

Middletown Primary School Mission

Middletown Primary School will create a safe and positive school where every child feels valued, supported, and encouraged to grow academically, socially, and emotionally every day.

Middletown Primary School Family Handbook 2026-2027



MPS Administration Team Message

Dear Families,

As we begin the 2026–2027 school year at Middletown Primary School, I want to take a moment to welcome you and thank you for choosing to partner with us in your child's education. We are excited to open our doors for another year of learning, growth, and memorable experiences for our students.

At MPS, we know that children are most successful when families and schools work together. Your support, encouragement, and involvement play an important role in helping your child develop confidence, build strong relationships, and achieve academic success. We are committed to creating a safe, caring, and engaging environment where every child feels valued, challenged, and inspired to learn.

As partners, we ask that you help your child have a successful school year by encouraging them to:

- Attend school every day and arrive on time, ready to learn
- Share their school experiences with you each day
- Let you or their teacher know if they need extra help or have questions
- Do their best, persevere through challenges, and believe in their ability to succeed

We are truly looking forward to an incredible year together. Thank you for your trust, your partnership, and the many ways you support our school community. Together, we will make the 2026–2027 school year one filled with meaningful learning, joyful moments, and lasting memories for every child.

Together in Education,

Laura Davidson
Principal

Kelly Sipe
Assistant Principal

Shannon Hogeback
Special Education Coordinator

MPS Mission and Vision

During the 2025-2026 school year, our staff, students, and families collaborated to develop updated mission and vision statements that reflect our shared values, aspirations, and commitment to student success. Their collective input ensured that these statements represent the voice of our entire school community and provide a clear direction for our work moving forward.

MPS Mission: Middletown Primary School will create a safe and positive school where every child feels valued, supported, and encouraged to grow academically, socially, and emotionally every day.

MPS Vision: Middletown Primary is a joyful and inclusive school community where every child is valued, supported, and inspired to learn, grow, and succeed.

[FCPS 2026-2027 Calendar](#)

[FCPS Year at a Glance](#)

[MPS Student School Supply List](#)

Join the PTA!

Parent Teacher Association (PTA)

The PTA provides enrichment, educational, and family-fun activities during the school year. We strongly encourage you to become involved in your child's education and with the PTA. To join the PTA please complete the form by clicking this [link](#)! Thank you for your support of the Middletown PTA, your teachers and your student(s)!

School Hours

Doors open at 8:30. Classroom instruction begins at 9:00 am The school day ends at 3:30. **All students must be picked up by 3:55 pm.**

Morning Pre-kindergarten classes begin at 9:00 and end at 11:30. The afternoon session begins at 1:00 and ends at 3:30.

Visiting the School

Visitors are permitted for regular school business, such as meetings or to drop off forgotten items for students. Items are to be left in the front office, as staff will deliver items to the student. Visitors will not be permitted to the classrooms to drop off items or students. **Please note students are not permitted to share birthday snacks or desserts.**

Volunteers are welcome to work in the school building. [Volunteers must complete all the training modules in Unified Talent prior to starting as a volunteer.](#) **This training is also required in order to spend time with students, such as working in classrooms, eating in the cafeteria and attending field trips.**

In order to eat lunch with your child at school, you will need to complete the required volunteer information and be approved as a volunteer. Please note that **parents are not invited to attend recess**, and **minor siblings are not able to accompany parents during lunch visits or while volunteering at school.**

Electronic Devices

Technology has become an integral part of the educational setting. At school, students may access school issued technology only when permitted and only for the intended purpose. FCPS [policy 115](#), along with the FCPS Acceptable Use Policy, provides guidelines for the appropriate use of technology, as well as consequences for the violations of this policy.

During the day, students may use/not use devices in the following manner:

- ☐ No Use: Cell phones turned off during the day and be kept out of sight and on transportation. Students are responsible for these devices at all times. These may be collected during testing and returned after testing is completed. They are not permitted in testing environments.
- ☐ Limited Access: Smart watches must be set to airplane mode and

are not permitted in testing environments.

