

Buckingham Elementary Parent & Student Handbook 2021-2022



ESTD

1954

Buckingham
Elementary School

Please sign and return the bottom of this form to your child's teacher by September 30, 2021.



I have read the 2021-2022 Parent Handbook for Buckingham Elementary School.
I understand that if I have any questions about the handbook,
I may contact the school office at 410-632-5300.

Student's Name

Student's Teacher

Parent/Guardian Signature

Date

TABLE OF CONTENTS

About BES

BES Mission	3
BES Faculty and Staff	4
Communication with Your Child's Teacher	5
Emergency Card Information	5
School Hours	5
Our School Rules	6
Early Arrival & Dismissal	6
Tardiness	6
Breakfast in the Classroom	7
Lunch Prices	7
Calendar	8

Policies & Procedures

Attendance	10
Trips during the School Year	11
Parking & Use of Sidewalks	11
Students Arriving/Departing in Cars	12
Transportation Changes	12
Bus Rules	13
Parent Letter for Students Riding the Bus	14
Code of Conduct	17
PBIS - Positive Behavior Intervention and Supports	17
Student Dress Code	18
Cellular Phones	19
Lost & Found	19
Withdrawal/Transfer from School	19
Care of School Property	20
Technology Usage Forms	20
Publicity	20

Safety, Health & Welfare

School Safety Procedures	22
Emergency School Closings	23
Emergency Procedure Plan	23
Health Room	23
Custody	24
Custodial Rights	24
Child Abuse/Neglect	24
Harassment	25
Sexual Harassment	25
Weapons	25
Toys in School	26
Threats	26
Additional Student Information	26

Parent Engagement/Title I

Parent Organizations:	28
PTA - Parent Teacher Association	28
Title I PAC – Parent Advisory Committee	28
SIAC – School Improvement Advisory Committee	28
The School Improvement Process (SIP)	29
Our Volunteer Program	29
School Fund-Raising Opportunities	30
WCPS Title I Parent Involvement Plan	31
BES Title I Parent Involvement Plan	37
Title I Student/Parent/School Compact	39





Mission Statement

The mission of Buckingham Elementary School is to build a safe, student-centered, environment in which our diverse family of learners develops relationships, meets high expectations, and is prepared to be a productive citizen in an ever-changing world.

Buckingham Elementary School 2021–2022 Faculty and Staff Roster & Extensions

ADMINISTRATION			4	SPED, ELL, RESOURCE, TECH & COACHES			14
Weich, Chris	Principal	5305		Ballard, Kristen	Special Education - PreK		
Pumell, Deshon	Assistant Principal	5306		Ashcraft, Jenna	Special Education – K		
Arenella, Laura	Curriculum Res/Title 1	5319		Adams, Dana	Special Education – 1st		
Aperance, Staci	Counselor	5311		Quilter, Debra	Special Education – 2 nd		
OFFICE/NURSES			3	Bennett, Courtney	Special Education – 3 rd		
Evans, Suzanne	Bookkeeper	5307		Loizaga, Gigi	Special Education – 4 th		
Lathroum, Angie	Nurse	5303		Gee, Kelly (1/2 OCES)	ELL		
Parsons, Diane	Secretary	5301		Conner, Karen	ELL		
CLASSROOM TEACHERS			30	Porter, Barbara	ELL		
Waters, Annette	Pre-Kindergarten 3	1431		Glover, Liz	Title 1 Math Resource		
McElfish, Cassie	Pre-Kindergarten A	1430		Smith, Ramona	Title 1 Reading Resource		
Beall, Darlene	Pre-Kindergarten B	1429		Hamilton, Bryan	Technology Coach		5310
Hatlee, Michaela	Pre-Kindergarten C	1428		Giska, Ali	Literacy Coach		5316
Semanchik, Alison	Pre-Kindergarten D	1425		Hanenfeld, Julie	Mathematics Coach		5316
Lynch, Lisa	Kindergarten A	1424		RELATED SERVICES			5
Marowski, Kim	Kindergarten B	1439		Lacour, Melissa	Physical Therapist		1446
Mariner, Jessica	Kindergarten C	1442		Dougherty, Michelle	Occupational Therapist		1446
Price, Karen	Kindergarten D	1427		McAllister, Morgan	Speech Therapist		1433
Carney, Brenda	Kindergarten E	1426		Bunting, Heath	School Psychologist		1459
Paulsen, Lauren (Myers)	Grade One A	1438		Simulis, Anna	WCHD Office		1459
Truitt, Holly	Grade One B	1437		EDUCATIONAL ASSISTANTS			16
Gray, Susan	Grade One C	1436		Bowers-Shearer, Whitney	Dream Box Lab Manager		
Henderson, Melissa	Grade One D	1435		Donaway, Mary Lynn	EA – PreK 4 (Semanchik)		1425
Call, Tanya	Grade One E	1434		Fontello, Marie	EA – Office		1497
Socha, Donna	Grade Two A	1423		Frombach, Diane	EA – PreK 4 (McElfish)		1430
Bredenberg, Stacey	Grade Two B	1422		Hastings, Sherry	EA – PreK 4 (Hatlee)		1428
Bullock, Amie	Grade Two C	1421		King, Mary Jane (Jez)	EA		
Hammond, Amanda	Grade Two D	1420		Morris, Rakiya	EA – 2 nd Step		
Urlick, Christine	Grade Two E	1441		Murray, Etta	EA – PreK 3 Special Ed (Waters)		1431
DiMichele, Danielle	Grade Three A	1452		Nock, Sarah 1:1	EA – Grade 4 Special Ed (Siano)		1480
Masters, Elizabeth	Grade Three B	1451		Philavanh, Susan 1:1	EA – Grade 3 Special Ed (Masters)		1451
DiPietro, Carrie	Grade Three C	1450		Plumley, Jessica 1:1	EA – Grade 1 Special Ed (Truitt)		1437
Davis, Erika	Grade Three D	1449		Rayne, Meredith	EA		
Moniodis, Mary Ann	Grade Three E	1448		Rogers, Meg	EA		
Siano, Frank	Grade Four A	1480		Tindley, Zolita	EA – PreK 4 (Beall)		1429
Rippin, Sandy	Grade Four B	1481		Tribuno, Alisa	EA		
Scalfone, Gloria	Grade Four C	1455		Warren, Crystal	EA – Special Education		
Weismiller, Annie	Grade Four D	1454		SPEAKER ONLY			
Booth, Michael	Grade Four E	1453		Boiler Room			0139
SCHOOL RESOURCE OFFICER			1	Cafeteria Eating Room			5313
Deputy Scott Nicholas	SRO	5312		Chair Storage			0141
CUSTODIANS (CHANNEL 3 ON RADIO)			4	Corridors			0145
Jarmon, Ricky	Head Custodian	1457		Dishwasher Room			0143
Holden, Glenda	Substitute: Doug Curtis			Food Preparation			0142
Lewis, Larry	Custodian			Gymnasium			1500
Bailey, Deonna	Custodian			Snack Bar			0144
SPECIAL AREAS			5	OTHER NUMBERS			
Reid, Melissa	Art	1445		Fax	(410) 632 5309		
Payne, Scott	Physical Education	1500		All Call	0#00		
Bunting, Caitlin	Media Specialist	1446		Call Room on Speaker	0 & Extension		
Jones, Tonya	Music	1456		Central Alarm	(410) 632-1311/1315		
Haines, Colby	Music & Movement	1432		Berlin Police Dept.	(410) 641-1333		
CAFETERIA			3	Berlin Police Dept.	(410) 641-1333		
D'Ascoli, Michele	Cafeteria	1417		Maryland State Police	(410) 641-3101		
Lohnas, Robin	Cafeteria						
Rogers, Carol	Cafeteria						

Revised 9/3/21

Total Faculty & Staff 85

COMMUNICATION WITH YOUR CHILD'S TEACHER

We believe that in order to provide the best possible education for your child, lines of communication must be open and two-way. 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 through Class Dojo, sending a written note/email, or by calling the school (410-632-5300).

