

# Middleborough Elementary Family Handbook



2019 - 2020

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# Welcome to Middleborough Elementary School!



## A Message from the Administrative Team

This parent/guardian handbook has been developed by the Middleborough Elementary Team to provide you with helpful information about our school's expectations, procedures, and routines. Preparing for a new school year, including a new teacher, new classmates, and new curriculum, can be stressful for parents/guardians. It is our hope that through clear, consistent communication we can offer some relief from the back to school stress!

We are excited to begin this year as a new administrative team at Middleborough, and we look forward to continuing on this journey in partnership with your family. We value and honor the collaborative nature of the relationship between school and home. By working together, we will be able to provide your child with the best educational experience possible.

When you have a question about a school expectation or procedure, this handbook provides a great first source of information. Take time to carefully review the handbook and keep it in a safe location for future reference. Please do not hesitate to call us at any time. We welcome all questions and concerns. It's also nice to hear the good things you might have to say! We look forward to working with you!

*Jamie Basignani*  
Principal

*Andrew Sands*  
Assistant Principal

## ARRIVAL & DISMISSAL PROCEDURES

### **Middleborough Elementary School Hours**

8:45 - 9:00 a.m.	Arrival
9:00 a.m.	Instruction begins
3:30 p.m.- 3:45 p.m.	Dismissal
8:15 a.m. - 4:15 p.m.	School Office hours

### **Arrivals**

The doors to the school open at 8:45 a.m. and arrival takes place until 9:00 a.m. for all students. All students enter the building through the front doors. Students that ride the bus are dropped off in the bus loop at the front of the building. Students that are car riders are dropped off in the drop off/pick up area and follow the sidewalk to the front entrance of the building. Walkers should use the crosswalks and then follow the sidewalk to the front of the building. Adult supervision both outside and within the building is provided during the arrival period. Adult supervision is not provided prior to 8:45 a.m.

### **Late Arrivals**

It is very important that all students arrive to school on time. Students are expected to be in their seats and ready to begin the instructional day at 9:00 a.m. Students arriving after 9:00 a.m. should follow these guidelines:

1. Enter through the front door and report to the office.
2. A parent must accompany the student(s) into the office.
3. Parents should provide the secretary with a reason for their child's tardiness.
4. At that time, students will receive a late slip which they can give to their classroom teacher.
5. A staff member will walk the student(s) to class if necessary.

### **Dismissal**

Students are dismissed at 3:30 p.m., beginning with walkers and car riders. All students will exit through the front doors. Students that are bus riders remain in their classrooms until their bus arrives. They then line up in the hall before proceeding outside to the bus. Adult supervision is provided during the dismissal period both outside and within the building. Dismissal concludes at 3:45 p.m.

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

If you wish for your child to leave school with someone other than the parent/guardian, you are required to write a note stating the name(s) of the person(s) who will be coming for your child. The note should be given to your child's teacher, who will send it to the office. Your child should be aware of the change in routine prior to coming to school. Photo identification is needed for anyone other than the parents/guardians when picking up a student. In addition, if your child's dismissal is different than the usual routine plan, please send a note stating the change. It is important that your child is familiar with his/her daily dismissal routine and that the routine is as consistent as possible. Please note that students may only ride the bus if they are assigned as a bus rider to that bus. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and avoid any confusion. In the case of an emergency, please contact the office at 410-887-0160.

### **Early Child Pick-up**

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

1. A note should be sent to each classroom teacher which includes the date and time of pickup. Students will not be called to the office for dismissal after 3:00 p.m. Phone calls to request an early pickup must occur prior to 3:00 p.m., and should not be sent in an email message.
2. When you arrive, the office will need to see photo identification before calling your child to the office for dismissal. Students will not be waiting in the office for your arrival, but will be called once you arrive.
3. Please sign the dismissal log in the office.

**Due to the busy preparations for our school's afternoon dismissal, we ask that you do not request your child for early dismissal after 3:00 p.m.** After 3:00 p.m., all students will be dismissed at the regular dismissal time.

### **Bus Transportation**

Bus transportation is available to students based on their enrollment address. Parents meeting students at the bus stop should arrive at least 5 minutes prior to the scheduled drop-off time. Students must ride their assigned bus and use their designated bus stop location. Students are expected to ride their assigned buses to and from school and be picked up and discharged at the same stop each day. Students are not permitted to ride other buses. In this case, please call the office at 410-887-0160. An administrator must approve this request. BCPS offers a Parent-Student Transportation Guide that outlines the procedures in place for transportation. Parents/guardians are asked to review the contents of this guide, and to work with their children to ensure that they understand their responsibilities. The guide can be located at <https://www.bcps.org/offices/transportation/pdf/Parents-Students-Guide.pdf>.