- ☐ Confiscated devices will be returned only to a parent or guardian.
- ☐ During emergency situations, students may only use phones under supervision and direction of a staff member.

Organization for Instruction

Class groupings are designed to support students accessing the general curriculum and receiving direct instruction to support their own learning needs. Teachers, administrators, and our specialists use multiple criteria when making placement decisions in reading and math. Consideration is given to:

- classroom performance
- performance on county assessments
- information provided by specialists
- parent information
- social interactions
- work habits

All students have opportunities to work in flexible group structures, such as cooperative groups, whole class, small groups, and 1-1, based on their needs. Students are regularly assessed and adjustments are made as needed to ensure needs are met. Students will receive regular instruction in art, music, and physical education, as well as a social emotional learning curriculum to support their learning as a whole child.

Homework

At MPS we are very cognizant of the work we give to students to be completed at home. We believe in the benefit of students spending time on other productive activities at home such as reading and valuable family time. We have heard much feedback from parents that homework has caused: frustration, stress, fatigue, lost family time, and an aversion to an interest in learning. Having a social and family life is important. In short, students should have a balanced life. We want students to

participate in after school activities, either here at school or at home, as well as spend time with friends and family.

Students at Middletown Primary will not have traditional homework assignments that are customarily graded and/or penalized. If work to be completed at home is assigned, it will not be a traditional worksheet. If work is assigned, it will have a clear purpose. Students wishing to seek additional support are encouraged to login into their i-Ready accounts, work on basic math facts, read, or write in a journal.

Communication from FCPS and MPS

As we value the communication between home and school, several different forms of communication are used. All staff members may be reached through their direct telephone extensions or by email. All FCPS employees can receive email by using firstname.lastname@fcps.org. **Please note that during the instructional day, staff are not able to answer or check email or phone messages, as they are with students.**

Staff members will respond to communication within 48 business hours. In the event of an emergency, please contact the front office.

Graded work and some school communication will be sent home via Orange Folders. **Please ask your child for this folder each day.**

Interims & Report Cards

Frederick County Public Schools uses a reporting system which includes interim reports and a report card. Interims may be used at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year.

Parent Teacher Conferences

In the fall, fifteen minute parent-teacher conferences are provided to discuss your child's progress and to allow you the opportunity to examine samples of your child's work. Conferences will be held on the following dates:

Wednesday, October 28, 2026

School Opens 4 hours late for evening conferences

Students attend school in the afternoon – 12:30-3:30

Conferences from 4:00-8:00 pm

NO HALF DAY PREK

Thursday, October 29, 2026

School Opens 4 hours late for evening conferences

Students attend school in the afternoon – 12:30-3:30

Conferences from 4:00-8:00 pm

NO HALF DAY PREK

Friday, October 30, 2026

School Closes 3 ½ hours early for afternoon conferences

Students attend school in the morning – 8:30-12:00

Conferences from 1:00-4:00 pm

NO HALF DAY PREK

These conferences are scheduled for short periods of time. Please think about what you want to learn from the conference and make notes of specific questions you would like to ask before meeting with your child's teacher.

Additional conferences may be held at the request of the parent, teacher, and/or administrator at any time during the year. Both parents and school personnel may freely discuss any problems that directly affect your child's school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities. If you have concerns about your child, please contact his/her classroom teacher via note, email, or phone. If an interpreter is needed for conferences, please notify your child's teacher.

Communication Tools

MPS aims to share a Community Newsletter monthly via [SchoolMessenger](#) service. All official information will travel through this platform so it is important that you sign up using the link above.

All teachers will use [Talking Points](#) this year to communicate with

families, no personal cell phone numbers will be distributed.

Emergency School Procedures for Closings and Delays

In the event of an emergency during the school day that will impact student safety and security, messages will be sent out through SchoolMessenger.