You can be assured that your child's teacher will always make time to talk with you after school, during planning periods, or at a time which is most suitable to both of you. **However, in order to be fair to all children, we request that teachers not conference with you when children are in the classroom. This includes arrival and dismissal times.** 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.

EMERGENCY CARD INFORMATION

The teachers and school nurse, as well as the office staff, often have to use the information on your child's Emergency Card. Please complete/revise the **entire card (both sides)** and return it to school tomorrow if you have not done so already. It is very important that you complete all information and especially list:

1. The name, phone number, cell phone number, and address of persons whom we may contact if you can't be reached.
2. Your place of work and that phone number.
3. Where your child is to get on and off the school bus (if at a sitter's, please give their name and phone number.)

During the year, **if this information changes, please contact our secretarial staff immediately. (410-632-5300)** Our office staff will make sure the information is changed on our office records and in the computer, as well as the Emergency Card. The secretarial staff will inform your child's teacher of the changes in writing. It is **critical** that we have your most up to date contact information should an emergency ever occur. Thank you

OUR SCHOOL DAY

School Hours:

Grades Pre-Kindergarten – Grade 4	8:50 a.m. – 4:10 p.m.
Morning Pre-Kindergarten 3	8:50 a.m. – 12:00 p.m.
Afternoon Pre-Kindergarten 3	1:00 p.m. – 4:10 p.m.

Children should arrive at school at **8:50 AM**, and they should be ready for classes to begin promptly at **9:00 AM** when the Morning Announcements begin. Since breakfast is served in the classrooms and there are a variety of important morning activities for your child to participate in, we ask that you make every effort to **have your child arrive by 8:50 AM.**

Students who arrive after 9:10 AM are considered **tardy** and must report to the office to sign in and receive a pass to admit them to their classroom.

OUR SCHOOL RULES

A structured environment is essential to enable all students to reach their potential. Buckingham Elementary School has four basic rules, which serve as the foundation for the discipline code at our school. These four basic rules are supported by all the teachers and support staff.

We ask that all parents take time to discuss these rules with their child(ren) and encourage them to demonstrate ways in which they can follow these rules. **Your support and involvement is the key to helping your child be successful.** The 4 rules are as follows:

1. **Respect Yourself**
2. **Respect Others**
3. **Respect Learning**
4. **Respect Your Environment**

In addition, our school Motto and Slogan are messages that we discuss with the students on a daily basis. At BES, we believe that everyone is more successful when they work together to achieve their goals and all goals can be achieved if you work hard, persevere, and never give up!

EARLY ARRIVAL & DISMISSAL

CHILDREN WHO ARRIVE PRIOR TO 8:50 AM:

Children that arrive to school prior to 8:50 should register to attend the Before School CARE Academy which runs in four cycles, Monday through Thursday each week. Before School CARE Academy begins at 7:45. Please contact Mr. Purnell for more information.

EARLY DISMISSAL:

Students who must leave early are to bring a note to their homeroom teacher in the morning. This note should include the reason for leaving early, the time of departure, and the adult who will be picking the child up. The homeroom teacher will send the note to the office. **Please note that excessive early departures from school may result in Early Dismissal letters being issued and our Student Services office being notified.**

The adult picking up a child for early dismissal must report to the office to sign the child out. The office will call for the student from their class. If the student is in a special area class or on the playground, the office staff will get the student. **Parents should wait in the office area.** Students will only be released to the adult stated in the note, unless prior arrangements are made with the administration. Students will only be called from their classroom for an early dismissal prior to **3:55 PM**. If parents arrive after **3:55 PM** they will be asked to put their child on the call down list and wait for their dismissal to the Cafeteria/Gym with their grade level. We appreciate your understanding for this safety measure that we have put in place for your child.

TARDINESS (AFTER 9:10 AM.):

Students are asked to be at school by 8:50 AM. Students who arrive to school after 9:10 AM are considered tardy for school **AND DUE TO OUR SECURITY SYSTEM MUST BE ESCORTED INTO THE BUILDING BY AN ADULT.** If this occurs, a note must be given to the attendance secretary explaining the reason for tardiness. Excessive tardiness to school may result in tardy letters being issued and our Student Services Office being notified. Our breakfast program ends at 9:00 AM. Any students arriving after 9:00 AM should have eaten breakfast arriving at school.

BREAKFAST IN THE CLASSROOM

Buckingham Elementary School participates in the Maryland Meals for Achievement (MMFA) program which provides breakfast **free of charge to all children** in the classroom. For this program, meals are assembled and delivered to the classroom by 8:50 AM each day. Students do not have to eat breakfast, but if they do there will be no charge. A breakfast/lunch menu will go home each month digitally as well as a paper copy in back packs, so that parents will be aware of meal choices. Please see the office Cafeteria Manager if you have any questions. **Please note that breakfast will not be served when there is a 2 hour delay.**

LUNCH PRICES:

We are excited to share that once again breakfast and lunch will be offered free through 2021-2022 thanks to a grant. We still ask that all families complete the Meal Benefit Form which is available electronically on our school website, district website, and social media platforms. This is also available in Spanish.

We appreciate everyone who applies for this program. We receive valuable financial assistance for important programs from your participation. Thank you!

Any questions, please contact the office (410-632-5300). Thank you!



2021 - 2022 SCHOOL SYSTEM CALENDAR

ADOPTED BY THE BOARD OF EDUCATION ON FEBRUARY 16, 2021

16 - 26	New Teacher Orientation	AUGUST							FEBRUARY							18	Early Dismissal for Students: Professional Development	
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
30 - 31	Teacher Preparation & In-Service Activities	1	2	3	4	5	6	7			1	2	3	4	5			
		8	9	10	11	12	13	14		6	7	8	9	10	11	12	21	Closed: Presidents' Day
		15	16	17	18	19	20	21	13	14	15	16	17	18	19			
		22	23	24	25	26	27	28	20	21	22	23	24	25	26			
		29	30	31				27	28									
1 - 2	Teacher Preparation & In-Service Activities	SEPTEMBER							MARCH							31	End of Third Marking Period (43 Days)	
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
6	Closed: Labor Day				1	2	3	4			1	2	3	4	5			
7	First Day of School	5	6	7	8	9	10	11	6	7	8	9	10	11	12			
		12	13	14	15	16	17	18	13	14	15	16	17	18	19			
		19	20	21	22	23	24	25	20	21	22	23	24	25	26			
		26	27	28	29	30			27	28	29	30	31					
14	Early Dismissal for Students: Professional Development	OCTOBER							APRIL							1	Closed for Students: Professional Day	
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
15	Closed: MSEA Convention						1	2						1	2	4	Closed for Students: Countywide PD Day	
		3	4	5	6	7	8	9	3	4	5	6	7	8	9			
		10	11	12	13	14	15	16	10	11	12	13	14	15	16			
		17	18	19	20	21	22	23	17	18	19	20	21	22	23			
		24	25	26	27	28	29	30	24	25	26	27	28	29	30			
		31														13	Early Dismissal for Students	
																14 - 18	Closed: Spring Break	
4	Early Dismissal for Students: Professional Development; End of First Marking Period (42 Days)	NOVEMBER							MAY							30	Closed: Memorial Day	
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
			1	2	3	4	5	6	1	2	3	4	5	6	7			
5	Closed for Students: Professional Day	7	8	9	10	11	12	13	8	9	10	11	12	13	14			
		14	15	16	17	18	19	20	15	16	17	18	19	20	21			
24 - 26	Closed: Thanksgiving Break	21	22	23	24	25	26	27	22	23	24	25	26	27	28			
		28	29	30					29	30	31							
22	Early Dismissal for Students	DECEMBER							JUNE							13 - 14	Early Dismissal for Students, High School exams	
23 - 31	Closed: Winter Break	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
					1	2	3	4				1	2	3	4	14	End of Fourth Marking Period (47 Days), Tentative Last Day of School	
		5	6	7	8	9	10	11	5	6	7	8	9	10	11			
		12	13	14	15	16	17	18	12	13	14	15	16	17	18			
		19	20	21	22	23	24	25	19	20	21	22	23	24	25			
		26	27	28	29	30	31		26	27	28	29	30					
14	Early Dismissal for Students: Professional Development	JANUARY							CALENDAR LEGEND							NOTES		
		S	M	T	W	Th	F	S	Yellow - New Teacher Orientation								Worcester County Public Schools has identified three (3) inclement weather days in this calendar. Beyond those three days, the school system will not close for inclement weather, but will transition to distance learning.	
17	Closed: MLK Day						1	Red - Schools/ Offices Closed										
26 - 27	Early Dismissal for Students, High School exams	2	3	4	5	6	7	8	Blue - Early Dismissal for Students									
		9	10	11	12	13	14	15	Green - Schools Closed for Students									
27	End of Second Marking Period (48 Days)	16	17	18	19	20	21	22	Orange - Inclement Weather Make-Up Days (if needed)									
28	Closed for Students: Professional Day	23	24	25	26	27	28	29	- End of a Marking Period									
		30	31															

Policies and Procedures



ATTENDANCE

Please make sure your child is at school and on time every day so that the quality of their learning is maximized. The regular interactions of students in the classroom, and their participation in well-planned instructional activities under the direction of a teacher, are essential for learning to be meaningful and effective.

