

# Parkville Middle School & Center of Technology

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Phone: 443-809-5250

8711 Avondale Road • Baltimore, Maryland 21234  
Mr. Micah Wiggins, Principal

Fax: 443-809-5315

August 9, 2023

Dear Parkville Middle School & Center of Technology Parents, Guardians, and Community Members,

I am excited to welcome all our Squires back to school! The administration, teachers, and staff are looking forward to having our students return for the 2023-2024 school year. This past year, we have worked together successfully as a school community to provide an engaging and rigorous learning environment for our students. This year we look forward to continuing this work.

Over the summer, our teachers, administrators, and school leadership came together to reflect on the 22-23 school year. We celebrated the accomplishments of our students and revisited schoolwide priorities and goals in order to chart the path of excellence for our students and school. We revised our vision and mission to ensure that we embrace a student-centered philosophy and approach focused on what's best for our students. Presently, our main office and building service workers are actively working to prepare the school for our students' arrival.

Joining our administrative staff this year are two new administrators: Mr. Andrew Prietz and Ms. Meshia Sutton. Mr. Prietz is excited to be joining Parkville Middle School Center of Technology as the 6<sup>th</sup> grade administrator. He is a graduate of BCPS and has been working in BCPS for the past 10 years. He believes education creates pathways for all students to learn and grow. Mr. Prietz looks forward to working collaboratively with our students, our families, and our community to make the Parkville experience the best for our students. Ms. Meshia Sutton will be serving as the 7<sup>th</sup> grade administrator this year. She is excited to be a part of the Parkville Middle School community. She has worked in BCPS for many years and has enjoyed every minute. Education is her passion. She believes in education every year is a fresh start and an opportunity to grow. Ms. Sutton looks forward to being a part of this journey. Mr. Bowman will remain with his current group of students and serve as the 8<sup>th</sup> grade administrator. We all hope that all of our Squire families enjoyed a restful and relaxing summer break.

This letter is designed to inform you of pertinent information to make sure that our students are prepared when they return to school. Our school website will continue to be the main source of communication with our families. We will keep families updated with our School Messenger System. Please make sure we have your most current contact information so that you will receive communication for the school year. The links below will provide you with important information in preparation for the upcoming school year.

6<sup>th</sup> Grade Orientation

Back to School Night

Bell Schedule

Cafeteria Information

Code of Conduct

School Bus and Transportation

Who to Contact

First Week of School

School Supply List

Attendance and Tardy Policy

Cell Phone Policy

Parent Teacher Organization (PTO)

Health Suite: Medicine, Immunizations, Forms

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The **first day of school** for **all** students will be **Monday, August 28<sup>th</sup>**. Students will be admitted to the building at **8:05 AM** and will proceed to their homerooms at **8:15 AM, where they will receive a paper copy of their schedule**. Students will follow a modified schedule for the first week. Dismissal will be at **3:00 PM**. Students will enter the building as follows:

- 6<sup>th</sup> Grade Entrance – Auditorium Entrance
- 7<sup>th</sup> Grade Entrance – Cafeteria/Gym Entrance
- 8<sup>th</sup> Grade Entrance – Main Entrance

6<sup>th</sup> Grade Orientation will be **Thursday, August 24<sup>th</sup> from 8:00 AM – 12:00 PM**. Transportation will be provided by BCPS. More information will be provided on the school website. Should you have any questions, please call the school at 443-809-5250 during our normal school hours.

**Back To School Night** will be **Wednesday September 6<sup>th</sup>**. More information will be provided on the school website and our weekly communication.

BCPS prioritizes a rigorous learning environment and the social emotional well-being for our students. At Parkville, we build relationships among students, teachers, families, and the community to provide a safe, equitable, and em**POWER**ing environment that promotes literacy across content areas, critical thinking, and student agency. We believe in creating a safe and learning environment where students can focus on learning. This year, I invite you to commit to partnering with us to provide the best education possible for your child. Again, welcome to Parkville where **Parkville POWER enables our Squires to Shine and thrive**.