### **Emergency Early Dismissal and School Closures**

At the beginning of each school year, parents will be asked to review and make the necessary changes to an *Emergency Early Dismissal Plan* Form. This form provides the school with specific instructions about where a child is to go in the event of an emergency early school dismissal.

If there is a countywide closing of schools, parents are notified through the local media, Baltimore County Public School website, and through the BCPS information line (443-809-5555). In addition, you can register at [www.schoolsout.com](http://www.schoolsout.com) to be notified by email and/or text messages.

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

*"All Baltimore County Public Schools closed."* – (Middleborough Elementary is closed).

*"Baltimore County Hereford Zone Only Schools closed."* (Middleborough Elementary is open).

From time to time there are emergency events, such as a broken water main, when Middleborough Elementary is the only school to close. In such an event, Middleborough Elementary is required by Baltimore County Board policy to have direct verbal contact with each parent before children can be released from school. We will attempt to make this contact by phone. In order for a child to be sent home on the bus, we must have verbal or email confirmation from his/her parent. Otherwise, children will remain at school for parents to pick them up.

Please do not call the school for information about emergency closings. It is important that our phone lines remain open for incoming phone calls from our central office during these times.

### **Delayed Openings and Early Dismissals**

All buses will run during delayed openings and early dismissals. Parents/guardians should arrive at the bus stop the appropriate number of hours prior to the normal pickup/drop-off time. Every effort will be made to serve lunches to all students, thus some adjustments to lunch shift schedules will be necessary.

One Hour Delay	Students may enter the building at 9:45 a.m. Instruction will begin at 10:00 a.m. Breakfast is served.
Two Hour Delay	Students may enter the building at 10:45 a.m. Instruction will begin at 11:00 a.m. Breakfast will not be served.
One Hour Early Dismissal	Dismissal will begin at 2:30 p.m. Breakfast and lunch are served. No afternoon Pre-K.
Two Hour Early Dismissal	Dismissal will begin at 1:30 p.m. Breakfast and lunch are served. No afternoon Pre-K.
Three Hour Early Dismissal	Dismissal will begin at 12:30 p.m. Breakfast and lunch are served. No afternoon Pre-K.

## **VISITING OUR SCHOOL**





### **Parking**

The front bus loop is closed to personal parking from 8:30-9:00 a.m. and from 3:00-3:45 p.m. in the afternoon to accommodate buses. Parking for parents attending school events or field trips is available on the street in front of the school or in the surrounding neighborhood. Parking in grassy areas is not permitted. We strongly suggest that you carpool for such events. Keep in mind that the parking lot to the left of the front of the school as well as at the end of West Road are reserved for school staff.

### **Your Visit**

We ask that all visitors follow the Middleborough Code of Conduct (below) when visiting our classrooms and participating in school functions. Parents should not go to the classroom to drop things off for their children as it interrupts the instructional program for all students. Please come to the main office and needed items will be delivered to your child at an appropriate time that does not interfere with the instructional program.

#### **Middleborough Elementary Visitors are**

-  **Respectful** of the work that our teachers and students are doing. They do not interrupt the teachers instructing or the student learning that is occurring in the classrooms.
-  **Responsible** for silencing or placing their cell phone on vibrate to avoid distractions to learning.
-  **Safe** by reporting to the main office upon arrival at the school and obtain a visitor's badge. BCPS requires all visitors to sign in at the school.
-  **Prepared** with their photo identification. Those wishing to observe classes or meet with staff members should arrange the visit in advance to ensure that the time is appropriate and does not interfere with instructional time and planned activities. Other family members wanting to visit with your child should be discussed and arranged with the principal and/or assistant principal prior to the family member coming to school.

### **Audience Behavior**

Students and parents are expected to demonstrate appropriate behavior during all school assemblies and evening performances. Proper audience behavior includes sitting quietly and responding appropriately to the performance. ALL CELL PHONES SHOULD BE TURNED OFF OR SET TO SILENT OR VIBRATE. During evening performances, siblings must remain with parents at all times. Parents should accompany children who need to use the bathroom or who go out in the hallways. Should a child become disruptive, parents are asked to take the child from the performance immediately. Following these guidelines will ensure the safety of all children and the enjoyment of the performance for all those attending.

## **SCHOOL NURSE INFORMATION**

Direct phone line to our school nurse, Mrs. Dernetz: 410-887-0471  
BCPS Office of Health Services: <http://www.bcps.org/offices/sss/health/>

Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers in both the office and the health suite.

### **Immunization Policy**

All students attending a public school in Maryland are required by law to have their immunizations up-to-date.