Instruction is carefully planned each day by our outstanding teachers, often designed to meet your child's specific needs. When students are absent, they fall behind and it can be difficult to make up assignments. Additionally, the quality of their learning is not the same. When a student is sick, however, he/she should remain at home under the supervision of an adult. Upon returning to school, students should bring a **signed physician's note/certificate** (if doctor visit occurred) or an **Absent Note Form** signed by the parent or guardian explaining the reason for the absence. **Absent Note Forms** are located in the back of your child's Homework Folder. Forms should be completed by the parent or guardian, and returned to the homeroom teacher. If a note is not received the first day, the student's absence will be coded unlawful until a note is received. It is the responsibility of the parent to send an **Absent Note** to the homeroom teacher. If a note explaining the absence is not received within five (5) school days following the student's return, the absence will be coded unlawful.

Parents may certify up to ten (10) student absences due to illness. All absences for student illness beyond the ten (10) **must** be certified with a **physician's note/certificate**. Absences beyond the ten (10) that are **not** certified with a **physician's note/certificate** will be coded unlawful.

Students should be encouraged to complete make-up work; however, work missed during days that are determined to be unlawful cannot be made up for credit. The following reasons are listed by the Maryland State Department of Education as "Lawful Cause of Absence":

1. Death in the immediate family. The local school system shall determine what relationships constitute the immediate family.
2. Illness of the student. The principal shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness.
3. Court summons.
4. Hazardous weather conditions. This means hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school.
5. Work approved or sponsored by the school, the local school system or the State Department of Education, accepted by the local Superintendent of Schools or their designees as reason for excusing the students.
6. Observance of a religious holiday.
7. State emergency.
8. Suspension.
9. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
10. Other emergency or set of circumstances which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school.

Please Note: New Maryland State Department of Education Attendance Policies were updated last year.

- **A student MUST attend at least 4 hours in order to be counted for a full day of attendance.**
- **A student attending between 2 and 4 hours will be counted as a half-day attendance.**
- **Students attending fewer than 2 hours will be counted as absent for a full day.**

TRIPS DURING THE SCHOOL YEAR

We cannot overstate the importance of a student's responsibility to attend school on a regular basis. However, we realize that on rare occasions, it is impossible for a family to schedule a trip of educational value at a time when school is not in session. Therefore, participation in trips sponsored by non-school organizations and/or parents or guardians, **if determined to have significant educational value or promote family harmony, will be lawful. The student's progress, achievement and attendance record should be taken into account when trips are being planned/considered.**

A maximum of seven (7) school days will be allowed for family trips during any one school year. Plans for the completion of missed class work should be completed prior to the trip. **Forms to enable this process are available in the school office.** These forms **must be** completed at least ten (10) school days in advance of the trip.

It is strongly recommended that 1). Families plan trips around days when schools are closed to minimize days lost from classroom instruction; and
2). CHILDREN ARE PRESENT AT SCHOOL DURING STATE TESTING.

The testing dates for the various grades are listed in the Worcester County Student Calendar/ Handbook. Please call the office if you have any questions.

Absences due to trips such as family, etc., authorized by the principal, shall be lawful. Students must assume the responsibility for making up the missed work. Classroom make-up work for lawful absences must be submitted to the teacher within five school days following the student's return to class and receipt of assignments from the teacher. The principal or assistant principal may accept other make-up plans for long-term absence due to unusual circumstances.

PARKING

Buckingham Elementary School has two parking lots. When bringing students to school in the morning, or for afternoon Pre-Kindergarten, please use the front office parking lot. **The bus loop is reserved for school buses. Students will not be permitted to unload from cars in the bus loop at any time.** We ask this for the safety of our students. We do not want a child injured from darting out in front of a bus.

Morning Pre-Kindergarten students are walked to the buses by their teachers at dismissal time. **Parents picking up students from Morning Pre-Kindergarten** should also use the front office parking lot. Parents picking up should meet their child(ren) in front of the school.

Parents who are picking up students at 4:10 PM should wait in the car rider line in the front office parking loop. Students will be called down to meet their caregiver at their car. Please help our end of the day run smoothly by waiting for your child at 4:10 PM in the assigned area. Thank you!

USE OF SIDEWALKS

To ensure the safety of all children and also to maintain the appearance of our school grounds, children are to always use the appropriate sidewalks. Children are **not to walk across the lawn** when entering or exiting the school.

STUDENTS ARRIVING/DEPARTING IN CARS

Due to the number of students being dropped off in the morning, we would like to enforce the following safety guidelines for our morning drop off procedures. If you are dropping your child off in the morning, please do **one** of the following:

- ❖ Use the front lane as a **"Drop-Off Zone"**. Pull your vehicle up as far as you can, and allow your child to get out and come in the building by him/herself. **There will be staff members on duty in the front lane to assist students with their door and getting out of the vehicle.** Once your child is safely out of the vehicle please pull away from the **"Drop-Off Zone"**. Please do **not** park in the **"Drop off Zone"**. Thank you!
- ❖ Please park your vehicle in a parking space **not** in the **"Drop-Off Zone"**, if you need to walk up to contact the front office.
- ❖ No child will be allowed to exit the building without a parent or guardian.

Thank you for your assistance with these safety measures.

TRANSPORTATION CHANGES

Written Letter Required for Home Transportation Changes:

During the year, if emergencies arise which necessitates a change in the means of transportation home for your child, **we must have a written Transportation Change Form from the parent or guardian** (copies located in the back of your child's Homework Folder).

In addition, if a child needs to be picked up or dropped off at a bus stop other than the regular one, **a Transportation Change Form must be sent to school with clear directions stating when and where this change is to take place.** Without written parental permission, bus drivers are **not permitted** to drop children off anywhere except at their regular stop.

Only in last minute emergencies will we accept phone calls informing us of changes in transportation home. Calls must be made no later than 3:55 PM. The secretarial staff will inform your child's teacher of these changes in writing.

For your child's safety, the staff on afternoon Bus Duty will not release children already on buses or on their way to the buses to any parent. If a severe emergency arises and you were not able to send a note or call school, please come to the school office. Our secretary will call for your child on the bus radio and have your child sent to the office where you can then sign him/her out.

We appreciate your help with making sure your child's transportation arrangements are consistent each day and that we are informed in writing of any changes. **Please keep in mind that we work extremely hard to safely dismiss over 500 students at the end of each day, so your help in making this as smooth as possible is greatly appreciated! Thank you!!**

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

BUS RULES – SCHOOL YEAR 2021-2022

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 backpack. Pencils, crayons and any other pointed objects needed for school must be kept in backpacks 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.**

TO: Parents of Students Riding School Buses

FROM: Kimberly G. Heiser, Manager of Transportation

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

School Bus Discipline Procedures

A. Student responsibilities

1. Students riding buses are expected to follow rules and regulations approved by the Board of Education. Riding a school bus is a privilege that will be withdrawn for misconduct or behavior which jeopardizes the safe operation of the bus or which infringes on the rights of other students on the bus.
2. Students are expected to know and follow the bus rules which will be published each year and will be distributed to each student at the beginning of the school year.
3. Students must follow directions given by the bus driver and are expected to sit in the seat to which they are assigned by the bus driver.
4. Students who are denied the riding privilege for misbehavior on their assigned bus may not ride any other school bus from home to school for the duration of the loss of riding privilege.