Sincerely,



Micah Wiggins  
Principal

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## School Supply Lists 2023-2024

(Lists are subject to change. Subjects may ask for additional supplies during the school year)

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>• 2-inch Binder</li> <li>• 1-inch Binder (Band or Orchestra)</li> <li>• Wide-ruled loose-leaf paper</li> <li>• Pencil case</li> <li>• Black, blue, and red pens</li> <li>• #2 pencils</li> <li>• Erasers</li> <li>• Colored Pencils</li> <li>• Highlighters (2)</li> <li>• Glue sticks</li> <li>• Scissors</li> <li>• 2 two-pocket folders with fasteners</li> <li>• 1 Take home Folder (Red if possible)</li> <li>• Sketchbook (Art)</li> <li>• Calculator (Optional for home use)</li> <li>• Wired Headphones</li> <li>• Computer bag</li> </ul>	<ul style="list-style-type: none"> <li>• 3-inch Binder</li> <li>• 1-inch Binder (Band or Orchestra)</li> <li>• 8-tab binder dividers (with pockets preferred)</li> <li>• Wide-ruled loose-leaf paper</li> <li>• Pencil case that can fit in binder</li> <li>• Black, blue, and red pens</li> <li>• #2 pencils</li> <li>• Erasers</li> <li>• Colored Pencils</li> <li>• Highlighters</li> <li>• Glue sticks</li> <li>• Scissors</li> <li>• Tape</li> <li>• 3 x 3 Post its</li> <li>• 2 marble composition notebooks</li> <li>• 3 spiral notebooks</li> <li>• 12 two-pocket folders with fasteners</li> <li>• Sketchbook (Art)</li> <li>• Calculator (Optional for home use)</li> <li>• Headphones</li> <li>• Computer bag</li> </ul>	<ul style="list-style-type: none"> <li>• 3-inch Binder</li> <li>• 1-inch Binder (Band or Orchestra)</li> <li>• 8-tab binder dividers (with pockets preferred)</li> <li>• Wide-ruled loose-leaf paper</li> <li>• Pencil case that can fit in binder</li> <li>• Black, blue, and red pens</li> <li>• #2 pencils</li> <li>• Erasers</li> <li>• Colored Pencils</li> <li>• Highlighters</li> <li>• Glue sticks</li> <li>• Scissors</li> <li>• Tape</li> <li>• 3 x 3 Post its</li> <li>• 2 marble composition notebooks</li> <li>• 3 spiral notebooks</li> <li>• 12 two-pocket folders with fasteners</li> <li>• Sketchbook (Art)</li> <li>• Calculator (Optional for home use)</li> <li>• Headphones</li> <li>• Computer bag</li> </ul>
*Other supplies may be required by individual teachers.		

**All music supplies can be purchased through the school store.**

Band:

All Grades

- Flutes: a cleaning cloth (men's handkerchief) and cleaning rod
- Oboe, Clarinet, Bass Clarinet, and all Saxophones: a supply of reeds (2 strength) and at least 3 playable reeds at all times, a cleaning swab/cloth and cork grease
- Trumpet, French Horn, Euphonium/Baritone Horn, Tuba: Valve oil and tuning slide grease
- Trombone: slide-o-mix, water bottle
- Percussion: Vic Firth SD1 General sticks and a pair of mallets

Orchestra:

- 6<sup>th</sup> Grade: String Basics, Book 1 approx. 10.00
- 7<sup>th</sup> Grade: String Basics, Book 2 approx. 10.00

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- 8<sup>th</sup> Grade: String Basics, Book 2 approx. 10.00

## All Grades Orchestra

- Violin & Viola: Cleaning cloth, rosin, shoulder rest (muco, everest, kun, or sponge)
- Cello & Bass: Cleaning cloth, rosin (Pops rosin recommended for bassists), rock stop

## **School-Wide Expectations**

At Parkville, we expect all our students to demonstrate our school-wide expectations. This is known as Parkville POWER!

**P**erformance – Do your best every day, behave appropriately and respond with kindness.

**O**wnership – Take accountability of your education and be responsible for your actions.

**W**ellness – Talk to a trusted adult when you aren't feeling well and need support (physical and emotional)

**E**ffort – Put forth honest effort every day to be the best student, classmate, and squire you can.

**R**espect – Treat ourselves, parents, teachers, classmates, and school with respect. Resolve to shine.

To make it easy for our students to remember, we have comprised **The Squires Oath**:

I pledge to come to school **ready to learn**, take **responsibility** for my **learning** and **behavior**, talk with my **trusted adult** when I **need help**, do my **best** and be **respectful every day** to **everyone** in order to **SHINE** and **THRIVE** as a **SQUIRE** at **Parkville Middle School**!