### **Authorization for Medication Administration**

If your physician deems it necessary for your child to receive a medication during the school day, the approval and specific directions must be provided to the school by the physician. Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications (even over-the-counter medications) require a written physician's order. An Authorization of Medication Administration form is required for administration of prescribed medications, including medicated creams, eye drops, lozenges, inhalers, etc. during school hours. Students are not to have medications in their possession or in their locker at any time. This is in violation of the BCPS Student Handbook.

Authorization for Medication Administration Form: <https://www.bcps.org/offices/sss/health/pdf/BEBCO-2804-Med-for-Students-in-School.pdf>

### **Consent for the Administration of Approved Discretionary Medications**

These medications include Tylenol, Benadryl, Tums, cough drops, and throat lozenges. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts and avoid early dismissals when possible. Parent/guardian consent must be obtained before any medication can be given to your child, and must be renewed each year.

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

The following guidelines are available to help parents make decisions as to whether a child should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. Also, frequent hand washing is a primary way to prevent the spread of these germs.

### **When NOT to Send Your Child to School**

Vomiting more than once in the previous 24 hours.

Uncontrolled diarrhea.

Fever above 100 degrees - need to be fever free for 24 hours before returning to school.

Pinkeye with white or yellow discharge - need to be on medication for 24 hours.

Strep infections until 24 hours after treatment - notify the school if your child does have strep.

Uncontrolled coughing - if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing. If s/he is asymptomatic and has medication in school, call the school nurse and she will monitor the student during the day.

Extreme fatigue with no appetite accompanied by behavior change.

### **Frequently Asked Health Questions**

#### **What if my child has a cold or sore throat?**

Take your child's temperature - if no fever, send the child to school. (The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more).

#### **Should I send my child if we get up late?**

Yes, being late is better than being absent.

#### **Some ways to ensure a good start to a school day:**

Be sure your child has a regular bedtime (before 9:00 on school nights and earlier for younger students).

Have your child decide what to wear the night before and lay the clothes out.

Breakfast is a must - whether eating at home or accessing our Breakfast in the Classroom. Many children come to school without breakfast and are fatigued by mid-morning.

# SCHOOL SAFETY

## **RAPTOR**

To promote safety and security district-wide, BCPS has implemented the One Card identification system at all schools and offices by following Policy and Rule 3170 of the Policy Manual of the Board of Education of Baltimore County. This identification system provides a higher level of school safety and security through immediate background checks and creation of on-the-spot, personalized identification badges. Information collected by the Raptor system is stored on a secure server and will not be shared outside of the school system. When visiting Middleborough, or any other BCPS school, you must have photo identification available. Refusal to provide photo i.d. may result in denial of access to the school.

## **BCPS Identification Badges**

All students are expected to wear their badge while on school property or when participating in school-sponsored activities. Teachers will use their discretion during certain activities to avoid risk of injury or distraction. Students are responsible for safeguarding their identification badge. Any lost or damaged identification badge shall be reported immediately to a school administrator. If a badge is lost or stolen, BCPS may charge a replacement fee of \$5.00 per badge.

## **School Records**

At the beginning of each school year, parents will be asked to complete an emergency form as well as verify their contact information. It is extremely important that the office be informed when/if any of this information changes. The information on these cards is used to contact parents when a child becomes ill/ injured or in the event of a school emergency. Therefore, the importance of up-to-date information is imperative. Custody papers and other related legal documents are required to be on file at school as part of the student's records. Parents may request to review their child's record with administration and/or request copies of items in their child's file. A fee may be assessed for copying requests.

## **Directory Information**

Under the Family Educational Rights and Privacy Act, school systems may release directory information (name, address, date of birth, participation in officially recognized activities and sports, height/weight-if a member of an athletic team, dates of attendance, degrees and awards received) on enrolled students. Parents are provided with an opportunity to Opt Out of releasing such information. Request must be made in writing to the school principal by October 1 or within 30 days of the student's enrollment. If parents do not express their preferences, they are giving BCPS permission to share their child's directory information.

## **Telecommunications and Intellectual Property**

If parents do not want their child(ren) to participate in the following: use of telecommunications; being photographed/video-taped/audio-taped during school-sponsored activities/learning experiences (this includes any class photo, yearbook and/or memory book); having his/her intellectual property published/produced/displayed, they have the opportunity to opt out. Request must be made in writing to the school principal by October 1 or within 30 days of the student's enrollment. If parents do not express their preferences, they are giving BCPS permission to use telecommunications and to publish/produce/display their child's intellectual property.

## **Locker Searches**

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

## **Money**

Please make sure that all money sent to school is in a sealed envelope with your child's full name, teacher's name, and purpose of the money clearly written on the outside of the envelope. This process should be followed for breakfast/lunch money, field trip money, yearbook money, etc. Please remind your child to give the sealed envelope to their teacher upon arrival.

