

**Welcome to  
West Friendship  
Elementary  
2022-2023**

**HCPSS  
and  
WFES Administration Presentation**





**VISION:** Every student and staff member embraces diversity and possesses the skills, knowledge and confidence to positively influence the larger community.

**MISSION:** HCPSS ensures academic success and social-emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.



More information: [www.hcpss.org/scta](http://www.hcpss.org/scta)

# WFES School Information



- 12500 Frederick Road, West Friendship, MD 21794
- Office Phone - 410-313-5512
- Health Office - 410-313-5515
- School Website - [wfes.hcpss.org](http://wfes.hcpss.org) (see all staff and important news)
  
- Student Hours - 9:15am to 3:45pm
- Student Entry Time - 9:05 am to 9:15am
- School Hours - 8:30am to 4:05pm
  
- Principal - Kaye M. Breon, [Kaye\\_Breon@hcpss.org](mailto:Kaye_Breon@hcpss.org)
- Assistant Principal - Brian Vanisko, [Brian\\_Vanisko@hcpss.org](mailto:Brian_Vanisko@hcpss.org)
- Principal's Secretary - Penny Smith, [Penny\\_Smith@hcpss.org](mailto:Penny_Smith@hcpss.org)
- Teacher's Secretary/Registrar - Colleen Green, [Colleen\\_Green@hcpss.org](mailto:Colleen_Green@hcpss.org)
- Nurses -
  - Elizabeth Collora, [Elizabeth\\_Collora@hcpss.org](mailto:Elizabeth_Collora@hcpss.org)
  - Kirsten Daniels, [Kirsten\\_Daniels\\_contractor@hcpss.org](mailto:Kirsten_Daniels_contractor@hcpss.org)

# WFES PTA Information

- PTA Website - [mywfespta.weebly.com](http://mywfespta.weebly.com)
- PTA Executive Board
  - Jaime Lennon - President
  - Lindsay Waxler - VP
  - Kathryn Calton - VP
  - Elaine Charurat - Treasurer
  - Christy Garrish - Recording Secretary
  - Nicole Huber - Corresponding Secretary
  - Glenda Hernandez-Tittle - PTACHC Delegate



# Related Arts Schedule and HCPSS School Calendar

## Calendar:

[HCPSS School System Calendar with Related Arts color schedule](https://www.hcpss.org/calendar/)

### August 2022

APPROVED

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2022

APPROVED

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

APPROVED

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### November 2022

APPROVED

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Please note the scheduled days where students are off and all early dismissal days. Please refer to <https://www.hcpss.org/calendar/> for details.

Note that when the calendar states schools and offices are closed, teachers are not working. This may impact their response to any emails sent on these days.

# Arrival and Dismissal



## ● Bus Rider

- Every student at WFES is a bus rider - we have no walking areas
  - Except for special circumstances - approved through Central Office
- We encourage students to ride the bus - carpool gets very long
- Students will get a Bus Tag on their backpack indicating their transportation - Bus Number, Before/After Care, etc. \*\*Please DO NOT remove
- Please try to keep PM transportation consistent - multiple “ways” a child leaves school in a week can be challenging to students and staff

## ● Car Rider - Follow Staff Directions



- Use side access road “Circle Drive” by Rt. 144- Pull all the way up to end of sidewalk
- Be **READY** to unload and load
- Adults - **DO NOT** get out of your car
- Student should be able to fasten seat belt independently - staff can not secure children in their car-seats or seats
- **DO NOT** pass cars in line

# Arrival and Dismissal



- **Early Dismissals**

- Changes for dismissal – a note **MUST** come to the Front Office
  - **DO NOT email Teachers or Front Office**
  - **Dismissal Changes during the school day - Call the Front Office by 3:15pm. Please do not make dismissal changes after 3:15pm unless it is an EMERGENCY**
- Early dismissals – pick up by 3:15pm

- **Late Arrivals**

- Students are marked Tardy after 9:15am - students should be in their classrooms before 9:15am to get ready for the day. (Ride the Bus 😊👍)
- Students **MUST** be walked into the Front Office by an adult if they are late
- Be Patient during the 1st and 2nd weeks of school - be at your stop earlier than noted - buses may arrive at stops/leave school earlier or later as they learn routes
- Issues with buses - parents will be notified through SchoolMessenger (take phone to bus stop)

# WFES





# Howard County and WFES Commitment

The Howard County Public School System is committed to providing a **safe, engaging** and **supportive** learning **environment** where all policies are enforced **fairly** and **consistently**.