## **PBIS (Positive Behaviors Interventions and Supports)**

Parkville Middle School promotes positive behaviors in all areas of the school.

This is known as **SHINE**. When students demonstrate **SHINE**, they receive recognition!

**S**afe. **H**onest. **I**ntelligent. **N**ice. **E**mpathetic

## **BCPS Student Handbook**

The BCPS Student Handbook informs all stakeholders (students, staff, parents, and community members) of the expectations that the school system has for its students. The BCPS Student Handbook will be reviewed during the first week of school with students. **New language** has been added to the handbook for specific behaviors. Please review the links below.

[BCPS Student Handbook](#)

[BCPS Handbook New Language Updates](#)

[Electronic Student Handbook Acknowledgement Form](#)

[Electronic Parent Handbook Acknowledgement Form](#)

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## **Bullying, Harassment or Intimidation Reporting and Investigation Form and Information**

Bullying, Harassment, or Intimidation,” which prohibits students from engaging in intentional conduct involving bullying, harassment, or intimidation, which can substantially interfere with a student’s educational opportunities, or any acts of retaliation against those who report instances of bullying, harassment, or intimidation. The “Bullying, Harassment or Intimidation Reporting Form” is used to track alleged instances of bullying, harassment, or intimidation. You may contact the school for additional information or assistance at any time.

[Bullying, Harassment, or Intimidation Form](#)

## **Dress Code**

Students are required to follow the BCPS dress code policy. Students are to dress in a way that does not cause a disruption to the learning environment. We are encouraging all students to come to school fully dressed in a complete top, bottom, and shoes appropriate for school. **Athletic wear such as sports bras and tank tops are not permitted. Sleepwear such as blankets, pajamas and slippers are not appropriate attire for school. Beachwear, including sunglasses, is also not appropriate for school. Hats and Hoodies should not be worn in school.** Dress code violations may face consequences from the administration.

## **Cell Phone/ Personal Electronic Device Policy**

BCPS Policy -Students may possess their personal electronic communication device (PECD) on school property and during school-sponsored activities; however, **students may not use their PECD during the instructional day. This includes earbuds! Students not adhering to the cell phone/(PECD) policy may face consequences from administration.**

## **Device/Technology Responsibility**

Students **should bring their charged device with them to school every day.** Students should keep their **device in a computer bag** to help **prevent damage** to your device. Students that **lose, break, or damage their device or charger** could be **charged a fine up** to the cost of the computer or charger **(Approximately \$229.00)**

Students shall be held responsible for the appropriate use of BCPS technology and will be subject to disciplinary action for any violation of the Technology Acceptable Use Policy (TAUP). Students are required to be safe, secure, and responsible digital citizens when using BCPS electronic devices, networks, and the internet.

## **Arrival/Breakfast Procedures**

Students should not arrive at school before 7:50 AM. The outside doors will open at **8:05 a.m.** Homeroom begins promptly at **8:15 a.m.** each morning. Students should line up by grade level at the following doors:

- 6<sup>th</sup> Grade- Auditorium Entrance
- 7<sup>th</sup> Grade- Cafeteria/Gym Entrance
- 8<sup>th</sup> Grade – Main Entrance

Students arriving **after 8:15 a.m. must** report to the front lobby or Main Office for a late pass.

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Breakfast is available for all students until **8:15 a.m.** Students arriving at school late on buses will be provided with an opportunity for breakfast when they arrive at school.

## Student Attendance

Standards for Regular Attendance:

- A. Students are expected to maintain satisfactory attendance at the State of Maryland standard of 94%.
- B. In order to foster continuity of the instructional program, students should not exceed an absence rate of 10% in a given quarter

Per the BCPS Board Policy 5120,

Under the Maryland Compulsory Attendance Law, it is the parent's/guardian's responsibility to ensure that children between the ages of 5 and 18 attend school on a regular basis. Please see the recommendations below in order to ensure that your child is meeting the BCPS requirement for 94% attendance.

## Attendance FAQ

### 1. What are some examples that are considered excused / lawful? What is unexcused/unlawful?

Excused	Unexcused / Unlawful
Student illness with a note from parent up to 3 days	An absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful.
Student illness with a note from a doctor after 4 days	Student illness without a note
Death in the immediate family	Family vacation (unfortunately)
Court Summons for student	Family illness (unfortunately)
Observance of a religious holiday	

### 2. What should my note include when my child is absent?

The note should include the following: student name, date, and reasons for absences.

