POCOMOKE ELEMENTARY SCHOOL

A National Blue Ribbon School

Pocomoke Elementary School
2119 Pocomoke Beltway
Pocomoke, Maryland 21851
Phone 410-632-5130 • Fax 410-632-5139
www.pocomokeelementary.org
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Worcester County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies: Supervisor of Human Resources, Worcester County Board of Education, 6270 Worcester Highway, Newark, MD 21841
PES – Vision and Mission

Better Today Than Yesterday!

Pocomoke Elementary School’s goal is to provide all students with the highest quality education that children, parents, and community members expect and deserve. As a high performing school, we will continue to strive to meet the academic and social needs of all students to help them become successful. In order to maintain the high level of expected excellence, we strive to be better today than yesterday!

Vision

All Children at Pocomoke Elementary School will work together to grow academically as respectful, responsible learners in a safe, caring school community.

Mission

Pocomoke Elementary School is a diverse learning community that focuses on academics in a safe, nurturing environment in partnership with families and community. In order to be better today than yesterday, PES is committed to:

- Fostering academic excellence and integrity responsive to individual student goals.
- Establishing relationships rooted in trust and mutual respect within an atmosphere where students recognize that everyone cares and believes in them.
- Creating a secure environment that addresses the physical and emotional well-being for every child through clearly communicated expectations and procedures.
- Strengthening relationships through collaboration with families and community to support the whole child in their endeavors.
# Pocomoke Elementary School Faculty & Staff

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<td>Joshua Hamborsky, Principal</td>
<td>Maria Hall (Secretary/Receptionist)</td>
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<td>Faye Williams, Assistant Principal</td>
<td>LaToya Purnell (Secretary/Bookkeeper)</td>
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<td>CURRICULUM PLANNER/Title I COORDINATOR:</td>
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<td>LaVonya Dashell</td>
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<td>GUIDANCE:</td>
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<td>Robyn Donoway</td>
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<td>NURSE:</td>
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<td>Kasey Hickman</td>
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<td>SCHOOL PSYCHOLOGIST:</td>
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<td>Jill Dillon</td>
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<td>Adamadia Putsch</td>
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<td>Theresa Olenchick</td>
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<td>READING INTERVENTIONIST:</td>
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<td>Kelli Cropper</td>
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<td>MATH COACH:</td>
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<td>Janet Corbin</td>
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<td>Malcolm Bratcher</td>
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<td>PHYSICAL EDUCATION:</td>
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<td>Gina Dean</td>
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<td>READING/WRITING COACH:</td>
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<td>Kim Stephens</td>
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<td>CARE AFTER SCHOOL ACADEMY:</td>
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<td>Casey Bradford</td>
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<td>Allison Lloyd (Kindergarten and First Grade)</td>
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<td>Tajah Roberts</td>
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<td>Mary Beirle</td>
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<td>Bonnie Howser</td>
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<td>Deborah Townsend</td>
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<tr>
<th>PREKINDERGARTEN/3:</th>
<th>SCHOOL OFFICER:</th>
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<tr>
<td>Lauren Walker</td>
<td>Jeannie Jerscheid</td>
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<td>PREKINDERGARTEN:</td>
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<td>Maya Batson</td>
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<td>Jessica McIntyre</td>
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<td>Whitney Turner</td>
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<td>Kathy Ward</td>
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<td>KINDERGARTEN:</td>
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<td>Carli Dixon</td>
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<td>Kelly Van De Meulebroecke</td>
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<td>Michael Mulinos</td>
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<td>Catherine Minton</td>
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<td>Ileta Reed</td>
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<td>FIRST GRADE:</td>
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<td>Lindsey Ford</td>
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<td>Marie Hills</td>
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<td>Patricia Hultquist</td>
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<td>Donna Logan</td>
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<td>Skylar Nock</td>
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<td>SECOND GRADE:</td>
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<td>Lisa Ballance</td>
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<td>Amber Hall</td>
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<td>Alyson Hartman</td>
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<td>Leah Stewart</td>
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<td>Tatum Townsend</td>
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<td>THIRD GRADE:</td>
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<td>Saudí Evansky</td>
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<td>Ashley Marsh</td>
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<td>Natalie Myers</td>
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<td>Greg Young</td>
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<td>Kathy Young</td>
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<td>Alison Altizer</td>
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<td>Darlene Crippen</td>
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<td>Amy Semanchik</td>
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<td>Sylvia Fletcher</td>
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<td>Vanessa Jones</td>
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<td>Lynda Moore</td>
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<td>Zanyel Nunn</td>
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<td>Ella Northam-Smith</td>
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<td>Celia Notardonato</td>
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<td>Majorie Marsh</td>
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<td>Deja Rogers</td>
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## School Hours

7:35 - 8:00 a.m.- Students Arrive/Breakfast/Opening Exercises
8:00 a.m.- Instructional Day Begins
10:30 a.m.-1:00 p.m. Lunch Block
Dismissal
2:40 PreK3/4, K and siblings will be dismissed to car pick-up line
2:48 Grades 1-3 will be dismissed to car pick-up line
2:49 PreK3/4 and K will be dismissed to buses
2:55 Grades 1-3 will be dismissed to buses
3:00 All buses depart

DELAYED OPENING SCHEDULES

**ONE-HOUR DELAY**

8:35-9:00 a.m.  Students Arrive
9:00 a.m.  Instructional Day Begins
10:30 a.m.-1:00 p.m.  Lunch Block
3:00 p.m.  Dismissal

**TWO-HOUR DELAY**

9:35 -10:00 a.m.  Students Arrive/No Breakfast/Opening Exercises
10:00 a.m.  Instructional Day Begins
10:30 a.m. - 1:00 p.m.  Lunch Block
3:00 p.m.  Dismissal

**CHILDREN WHO ARRIVE PRIOR TO 7:35 A.M. & After 8:00 A.M.**

We want to ensure the safety of all children; therefore, children should not be brought to school prior to 7:35 a.m. Faculty and staff homeroom duty day does not begin until 7:30 a.m. If you and your child arrive after 8:00 a.m., you must walk your child to the main office and sign them in. During drop off students are greeted by staff members and ushered/guided to their classrooms. Parents may walk students to the doors, however if a parent would like to enter the building they must do so through the main entrance and check in at the office to receive a visitor’s badge. This procedure is in place to ensure the safety of all students and staff members.

**Early Dismissal**

During the school year, there are times that will require the early dismissal of students. Please send a completed “change of transportation form” (on the following pages and sent home) to notify the teacher and front office of the change. You will be required to sign your child out and for safety reasons, you will need to present a photo id. Individuals on named as an emergency contact are permitted to pick up students. Any other adult must be verified by a parent, named on a complete “change of transportation form.”
Arrival and Dismissal Information

The safety of our children is our top priority.

Student Drop-off

Pocomoke Elementary has a drop off zone for morning arrival. The first few weeks are challenging, and delays will occur. This procedure will get better as everyone gets the routine down. Because of the traffic and logistics, we encourage all students to take advantage of Worcester County Public Schools bus transportation to be as safe and efficient as possible.

• Use the designated Drop-Off Zone located curbside at the side of our school (map on following pages).
• Please ensure that you follow all directions from staff including stopping your vehicle where directed, allowing staff members to assist your child(ren) as he/she exits the vehicle. We have observed that this process has built valuable independence within our students, and it eliminated disruption to our morning procedures and instructional times.
• Parents may choose to walk their student(s) up to the school, however in order to enter the building they must enter through the front main entrance and report directly to the office to be checked in (photo id and visitor badge is required).
• Parents should schedule visits with teachers (classroom visitations should be scheduled in advance). See School visitation section
• Please ensure you have your driver’s license present to go through the screening process. This is a safety procedure in place at all Worcester County Public Schools, and access to the building beyond the front office will be denied without proper identification present.

Student Pick-up

Thank you in advance for helping make this procedure successful and safe for everyone. The first few weeks will be challenging. Expect delays and understand that the timing will improve.

**Students being dismissed before normal dismissal times will need a doctor’s note in order for the early dismissal to be lawful. Early dismissals without a note are considered unlawful and if persistent the student services department will be notified. **

• Each parent/guardian will be issued 2 pick-up permits. The permit should be displayed so that the staff members in charge can easily identify you (and the child or children you will be picking up). If you are not able to pick up your child, and have given someone else permission to do so, that person will need a permit. If that person does not have a permit, you will need to communicate that with the front office staff prior to 2:30pm.