# Mental Health – School-Based Supports

School Counselor: Leslie Schnebly, [Leslie\\_Schnebly@hcpss.org](mailto:Leslie_Schnebly@hcpss.org)

School Psychologist: Lisa Carter, [Lisa\\_Carter@hcpss.org](mailto:Lisa_Carter@hcpss.org) (WFES Mon/Wed)

Pupil Personnel Worker: Shereima Smith, [Shereima\\_Smith@hcpss.org](mailto:Shereima_Smith@hcpss.org)

Social Worker: Rachel Zimmerman, [Rachel\\_Zimmerman@hcpss.org](mailto:Rachel_Zimmerman@hcpss.org)

More information:

[www.hcpss.org/supports/mental-health-wellness](http://www.hcpss.org/supports/mental-health-wellness)

# Mental Health Resources

Student Support Team

[Network of Care](#)

Community-based Wrap-around Services

Foreign-Born Support Services/Bilingual Support Services

[Howard County Health Department Behavioral Health Navigation](#)

[Guide to Community Services in Howard County:](#)

<https://www.acshoco.org/resources/guide-to-community-services/>

More information:

[www.hcpss.org/supports/mental-health-wellness](http://www.hcpss.org/supports/mental-health-wellness)

# LGBTQIA+ Youth



New web page:

<https://www.hcpss.org/supports/lgbtqia-youth/>

Optional pronoun settings:

<https://news.hcpss.org/news-posts/2021/04/optional-pronoun-settings-in-canvas/>

Diversity, Equity and Inclusion  
information:

<https://www.hcpss.org/diversity/>

# WFES



# hcpss *connect*

**Synergy Student  
Information System**

**Canvas Learning  
Management System**

**Family File**

**[www.hcpss.org/connect](http://www.hcpss.org/connect)**



**HCPSS Connect** is the one-stop portal to access Synergy, Canvas, and the Family File.

- The **Synergy** Student Information is your source for official student records & grades.
- The **Canvas Learning Management System** gives teachers, parents, and students tools to communicate, collaborate, and connect.

**Benefits of HCPSS Connect for Parents, Students & Teachers:**

- Improved communication and collaboration
- All schools and grades use the same digital platform
- Single sign-on: 1 username and password for HCPSS Connect
- Anytime/anywhere access

Find full details and instructions online at [www.hcpss.org/connect](http://www.hcpss.org/connect)

# HCPSS Connect: How to Get Help

## Login Assistance:

- Parent/Guardians will use the same login credentials as in prior years
- Parents/Guardians of new students use the account they set up during registration login
- Contact the school office

## Guides and Resources:

<https://hcpss.org/connect>



## Password Reset Guide:

<https://hcpss.org/f/connect/synergy-parent-access.pdf>



# Update Student Information



FAMILY  
File

- Parent contact information
  - Medical data and contacts
  - After-school transportation
  - Data privacy preferences
- 



**Synergy**<sup>®</sup>

Student Information System

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- Athletic participation forms

[www.hcpss.org/connect](http://www.hcpss.org/connect)

# Update Student Information



The **Family File** on HCPSS Connect provides important information about your student. All information is confidential.

It is important that parents update the Family File each year with current data about your student including:

- Parent emails and phone numbers
- Student medical contact data
- **Emergency Closing Information**
- After-school transportation options
- Data privacy options
- Links to the application for the Free and Reduced Meals program

Each parent/guardian should have their own Family File.

Log into HCPSS Connect and click **More Options** on the left navigation panel. Then click the **Family File** link in the main area of the screen.

Parents can make changes in the Family File at **any time during the year**.

[www.hcpss.org/connect](http://www.hcpss.org/connect)

# Canvas: What to Expect



Course Homepage:

Overview

Student privacy information

Resources



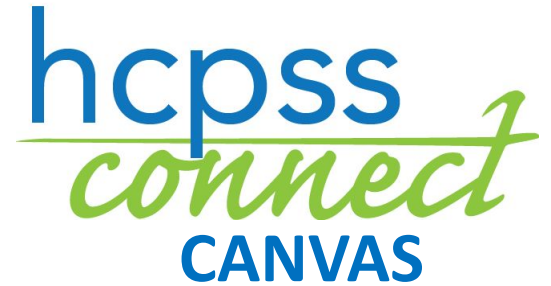
Calendar dates/events

Assignments and Gradebook

Announcements



Direct Messaging (Inbox)



Canvas courses for preK-8 students have a more simplified interface than high school. When selecting a child, you will see the same layout as that child sees in Canvas.