Depending on the nature of the emergency, our school may be directed to:

- Dismiss students early
- Hold (partial lockdown)
- Secure (no one in or out of the building)
- Lockdown (locks, lights and out of site)
- Evacuation (to the field or an alternative location)

If the Administration is instructed to protect students by keeping them inside (Hold, Secure lockdown), family members may not be permitted to pick up their child until it is safe to do so. This security will last no longer than necessary for safety purposes, as we communicate with appropriate authorities. Please note that not every Secure is an emergency. Most Secures are precautionary and brief. During a Hold, activities inside the school may proceed as normal for students. However, in a Secure student activities may be limited and students may not be released to parents until the Secure has been lifted by county officials or school administration. Following the return to a normal schedule, explanatory letters and information may be provided to the community.

Students and staff practice these drills throughout the year, including Severe weather drill, drop, cover and hold, as well as a reverse evacuation from the playground.

Student Confidentiality, Safety, & Security

In the school setting, we are conscious about privacy issues regarding our students and staff members. Throughout the year, teachers post student work for display. If you do not want your student's work displayed, please notify the teacher. Additionally, if you would not like your student in photos, please be sure to select that option on the emergency card. If you elect not to have your student photographed, this means their photo will not be allowed in the yearbook.

All requests for anyone other than the child's guardian to pick up the child should be made in writing.

Please notify the school if you change addresses or phone numbers during the year. Current, accurate information is essential if an emergency arises and the school must locate a guardian due to illness, injury, or other needs. **A copy of custodial papers must be filed with the school if there are any special custodial circumstances.**

Arrival and Dismissal Procedures

Arrival ~ Parents/Guardians are not permitted to walk their children to the classroom. MPS staff is strategically placed to help all students find their way.

For the safety of students, arrival is between 8:30 and 8:50. The school day begins promptly at 9:00, so students must be in their classroom by that time. **Students not in their classroom by 9:05 are considered tardy.** It is imperative that students do not arrive prior to 8:30 since no adult supervision can be provided prior to that time and students must wait outside the school doors. For the safety of your children, parents may not drop off children or allow them to arrive at school before 8:30 when proper supervision is not provided. **Please do not park or drive in the bus loop located at the front left side of the school when facing the school.**

Car Riders

Car riders are to be dropped off in the front of the school on the right side when facing the school. Parents will form a single line in the front driveway and have their children ready to exit the car on the right side

when a staff member approaches to open the door. Parents will remain in their cars and students will be directed by staff members to enter through the Car Rider entrance. **Please do not pull into a parking spot to drop off your students or get out of your vehicle.** This procedure has been put in place to eliminate accidents and injury.

Bus Riders

Bus riders will arrive via bus and depart the bus at the curbside nearest the front entrance of the school. Staff members will supervise students as they depart and board the bus as well as assist during bus arrival. To locate your child's bus stop [click here](#).

Walkers

Walkers will enter the building through the front door. Parents are responsible for walking to and from school with their child if they choose to be a walker.

Bike Riders

Students who ride their bikes to school will enter the school through the front door and use the bike racks in the front of the school. Students who choose to bike must be accompanied by a guardian. Students riding bicycles to travel to and from school should observe common safety rules. No bicycles are allowed on the playground, in the bus loop or the driveway on the side of the school.

DISMISSAL

Dismissal changes MUST be made by contacting the front office by 2:45 p.m. or by sending a written communication with your child to turn into the front office. Text messages to students are not sufficient for dismissal changes.

ALL students are required to submit an updated transportation request form for the 26-27 school year to indicate the primary method of transportation. This has been sent through SchoolMessenger.

School dismissal begins promptly at 3:30 p.m. Parents picking up students should do so by 3:55 pm. Student arrival/dismissal is a critical time at MPS and requires everyone's close attention and cooperation.

Your support of established routines and procedures is essential to ensure the safety and security of our students.