## **Volunteer Guidelines**

The Middleborough instructional program is enhanced because of the outstanding volunteer program delivered by our parents and community members. We have a partnership with the Baltimore County Department of Aging, and are always seeking qualified volunteers to help in our classrooms. We urge you to consider volunteering in your child's classroom, cafeteria, library, or other classrooms throughout the year. Volunteers are utilized in both instructional and non-instructional ways. Early in September, all volunteers are required to complete the volunteer application and training process. This includes field trip chaperones and classroom celebrations. State law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures. This must be repeated at the onset of each school year. All volunteers must be entered into the Raptor system and wear a volunteer badge. Additional information, as well as the online training and application, can be found at [http://www.bcps.org/community/volunteer\\_info/](http://www.bcps.org/community/volunteer_info/). To ensure a safe and quiet learning environment, infants and younger siblings are not permitted in the classrooms while parents are volunteering. Please make arrangements for child care prior to volunteering.

## **Dress Code**

Appropriate dress is necessary in order to provide a comfortable work environment for Middleborough students, teachers, and staff. According to the BCPS Student Handbook, "student dress and grooming are the responsibility of the students and their

parents/guardians, unless there is a definite safety or health hazard, a hindrance to the educational processes, or a case of obscenity." Additional information can be found in the BCPS Student Handbook. To ensure safety, flip-flops and open-toed shoes are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students who wear flip-flops or sandals will not be allowed to participate in PE or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times; however, students must be able to change in and out of their shoes quickly and independently.

### **Universal Emergency Response Procedures**

Families will receive a copy of the Universal Emergency Response Procedures document at the beginning of the school year.

## **CAFETERIA**

### **Breakfast in the Classroom**

We are excited to announce that, beginning September 2, 2019, all students will have the opportunity to eat breakfast in their classroom at school each morning at no charge. Breakfast will include milk, juice, and/or fruit, and an entrée, such as a whole grain muffin, oatmeal chip bar, or reduced-sugar cereals. Breakfast will begin at 8:45am and ends at 9:00am. This program, which is called Breakfast in the Classroom (BIC), is funded by the Maryland Meals for Achievement (MMFA) with money from the federal National School Breakfast Program and with state funds awarded to our school by the Maryland State Department of Education.

### **Lunch**

BCPS provides a menu to students each month. The lunch menu offers a choice of three entrees, served with milk, fruit or juice, and vegetable. A la carte items are also available. A price list for all items is provided for students at the beginning of each year.

Lunch \$2.90 / Lunch reduced to \$.00 for families that are eligible

If your child has a specific food allergy, please make the school nurse and classroom teacher aware. During the lunch shifts, a table is available for students with such allergies. Baltimore County Public Schools prohibits staff warming food for students during the lunch shifts. Please do not send meals that must be warmed for students. BCPS also discourages commercially prepared food from establishments outside of the school being brought to students for lunch.

### **My School Bucks**

All Baltimore County Public Schools participate in My School Bucks, which is a computerized point-of-sale program. This program allows parents to deposit money into a lunch account from which students may draw. Choices are given as to how the money can be allocated: for lunches only, for a cash account, or as a combination of the two. Each student will be issued a number code to use for purchases made in the cafeteria. Forms to deposit money will be sent home on the first day of school. This program has been very successful and we encourage parents to take advantage of the convenience and flexibility of this program.

[www.myschoolbucks.com](http://www.myschoolbucks.com)

## **ATTENDANCE**

### **Attendance**

Regular attendance at school directly impacts academic success. Your child's attendance rate is reported on the report card each quarter. The Maryland State Department of Education's standard for satisfactory attendance is 94%. Student attendance rates are monitored monthly by the school's Attendance Committee. Students falling below the accepted attendance rate at the end of each quarter will receive a letter for parent review. A referral may also be made to the Pupil Personnel Worker and/or Student Support Team. We are happy to assist our families in a variety of ways in order to improve student attendance. Our staff attendance committee monitors student attendance and works to recognize students with good and/or improved attendance on a quarterly basis.

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

### **Lawful Absences**

Illness of the child

Death in family

Court summons

Religious holiday

Suspension

\*All other absences, including vacations, are considered unlawful.

### **Make-Up Work**

Students absent for lawful reasons may request make-up work. Students are provided the same number of days to complete and submit make-up work as they were absent. If your child is absent for an unlawful reason, they are not entitled to receive make-up work.

