Student and Parent Handbook

Pocomoke Elementary School
Better Today, Than Yesterday
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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PES – Vision and Mission

Better Today Than Yesterday!

Pocomoke Elementary School’s goal is to provide all students 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 though collaboration with families and community to support the whole child in their endeavors.
School Hours

7:45 a.m. Staff Arrives
7:45 - 8:05 a.m. Students Arrive/Breakfast/Staff on Duty Stations
8:05 - 8:15 a.m. Opening Exercises
8:15 a.m. Classes Begin
10:45 a.m. - 12:45 p.m. Lunch Block
2:50 p.m. Dismissal for Students
3:15 p.m. Dismissal for Staff

PRE-KINDERGARTEN

A.M. Class 8:15 - 11:15 a.m.
P.M. Class 12:15 - 2:45 p.m.

HALF-DAY SCHEDULE

7:45 a.m. Staff Arrives
7:45 - 8:05 a.m. Students Arrive/Staff on Duty Stations
8:05 - 8:15 a.m. Opening Exercises
8:15 a.m. Classes Begin
9:45 - 11:50 a.m. Lunch Block
12:15 p.m. Dismissal for Students

DELAYED OPENING SCHEDULE

ONE-HOUR DELAY

7:45 a.m. Staff Arrives based on safety conditions
8:45 - 9:05 a.m. Students Arrive/Breakfast/Staff on Duty Stations
9:05 - 9:15 a.m. Opening Exercises
9:15 a.m. Classes Begin
10:45 a.m. - 12:45 p.m. Lunch Block
2:50 p.m. Dismissal of Students
3:15 p.m. Dismissal of Staff
Pocomoke Elementary School

Two-hour delay

7:45 a.m. Staff Arrives based on safety conditions
9:45 - 10:05 a.m. Students Arrive (No AM Pre-Kindergarten)/NO BREAKFAST/
                  Staff on Duty Stations
10:05 - 10:15 a.m. Opening Exercises
10:15 a.m. Classes Begin
10:45 a.m. - 12:45 p.m. Lunch Block
2:50 p.m. Dismissal of Students
3:15 p.m. Dismissal of Staff

Children who arrive prior to 7:45 a.m. & after 8:15 a.m.

We want to ensure the safety of all children; therefore, children should not be brought to school prior to 7:45 a.m. Faculty and staff duty day does not begin until 7:45 a.m. If you and your child arrive after 8:15 a.m., you must walk your child to the main office and sign them in. After 8:15 a.m. the doors of our school will be locked and requires an electronic entry. Please refer to Worcester County Public Schools Policy and Procedures manual online or request a copy of the procedures from the office staff.

Talking with your child’s teacher and classroom visitation

We believe that in order to provide the best possible education for your child the lines of communication must be open. Therefore, we encourage you to communicate often with your child’s teacher. If you would like to talk with your child’s teacher, we ask that you contact the teacher by sending a note or by calling the school. You can be assured that your child’s teacher will always make time to talk with you after school, during their planning periods, or at a time, which is most suitable to both of you. (In order to be fair to all children, we do, however, request that our teachers do not speak with you when children are in the room during instructional time. This includes the morning when students are arriving in the classroom). Those precious hours, when children are in our care, must be devoted to educating and nurturing them. Thank you in advance for your understanding and cooperation in this matter.

When you come to visit the school, please report the main office. Upon entrance, a representative in the office will ask for a state issued photo ID prior to being issued a visitor pass. No one will receive a visitor pass without proper ID.
REPORT CARDS

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

Awards Assemblies

1. Principal’s Award –
   ➢ 4.0 GPA with no D’s or F’s (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 - For each marking term
   ➢ For the year

4. Character

5. Homework

6. Most Improved

7. Art

8. Music

9. 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 of this by following the monthly calendar.

