





Student Handbook 2025-2026

Talbot County Public Schools











Although deemed accurate when published, information in this booklet may change during the school year as policies and regulations are updated. For the most up-to-date version of this booklet, please visit https://www.talbotschools.org/o/tcps/page/student-parent-handbook.

Vision

TCPS provides a supportive and engaging learning environment by honoring diversity and ensuring that every student is valued, celebrated, and empowered to achieve their full potential.

Mission

To partner with families and the community in providing innovative, experiential learning that prepares every student to succeed in college, career, and life.

Core Principles

In all the work we do with students, families, and the community, TCPS will endeavor to stay true to our core principles, which include the following:

- ***Student-Centered Focus.***
- ***High-Quality Teaching and Learning****.*
- ***Safe and Engaging Learning Environment.***
- ***High-Performing District****.*
- ***Continuous Improvement****.*

Board of Education Members

Dyshekia Strawberry, District 1
Ann O'Connor, District 2
Amy Dodson, District 3
Emily Jackson, District 4
Karla Wieland-Cherry, District 5
Cynthia M. Jurrius, Esq., District 6
Deborah Bridges, District 7

District Administrative Leadership

Sharon Pepukayi, Ed.D., Superintendent
Helga Einhorn, Ph.D., Assistant Superintendent, School Leadership and Student Success
Zulieka Jarmon-Horsey, Ed.D., Assistant Superintendent, Assistant Administrative Services, Systems, and Strategies

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I. NOTICES

A. Non-Discrimination Statement

The Talbot County Board of Education is committed to promoting the worth and dignity of all individuals. The Board will not tolerate or condone any act of bias, discrimination, insensitivity, or disrespect toward any person on the basis of race, color, sex, gender, gender identity, sexual orientation, age, national origin, religion, socio-economic status or disabling condition. Employees, students, parents, and community members may report allegations of sexual harassment to the Title IX Coordinator for Talbot County Public Schools:

Darlene A. Spurrier
Talbot County Public Schools
Director of Student Services

Talbot County Public Schools
12 Magnolia Street
Easton, Maryland 21601
410-822-0330
Title9Coordinator@talbotschools.org

B. Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Frequently Asked Questions About FERPA

1. What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the

parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

2. How am I informed about my rights under FERPA?

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on this Web site. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

3. Under what circumstances may a school disclose information from education records without consent?

There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information" if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11).)

4. What is "Directory Information"?

FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34
CFR § 99.37.)

5. If I am a parent of a college student, do I have the right to see my child's education records, especially if I pay the bill?

As noted above, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age.

However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

6. Can a postsecondary institution disclose financial records of an eligible student with the student's parents?

If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records to a student's parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.

7. What if my child is a minor and he or she is taking classes at a local college while still in high school - do I have rights?

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

8. May a postsecondary institution disclose to a parent, without the student's consent, information regarding a student's violation of the use or possession of alcohol or a controlled substance?

Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclosure such information, regardless of the age of the student

C. Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Talbot County Public Schools (TCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, TCPS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the

TCPS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want TCPS to disclose directory information from your child's education records without your prior written consent, you must annually notify the District in writing by September 30th of the current school year. TCPS has designated the following information as directory information:

- **Student first and last name**
- **Student gender**
- **Student home address**
- **Student home telephone number**
- **Student school-assigned monitored and filtered email address**
- **Student photograph**
- **Student place and date of birth**
- **Student dates of attendance (years)**
- **Student grade level**
- **Student homeroom**
- **Student diplomas, honors, awards received**
- **Student participation in school activities or school sports**
- **Student weight and height for members of school athletic teams**
- **Student most recent institution/school attended**
- **Student TCPS ID number / Student State ID number**

D. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED- funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

    - Political affiliations;
    - Mental and psychological problems potentially embarrassing to the student and his/her family;
    - Sex behavior and attitudes;
    - Illegal, anti-social, self-incriminating and demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
    - Income (other than that required by law to determine eligibility for participation
    - in a program or for receiving financial assistance under such a program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

E. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Talbot County Public Schools (TCPS) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. TCPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. TCPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. TCPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents

will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901

F. Integrated Pest Management

The Integrated Pest Management (IPM) program employed by the Talbot County Public Schools is a proactive rather than a reactive approach to insect and rodent control in school facilities. The IPM program includes routine inspections or surveys of all school facilities to identify conditions conducive to pest invasion, to ensure early detection of pest presence, and to monitor infestation levels. As a first step in pest control, the IPM approach employs a number of preventative strategies and alternatives to pesticide application, such as: employee education, source reduction, inspection and identification of potential problem areas, and improved sanitation. Each approach is monitored and evaluated, and modifications are made if necessary. Pesticides are used only as a last resort.

Maryland Law requires that parents of all elementary school children be notified prior to a pesticide application made in a school building or to school grounds. Staff Members & Parents of middle school or high school students who wish to be notified prior to a pesticide application in a school building or to school grounds must request that they be placed on the school system's pesticide notification list. To be added to the notification list, send a written request which includes your name, address, and telephone number as well as your child's name and school to:

Kevin Shafer
Talbot County Public Schools
12 Magnolia Street
P.O. Box 1029
Easton, MD 21601

The following is a list of the pesticides and bait stations, by common name that may be used in school buildings during school year:

1. Deltamethrin----Suspend-General insect
2. Hydroprene------Gentrol-growth inhibitor
3. Indoxacarb - Advion Ant
4. Glyphosate
5. Trifluralin–Treflan
6. Triisopropanolamine—momentum
7. Diquat dibromide - Tribune
8. Piperonyl Butoxide - Spectracide Pro, Wasp & Hornet
9. DITHIOPYR - Dimension plus fertilizer
10. Cyhalothrin - 221L
11. Glufosinate Ammonium Finale XL
12. Any other options that are registered by MDA

Please be advised that this list may not include all pesticides that may be applied due to the fact that unanticipated pest problems might arise during the school year that could warrant the use of a pesticide not typically applied by the school system.

Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained by the contact person. Persons wishing to review this information should contact Kevin Shafer to arrange an appointment. For additional information about the Integrated Pest Management Program, please contact Kevin Shafer at (410) 822-0330 or kshafer@talbotschools.org

G. Asbestos Management Plan

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, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.
For new buildings, those completed after October 12, 1988; our "management plan" consists of the exclusion documentation including this notification. This documentation means that to our

knowledge no asbestos-containing building materials were used or specified for use in this building.

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: Mr. Kevin Shafer, **410-822-0330** or kshafer@talbotschools.org.

H. Notice of Video Recording

To help ensure the safety and security of the students and staff of the Talbot County Public Schools, video surveillance devices may be used to monitor public areas or access to restricted areas in schools or on school property. Recordings from devices installed for safety and security may be used as the basis of disciplinary actions, or, if appropriate, criminal prosecutions against persons committing violations on school property. The notice of the presence of surveillance equipment will be posted to the extent required by law.

I. Notices and Posters in Schools

All notices and posters (except for teacher classroom items) must be approved by administration before they can be displayed.

II. Policies

All policies and administrative regulations are on the TCPS website, tcps.k12.md.us. Once on the website, click on "Menu" and then click on "Board of Education" and then click on "Policies." There you will find a complete list of policies and regulations. Please reference the Appendices of this document for excerpts from the following policies (Please reference County website for full policies and regulations):

Student Attendance
Student Code of Conduct
Student Dress Code
Student Possession of Portable Communication Devices on School Property

III. SCHOOLS' INFORMATION

A. Directory of Schools
B. School Times/Hours

Talbot County Education Center (TCEC)
12 Magnolia Street
Easton, Maryland 21601
410-822-0330
410-820-4260 (fax)

Chapel District Elementary School (CDES)
11430 Cordova Road
Cordova, Maryland 21625
410-822-2391
410-822-2039 (fax)

Easton Elementary School (EES)
307 Glenwood Avenue
Easton, Maryland 21601
410-822-0686
410-822-1890 (fax)

Easton High School (EHS)
723 Mecklenburg Avenue
Easton, Maryland 21601
410-822-4180
410-822-7749 (fax)

Easton Middle School (EMS)
201 Peach Blossom Road
Easton, Maryland 21601
410-822-2910
410-822-7210 (fax)

St. Michaels Elementary School (SMES)
100 Seymour Avenue
St. Michaels, Maryland 21663
410-745-2882
410-745-2473 (fax)

St. Michaels Middle High School (SMMHS)
200 Seymour Avenue
St. Michaels, Maryland 21663
410-745-2852
410-745-9939 (fax)

Tilghman Elementary School (TES)
21374 Foster Avenue
Tilghman, Maryland 21671
410-886-2391
410-886-2149 (fax)

White Marsh Elementary School (WMES)
4322 Lovers Lane
Trappe, Maryland 21673
410-476-3144
410-476-5187 (fax)

B. School Times/Hours

START AND DISMISSAL TIMES

Chapel District Elementary
Unload Time: 8:35
Start Time: 8:55
Regular Dismissal: 3:35
Early Dismissal: 12:20

Easton High
Unload Time: 7:25
Start Time: 7:45
Regular Dismissal: 2:40
Early Dismissal: 11:25

Easton Middle
Unload Time: 7:35
Start Time: 7:50
Regular Dismissal: 2:25
Early Dismissal: 11:15

Easton Elementary
Unload Time: 8:30
Start Time: 8:55
Regular Dismissal: 3:25
Early Dismissal: 12:30

St. Michaels Middle High
Unload Time: 7:30
Start Time: 7:45
Regular Dismissal: 2:40
Early Dismissal: 11:30

St. Michaels Elementary
Unload Time: 7:30
Start Time: 7:50
Regular Dismissal: 2:35
Early Dismissal: 12:30

Tilghman Elementary
Unload Time: 8:30
Start Time: 8:45
Regular Dismissal: 3:20
Early Dismissal: 12:05

White Marsh Elementary
Unload Time: 8:35
Start Time: 8:55
Regular Dismissal: 3:35
Early Dismissal: 12:20

IV. WEATHER DELAYS & CLOSURE TIMES

A. Decision Process

Our Transportation Department receives regular updates from several sources, including weather forecasts from Mount Holly, NJ, and local 911 weather services the night before, in the morning, as well as during the day, to stay ahead of developing weather. We also talk to neighboring school districts about the conditions they are seeing.

Easton Airport is contacted regarding visibility, and eight spotters from various locations in the county call the Transportation Department to report on conditions in their area.
County Emergency Management and County and State Roads are contacted for road and weather conditions. Maryland State Police, Talbot County Sheriff's Department, and Easton Police Department are contacted for road conditions and snow emergency phases. The Superintendent evaluates all this information, and decides by 5 a.m. if and when we can safely open schools and transport students.