**Please stay in your car and pull forward to the front of the parent pick-up area. Do not get out of your car to meet your child.**

• The adults in charge of parent pick-up will guide students to cones. Please do not take your child out of the line or get your child from the dismissal line.
• As soon as your child is secure in the car, please pull forward and exit the parking lot so other cars can pull forward and pick up their children (please pull up and off to the side if you need additional time to have your student buckle up).
• Staff will only open doors for students to get into back seats.
• **Student pick-up procedures should be followed as soon as you receive your parking permit.** In order to receive a parking permit, you will need to fill out and return the permit form. Pick-up permits will be sent home in your child’s homework folder.

Dismissal times:

*VERY IMPORTANT – if you are picking up students in grades 1-3 without a younger sibling, please do not arrive before 2:40pm. PreK3/4, kindergarten and siblings will be dismissed first. This will help traffic flow tremendously.

2:40 PreK3/4, K and siblings will be dismissed to car pick-up line  
2:48 Grades 1-3 will be dismissed to car pick-up line  
2:49 PreK3/4 and K will be dismissed to buses  
2:55 Grades 1-3 will be dismissed to buses  
3:00 All buses depart
Dear Parents/Guardians:

Students who are picked up regularly (at least once a week) from the parking lot will need a pick-up permit.

PARKING LOT PICK-UP PROCEDURES
- Each parent/guardian will be issued 2 pick-up permits. The permit should be placed on your dashboard so that the staff members in charge can easily identify you (and the child or children you will be picking up). If you are not able to pick up your child, and have given someone else permission to do so, that person will need your permit. If that person does not have a permit, you will need to communicate that with the front office staff prior to 2:00 pm.

- Please stay in your car and pull forward to the front of the parent pick-up area. Do not get out of your car to meet your child.
- The adults in charge of parent pick-up will excuse your child to go to your car. Please do not take your child out of the line or get your child from the dismissal line.
- As soon as your child is secure in the car, please pull forward and exit the parking lot so other cars can pull forward and pick up their children.

Thank you in advance for helping make this procedure successful and safe for everyone. The above procedure should be followed as soon as you receive your parking permit. In order to receive a parking permit, you will need to fill out the form below if you plan on picking up your child from the parking lot. Your pick-up permits will be sent home in your child’s homework folder.

Please print clearly.

Child’s Name(s) ___________________________ Teacher ___________________________ Grade Level __________

_________________________________________ Teacher ___________ Grade Level __________

Parent/Guardian’s Name __________________________________________________________

I will be picking up my child(ren) from the parking lot of Pocomoke Elementary School on the following day(s). Please circle all that apply:

Monday Tuesday Wednesday Thursday Friday

I understand that I will be issued two pick-up permits, which will help identify who I am and the child or children I will be picking up. I also understand that if I cannot pick up my child on a given day, I am responsible for giving the permit to the person that will be picking up my child. Children will not be allowed to be picked up in the parking lot without a proper permit. At least one day a week must be circled in order to receive a permit.

Parent’s Signature ____________________________________________ Date: _____________
Pocomoke Elementary School

TRANSPORTATION CHANGE FORM

Thank you for completing a Transportation Change Form each time there is a change in your child’s transportation from school. Phone calls will only be accepted in cases of emergency.

| Student’s Full Name: |
| Teacher: |
| Date of Change: |

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<tr>
<th>Change in transportation</th>
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<tr>
<td>___ Student will be picked up at __________________</td>
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<td>___ (time)</td>
<td>(reason)</td>
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<td>by:</td>
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<td>_______________________________________________________________________________</td>
<td>(responsible adult)</td>
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<tr>
<td>___ Student will return to school.</td>
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<tr>
<td>___ Student will not return to school.</td>
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<tr>
<td>___ Student will be picked up by ____________________________ at the regular dismissal time.</td>
<td>(responsible adult)</td>
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<tr>
<td>___ Student will ride bus# _______ to be dropped off at this location:</td>
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** All responsible adults picking a student up from school MUST have proper identification (driver’s license) **
** NO student will be released without proper identification **

Parent/Guardian Name:

___________________________________________________________

Parent/Guardian Signature:

___________________________________________________________

Phone number where you can be reached if the school has a question:

** Note: You may send transportation form to school with your child, drop by office in-person, or fax to 410-632-5139 by 2:00 PM **

For Office Use Only:  early   dismissal pick-up   bus change
**Breakfast in the Classroom**

Pocomoke Elementary School will be participating in the Maryland Meals for Achievement (MMFA) Program that provides breakfast free of charge for all children in the classroom. For this program, meals are assembled and delivered to the classroom by 7:35 A.M. each day. Students do not have to eat breakfast, but if they do there will be no charge. A breakfast/lunch menu will go home each month so that parents will be aware of meal choices. Please contact the cafeteria manager if you have any questions.

**Lunch Prices**

Paid Lunch: $2.45

Reduced Lunch: $.00

All households should have received a meals benefit packet by mail, formally called the Free/Reduced Meal Application Packet. Those requesting consideration for assistance with meal cost must have the form returned by the dates designated. If you did not receive the packet by mail and need one, please contact the school office.

**DELIVERIES - TO THE OFFICE**

Parents are asked to leave lunches, books, etc., which they bring to their children in the school office. Our staff will deliver the items at an appropriate time. This practice is to minimize disruption to instruction. Thank you for your cooperation in ensuring that learning continues with as little interruption as possible.

**School Visitations**

All visitors including parents must report directly to the front office to be scanned in through our fast pass security system and receive a visitor’s badge. All classroom visitations or meetings with teachers should be scheduled with teachers (teachers will notify administration). Visitations shall not disrupt the learning of any students at any time. All of our students deserve a teacher and environment that is not disrupted by visitors. No cell phones are permitted to be used in classrooms at any time during operational hours.

**REPORT CARDS**

Report cards are issued every nine weeks of the school year. Please refer to WCPS calendar for report card issue dates.

**Mid-Term Reports**

Mid-term progress reports are issued for second and third grade students.
Awards Assemblies

1. Principal's Award –
   ➢ 4.0 GPA (Grades 2 and 3)

2. Honor Roll –
   ➢ 3.25 GPA with no D’s or F’s (Grades 2 and 3). **Special area subjects WILL NOT be included in determining honor roll status.**

3. Perfect Attendance

4. Character

5. Art

6. Music

7. Physical Education

DRESS AND GROOMING

Student dress for school should be comfortable, functional, and always emphasize a taste that affords the wearer respect and dignity. Dress or grooming that is improperly worn or denotes distaste will be addressed by the administration. Parents may be requested to either bring clothing that is more appropriate to school or pick their child up at school and take him/her home for a change of clothes. The same will hold true for students wearing makeup. Lip balm (Chap Stick) and/or nail polish will be considered acceptable for this age group.

Special consideration for comfort and particular shoes should be made on days when your child has physical education. Tennis shoes and long pants are considered proper dress. Long dresses, flip-flops, and high-heeled shoes will prohibit your child's full participation in physical education class. Please keep up-to-date on this by following the monthly calendar.

SCHOOL SUPPLIES

Each grade level has a supply list. The supply list is published on class dojo as well as on our website.

SCHOOL TO HOME COMMUNICATION

We utilize Class Dojo as our primary means of one-way communication. Class Dojo translates messages into desired languages to ensure all parents can access information. We utilize the calendar of events in Class Dojo to keep families up to date with events. Teachers use Class Dojo to communicate classroom news etc. however, it does not replace phone and in-person conferences. Please call when you need to clarify or communicate anything that is important. You can also visit our Facebook page @Pocomoke ElementarySchool or Twitter @PocomokeElem for information as well as the latest happenings.

INSURANCE

Accident insurance for students will again be offered this year. The School Time Accident Coverage plan insures your child while attending school, on the school grounds, and on the
way to and from school. A 24-Hour Coverage plan is also available. You may sign up in September or any time during the year. Forms will be sent home with the children the first week of school and linked on our website under the parents tab. Parents must come to the school for claim forms.

**Parent & Family Engagement**

Our Title I Parent and Family Advisory Committee (PFAC) meets in June and January of each year to develop, revise and improve the school parent involvement plan, the parent school compact, the budget, and the implementation and planning of all parent involvement activities. Members of this committee are a combination of faculty, staff and parents selected by the principal. Our Curriculum Resource Teacher and Title I Specialist, Dr. Lavonya Dashiell, will hold Title I informational meetings throughout the school year. If you are interested in getting involved with supporting Title I and PES Parent Engagement activities, we would invite you to attend.