**DELIVERIES - TO THE OFFICE**
Parents are asked to leave lunches, books, etc., which they bring to their children in the school office, rather than entering a classroom. It is less disruptive to the class schedule to send items by school personnel than to have a parent deliver them. Thank you for your cooperation in ensuring that learning continues with as little interruption as possible.

**SCHOOL SUPPLIES**
The county budget provides many of the necessary school materials for the student. We do ask that you provide your child with pencils and any additional supplies requested by the teacher. Your child’s teacher will always send home a letter with a list of supplies he/she is requesting. Please check with your child periodically to see if he/she has the necessary supplies.

**CALENDARS/SCHOOL NEWSLETTERS/COMMUNICATIONS**
We will send home a bimonthly newsletter with timely information about activities, events, and happenings. A monthly lunch calendar will be sent home. Our website (www.pocomokeelementary.org) is updated throughout the month with the most current information. You can also visit our Facebook page for information as well as the lastest happenings. In addition, please sign up to receive flyers and other important information through the use of Peach Jar.

**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
Pocomoke Elementary School

will be sent home with the children the first week of school. Parents must come to the school for claim forms.

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, positive human relations, and 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 welcomes any comments or suggestions for the betterment of the school.
Student Conduct
The teacher will inform students of behavioral expectations at the beginning of the school year and reinforce daily throughout the year as needed. In addition, please refer to Worcester County Public Schools Code of Conduct Policy.

HALL CONDUCT
It is essential that everyone moves throughout the building in a quiet, orderly, and respectful manner. Students are expected to follow these basic rules of hall behavior:

1. Walk on the right side of the hallway.
2. Keep an arm length between you and the person directly in front of you.
3. Keep a straight line.
4. Do not talk unless addressed by your teacher.
5. Keep the same place in line at all times.
6. Walk - do not skip, run, jump, etc.
7. Follow the directions of your teacher.

Cafeteria Conduct
Students are expected to practice excellent eating habits. The following rules apply to behavior in the cafeteria:

1. Walk in the cafeteria at all times.
2. Use quiet voices in conversation at your table. Neighboring tables should not be able to hear your conversations.
3. Maintain space between each other when in line or lining up.
4. Maintain a clean and orderly table.
5. When directed, return all trays and trash to the disposal. Place in appropriate containers.
6. Raise your hand if you have a question or a need.
7. Follow the directions of the staff on duty.
Assembly Conduct

During the course of the year, students are exposed to several assemblies. During these times, students and teachers will assemble in the cafeteria for the purpose of seeing a scheduled program. Many experiences are provided during assemblies. When we assemble in a large group, we become an audience. Our behavior must be one of respect to the performer. We must be quiet in order to listen respectfully. We must also acknowledge our appreciation for the performance at appropriate times during and at the conclusion of the program. As students enter and exit the auditorium, it should be in a quiet and orderly fashion.

Playground Conduct

Recess is a special time for students. It is an opportunity to go outside and play with friends from your grade. Because recess time involves many students at one given time, and involves the use of equipment, it is essential that students follow very strict guidelines for behavior.

1. Students are expected to play kindly with one another and to practice good sportsmanship.
2. Aggressive, physical play is not allowed. Students will lose the privilege of recess if they practice these behaviors.
3. Students must take their time when using the playground equipment and always take turns.
4. Chasing another student is dangerous behavior and will not be allowed.
5. Students will enter and leave the playground area in an orderly fashion.
6. When the signal is given to end the recess period, students will walk to their assigned areas and line up for the return to the classroom.
7. Students will take care of equipment and be responsible for it each day.
8. Students will listen and follow directions of the faculty and staff during recess.
Bus Conduct

WORCESTER COUNTY PUBLIC SCHOOLS
6270 WORCESTER HIGHWAY
NEWARK, MD. 21841-9746
www.worcesterk12.org

BUS RULES – SCHOOL YEAR 2018-2019

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 can not & 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 brown bag. 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.**

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**Health and Safety**

**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:

1. On the day of the absence, the school’s secretary will call the child’s parent.

2. After 5 days, you will receive a letter from our nurse stating the importance of your child attending school.

3. Parents may certify up to ten (10) student absences due to illness. All absences for student illness beyond the ten (10) must be certified by a physician's certificate. Absences beyond the ten (10) that are not certified by a physician's certificate will be unlawful (Worcester County Policy IV A-3-C). You will also receive a letter from our Student Services Worker reviewing the same regulations stated in this letter and Maryland Compulsory Attendance Laws and you will be asked to make an appointment with the principal to discuss your child's attendance.

