
- For the safety of all students and staff, the outside doors are locked. Everyone must enter the school through the front door. To gain entry, you will first need to push the buzzer located on the left side of the door and wait for instructions. ALL persons are required to report to the school office for permission to visit any area in the building. For the safety of our students, it is important for front office personnel to know when visitors are in the building. If there is someone behind you, waiting to get in the building, please have them push the buzzer separately to be let into the building. Please sign in and receive a Raptor visitor's badge, to be worn while in the building. All visitors must wear the Raptor badge in a clearly visible location. For the safety and security of everyone in the building, please observe this rule.
- Please be patient with the office staff, especially during busy times of arrival and dismissal. We will do our best to serve each parent and child in a timely manner. Please remember our morning announcements begin at 9:00 a.m. and afternoon announcements begin at 3:40 p.m. These are our busiest times of the day. Thanks for your patience during our busiest times.
- We value every minute of instruction time and do not interrupt instruction except for extreme emergencies. We know you appreciate our commitment to your child's instructional program. For this purpose, classes should not be interrupted. Parents are asked not to walk their child to the classroom or go to the classroom to pick up their child. Please go to the office and the office staff will call to the classroom for your child. If it is necessary to get a message to your child, speak to the secretary in the office.
- During arrival our staff and students are preparing to begin the day's learning. If you need to speak with your child's teacher, feel free to contact him/her by e-mail to schedule a conference. By early September, our students are familiar with the location of their classrooms, and they can walk to their classrooms unassisted. We ask that students walk unassisted for safety reasons and to help build their independence.

Student Contact Information

Families will be asked to review contact information on a yearly basis. If changes or additions are necessary, please make the changes. If you have questions about this process, please

contact the front office.

If any of your personal information changes at any time during the school year, please notify the office immediately.

In addition, if we do not have your correct information, you will not receive School Messenger emails and phone calls.

Raptor

To promote safety and security district wide, BCPS implements a One-card identification system in 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 [https://go.boarddocs.com/mabe/bcps/Board.nsf/files/BX9RTX69AB7B/\\$file/POL3710_091019_Finalized.pdf](https://go.boarddocs.com/mabe/bcps/Board.nsf/files/BX9RTX69AB7B/$file/POL3710_091019_Finalized.pdf)). 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 photos, 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 through 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 school.

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

The Maryland State Department of Education reaffirms the State's commitment to creating and maintaining a safe, healthy, and effective learning environment for all students and provides a critical reminder to Local Education Agency (LEA) Superintendents of the requirements of the Federal Drug-Free Workplace Act of 1988.

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. 2023 Md. Laws, ch. 254. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule I controlled substance under federal law, and its use remains illegal under federal law.

Accordingly, the Federal Drug-Free Workplace Act, 41 U.S.C. §8103 and 2 C.F.R. §182 et seq., requires that any organization receiving federal grants, including Maryland schools, maintain a drug-free environment. Schools play an essential role in promoting the health and wellbeing of

students, and schools must continue to comply with the federal regulations that are in place to ensure such an environment even while the status of cannabis in other settings changes.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including child care facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

Compliance with the Federal Drug-Free Workplace Act is not only a legal obligation, but it also underpins the creation of a safe and productive learning environment. Noncompliance with the Act could jeopardize a schools' eligibility for federal funding and significantly impact the quality of education provided to students.

Before and After School Care

A before school and after school day care program is available at Seven Oaks. This program is operated by Caliday, which is a private corporation. Hours of operation for this program are 7:00 a.m. through 8:45 a.m. and 3:45 p.m. through 6:00 p.m. Please contact Caliday directly for rates and other information by visiting [Before & After School Care | MD | Caliday Extended Care Program](#).

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 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.

Phone Use

Our phone number is 443-809-6257. Our fax line is 443-809-5144. Students will not be called from class for telephone calls unless it is an extreme emergency. Parents, we ask that you do not call to speak to your child during the instructional day. If you have a message for your child, you can leave it with the office staff, and it will be delivered to your child. Phone calls will not be made for forgotten lunch money, lunches, band instruments or homework.