**PARENT/TEACHER CONFERENCE DATES:**

Parent/Teacher Conference Dates are listed below. If you are unable to make it to school on conference night, feel free to schedule a conference with your child’s teacher at an additional time. Below are the dates and times for these very important conferences. Please make every effort to attend to ensure your child’s success this year. Digital sign-ups will be sent by text message and on Class Dojo.

- Thursday, October 13, 2022 5:00 P.M. – 7:00 P.M.
- Thursday, January 12, 2023 5:00 P.M. – 7:00 P.M.
- Thursday, March 9, 2023 5:00 P.M. – 7:00 P.M.

**THE SCHOOL IMPROVEMENT PROCESS (SIP)**

Worcester County Public Schools uses a School Improvement Process (SIP) which focuses on managing school improvement projects based upon the Worcester County Public Schools Strategic Planning Goals of Forward View 2022. In partnership with Johns Hopkins University a *Dynamic Teaming* approach is utilized. In this process school level leadership teams are formed to collaboratively work on goals and action steps to ensure continuous improvement.

**Teams**
1. Literacy Team
2. Mathematics Team
3. School Safety Team (Behavior, Attendance and More)

The PES School Improvement Advisory Committee (SIAC), made up of faculty and staff representatives and PES parents, will be continuously informed and updated on the school improvement goals and initiatives throughout the school year. The School Improvement Process (SIP) will be an ongoing process of school improvement, which will continue to ensure the success and ongoing improvement for the students of Pocomoke Elementary School.
VOLUNTEER PROGRAM

Pocomoke Elementary is pleased to participate in a state-wide volunteer program. Our School ESOL teacher, Mrs. Theresa Olenchick, is our Volunteer Coordinator. Mrs. Olenchick will send a letter home with the students containing information about volunteering at PES. If for some reason you do not receive this letter, or if you have a creative idea for our program, please contact Mrs. Olenchick at school (410-632-5130). We look forward to having you volunteer at Pocomoke Elementary School.

SCHOOL IMPROVEMENT ADVISORY COMMITTEE

In order to facilitate better communications between the schools of Worcester County and their communities, the Board of Education established a School Improvement Advisory Committee (SIAC) for each school. The function of the School Improvement Advisory Committee is:

1. To work with the school staff to cooperatively develop school goals
2. To establish and maintain methods of improving the total school climate by promoting equity and positive human relations activities
3. To provide broader recognition of the historical and cultural contributions of all ethnic groups, while placing special emphasis on multicultural activities
4. To make recommendations to the school principal as to the need for equipment, repairs, materials of instruction, and other improvements
5. To promote the school and its educational activities within the community
6. To foster and promote parent organizations within the school

The School Improvement Advisory Committee of Pocomoke Elementary consists of community and staff members. Pocomoke Elementary has a very active committee and urges any person interested to attend their meetings. The meetings are open to the public and welcome any comments or suggestions for the betterment of the school.
# P.B.I.S. School-Wide Expectations of Behavior

<table>
<thead>
<tr>
<th></th>
<th>CLASSROOM</th>
<th>HALLWAYS</th>
<th>CAFETERIA</th>
<th>BATHROOMS</th>
<th>PLAYGROUND</th>
<th>BUS</th>
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</thead>
<tbody>
<tr>
<td><strong>Respect Yourself</strong></td>
<td>~Follow the teacher’s directions</td>
<td>~Walk</td>
<td>~Use nice manners</td>
<td>~Use the bathroom and wash your hands in a timely manner</td>
<td>~Be safe</td>
<td>~Sit safely in your seat</td>
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<td></td>
<td>~Do your best work</td>
<td>~Stay on the right side, close to the blue, but not on the blue.</td>
<td>~Raise your hand for help</td>
<td>~Make smart choices</td>
<td>~Use appropriate voice volume</td>
<td>~Use nice manners</td>
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<td></td>
<td>~Take pride in your work</td>
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<tr>
<td><strong>Respect Others</strong></td>
<td>~Be kind</td>
<td>~Stay quiet</td>
<td>~Keep your area clean</td>
<td>~Take turns &amp; wait patiently</td>
<td>~Use kind words</td>
<td>~Follow the bus driver's rules</td>
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<td>~Use appropriate language</td>
<td>~Respect personal space</td>
<td>~Use quiet voices</td>
<td>~Be courteous of others privacy</td>
<td>~Take turns with equipment</td>
<td>~Use quiet voices</td>
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<td>~Use kind words</td>
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<tr>
<td><strong>Respect Learning</strong></td>
<td>~Use materials appropriately</td>
<td>~Keep hands to yourself</td>
<td>~Put items where they belong</td>
<td>~Properly dispose of trash</td>
<td>~Use equipment properly</td>
<td>~Keep your feet on the floor</td>
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<td></td>
<td>~Keep your classroom clean and neat</td>
<td>~Enter with clean feet</td>
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<td>~Flush the toilet</td>
<td>~Put all equipment away when finished</td>
<td>~Keep your hands to yourself</td>
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**Student Expectations**

**HALLWAY**

- **Looks Like** - perfectly straight and calm hands (tails)
- **Sounds Like** - perfectly quiet (bubbles)
- **Routines** - line order maintained, bubbles and tails, right side of hall, raise hands, hall doors head by line leaders and closed normally

**RECESS**

**Indoors**

Students will...

- Stay in assigned classrooms unless there are special circumstances
- Be encouraged to participate in planned movement
- Use restrooms
- Get lunch boxes and line up for lunch on time
- Line up in line order and follow hallway expectations

**Outdoors**

Students will...

- Line up with lunch boxes placed in baskets (carried by last student(s) in line and placed in rows near cafeteria exterior door - outside)
- Remain in lines until monitors deliver expectation reminders and assign areas
- Stay in assigned areas (when applicable) and follow station guidelines & schedules
- Report unkind behavior
- Drink water & use restrooms (encouraged before recess begins)
- Drop cover and hold when 2 whistles are blown
- Line up behind lunch baskets when 1 long whistle is blown
- Have line leaders carry lunch baskets back to class
Peaceful Playgrounds

Pocomoke Elementary School utilizes a program called Peaceful Playgrounds (as featured on PBS, Parents, CBS, CNN, U.S. News, FOX, NEA, FamilyCircle, Radio Disney) to support the PBIS and kindness initiatives at the school.

During recess, students are taught to engage in purposeful play. There are five different stations in addition to the playground equipment (slides etc.) for students to engage with during outdoor recess. In each station, there are multiple games and accessories (balls, frisbees, cones).

On the blacktop portion of our playground, there are concentric circles, rectangles, various colored shapes, alphabet grids, number grids and skipping tracks in addition to traditional games like hopscotch and four square painted to assist with the organization of the activities.

As we begin the school year, our students will receive instructions about the activities in the stations and peaceful play practices to support the school's efforts to promote kindness and reduce bullying/negative interactions. As we begin, students will stay with their class in a station to receive instructions about the activities and how to play the games until the routines are established. It will take kindergarten monitors and students a bit longer to establish routines because this is entirely new to them; however, our 3rd graders have been engaging with Peaceful Playgrounds for 3 years.

Once students understand how all of the activities work and our staff reinforces positive interactions as well as proper use of equipment (both in activity bins and slides etc.), students will be able to move from station to station and play on equipment as they choose. Our goal is to create an environment that has some structure that eliminates bullying, supports peaceful, positive, and kind behaviors. If you are interested on the research and/or origination of Peaceful Programs, please visit their website at peacefulplaygrounds.com.
School Bus Operations

To: Parents of Students Riding School Buses

FROM: Kimberly G. Heiser, Manager of Transportation

We need your cooperation to help us make riding a school bus safe for all student passengers. Please review the following information from the Board of Education Transportation Procedures that explains the expectations for student behavior while riding the school bus and the actions that will be taken for unacceptable behavior.

School Bus Discipline Procedures

A. Student responsibilities
1. Students riding buses are expected to follow rules and regulations approved by the Board of Education. Riding a school bus is a privilege that will be withdrawn for misconduct or behavior which jeopardizes the safe operation of the bus or which infringes on the rights of other students on the bus.

2. Students are expected to know and follow the bus rules which will be published each year and will be distributed to each student at the beginning of the school year.

3. Students must follow directions given by the bus driver and are expected to sit in the seat to which they are assigned by the bus driver.

4. Students who are denied the riding privilege for misbehavior on their assigned bus may not ride any other school bus from home to school for the duration of the loss of riding privilege.