**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.
**Guidance**

Our school has one full time guidance 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 teacher and parent in developing strategies to make school a successful experience for the student.

**TRANSPORTATION**

We are fortunate to have an excellent system of school bus transportation in our county. Well-maintained and attractive buses along with dedicated and well-trained drivers have given us a safety record second to none. Although bus transportation is a service to both you and the student, it is important that it receives the respect it deserves. Students should maintain the highest level of respect for the drivers and the overall safety of all. Again, the student must see the school and parent as one in the achievement of these expectations.

**PES School Bus Safety Rules**

**On the way to the Bus:**
- Be alert; arrive at your stop at least five minutes early.
- Always obey all traffic lights and signals.
- Plan to walk with schoolmates whenever possible, facing the traffic.
- When crossing streets, always cross at crosswalks and intersections.
- Look both ways before crossing the street.

**At the Bus Stop:**
- Stand back from the curve.
- Do not push or shove when entering or exiting and always use the steps and hand rail.
- Always obey the bus driver and wait for the driver’s signal before crossing.
- Always cross at least 10 feet in front of the school bus.
- Never crawl under the bus.

**When Riding the Bus:**
- Take your seat quietly and quickly, remain seated when the bus is moving and do not get out of your seat when the bus is moving.
- Keep your feet on the floor and never ever extend your hands, arms, head, or other objects out the window of a bus.
• Talk in a conversational tone, be courteous to the driver and schoolmates, and try not to distract the driver through misbehavior.

These are the general rules. Please refer to a more detailed list of bus rules from the Department of Transportation provided the first day of school. Transportation to and from school is provided for students who live more than one mile from their school or who face hazardous walking conditions.

WRITTEN NOTIFICATION REQUIRED FOR HOME TRANSPORTATION CHANGES

During the year, if an emergency occurs which will change the means of transportation home for your child, we must have a written note from the parent or guardian. For example, if you wish to pick up your child at 2:45 p.m. instead of having him/her transported home by bus, please send a note to your child's teacher.

Only last minute emergencies can we accept phone calls informing us of changes in transportation home. FOR THE SAFETY OF YOUR CHILD, THE OFFICE WILL ASK FOR VERIFYING INFORMATION and a Photo ID.

**FOR YOUR CHILD'S SAFETY, THE PERSONS ON P.M. BUS DUTY WILL NOT RELEASE CHILDREN ALREADY ON BUSES OR EN ROUTE TO THE BUSES, TO ANY PARENTS. THERE ARE A NUMBER OF CUSTODY CASES AND WE ARE DOING THIS AS A SAFETY MEASURE. IF A SEVERE EMERGENCY ARISES AND YOU WERE NOT ABLE TO SEND A NOTE OR CALL SCHOOL CONCERNING YOUR TRANSPORTATION CHANGE, PLEASE COME TO THE SCHOOL OFFICE. A MEMBER OF THE FRONT OFFICE STAFF WILL CALL FOR YOUR CHILD ON OUR RADIO SYSTEM AND HAVE HIM/HER SENT TO THE OFFICE. YOU WILL THEN SIGN YOUR CHILD OUT.**

Early Dismissal

During the school year, there are times that will require the early dismissal of students. We ask that you report to the main office to sign your child out. For the safety of your child, the office will ask for verifying information that includes, but not limited to a photo ID.
**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. After the Winter Holiday is a good time to replenish all supplies. Supply lists are available from your child's homeroom teacher.

