



Bobcat Bulletin

September 2022

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Principal's Message

The new school year is here, and we are extremely excited to welcome our new and returning families to Delmar Elementary School. Hopefully the summer months have been safe and filled with fun and excitement and the children are relaxed and energized for another exciting school year.

Our administrative team, along with our entire staff, are excited for the new school year with hopes that we are "BACK TO NORMAL". This will mean that we look forward to inviting our families and community into our school for events, meetings, to assist in the classroom, etc. We do ask that all visitors please visit the main office to receive a visitors badge before entering the main building. Any visitor without a badge will be asked to return to the office to sign in.

Throughout the year, I will continue to share my leadership vision with our staff, students, and parents. I firmly believe that schools should not only have a strong educational program that meets all student's needs, but one that focuses on developing positive relationships among staff, students, and parents. In order for our students to be successful, we all must work together. I also believe in strong communication between the school and home and welcome our families to be involved in the school in any way they can. If at any time you have questions, concerns, or good news to share, please do not hesitate to stop by the school, email, or call me.

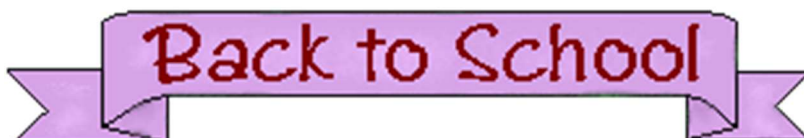
As we look forward to the 2022-2023, our school hopes to focus on the following six areas:

- Returning to a "normal" instructional setting for students, staff, and families
- Building relationships with all students and families
- Focusing on the needs of each child, not just the classroom needs
- Welcoming back the community into our school. This includes parents, assemblies, organizations, etc.
- Being the type of staff member that each child needs
- Bringing fun and joy back into learning

I appreciate those families who have contacted me so far, and I look forward to those that I will meet throughout the year.

Please feel free to contact me if I can assist you in any way throughout the school year.

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New Faces in our Building

We have a few new faces at Delmar Elementary School this year. We are pleased to welcome the following new staff members to our teaching team.

- Chris McLaughlin—Asst. Principal
- Heather Cherrix—office
- Rebecca Richardson—kindergarten
- Sara Biehl—gr. 1
- Julia Morris—gr. 1
- Terry Johnson—gr. 1
- Jasmine Horsey—gr. 3
- Jenna Purnell—gr. 4
- Amanda Taylor—gr. 4
- Shannon Hurley-Wilson—Reading Intervention
- Earl Hatton—Kindergarten IA
- Valerie Benjamin—SPED IA
- Courtney Melvin—SPED IA
- Caroline Parsons—SPED IA
- Shelly Lane—Media IA
- Elizabeth Hudson—SPED 1:1



Personal Data Form

Parents are asked to complete the Personal Data Form during the first week of school. Please update addresses, phone numbers, emergency contacts, etc. on the form. Please remember to sign the data form and return to your child's teacher.

Please remember if changes occur throughout the year, you are required to notify the office and complete a new data form. Also, when changes regarding guardianship and other legal matters are involved, copies of court orders must be supplied to the school immediately. The school cannot honor any changes of this nature unless the proper legal documentation is in hand.

Car Rider and Drop-off & Dismissal Procedures



Drop Off: In the Car Loop Off of Foskey Lane Only!

- Parents are asked to use the east and middle lanes in the south parking lot to form lines for drop off. Vehicles will alternately take turns to move toward the drop off area along the sidewalk. Cars are to move as far forward as possible, making room for as many other vehicles as they can. Staff will then receive your children from the vehicle. **Please only allow your child to open and exit from car doors along the sidewalk. Never allow your child to exit the car from a door on the parking lot side or in a lane of traffic.**
- **Follow all traffic laws on streets surrounding the school.** Cars cannot double park on Foskey Lane before entering the parking lot. This is blocking traffic on Foskey Lane and could result in a citation being issued. Also, pylons have been placed on Foskey Lane to prohibit eastbound traffic from turning left. Turning left is now prohibited by law and violators are subject to ticketing from Wicomico County Sheriff's Office. Thank you for adhering to all traffic laws.
- **Do not drop students off on Second Street.** The only drop off location is in the drop off circle as described above located off Foskey Lane.
- **Stopping or parking on the far curb of 2nd Street is prohibited between 7 AM-9 AM and from 2:00-4:00 PM.**

Dismissal:

- All students who are “car riders” or “daily riders” will be dismissed to the car rider circle on Foskey Lane in the south parking lot.
- Students will not be dismissed from the car rider area or off a bus to a parent who walks up to get their child without being notified by the school office. Parents will be asked to report to the office first, at which time the office personnel will notify faculty members supervising the car rider or bus area of the change. **Please do not go to the car rider or bus area to retrieve your child.**
- **If a child is to be dismissed any other way on a given day than the way they normally go home from school, parents will need to send a note to school that morning with your child outlining the dismissal changes to be made for that day. These students will wait for their ride in the car rider area with other students.** For safety purposes we will **not accept phone calls or emails to change a student’s dismissal once the day has started.** Do not email teachers or office staff with this request as they may not have an opportunity to check their email throughout the course of the day and prior to dismissal. Please remember to **plan ahead and send a note in on the morning of your requested dismissal change. The person authorized to pick up the student must be named in this note and have a valid form of identification to show before the student is released.**
- **The North parking lot behind the school is not to be used for student pickup.** Please do not park in this area to sign students out of the building. Bicycle riders and staff exiting the lot are at risk with the narrow passage and potentially congested traffic area.
- Parents wishing to enter the building to pick up their child prior to 2:45 PM will need to **sign them out first in the office and wait for their child in the vestibule or outside the main front door.**

Walkers

- Students walking to/from school will enter and be dismissed from our North entrance at 2:45 PM. This is the far-left exit door when looking at our building (nearest cafeteria). Staff members will be on duty to ensure that students safely exit the building.