B. Communication Process for School Delays and Closures

The decision to delay or close schools is communicated to parents and staff through an autodialer, email, and text. The announcement is posted on talbotschools.org, the TCPS App and the TCPS Twitter and Facebook accounts. Regional radio and television stations and the County Emergency Management Agency are notified.

C. Adjusted School Arrival and Dismissal Times

90 MINUTE DELAY START AND INCLEMENT WEATHER DISMISSAL TIMES

Chapel District Elementary
Unload Time: 10:05
Start Time: 10:25
Regular Dismissal: 3:30
Inclement Weather Dismissal: 1:20

Easton High
Unload Time: 8:55
Start Time: 9:15
Regular Dismissal: 2:40
Inclement Weather Dismissal: 12:25

Easton Middle
Unload Time: 9:05
Start Time: 9:20
Regular Dismissal: 2:26
Inclement Weather Dismissal: 12:15

Easton Elementary
Unload Time: 10:00
Start Time: 10:20
Regular Dismissal: 3:25
Inclement Weather Dismissal: 1:15

St. Michaels Middle High
Unload Time: **9:00**
Start Time: **9:15**
Regular Dismissal: 2:45
Inclement Weather Dismissal: 12:30

St. Michaels Elementary
Unload Time: 9:00
Start Time: 9:25
Regular Dismissal: 2:35
Inclement Weather Dismissal: 12:20

Tilghman Elementary
Unload Time: 10:10

Start Time: 10:15
Regular Dismissal: 3:20
Inclement Weather Dismissal: 1:05

White Marsh Elementary
Unload Time: 10:05
Start Time: 10:25
Regular Dismissal: 3:30

2 HOUR DELAY START AND DISMISSAL TIMES

Chapel District Elementary
Unload Time: 10:35
Start Time: 10:55
Regular Dismissal: 3:30

Easton High
Unload Time: 9:25
Start Time: 9:45
Regular Dismissal: 2:40

Easton Middle
Unload Time: 9:35
Start Time: 9:50
Regular Dismissal: 2:26

Easton Elementary
Unload Time: 10:30
Start Time: 10:55
Regular Dismissal: 3:25

St. Michaels Middle High
Unload Time: 9:30
Start Time: 9:45
Regular Dismissal: 2:45

St. Michaels Elementary
Unload Time: 9:30
Start Time: 9:55
Regular Dismissal: 2:35

Tilghman Elementary
Unload Time: 10:15
Start Time: 10:40
Regular Dismissal: 3:20

White Marsh Elementary
Unload Time: 10:35
Start Time: 10:55
Regular Dismissal: 3:30

V. POWERSCHOOL

A. PowerSchool Parent

This program tracks grades, attendance, bus routes, and more through the PowerSchool Parent Portal. To create a Powerschool Parent account, visit the TCPS website and click the Powerschool tab. Follow the online instructions to create your account. Please call your school office if you have any questions.

You do not need to create a new account if you already have one from the last school year. Usernames and passwords will continue to work from year to year.

VI. ACCESS TO INFORMATION, COMMUNICATION WITH SCHOOLS, VISITATIONS TO SCHOOLS

A. Email/Text Communications

Email and Text are used to communicate district news, events, and weather-related school closing information. TCPS posts updates on Social Media Channels: Facebook, Twitter, Instagram, and YouTube.

To receive TCPS texts and emails, please ensure that each of your children's schools has your current email and cell phone number in your child's PowerSchool record..

B. Parent Contact Information

It is important that parents keep their contact information up to date. This information is used by the Apptegy notification system to inform parents of school delays/closings, emergencies, student absences and school happenings. Additionally, school personnel may need to contact parents during the day in the case of injury/illness or a discipline issue. If there is a change in any phone number or email address, please be sure to inform the school office so the change can

be made in the computer system. Please note that no changes will be made to physical addresses without the parent/guardian first providing the required Proof of Residency for the new address.

C. Parent Conferences

Parent conference days are both pre-planned and scheduled as needed during the school year. Conference dates and times will be announced in advance and will also be posted on the school's website "District Calendar." During the school year parents can request additional conferences by contacting their child's teacher, the Principal and/or Guidance Counselor, as needed. Parent conferences may only be held when the teacher does not have instructional responsibilities and the parent must have made an appointment prior to the conference.

D. Student Emergency Form

Student emergency cards must be updated annually for each student. You will receive a School Emergency Form at the beginning of the school year. Please make sure the form is completed and returned to school as soon as possible. All information must be current and accurate. You are requested to include pertinent information that would be valuable for your child's safety and protection.

E. Visitors to Schools

1. Each and every visitor to the building must use the front entrance and register in the office. When your visit is complete, visitors must stop in the main office and sign-out.
2. Parents/Guardians must make an appointment with the classroom teacher with whom they would like to visit. Appointments may be made directly with the teacher. ***If you wish to sit in on a class for observation purposes, you must schedule this time in advance with the principal AND administration must accompany you for the duration of the observation period (not to exceed 20 minutes).*** Observers must remain silent throughout the learning process.

F. Parent Involvement/Volunteers

Volunteers are welcome at TCPS, those interested in volunteering should contact the Volunteer Coordinator at their child's school, or their child's teacher to learn how they can become more involved.

VII. STUDENT SERVICES

A. School Counseling/School Social Workers

School Counselors and School Social Workers are an integral component in the education, social/emotional development, and academic success within Talbot County Public Schools

(TCPS). The school-counseling program is guided by the three state and national goals that address the needs of students for academic, career decisions making, and social/emotional success. The School Counseling Program provides academic consulting, guidance, skill building, assisting parents/guardians with additional community supports, and coordinates programs and school initiatives. In addition, the School Social Workers provide additional counseling supports, prevention, behavioral interventions, and assists families with supportive connections to the community mental health services and resources. Each school in the Talbot County Public Schools have at least one school counselor and one social worker. Both the school counselor and school social worker provide a team approach to maximize school achievement by removing the barriers that often inhibit the learning environment. Through community support and engagement, these programs provide the support and collaboration that include teachers, parents, administrators, and community agencies. You can reach your child's school counselor or social worker by calling the school's main office.

B. Student Services Workers

Every TCPS school has a Student Services Worker assigned to support students and families. This staff person serves as a liaison between the school and family. They facilitate the access of school and community resources needed to achieve optimal student success, and work to remove barriers to success and learning for each student on their caseload.

C. Olweus Anti-Bullying Program

All TCPS elementary & middle schools use **Olweus Bullying Prevention Program**. The goals of the program are:

- To reduce existing bullying problems among students
- To prevent the development of new bullying problems
- To achieve better peer relations at school

If you would like more information about the program, feel free to contact the school counselor or principal.

D. Truancy/Chronic Absence

A Truant student is a student (K through 12th grade) who is absent without lawful cause as defined in COMAR 13A.08.01.03.

- **A student is considered habitually truant once they are absent without lawful cause, as defined in COMAR 13A.08.01.03 for 20% or more of the days within any quarter, semester, or year.**
- **A student is considered chronically absent once they are absent for any reason, for 10% or more of the days enrolled.**

- Each truant student attending kindergarten through 12th grade shall immediately be referred to Student Services for active intervention.

E. Positive Behavioral Intervention Supports (PBIS)

The goal of Positive Behavior Intervention and Supports (PBIS) is to establish and maintain a safe and effective environment that maximizes academic achievement and behavioral competence of all students. TCPS provides an effective, safe, respectful, and positive work/learning environment for all students and staff across all learning settings.

F. Youth Crisis Hotline

(1-800-422-0009)

State-wide 24 hour crisis intervention and supportive counseling hotline for SUICIDE, family and relationship problems, shelter needs, violent or threatening domestic situations, loneliness, depression, chemical dependency, and others.

G. Alternative Learning Academy (ALA)

This is a tiered educational program for students who temporarily need an alternative to the regular classroom setting.

H. Home and Hospital Instruction

This is a program that offers long-term (10 days up to 60 calendar days) instruction for students who are unable to attend school due to a physical condition as certified by a licensed physician, or due to an emotional condition as certified by a psychologist or psychiatrist.

I. Home Instruction

Student Services provides information regarding local and State procedures and regulations regarding the home instruction of students. A Homes Instruction Notification form must be completed each year. For further information, please contact the Office of Student Services at 410-822-0330.

J. Out of Area Requests

Requests for your student to attend a Talbot County Public School other than their zoned school area must be submitted and approved annually to the Office of Student Services. All applications must be submitted electronically by June 1 for the following school year.

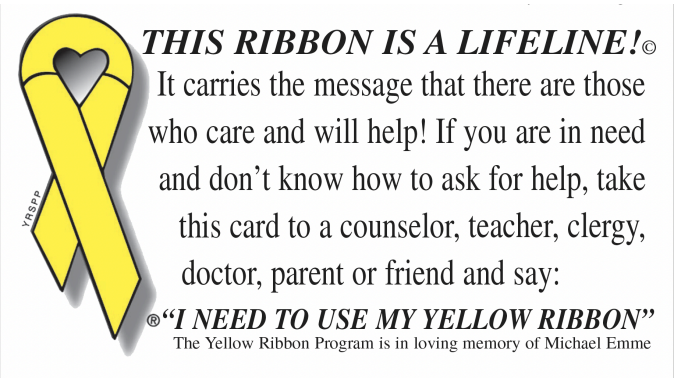
K. Student Substance Use/Abuse

Students who are suspected of using and/or abusing alcohol or substances should be referred to the school counselor, who will then utilize TCPS and community resources to obtain interventions and support for the student.

L. Suicide Prevention and Intervention

TCPS utilizes the Yellow Ribbon Suicide Prevention Program to educate students and to increase their help in seeking behaviors should they experience or have a friend or family member talk about self-harm. This is a proactive outreach program that encourages students to talk about the difficulties they may be facing and to seek positive solutions. This program is introduced to all TCPS students in grades 3 through 12.

"It's OK to ASK-4-Help"





OR CALL #988

M. School Based Mental Health

TCPS has partnered with several community mental health agencies and private providers to offer mental health counseling services within our schools. This is a voluntary fee-for-service program, and utilizes student/family health insurances. Please contact your child's school counselor if interested.

In addition, each TCPS school has a social worker within the school who may also offer intermediate types of counseling services that have no cost but do require parental permission.

VIII. INSTRUCTION

A. Report Cards/Progress Reports

Computer generated report cards will be issued in grades PK-12 and will include a bank of approved comments from which teachers may select. Teachers are encouraged to utilize available comments to communicate with parents, or in grades PK - 5 record comments in the appropriate text box. Comments will be compatible with the instructional process. Report card comments are viewed as a supplement to, not a replacement for, other teacher-parent contacts such as notes, telephone calls, and personal conferences.