**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.

**TOYS AND ELECTRONICS**

All toys and electronic devices are prohibited from school. These items may 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.
Title I and Parent & Family Engagement

The following pages consist of important information regarding policy and procedures related to Title I and Parent & Family Engagement.

POCOMOKE ELEMENTARY SCHOOL

2119 Pocomoke Beltway • Pocomoke City, Maryland 21851
410-632-5130 • Fax: 410-632-5139
Website: pocomokeelementary.org

Dr. Michael L. Browne Ms. Faye B. Williams

Title I School Level Parent and Family Engagement Plan

2018 - 2019

I. Purpose

The purpose of the Title I program is 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 may be provided to a school serving a high poverty area in which a minimum of 40% of its total student population receives Free and Reduced Meals (FARM) services. With approximately 71% of our students considered to be socio-economically disadvantaged, Pocomoke Elementary is eligible to receive Title I assistance. Our Title I funding provides supplemental materials of instruction, professional development training opportunities for faculty, staff and parents, salaries for specific school positions, as well as, parent and family engagement opportunities. Title I funds are used to provide additional materials for our school that would not be routinely provided by the district or county of which we are a part.

II. Vision

At Pocomoke Elementary School, our vision is create, sustain and enhance a collaborative partnership between our parents, school and community stakeholders. Our Parent and Family Engagement team will meet regularly throughout the 2018 – 2019 school year to review, reflect and refine goals designed to assist each of our students as they advance through challenging grade level curriculum in preparation for future college and career readiness. We realize the vital role that parents have as a child’s first and most influential teacher!
III. Process

Federal Title I guidelines mandate that a written Parent and Family Engagement Plan, developed with parental input, be created by schools funded by Title I, Part A of the Elementary and Secondary Education Act (ESSA). Each parent/guardian at Pocomoke Elementary will receive a copy of this plan, the Worcester County Title I Parent and Family Engagement Plan/Policy and our Title I Parent-School Compact.

IV. Goals

Parent/School Communication

Pocomoke Elementary School will clearly share information regarding student achievement, programs, resources, curriculum and Title I assistance with all parents in a language understood.

- Pocomoke Elementary School Website – [www.pocomokeelementary.org](http://www.pocomokeelementary.org)
- PES Facebook Page, Peach Jar, School Messenger Robo-Call Contacts
- PES Satellite School-Based Judy Center/Resource Center
- Quarterly PES Newsletters, Flyers, Invitations, Stickers

Parent and Family Workshops and Trainings

Pocomoke Elementary School will offer workshop 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:

- 100 Book Challenge: October 8, 2018 (5:30 – 6:30)
- Family Math Night: October, 24, 2018 (5:30 – 7:00)
- One School, One Book School Launch: November 12, 2018
- Family Literacy Night: December 6, 2018 (5:30 – 7:00)
- Family STEM Night, February 21, 2019 (5:30 – 7:00)
- Quarterly Learning Party Sequence and Family Math Camps: Date/Time TBD
- Parent Technology and Outdoor Classroom Workshops: Date/Time TBD

Parent Input

Pocomoke Elementary School will extend opportunity for parental input in our Title I Parent and Family Engagement Plan/Budget, Parent-School Compact and parent & family workshop activities. Childcare, transportation (requested 24 hours 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 through:

- Opportunities extended to parents for sharing input through Annual Title I Meetings, Parent Advisory Committee, School Improvement Advisory Committee and School Improvement Team Meetings, activity/event evaluations and surveys.
- Written copies of the Parent and Family Engagement Plan shared with all parents via the Student Handbook, PES website and Parent Resource Center.
- Title I Parent Advisory Committee Meetings held in June and February of this year to review, reflect and revise the current Parent and Family Engagement Plan/Budget, the Parent-School Compact, the Worcester County Complaint Policy, Title I funded parent/staff workshops, trainings, school family events and volunteer activities.
A Student-Parent-School Agreement to Improve Student Achievement

This agreement is a promise to work together to provide an encouraging and effective learning environment that enables our students to have success in meeting state and local performance standards. We believe that this can be accomplished with the planned partnership of parents, families, students, teachers, principals and community members. As we are all committed to your child’s progress in school, we are going to do our best to promote his/her achievement.