B. Bus driver responsibilities

1. The driver shall be in charge of the bus at all times and shall be responsible for maintaining a safe and orderly environment on the bus.
2. The driver shall pick up and discharge students at their assigned bus stop. The driver shall not permit a student to get off of the bus at a stop other than where assigned, unless approval is given in writing by a school administrator.
3. The driver may deny a student the bus privilege for misconduct which occurs while students are being taken home from school; the student will not be allowed to ride the bus to school the following morning. The bus driver shall:
 - a. take the student home to the assigned bus stop only.
 - b. notify the student that he/she will not be allowed to ride the bus to school the next morning and the reason for the action.
 - c. contact an administrator of the school the student attends.
 - d. ensure that the parent of the student is contacted. If the parent cannot be contacted, the student shall be transported the next morning.
 - e. submit a written discipline referral to the school administrator on the morning following the misbehavior.

C. Referral procedures

1. All referrals for misbehavior on a school bus shall be submitted in writing on the form provided by the Transportation Department.
2. The bus driver shall submit a written referral to the school administrator as soon as reasonably possible after the misbehavior occurs and shall make every effort to be available, if needed, to clarify events in question.
3. The school administrator receiving a discipline referral shall investigate, take appropriate action and return the referral form to the bus driver, noting action taken, as soon as reasonably possible.

D. Infractions and range of consequences

1. Infractions affecting the safety of students or infringing on the rights of other students, include, but are not limited to:
 - a. standing / out of assigned seat or walking around while bus is in motion

- b. talking too loud / yelling/or use of inappropriate language
- c. throwing items at other students
- d. eating / drinking
- e. harassing / bothering other students
- f. not following directions given by driver

Range of consequences:

1. Prior to first referral: bus driver shall discuss the inappropriate behavior with the students and shall ensure that the parent is notified of the inappropriate behavior
 2. First referral: minimum of a conference with student, and parent contact
 3. Second referral: minimum of denial of bus privilege for one (1) day.
 4. Third referral: minimum of denial of bus privilege for three (3) days and a conference with the student, parent and bus driver will be held. The Supervisor of Transportation will participate if requested.
 5. Fourth referral: minimum of denial of bus privileges for five (5) days and a referral to the Supervisor of Transportation to consider extended loss of bus privilege.
2. Safety hazard infractions that affect the driver's ability to safely operate the bus and/or the safety of students on the bus, include, but are not limited to:
- a. lighting matches, lighters or other devices with an open flame or smoking.
 - b. detonating an explosive device, setting off a stink/smoke bomb, or using mace or pepper spray.
 - c. throwing items at the bus driver

Range of consequences:

1. minimum of denial of bus riding privileges for twenty (20) school days
 2. subsequent violations may result in loss of bus riding privileges for the year
3. Infractions against another person, against property or other infractions for which a student may be suspended from school, include, but not limited to:
- a. assault of a student
 - b. fighting
 - c. profanity directed at the bus driver
 - d. possession of dangerous weapons or any object intended as such, including any object which is a look-alike
 - e. verbal or physical threats
 - f. use or possession of alcoholic beverages, illegal drugs, look-alike substances, paraphernalia or misuse of prescription and over-the-counter medications
 - g. maliciously cutting, defacing or otherwise damaging the bus

Range of consequences:

1. Any incident will be handled the same as infractions that occur in school according to the grade level of the student(s).
 2. loss of bus riding privilege
 3. suspension
 4. law enforcement authorities notified where appropriate
 5. restitution for damages
4. Infractions requiring referral to the Office of the Superintendent of Schools, include, but are not limited to:
- a. assault of bus driver
 - b. use of weapon, or an instrument used as such, on any person
 - c. sale or distribution, or attempts to sell or distribute, alcohol or illegal drugs
 - d. possession of a firearm

Range of consequences:

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

E. Parent responsibilities for student behavior

1. Parents are responsible for the actions and safety of their children prior to the bus arriving at the bus stop in the morning and after the bus leaves the bus stop in the afternoon. Board of Education authority to control behavior of students begins when students are on the bus.
2. Parents should have children at the assigned bus stop or crossing point five (5) minutes before the scheduled arrival time of the bus in the morning.
3. Parents may be held responsible for reimbursement for damage to the property of other students on the school bus and for damage to equipment on the bus.
4. Parents should help their children establish good citizenship habits in respecting the property and the rights of persons who live near the bus stop or on the walking route to the bus stop.
5. Parents should examine the route from home to the bus stop to ensure the safety of children. The route should be as direct and uninterrupted as possible, taking into consideration the flow of vehicular traffic in the area. Children should be instructed to go directly to and from the bus stop, without crossing dangerous obstacles or passing through isolated areas.
6. It is recommended that parents walk with or take very young children to the bus stop in the morning and meet the bus in the afternoon. If this cannot be done, it is recommended that arrangements be made with an older student sibling or family friend to escort younger children to and from the bus stop.
7. Parents should train children to be aware of potential dangers in current society from strangers who may offer things to children and who have bad motives for associating with children. Examples of training include, not accepting a ride in a vehicle, not going with strangers anywhere out of sight of other persons, and not accepting gifts.
8. Parents should dress children according to the weather conditions and visibility conditions to be comfortable and safe while going to and from the bus stop and while waiting for the bus in the morning. In all conditions, the children must be able to see clearly and must be clearly seen by vehicular traffic.
9. On days when weather conditions are questionable, parents should check local radio and television broadcast, the WCBOE hotline and or WCBOE web site for announcements of the delayed opening or closing of schools. The announcements begin as early as 6:00 a.m.
10. Parents may request a change of bus assignment for their children by contacting the Supervisor of Transportation. The circumstances will be evaluated and approval will be granted if all of the following conditions are met:
 - a. A compelling reason exists for the change in bus assignment that will be in the best interest of the student
 - b. Adequate seating is available on the requested bus or on the bus that is routed nearest current bus stop
 - c. The student will use an existing bus stop. A bus route will not be extended to provide this service.
11. Parents may request transportation to or from a site other than the assigned bus stop nearest the student's legal residence. Service will be provided if all of the following conditions are met
 - a. A note signed by the parent that states the student's name date and requested destination must be approved by the signature of an administrator of the school the student attends.
 - b. Adequate seating is available on the requested bus
 - c. The student is let off of the bus at the regularly assigned bus stop nearest the requested destination. A bus route will not be extended or extra stops made to provide this service.

CODE OF CONDUCT

Buckingham Elementary School expects all students to adhere to the Rules of Respect. Teachers will utilize PBIS to ensure that students understand and adhere to the schoolwide expectations. Our School Counselor and Behavioral Coach collaborate to design interventions for students who struggle with behavior. WCPS has a Code of Conduct which outlines discipline and associated consequences. This document is available on the county's website and is distributed each year to families.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Once again this year, Positive Behavioral Interventions & Support (PBIS) will be utilized at Buckingham Elementary for grades Pre-K-4. This program will focus on our philosophy and enhance our efforts to continue focusing on positive reinforcement strategies to ensure student success. PBIS will use rewards and positive reinforcement to help guide students to make good behavioral decisions. Our goal is to have consistent behavioral expectations throughout the school, which will enable all students to be academically successful.

In addition, Pre-School 3, Pre-Kindergarten, and Kindergarten will be participating in the behavioral support program titled: Social Emotional Foundations for Early Learning (SEFEL) which will focus on implementing positive behavioral strategies specifically appropriate for our younger students and provide them with the strategies to make positive behavioral choices and ensure academic success.

Ask your child daily, how many **DoJo points** they have earned for their positive choices! Or log onto your child's class account to see updates on class news and your child's DoJo point balance!