Interim Progress Reports are issued four times a year, an interim is provided to parents at mid-marking term for the purpose of informing parents and students of the students grade or performance. PK progress reports are issued in the Fall, Winter, and Spring.

B. Enrichment and Correctives

The purpose of enrichment and correctives is to make up work, receive remedial assistance, provide meeting times for clubs, organizations and special projects. Each of these activities is a part of the school environment and is supervised by faculty. We encourage students to utilize this time to get the assistance they need with their schoolwork. Students must have prior permission to stay after school to receive assistance.

C. Summative Assessments

Summative assessments are utilized to determine the extent of student achievement of content knowledge based on the instructional outcomes within a subject area. The individual teacher determines when to administer a summative assessment as outlined in the syllabus or unit. All students are required to complete summative assessments. Summative assessments can be in many forms; research paper, report, project or written paper/pencil test.

D. Final Exams

The following general guidelines will be used for the preparation of final examinations.

- Final exams will be based upon course objectives.
- Finals will be comprehensive and assess knowledge presented during each of the marking periods.
- All material included in the final will have been previously taught and assessed by means of unit summatives. Final exams will be reflective of prior formative and summative formats.
- Students will be informed of the skills/content that will be included on the final.

- There will be a time specified for review of course objectives prior to administration of the final.
- Course finals will consist of countywide items that will assess the agreed upon essentials of the course.

E. Graduation Requirements

To be awarded the Maryland High School Diploma from Talbot County Public Schools, a student shall have earned a minimum of 22 credits while enrolled in grades 9 through 12.

The student shall satisfactorily complete four (4) years of approved study beyond the eighth grade except as permitted in COMAR 13A.03.02.10. Students who complete all other graduation requirements may qualify for early graduation, and may be exempt from a 4th year of attendance.

F. Grading

Pre-Kindergarten, Kindergarten and Grades 1-2 :

1 Student does not demonstrate the skill, knowledge or behavior
2 Student's skill, knowledge or behavior is emerging
3 Student's skill, knowledge or behavior is approaching proficiency
4 Student's skill, knowledge or behavior is proficient

Letter grades will be used for interim and marking period reports for all courses in which a student is enrolled in grades 3-12.

The letter grade will reflect the level of student achievement as outlined below:

Standard of Learning	Percentage Range	Grade
Excellent Learning	90% - 100%	A
Mastery Learning	80% - 89%	B
Acceptable Learning	70% - 79%	C
Minimal Learning	60% - 69%	D
Unsatisfactory Learning	59% and below	F

The following codes may be used to report progress:
I – Incomplete
NM – No Mark
S – Satisfactory (after the 2nd week)
WF- Withdrawn-Failed
U – Unsatisfactory

Note:

a. For calculating high school Grade Point Average (GPA) Codes F and WF count as course attempts.
b. For students with disabilities who audit a course the word "Audit" will be used in place of a grade.
c. Code I must be changed to a final grade (or other code) before the next reporting period, or for the end of year, by July 1. The principal may approve an extension due to prolonged illness or other EXCUSED circumstance.

Transfer Students:
A grade will be determined by using Talbot County Public Schools' grading guidelines when the student has been present for more than half the course. When the student is present less than half the course a NM may be used or the transfer grade will be transposed in the gradebook using the following scale:
A – 95%
B – 85%
C – 75%
D – 65%
F – 55%
Where applicable these percentages will be averaged with those earned in Talbot County Public Schools to produce the final grade for the course. Any unit in which the student fully participates should be counted.

Criteria for Determining Grades:

A. Grades will cumulate by the quarter.

B. Summative scores will be averaged and count 70% of the reported grade. (See also Policy Code 9.38-AR).

C. Formative data will be averaged and count 30% of the reported grade Student work counted as a part of the formative data must be specified in advance by the teacher. Formative data should indicate student readiness for summative assessment. Nightly homework and class participation are not to be included as formative data.

D. Example:
Average of summative grades (percentages earned on summative assessments and major projects that are counted like a summative, inclusive of any extension points):

79, 68, 83 = 230/3 = 76.6%
Average of formative data: 71%
76.6% * .70=53.6 summatives
71% * .30=21.3 formatives
53.6+21.3=74.9% (C) average

E. High school courses must include a cumulative exam or other culminating assessment (project, paper, performance).

Countywide finals shall count 20% of the final grade. If there is no countywide final exam, the culminating assessment may count no more than 20% of the final grade, and must be specified in advance by the teacher.

The average of the summative and formative grades (as described above) will count 80% of the FINAL grade for the course.

The final grade for the course should, as accurately as possible, describe the standard of learning achieved by the student. (Excellent, Mastery, Acceptable, Minimal Unsatisfactory). For grades 3 through 12, the final course grade will be determined by translating the letter grade for each marking period and exam (where applicable) using the following quality point scale:

A 4.0 B 3.0 C 2.0 D 1.0 F 0.0

The final course grade will reflect the following grade point range scale:

Grade Point Range Scale

A 3.50 to 4.00
B 2.50 to 3.49
C 1.50 to 2.49
D 0.60 to 1.49
F Less than 0.60

And be calculated based on the appropriate formula outlined below:

Middle School

In a yearlong class, the final grade is calculated by multiplying the marking period grade by 25% and adding the product of each.

Example

Q1 B 3.0*.25= 0.75
Q2 A 4.0*.25= 1.00
Q3 C 2.0*.25= 0.50
Q4 B 3.0*.25= 0.75
SUM 3.00
Final Course Grade B

High School

In a one semester class, the final grade is calculated by multiplying the two marking period grades by 40% each and the final exam grade by 20% and adding the product of each.

Example
Q1 B 3.0* .40= 1.20
Q2 A 4.0* .40= 1.60
Final Exam C 2.0* .20= 0.40
SUM 3.20
Final Course Grade B

In a yearlong class, the final grade is calculated by multiplying each marking period by 20% and the final exam by 20% and adding the product of each.

Example
Q1 B 3.0*.20= 0.60
Q2 A 4.0*.20= 0.80
Q3 C 2.0*.20= 0.40
Q4 B 3.0*.20= 0.60
Final Exam C 2.0*.20= 0.40
SUM 2.80
Final Course Grade B

In a quarter class, the final grade is calculated by multiplying the marking period grade by 80% and the final exam by 20% and adding the product of each.

Q1 B 3.0*.80= 2.40
Final Exam A 4.0*.20= 0.80
Sum 3.20
Final Course Grade B

G. Honor Roll

An honor roll shall be established at each middle and high school.
Eligibility and Selection

- Students are eligible for the honor roll lists in grades six through twelve.
- Students whose quarter average is 85 percent or above will be named to the honor roll provided they have no more than one course average that falls within the 75-79.4% range.
- Students who have no quarter averages that are less than 89.5% will be named to the distinguished honor roll.
- Grade weights for designated courses shall be calculated by multiplying the assigned grade value by a constant weighting factor of 1.05. Weight has been changed for some classes.

- At the Middle School and High School level the Honor Roll will be published after each marking period.
- Requirements, eligibility, and selection, shall be presented to students in printed form, such as a student handbook, during the month of September each year.

H. Class Rank

Class rank is based on all students and all subjects. It is calculated as a grade point average. Partial credits (half and quarter) are added as fractions. The total sum of all points for all four years is divided by the total number of credits. AP classes as well as Pre-Calculus, Human Body Systems, Medical Interventions, Principles of Engineering, Digital Electronics, and Computer Integrated Manufacturing are given extra weight in computing a weighted class rank, students are then ranked from highest GPA to lowest.

I. Care of Books and Computers/iPads

TCPS recognizes the access to technology in schools gives students a variety of opportunities to learn, engage, communicate, and develop skills that will prepare them for 21st century advanced learning and careers. Parents/guardians are encouraged to contact the classroom teacher if there are any questions, concerns, or compliments about technology usage in your student's classroom. While the classroom teachers are responsible for providing, practicing and reinforcing routines to support storage, safety, and usage of devices, students are expected to follow specific age-appropriate guidelines for both their personal safety and the safety of the iPad.

Students are expected to be responsible for the care and condition of school property, books, computers/ipads/technology devices, and materials. Misuse, abuse, and loss of books and equipment will result in required payment/reimbursement from the student/parent for replacement and or repair, as well as privileges to use said school property. Discipline consequences may occur for vandalism/destruction of property and computer misuse. Parents will be provided the TCPS Student iPad User Agreement. It should be read, signed and returned to school.

J. Program of Study

The Program of Studies and Naviance are the tools that will provide assistance in developing a schedule that will best meet student's needs in achieving this goal. As career opportunities change daily, the school counselors and teacher advisors are here to assist students with the update of his/her five-year career and academic plan. Students are encouraged to take advantage of the opportunities that the Talbot County Public School system provides through a variety of course offerings at the High School, through Cross

County programs, or through the Chesapeake College dual enrollment program. The expectation is for each student to have a full schedule which may also include internships or apprenticeships in our community. Please see the Program of Studies manual for a full description of the county offerings.

K. Service Learning

A student must complete 75 hours of approved service learning. Hours may be accrued beginning in the 3rd grade. Reductions to the number of required hours may be made for a student who earns a Maryland High School Certificate as determined by the IEP Team.

L. Students with Disabilities

Programs are available for students with special needs. Services are arranged through the Individualized Education Plan (IEP) procedures, based on the individual's educational needs.

M. Plagiarism

Plagiarism is the deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgement. From the Latin word plagiarius (plunderer),, plagiarism is an act of intellectual theft and intellectual fraud. The one who plagiarizes is stealing the work of another and then trying to deceive another into believing that work belongs to him/her.

"Work" as listed above includes "original ideas, strategies, and research," art, graphics, computer programs, music and other creative expressions. The work may consist of writing, charts, pictures, graphs, diagrams, data, Web sites or other communication or recording media, and may include "sentences, phrases, and innovative terminology," formatting or other representations.

Using words, ideas, computer code or any work by someone else without giving proper credit is plagiarism. Every time you use information from a source you must cite it.

Plagiarism is a violation of the Student Code of Conduct. Multiple violations of plagiarism may result in a failing grade for the class and loss of credit. School club and organization privileges may be revoked at the discretion of administration.

N. Field Trips

Field trips are to be an extension of the learning process and are directly related to instructional objectives. Parents/guardians must give individual students permission. Permission letters will go home with the student. All students are expected to follow school rules while on field trips. Students who do not follow rules will be assigned consequences that align with the Code of Conduct, which may include the denial of participating in field trips for the remainder of the

year. School buses will be used as the mode of transportation, unless otherwise decided upon by the principal, office manager, or transportation manager.