STUDENT COMMITMENT

AS A STUDENT I WILL:

- **Come to school** on time and ready to learn by **7:45 AM** each day.
- **Cooperate** with ALL teachers, staff and peers by following our school rules: 
  
  *Respect Yourself, Respect Property and Respect Others.*
- **Accept** my responsibility to complete class work and homework neatly and on time.
- **Ask** my teachers questions if I don’t understand something.
- **Remain** calm and talk with an adult if I feel bullied or pressured.
- **Exercise**, keep a positive attitude and make healthy choices each day.
- **Share** important school information with my family each night.
- **Read** for at least 20 minutes every day.

FAMILY COMMITMENT

AS A PARENT/GUARDIAN I WILL:

- **Ensure** my child arrives to school on time, appropriately dressed, well rested and prepared with all necessary materials and supplies.
  
  *Arrival time is 7:45 AM for morning PK - 3rd Grade; 12:15 PM for afternoon PK.*
- **Make** it a priority that my child attends each **entire** school day.
  
  *Dismissal time is 11:15 AM for morning PK; 2:45 PM for afternoon PK – 3rd Grade.*
- **Ensure** my child is dressed according to seasonal temperatures and daily school activities. Consider adding a change of clothes/socks/shoes in my child’s backpack.
- **Communicate** regularly with my child’s teacher/school nurse/office staff to update phone number, address, child’s health record, legal documentation and transportation.
- **Review** homework and check my child’s folder/backpack nightly for correspondence.
- **Regularly** access the WCPS and PES websites for school news and updates.
- **Provide** a scheduled time/place at home for my child to complete homework and study.
- **Read** to/with my child for 20 minutes daily. Encourage my child to read every day.
- **Attend** Parent/Teacher Conferences each term and School/Family Events if possible.
- **Consider** student-centered extracurricular opportunities that may provide a positive, nurturing after-school experience for my child in the late afternoon following dismissal.
- **Limit** my child’s video gaming/TV watching during week nights to ensure proper rest.
- **Volunteer** to participate in school activities and programs as my schedule permits.
TEACHER COMMITMENT

AS A TEACHER I WILL:

• Create a welcoming environment for my students and their parents.
• Maintain/foster high standards of academic achievement and behavior for each student.
• Provide quality teaching and leadership to my students and their families.
• Share my expectations, classroom goals and grading system with students and parents.
  Explanation of this Compact will occur during Open House (Aug. 30, 2018) and during Parent Conference Nights (Oct. 11, 2018, Jan. 10, 2019 and March 21, 2019) from 5:00 – 7:00 PM.
• Communicate regularly with students/parents regarding academic/behavioral growth.
  Sustain meaningful two-way communication between home and school in language that is clear and easily understood by family members.
• Provide opportunities to meet with parents to share and discuss their child’s progress.
• Encourage all families to volunteer/participate in their child’s educational experience.
• Continue learning through meaningful professional development activities.

ADMINISTRATOR COMMITMENT

AS AN ADMINISTRATOR I WILL:

• Ensure that Pocomoke Elementary is a consistently safe, positive and welcoming future-inspired learning environment through clarity of programs, policies and procedures.
• Enhance capacity for growth through high teacher/staff/student/parent expectations.
• Ensure a high quality curriculum is taught to all children through Maryland College and Career Readiness Standards and evidenced, scientifically-researched learning strategies.
• Communicate with parents/students/staff regarding our school’s mission, goals, services, programs, College and Career Readiness Standards, assessments and achievements via SIAC, PAC, staff meetings, website and social media.
• Utilize and share data analysis to assist teachers and parents in understanding how adopting high academic standards will lead to increased overall school improvement.
• Offer workshop sessions for parents/staff to assist in the learning of all students.
• Encourage parent engagement in our school wide decision-making process through opportunities to attend regularly scheduled SIP, SIAC and PAC meetings.