### **Absences Due to Vacation**

MSDE and BCPS policy considers absences due to vacations as "unlawful" absences, and students are not to receive credit for work missed. We realize that vacations are an important part of family life, though we cannot support these vacations during times when



school is in session. We will work with parents and students to make-up work that has been missed when students return from their vacations. The work that children miss while on vacation will be collected and given to them upon their return to school. Students will have the same number of days they were absent (e.g. 5 days absent, 5 days to complete the work) to make up the work. This work will not be graded. It will however, assist in the continuity of your child's instructional program. Additionally, tests and quizzes will be given upon your child's return to school.

## BEHAVIOR MANAGEMENT

### **Middleborough Code of Conduct**

Staff, students, and parents are expected to follow the Middleborough Code of Conduct. The Code of Conduct outlines values that promote a positive learning environment. Each morning, the entire school recites the code as follows:

"I am a Middleborough student. Therefore, I am safe, respectful, responsible, and prepared."

### **BCPS Student Handbook**

All students will receive a copy of the *BCPS Student Behavior Handbook* during the first few weeks of school. The administrators will meet with each grade level to discuss the content of the handbook and brochure with all students. The handbook is then to be taken home by the child and shared with a parent. Once you have reviewed this manual with your child there is a page for you to sign and have your child return to his/her teacher. This will then be collected by the administration and kept on file throughout the year. Students are expected to follow the rules and regulations as outlined in the *BCPS Behavior Handbook* in school as well as while riding the bus to and from school as well as on field trips. The Student Handbook can also be found online through the BCPS website at <http://www.bcps.org/system/handbooks/Student-Handbook.pdf>

If you have a concern about your child's behavior or the behavior of another student, please contact your child's teacher and/or the administration. Keep in mind that we will work to address your concern while maintaining student confidentiality. A *Bullying, Harassment or Intimidation Reporting* form is available in the school office as well as on the BCPS website. While this form is available to our parents, we ask that you bring your concerns directly to your child's teacher and/or the administration to afford us the opportunity to work with you and your child.

### **Personal Items**

To prevent loss or damage, students should only bring toys and personal recreation items to school when they are needed for an assignment or when requested by teachers. Middleborough Elementary will not be responsible if any items brought to school (such as Pokemon or other trading cards, radios, CD's or iPods/iPads, cameras, etc.) are damaged, lost, stolen, or traded. Students should not bring these items to school.

## TECHNOLOGY

### **S.T.A.T. and Student Devices**

Students & Teachers Accessing Tomorrow (S.T.A.T.) is a fundamental shift in teaching and learning to meet the BCPS Theory of Action: To equip every student with the critical 21<sup>st</sup> century skills needed to be globally competitive; BCPS must ensure that every school has an equitable, effective digital learning environment. All students in grades K-5 will have access to a Chromebook - a combination notebook computer and tablet using Google Chrome. The devices will be used to enhance learning, differentiate learning, and provide timely feedback to students. The devices will be used by students at school only, and will not go home in the evenings. Devices will be used for academics only, and mistreatment or inappropriate use of the device will result in loss of privileges.

### **BCPS One**

Our BCPS One system is an online environment with integrated tools and resources for all BCPS students, staff, and parents. All of the district's programs and initiatives around student data, assessments, curriculum, instruction, reporting, and analysis are integrated into a single, user-friendly platform. Through BCPS One, you can access items such as student information, gradebooks, and digital content. The platform can be accessed at <https://bcpsone.bcps.org/>

### **Cell Phones**

Students are not permitted to use cell phones during the school day and/or on school buses. Cell phones must be turned off and kept in book bags inside lockers. If a student is found using a cell phone without teacher permission, the cell phone will stay in the main office until the end of the school day. Cell phones are the student's responsibility and the school is not responsible for lost or stolen items.



# SCHOOL COMMUNICATION

## **2019-2020 School Year Calendar**

BCPS distributes a countywide calendar that outlines the academic year events. The BCPS calendar can be accessed at <http://www.bcps.org/calendars/>

## **Calendars and Messages**

BCPS uses School Messenger to reach parents and guardians by phone and/or email. Middleborough and BCPS send messages about upcoming events, reminders, and current issues. Please make sure that your phone number and email address are current in our system.

## **Monthly Newsletter**

At the beginning of each month, The Mariner will be published and sent electronically to all families. The Mariner is a great source for up-to-date communication about our school community's events and activities. Copies of the newsletters are also posted on the school's website at <http://Middleboroughes.bcps.org>. A paper copy can be provided upon request.

## **Conferences and Communication**

Middleborough Elementary School welcomes and values communication and collaboration between families and our staff. The best way to communicate with the teaching staff is by sending an email message. Email addresses for school staff can be found on the school's website, [www.middleboroughes.bcps.org](http://www.middleboroughes.bcps.org). Please keep in mind that teachers spend the majority of their day involved with instructional activities, and will not be able to reply immediately. Because of this, we encourage you to contact the main office with changes in dismissal or other emergency information. We encourage staff to respond to parents within 24 hours.