Chaperones for field trips are welcome, when space is available. The number of chaperones will be determined by the teacher and/or the Manager of Transportation. Each teacher will use his/her own discretion in selecting chaperones. All chaperones must complete the Chaperone Agreement Form and present a picture ID. For out-of-county field trips, chaperones must ride the bus to and from the field trip; chaperones are not permitted to use their own transportation or meet a group of students at a destination. While on the field trip, each chaperone should maintain order in his/her group and should notify the teacher immediately if students are not complying with school rules.

No siblings, additional children or adults are permitted to attend the field trip.

IX. TESTING/ASSESSMENTS - MD Comprehensive Assessment Program (MCAP):

The Every Student Succeeds Act (ESSA) requires that states administer annual statewide assessments to all students in English Language Arts/Literacy and Mathematics in grades 3-8 and once in high school, as well as in science once in each grade span, 3, 8, high school and annual English language proficiency assessments in grades K-12 for all English learners. In addition to these federally mandated assessments, Maryland state law (Md. Ed. Art §7-203) requires a social studies assessment once in the middle school grade band (which is administered in grade 8) and the high school assessment in American Government. Maryland also provides Alternate Assessments written to the standards for students who require this accommodation. Additionally, the majority of Maryland kindergarteners are administered the Kindergarten Readiness Assessment (KRA) to determine their readiness for kindergarten. The data from these assessments inform decision making, systemic planning, and provide a fair, valid, and reliable assessment.

All students in Grades 3-8 will participate in the Maryland Comprehensive Assessment Program (MCAP) testing in the spring. The testing window for these grades usually runs from mid-April through May. Each school publishes their specific testing dates.
Students in Grades 5 and 8 will also be assessed in the spring with the Maryland Integrated Science Assessment (MISA) and students in grade 8 will be assessed with a new Social Studies Assessment.

High school assessments will be administered to high school students near the end of each course for students enrolled in English 10, Algebra I, High School Government and Maryland Integrated Science Assessments (MISA) are also factored into the student's final grade. More information regarding the administration of the assessments and specific dates will be posted on the TCPS website and will be distributed from the individual schools.

Maryland Report Card:

The federal Every Student Succeeds Act (ESSA), passed in 2015, required states to develop long term plans to make sure schools provide a quality education for all students. Maryland includes accountability and innovation in its ESSA implementation plan. As part of Maryland's ESSA plan, the Maryland State Department of Education launched the Maryland Report Card website in December 2018 to engage and inform families, educators, and other community members. The website features individual school report cards, which measure a wide range of factors. The goal of the Maryland State Report Card is to help families, educators, policy makers and the public gain a better understanding of how each school performs in regard to ESSA's Accountability measures. This report is central to the larger conversation about the success of our school system. The Maryland Report Card website provides information to support ongoing discussions about school performance and allows us to work towards improving those schools and students who need additional support, while recognizing those who are achieving excellence so that we can emulate their success. For additional information and to view school and state results, please visit https://reportcard.msde.maryland.gov/.

Ready for Kindergarten (R4K):

Ready for Kindergarten (R4K) is Maryland's Early Childhood Comprehensive Assessment System. It aligns with the Maryland Early Learning Standards.. One gauge of school readiness for incoming kindergarten children is through an assessment which includes technology-enhanced responses, performance tasks and observation. It is known as the Kindergarten Readiness Assessment (KRA). The KRA will be administered in the fall to all students entering kindergarten.

X. SCHOOL SAFETY

A. Safety Procedures/Drills/Evacuations

Public school law mandates that schools conduct a number of drills throughout the school year. Students are required to participate in routine fire drills and other safety drills, including off-site evacuations. These drills are considered to be an important safety precaution.

B. Interrogations and Searches

Talbot County Public Schools, per Maryland law, are permitted to conduct searches of student lockers. Personal parcels in the locker may not be searched without reasonable belief that an item will be found.

All searches will be conducted in a manner which will minimize disruption of the normal school routine and minimize embarrassment to students affected.

Authorized school personnel may search a student's person, if the authorized person has a reasonable belief that the student has possession of an item, the possession of which is a criminal offense under the laws of Maryland or a violation of any other state law or TCPS policy, regulation or rule. When searching a student's person, the search is to be limited to outer clothing such as shirt and pants pockets, shoes, socks, and head coverings. Students may not be asked to remove any other clothing that covers underwear. If the item is suspected to be a firearm, immediate police assistance shall be requested in conducting the search.

Under emergency circumstances, the search may be initiated prior to obtaining police assistance.

C. Student Lockers

All middle and high school students will be issued a locker and combination lock by their homeroom teacher. Locks and lockers are the property of each school and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items. Lost locks will be replaced for a $10.00 charge. Students will only have access to their lockers during arrival and dismissal. *Students are not to share lockers. The student to whom a locker has been assigned will be held responsible for the contents of that locker.*

If a student brings a backpack to school, it must be stored in a school locker. Larger bags with wheels and large sports/athletic bags will not fit in student lockers and should be stored in an alternate location. Students are permitted to carry a small bag for essential items if needed (purse, fanny pack, lunch box); it must be smaller than their school-issued laptop case. Students are permitted to carry school-issued laptop bags throughout the building.

TCPS is not responsible for a student's personal belongings. The school is not responsible for lost or stolen items. It is recommended that students not bring valuables to school.

D. Maryland State Tip Line

The Safe Schools Maryland Tip Line is an anonymous tool for proactively addressing harmful situations and helping students in need. The anonymous tip line can be reached by dialing **1-833-MD-B-SAFE** 24 Hours Daily, completing an online form (safeschoolsmd.org) or by downloading the Safe Schools Maryland App.

E. Student Vehicles on School Property

Only students with a valid driver's license will be issued a parking permit to drive a motor vehicle to school. Rules concerning the use of motor vehicles on or near school property are set for the protection of all students. The following rules are for motor vehicle operators:

1. Drivers should approach and leave the school with extra caution, being alert for the unexpected.
2. Students will not drive motor vehicles into the bus loading and unloading area either

before or after school.

3. Designated parking spaces in front of the school are reserved for faculty and staff.
4. Student parking is by permit only. Cars of violators will be towed.
5. Students driving to school are not to loiter in the parking lot area. Upon arriving in the parking lot, students are to disembark from their motor vehicles and go directly to the school.
6. All school rules and regulations are applicable as long as the vehicle is on school property.
7. Students are not allowed to go to their vehicles during the school day without admin permission.
8. Unauthorized vehicles will be removed at the driver's expense.
9. All vehicles are subject to search by school authorities.
10. Arriving at school late, truancy, parking in authorized areas, or driving in an irresponsible manner will result in the loss of parking privileges.
11. Parking privileges may be rescinded at any time.
12. To register a vehicle, students must have a valid driver's license and verification of insurance.

F. School Resource Officer (SRO) Program

Each school is assigned a School Resource Officer (SRO) by the Talbot County Sheriff's Department. We also have regular school visits from multiple law enforcement agencies in the county.

G. School Security Measures

Safety is of the utmost importance in each of our county schools and rigorous policies are in place to maintain the safety of students and staff members.

1. All exterior doors remain locked and can only be accessed via TCPS badges. All visitors are screened through the front office and then buzzed into the main office. Visitors must state their name and reason before entering the building. Visitors must sign in and take a badge to enter the school. Visitors then must sign out at the main office.
2. Each school is equipped with indoor and outdoor security cameras for monitoring.
3. Crisis binders are provided to all staff members and reviewed regularly.
4. A Crisis Response Plan is shared with local law enforcement, EMS and fire agencies.
5. The Talbot County Sheriff's Office communicates regularly with school administration in order to implement best practices for school safety and security.

6. As required by Maryland law, the necessary emergency drill information shall be shared through the TCPS website and direct communication with families.

XI. TRANSPORTATION

A. Bus Rules

The safe and efficient transportation of students is dependent upon the consistent application of regulations directed toward safety. The following responsibilities identify those student related responsibilities that must be adhered to in order for the safety related objectives to be achieved. Riding the bus is a privilege. The following rules must be adhered to or your child may lose the privilege of riding the bus.

A. Boarding the Bus Responsibilities:
    1. Students should arrive at their assigned bus stop at least 5 minutes before the regularly scheduled bus arrival time.
    2. Students should wait for the school bus in an orderly fashion, out of the way of traffic.
    3. Students should wait at their designated bus stop until the bus has completely stopped before moving toward or boarding the bus.
    4. Students who must cross the road to board the bus should check to see if the red warning lights on the bus are activated and that the roadway is clear or traffic before crossing the street.
    5. The bus should be boarded in a quiet and orderly fashion. Students should always use the bus handrail and steps in a safe manner.

B. On Board Responsibilities:
    1. To ensure a safe and efficient bus loading process, students are to walk to their seat (assigned or unassigned) and be seated as quickly as possible.
    2. Books or other materials should be held by the student or placed on the floor directly beneath the seat. No books or other objects should be placed in the bus aisles. (Consult with the bus driver when transporting larger objects like instruments and sports equipment).
    3. Students are to sit in their bus seats, facing forward with feet out of the aisle and hands, arms and head inside the bus.
    4. Eating, drinking, smoking, lighting matches, lighters, etc.., and littering on the bus is prohibited.
    5. Students shall not throw paper or any other matter out of the bus window.
    6. Loud conversations, profanity, obscene gestures, rough play, and fighting are prohibited on the bus.
    7. Any damage to the interior or exterior of the bus is prohibited and will be cause for suspension of bus riding privileges. In addition, the parent/guardian and student are responsible for any financial restitution as a result of such damage.

Continuation of privileges will only be considered after financial restitution is made.

8. The emergency door or emergency window handles should never be touched or tampered with unless directed to do so by the bus driver.
9. Students are not to sit in the driver's seat or tamper with any controls or bus equipment.
10. Students must obey all directions from the driver. The bus driver is in charge of the and responsible for students on the bus unless a teacher is on the bus. When a teacher is on the school bus for functions such as field trips, the teacher is the responsible person.

C. Bus Loading Responsibilities:

1. Students must walk to the bus loading area in a quiet and orderly fashion.
2. Students are not permitted to smoke. Smoking or lighting any combustible material in or near a school bus is in violation of the State Motor Vehicle Law.
3. Students must stand away from any moving buses until the bus comes to a complete stop. It is extremely dangerous for students to attempt to retrieve papers, books, etc.., that may be close to a moving bus or a bus about to move.
4. Students are to board the bus in an orderly fashion as outlined in the above "Bus Boarding Responsibilities' section.