STUDENT DRESS CODE

Appropriate school dress is essential to a safe, healthy, and orderly learning environment. All students should dress in clothing that is appropriate for their age, weather conditions, and school activities.

The following Student Dress Code Policy was adopted by the Worcester County Board of Education:

The Student Dress Code Policy shall:

1. Allow for individual expression within safe and reasonable limits.
2. Requires that student clothing:
 - Is clean and neat.
 - Fits properly.
 - Is worn appropriately and does not reveal undergarments.
3. Prohibits clothing or personal adornments which:
 - Contains profanity or offensive content.
 - Promote the use of alcohol, cigarettes, drugs, and/or other illegal activities.
 - Cause excessive damage to furnishings, floors, or other property.
 - May be a safety hazard to the wearer or others in the building.
 - Create a distraction or interfere with normal school activities, such as wearing of lipstick, other cosmetics, tattoos, and excessive jewelry.
4. Assure the wearer of reasonable modesty by prohibiting:
 - Shorts and skirts that are shorter than the longest finger.
 - Skirt, blouses, or tops which expose the midriff.
 - Halter, tube or tank tops.
 - Excessively tight clothing.
 - Mesh wear.
5. Require removal of hats, scarves, bandannas, visors, caps, or sunglasses when entering the building.
6. Prohibit flip flops, slippers, or shoes worn with laces untied.
7. We are requesting that on days which the students have physical education class that they wear appropriate shoes for physical activities.

All students who have violated the dress code will receive a phone call home from our school nurse. Potential consequences for violations of the dress code range from requiring the student to change to appropriate attire, parent/student conference, in-school suspension, or suspension from school based on the frequency and/or severity of the violation.

CELLULAR PHONES (students)

Students may have electronic devices in their possession while on school grounds/school activities under the following conditions:

A. Cellular phones may be used by students before and after regular school hours and before an after-school sponsored activity. Students participating in an after-school activity may use cellular telephones only with the permission of the activity's sponsor.

B. Students are prohibited from using, activating or displaying personal electronic communication devices on school property during the school day or school sponsored activities. Cellular telephones and other electronic communication devices must be de-activated and out of sight; they must be kept in a book bag, backpack, purse or locker.

C. Students may **not** use cell phones while being transported on a school bus or bus chartered by the school.

D. If electronic devices or their usage become disruptive to the orderly operation of the school during or after regular school hours or after a school sponsored event, their possession may be prohibited by the principal and/or designee.

E. Exceptions to this policy include:

1. Students with disabilities using electronic devices for medical reason or as allowed by an active IEP
2. Law enforced officers and emergency personnel
3. Faculty, staff and visitors as authorized by the school administration

F. Worcester County Public Schools will not be responsible for an electronic device that is damaged, lost, stolen, or borrowed while on school property or during a school activity. The loss, damage or unauthorized use of an electronic device is the responsibility of the student.

Unauthorized use of electronic devices may result in disciplinary action under the Worcester County Code of Conduct, which may include confiscation of the device, suspension of possession and use privileges, or suspension from school.

LOST AND FOUND

During the school year, Lost & Found items collected are placed in the school Cafeteria in the Lost and Found. Parents, guardians, and students may check with the office at any time for items that have been misplaced and be allowed to go through the Lost and Found. When too many items have accumulated, we will donate them to a local charity as we do not have room for excessive storage. If you have **labeled** your child's articles with his/her name, we will be glad to return it to them as soon as possible.

WITHDRAWAL AND TRANSFER FROM SCHOOL

When a child is transferring to another school, we require the parent/guardian to notify the school at least two days in advance. On the last day the child attends, we ask that the parent/guardian come to the school office and pick up a Transfer Card with the child's pertinent information (attendance/subjects, health information, etc.) needed to enroll in the new school.

CARE OF SCHOOL PROPERTY AND SCHOOL MATERIALS

Library books, technology, text books, and other materials are made available to our students as essential tools for learning. These devices, materials of instruction, and books assigned or loaned to students are the responsibility of the students. Parents, teachers and administrators must make a joint effort in teaching students the proper care and responsibility for public property. Students at Buckingham Elementary School are expected to:

- ❖ Treat books with care. Writing in books is not permitted. On occasions when an accidental mark is made inside the book, it is expected that the mark be erased. Should a page be accidentally torn, it is to be taped using transparent tape. This damage should be reported to the teacher.
- ❖ Students must return their American Reading Company books each morning to their teacher. This will make sure books are always available for all students to read each day and night.

Students shall be held responsible for books and materials loaned to them. Each teacher keeps an account of the materials of instruction and books furnished to each pupil for use. We require their return at the end of the school year or when the pupil leaves school. **A bill for reimbursement of lost/badly damaged items will be issued, if necessary.**

TECHNOLOGY USAGE FORMS

To ensure that we are providing technology access to our students in a safe, secure environment, a ***Parent/Student Computer Use Agreement*** will be sent home with students to be signed and returned.

It is Worcester County Policy that students who have not returned a signed agreement will not have computer access in our school. Please return these forms as soon as possible. **Thank you!**

PUBLICITY

There will be many multimedia projects created throughout the school year. We expect many opportunities to photograph, video tape, interview, or film your child. These multimedia projects will be utilized to enhance the quality of a project for demonstration or display purposes or publication purposes by the news media.

A Publicity Letter will be sent home the first week of school. If you do not want your child to appear in publicity, please notify the school in writing by September 30, 2021.

If you have any questions or concerns about giving your permission for your child to appear in any of the multimedia productions, please contact Dr. Welch, Principal, or Mr. Purnell, Assistant Principal.

Safety, Health & Welfare



SCHOOL SAFETY PROCEDURES

Worcester County Schools will continue the school safety policies and procedures that have been instituted at BES and all Worcester County Schools again for the 2021-2022 school year:

- ❖ A School Security Deputies (SSD), Deputy Scott Nicholas, is assigned to BES.
- ❖ Electronic Entry Systems (Buzzers) have been installed at all schools. This system has a camera and intercom to allow the front office staff to both see and communicate with our visitors prior to allowing them access.
- ❖ Card swiping entry systems have been installed in all schools that require back door entry due to portable classrooms-BES being one of these schools.
- ❖ Standardized visitor ID systems are utilized at all schools. **These systems require a photo ID for admittance to the school.**

In addition to the above security items, we will also continue to follow the following security procedures to ensure that BES is secure:

- ❖ All students will enter through the main doors of Buckingham Elementary School each day.
- ❖ All doors will remain **locked and closed from 9:10 AM to 4:05 PM** each school day. Doors will then be locked again at **4:20 PM until the end of our after school programs.**
- ❖ All visitors will be “buzzed” into the school by front office staff.
- ❖ Once “buzzed” in all visitors must report to the office to “Check-In” upon entering through the front doors of the school. The office staff will determine the purpose for your visit and direct you accordingly.
- ❖ If you plan to visit a classroom or other area of the building, we will assist you with signing in using our visitor ID system. **Again, these systems will require a photo ID for admittance to the school.** This system will produce a visitor’s sticker. **Please note that you must wear this sticker in a visible location at all times while in the building.**
- ❖ If you just need to pick up/drop off your child or their items, please check in with the Office where staff will assist you. Visitors who did not receive a visitor’s sticker and are waiting for their child are asked to **remain in the Front Office until their child meets them.** If a visitor changes their mind and would like to go to the classroom to assist his/her child, they will be required to sign in using the visitor ID system and receive a visitor’s sticker.
- ❖ Visitors who are dropping off items to their child (i.e. snacks/desserts, lunch boxes, book bags) can simply leave items with the office staff for delivery.
- ❖ **Please note that individuals who are not wearing a visitor’s sticker will be immediately escorted out of the building and/or reported to law enforcement.** Principals reserve the right to prohibit individuals who repeatedly violate this safety rule from coming onto school property without a scheduled appointment.
- ❖ Teachers who have classrooms or office spaces in the portables/trailers will be issued cards to access the entry system installed on the doors leading out to the portables/trailers from the gym/cafeteria hallway.
- ❖ Doors to the portables/trailers will be locked at all times.
- ❖ Entrance through any door-**except our front doors** (i.e. bus doors, side doors, etc....) will not be permitted.