When sending a note to your child's teacher or to a member of the office staff, please include the date, your child's first and last name, as well as the teacher's name. This will expedite processing the information included in the note and will ensure that the message is handled in an efficient manner. When notes are sent to school with the students, we ask them to give it to their teacher upon arrival.

A parent or teacher may request a conference during the year to discuss student progress, behavior, or other area of concern. BCPS has designated conference days throughout the year to allow parents to schedule conferences with teachers. Please refer to the BCPS 2019-2020 School Year Calendar for specific dates.

## **Parent Feedback**

Parent input is always welcomed and appreciated. The administrators encourage parents to share their ideas, concerns, and feedback throughout the year. Parents have an opportunity to provide more formal feedback to school staff through the BCPS Stakeholder Survey each winter. The survey is available online, and the access link will be shared with all families once released. In addition, the administration will offer several Coffee with the Principal events, inviting parents to discuss instruction, communication, and safety. This is an opportunity to provide important feedback to the administration. It is also a time for the administration to share information in these areas with parents. Dates will be shared throughout the school year.

## **Parent University**

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

## GRADING AND REPORTING

### **Reporting Student Progress**

Report cards and interim reports are issued to all students in grades 1-5 quarterly (see below). Report cards will be sent home with students on the dates listed below. If a student is absent on the last day of the school year, their 4<sup>th</sup> quarter report card must be picked up in the school office. Report cards will not be mailed home. Kindergarten progress reports are issued twice a year. Progress reports will be reviewed during conferences.

MARKING PERIOD	INTERIM REPORT DISTRIBUTION DATE	MARKING PERIOD ENDS	REPORT CARD DISTRIBUTION
1 <sup>st</sup>	October 10, 2019	November 8, 2019	November 21, 2019
2 <sup>nd</sup>	December 19, 2019	January 24, 2020	February 6, 2020
3 <sup>rd</sup>	March 5, 2020	April 3, 2020	April 23, 2020
4 <sup>th</sup>	May 14, 2020	June 17, 2020	June 19, 2020

## ADDITIONAL PARENT INFORMATION

### **Birthdays and Class Celebrations**

Often times, parents/guardians want to send in a treat to celebrate their child's birthday. Please be aware that with the number of students in our school, there is the potential for several students to have food allergies, some of which may be severe. Because of this, students are not permitted to bring in treats to share with other students. If you would like to honor your child's birthday, we suggest non-food items such as pencils, stickers, erasers, or glue sticks. You may also donate a book to our school library in your child's name, visit the classroom as a special guest reader, or have lunch with your child in the cafeteria. These activities can be arranged through contact with your child's teacher.

Throughout the year, teachers may plan class celebrations. When these celebrations occur, food items will be selected to ensure the safety of all students. The Health Department requires that foods be commercially prepared to avoid foodborne illness. This also allows nutritional information to be available for students with dietary restrictions or allergies.

### **Lunch with Your Child**

While we cannot accommodate unscheduled guests joining students for lunch in the cafeteria, we do invite parents to have lunch with their child on their child's birthday. Please let your child's homeroom teacher know if you plan to visit.

### **Field Trips**

Throughout the school year, field trips are scheduled to extend the students' learning experiences. Notices will be sent home describing each field trip. It is imperative that the required permission slip be signed and returned by parents, at least 3 days in advance of the field trip. Written permission from the parents is required for a child to participate in any field trip. This also gives teachers time to follow up on students who have not returned permission slips in order to eliminate confusion at the last minute. If your child is absent on a field trip day, we are unable to reimburse the field trip fee. The field trip fee is based on a predetermined number of students and the money is disbursed on the day of the trip.

Often there is a need for a number of parent volunteers to accompany the children on a trip. All parent volunteers must be at least 21 years of age. If you are selected to assist during a field trip, please make every effort to attend since everyone is counting on you. If you are chaperoning a field trip, each adult must complete a *BCPS Volunteer Application* and training as well as the *Field Trip Chaperone Agreement*. If this is not completed and returned in advance of the trip (at least 10 days prior to the trip), chaperones will not be able to attend. If you are unable to attend the field trip as a chaperone, we are unable to reimburse the fee. Preschool-aged students and siblings are not permitted to attend field trips. Students attending school sponsored field trips must ride the bus to and from the field trip destination. Keep in mind that the Superintendent reserves the right to cancel a field trip if circumstances suggest that travel is unsafe or for any reason determined within the Superintendent's sole discretion. Neither the Board of Education, Superintendent or BCPS shall be financially responsible for losses due to changes or cancellation of a field trip.