B. Bus driver responsibilities
1. The driver shall be in charge of the bus at all times and shall be responsible for maintaining a safe and orderly environment on the bus.

2. The driver shall pick up and discharge students at their assigned bus stop. The driver shall not permit a student to get off of the bus at a stop other than where assigned, unless approval is given in writing by a school administrator.

3. The driver may deny a student the bus privilege for misconduct which occurs while students are being taken home from school; the student will not be allowed to ride the bus to school the following morning. The bus driver shall:
   a. take the student home to the assigned bus stop only.
   b. notify the student that he/she will not be allowed to ride the bus to school the next morning and the reason for the action.
c. contact an administrator of the school the student attends.
d. ensure that the parent of the student is contacted. If the parent cannot
be contacted, the student shall be transported the next morning.
e. submit a written discipline referral to the school administrator on the
morning following the misbehavior.

C. Referral procedures
1. All referrals for misbehavior on a school bus shall be submitted in writing on
the form provided by the Transportation Department.

2. The bus driver shall submit a written referral to the school administrator as
soon as reasonably possible after the misbehavior occurs and shall make every
effort to be available, if needed, to clarify events in question.

3. The school administrator receiving a discipline referral shall investigate, take
appropriate action and return the referral form to the bus driver, noting action
taken, as soon as reasonably possible.

D. Infractions and range of consequences
1. Infractions affecting the safety of students or infringing on the rights of other
students, include, but are not limited to:
   a. standing / out of assigned seat or walking around while bus is in motion
   b. talking too loud / yelling/or use of inappropriate language
   c. throwing items at other students
   d. eating / drinking
   e. harassing / bothering other students
   f. not following directions given by driver

Range of consequences:
   1. Prior to first referral: bus driver shall discuss the inappropriate
      behavior with the students and shall ensure that the parent is
      notified of the inappropriate behavior
   2. First referral: minimum of a conference with student, and parent
      contact
   3. Second referral: minimum of denial of bus privilege for one (1)
      day.
   4. Third referral: minimum of denial of bus privilege for three (3)
      days and a conference with the student, parent and bus driver will
      be held. The Supervisor of Transportation will participate if
      requested.
   5. Fourth referral: minimum of denial of bus privileges for five (5)
      days and a referral to the Supervisor of Transportation to consider
      extended loss of bus privilege.

2. Safety hazard infractions that affect the driver’s ability to safely operate the bus
and/or the safety of students on the bus, include, but are not limited to:
a. lighting matches, lighters or other devices with an open flame or smoking.
b. detonating an explosive device, setting off a stink/smoke bomb, or using mace or pepper spray.
c. throwing items at the bus driver

Range of consequences:
1. minimum of denial of bus riding privileges for twenty (20) school days
2. subsequent violations may result in loss of bus riding privileges for the year

3. Infractions against another person, against property or other infractions for which a student may be suspended from school, include, but not limited to:
   a. assault of a student
   b. fighting
   c. profanity directed at the bus driver
   d. possession of dangerous weapons or any object intended as such, including any object which is a look-alike
   e. verbal or physical threats
   f. use or possession of alcoholic beverages, illegal drugs, look-alike substances, paraphernalia or misuse of prescription and over-the-counter medications
   g. maliciously cutting, defacing or otherwise damaging the bus

Range of consequences:
1. Any incident will be handled the same as infractions that occur in school according to the grade level of the student(s).
2. loss of bus riding privilege
3. suspension
4. law enforcement authorities notified where appropriate
5. restitution for damages

4. Infractions requiring referral to the Office of the Superintendent of Schools, include, but are not limited to:
   a. assault of bus driver
   b. use of weapon, or an instrument used as such, on any person
   c. sale or distribution, or attempts to sell or distribute, alcohol or illegal drugs
   d. possession of a firearm

Range of consequences:
1. Any incident will be handled the same as infractions that occur in school
2. suspension from school and a recommendation to the Superintendent of Schools for expulsion
3. notification of law enforcement authorities

E. Parent responsibilities for student behavior

1. Parents are responsible for the actions and safety of their children prior to the bus arriving at the bus stop in the morning and after the bus leaves the bus stop in the afternoon. Board of Education authority to control behavior of students begins when students are on the bus.

2. Parents should have children at the assigned bus stop or crossing point five (5) minutes before the scheduled arrival time of the bus in the morning.

3. Parents may be held responsible for reimbursement for damage to the property of other students on the school bus and for damage to equipment on the bus.

4. Parents should help their children establish good citizenship habits in respecting the property and the rights of persons who live near the bus stop or on the walking route to the bus stop.

5. Parents should examine the route from home to the bus stop to ensure the safety of children. The route should be as direct and uninterrupted as possible, taking into consideration the flow of vehicular traffic in the area. Children should be instructed to go directly to and from the bus stop, without crossing dangerous obstacles or passing through isolated areas.

6. It is recommended that parents walk with or take very young children to the bus stop in the morning and meet the bus in the afternoon. If this cannot be done, it is recommended that arrangements be made with an older student sibling or family friend to escort younger children to and from the bus stop.

7. Parents should train children to be aware of potential dangers in current society from strangers who may offer things to children and who have bad motives for associating with children. Examples of training include, not accepting a ride in a vehicle, not going with strangers anywhere out of sight of other persons, and not accepting gifts.

8. Parents should dress children according to the weather conditions and visibility conditions to be comfortable and safe while going to and from the bus stop and while waiting for the bus in the morning. In all conditions, the children must be able to see clearly and must be clearly seen by vehicular traffic.

9. On days when weather conditions are questionable, parents should check local radio and television broadcast, the WCBOE hotline and or WCBOE web site for
announcements of the delayed opening or closing of schools. The announcements begin as early as 6:00 a.m.

10. Parents may request a change of bus assignment for their children by contacting the Supervisor of Transportation. The circumstances will be evaluated, and approval will be granted if all of the following conditions are met:
   a. A compelling reason exists for the change in bus assignment that will be in the best interest of the student
   b. Adequate seating is available on the requested bus or on the bus that is routed nearest the current bus stop
   c. The student will use an existing bus stop. A bus route will not be extended to provide this service.

11. Parents may request transportation to or from a site other than the assigned bus stop nearest the student’s legal residence. Service will be provided if all of the following conditions are met:
   a. A note signed by the parent that states the student’s name, date, and requested destination must be approved by the signature of an administrator of the school the student attends.
   b. Adequate seating is available on the requested bus
   c. The student is let off of the bus at the regularly assigned bus stop nearest the requested destination. A bus route will not be extended or extra stops made to provide this service.
BUS RULES – SCHOOL YEAR 2022-2023

1. ALWAYS follow directions given by the driver who is responsible for your safety. If a street MUST BE CROSSED, stand 10 feet in front of the school bus and wait until the driver indicates by P.A. System that it is safe to cross! Students must NOT cross divided highways!

2. PLEASE BE AT YOUR BUS STOP FIVE (5) MINUTES EARLY. The bus cannot & will not wait for late students.

3. All riders will be ASSIGNED a bus. Stops are designated by the MANAGER OF TRANSPORTATION.

4. Riders must get on/off at their assigned stop. If you wish to get on/off at any other stop, a request in writing from a parent must be approved by a school administrator.

5. During bus evacuation drills or emergency evacuations, FOLLOW DIRECTIONS GIVEN BY THE BUS DRIVERS AND STUDENT HELPERS.

6. DO NOT STAND OR PLAY IN ROADWAY WHILE WAITING FOR THE BUS.

7. REMAIN SEATED AT ALL TIMES. DO NOT EXTEND ARMS AND/OR HEADS FROM WINDOWS

8. For your safety, eating or drinking is not allowed on the bus. Food and drinks should be kept in a lunchbox and/or backpack. Pencils, crayons and any other pointed objects needed for school must be kept in book bags or notebooks.

9. Large items, such as band instruments, cannot be put in aisles or under seats. They must be held.

10. All riders will be assigned a seat by the bus driver. Students will be responsible for maintaining the assigned seat. Students who intentionally damage the bus will be subject to disciplinary action and will be required to pay for any and all damages.

11. If the use of electronic devices including cellular phones become disruptive to the safe and orderly operation of the school bus, their use may be prohibited by the school bus driver.