Pending CoVid 19 Safety Precautions: During American Education Week , Awards Assemblies, Musical Programs that occur during the day, visitors will be required to report to a special “Welcome Table” in the lobby and a visitor’s sticker will be issued.

EMERGENCY

SCHOOL CLOSING/INCLEMENT WEATHER

Occasionally, all schools in Worcester County or individual schools may be closed for the day, delayed in opening, or closed early because of inclement weather or other conditions that might affect the safety and health of students. Worcester County has implemented a ***School Messenger*** automated notification system that telephones enrolled students when this occurs. Local radio, television stations, and the Worcester County Public School Hotline will also announce closings and delays beginning at 6:30 AM. If you do not hear an announcement or get a phone call, schools will open and close on time. To access the hotline, dial 410-632-5399, followed by extension 6600.

A delayed opening allows extra time for school maintenance personnel to prepare parking lots, driveways, and walkways. It also gives county and state road crews the time needed to clear and salt roadways. When schools open 2 hours late, morning Pre-Kindergarten 3 class will be cancelled. All schools will serve lunch and dismissal will follow regular schedule.

When schools do not open or dismiss early due to inclement weather, all school afternoon and evening activities are cancelled.

Radio and TV stations will also announce school closings. Buckingham will also post information on Facebook and ClassDojo.

Working parents should make arrangements in advance for their child's care on days when schools are cancelled, delayed in opening, or dismissed early.

EMERGENCY PROCEDURE PLAN

To ensure the safety of our students, Worcester County Schools have been mandated by the Superintendent of Schools to have an Emergency Plan in place. This plan is to assist the administration and staff should an emergency situation occur. All faculty/staff members have full knowledge of this plan and would be able to carry it out, if the need should arise. In accordance with this plan, our faculty/staff and students will practice Lock-Down drills numerous times throughout the year. The Berlin Police Department will be notified when these drills are taking place to prevent miscommunication.

HEALTH

WHEN YOUR CHILD IS ABSENT:

AS PREVIOUSLY STATED, PLEASE **SEND AN "ABSENT NOTE" EACH TIME YOUR CHILD IS ABSENT.** These forms are located in the back of your child's Homework Folder. Parents are encouraged to use the ***BES Absent Note*** provided at the beginning of the school year. Please attach a doctor's note when available.

CHILDREN WITH HEALTH NEEDS:

If you have a child with health needs which you feel our school should be aware of, please contact the school nurse, Mrs. Angie Lathroum. She will convey your child's health needs to our school staff. Nurse's phone number: 410 632-5303.

MEDICATIONS:

School personnel are not allowed, under any circumstances, to administer medication to a student 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 form. (Your doctor should have these at his/her office.)

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 Counselor to receive a copy of such papers. Our School Counselor is responsible for notifying the appropriate staff of this information. If you have not given the office a copy of your custody papers, we ask that you do so immediately. If you gave us custody papers prior to this year, and they are still in effect, it is not necessary to do so again.

CUSTODIAL RIGHTS

Occasionally, a non-custodial parent requests information about his/her child. Under state law, we are required to provide such information unless the custodial parent provides the school with a copy of a court order denying access to the child's educational records or other school-related information. Therefore, if there is a legal document that denies one parent access to school records or information, please bring that document to the school office as soon as possible.

Also, if for any reason your child is to leave school with, or to see at school, only specifically designated adults, please notify the principal in writing by the second week in September

CHILD ABUSE AND NEGLECT POLICIES

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 and 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.**

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 the child from harm by providing services to maintain and strengthen the child's own family.

In addition, Worcester County Public Schools has developed a Child Abuse Prevention Program which focuses on teaching students personal safety and is guided by the following goals:

1. The Child Abuse Prevention Program will include a variety of instructional techniques to provide students with a clear and concise understanding of the 5 w's of child abuse.
2. The Child Abuse Prevention Program will teach children the skills needed to interrupt child abuse.
3. Students will have the opportunity to practice the skills and empowerment necessary should they be threatened or victimized.
4. The program will inform, assist and educate students about their rights regarding child abuse.
5. The program will affirm that victimization of abuse is never the child's fault.
6. The program will identify resources students may turn to for assistance if they are threatened or victimized.

The K – 5 program is taught by the school counselor during 1-2 30 min. classes using a video (approved by the Board of Education) followed by class discussion of terms and concepts regarding personal safety.

If you desire more specific information regarding the program in which your child will participate or if you wish to check out the video tape, please call our School Counselor at 410-632-5311.

HARASSMENT

Policy Statement on Harassment

The Board of Education is committed to providing a safe, nurturing, respectful educational environment where the worth and dignity of individuals are valued and their safety and rights are protected. Behaviors that compromise this environment interfere with school operations or are otherwise contrary to the basic mission of public schools will not be tolerated. This policy is intended to apply to the harassment of students by other students or by Board of Education employees.

Definition

Harassment exists where there is a sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, that are intended to be or which a reasonable person would perceive as ridiculing, demeaning, or threatening. Harassment is defined as unwelcome and inappropriate verbal, written or physical conduct directed toward other persons based upon sex, age, religion, race, national origin, physical characteristics or disability that takes place under any of the following circumstances:

1. When submission to the conduct is made explicitly or implicitly, a term or condition of educational development, academic status or participation in other school activities; or
2. When such conduct has the effect of unreasonably interfering with the student's academic performance by creating an intimidating, hostile or offensive learning environment.

Forms of Harassment

Forms of harassment may include, but are not limited to the following:

1. **verbal harassment**, such as derogatory or offensive comments, jokes, slurs, or gossip; and
2. **physical harassment**, such as inappropriate or offensive touching, impeding or blocking movement; and
3. **visual harassment**, such as derogatory or offensive writing, posters, pictures, objects, cards, cartoons, graffiti, drawings, gestures, or prolonged staring/ leering;; and
4. Other forms of harassment, which may include hazing, bullying, and teasing.

SEXUAL HARASSMENT

Sexual harassment is unlawful and will not be tolerated as stated by Worcester County Public School policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment committed by students against students of the opposite or same sex, constitutes inappropriate behavior. All allegations will be investigated. Appropriate action will be taken, depending on the severity of the offense.

WEAPONS

Please discuss with your child that he/she **should not** bring the following to school:

Toy Weapons: Toy weapons should **not** be brought to school. Other children may think they are real and this could be a potential safety hazard. Water pistols, rubber knives, and plastic guns serve as examples.

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

Real Weapons: Real weapons have no place in school and are a safety hazard to children and adults. Real weapons include: guns, knives, sling shots, karate weapons (example – Ninja Stars), scout knives, and all types of concealed weapons (examples: pens which hide knives inside, etc.). Also, 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.

Any weapons being brought to school will result in disciplinary action.

TOYS IN SCHOOL

To prevent distraction during class and possible loss or breakage, toys, such as **electronic devices, stuffed animals, trinkets, iPods, etc.**, are not to be brought to school unless specific written permission is received from the classroom teacher.

THREATS

The maintenance of discipline in the school is essential to an effective learning environment and is the responsibility of students, parents, teachers, and administrators.

We believe that threats of any type have no place in the school setting. Therefore, threats of any type to students, faculty/staff, or others, whether they are verbal, non-verbal, or phone calls, will not be tolerated. Please discuss the inappropriateness of threats and what a child's responsibility is upon hearing or receiving a threat. Children should always tell the nearest teacher/adult and their parents.

Threats will result in disciplinary action.

ADDITIONAL STUDENT INFORMATION

Parents/Guardians are asked to review the Worcester County Handbook and Calendar of Events, as well as the Student Code of Conduct booklet, for additional information.

Parent & Family Engagement Title I



PARENT ORGANIZATIONS

PTA - PARENT TEACHER ASSOCIATION:

Our Parent Teacher Association meets five times a year. During this meeting, parents follow their child's schedule and learn the curriculum and expectations of each classroom. The rest of our PTA meetings will be held in conjunction with other evening events (i.e. concerts, dances, etc.).