Have Canvas Questions? Click the **Canvas Student & Parent Orientation** link under the Help icon on the Canvas homepage



Help

# What Your Child Will Learn Guides



On Canvas via  
HCPSS Connect

[www.hcpss.org/connect](http://www.hcpss.org/connect)

Curriculum content  
overview for each

- Grade (PreK – 5)
- Subject area

# Assessments at the Elementary Level

- Kindergarten Readiness Assessment
- MCAP (Maryland Comprehensive Assessment Program - 3rd - 5th)
- MAP (or Measures of Academic Progress - 1st - 5th)
- CogAT (Cognitive Abilities Test - 3rd and 5th)
- MISA (5th)
- ACCESS (for English Language Learners)
- DIBELs (Reading Screener K-5th)



# Technology Devices

Current HCPSS device deployment implementation plan:

- Pre-K: All students will receive an HCPSS-issued device to keep at home
- **K-5: Students will share devices that will be kept at school.**
  - **Students will not have devices assigned to them**
- 6-12: All students have or will receive an HCPSS-issued device to bring back-and-forth from home to school each day.

# A+ Student Card

Access HCLS eContent in the classroom, at home, or anywhere students need to do homework or research

Go to [HCPSS.me](https://HCPSS.me) and choose HC Library. Use your active directory login. Newly enrolled students will be active by October.



**HOWARD COUNTY  
LIBRARY SYSTEM**  
Public Education for All



# WFES





# Howard County Student Code of Conduct

HCPSS policies and regulations emphasize **instruction** and **rehabilitation rather than punishment** and are designed to **foster** and **reward** appropriate behavior and keep students **connected** to school.


Notice the highlighted words. Just like you'd expect school staff to help teach your children reading and math, it is also our responsibility to support their social emotional skill development. We implement programs such as PBIS (Positive Behavior Supports) and SEL (Social Emotional Learning) to help teach and reinforce school appropriate behaviors and build community amongst our students and staff.

# HCPSS Student Code of Conduct [\(link\)](#)

**We view the code of conduct as a team effort. There are responsibilities for staff, students, families, and our community. Let's all do our part to make this year safe and successful for all!**



# WFES School-wide Expectations

	<b>Respectful</b>	<b>Responsible</b>	<b>Ready to Learn</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>- Silent</li> <li>- Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>- Walk</li> <li>- Stay on second square</li> </ul>	<ul style="list-style-type: none"> <li>- Listen for directions</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>- Talk nicely</li> <li>- Use inside voice</li> <li>- Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up your area</li> <li>- Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in seat</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>- Hands to self</li> <li>- Use and share equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Dress for the weather</li> <li>- Walk</li> <li>- Play safely</li> </ul>	<ul style="list-style-type: none"> <li>- Line up quickly</li> <li>- Listen for directions</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>- Use quiet voices</li> <li>- Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>- Wash and dry hands</li> <li>- Be efficient</li> <li>- Use supplies appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- Ask permission at appropriate times</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Raise your hand</li> <li>- Listens when others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>- Use materials appropriately</li> <li>- Help keep the classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>- Follow Give Me 5</li> <li>- Follow directions</li> <li>- Always give your best effort</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>-Use an indoor Voice</li> <li>-Use encouraging, polite, kind words</li> <li>-Treat property with care</li> </ul>	<ul style="list-style-type: none"> <li>-Remain seated</li> <li>-Follow Directions the first time given</li> <li>-Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive to bus on time</li> <li>-Carry materials on/off bus</li> <li>-Enter/exit bus in an orderly fashion</li> </ul>



West Friendship  
Elementary School

# PBIS

Positive Behavioral  
Interventions &  
Supports

## West Friendship Elementary School Pledge

I am a **FRIEND** at  
West Friendship!

I am **Respectful**

I am **Responsible**

I am **Ready** to Learn

I will always be a  
**FRIEND** at  
West Friendship!