- Individuals picking up a student MUST be at least 18 years of age
- A valid form of identification must be presented by any individual picking up a student.
- Students will not be released to anyone not authorized on the child's account without authorization from a parent or guardian. There are NO exceptions to this.
- **Parents are not to park in the bus loop during arrival and or dismissal.**

Car Riders

Official MPS Car Rider tags are required for all families picking up students in the Car Rider line. Parents should display car tag in the windshield area. **Duplicated passes and photos of passes will not be accepted. Without this tag visible, you will be asked for identification if we do not know you. You will be required to park and go to the front office. Your child will be dismissed at the conclusion of dismissal. Please pull in as close to the car in front of you as possible to prevent a back up on Holter Road.**

Parents are asked to form the line with the Car Rider Tag displayed identifying children to be picked up in the front window area. Duty persons will read the Car Rider Tag, enter the car rider number and students will form groups in order of the cars. We request that parents remain in their cars when picking up their child. Additional Car Rider Tags will be distributed upon request made to the front office.

Bus Riders [Bus Information Can Be Found Here](#)

Students riding buses will be dismissed from the front of the school. Students will board the bus under the supervision of staff members. If a student misses the bus, parents will be notified and should have backup transportation so the child is picked up no later than 4:15 pm. Please note that **riding the bus is a privilege**. This privilege may be temporarily denied or permanently revoked by the school administration if the

misconduct of any student jeopardizes the safe operation of the school bus or the safety of the students riding the bus.

Walkers

Only students who live within walking distance and are registered as a walker may walk home from school, unless a parent or guardian has made other arrangements in advance, which have been communicated with the front office. MPS does not determine the distance for students who are walkers, as it is determined by [FCPS Policy 441](#). Parents of walkers will meet their child at the front door.

Parents or guardians may not park in the school lot to pick up walkers from the walker door. If your child is being driven home, parents/guardians are required to wait in the car rider line with their pass properly displayed.

Change in Transportation

Please notify the school in writing (**written note sent in with student or email to mps.attendance@fcps.org**) of any changes to your child's transportation from school prior to 2:45 PM. Please remember, since teachers cannot access email during the day while they are with students, changes can be made through the front office staff. Changes will not be honored after 2:45 pm.

If you make a change to transportation you will need to sign out your child prior to the end of the day, please do so before 2:45 PM. The office is extremely busy during the end of the day making sure staff is aware of all transportation changes. **Please understand that we cannot guarantee getting students for changes in transportation after 2:45 PM.** Students will be expected to follow their regular dismissal plans.

If a student is to go home with someone other than a parent or an adult listed on the emergency card, the office staff must be notified (phone call, written note, or email at mps.attendance@fcps.org) by 2:45 p.m. or receive a written note to this effect. The individual with

whom the child leaves must sign the child out in the front office. If a student is going home with another student to another student's home after school, on the bus or as a walker, we must have a note from both parents involved. **If we do not receive confirmation from both parents, the student will be sent home according to their regular dismissal procedures.**

Attendance Policy and procedures

Research is clear on the fact that attendance patterns and punctuality have a direct impact on a child's academic achievement. Please make every effort to support your child(ren)'s program by having him/her in school. When your child is absent from school, it is the policy of the Frederick County Public Schools that students must bring a note to school indicating the reason and the date of the absence. This note should include the child's full name, date of absence(s) and the reason for the absence. A parent or guardian must sign the notes. Absences without notes are considered "unlawful" according to FCPS Regulation 500-25. Of special note, days when school is in session for only a half-day of instruction (conference days, in-service days, etc.) a student is considered absent for the entire day if he/she is not in school. Consider making routine appointments when school is out of session when possible so students do not miss instruction. If you have a planned vacation that will last more than five days, prior approval from the principal must be obtained. Also, please note that if your child is unable to participate in physical education classes for an extended period of time due to injury or illness or go outside for recess, a note from your physician must be presented to the classroom teacher.

Tardiness

The instructional day begins promptly at 9:00 AM and when a student is late it is disruptive to the instructional program. Students who arrive after 9:00 AM miss important instructional directions and the opportunity to get organized for the day and morning meeting. Students who arrive after 8:55 AM must be escorted by parents and report first to the Front Office to sign-in and to receive a late pass to enter the classroom. Student

tardiness will be monitored, monthly, in conjunction with student attendance.