Cell Phone Policy

Students are encouraged to leave cell phones at home.

BOE Policy and Superintendent's Rule 5552 states that all personal devices are to be off and away during the day. Seven Oaks Elementary School is not responsible for lost or stolen cell phones.

School Expectation- Cell phones are not permitted to be used unless permission is given by staff member (including bus driver).

Cell phones should be off and placed in a safe place (book bag, locker).

- Consequences for not adhering to the established cell phone policy:
 - 1st Offense- Warning with a phone call home
 - 2nd Offense – Phone call home and cell phone is turned in to the office. Cell phone may be picked up at the end of the day.

Volunteer Policy

Seven Oaks has a strong team of dedicated volunteers who help in all areas of the school. Volunteers work throughout the school year in classrooms and special areas throughout the campus, as well as room parents. As special events approach, volunteers are sought to help with those projects. All volunteers must complete a Volunteer Application to work with children, attend school-wide celebrations/parties and chaperone on a field trip. Volunteer applications must be completed and turned into the school office. To complete the training, go to <http://www.bcps.org/> to [BCPS Volunteers - Division of Chief of Staff](#). Once you have completed the training session, follow the directions to *print out your certificate and send your signed certificate and completed application to school* to be screened for field trips and volunteering opportunities. Don't forget, this must be completed each and every school year!

To volunteer as a chaperone on a field trip, your application must be filed and cleared at least two weeks prior to the field trip. Applications will not be accepted if submitted less than two weeks prior to your child's field trip.

Volunteers must follow the established BCPS volunteer guidelines as outlined in [Superintendent's Rule 1260](#).

If you have questions about the BCPS volunteer policy, please reach out to our Volunteer Coordinators, Mrs. Dean (adean2@bcps.org) for grades PK, 1, 3 and 5 and Ms. Taillon (ataillon@bcps.org) for grades PS, K, 2 and 4.

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 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.

Field Trips

All field trips at Seven Oaks are considered part of the curricular program and have specific educational goals. Teachers are encouraged to use the many resources in the Baltimore area to enrich our curriculum. These off-campus educational opportunities are considered an extension of the classroom where we represent our school, our community and ourselves. A signed permission slip is required for each trip. Students may not go on a field trip without written permission. The following guidelines apply to Seven Oaks students when off campus during an educational program:

- Field trips are considered part of the learning program.
- Appropriate behavior is expected.
- Parents who wish to chaperone must participate in the Parent Volunteer Training Program offered on-line. A certificate of completion must be turned into the office prior to the field trip along with a completed Volunteer Application. Money cannot be refunded if your child is absent on the day of the trip.
- If the cost of a field trip creates a financial hardship for any family, the parent is requested to contact the administration.

Please note: Parents cannot volunteer at school or attend field trips without completing the Parent Volunteer Training.

After School Clubs

Students have opportunities to be involved in a range of after school activities. Parents must provide transportation for students participating in these programs. Students must be picked up on time. If a student is picked up late two times, it will result in his/her removal from the club. While participating in the after school clubs, students are expected to follow the Seven Oaks Commitments. More information will be forwarded to parents as the time for these activities near.

Concerns

If you have questions that are specific to your child's progress and/or a classroom issue please approach your child's teacher or appropriate staff member (i.e., school counselor, school nurse, or school psychologist) directly before bringing the concern to school administration. It is important to keep open lines of communication between parents and teachers to ensure the best education for your child.

Library Books

During the school year children will visit the library once a week. Please encourage your child to read the books and return them the following week. If library books are not returned, you must

pay for them. If your child does not return their library book, they will not be able to check a new one out.

Student Assessment

As a system, Baltimore County Public Schools assess students on an annual basis. At the elementary school level, various assessments are administered from kindergarten through grade 5 at different times. Parents will be notified of specific tests and dates of administration through our newsletter the Owl Witness News, classroom teacher and/or School Messenger.