Some of the purposes of the P.T.A. are to:

1. Promote the welfare of children.
2. Bring the home, school, and community into a closer relationship.
3. Raise funds to provide many of the "extras" Worcester County students enjoy.

Members of the Executive Committee are:

President – Donna Pellingner
Vice President – Emily Bradshaw
Treasurer – Shawn Bunting
Secretary – Michelle McGowan
Faculty Liaison – Caitlin Bunting & Marie Fontello (clerical)

TITLE I PAC – PARENT ADVISORY COMMITTEE:

Our Title I Parent Advisory Committee meets in July and January of each year to develop, revise and improve the school parent involvement plan, the parent-school compact, the budget, and the implementation and planning of all parent involvement activities. Members of this committee are a combination of faculty/staff and parents selected by the principal.

Our Curriculum Resource Teacher and Title I Specialist, Mrs. Laura Arenella, will hold Title I Informational Meetings during each of our Parent Conference Nights. If you are interested in getting involved with supporting Title I and BES Parent Involvement, we would love for you to attend.

SIAC - SCHOOL IMPROVEMENT ADVISORY COMMITTEE:

The BES School Improvement Advisory Committee meets a minimum of five times a year to develop goals, promote the school and its educational activities, develop community participation, and plan to address school and parent concerns. Members of this committee are a combination of faculty/staff and parents which are appointed and approved by the Board of Education.

PARENT/TEACHER CONFERENCE DATES:

- **Thursday, October 7th from 5:30 – 7:30 p.m.**
- **Wednesday, February 2nd from 5:30 - 7:30 p.m.**
- **Thursday, April 21st from 5:30 - 7:30 p.m.**

Prior to each conference date, your child's teacher will send home information about signing up for scheduled appointments on these evenings. If you are unable to make it to school on conference night, there will be an opportunity for you to schedule a conference with your child's teacher at an additional time.

Please make every effort to attend to ensure your child's success this year. Thank you!

THE SCHOOL IMPROVEMENT PROCESS (SIP)

Worcester County Public Schools uses a School Improvement Process (SIP) which focuses on managing school improvement projects based upon the Worcester County Public Schools Strategic Planning Goals of Forward View 2022, which will be revised during 2021-2022. These goals were established in order to ensure that Worcester County Public Schools will grow as a learning organization and educate world class students.

In order to accomplish long term sustainable improvements, Worcester County Public Schools will create well designed improvement plans based on the above goals and will work collaboratively in order to produce success.

Buckingham Elementary School faculty and staff will form school improvement project teams focused on goals and will work collaboratively in the planning process to accomplish these goals. The BES School Improvement Advisory Committee (SIAC), made up of faculty and staff representatives and BES parents, will be continuously informed and updated on the school improvement goals and initiatives throughout the school year.

The School Improvement Process (SIP) will be an ongoing process of school improvement, which will continue to ensure the success and ongoing improvement for the students of Buckingham Elementary School.

VOLUNTEER PROGRAM

Buckingham Elementary is pleased to participate in a state-wide volunteer program. Volunteers are needed to help in classrooms, tutor students, work at home, read with students, type materials, tend the gardens, and other various activities. **Our School Librarian, Mrs. Caitlin Bunting, is our Volunteer Coordinator.**

The School Librarian will send a letter home with the students containing information about volunteering at BES. If for some reason you do not receive this letter, or if you have a creative idea for our program, please contact our School Librarian at school (410-632-5300). We look forward to having you volunteer at your child's school as an educational partner in your child's education!

SCHOOL FUND-RAISER COLLECTIONS

Each year our school benefits from various corporate sponsored school fund-raisers. With the help of school and parent volunteers, we collect for several programs listed below. It's easy and may win your child a prize for participating.

BOX TOP\$ FOR EDUCATION: You can now download a **BoxTop App** and scan your grocery receipts to earn our school money within seconds!

The student that brings in the most seals by the end of the year will win a prize! Visit the website www.boxtops4education.com to track our progress, sign up for the newsletter, and enter sweepstakes to win box tops for our school. The class that collects the most Box Tops will receive a reward from the fabulous PTA.



Smile.Amazon.com: Many of your Amazon purchases can earn money for our school. The BEST way to do this is to add the page "smile.amazon.com" to the home-screen on your phone or computer. You choose Buckingham Elementary as your place to donate. Once you do that once, as long as you sign on with "Smile" in the front, you will earn our school a donation from Amazon. **Please note, this will not work within the Amazon app**, but *can* work with your Prime Membership through the smile site.

Joe Corbi's: In the Fall, BES families will have an opportunity to order and sell Joe Corbi's to family and friends. This year families will be able to access this directly through an online portal.

Monthly BES Family Dinners:

BES wants to inspire our students and teachers as much as possible. We have organized monthly opportunities for everyone to win at local restaurants. Parents don't have to cook, families get to eat, the BES family gets to come together for dinner, businesses make money, and the school earns money for fun extras at our school! Dates will be forthcoming throughout the year- look at our Facebook site and Bucky Bulletin!



Title I Parent & Family Engagement Plan 2021/2022

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

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

1. Engage parents and families in jointly revising the Title I Parent & Family Engagement Plan (annually and with the District Wide Parent Family Engagement Team). The Parent & Family Engagement Plan is a part of Worcester County's ESSA (Every Student Succeeds Act) Consolidated Strategic Plan.
 - Invite parents and families from each Title I school to review, provide feedback and suggestions, and revise the district-wide Parent & Family Engagement Plan
2. Provide coordination and technical assistance to schools in planning and implementing effective parent and family engagement activities to improve student achievement and school performance.
 - Participate in school level Parent Advisory Committee meetings twice a year. Plans are developed and reviewed at these meetings. Implementation is discussed.
 - Participate in each school's School Improvement Advisory Committee meeting (September).
 - Review plan and discuss evaluation methods of plan with CRTs/Title I Teachers and administrators (August).
 - Hold monthly meetings with Curriculum Resource Teachers (CRTs)/Title I Teachers from each school and school administrators to support their efforts in the implementation of parent and family activities.
 - Visit each school regularly to assure that their school level plans are being implemented and provide technical assistance as requested.
3. Provide assistance to parents and families in understanding Maryland's academic content and student achievement standards, state and local assessments, Title I requirements, as well as how to monitor a child's progress and to work with educators to improve student achievement.
 - Maintain and update the WCPS' website including information on state academic standards, achievement standards, achievement levels of each school, Title I, and state and local assessments.
 - Provide professional learning to staff on Maryland's academic content and student achievement standards, state and local assessments, and Title I requirements.

- Include information about the standards, assessment, and achievement in each school's parent handbook (September).
 - Invite parents and families to attend state and local conferences (as appropriate).
 - Post copies of the county Parent & Family Engagement Plan on the district's and each school's web page for parents and families to view.
 - Insert a copy of the county Parent & Family Engagement Plan in each school's parent handbook.
4. The Title I Office, in coordination with the CRTs/Title I Teachers, will provide materials and training to help parents and families work with their children to improve achievement.
- Annually conduct parent surveys to help identify and design workshops that encourage and support parent and family engagement.
 - On the school website, provide tips for parents and families on how to support student learning at home.
 - Conduct training sessions for school staff in supporting parents and families in helping their child with learning.
 - Offer parent and family outreach activities at various times that focus on parenting skills in the areas of reading, math, science, and technology. These activities will be conducted by school staff with the support of the Title I office, including parents and families of students with limited English proficiency, disabilities, and migratory status.
5. Educate instructional staff in the contribution of parents and families and how to reach out and communicate with parents and families as equal partners.
- Each school's Parent Advisory Committee (PAC) will discuss ideas for faculty meetings and trainings that support communication and partnerships between parents, families and teachers.
 - CRTs/Title I Teachers will meet with school faculty to provide sessions related to parent and family engagement. Engage parents and families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
6. Coordinate and integrate Parent & Family Engagement programs and activities with other Federal, State, and local programs to support parents and families to participate in the education of their children.
- The District Title I Office serve on the Early Childhood Advisory Council (ECAC) and meet four times per year with all partners – Head Start, The Worcester County Health Department, Worcester County Library, child care providers, The Infant Toddler Program, Worcester County Adult Education Program, Worcester County Mental Health Program, Lower Shore Resource Center, and the Frog Tree Program Coordinator.
 - Meet after each Judy Center meeting with each school's CRT/Title I Teacher to determine the best way to coordinate efforts to reach all parents and families for training, literacy, nutrition, child development, and community services.
7. Provide written communication to parents and families, to the extent possible, in a language they can understand and format that they can access. Provide interpreters and translators whenever possible for meetings and written documents.
8. Provide funds for reasonable and necessary expenses related to parent and family engagement activities, including transportation and childcare, to enable parents and families to participate in school related meetings and training sessions.
9. Arrange school meetings at a variety of times. Conduct telephone conferences between teachers or other educators who work directly with participating children and parents and families who are unable to attend these conferences at school.