### 3. What is the state attendance rate? How many days does that equal?

There are approximately 45 days in a quarter so....

	How many days per quarter can my child miss?	Cumulative
1 <sup>st</sup> quarter	Approximately 2.5 days per quarter	2.5 days out of 45
2 <sup>nd</sup> quarter		5 days out of 90
3 <sup>rd</sup> quarter		7.5 days out of 135
4 <sup>th</sup> quarter		10 days out of 180

### 4. What if my child's attendance is below the state standard BUT they are all excused?

Students are expected to maintain satisfactory attendance with all excused absences. Regardless of excused or unexcused reasons for absences, the school is responsible to assist a family with improving a student's attendance.

### 5. What supports will the school take to help my family if my child's attendance is a concern?

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Supports include the following: contact by the school via phone or letters requesting information, a required parent conference with administration, or support from the Pupil Personnel Worker.

## Student Tardiness

Any student arriving after 8:15 AM will need to check in with the front office for a late pass prior to going to their first class. Students have four minutes to transition from one class to another, Students who are repeatedly tardy to school and to class will receive consequences.

## Procedures for Medication, Discretionary Medication Forms, and Immunizations

Prescription or over the counter (OTC) medications may be administered to students only **on the order of a physician and under the supervision of the school nurse** or principal's designee. **Medical orders for prescription and OTC medications must be updated at the beginning of each school year.** All medications, whether prescription or OTC, must be in a current, properly labeled, bottle with written orders from the physician for giving the medication in school. Discretionary medications may be given to students only with parent/guardian signature on Form BEBCO 0881, **which will be given to your student at the start of the school year.**

Please be sure to ask your child for this form. It is imperative that this form be updated annually by the parent/guardian to ensure that the student's medical and emergency contact information is current. Please have your child return this form to their homeroom teacher as soon as possible. Any questions or concerns regarding the medication policies or student health issues should be directed to the **school nurse at 443-809-5254.**

**All 7<sup>th</sup> graders are required to have two additional vaccines, Tdap and Menactra (MCV).** Please contact your child's health care provider to see if your child has had these vaccines. If you still need the vaccines listed, please call the number below. Letters are being sent home to students who do not have the necessary vaccines. **If students are not vaccinated, they will not be permitted to attend school.**

**7<sup>th</sup> Grade Immunizations** – Call **410-887-2705** to schedule an appointment with the health department.

[Consent for Administration of Approved Discretionary Medications and Health Contact Information](#)  
[Parent Request to Administer Medication in School](#)

## Cafeteria General Information

1. Students may bring lunch from home or receive lunch from the cafeteria.
2. For the 2023-2024 school year, **no cash transactions will take place.** All transactions will be done using the child's lunch account.
3. Please **do NOT bring or have food delivered to school from fast-food or carry-out restaurants.** Students **are not** permitted to have outside food in the cafeteria.
4. Because of the number of students at each lunch shift, we unfortunately cannot accommodate parents who wish to eat lunch with their children.
5. The Baltimore County Public School System participates in the National School Lunch Program/School Breakfast Program. Nutritious breakfast and lunch meals are served each school



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day. All meals served meet nutritional standards established by the U.S. Department of Agriculture.

6. Visit the Office of Food and Nutrition [BCPS Meals](#) for more information.

## Transportation

To **access student transportation information** under a parent/guardian sign-on in FOCUS, users should select “Child Info” under the student’s name on left side of the FOCUS window. Once “Child Info” is selected, users should select, “Transportation.” Within “Transportation,” users will see the Bus Number, Bus Route Name, Stop Description, and Stop Time for both the morning (AM) and afternoon (PM) trips. Students who do not demonstrate appropriate behaviors on school bus can and will be issued consequences. These consequences can include loss of riding privileges.

[To Access Focus](#)

[How To Create a Parent Account](#)

## Physical Education (PE) Uniform

Per BCPS policy, students must be appropriately dressed to participate in physical education. At Parkville, we request that students wear dark colored shirts for PE. Students **must wear appropriate shoes to participate in PE. This does not include crocs, slides, or sandals.** PE attire must align to the BCPS and Parkville dress code policy. If you would like to purchase PE uniforms, they are available for purchase.