School-Wide Behavior Plan

Middletown Primary School aims to create a positive culture to support positive behaviors. We recognize that behaviors are a normal part of academic, social, and emotional development of all children. We aim to provide a safe and nurturing environment for your child(ren) to grow in all realms. The staff at MPS hopes to assist all students in recognizing emotions that lead to behaviors and assist them in learning how to self-regulate, giving them healthy coping skills and strategies to apply within the school environment and at home! When a situation may arise, we will be there to support and coach your child(ren) to make positive choices and engage in productive behaviors!

Health Care and Services

Health Room Hours: 8:30-4:00

The Health Room is operated by a registered nurse with the assistance of a medical tech from the Frederick County Health Department. They are qualified to perform the following duties: administration of medication, provide health care, monitor the health room, chart each student's visits, and monitor immunization records. Our school nurse, Labake Akinkuowo, is designated to MPS and is responsible for providing support to students and families while working in collaboration with community partners, local government agencies and other stakeholders to provide wraparound services and/or strengthen the connections between school, home and your child's health.

Emergency care rendered in the school setting is limited to immediate and appropriate assistance. Therefore, it is very important for each family to review and **make appropriate changes on the CONFIDENTIAL STUDENT INFORMATION CARDS** in August/September for each child. This information is what we use in the event of an emergency. It is imperative that we have updated information at all times. Please include

your current address and a telephone number where we can reach you during school hours. We also need the name of a friend or relative to call if we cannot reach you. This information is invaluable in the event that we must transport your child to the hospital.

Medications

There are occasions when a physician considers it necessary for medication to be administered during the school day. In these cases, the Frederick County Public Schools policy requires the following:

- No medication (**prescribed or non-prescribed**), including inhalers, will be administered in school without the parent's/guardian's written authorization **and** a physician's statement or prescription. Parental consent **and** a physician's statement or prescription label are required for each illness and for each medication ordered.
- It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medications must be in the original container. **Students may not transport medications.**
- The first full day's dosage of any prescription will not be given in school. Parents should administer medication at home and observe for adverse reactions.
- The school must have on file in the pupil's health folder a ["Physician's Medication Authorization for Prescription and Non-Prescription Medication" form.](#)
- The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
- The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to the school to administer the medicine. **No child is allowed to keep any medication on him/her at any time.**

Please notify the school if your child has any health problems such as asthma, allergies to bee stings or food, or if your child contracts a communicable disease such as measles, chicken pox, etc. In addition, if your child has any restrictions for play due to health related issues, the school should be informed.

All students are asked to have a change of clothes in their backpacks, otherwise families will be called to bring a change of clothes. This policy ensures that students have the least amount of interruption to their learning. In certain cases MPS may be able to provide clothing, but this is not a guarantee.

Food Service Information - Breakfast and Lunch

[FARM Application Link](#) This form is important for our school. Please complete one per family, even if you will not qualify for this. Thank you!

1. Breakfast and lunch will be served daily including milk. Breakfast is served from 8:30-9:00.
2. A la carte items are available for purchase in the cafeteria. These snacks vary in price. Additional milk can also be purchased.
3. LINQ Connect: To set up a student account, you can visit [THIS LINK](#). Your child's ID number is required, which can be found on the report card or by calling the front office. This system allows parents to place money in their child's account for the purchase of meals and/or other food items. This account remains active as long as the student is enrolled in Frederick County Public Schools.
4. Lunch will be available for students on field trips. Information about lunch provisions will be provided to parents on the field trip permission slip.
5. In order to eat lunch with your child at school, you will need to complete the required volunteer information and be approved as a volunteer. Please note that **parents are not invited to attend recess**, and **minor siblings are not able to accompany parents during lunch visits or while volunteering at school**.

Birthdays

Student health and safety related to both known and unknown potentially life threatening food allergies are a concern for all of us in our school community. Parents will not be allowed to bring food of any kind, homemade or pre-packed, to school to celebrate birthdays. Additionally, we will be unable to celebrate students' birthdays with parties. Treats of any type will not be distributed during the instructional day. **In order to reduce the loss of instructional time and to prevent hurt feelings, students may not distribute invitations for private parties at school.**

These should be mailed/delivered from home. Thank you for your cooperation.