D. Bus Unloading Responsibilities at Bus Stop:

1. All students must wait until the bus comes to a complete stop before getting out of their seat.
2. Students must get off the bus only at their regularly assigned bus stop, unless permission has been granted ahead of time.
3. To avoid mishaps and accidental tripping when leaving the bus, the handrail near the steps should be used.
4. Any students who must cross the road after leaving the bus must do so approximately 10 feet in front of the bus without undue delay. Traffic should be checked carefully before crossing the street. Students are not to attempt to retrieve dropped books, papers, etc until the bus is gone.
5. Throwing objects (stones, snowballs, etc…) at the school bus or any other vehicle is prohibited.

The following items may not be transported on the school bus, due to safety considerations:

- Glass or other breakable containers
- Pets or animals (regardless of whether or not they are a school project)
- Firearms, knives, pocket knives, swiss army knives, look alike items or any other sharp instruments that could cause bodily injury or damage to the interior of the bus
- Open food or drink

- Any combustible materials or instruments capable of causing flames or fire
- Skateboards, scooters, or other rolling equipment
- Balloons
- Radios or other large, distracting, or loud objects

B. Here Comes the Bus App

Here Comes the Bus App is available to any TCPS parents and students. The app allows you to do the following:

- View the real-time location of your child's bus
- Access the app from your smartphone, tablet or computer
- Receive push notifications or email alerts
- Send your child to the bus stop and pick up from the bus stop, at just the right time

How to get started:

1. Download the *Here Comes the Bus* App or visit herecomesthebus.com
2. Click the button.
3. Enter the school's code and click 'Next' followed by 'Confirm'
4. Complete the 'User Profile' box.
5. Under 'My Students' click, 'ADD'. Enter your child's last name and student ID number. The child's student ID number can be found in the Powerschool Parent Portal under the 'Bus' Information tab.
6. Once you confirm your information, you are ready to begin using the app. *Here Comes the Bus App* is a registered trademark of Synovia Solutions ™ LLC.

C. Requesting Transportation

Prior to the start of each school year, TCPS is requiring parents to opt in for student transportation to and from school. This information will result in more efficient transportation operation by providing the Office of Student Transportation accurate ridership data. Families will be emailed a link to a Transportation Request form in the month of July to request or decline transportation. Families that do not complete the form for each child will be opted out of transportation services for the school year.

Please note, parents with a student who has transportation provided as part of an IEP will not be affected as eligibility for special needs transportation is determined as part of a separate IEP process.

Students must attend their home school based on their residence in order to receive bus service. Students attending a school other than their home school are not eligible.

Families can opt back in for transportation at any time, as long as the student qualifies for busing services. The TCPS Student Transportation Request form can be found on our website.

Emergency Changes:

If an emergency arises and you need to change your child's transportation, families should call the school during the day **before 2:00 PM**.

XII. FOOD SERVICES

A. Breakfast and Lunch Programs

Talbot County Public Schools offer nutritious meals that meet the Healthy, Hunger-Free Kids Act of 2010. All schools offer breakfast, lunch, and a la carte items approved by the U.S. Department of Agriculture. Students may also bring lunch from home. Menus are posted at all schools, on the TCPS website.

Talbot County Public Schools' Food Services makes use of a computerized lunch system. Parents/guardians can prepay any amount on their child(ren)'s account and the amount of each day's purchase is deducted from the balance. The computer tracks the balance and parents/guardians are notified when the balance is low. Parents/guardians are able to view their student's account history and make an online payment to their child's account through '**My School Bucks'**. For all online transactions, parents/guardians will need their student's nine-digit ID number (found on report cards or Powerschool Parent Portal). Parents may download the MySchoolBucks app, or may review their child's account balance through the PowerSchool app.

Meal Costs for 2025-2026 School Year:
Breakfast - FREE
Elementary Lunch - $2.75
Middle/High Lunch - $3.00

B. Free and Reduced Meals (Meal Benefits) Applications

The application for free or reduced meals may be found on the TCPS website before school starts. Forms must be completed each year. Paper applications may also be obtained from the school office as needed.

C. Healthy Snacks

As you may be aware, allergies are a growing health concern for our children, and there are a number of students in our schools who have severe food allergies. It only takes a miniscule quantity of food containing an allergen to cause a reaction that can be life

threatening. Aside from the danger presented by allergens in foods, we must also be conscious of our students' total wellness and the known consequences of eating non-nutritious foods. These guidelines are intended to create an environment where all students can feel included and not singled-out because of allergies or food restrictions.

To assure the safety of all children, please follow these guidelines:

- Please alert the school nurse and classroom teacher with documentation from a doctor if your child is allergic to any food item.
- Please do not enclose any candy or treats with holiday cards or party bags.
- Please do not send/deliver any classroom projects that involve food items.
- Please do not send or deliver any food items for birthdays or other celebrations unless a request has been made by school staff or PTO.

D. Birthday and Class Celebrations

Please use the following guidance when planning for birthdays or other celebrations in the schools:

- Please do not send any birthday or food related treats for students to pass out to the class.
- Do not send in personal invitations to be distributed during the school day.
- When sending in classroom snacks for a special classroom planned activity, please check with the classroom teacher to see if anyone has a food allergy in the classroom.
- There are many students with severe allergies in our classrooms. **Notify the nurse and classroom teacher if your child is allergic to anything.** In addition, please make sure to identify your child's allergy on the emergency card that will be handed out at the beginning of the school year.
- Snacks served during the school day should, to the extent practicable, make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- Classroom celebrations are planned by the teacher and approved by the principal.
- The food service department offers pizza parties or hot dog parties for birthday's or special occasions. Each option is served with fruit, vegetables and milk. Each student that participates will get charged the regular meal price of $2.75. Cookies are also available for celebrations for $1.00 per cookie.

Students are permitted to bring individual water bottles to keep with them throughout the school day. Water bottles may not be glass, and may contain ONLY water. All juices, sodas, flavored/infused water are not permitted.

XIII. SCHOOL HEALTH PROGRAMS

A. School Health Rooms

A school nurse and/or health technician is available during school hours if students are ill, injured or have other health-related issues.

B. Medication at School

Students will not be permitted to take medications while at school unless certain conditions are satisfied. If medications must be administered by school personnel, it must be done under the following conditions:

1. A completed "Medication Authorization" signed by a physician or certified nurse practitioner and parent/guardian must be presented to the principal or school nurse. It is the responsibility of the parent to submit an updated authorization form each year to the principal.

2. The medication must be delivered directly to the school health staff, Principal or designee by the parent in its original, labeled container. All containers and written messages must include the student's name. All medications will be securely stored in the health suite. Students are not permitted to have prescription or over-the-counter medications in their possession while at school or in transit to or from school with the exception of prescribed inhalers.

3. Medications prescribed and dispensed by health professionals of the school's Wellness Center can be transported on the date of first issuance from school to home by the student. The medication labels will include the student's name, name of medication, date prescribed, dosage, and practitioner's name.

4. Parents may come to the school to administer medicine to their child, but must report their plan to do so in advance to the school principal.

5. It shall be required that a parent or guardian administer the first dose of the medication in order to closely monitor unexpected side effects. The first dose of medication dispensed at a school will be administered at the Wellness Center.

C. COVID-19 TCPS Recovery Plan

In response to the challenges associated with the COVID-19 pandemic, the Talbot County Board of Education has approved the Talbot County Public Schools (TCPS) Recovery Plan, which is meant to provide a framework of safety protocols to ensure the wellbeing of all students, staff and visitors to our school campuses. As part of the TCPS's inherent responsibility to provide safe and secure learning environments within our school buildings, the recovery plan highlights the safety measures that will be implemented, and the importance of each person's role in consistently adhering to the associated requirements to reduce the spread of the virus. The recovery plan can be reviewed on the TCPS website.

D. Dental Program

TCPS offers a school based dental screening program to all students. For further information, please contact your student's school.

E. Home and Hospital Instruction

This is a program that offers long-term (10 days up to 60 calendar days) instruction for students who are unable to attend school due to a physical condition as certified by a licensed physician, or due to an emotional condition as certified by a psychologist or psychiatrist.

XIV. SCHOOL WELLNESS CENTERS

The goal of the Wellness Center is to offer comprehensive health care, as well as maintenance of minor acute illnesses to those students that are currently without medical care or who have difficulty obtaining access to care. All care that is offered is by a certified Family Nurse Practitioner.

Wellness Centers are located at the following schools in Talbot County:

- Easton Elementary
- Easton High School
- Easton Middle School
- St. Michael's Elementary/Middle/High School
- White Marsh Elementary School

Prior to obtaining care at the Wellness Center, a parental consent must be signed and returned to the Wellness Center.

XV. SPECIAL PROGRAMS, INTERVENTIONS, AND SUPPORTS

A. Screenings

Your child may participate in the following screenings: vision and hearing. You will be notified prior and if any follow-up is needed.

B. Multi-Tiered Support System

A multidisciplinary school team that identifies and coordinates appropriate general education services to help increase school success. The MTSS team develops and monitors plans to help improve attendance, school adjustment, academic achievement, or eliminate health concerns. Any student can be referred to MTSS if they do not receive special education services for specific needs. Please contact your child's school counselor for more information.

C. Student Insurance

It is recommended that students purchase school accident insurance if parents do not have adequate coverage. Students participating in interscholastic athletics and certain classes are required to have insurance coverage. If a student needs to purchase insurance it is available on the Talbot County Public Schools website: www.tcps.k12.md.us

XVI. ATHLETICS & EXTRA CURRICULAR ACTIVITIES

A. Eligibility Standards for Athletics and Extracurricular Activities

In keeping with all other counties belonging to the Bayside Conference (Queen Anne, Kent, Caroline, Dorchester, Wicomico, Somerset, and Worcester), Talbot County Public Schools will be requiring a 2.0 GPA eligibility requirement for participation in athletics and other extracurricular activities.

To be eligible to participate in interscholastic athletics and extracurricular activities, a 2.0 GPA must be maintained at each official grade check.

90-100 = A 4 pts
80-89 = B 3 pts
70-79 = C 2 pts
60-69 = D 1 pt
59 or below = U/I 0 pts

Any student earning more than one (1) failing grade will be declared ineligible to participate in athletics and extracurricular activities. When grades are submitted an INC=F, if failing grades and/or incomplete grades are satisfactory made up in agreement with the county make-up policy, the student would then be eligible to participate in extracurricular activities. This change must occur prior to the distribution of interim or report cards in order for this not to reflect an F on the report. Any student receiving less than a 2.0 GPA for an official grade check shall become ineligible to participate but will have the opportunity to raise the grade by the mid-point of the next marking period and regain his/her eligibility status. It is the student's responsibility to request this re-evaluation.

Students on Dual Enrollment and/or enrolled in AP classes are bound by this requirement. College courses are considered part of their course load; therefore, college grades impact eligibility in the same manner as high school courses. AP course grades are not weighted as it relates to bayside eligibility.