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

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

Worcester County Public Schools Parental & Family Engagement Policy

POL. I-C-4 Parent/Community Involvement

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

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

Specifically, the school system will:

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

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

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

Notice to Parents

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

- Whether the Maryland State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Maryland State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

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

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

VII-A-24 Complaint Policy for Grant Funded Programs

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

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

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

To establish procedures which provide a mechanism for the acceptance, review, investigation, and resolution of written complaints about Federal programs received by the Worcester County School Board. These procedures shall be implemented upon receipt of a written complaint alleging that the school system or school has violated a state or Federal statute or regulation.

A. Filing of Complaint

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

B. Receipt of Complaint

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

C. Investigation of Complaints

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

D. Resolution of Complaint

1. The parties shall be informed in wiring if the resolution of the complaint, including:
 - a. If a violation of state or Federal statute or regulation was determined; and
 - b. Any action that will be taken, if applicable, in response to the complaint: and
 - c. Notice of the right of appeal the decision to the Board of Education.
2. A record of the complaint and supporting documents will be maintained in accordance with state and Federal regulations.

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

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

DRShorts@worcesterk12.org

Chris Welch, Buckingham Elementary School Principal
Contact Number: 410-632-5305

CJWelch@worcesterk12.org

Laura Arenella, Buckingham Elementary School, Title I Specialist
Contact Number: 410-632-5317

LAArenella@worcesterk12.org

Joshua Hamborsky, Pocomoke Elementary School Principal
Contact Number: 410-632-5135

JRHamborsky@worcesterk12.org

Lavonya Dashiell, Pocomoke Elementary School Title I Specialist
Contact Number: 410-632-5134

LJdashiell@worcesterk12.org

Matthew Record, Snow Hill Elementary School Principal
Contact Number: 410-632-5215

MXRecord@worcesterk12.org

Kelly Macomber, Snow Hill Elementary School Title I Specialist
Contact Number: 410-632-5210

KJMacomber@worcesterk12.org



Title I School Parent & Family Engagement Plan 2021-2022

Our goal is to build and develop a strong partnership between parents/guardians and Buckingham Elementary School. In order to accomplish this goal, The Parent Engagement team will meet and discuss our goals for the 2020-2021 school year. These goals will assist our students as they strive toward success in their educational journey.

We are committed to working together to provide the best education for all children at Buckingham Elementary School. As children enroll at school, we collaborate with Headstart and other preschool programs to create a smooth transition. Parents play an essential role in their child's education, and we value your input. The following goals will help us work together to meet the needs of our students and increase their achievement.

I. Parental Input

Provide parents with the opportunity to have input in the Parent Engagement Plan, the compact, and the budget.

- The Title I Parent Advisory Committee will meet in July and January of this year to develop, revise and improve the parent engagement plan, the parent-school compact, the budget, and the implementation and planning of all parent engagement activities.
- Title I Review Meetings are open to all parents and will be held in October and February at 11:30 AM, 2:30 PM, and 5:30 PM to inform parents of the school's role and requirements in implementing Title I, and the right of parents to be involved.
- School Improvement Advisory Committee meets five times a year in September, October, November, February, and May. Parents are selected and invited to participate.
- Provide parents with a copy of the plan via the Student Handbook, school website, television display.
- Provide opportunities for parents to give input and suggestions through the use of evaluations, surveys, email, and at annual meetings.
- Develop a Parent Resource Center with PTA for families and with families to create a supportive space, both in person and virtually.

II. Workshops and Trainings

Provide faculty and staff with professional development about “Making Parents Partners in Their Child’s Education.” The focus is updated annually based on teacher and parent input. Provide training to help parents support the academic achievement of their child and to achieve a clear understanding of the Maryland College and Career Readiness Standards and assessments. Provide meaningful opportunities for parents to feel involved in their child’s learning and success.

- “Back to Basics” during American Education Week
- One School One Book, Community Book Club
- Math Bingo Night
- Science Night
- Parents will be given opportunities to play various roles within the school as Parent Volunteers

Accommodations for All Family Programs

- Multiple meeting dates and times for all workshops
- Interpreters as needed for families who speak English as a second language at home OR for parents/guardians who may have a hearing/speaking disability
- Childcare as needed
- Food where applicable
- Transportation for attending parent meetings or workshops only (Transportation concerns can be arranged only if a parent provides a written request within 48 hours of a specified meeting or workshop.)

III. Parent Communication

Provide timely information about Title I, the school, and student achievement to all parents in an understandable and uniform format and in a language that all parents can understand.

- ClassDojo, Flyers, School Messenger, BES Facebook page, and Twitter
- School website under Title I (Parent Feedback Form available)
- Parent/Teacher Conferences during October and February
- Parent Resource Center developed both in person and virtually
- Translation of materials for families of EL students
- Data reports will be shared with all parents in grades K-4 giving them a summary of the student’s test scores and explanations of the interventions used to assist the child
- State assessment results letter to all parents
- Use of PowerSchool to access students grades throughout the year in grades 2-4
- Annual Title I and Parent Advisory Committee Meetings
- Parent Workshops

If the Parent and Family Engagement Plan is not satisfactory, please submit any comments on the lines below:



**Buckingham Elementary School
Title I Compact 2021-2022**

I promise to:	Students	Parents/Families	Teachers	Administration
Be Ready to Learn	Take responsibility for my learning by actively participating in lessons. Ask questions when I don't understand something. Read 30 minutes every night.	Make sure my child is rested and at school by 8:50 with what they need. (glasses, prescribed medication, etc.) Participate and volunteer in my child's classroom as much as I can. Check my child's backpack, folder, and/or agenda each night.	Maintain a positive learning environment. Teach high-quality lessons that meet Maryland College and Career Readiness Standards (MDCCRS). Participate in professional development.	Establish a positive, safe learning environment so all children can learn. Implement a high-quality curriculum that meets MDCCRS.
Expect the Best of Myself	Be prepared to learn with a positive attitude. Show my best work. Use technology appropriately and respectfully.	Encourage age appropriate independence and responsibility. Monitor my child's time outside of school to ensure positive experiences. Support school's efforts to teach positive technology use.	Teach and model age appropriate independence and responsibility, including technology use. Be prepared to teach rigorous Maryland College and Career Readiness Standards (MDCCRS) each day.	Be prepared and ready to lead with a positive attitude. Model and support positive technology usage.
Show Respect	Communicate meaningfully with teachers and family.	Communicate with my child daily to show school matters to me. Continue frequent two-way, meaningful communication with my child's teacher about my child's progress. Attend parent-teacher conferences each term.	Keep daily communication with students. Continue frequent two-way, meaningful communication with families and students about the child's progress. Share compact and student progress during conferences.	Continue timely, two-way, meaningful communication with BES families in a language they can understand. Honor the needs of each individual family. Invite families to volunteer in their child's classroom.
Together for Success at BES!				

Compact Agreement #1 Date _____

Principal _____

Teacher _____

Student _____

Parent _____



Compact Agreement #2 Date _____

Principal _____

Teacher _____

Student _____

Parent _____