## What is PBIS?

PBIS (Positive Behavioral Interventions and Supports) is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students by developing research-based, school-wide, and classroom discipline systems. WFES designs, implements and evaluates effective school-wide procedures and processes intended for:

- ALL students
- ALL staff
- ALL settings

## **WFES EXPECTATIONS**

WFES has three school-wide behavior expectations that are reinforced daily in all areas of the school.

- Be Respectful
- Be Responsible
- Be Ready to Learn

As the expectations are followed, students are recognized for their efforts by receiving and participating in positive classroom and school-wide incentives and celebrations, receiving Tiger Tickets, using Tiger tickets to purchase from the PBIS cart, engaging in monthly/quarterly celebrations, receiving the Golden Ticket, and having their picture taken for our Golden Ticket bulletin board.

## **Assistance with EXPECTATIONS**

All students begin every day with Super Behavior. If a student needs assistance following the expectations, then the following sequence of consequences is followed:

- 1<sup>st</sup> Reminder
- 2<sup>nd</sup> Reminder
- 3<sup>rd</sup> Reminder - take a break
- 4<sup>th</sup> Reminder - student completes a Tiger Report (copy sent home with parent notification)
- Administrative Involvement (student receives an office referral)

*Certain behaviors, for example, fighting or bullying indicate immediate administrative involvement.*

## **How can parents/guardians support PBIS?**

*Parents can become involved at home by:*

- *Asking your child to tell you the three school rules.*
- *Asking your child for examples of how he/she can demonstrate each rule in school.*
- *Discussing with your child that following rules helps make our school a safe and comfortable place for everyone.*

# WFES



# 2022-2023 Lunch

**REMINDER! The 2022-2023 school year will return to pre-COVID student meal procedures**

The federal government has not extended waivers allowing free meals for all students. **Students whose families do not qualify for free or reduced lunch will be required to pay full price.**

## Daily Meal Prices

### Student Breakfast

Breakfast – \$2.00

Reduced Price Breakfast – \$0.00

Free Breakfast – \$0.00

### Student Lunch

Elementary School Lunch – \$2.80

Reduced Price Lunch – \$0.00

Free Lunch – \$0.00

Milk (1/2 pint) – \$0.50

Snack/Ala Cart items are not being offered at the elementary level at this time

- Students will enter their POS (Point of Sales) number when purchasing any items from the cafeteria
- Students buying lunch will get their vegetables/fruit from our new Salad Bar
- Outdoor Dining will continue to be an option for all elementary students

# Interactive School Menus on Nutrislice



- Food descriptions
- Nutrition and allergens
- Carb counts
- Pre-payment links
- FARMS application link
- Breakfast and lunch menus

- <http://hcpss.nutrislice.com>
- Free iPhone or iOS app
- HCPSS Mobile App



# Free and Reduced-Price Meals (FARMs)

**Step 1:** Visit [www.hcpss.org/farms/](http://www.hcpss.org/farms/)

**Step 2:** Click “Apply Online” to begin the online application process

## How to Apply

Please submit only one application per household. Families that need computer or language assistance to apply online, please contact your child’s school.

View the [federal income eligibility guidelines](#).

## Online

APPLY ONLINE

(ADDITIONAL LANGUAGES AVAILABLE)

- After the online application has been submitted and reviewed, eligibility notifications will be sent via email/mail.

HCPSS WEBSITE

MY SCHOOL Apps

Howard County Public School System

Getting Started Household Information Students Children (Non-Student) Signer's Information

### Getting Started

**What you will need to provide during the application process:**

- The name and **current** income of every member of your household
- The school and grade of every student in your household
- Your electronic signature
- (Optional) A valid email address or phone number for district communication about the status of the application.

If you are ready to get started, click the button below to begin the online application process.

BEGIN ONLINE APPLICATION PROCESS

APPLICATION

# Free and Reduced-Price Meals (FARMs)

Qualifying families can receive free or reduced-cost:



HCPSS - FAMILY FILE (EMERGENCY FORM)



MAIN NAVIGATION

- Students
- Parents/Guardians
- Emergency Contacts
- Medical
- Arrival/Departure
- Media
- Data Confidentiality
- Student Creative Work
- PTA Directory / School Directory
- Submit

Thank you. You have successfully submitted the family file information.



Click the below link to download the printed emergency procedure card:

[ Download ]

Free and Discounted Benefits

The FARMs program provides families with significant benefits to help you save money. Eligibility is based on family size and income, and enrollment is confidential.