12. THE PRIVILEGE OF RIDING THE BUS WILL BE DENIED TO THOSE WHOSE BEHAVIOR JEOPARDIZES THE SAFE OPERATION OF THE BUS OR INFRINGES ON THE RIGHTS OF OTHER STUDENTS ON THE BUS.
**Student Attendance**

*Attendance is EXTREMELY CRITICAL to give students the opportunities to be successful. Many lessons and concepts build on one another and missing even an hour can create gaps that students, teachers, and families will have to work to fill in.*

**When Your Child is Absent**

A NOTE IS REQUIRED EACH TIME YOUR CHILD IS ABSENT FROM SCHOOL. THE NOTE SHOULD INCLUDE THE REASON FOR THE ABSENCE AND BE DATED.

Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefit for each student. The regular interactions of pupils in the classroom, and their participation in well-planned instructional activities under the direction of a good teacher, are essential for learning to be meaningful and effective. Poor attendance hinders the learning process. Students who are absent for unnecessary reasons learn poor attendance habits. In many cases, poor attendance habits learned in school stay with individuals as they enter the work force. For these reasons, the Worcester County Board of Education believes it is very important to insist on good attendance.

We understand that parents need to keep students at home when it is necessary for health reasons. We do not want students to attend school when they are ill, but we do want them to come to school on all other school days.

**Should your child become ill during the course of the school year, it is mandatory that you send a note to school with your child upon his or her return. If a student returns to school without a note from a parent or doctor, the absence is considered unlawful.**

The following procedures will be used to monitor student absenteeism:

On the day of the absence, the school’s nurse or secretary will call the child’s parent/guardian.

Policy IV-A-4  Student Attendance

A. Worcester County Board of Education is committed to ensuring that a quality education is provided for each student enrolled in the school system. Students are required to be in school or be attending a school-related activity each day school is in session. There is a strong correlation among regular attendance, academic achievement, and the completion of school. Regular attendance leads to academic success, the completion of school and the development of students as productive members of society.

B. The following are lawful cause of absence:

   1. Death in the immediate family, which is a parent, stepparent, sibling, grandparent, aunt, or uncle.
2. Illness of the student. The principal shall require a physician's certificate from the parent or guardians of a student reported continuously absent for illness.

3. Court summons.

4. Hazardous weather conditions that endanger the health or safety of the student while in transit to and from school.

5. Work approved or sponsored by the school.

6. Observance of a religious holiday.

7. State emergency.

8. Suspension.

9. Lack of authorized transportation; however, this shall not include students denied authorized transportation for disciplinary reasons.

10. Other emergency or circumstance, which, in the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school.

The principal/designee will consult with the student and the student's parents or guardians when determining whether or not a student's absence shall be lawful or unlawful in view of the reasons listed above.

C. Definitions

Within the context of this policy, the following definitions:

1. Absence – The failure of a student to be physically present in the school or at a school-related activity during the school day.

2. Attendance – The act of being physically present at school or school-related activities during the school day.

3. Attendance source documents – Electronic records that are maintained by the classroom teacher, homeroom teacher, substitute, or other staff member that documents the student’s attendance.

4. Chronically absent – A year-to-date absence rate of 10% or more, including both lawful and unlawful absences.

5. Habitual truant – Students who are absent without lawful cause as defined in COMAR 13A.08.01.03 from such attendance for more than 8 days in a marking term, or 15 days in
a semester, or 20 days in a school year are deemed habitually truant.

D. It is the parents’ responsibility to ensure that their children attend school on a regular basis. Parents may certify up to ten (10) full-day absences. All absences beyond the ten (10) days must be certified with a physician’s certificate. All absences for illness, including those with physician’s certificates, are included in the total of lawful absences for the school year. Absences beyond the ten (10) that are not certified with a physician's certificate will be unlawful.

E. Participation in trips sponsored by non-school organizations and/or parents or guardians, if determined by the school principal in accordance with Worcester County Procedures to have significant educational value, will be lawful. The student's progress, achievement, and attendance record should be taken into account when trips are being discussed. A maximum of five (5) school days will be allowed for family trips during any one school year. Plans for the completion of missed class work should be completed prior to the trip. Satisfactory arrangements must be made with the teacher and principal at least ten (10) school days in advance. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction.

F. Classroom make-up work for lawful absences must be submitted to the teacher within five (5) school days following the student's return to class and receipt of assignments from the teacher. The principal/designee may accept other make-up plans for long-term absence due to unusual circumstances.

G. Participation in class discussion and/or group work that cannot be made up, should not be held against the student unless the student has been absent so often that a meaningful and effective learning experience has not occurred.

H. High school students, with authorization by the principal, may make up class time missed.

I. Classes missed due to school sponsored trips such as field trips, band, athletic, Career Technology Education (CTE), etc., authorized by the principal, and shall be considered present. Students must assume the responsibility for making up the missed work. If requested, teachers may require students to complete and/or submit assignments online.

**Medications**

School personnel are not allowed, under any circumstances, to administer medication to students without a doctor’s signed authorization. **This includes such medicines as aspirin, cough syrup, cough drops, etc.** We ask that you do not send such items to school without proper authorization. In order for us to administer any medication, your doctor must complete a Physician’s Instructions for Giving Medication in School card. Your doctor should have these in his/her office. Your child also brought one of these forms home the first day of school. Please keep this card in a safe place at home so you will have it available when you go to the doctor. Additional cards can be requested from the school office.
Health Services

A registered nurse is on staff and is available daily to assist with student health needs. Students are referred to the nurse, who in turn determines if the child needs to recover in the health room or, if the child needs to go home. Parents are informed immediately if the health status of the student is evaluated as serious. Therefore, it is extremely important that the school be kept informed of changes in telephone numbers and residences. The nurse is responsible for maintaining and administering any medications the students will require during the school day.

Children with Health Needs

If you have a child with health needs, which you feel our school should be aware of, please contact our school nurse. The school nurse will convey your child’s health needs to the appropriate school staff through our Medical Alert Booklet.

EMERGENCY CARD INFORMATION

The teachers, school nurse, as well as the office staff, often have to use the information on the Emergency Card. Please complete this card and return it to school. It is very important that you complete all information and especially list:

1. Correct home address.
2. The name, phone number, and address of persons whom we may contact in case of emergency.
3. Your child's Social Security number.
4. During the year if this information changes, please contact our secretarial staff (410-632-5130). They will make sure the information changes in the office records as well as the Emergency Card.

Custody

In cases of divorce, separation, etc. where a mother, and/or father, grandparent, etc., have custody papers for a student, it is very important for the school to receive a copy of such papers. If you have not given the office a copy of custody papers, we ask that you do so immediately. If you have given us custody papers prior to this year, it is not necessary to do so again.

School Counselor

Our school has one full time school counselor on staff. While the counselor’s duties are varied, the emphasis is on assisting children who demonstrate a need that interrupt their success in school. The counselor works closely with the teachers and parents in developing strategies to make school a successful experience for the student.

WITHDRAWAL AND TRANSFER FROM SCHOOL

When a child must withdraw, we require the parents or guardian to notify the school at least one day in advance of the date of withdrawal. On the day of withdrawal, the parent or guardian is asked to come to the school office and pick up a teacher prepared summary of the child's work to date. Complete records will be mailed upon request from the child's new school.
CARE OF SCHOOL PROPERTY AND SCHOOL MATERIALS
Please talk to your child about the importance of respecting school property. The misuse or damage of property may result in your child being prohibited from using school resources, as well as requiring compensation for repair or replacement of the damaged item. In addition, support your child's teacher by making sure that he/she has the necessary school supplies during the year.

CHILD ABUSE AND NEGLECT POLICIES
The Worcester County Public Schools are committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

The school system policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family.

Should you have questions regarding this information, please feel free to contact our guidance counselor or our school nurse.

HARASSMENT
Harassment is unlawful and will not be tolerated as stated by Worcester County Public School policy IV-C-12.

Bullying
Worcester County Public Schools has a Harassment and Bullying form that can be obtained both on WCPS’s webpage, the school’s main office as well as the counseling office. This form provides a structure and documentation for investigation of allegations of both bullying and harassment. Results of investigations will yield different restorative measures and consequences.

TOYS AND ELECTRONICS
All toys and electronic devices are prohibited from school. These items become a distraction to students during the day. The school is not responsible for any such lost or damaged item.
WEAPONS
**ANY WEAPONS BROUGHT TO SCHOOL WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION.**

Please discuss with your child that he or she cannot bring to school the following:

1. **Toy Weapons** - Toy weapons cannot be brought to school. Other children may think they are real and this could be a potential safety hazard. Water pistols, rubber knives, plastic guns are some examples.

