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Woodlawn High School  
1801 Woodlawn Drive  
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November 28, 2016

Attention: Parents, Guardians and Students

I hope everyone had a peaceful and fulfilling Thanksgiving Holiday. I would like to revisit some school wide policies, procedures and expectations as we prepare to close out the year and begin a new chapter in 2017.

Effective, December 5, 2016 all students must possess a Woodlawn High School Identification Card. The card will be used for morning entry, late passes, hall passes, after school athletic events, and social activities (dances and clubs). The wearing of a school ID is a Baltimore County Public School policy and one that we will support in an effort to maintain school safety. If your student needs an ID card they can see Ms. Frank in the main office. If a student loses their ID the replacement cost will be \$5.00. The expectation is that ID's are worn and visible for all students. Failure to have your ID will result in a loss of privileges.

Grading Policy changes and updates. Please review the back of this letter that highlights key points about the school wide grading policy. We encourage all parents to regularly log onto BCPSOne to check student attendance and student grades. Please have active and open communication with your child's teachers and please encourage your students to take advantage of the re-do policy. The grading policy is now the same in all courses throughout the school.

Please explain the importance of your student being in school and on time. Students are not permitted to leave campus in the morning or during the school day. Students are not permitted to order food from outside vendors and delivery companies. If a student orders food, the food will be held for them until 2:00 and then it will be given back to them, but they will not be permitted to eat it during their lunch in the cafeteria.

Students should not wear hats or earbuds in the building or in the classroom. At this point in the year, we are moving towards confiscation of the hats and earbuds for students who choose to violate this rule. Parents will be required to come to the school and retrieve the hats or earbuds.

Please work with us in supporting these rules and expectations as we work to ensure your students have academically successful days that are structured and consistent.

We look forward to working with you as we prepare to celebrate an exciting and new year here at Woodlawn High School. Thank you for your continued support.

Sincerely,

Georgina Aye  
Woodlawn High School Principal

**ALL STUDENTS DISPLAY A BODY OF EVIDENCE IN EACH COURSE**

A collection of aligned instructional tasks, such as assignments, assessments, homework, presentations, products, and observations used to determine if a student has met identified curriculum goals.



### Special LMS Scores

**M = Missing** → counts as a 0%; student never completed (will need to be converted to LS by the end of the quarter)

**LS = Low Score** → counts as a 50%; student earned less than 50% or never attempted (M) changed to LS

**I = Incomplete** →

**A = Absent** → counts as a 0%; student has the same number of days they were absent to make-up work

**E = Excused** → does not count towards overall grade

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### Redo Policy

**Time Frame:**  
Students have **two weeks** from the date the assignment was passed back to submit the redone assignment.

**Occurrences:**  
Students have only **ONE** redo attempt after an intervention takes place.



### Absence Make-Up Work Policy

**Time Frame:**  
*Students that are absent should obtain their make-up work the next time they return to the class. The student has as many days as they were absent to submit their work.*

**Redo Opportunity:**  
*Students that are absent still have only **ONE** redo attempt after an intervention takes place.*

**Gradebook Coding:**  
*Use "A" for absent. Any "A" grades not taken care of will be converted to an "LS"*



### Redo Form

All students that plan to submit a Redo Assignment or Make-Up Work, must complete the Woodlawn High School Redo Form. Student and Parent Signature should be completed on the form.



### Consistent Grading

- **Summative MINOR Assignments (2/3 of overall grade for the marking period)**  
*EX: Daily CW, HW, Learning Checks, Exit Tickets, Brief Constructed Responses, etc.*
- **Summative MAJOR Assignments (1/3 of the overall grade for the marking period)**  
*EX: Projects, Labs, Research Projects, Unit Tests, PBA's, CEA's, Extended Essays, etc.*
- **Formative Assignments (non-graded)**  
*EX: CW & HW given as practice*