Lockers

Each child (kindergarten- grade 5) will be assigned a locker. Please remember there are to be no locks placed on lockers. Lunches can be kept in the locker, but it is not a place to store other food items. Students should not leave valuables in lockers. Please remember that backpacks with wheels are not permitted as they will not fit into the lockers. At the beginning of June all students are asked to clean out their desks/lockers and take all personal items home. If your child(ren) forgets items on the last day of school, please pick up the items by June 30. If the items are not picked up by this date, they will be donated to a community church and/or shelter.

Check Policy

Seven Oaks accepts cash, checks, and money orders for field trips. If a check is returned for non-payments the procedure below will be followed:

Issuers of dishonored checks presented to Baltimore County Public Schools will be given 10 days to submit full payment of the amount of the check plus actual bank service fees incurred by BCPS by means of a money order, cashier's check, or cash. If this payment is not received within ten (10) business days, the issuer will need to submit full payment of the amount of the check plus an additional \$35.00.

Lost and Found

A lost and found area is located in the hallway across from the school cafeteria. If a student misplaces clothing or other personal items, he or she should check the lost and found area. Your child's lunch box and outer garments should be clearly labeled with first and last name. If lost items are not claimed by the end of the school year, they will be donated to a charitable organization. Seven Oaks Elementary cannot assume responsibility for lost or damaged property.

Smoking

BCPS is committed to providing a healthy, comfortable and productive environment for its students and employees. The use of tobacco in any form in the school building, on school property (including the parking lot and playground), and at school-sponsored functions (including field trips) is prohibited at all times.

Counselor and Psychologist

Amanda Dean (adean2@bcps.org)

Ava Taillon (ataillon@bcps.org)

As part of a school support team, school counselors provide critical social-emotional and academic supports. Through a comprehensive school counseling program that promotes success and achievement for all students, school counselors can help set students on a path for postsecondary success. School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.

The counselors will interact with the students by providing classroom counseling lessons, small counseling groups, and individual referrals. The school counseling curriculum includes services that target the following areas: social-emotional support, academic support/goal setting, and college & career exploration. Students can receive individual counseling services and group counseling services while in school. For small group counseling, a parent/guardian consent form will be required. School counselors consult with a variety of stakeholders (teachers, parents, Child Protective Services, outside Mental Health Providers) to ensure the needs of the students are addressed. The counselors are available for parent conferences in order to discuss individual concerns about your child. The counselors are also available to assist families in need of school supplies, winter gear or information on community resources.

Dr. Hecht (ahecht@bcps.org) is our school psychologist and will be at Seven Oaks twice a week.

Dress Policy

Children should be dressed appropriately for safety, modesty, personal hygiene and climate. Hats/hoodies are to be removed in the building. Sneakers and appropriate clothing should be worn on physical education days. Additionally, appropriate footwear should be worn for outdoor recess. Flip flops, crocs, backless sandals and high heeled shoes are not conducive for running, and consequently, would not be appropriate for recess or physical education class. Students will not be permitted to carry a purse during the school day. ALL students are highly encouraged to bring a change of clothes should an accident such as toileting, during lunch or recess may occur. Clothing should be kept in the locker in a plastic bag with the child's name written on it. The school does not have a change of clothes and if your child has an accident, you may be called to bring your child a change of clothes. Please check the extra clothing periodically to ensure the size is correct and the clothing is appropriate for the season. At the June 8, 2021, meeting, [Superintendent's Rule 5520](#), Student Dress Code was presented to the

Board of Education. The rule was revised to reflect Board of Education policy 0100 to include verbiage regarding the prohibition of language and/or images that display hate.

Toys

To prevent loss or damage, students should not bring toys, trading/playing cards and personal recreation items to school. Since students attend school to learn, these cause a distraction and disruption to the instructional day. There are occasions when classroom teachers decide to reward their students with a special “game day” or “tech day;” therefore students would be allowed to bring their items and such items will be housed within a secure place to ensure, as much as possible, the safety of the games and other items. If your child’s game or electronic item is very expensive or of great value to your child, we recommend not sending it to school for “game” or “tech” day. The school is not responsible for these items if lost or damaged.