I have read and understand my responsibilities for academic success for the 2018 – 2019 School Year.

Date: ___________ Principal’s Signature: ________________________________
Date: ___________ Asst. Principal’s Signature: ____________________________
Date: ___________ Title I Specialist’s Signature: ____________________________
Date: ___________ Classroom Teacher’s Signature: __________________________
Date: ___________ Parent/Guardian’s Signature: ____________________________
Date: ___________ Student’s Signature: _________________________________

Pocomoke Elementary School Motto: “Better Today, Than Yesterday”
Worcester County Public School's Board of Education and Title I office will plan and support program, activities, trainings, communication, and all procedures for involving parents 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/Policy to support the goal of increasing parent engagement and partnerships in the schools. This plan outlines the efforts to involve parents and build capacity for both parents 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 Engagement Plan (annually) and the Parent & Family Engagement Policy (as necessary). The Parent & Family Engagement Plan/Policy are a part of Worcester County’s Bridge to Excellence Plan.  
   ➢ Invite parents from each Title I school to review, provide feedback and suggestions, and revise the district-wide Parent & Family Engagement Plan/Policy (January, May, and July).

2. Provide coordination and technical assistance to schools in planning and implementing effective parent 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 meetings (September).
   ➢ Review plan and discuss evaluation methods of plan with CRTs/Title I Specialist and administrators (August).
   ➢ Hold monthly meetings with CRTs/Title I Specialists from each school and school administrators to support their efforts in the implementation of parent 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 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 inservice to staff on Maryland’s academic content and student inservice achievement standards, state and local assessments, and Title I requirements. This will also include how to use the information to help students achieve better.
   - Include information about the standards, assessment, and achievement in the county's parent/calendar handbook and each school's parent handbook (September).
   - Distribute information regarding the PIRC (MD Parental Information Resource Center). In county and each school handbook.
   - Invite parents to attend state and local conferences (as appropriate).
   - Post copies of the county Parent & Family Engagement Plan/Policy on the district’s and each school’s web page for parents to view.
   - Insert a copy of the county Parent & Family Engagement Plan/Policy in each school’s parent handbook.

4. The Title I Office, in coordination with the CRTs/Title I Specialist, will provide materials and training to help parents 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.
   - Distribute information regarding the PIRC (MD Parental Information Resource Center). (In county and each school handbook)
   - On the website, provide tips for parents in how to support student learning at home.
   - Conduct training sessions for school staff in supporting parents in helping their child with learning.
   - Offer parent outreach activities at various times that focus on parenting skills, reading, math, science, and technology. These activities will be conducted by school staff with the support of the Title I office (three times per year).
   - Conduct student achievement nights (reading and math) to inform parents of assessments and provide an understanding of the way students are tested and how parents can support learning at home.

5. Educate instructional staff, with parental assistance, in the contribution of parents and how to reach out and communicate with parents as equal partners.
   - Each school's Parent Advisory Committee (PAC) and SIAC Committees (comprised of parents and educators) will discuss ideas for faculty meetings and trainings that support communication and partnerships between parents and teachers.
   - CRTs/Title I Specialists 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 programs that encourage and support parents in more fully participating in the education of their children.
   ➢ The District Title I Office will serve on the Judy Center Steering Committee and meet five 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 Hippy Program coordinator.
   ➢ Meet after each Judy Center meeting with each school's Title I Specialist to determine contacts and the best way to coordinate efforts to reach all parents for training, literacy, nutrition, child development, community services....

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

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

9. Maximize parental and family engagement and participation in their child's education by arranging school meetings at a variety of times or conducting telephone conferences between teachers or other educators who work directly with participating children and parents who are unable to attend these conferences at school.