If an audition/try out is scheduled within one calendar week of a grade check, for a performance that occurs after the grade check, a student may participate in that audition/try out, with final eligibility determined by the scheduled grade check.

The 4th quarter marking period grades shall determine high school eligibility for the fall extracurricular and sports season. Incoming 9th graders will automatically be academically eligible for fall sports.

Summer school grades have no bearing on eligibility. Summer makeup classes receive their own grades. These grades do NOT replace earned grades from the previous school year and are not one of the four official grade checks.

Regaining Eligibility:
It is the responsibility of the academically ineligible student to request a grade check at the

midpoint of the marking period/time of interim report distribution. Previously ineligible students who meet the 2.0 GPA at the midpoint grade check will become eligible for participation.

If they were members of a specific team or group earlier in the season, they may be reinstated to that specific team or group by general consensus of the coach, advisor, athletic director, and principal.

If a student is ineligible during the "mandatory try-out period" and provided that no cuts were made on the team, and the student was present during tryouts, the student may be allowed to officially join the team. They may receive a uniform, travel and compete with their team by general consensus of the coach, athletic director, and principal. A request for eligibility paperwork must be made to the athletic director within three (3) days of becoming eligible.

XVII. FINANCIAL OBLIGATIONS

Obligations are items owed by students to the school. They include books that have not been returned, replacement costs that have not been paid, laptop user fees and laptop/equipment damage costs, as well as, athletic uniforms and/or equipment that have not been returned. All obligations must be met before students can participate in extracurricular activities.

XVIII. DISTRICT LEVEL SCHOOL CALENDAR

TCPS District Calendar

2025 – 2026 School Calendar

Talbot County Public Schools

Approved: 1.15.25
Amended: 8.20.25

July
4 – Independence Day Holiday - Schools Closed

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January
1-2 –Schools Closed
15- End of Quarter
16- Early Dismissal Teacher Grading
19 – Martin Luther King Day Holiday - Schools Closed

August
6-First Year Teachers Report
13 – Fall Sports Begin
13- 2nd & 3rd Year Teachers Report
18- All Teachers Report
18-22 Teacher Work Days / No Students
25 - First Day for Students
25-26 Pre-K Staggered Start

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February
16 – President's Day Holiday - Schools Closed
17- No School for Students ½ Day Teacher In-Service, ½ Day Conferences
28- Spring Sports Begin

September
1– Labor Day Holiday – Schools Closed
12- Early Dismissal - Teacher In-Service
26- Early Dismissal - Secondary Conferences /Elementary Teacher In-Service

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March
12-13 –Schools Closed (possible Inclement weather days)
31-End of Quarter

October
30- End of Quarter
31- Early Dismissal Teacher Grading

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April
1-No school for Students ½ Day Teacher In-Service, ½ Day Teacher Grading
2-8 – Spring Break – Schools Closed

November
12- Early Dismissal- Elementary Conferences, Secondary Teacher In-Service
13- No School for Students Teacher In-Service
14- Schools Closed
15- Winter Sports Begin
26-30 – Thanksgiving Holiday - Schools Closed

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May
25- Memorial Day Holiday – Schools Closed

December
22-31 – Winter Break – Schools Closed

December						
	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June
3- Graduation SMMHS
4- Graduation EHS
10– Earliest Possible Last Day for Students
10-Early Dismissal Teacher Grading
11- No School for Students
12– Earliest possible Last Day – All Teachers
16- Last Possible Day for Students
16– Early Dismissal Teacher Grading
17- No School for Students
18– Last Possible Day – All Teachers
19 – Juneteenth Holiday

** 4 Inclement Weather Days Built In

XIX. APPENDICES

(*below are excerpt from policies - for the full policy please go to the TCPS website*)

APPENDIX A

Student Attendance

Who Must Attend: Each child who resides in Talbot County and is at least five years old by September 1 of the year of entry or under eighteen (18) shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.

Attendance Defined: Students shall be considered in attendance at school when participating in school-sponsored or approved activities during the school day. Such participation must be approved by the Superintendent of Schools or the school principal, or their designees.

Lawful Cause of Absence (Regulation 13A.08.01.03)
Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

- Death in the immediate family - Mother, father, guardian, grandparent, siblings, or other permanent household members.
- 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. (See "Absence Criteria")
- Court summons.
- Hazardous Weather Conditions. Hazardous weather conditions shall be interpreted to mean weather conditions which would endanger the health or safety of the student when in transit to and from school.
- 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 the school principal, or their designees as reason for excusing students.
- Observance of a religious holiday.
- State emergency.
- Other Emergency or set of circumstances which, in the judgment of the Principal, Superintendent or designee, constitutes a good and sufficient cause for absence from school.
- Health Exclusion.
- Suspension.

- Lack of authorized transportation. This does not include students denied authorized transportation for disciplinary reasons.

Unlawful Cause of Absence (Regulation 13A.08.01.04)
An Absence for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy. Truant student is a student (K through 12th grade) who is absent without lawful cause as defined in COMAR 13A.08.01.03 from such attendance for more than:

8 days in any quarter
15 Days in any semester or
20 Days in a school year

Truant Student: Each truant student attending kindergarten through 12th grade shall immediately be referred to Student Services for active intervention.

Tardiness Definition For the purpose of this policy, tardiness is defined as any absence of a student at the time a given class begins, provided that the student is in attendance before the close of that class.

Lawful and unlawful tardiness is determined by applying the same criteria as absence. Six (6) unlawful tardies less than 120 minutes equals 1 unlawful absence.

Early Dismissal Definition For the purpose of this policy, early dismissal is defined as leaving school at any time during the last 120 minutes of the school day.

Lawful and unlawful early dismissal is determined by applying the same criteria as absence. Six (6) unlawful early dismissals less than 120 minutes equals one (1) unlawful absence.

Written excuses for lawful absences by parent, guardian, medical, court, or social agency notes shall be required on the day the student returns to school. After 5 school days, any unlawful absence can not be changed to a lawful absence. Notes from parents will be accepted up to the allowable limit of five (5) absences for a semester or 10 absences for a year. After which doctors' notes will be required. In addition, when a student exceeds 5 illegal absences for the year, a doctor's note is also required.

Students are to make up work missed for both lawful absences and for unlawful absences. It is the student's responsibility to make up work. The teacher shall provide the student with necessary information concerning makeup work. Students shall be allotted two (2) school days for each lawful or unlawful day absent. These make-up absence days will begin the second day after the student returns to school. This policy does not automatically extend due-dates for long term assignments unless approved by the principal.

The school strongly discourages families scheduling vacations during the school year. If a student will be absent due to a vacation, the principal must be notified of the dates in advance. While those absences will still be coded unlawful, prior notification will eliminate them from being counted towards potential court 4 action. This applies to five (5) days per school year as long as the student has not exceeded the attendance standards prior to the request.

Any student absent for a half or whole day shall be ineligible to participate in any extracurricular activity scheduled on that day unless previously excused by the Principal or the Principal's designee.

Students at the middle and high school levels with more than three (3) unexcused absences per marking period, and/or more than 18 tardies and/or early dismissals per marking period will be ineligible to participate in or attend any school-based extra-curricular activities for that current marking period. Coaches and club advisors may impose additional (but not less) criteria for student participation.

When possible, students are encouraged to visit colleges on non-school days or weekends. College visits during school days are permitted and will be coded as an excused absence, provided documentation of the visit from the college is submitted to the school. Students in grades 9 – 10 are permitted 2 days per school year. Students in grades 11 & 12 will be permitted 5 days per school year. Additional days beyond the noted limits will be counted as unexcused.

APPENDIX B

Student Code of Conduct

LEVELS OF RESPONSES

LEVEL 1

<u>Examples</u> of Classroom, Support and Teacher- Led Responses

These responses are designed to teach appropriate behavior, so students behave respectfully, can learn and contribute to a safe environment. Teachers are encouraged to try a variety of teaching and classroom management strategies. When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of responses, and change the conditions that contribute to the student's inappropriate or disruptive behavior. These responses should be used in a graduated fashion when possible.

Classroom based responses (e.g. verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet)

Detention: Parent outreach (contact parent via telephone, e-mail or text)

Restorative justice practices (classroom-based) : Referral to appropriate substance abuse counseling/student services program

Peer mediation: Informal and/or preventative school-based mentoring

School-based conflict resolution: Referral to health/mental health services

Community conferencing:Check-in with school counselor/resource specialist

LEVEL 2

<u>Examples</u> of Classroom, Support, and Removal Responses

These responses are designed to teach appropriate behavior, so students behave respectfully, can learn and contribute to a safe environment. Many of these responses engage the* student's support system, and are designed to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm, while still keeping the student in school. These responses should be used in a graduated fashion when possible.

Classroom-based responses (e.g. verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet)

Behavioral contract: Peer mediation

Parent outreach (contact parent via telephone, e-mail or text): Parent/guardian and student conference (with teacher)

School-based or outside facilitated conflict resolution: Informal and/or preventatives

school-based mentoring

Referral to community-based organization: Functional Behavior Assessment/Behavior Intervention Plan

Community conferencing: Referral to health/mental health services

Check-in with school counselor/resource specialist: Referral to MLIP

Detention: Restorative justice practices (classroom-based or specialist-facilitated)

Removal from extracurricular activities: Loss of privileges

Temporary removal from class (Time Out): Restitution In School Suspension In school removal

LEVEL 3

<u>Examples</u> of Support, Removal and Administrative Responses.

The responses engage the student's support system to ensure successful learning, and to alter conditions that contribute to the student's inappropriate or disruptive behavior.These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm. These responses may involve the short-term removal of a student from the school. Such a removal should be limited as much as practicable without undermining its ability to adequately address the behavior. These responses should be used in a graduated fashion when possible.

Classroom-based responses (e.g. verbal correction, written reflection/apology,reminders/redirection, role play, daily progress sheet)

Behavioral contract: Functional Behavior Assessment/Behavior Intervention Plan

Parent/guardian and student conference (with administrator): School-based or outside facilitated conflict resolution

Informal/preventative/formal mentoring: Referral to appropriate substance abuse counseling services

Referral to MLIP: Restorative justice practices (classroom-based or specialist-facilitated)

Detention: Loss of privileges

Removal from extracurricular activities: Restitution

Temporary removal from class (TIme Out): Teen court

In School Suspension: Short Term Out of School Suspension

Community conferencing: school removal

LEVEL 4

Examples of Support, Removal, Administrative and Out of School Exclusionary Responses

These responses address serious behavior while keeping the student in school, or where necessary due to the nature of the behavior or potential implications for future harm, remove a student from the school environment. They promote safety of the school community by addressing self-destructive and dangerous behavior, and should be used in a graduated fashion when possible.