Classroom Celebrations

To reward and provide opportunities for our students to socially interact with each other within a fun atmosphere, celebrations can be provided (i.e., Golden Hoot celebrations, cafeteria incentive celebrations, etc.) and holiday celebrations. Our school-wide classroom celebrations for special holidays are Fall, Winter, Spring and End-of-Year events. Parents may be invited to school for the school-wide classroom celebrations. Siblings are not permitted to attend. In order to attend a classroom celebration, parents/visitors must be volunteer trained.

Birthdays are an exciting time for children. Due to student allergies and food safety BCPS regulations, food is not permitted for birthday celebrations. Should parents/guardians wish to send something extra to school, please limit those to small trinkets, stickers, pencils, etc. Another alternative is to purchase a special game for your child’s class to use during recess. As a school, we continue to celebrate our students’ birthdays by providing a special birthday ribbon for each birthday child to wear during the school day, so all can share best wishes to those students. Students will also receive a birthday book. We also announce “happy birthday” during our morning announcements. If invitations are brought to school, each student in the class must receive an invitation. If you choose to not invite all of the students in your child’s class, invitations will not be permitted to be distributed at school.

Food Safety in Schools

Classroom celebrations in schools should encourage healthy choices and portion control. It is required that all foods be commercially prepared- no homemade items, to avoid food borne illness. To aid in selecting appropriate foods for classroom celebrations, the following list from BCPS is provided: bottled water, 100% fruit juice, cut-up fresh fruit or vegetables, animal crackers, baked chips, cereal bars, cheese-wedge/string/sliced, cookies-single serve, crackers and cheese, graham crackers, granola bars, popcorn & pretzels, mini cupcake and mini fruit muffins.

Please keep in mind that some children have allergies to food items such as nuts, peanut butter, food dyes, etc. Our school nurse is aware of these allergies and advises classroom teachers, who will monitor student intake during celebrations.

Green School Status

Seven Oaks is a Green School! The Maryland Association for Environmental & Outdoor Education has certified our school as a Green School. What does this mean for our school and our students? We have schoolyard habitats, such as a forest, an outdoor classroom and our school focuses on “reduce, reuse, recycle,” as well as the integration of environmental topics within our instructional programs. We believe that using the environment as a focal point of teaching improves student’s academic progress.

School Pictures

School pictures are taken twice a year. It is optional for parents to purchase pictures. More information will be forthcoming about scheduling, etc.

COVID UPDATES

The most up to date information can be found on [COVID19 - Baltimore County Public Schools \(bcps.org\)](https://www.bcps.org/COVID19). At this time, masking/face coverings are optional.

SOCIAL MEDIA

We are excited to offer three easy ways for families to stay informed.



Like Seven Oaks on Facebook

<https://www.facebook.com/SevenOaksElementarySchool/>

Like Seven Oaks PTA on Facebook

<https://www.facebook.com/7oespta/>



Follow us on Twitter

@FortkampBre

@RobinBusick3



Visit our official school website

<http://sevenoaks.bcps.org/>



Attendance Tracker



Successful students attend school regularly and are on time. **Track your missed days.**

1	2	3	4	5	6
Date	Date	Date	Date	Date	Date
Reason	Reason	Reason	Reason	Reason	Reason

Satisfactory Attendance

7	8	9	10	11	12
Date	Date	Date	Date	Date	Date
Reason	Reason	Reason	Reason	Reason	Reason

Satisfactory Attendance **Moderate: Contact school for assistance.**

13	14	15	16	17
Date	Date	Date	Date	Date
Reason	Reason	Reason	Reason	Reason

Moderate: Contact school for assistance.

18 or more:
Chronically Absent: Contact school for assistance.

Based on a 180-day school year

9/5/23