### **Supervision on Field Trips**

There are several important things for you to be aware of when you are acting as a chaperone on a field trip. Please keep in mind that you are assuming the supervisory responsibility for students and their safety.

- Never take students off of the site without the prior knowledge and approval of the teacher-in-charge and/or principal or assistant principal.
- Cell phones should be kept in your pocket/purse and set to *silent* or *vibrate*. You will be asked to give your cell phone number to the teacher in the event of a field trip and/or school emergency.
- Since this is an educational activity, siblings or other family members are not allowed to attend.
- No smoking on school property or during field trips.
- Follow the directions of the teachers at all times.
- Students are not permitted to be dismissed to parents from the field trip location.

### **Learning Cottages**

Middleborough Elementary houses one learning cottage located behind the school. The learning cottage is equipped with the amenities of a regular classroom including a telephone, walkie-talkie, computer access, etc. Procedures have been established and are in place for students and staff working in the learning cottages. This includes traveling back and forth to the school building, bathroom breaks, as well as arrival/dismissal and emergency procedures.

### **Lockers**

Students may wish to keep a sweater or sweatshirt in their locker for physical education class or recess on cool days. Food items should not be kept in lockers overnight. Money and other valuables should never be kept in lockers. Personal student locks may not be put on lockers.

### **Lost and Found**

A lost and found collection is maintained in the cafeteria corridor. This gives students an opportunity to check for missing items on a daily basis on their way to and from lunch. Lost items not claimed by the end of the school year will be donated to a charitable organization. PLEASE label all of your child's apparel, school supplies, and lunch box/bag for easy identification and return.

### **School Clubs**

Middleborough students have the opportunity to join a variety of before and after-school clubs. Students participating in before-school clubs should arrive at the scheduled time, and students who participate in after-school activities must be picked up at the scheduled time. If a student is picked up late, they may be removed from participating.

### **School Counseling**

Middleborough Elementary School has a full time school counselor. The counselor uses an educational approach to problem solving and is a resource in our school. She interacts with the students at Middleborough by providing classroom guidance, assemblies, counseling groups, and individual referrals. The counselor consults with members of the staff and is available for parent conferences in order to discuss individual concerns about your child.

### **School Pictures**

School pictures are taken twice a year, once in the fall and once in the spring. The purchase of school pictures is optional. Pictures that are not purchased must be returned to school.

### **Student Contact Information**

In order to maintain open lines of communication, it is vital to have the most up-to-date information listed on the Student Contact Information form. Whenever contact information changes, parents must notify Middleborough Elementary in writing. Your emergency information is recorded into an electronic database to assist staff with contacting you for routing procedures as well as for emergency situations.

## **PTA INFORMATION**

### **Parent Teacher Association (PTA)**

Our school has an active and supportive PTA. The PTA develops a united effort between educators and the general public to secure for all children the highest advantages in physical, mental, and social education. You can become involved by joining as a member, participating in various PTA events, and/or by attending PTA meetings.

### **How does the PTA support our school?**

The PTA supports a variety of events, activities, and services for our students and staff. Examples include:

- ⚓ Cultural Arts Assemblies (i.e. The Ned Show)
- ⚓ Yearbook
- ⚓ Flower Mart
- ⚓ Family Social Events (i.e. dance)
- ⚓ Educational Resources (student planners and Time for Kids)
- ⚓ Hospitality (i.e. welcome back breakfast for staff, refreshments served during Sneak a Peek)
- ⚓ No-Cost Fundraisers (Box Tops, Shoparoo, etc.)

### **PTA Membership**

In order to support the many activities that enrich our school program, the PTA relies on an active membership from our school community. When you join the PTA, your membership payment of \$10 builds the foundation for all of the work that the PTA does for our Middleborough students. For more information or to join, contact the Middleborough Elementary PTA at [mespta313@gmail.com](mailto:mespta313@gmail.com) or on Facebook at Middleborough Elementary School PTA.

### **PTA Volunteer Opportunities**

Volunteers are always welcome in the Middleborough Elementary PTA. Assistance with membership, fundraisers, spirit nights, and more is appreciated.



## WHO DO I CALL?

### **A Parent's Guide to Getting the Help that You Need!**

**For issues relating to your child's classroom or school concerns, use the following steps:**

1. Consult the Middleborough Elementary School Parent/Student Handbook
2. Consult the school website: [www.middleboroughes.bcps.org](http://www.middleboroughes.bcps.org)
3. Contact the teacher or school counselor at 410-887-0160.
4. Contact Jamie Basignani, Principal, or Andrew Sands, Assistant Principal, at 410-887-0160.