Parent/guardian and student conference (with administrator): Removal from extracurricular activities

Loss of privileges: Temporary removal from class (Time Out)

Restitution: Short Term Out of School Suspension

In School Suspension: Long Term Out of School Suspension

Functional Behavior Assessment/Behavior Intervention Plan: Restorative justice practices (classroom-based or specialist-facilitated)

Teen court Recommend for further action: Formal mentoring program

Referral to alternative education

LEVEL 5

Examples of Long Term Administrative, Out of School Exclusionary and Referral Responses

(May be Administrator or District Staff Led)

These responses remove a student from the school environment or an extended period of time because of the severity of the behavior and potential implications for future harm. They may involve the placement of the student in a safe environment that provides additional structure and services. These responses promote the safety of the school community by addressing self-destructive and dangerous behavior, and should be used in a graduated fashion. Exceptions are made for first time severe offenses.

Restorative justice practices(classroom-based or specialist-facilitated): Referral to student support team

Recommend for further action: Long Term Out of School Suspension

Referral to alternative education: Extended Out of School Suspension

Expulsion: Restitution

Key
Lowest level may be used first, followed by progressively more intensive consequences

Level 1
Classroom & Support Responses
(e.g. written apology, talk with counselor, detention)

Level 2
Classroom, Support, In School Removal Responses
(e.g. community service, peer mediation, temporary removal from class, in school suspension, in school removal)

Level 3
Support, Removal, Administrative Responses
(e.g. restorative practices, in school suspension, in school removal short term out of school suspension)

Level 4
Support, Out of School Removal Responses
(e.g. restorative practices, mentoring programs, short term out of school suspension, long term out of school suspension)

Level 5
Support, Out of School Removal, Referral Responses
(e.g. long term out of school suspension, expulsion, referral to alternative ed.)

Academic Dishonesty 801: (LEVELS 1 and 2)

- Plagiarizing, such as by taking someone else's work or ideas: forgery, such as by faking a signature of a teacher or parent: or cheating

Alcohol(1) 201: (LEVELS 4 and 5)

- Being under the influence of alcohol. (1,2)
- Using/possessing alcohol. (1,2)
- Distributing/Selling alcohol. (1,3) Level 5

Arson/Fire 501: (LEVELS 2- 5)

- Setting a fire or attempting to set a fire or helping others to set a fire that endangers others or destroys valuable property.

Class Cutting (4) 101: (LEVELS 1-2)

- Failing to attend a class, after arrival at school, without an excused reason.(5).(Level 1)
- Persistently failing to attend a scheduled class, after arrival at school, without excused reasons (Level 1 -2)

Destruction of Property 806: (LEVELS 1-5) School should consider factors listed (6)

- Causing accidental damage (Level 1)
- Causing damage to school/others property (Level 1-3)
- Causing damage to school/other's property, where the act is especially serious based on the listed factors. (Level 2-5)

Disrespect 701: (LEVELS 1-5)

- Making harmful gestures, verbal or written comments, or symbols to others. (e.g. verbal put-downs, cursing, talking back.) (Level 1-2)
- Being insubordinate: repeatedly or persistently disrespectful, in defiance of authority. (Level 2-5)

Disruption 704: (LEVELS 1-5)

- Engaging in minor behavior that distracts from the learning. (Level 1)
- Persistently engaging in minor behavior that distracts from the learning environment. (e.g. talking out of turn, throwing small items, horseplay). (Level 1-3)
- Engaging in moderate to serious behavior that distracts from teaching and learning, and directly affects the safety of others. (e.g. throwing harmful items, sending incendiary texts/social media messages, disrupting a fire drill) (Level 1-5)

Dress Code 706: (LEVELS 1-2)

- Violating dress code, after student has been warned (Level 1)
- Persistently violating the dress code after the student has been warned. (Level 1-2)

Drugs/Controlled Substances (7) 203: (LEVELS 4-5)

- Unauthorized using/possessing of non-illegal drugs * (e.g. RX) (8,9,10) (Level 1-4)
- Being under the influence of illegal drugs *(8,9) (Level 4-5)
- using/possessing illegal drugs * (8,9,10) (Level 4-5)
- Distributing/selling non- illegal or illegal drugs * (10,11) (Level 5)

Explosives 503: (LEVELS 1-5)

- Possessing an incendiary or explosive device or material or any combination of combustible or explosive substances, other than a firearm, that can cause (Level 1-5)
- Detonating or threatening to detonate an incendiary or explosive device or material, including those described above (Level 2-5)

False Alarm/Bomb Threat (12) 502: (LEVELS 2-5)

- Initiating a warning of a fire or other catastrophe without cause. (e.g. pulling a fire alarm or cursing 911) (Level 2-4)
- Making a bomb threat or threatening a school shooting.. (Level 2-5)

Fighting (13) 405, Attack on Adult 401, Attack on Student 402: (LEVELS 1-5)

- Shoving, pushing, or otherwise being physically aggressive toward another in the context of a fight. (e.g. body check, bumping, but NOT horseplay) (Level 1-3)
- Engaging in a fight, which may be small, spontaneous, and short, and/or result only in minor cuts, scrapes and bruises.. (Level 1-4)
- Engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb, or is, or is otherwise especially serious based on listed factors. (13)(Level 2-5)

Firearms (14) 301: (LEVEL5)

- Possessing a firearm, as defined in 18 USC §921 (e.g. handgun) (Level 5)

Harassment/Bullying (15, 16) 407, Sexual Harassment 602: (LEVELS 1-5)

- Engaging in harassment (Level 1-4)
- Engaging in sexual harassment. (e.g. unwelcome sexual advances, requests for sexual favors, other inappropriate verbal, written, or physical conduct of a sexual nature) (Level 2-5)
- Engaging in bullying, including cyberbullying (Level 2-5)

Inappropriate Use of Electronics (17) 802: (LEVEL 1-5)

- Having out a personal electronic device (18) after the student has been warned. (Level 1)
- Persistently having out a personal electronic device, in defiance of school rules. (Level 1-3)

- Unauthorized use of computers or use that violates Policy 10.32. The student's computer privileges may be revoked (Level 1-5)

Inhalants (19) 201: (LEVEL 4-5)

- Being under the influence of an inhalants (20) (Level 4-5)
- Using/Possessing inhalants (20,21) (Level 4-5)
- Distributing/Selling inhalants (20,21) (Level 5)

Other Guns 302: (LEVEL 1-5)

- Possessing, using or threatening to use a look-alike gun. (e.g. water guns) (Level 1-2)
- Possessing, using or threatening to use an unloaded/inoperable non-firearm gun. (e.g. pellet guns, BB guns) (Level 2-5)
- Possessing an implement that could potentially cause injury. (Level 2-5)

Other Weapons 303: (LEVEL 2-5)

- Possessing an implement that could potentially cause injury. (Level 2-5)
- Using or threatening to use as a weapon an implement that is likely to cause serious bodily harm. (22) (Level 3-5)

Serious Bodily Injury (23,24) 408: (LEVEL 3-5)

- Misbehaving in a way that unintentionally causes serious bodily injury. (Level 3-5)
- Causing serious bodily injury (Level 5)

Sexual Activity (25) 603: (LEVEL 2-5)

- Engaging in inappropriate behavior of a sexual nature (e.g. indecent exposure, inappropriate texts of a sexual nature) (Level 2-5)

Sexual Attack (25) 601: (LEVEL 3-5)

- Engaging in behavior toward another that is physically and sexually aggressive (Level 3-5)

Tardiness (26) 102: (LEVEL 1-2)

- Arriving late more than once to class or school, without an excused reason. (Level 1)
- Persistently arriving late to class or school. (Level 1-2)

Theft (27) 803: (LEVEL 1-5)

- Taking property without the owner's permission, where the taker is an elementary school student. (Level 1-2)
- Taking property without the owner's permission. (Level 2-3)
- Taking property without the owner's permission, where the theft is especially serious based on listed factors. (Level 3-5)

Threat (28) To Adult 403, To Student 404, Extortion 406: (LEVEL 1-5)

- Expressing- orally, in writing is using, or by gesture-intent to do physical harm to others. (Level 1)
- Engaging in extortion, which is using a threat (without a weapon) to get a person to turn over property. Engaging in behavior that violates school rules, policies, or other laws. (Level 2-4)
- Engaging in persistent threats or extortion. (Level 2-5)

Tobacco (29) 204: (LEVEL 1-2)

- Using/possessing tobacco/e-cigarettes. (Level 1-2)

Trespassing 204: (LEVEL 2-4)

- Being on school property without permission, including while on suspension of expulsion. (Where an older family member is on school grounds to pick up younger siblings, that person should be asked to seek school permission. School should then grant permission.) (Level 2-4)

Truancy (30) 103: (LEVEL 1-2)

- Being absent from school without reason. (Level 1)
- Being Truant (Level 1-2)

1. Schools should refer students to the local health department or community group for prevention and treatment.
2. 1st offense 5-10 day suspension. 2nd offense 10 day suspension with request for expulsion. Offenses are cumulative grades 6-12. When sending the student home, schools should take every precaution to ensure that the student is leaving school grounds in the care of a family member or someone able to provide assistance.
3. 10 day suspension with request for expulsion
4. A student may not be suspended out of school or expelled from school "solely for attendance Unrelated offenses" MD. Code Ann., Education §7U305
5. Excused reasons for absence include illness of the student, death in the student's immediate family, hazardous weather conditions, emergencies, religious holidays, and other specified circumstances. COMAR 13A.08.01.03
6. The monetary value of the destroyed property, whether student knew the property was valuable or expensive to replace, whether student acted in the heat of the moment, the students age, the reason the student destroyed the property, whether the behavior is persistent/habitual
7. School should refer student to local health department or community group for prevention and treatment
8. 1st offense 5-10 day suspension, 2nd offense 10 day suspension with request for expulsion. Offenses are cumulative from grades 6-12. When sending the student home, schools should take every precaution to ensure that the student is leaving school grounds in the care of a family member or someone able to provide assistance.
9. For purposes of record-keeping, for students with disabilities ONLY, use code 892. ("Illegal drugs" for students with disabilities is defined as those substances that are not legally possessed, used under the supervision of a licensed health-care professional, or used under any other authority under the Controlled Substance Act or under any other provision of federal law.)
10. Notify Police for possession, distribution/selling of both non-illegal and illegal drugs.
11. For purposes of record keeping, for students with disabilities ONLY, use code 891 for the selling of a drug or substance identified under the schedules of controlled substances in 21 U.S.C. §812;21 C.F.R pt. 1308.
12. School should conduct a threat assessment and refer students to counseling
13. Schools should consider multiple factors, including: whether student acted in the heat of the moment, as opposed to planning ahead, whether student was verbally provoked, whether student acted in self-defense, whether student was intervening in fight, the student's age, whether the fighting is persistent/habitual
14. Under federal and Maryland state law: A student who has brought a firearm onto school property "shall be expelled for a minimum of 1 year," but a county superintendent "may

specify on a case by case basis, a shorter period of expulsion or an alternative educational setting, if alternative educational settings have been approved by the county board." MD. Code Ann., Education §7U305 (f)(2)-(3) ;MD. Code Regs. 13A.08.01.12U1. However, discipline of a student with a disability who has brought a firearm onto school property, including the suspension, expulsion, or interim alternative placement, shall be conducted in conformance with the requirements of the IDEA. MD. Code Ann., Education §7U305(g); MD Code%Regs. 13A.08.01.12U1(C). For purposes of record-keeping, use code 893 for students with disabilities.