Car Rider Dismissal Tags

In order to expedite our car rider dismissal and maintain the safety of our students, we will once again utilize a car tag system for students who will be car riders each day. The procedures are listed below.

- Parents must complete a CAR RIDER INFORMATION FORM so your child will be able to be picked up in the car rider circle each day. Please come to the office to turn in your form and receive your tags.
- All car riders in your family must be included on the same form so they are assigned the same ID number.
- Each parent/guardian may receive up to 2 color-coded rearview mirror car tags at no cost for their family and each student will be given one backpack tag. Each tag will have a matching ID number to identify your child/family. We are using the new WCPS tags this year. PLEASE DISCARD ALL TAGS USED LAST YEAR.
- Parents/guardians wishing to purchase additional tags for other family/friends may do so at a cost of \$3.00 per tag. Parents must also list these individuals on the WCBOE Emergency Data Form.

Daily Procedures:

- Upon entering the car rider area each day, the car tag must be placed on the rearview mirror of the vehicle. **Students will receive a backpack tag and must keep this tag attached in a visible location.**
- As cars approach the student pick-up area, we will call your child by their tag number and your child will walk to your car. Parents must pull forward and remain in their cars so the flow of traffic can continue.
- **Students should enter on the right side of the car** to avoid walking into traffic.
- Cars must turn right out of the parking lot, so a back-up does not occur.

Additional Information:

- Please keep car tags in a safe place for daily use. **Cars without rearview mirror tags will have to park and sign your child out in the office.**
- Parents who must pick students up prior to 2:40 PM must report to the main office to sign the student out. This will be considered an early dismissal.
- Daycare providers who pick up children from multiple families each day will be provided with a car tag that lists all ID numbers of children they have permission to pick up. This is only done after documentation is provided by the parent.
- If you lose your car tag or your child loses their backpack tag, it must be replaced at a cost of \$3.00 each.
- Parents/Individuals will only be permitted to pick up children with matching car/backpack tags. **If a parent wants another car rider parent to pick up their child, a note must be sent to school.** We ask that this not occur often.

Student Handbook

Our student handbook is located on our school website (www.wcboe.org/Domain/15) under the bottom tab Practices & Procedures. Please take some time to read the updated Student Handbook for the 2021-2022 school year as it should serve as an information source and hopefully answer questions you may have regarding school or county practices and procedures. Please feel free to call the office should you need clarification or have questions regarding a topic that may not be listed in our handbook.



Attendance Policy, Tardies, and Early Dismissals

Attendance Policy

It is extremely important that good attendance habits form early, beginning in pre-kindergarten. There is research showing the fact that higher student achievement is directly linked to good attendance.

Therefore, an **attendance policy was adopted for all WCBOE students that is now tied to grades and academic progress.**

1. All illnesses must be documented by a parent note or a note from a physician. Only 5 parents notes will be accepted for the year. After 5 parent notes, doctor's notes are required. Notes will only be accepted up to 5 days after the absence, otherwise, they will be marked as unexcused.
2. **Students who have greater than 5 days of unexcused absences each term will fail all subjects for that term unless students and parents complete an Attendance Intervention Plan.**
3. If you child has a doctors or dentist appointment, it is important that they return to school afterwards, if possible, so they are not marked absent for the entire day.
4. Up to 3 days may be excused for a family vacation. Parents will need to complete a Vacation Attendance Request form in the office at least 2 weeks prior to the vacation. If the form is not completed prior to the trip, all days missed will be considered unexcused.

You will receive an absence call from the Wicomico County Board of Education each day your child is absent from school. Also, Ms. White, our Home School Liaison, will be contacting families when a child is absent for three or more days in a row.

Tardies

Any student arriving to school after 8:15 AM must be signed in at the office. Students will not be permitted to enter their classroom without a tardy slip.

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Student Dismissal:

Notes are required for students who are to go home in a different way from how they arrived at school and for any child being picked up that is not normally a car rider. This is necessary for all students' safety as we are unable to take a student's word. Also, if your child will be leaving for an appointment, please send in a note regarding who will be responsible for picking them up from school. No phone call requests will be granted.

Additional Attendance Information

Pre-K through Grade 4

- A student is counted as present for a full day if the student is in attendance for 4 hours or more of the school day. A student is counted as present for a ½ day if the student is in attendance for at least 2 hours of the school day, but less than 4 hours.
- If a student is tardy or dismissed early for a doctor's appointment, the tardy will be mark as "unexcused" unless a doctor's note is provided to the school.

- Parents will receive excessive attendance letters once students amass 4, 6, and 10 days of unexcused absences.
- Once a child amasses 10 days of unexcused absences, a conference must be held with the parents, our home/school liaison, and an administrator.
- If a child amasses 13 days of unexcused absences, a conference with a Pupil Personnel Worker must occur and at 15 days, a referral to Truancy Court will be completed.
- Students with excessive absences at the elementary level will now be considered for retention.

Breakfast Procedures

Breakfast will be provided to all students free of charge again this year. Students wishing to eat breakfast will need to pick up their breakfast from designated areas prior to going to class each morning. Breakfast will be eaten in the classroom and will conclude at 8:10 AM. Any student who arrives to school after 8:10 AM will not be provided breakfast. Students also may choose to bring breakfast items from home but should only bring items that can be quickly eaten.



AHERA Policy

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, reinspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan please contact:
Blair Todd at (410) 677-4411