#### **BCPS Resources:**

Food and Nutrition Services	443-809-7855
Health Services	443-809-6368
Office of Family and Community Engagement	443-809-0365
Pupil Personnel Services	443-809-0404
Family Resource Center at Middlesex ES	410-887-0321
School Closings/Delayed Openings	443-809-5555
School Counseling Services	443-809-0291
Special Education Resource Center	443-809-5443
Transportation	443-809-4321

#### **Additional Information available through the Internet:**

Middleborough Elementary School Website	<a href="http://www.middleboroughes.bcps.org">www.middleboroughes.bcps.org</a>
General School Information	
Administration and Grade Level Links	
General BCPS Information	<a href="http://www.bcps.org">www.bcps.org</a>
Parent Information Link	
School Closings	
Curriculum Summaries by Grade Level	
BCPS Policies	
Maryland State Curriculum	<a href="http://www.mdk12.org">www.mdk12.org</a>
Individual School Performance	<a href="http://www.mdreportcard.org">www.mdreportcard.org</a>

# MIDDLEBOROUGH ELEMENTARY ARRIVAL AND DISMISSAL PROCEDURES

Thank you for following the procedures listed below. These steps were designed in conjunction with the BCPS Office of Safety and Security as well as the Baltimore County Police Department, and will be implemented to ensure the safety of our students, staff, and community members. Please allow for delayed dismissals and demonstrate patience and respect as you deliver and retrieve your precious cargo!

## **Arrival is 8:45a.m.- 9:00 a.m. School staff are not on duty before or after this time.**

### **Car Riders:**

- ⚓ Drivers will enter the school campus via West Road.
- ⚓ Drivers will continue to cul-de-sac at the end of West Road, make a u-turn, and wait in the drop-off line.
- ⚓ When directed by school staff, drivers will pull up to the Drop Off Zone. There is only one lane to drop off, and only 3 cars should drop off at one time.
- ⚓ Students will exit from the PASSENGER side of the car. (Please adjust all car and booster seats accordingly if needed). Students are not to walk around or in between cars.
- ⚓ Students will follow the sidewalk to the front entrance of the school building.
- ⚓ Once students have been safely dropped off, drivers will continue down West Road to exit.
- ⚓ Drivers should be aware of and yield to walkers and buses.

### **Bus Riders:**

- ⚓ All buses will enter the school campus via West Road.
- ⚓ Buses will proceed to the bus loop and unload students.
- ⚓ Bus students will enter the building through the front doors.

### **Walkers:**

- ⚓ Walkers should utilize sidewalks and cross walks.
- ⚓ Walkers should not walk through the lawn areas.
- ⚓ Walkers will enter the building through the front door.

\*The bus loop is CLOSED to cars from 8:30 a.m. to 9:05 a.m.

## **Dismissal is 3:30 p.m. - 3:45 p.m. School staff are not on duty after this time. Any students who have not been picked up by 3:45 p.m. will be brought to the school office and a parent/guardian will be notified.**

### **Car Riders:**

- ⚓ Drivers will enter the school campus via West Road.
- ⚓ Drivers will continue to cul-de-sac at the end of West Road, make a u-turn, and wait in the drop-off line.
- ⚓ When directed by school staff, drivers will pull up to the Drop Off/Pick Up Zone. Students will be dismissed by grade level. If you are picking up a student from a higher grade, please do not block the pick-up line waiting for the last wave of students to be called.
- ⚓ Students will enter the car from the PASSENGER side of the car. (Please adjust all car and booster seats accordingly if needed). Students are not permitted to walk around to the driver's side of the car.
- ⚓ When directed by school staff, drivers will exit the school campus via West Road.
- ⚓ Drivers should be aware of and yield to walkers and buses.

### **Bus Riders:**

- ⚓ All buses will enter the school campus via West Road.
- ⚓ Buses will proceed to the bus loop and wait for students.
- ⚓ Students will be called one bus at a time.
- ⚓ Bus students will exit the building through the front doors.
- ⚓ Staff members will be on duty to monitor.

### **Walkers:**

- ⚓ Walkers should utilize sidewalks and cross walks.
- ⚓ Walkers should not walk through the lawn areas.
- ⚓ Walkers will exit the building through the front door.
- ⚓ At 3:45 p.m., any students who have not been picked up by a parent will return to the office and a parent/guardian will be notified.

### **All-Stars Learning Center:**

- ⚓ Students are dismissed via the side door near the primary hallway.
- ⚓ All-Stars staff will meet them and escort them to the center.

\*The bus loop is CLOSED to cars from 3:00 p.m. to 3:45 p.m.