2. **Look Alike Weapons** - Look alike weapons include guns, combs, which look like knives, etc. The item may look real and therefore frighten other children. This may also encourage another child to bring a real weapon to school.

3. **Real Weapons** - Real weapons have no place in school and are a safety hazard to children and adults. Real weapons include guns, knives, slingshots, karate weapons, scout knives, or any type of concealed weapons. In addition, anything that could be used as a weapon has no purpose for your child at school (i.e. Screwdrivers, bullets, etc.) and should never be brought to school.
Parent & Family Engagement Plan

2022/2023

Worcester County Public School’s Board of Education and Title I office plan and support program activities, trainings, communication, and all procedures for involving parents and families in Title I schools so that the implementation of the Title I program can be effective. Worcester County has adopted a Parent & Family Engagement Plan to support the goal of increasing Parent & Family Engagement and partnerships in the schools. This plan outlines the efforts to engage parents and families and build capacity for both parents/families and educators alike in forming a strong partnership to promote the educational goals that support high academic expectations.

To support this plan, Worcester County Public Schools’ Title I Office will:

1. Engage parents and families in jointly revising the Title I Parent & Family Engagement Plan (annually and with the District Wide Parent Family Engagement Team). The Parent & Family Engagement Plan is a part of Worcester County’s ESSA (Every Student Succeeds Act) Consolidated Strategic Plan.

   • Invite parents and families from each Title I school to review, provide feedback and suggestions, and revise the district-wide Parent & Family Engagement Plan

2. Provide coordination and technical assistance to schools in planning and implementing effective parent and family engagement activities to improve student achievement and school performance.

   ➢ Participate in school level Parent Advisory Committee meetings twice a year. Plans are developed and reviewed at these meetings. Implementation is discussed.

   ➢ Participate in each school’s School Improvement Advisory Committee meeting (September).

   ➢ Review plan and discuss evaluation methods of plan with CRTs/Title I Teachers and administrators (August).

   ➢ Hold monthly meetings with Curriculum Resource Teachers (CRTs)/Title I Teachers from each school and school administrators to support their efforts in the implementation of parent and family activities.
➢ Visit each school regularly to assure that their school level plans are being implemented and provide technical assistance as requested.

3. Provide assistance to parents and families in understanding Maryland’s academic content and student achievement standards, state and local assessments, Title I requirements, as well as how to monitor a child’s progress and to work with educators to improve student achievement.
   ➢ Maintain and update the WCPS’ website including information on state academic standards, achievement standards, achievement levels of each school, Title I, and state and local assessments.
   ➢ Provide professional learning to staff on Maryland’s academic content and student achievement standards, state and local assessments, and Title I requirements.
   ➢ Include information about the standards, assessment, and achievement in each school’s parent handbook (September).
   ➢ Invite parents and families to attend state and local conferences (as appropriate).
   ➢ Post copies of the county Parent & Family Engagement Plan on the district’s and each school’s web page for parents and families to view.
   ➢ Insert a copy of the county Parent & Family Engagement Plan in each school’s parent handbook.

4. The Title I Office, in coordination with the CRTs/Title I Teachers, will provide materials and training to help parents and families work with their children to improve achievement.
   ➢ Annually conduct parent surveys to help identify and design workshops that encourage and support parent and family engagement.
   ➢ On the school website, provide tips for parents and families on how to support student learning at home.
   ➢ Conduct training sessions for school staff in supporting parents and families in helping their child with learning.
   ➢ Offer parent and family outreach activities at various times that focus on parenting skills in the areas of reading, math, science, and technology. These activities will be conducted by school staff with the support of the Title I office, including parents and families of students with limited English proficiency, disabilities, and migratory status.

5. Educate instructional staff in the contribution of parents and families and how to reach out and communicate with parents and families as equal partners.
   ➢ Each school’s Parent Advisory Committee (PAC) will discuss ideas for faculty meetings and trainings that support communication and partnerships between parents, families and teachers.
   ➢ CRTs/Title I Teachers will meet with school faculty to provide sessions
related to parent and family engagement. Engage parents and families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

6. Coordinate and integrate Parent & Family Engagement programs and activities with other Federal, State, and local programs to support parents and families to participate in the education of their children.

➢ The District Title I Office serve on the Early Childhood Advisory Council (ECAC) and meet four times per year with all partners – Head Start, The Worcester County Health Department, Worcester County Library, child care providers, The Infant Toddler Program, Worcester County Adult Education Program, Worcester County Mental Health Program, Lower Shore Resource Center, and the Frog Tree Program Coordinator.

➢ Meet after each Judy Center meeting with each school’s CRT/Title I Teacher to determine the best way to coordinate efforts to reach all parents and families for training, literacy, nutrition, child development, and community services.

7. Provide written communication to parents and families, to the extent possible, in a language they can understand and format that they can access. Provide interpreters and translators whenever possible for meetings and written documents.

8. Provide funds for reasonable and necessary expenses related to parent and family engagement activities, including transportation and childcare, to enable parents and families to participate in school related meetings and training sessions.

9. Arrange-school meetings at a variety of times. Conduct telephone conferences between teachers or other educators who work directly with participating children and parents and families who are unable to attend these conferences at school.

10. Utilize each school’s Parent Advisory Committee (PAC) to provide advice on matters related to parent and family engagement activities including in the decision regarding how Title I Parent and Family Engagement funds are allotted.

Worcester County Public Schools recognizes the importance of increasing the engagement of parents and families in the educational process. The partnership between educators and parents and families is critical to the success of every student. WCPS has included a goal in their ESSA Consolidated Strategic Plan devoted to increasing parent, family and community engagement. Annually we evaluate our program by conducting two parent surveys with all schools. The first survey, which is county generated, is designed to evaluate the effectiveness of our programs including barriers to participation and of parent priorities for the school system. The second survey in May, is centered on communication. This survey, SCOPE, is only administered every 4 to 5 years. Parents and families are asked to give us feedback about how the teachers, the schools, and the system communicate with parents and families about their
child, assessment, achievement, opportunities, and all areas related to their child. Each school and the Title I office receives survey results to guide decisions for parent and family engagement plans and needed activities.

**Worcester County Public Schools Parental & Family Engagement Policy**

POL. I-C-4 Parent/Community Involvement

The Worcester County Board of Education recognizes that a child’s education is a responsibility shared by the school, family, and community during the entire period the child participates in school. A mutually supportive relationship among home, school, and community contributes to the development of both the child and the community. Partnerships result in such sharing. To accomplish the mission of the Worcester County schools to successfully educate all students, the community, the schools, the parents and the students must work as cooperating knowledgeable partners.

The Worcester County Board of Education will support schools in their efforts to increase student achievement by helping them interpret the results of all assessments and to develop school improvement plans that incorporate parent/community involvement as a means for improving school performance.

Specifically, the school system will:

A. Publicize its commitment to parent/community involvement in the schools;
B. Recognize exemplary programs and practices related to parent and community involvement;
C. Create an environment that is conducive to learning and supports strong comprehensive family involvement programs;
D. Seek funding sources for the development, implementation and evaluation of programs;
E. Disseminate information and research on parent and community involvement;
F. Inform and involve parents in a variety of types and degrees while recognizing the diverse needs of families in the community;
G. Provide programs that train parents in parenting skills and in assisting their children academically;
H. Make parent involvement an integral part of the school improvement process;
I. Encourage parents to become involved in their children’s academic progress;
J. Assist parents in learning techniques designed to assist their children in learning at home;
K. Seek partnerships with interested businesses and service organizations.

Schools must develop innovative ways to involve and serve parents and other community members. Educators, parents, students, businesses, and other members of the community must assume joint responsibility for contributing to the fulfillment of the educational aspirations of children and adults. A community’s investment in education is an investment in itself.

ADP. 8/02 POL. I-C-4

**Notice to Parents**

Federal law allows you to ask for certain information about your child’s classroom teachers, and requires the school to give this information to you in a timely manner. Specifically, you have the right to ask for the following information:

* Whether the Maryland State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
* Whether the Maryland State Department of Education has decided that the teacher can teach in a
classroom without being licensed or qualified under state regulations because of special circumstances.

* The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
* Whether any teacher’s aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive this information, please contact Dwayne Abt, Human Resources Department of Worcester County Public Schools at 410-632-5073.