## PMSCT PTO

Joining the Parkville Middle School PTO is a great way to show support to our students, teachers, and staff. There are a variety of ways to participate – you can attend meetings, volunteer your time, support fundraising events, and/or share news and updates with others. We are now accepting memberships for the 2023-24 school year! Please join us today and be in the loop as we head into the new school year. For more information, visit the [Membership page on the PTO website.](#)

## Volunteers and Chaperones

If there is a chance that you will accompany your child on a field trip or you are considering being a volunteer this year, **you may complete your annual training online by following the instructions at: [BCPS Volunteers](#).** You must complete **both the online training and the Volunteer Application.**

PLEASE NOTE: Volunteers must be **trained EVERY YEAR.** Please be advised that **without the annual training, you may not volunteer in the school or chaperone field trips.**

## Lockers

Students will have a locker assigned to them for safekeeping of their personal items. For security reasons, the school will provide combination locks to each student. On the first day of school, students will receive the lock and the combination. The locks will be returned to their homeroom teacher at the end of the school year. Any student who loses a lock will be required to purchase a new one from the school store at a cost of **\$5.50, CASH OR MONEY ORDER ONLY.** Students will also be assigned a locker with a built-in combination lock for Physical Education class.



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## Regarding Your Child's Birthday

We ask all parents and students to understand that birthday celebrations cannot be held at school. **Please do not send cupcakes, gifts, balloons, etc. to school with your child or bring them during the school day.** This practice is disruptive to instruction. **We recognize birthday celebrations are important, so Parkville celebrates birthdays publicly in the school.** Additionally, taking helium balloons home on the bus is not permitted for safety reasons. All birthdays are special; please celebrate them in the evening or over the weekend with your family.

## PMSCT Contact List

Our chain of command is in place to encourage a relationship between the classroom teacher and the student/parent. The first conversation about classroom concerns should **always** be with the teacher. It is reasonable to expect a response from the teacher within 24 to 48 hours.

- Art/Music – Kathryn Knight  
[kknight@bcps.org](mailto:kknight@bcps.org)
- Language Arts/Reading – Rachel Kuczynski  
[rkuczynski@bcps.org](mailto:rkuczynski@bcps.org)
- Magnet – Kevin Peck  
[kpeck@bcps.org](mailto:kpeck@bcps.org)
- Math – Samantha Treat  
[streat@bcps.org](mailto:streat@bcps.org)
- Physical Education/Health – Krista Klausmeier  
[kklausmeier@bcps.org](mailto:kklausmeier@bcps.org)
- Science – Patricia Knight  
[pknight@bcps.org](mailto:pknight@bcps.org)
- Social Studies – Philip O'Brocki  
[pobrocki@bcps.org](mailto:pobrocki@bcps.org)
- Special Education – Robert Runk  
[rrunk@bcps.org](mailto:rrunk@bcps.org)
- IEP Facilitator – Helen Baugher  
[hbaugher@bcps.org](mailto:hbaugher@bcps.org)
- World Languages – Amber Serrano  
[aserrano@bcps.org](mailto:aserrano@bcps.org)

### 6th Grade Team

Team Leader – Andrew Noll [anoll@bcps.org](mailto:anoll@bcps.org)  
Counselor – Amanda Macgregor [amacgregor@bcps.org](mailto:amacgregor@bcps.org)  
Assistant Principal – Mr. Andrew Prietz [aprietz@bcps.org](mailto:aprietz@bcps.org)

### 7th Grade Team

Team Leader – Tryveka Gipson [tgipson@bcps.org](mailto:tgipson@bcps.org)  
Counselor – Amanda Sands (DC) [asands2@bcps.org](mailto:asands2@bcps.org)  
Assistant Principal – Ms. Meshia Sutton [msutton@bcps.org](mailto:msutton@bcps.org)

### 8th Grade Team

Team Leader – Iffath Farzana [ifarzana@bcps.org](mailto:ifarzana@bcps.org)  
Counselor – Tabatha Luma [tluma@bcps.org](mailto:tluma@bcps.org)  
Assistant Principal – Mr. John Bowman [jb Bowman3@bcps.org](mailto:jb Bowman3@bcps.org)

### Principal

Mr. Micah Wiggins [mwiggins3@bcps.org](mailto:mwiggins3@bcps.org)

Welcome back to school for another exciting school year! We will see you on Monday, August 28<sup>th</sup>!