Log out

- School meals
- Health insurance
- HCC tuition
- SAT, ACT and AP exam fees
- Camps, sports, child care
- Many other benefits

# WFES



# School and System News and Information



## Email

School news, HCPSS News,  
emergency notices



## Text

Priority/emergency  
notices



## HCPSS website

[www.hcpss.org](http://www.hcpss.org)

Systemwide news and  
information resource



## School website

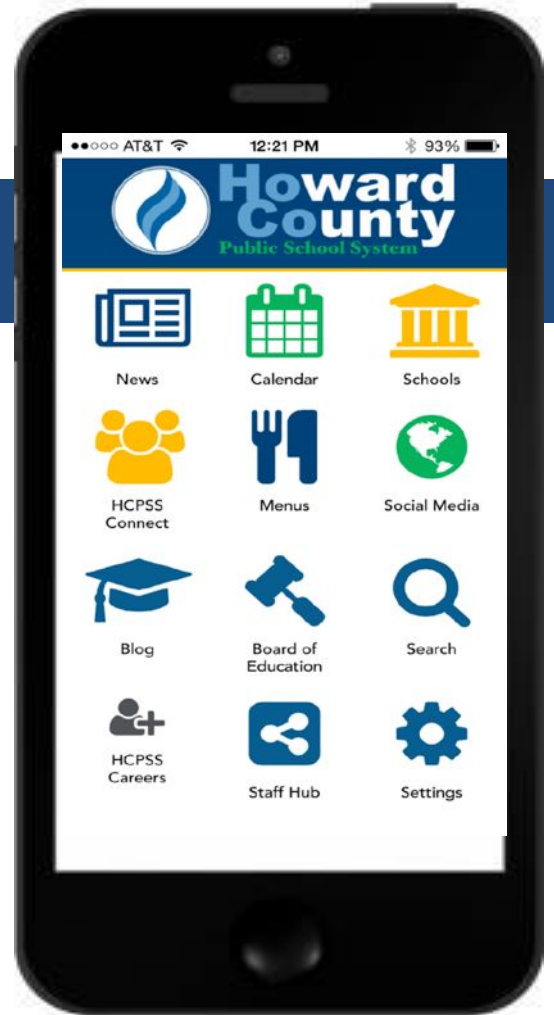
[wfes.hcpss.org](http://wfes.hcpss.org)

School news, calendar, sports  
and clubs, staff directory; more

# HCPSS Mobile App

Free download on App Store:

- iPhone
- iPad
- Android



# Receiving Emails and Texts



Utilizing contact information submitted through the Family File, parents and guardians automatically receive emails from HCPSS and our school.

To comply with FCC & wireless carrier requirements, parents/guardians must opt in one time to receiving text message alerts. To confirm that you have opted in, text the word "YES" to 67587 from the cell phone number on file in HCPSS Connect Family File.

**Unsubscribing to either an HCPSS or school email, will remove you from receiving all email messaging - including emergency notifications!**

Please call the front office if you believe you are not receiving emails and/or text messages.

# HCPSS Social Media

HCPSS Twitter: [www.Twitter.com/HCPSS](http://www.Twitter.com/HCPSS)

HCPSS Instagram: [instagram.com/hocoschools](http://instagram.com/hocoschools)

HCPSS Flickr: [flickr.com/photos/hcpss](http://flickr.com/photos/hcpss)

Superintendent Twitter: <https://twitter.com/mjmsuper>



- School system news and announcements
- Upcoming events
- Opportunities to share input on HCPSS policies and decisions

## WFES Newsletters

- **Tiger Tales - sent by email through School Messenger**
- **Please Do NOT Unsubscribe - if you do, you will unsubscribe from ALL HCPSS communications**



# Community News and Programs

Find activities and resources for students and families offered by many community non-profits and agencies

- Search by keyword, ages or topic



[community-programs.hcpss.org](http://community-programs.hcpss.org)

# WFES



# School Closings/Delays



[www.HCPSS.org](http://www.HCPSS.org)



@hcpss



HCPSS News



Hotline

410-313-6666



HCPSS Status

[status.hcpss.org](http://status.hcpss.org)

# Inclement Weather

Details on  
HCPSS  
inclement  
weather  
processes are  
forthcoming!

Current Status Code options can be found  
at <https://status.hcpss.org/>



# Thank You!