Federal law also requires that each school develop a school improvement plan. Each school also develops a school parent and family engagement policy/plan, the Title I program, and the school compact are shared at a meeting held in September in each Title I school. Additionally, copies of these will be sent to you throughout the school year. After you have looked over these documents, please feel free to contact the school if you want additional information or need some explanation. As a parent you have the right to question the school program by writing a dissenting statement about what you think should be handled differently. Your complaint would then be addressed following the Worcester County Complaint Policy and Procedure. If you have any questions about this policy, please contact Dwayne Abt Supervisor of Human Resources at 410-632-5073.

If you have any questions about any of these documents you can contact the school principals or, Denise Shorts, Chief Academic Officer PreK-8/Title I Coordinator at 410-632-5023.

**VII-A-24 Complaint Policy for Grant Funded Programs**

It is the policy of the Worcester County Public Schools that uniform procedures shall be used by the Central Office and local schools for managing complaints in the administration of state and federal programs.

It is also the policy of the Worcester County Public Schools that the complaint procedures shall be implemented whenever a complaint is received alleging that the Worcester County Public Schools or one of its subgrantees has violated a state or federal statute of regulation.

**VII-A-24 Complaint Policy for Grant Funded Programs**

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**PRO. VII.13 Complaint Procedure and Management: Grant Funded Programs**

To establish procedures which provide a mechanism for the acceptance, review, investigation, and resolution of written complaints about Federal programs received by the Worcester County School Board. These procedures shall be implemented upon receipt of a written complaint alleging that the school system or school has violated a state or Federal statute or regulation.
A. Filing of Complaint
   1. An organization or an individual may file a complaint with Worcester County Public Schools alleging that Worcester County Public Schools has violated a state or Federal statute or regulation that applies to a program supported by Federal funds. A complaint includes a request for review of a decision of the school system, but does not include a request for a due process hearing.
   2. The complaint shall be in writing, addressed to the superintendent, and signed by the individual complainant or by an official or the complaining organization.
   3. Each complaint shall contain:
      a. A statement that the school system has violated a requirement of a Federal or state statute or regulation that apply to a program and
      b. The facts upon which the statement is based.
   4. The complaint may include a request to review a decision of a school, department or subgrantee.
   5. Complainants whose allegations fail to meet the requirements will be notified of the additional information required to investigate or resolve this matter.

B. Receipt of Complaint
   1. Complaints shall be received by the superintendent or designee. The complaint may be assigned to a person not name in the complaint.
   2. Within 10 school business days of a receipt of a complaint, the complainant shall be notified in writing of:
      a. The date of receipt of the complaint; and
      b. The intent to investigate the complaint; and
      c. The estimated date the complainant will be notified of the resolution, normally within 60 calendar days from the date of receipt of the complaint; and
      d. The name and title of the individual investigating the complaint.
   3. A school or department named in a complaint shall be provided with a copy of the complaint and letter of acknowledgement.

C. Investigation of Complaints
   1. The superintendent or designee shall review and investigate the complaint as appropriate. Where necessary, and independent on-site investigation may be conducted.
   2. If the superintendent determines that exceptional circumstances warrant an extension of time in excess of 60 days to investigate and resolve the matter, the complainant shall be so informed in writing with inclusion of the extended deadline date. Exceptional circumstances may include, but are not limited to, the complexity of the issues raised or the unavailability of key personnel.
   3. Upon completion of the investigation, the superintendent shall review the findings to determine if there has been a violation of the applicable state or Federal statute or regulation and if corrective action is required.

D. Resolution of Complaint
1. The parties shall be informed in writing if the resolution of the complaint, including:
   a. If a violation of state or Federal statute or regulation was determined; and
   b. Any action that will be taken, if applicable, in response to the complaint; and
   c. Notice of the right of appeal the decision to the Board of Education.

2. A record of the complaint and supporting documents will be maintained in accordance with state
   and Federal regulations.

If you have questions, concerns or comments about the Title I program, or want additional
information please contact:

Ms. Denise Shorts, Chief Academic Officer for Instruction: PreK-8/ District Title I Coordinator
   Contact Number: 410-632-5025
   DRSShorts@worcesterk12.org

Chris Welch, Buckingham Elementary School Principal
   Contact Number: 410-632-5305
   CJWelch@worcesterk12.org

Laura Arenella, Buckingham Elementary School, Title I School Specialist
   Contact Number: 410-632-5317
   LA Arenella@worcesterk12.org

Joshua Hamborsky, Pocomoke Elementary School Principal
   Contact Number: 410-632-5135
   JR Hamborsky@worcesterk12.org

Lavonya Dashiell, Pocomoke Elementary School Title I Specialist
   Contact Number: 410-632-5134
   LJDashiell@worcesterk12.org

Matthew Record, Snow Hill Elementary School Principal
   Contact Number: 410-632-5215
   MX Record@worcesterk12.org

Kelly Macomber, Snow Hill Elementary School Title I Specialist
   Contact Number: 410-632-5210
   KJ Macomber@worcesterk12.org
Title I School Level Parent and Family Engagement Plan

2022 – 2023

I. Purpose

The Title I program is designed to support the teaching and learning of at-risk students so they can acquire the knowledge and skills needed to meet state academic standards. Title I funding provides additional materials of instruction that would not be routinely provided by the school district.

II. Vision

At Pocomoke Elementary School, our vision is to create, sustain and enhance a collaborative partnership between our parents, students, school and community stakeholders to increase their knowledge and awareness of current educational initiatives.

III. Process

Federal Title I guidelines mandate that a written Parent and Family Engagement Plan, developed in collaboration with parents, be created by schools funded by Title I, Part A of the Elementary and Secondary Education Act (ESSA).

IV. Goal Areas:

Parent/School Communication: Pocomoke Elementary School will clearly share timely information regarding student achievement, programs, resources, curriculum and Title I assistance with all parents/families in a language understood. A1116(b) (d)  B1116(c)(4)(A)

- Pocomoke Elementary School Website- www.pocomokeelementary.org
- PES Facebook Page, PES Twitter, ClassDojo App, School Messenger Contacts
- PES Satellite School-Based Judy Center/Resource Center
- Quarterly PES Newsletters, Flyers, Invitations, Stickers, Parent and Family Handbook

Parent and Family Workshops and Trainings: Pocomoke Elementary School in collaboration with the Judy Center will offer workshops and training opportunities to support parents in building capacity and
confidence in supporting their child’s growth in academic achievement and behavioral expectations. Assistance will be provided to parents in understanding Maryland College and Career Readiness Standards, grade level assessments and performance summaries.

**Family Engagement Opportunities Include:**
- Back to School Night and ELL Parent Workshop September 15, 2022 (5:00-7:00)
- 100 Book Parent Workshop: October 13, 2022 (5:00-7:00)
- Family Math Night: October 26, 2022 (5:00 – 6:30)
- Kindness Event: February 16, 2023 (5:00 – 7:00)
- Family Literacy Night: March 16, 2023 (5:00 – 7:00)
- Pre-K Literacy Night: April 18, 2023 (5:00-7:00)
- Career Day: May 24, 2023 (5:00-7:00)

**Parent Input:** Pocomoke Elementary School, with parental assistance, will plan to educate instructional staff about the importance of parental involvement and on how to reach out and communicate with parents as equal partners. Pocomoke Elementary School will reach out and communicate with parents as equal partners to assist with the planning of school-wide instructional activities. Pocomoke Elementary School teachers, school leaders, and interventionist will extend opportunities to parents for input in our Title I Parent and Family Engagement Plan/Budget, Parent-School Compact and parent and family engagement workshop activities. Childcare, transportation (requested 24 hrs. in advance), language interpretation and multiple meeting dates/times will be offered to assist parental participation in their child’s educational journey and our school’s decision-making process while providing feedback. 

**Parent Input Opportunities:**
- Annual Title I Meetings: November 3, 2022 & March 2, 2023 (9 AM, 1 PM, 5 PM)  
- Parent Advisory Committee: January 5, 2023 & June 1, 2023 (5:30 – 6:30)
- School Improvement Advisory Committee: September 19, 2022, October 17, 2022, November 14, 2022, January 23, 2023 & March 20, 2023 (5:00 – 7:00)
- School Improvement Team Meetings
- Activity/Event Evaluations
- Parent Surveys

Please share any comments or concerns regarding this plan and return to Lavonya Dashiell, Curriculum Resource Teacher/ Title I Specialist, at Pocomoke Elementary School.
Pocomoke Elementary School
2022-2023 Partners in Learning Compact

This agreement is a promise that our PES partnership of parents, families, students, teachers, administrators and community members will work together to provide an encouraging and effective learning environment that enables students to have success in meeting state and local performance standards.