School Counselors and Board Certified Behavior Analysts (BCBA)

School Counselors: **Shelly Telemeco & Stacy Koogler**

Board Certified Behavior Analyst: **Michele Samuels**

The School Counselors and the Board Certified Behavior Analysts are available to help you and your child. Both individuals work cooperatively to develop a positive school climate and deliver our school's "anti-bullying" message. Our counselors also stress areas such as personal growth, decision-making, positive interactions with others and changing family dynamics. Our Board Certified Behavior Analysts work closely with students and staff to support any student behavior needs. If you wish to communicate with one of these team members, please contact them via email or by calling the school.

Considerations for Dress

In regards to appropriate dress for school, families are reminded that students should dress in accordance with FCPS guidelines. We may need to rethink this, this is what code of conduct says: Dress Code. FCPS respects students' right to express themselves in the way they select their personal attire. It is important, however, that, if their appearance disrupts the mission of the school system to provide a safe, productive and positive learning environment, FCPS staff may take disciplinary action in accordance with Regulation 403-01 (Student Discipline).

Clothing and accessories should not:

- Be unduly revealing
- Promote illegal or violent conduct
- Display obscene, libelous, sexually-offensive, vulgar, or discriminatory words/language or images
- Display derogatory expressions or language demeaning an identifiable person or group, such as ability, appearance, culture, gender, home language, race, ethnicity, religion, sexual orientation, or social class.
- Contain threats or gang symbols
- Conceal weapons or other illegal items such as drugs (outerwear)

jackets, etc.) and items that may be used as weapons (metal belts, chains attached to wallets/keys, etc.). Students may be asked to keep such items in their assigned locker.

- Include the wearing of headgear, except in the provisions detailed in Policy 439 (Dress Code for Students)

Toys and Recess Equipment

Toys (anything to “play with”) brought to school typically create a disturbance or become a distraction to class work. Therefore, students are not permitted to bring toys to school unless given permission by the teacher. Please use caution when sending expensive toys to school for these special occasions. The school cannot be responsible if a toy is stolen or broken. Toys will be kept by the teacher and may be picked up by a parent.

Students should not bring any balls or recess equipment to school. We supply what is necessary and cannot be responsible for lost or stolen personal equipment.

Lost and Found

To alleviate the problem of lost articles, **please label** lunch boxes and clothing (such as jackets, gloves, and hats). **Lost items will be on display in the cafeteria. If items are not claimed within a reasonable amount of time, they are donated to Goodwill at the end of each quarter.**

Weapons

Frederick County has instituted a regulation regarding weapon possession. Students, parents, and staff are forbidden to have weapons or look-alike and toy weapons on campus. Possession of a firearm whether loaded or unloaded (including pellet type guns) or other weapons such as pocket knives can carry severe disciplinary action up to permanent removal from Frederick County Public Schools. Local police

and/or law enforcement agencies may also be contacted and involved as necessary. **See FCPS Policy 300.39**

Student Code of Conduct - FCPS

www.fcps.org › [student-services](#) › [student-code-of-conduct](#)

Student Code of Conduct, School Year 2026-2027

MPS Contact Information

MPS Front Office Main Number: 227-203-1540

MPS Attendance: MPS.attendance@fcps.org

MPS Health Room: MPS.HealthRoom@fcps.org

Laura Davidson, Principal

227-203-1540 ext# 34410

Laura.Davidson@fcps.org

Kelly Sipe, Assistant Principal

227-203-1540 ext# 34411

Kelly.Sipe@fcps.org

Shannon Hogeback, Special Education Coordinator

227-203-1540 ext# 34430

Shannon.Hogeback@fcps.org

Shelly Telemeco, School Counselor

227-203-1540 ext# 34415

Rochelle.Telemeco@fcps.org

Stacy Koogler, School Counselor

227-203-1540 ext# 34416

Stacy.Koogler@fcps.org