10. Utilize each school’s Parent Advisory Committee (PAC) to provide advice on all matters related to parent and family engagement in Title I programs.

Worcester County Public Schools recognizes the importance of increasing the engagement of parents in the educational process. The partnership between educators and parents is critical to the success of every student. WCPS' has included a goal in the Bridge to Excellence 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 conducted in September, is designed to evaluate the effectiveness of our programs and to get a good understanding of parent priorities for the school system. The second survey, which is conducted in May, is centered on communication. Parents are asked to give us feedback about how the teachers, the schools, and the system communicate with parents 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.

If you have questions, concerns about the Title I program, or want additional information please contact:
Denise Shorts, District Title I Coordinator  
Contact Number: 410-632-5040  
drshorts@worcesterk12.org

Dr. John Quinn, Chief Academic Officer/Assistant Superintendent for Instruction  
Contact Number: 410-632-5025  
JRQuinn@worcesterk12.org

Karen Marx, Buckingham Elementary School Principal  
Contact Number: 410-632-5305  
KTmarx@worcesterk12.org

Laura Arenella, Buckingham Elementary School, Curriculum Resource Teacher  
Contact Number: 410-632-5317  
LAArenella@worcesterk12.org

Dr. Michael Browne, Pocomoke Elementary School Principal  
Contact Number: 410-632-5136  
MLBrowne@worcesterk12.org

Beverly Watson, Pocomoke Elementary School, Formative Assessment Coach  
Contact Number: 410-632-5134  
BAWatson@worcesterk12.org

Dr. Mary Anne Cooper, Snow Hill Elementary School Principal  
Contact Number: 410-632-5215  
MACooper@worcesterk12.org

Kristina Belcher, Snow Hill Elementary School, Curriculum Resource Teacher  
Contact Number: 410-632-5210  
KLBelcher@worcesterk12.org
Parent Engagement Information

Your participation in your child’s education is important to us. Because of this we have developed a parent and family engagement plan/policy for Worcester County. At the August 2002 Worcester County Board meeting, the parent and family engagement plan/policy was reviewed and adopted.

The policy explains how we plan to continue working with parents to review and improve parent programs. We value your engagement and urge you to take the time to read this policy included on the back of this update.

Federal law requires us to distribute our parental & family engagement plan/policy to parents. If you have any questions, feel free to contact Dr. John Quinn at 410-632-5025.

Each school also develops, with parental participation, a policy and plan for each school year. You will receive copies of these documents and if you have any questions, please contact the school principal or Denise Shorts at 410-632-5040.

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 engagement as a means for improving school performance.

Specifically, the school system will:

A. Publicize its commitment to parent/community engagement 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, 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 principal, Dr. John Quinn, Chief Academic Officer/Assistant Superintendent for Instruction at 410-632-5025, or Denise Shorts, Title I Coordinator at 410-632-5040.

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**Parent Information**

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**Parent Resources**

There are several resource centers available to parents. Listed below are the resource centers and some contact information. If you need additional information, please contact, Denise Shorts at 410-632-5040.

* **Worcester County Parent Resource Center**  
  Contact Number: 443-735-KIDS  
  [www.worcesterparents.org](http://www.worcesterparents.org)

* **Maryland Parent Information Resource Center (PIRC)**  
  [www.maec.org](http://www.maec.org)  
  Telephone Number: 1-877-MD-PARENTS

* **Parents for Success**  
  Telephone Number: 410-632-1553

* **Parents as Essential Partners**  
  Telephone Number: -301-657-7742 Ext. 118

* **Lower Shore Regional Resource Center**  
  Telephone Number: 410-749-3612

* **Lower Shore Child Care Resource Center**  
  Telephone Number: 410-543-6650

* **Judy Center at Snow Hill Elementary School**  
  Telephone Number: 410-632-5225

* **HIPPY Program at the Judy Center**  
  Telephone Number: 410-632-5224
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.

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 the 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, an 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 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.