<table>
<thead>
<tr>
<th>Students</th>
<th>Teachers</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Choose to be cooperative with all teachers, staff and peers by following our school rules: Respect Yourself, Respect Learning, Respect Others, and Be Kind.</td>
<td>• Communicate student progress regularly with parents through challenging assignments, aligned with Maryland College and Career-Ready Standards and grade-specific assessments: MCAP, KSA, HEA, i-Ready Diagnostic, norm-referenced, formative and summative assessments.</td>
<td>• Ensure the safety and social emotional well-being of all students. Ensure that all students, regardless of ability, will be held to high academic standards. Ensure that the school is provided with professional learning more with research-based curricula and deliver data-driven instruction. Provide students with programs and curricula that are research-based which reflect our diverse school community. Provide ongoing reports to families on academic programs.</td>
</tr>
</tbody>
</table>

- Choose to be cooperative with all teachers, staff and peers by following our school rules: Respect Yourself, Respect Learning, Respect Others, and Be Kind.

- Work with, help others, be kind and caring.

- Accept responsibility to maintain classroom and homework assignments.

- Spend time each morning, reading and engaging with texts on various topics.

- Communicate student progress regularly with parents through challenging assignments, aligned with Maryland College and Career-Ready Standards and grade-specific assessments: MCAP, KSA, HEA, i-Ready Diagnostic, norm-referenced, formative and summative assessments.

- Ensure the safety and social emotional well-being of all students. Ensure that all students, regardless of ability, will be held to high academic standards. Ensure that the school is provided with professional learning more with research-based curricula and deliver data-driven instruction. Provide students with programs and curricula that are research-based which reflect our diverse school community.

- Provide ongoing reports to families on academic programs.

Compact Agreement #1 Date: ____________  Compact Agreement #2 Date: ____________

Principals: ___________________________  Assistant Principals: ___________________________

Title I Specialist: ______________________  Classroom Teachers: _______________________

Student: ______________________________  Parent/Guardian: ___________________________
<table>
<thead>
<tr>
<th>Name of event</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Party</td>
<td>8/31/2022</td>
<td>5-7pm</td>
<td>Cypress Park</td>
</tr>
<tr>
<td>Open House</td>
<td>9/1/2022</td>
<td>1-3pm</td>
<td>PES</td>
</tr>
<tr>
<td>PreK &amp; K Transition Night</td>
<td>9/1/2022</td>
<td></td>
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<tr>
<td>Back to School Night</td>
<td>9/15/2022</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>Spirit Week</td>
<td>9/26/2022</td>
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</tr>
<tr>
<td>Community Partner Fair - Judy Center</td>
<td>9/29/2022</td>
<td>5-6:30pm</td>
<td>SHES</td>
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<tr>
<td>Custodian Day</td>
<td>10/3/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Dudes &amp; Donuts (PreK &amp; K)</td>
<td>10/6/2022</td>
<td>1:30-2pm</td>
<td>PES</td>
</tr>
<tr>
<td>Midterms Q1 Issued</td>
<td>10/7/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Conference Night-Title I &amp; 100 Bk Wkshp</td>
<td>10/13/2022</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>Title I 100 Book Workshop - Conferences</td>
<td>10/13/2022</td>
<td>5-7pm</td>
<td>PES</td>
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<tr>
<td>School Bus Safety Week</td>
<td>10/17/2022</td>
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<tr>
<td>Jump Kids Heart Challenge</td>
<td>10/19/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>1/2 day for students</td>
<td>10/20/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Red Ribbon Week</td>
<td>10/24/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Title I Family Math Night</td>
<td>10/26/2022</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>End of Term 1</td>
<td>11/4/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Judy Center Family event</td>
<td>11/10/2022</td>
<td>5-6:30pm</td>
<td>Cafe</td>
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<tr>
<td>Report Cards Issued</td>
<td>11/11/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>American Education Week</td>
<td>11/14/2022</td>
<td></td>
<td>PES/Zoom</td>
</tr>
<tr>
<td>Q1 Student Awards gr 1-3</td>
<td>11/16/2022</td>
<td>8-9am</td>
<td>PES</td>
</tr>
<tr>
<td>Pocomoke Christmas Parade</td>
<td>11/28/2022</td>
<td></td>
<td>Market St</td>
</tr>
<tr>
<td>Winter Music Program (1st and 3rd grade)</td>
<td>12/8/2022</td>
<td>5-7pm</td>
<td>PES</td>
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<tr>
<td>Winter Music Program - Snow Date</td>
<td>12/15/2022</td>
<td></td>
<td>PES</td>
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<tr>
<td>Midterms Q2 Issued</td>
<td>12/16/2022</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Conference Night - PES Media Expo</td>
<td>1/12/2023</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>Parent Workshop for Prek &amp; K (JC event)</td>
<td>1/24/2023</td>
<td>5-6:30pm</td>
<td>Cafe</td>
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<tr>
<td>1/2 day for students</td>
<td>1/25/2023</td>
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<td>PES</td>
</tr>
<tr>
<td>1/2 day for students</td>
<td>1/26/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>End of Term 2</td>
<td>1/26/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Dancing Through the Decades</td>
<td>2/3/2023</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>Report Cards Issued</td>
<td>2/3/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Q2 Student Awards gr 1-3</td>
<td>2/8/2023</td>
<td>8-9am</td>
<td>PES</td>
</tr>
<tr>
<td>African American Read-In Day</td>
<td>2/15/2023</td>
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<td>PES</td>
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<tr>
<td>Title I Family Involvement Event</td>
<td>2/16/2023</td>
<td>5-7pm</td>
<td>PES</td>
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<tr>
<td>1/2 day for students</td>
<td>2/17/2023</td>
<td></td>
<td>PES</td>
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<tr>
<td>Media Expo</td>
<td>2/23/2023</td>
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<td>WTHS</td>
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<tr>
<td>Read Across America Week/Day</td>
<td>3/2/2023</td>
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<td>PES</td>
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<tr>
<td>Midterms Q3 Issued</td>
<td>3/3/2023</td>
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<td>PES</td>
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<tr>
<td>Conference Night</td>
<td>3/9/2023</td>
<td>5-7pm</td>
<td>PES</td>
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<td>Event</td>
<td>Date</td>
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<tr>
<td>1/2 day for students</td>
<td>3/10/2023</td>
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<td>PES</td>
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<tr>
<td>Title I Family Literacy Night</td>
<td>3/16/2023</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>1/2 day for students</td>
<td>4/5/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>End of Term 3</td>
<td>4/5/2023</td>
<td></td>
<td>PES</td>
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<tr>
<td>Report Cards Issued</td>
<td>4/14/2023</td>
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<tr>
<td>Title I PreK Family Night</td>
<td>4/18/2023</td>
<td>5-7pm</td>
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</tr>
<tr>
<td>Q3 Student Awards gr 1-3</td>
<td>4/19/2023</td>
<td>8-9am</td>
<td>PES</td>
</tr>
<tr>
<td>Parent Workshop for Prek &amp; K (JC event)</td>
<td>4/20/2023</td>
<td>5-6:30pm</td>
<td>Cafe</td>
</tr>
<tr>
<td>Fine Arts Festival</td>
<td>4/25/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Reading Day</td>
<td>4/27/2023</td>
<td>TBD</td>
<td>PES</td>
</tr>
<tr>
<td>Spring Music Program (K &amp; 2nd grade)</td>
<td>4/27/2023</td>
<td>5-7pm</td>
<td>PES</td>
</tr>
<tr>
<td>Teacher Appreciation Week</td>
<td>5/1/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Lunch Hero Day</td>
<td>5/5/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>School Nurse Day</td>
<td>5/10/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Mid-terms Q4 Issued</td>
<td>5/12/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Muffins in the Morning (PreK &amp; K)</td>
<td>5/12/2023</td>
<td>1:30-2pm</td>
<td>PES</td>
</tr>
<tr>
<td>Title I Career Night</td>
<td>5/24/2023</td>
<td>5-7pm</td>
<td></td>
</tr>
<tr>
<td>Field Day</td>
<td>5/26/2023</td>
<td></td>
<td>PES</td>
</tr>
<tr>
<td>Grade 3 Promotion Ceremony</td>
<td>6/8/2023</td>
<td></td>
<td>PES</td>
</tr>
</tbody>
</table>

(Dates/Times may be adjusted if unexpected circumstances occur)
Please scan this QR Code or click the link below to provide us with your valuable feedback after you have reviewed the PES Student and Family Handbook!

https://forms.office.com/r/yraT0bTJ3Q