15. Schools should emphasize intervention strategies over removal strategies
16. Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a%hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: (1) Motivated by an actual or perceived characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or (2) Threatening or seriously intimidating; and either occurs on school property, at a school activity or event; or on a school but; or substantially disrupts the orderly operation of a school. This can include harassment and stalking. MD Code Ann., Education §7U424
17. Excluded the use of a device in an emergency or preapproved situation. Cyberbullying or social media harassment is covered under other behaviors.
18. Devices include cell phones, PDAs, music players (e.g.,iPods),tablets(e.g.,iPads),electronic gaming devices, and other portable communication devices
19. School should refer student to local health department or community group for prevention and treatment
20. 1st offense -5-10 day suspension. 2nd offense - 10 day suspension with request for expulsion. Offenses are cumulative grades 6-12. When sending the student home, schools should take every precaution to ensure that the student is leaving school grounds in the care of a family member or someone able to provide assistance.
21. Notify Police for possession, distribution/selling of inhalants.
22. Police may be notified.
23. Schools should consider multiple factors, See factors listed under "Fighting"
24. Injury involving (a) substantial risk of death; (b) extreme physical pain; © protracted and obvious% disfigurement; or (d) protracted loss or impairment of a function of a bodily member, organ, or mental faculty. See 20 U.S.C. §1514(k)(7)(D) referring to 18 U.S.C. §1365(h)(3)
25. School staff should refer students to appropriate counseling.
26. Elementary school students who are late should not be given any punitive or exclusionary consequences, but parent/guardians should be notified.
27. Schools should consider the following factors: the monetary value of the property, whether the student knew the property was valuable or expensive to replace, whether the

student acted in the heat of the moment, the student's age, the student's purpose in taking the property, whether the behavior is persistent/habitual.

28. Schools should conduct a threat assessment.
29. School should refer student to local health department or community group for prevention and treatment
30. Elementary school students with unexcused absences should not be given any punitive or exclusionary consequences, but parents/guardians should be notified.
31. A student is "truant" if he/she is unlawfully absent from school for more than 8 days in any quarter, days in any semester, or 20 days in a school year. Truant students should be referred to a "System of active intervention" for truant students, which each county board is required to develop. MD Code Ann., Education §7U355 (amended, effective October 1,%2013). This would include%referral to District Court and Truancy%Court.

APPENDIX C

Student Dress Code

The following minimum standards of dress apply to all students:

- Hats, toboggans, hoods, other head coverings (bandanas, wraps, etc.), and sunglasses, must be removed upon entering the school building and stored appropriately. Headwear is permitted only for health, safety, or religious reasons and must be approved by the school administrator.
- Outerwear (jackets and coats made specifically for outdoor use), must be removed upon entering the school building and stored appropriately. The school administrator may alter this requirement as necessary for the specific conditions within the school.
- Backpacks and large bags must be stored in a student's assigned locker during the school day, and may not be carried from class to class.
- Students shall not wear clothing and/or any other personal adornments that depict, imply, or promote profanity, obscenity, vulgarity, violence, weapons, gang activity or gang affiliation, sexually suggestive material, or the use or distribution of illegal drugs, alcohol, tobacco, or other harmful products. Clothing shall not convey establishments or products whose names can be reasonably interpreted or construed as carrying a "double 1 meaning" involving gang activity or gang affiliation sexual activity, or any other type of prohibited subject identified in this policy.
- Students shall not wear clothing that demeans or promotes sexual harassment or hatred toward an identifiable person or group based on race, color, sex, gender, gender identity, sexual orientation, age, national origin, religion, socio-economic status, or disabling condition. This includes, but is not limited to, clothing that depicts the Confederate flag or swastikas.
- Students shall not wear clothing or items that are libelous.
- Body art, whether permanent or temporary, which would otherwise violate this policy if depicted on attire, must be completely covered during the school day or at any school-sponsored or school-sanctioned event.
- Students shall not wear jewelry and accessories (spikes, dog collars, etc.) that are deemed dangerous or that may be used as a weapon, or piercings that are deemed a safety hazard.
- Students shall not wear clothing that is unduly revealing or extremely tight fitting. Certain body parts must be covered for all students. Clothes must be worn in a way such that the chest, midriff, pelvic/groin area, and buttocks are covered. This includes, but is not limited to: tops that reveal cleavage and the midriff, low rider pants, tops with spaghetti straps, strapless tops, halter tops, open back shirts or dresses, or tops that are unduly revealing (cut low at the neck or underarms, exposes bare midriff, pants worn below the hips exposing underwear or skin).
- See-through or mesh shirts, tops, dresses, slacks, or shorts may only be worn over other appropriate clothing.

- Pants or shorts that contain holes or slits above the mid-thigh revealing any part of the pelvic or groin area are not to be worn.
- Pajama bottoms, pajama tops, and/or slippers may not be worn.
- Tights may not be worn without an appropriate dress, sweater, or top that covers them to the mid-thigh.
- Shorts, dresses, and/or skirts that are unduly revealing and/or shorter in length than the mid-thigh are not permitted.
- Pants must be worn high enough to cover the pelvic/groin and buttocks area, and must cover the student's underwear.
- Shoes must be worn at all times.
- During times of crisis, like a global pandemic, students may be required to wear personal protective equipment (PPE) such as face masks or gloves. They may also be required to carry a backpack if student lockers are unavailable due to the need to keep students physically distant from each other. The standards as outlined above apply to any PPE and/or backpacks that students would be required to use.

APPENDIX D

Student Possession of Electronic Portable Devices on School Property

The following standards apply for student possession of electronic portable devices on school property:

Grades PK - 5

- portable communication devices must be turned off during school hours
- devices must be stored out of sight and may not be used during any time of the school day
- during regular bus transportation to and from school, students may possess communication devices, but the devices must be stored away and turned off

Grades 6 - 8

- portable communication devices must be turned off during school hours
- devices must be stored out of sight and may not be used during any time of the school day
- students may not use earbuds or headphones with their portable devices during the school day
- during regular bus transportation to and from school, students may possess and use portable communication devices, but the devices must be silenced
- headphones and earbuds are permitted on the bus
- students participating in extracurricular activities such as athletics, clubs, drama, etc. may possess and use portable communication devices on school property after regular instructional hours.

Grades 9 - 12

- prior to entering the school building, the portable communication device must be turned off or silenced during school hours
- devices must be turned off, stored out of sight, and may not be used during any instructional time
- students may not use earbuds or headphones with their portable devices during the school day
- students may only use their portable communication devices during class change and lunch, and the device must be in silent mode
- during regular bus transportation to and from school, students may possess and use

portable communication devices, but the devices must be silenced

- headphones and earbuds are permitted on the bus
- during bus transportation to and from athletic events or other school-sponsored events, students may possess and use cell phones, but the devices must be silenced - headphones and earbuds are permitted
- students participating in extracurricular activities such as athletics, clubs, drama, etc. may possess and use portable communication devices on school property after regular instructional hours

APPENDIX E

School Specific Information

Easton High School

723 Mecklenburg Avenue Easton, Maryland 21601
Office: 410-822-4180 Fax: 410-822-7749

Lisa Devaric, Ed.D, Principal, Class of 2026
Steve Bagshaw, Assistant Principal, Class of 2026
Bridget Harper, Assistant Principal, Class of 2027
Kristen Tilghman, Assistant Principal, Class of 2028
John Strickland, Assistant Principal, Class of 2029
Toni Hall, Building Manager
Kurisha Hoffman, Athletic Director

Arrival:

EHS doors will open at 7:30. Mobile carts will be on the first floor for students to get breakfast. All other students should use the main entrance. Students arriving late to school should report to the main entrance doors and buzz into the office to sign in and receive a late pass. Students are considered late at 7:45.

Dismissal:

Dismissal will begin at 2:40. We request that cars pull as far up as possible in the car rider loop to help ease traffic back ups on Mecklenburg Avenue. Students staying after school should report to correctives or clubs/sports. Students must be with a staff member if they are staying after school.

Changes in Student Transportation:

Families should follow countywide guidance regarding any transportation changes, and can email chrissyflaherty@talbotschools.org or call the main office with transportation changes. Please email ahall@talbotschools.org for alternate site changes.

Early Pick-up Procedures:

If at all possible, a family member should send notes for students to be dismissed early by email or fax. If a student has a physical note for early dismissal, they should place it in the bin on Ms. Acree's desk in the main office before reporting to 1st block. Attendance Secretary - nacree@talbotschools.org

- Students will be called down to the office when a parent/family member arrives to pick them up. The family member must come to the main entrance and buzz the office.
- A front office staff member will buzz the family member in the front door, so they can sign out the student on the clipboard in the main office.

Attendance Notes:

When a student is absent, excuse notes can be sent by email or fax to nacree@talbotschools.org. If a student has a paper copy of a note, they should place the note in the bin on Ms. Acree's desk in the main office.

Correctives:

Students may stay after with teachers to work on assignments or receive extra help. Each teacher will communicate with their students which days/times they are available. It is helpful to communicate with the teacher ahead of time if your child plans to stay after with them.

After School Activities:

Students wishing to be involved in clubs should reach out to the staff member coordinating the club. Students wishing to be involved in athletics should reach out to the Athletic Director - Ms. Hoffman khoffman@talbotschools.org

Easton Middle School

201 Peachblossom Road
Easton, MD 21601
Phone: (410) 822-2010
Fax: (410) 822-7210

Principal
Mrs. Kelly Clausen

Assistant Principals

Mrs. Kierra Farrare - 6th
Mr. Logan Kurtz - 7th
Mrs. Ashley Quicke - 8th

At Easton Middle School, our number one priority is the safety of our students and staff. We are committed to creating a positive and enriching learning environment where all students thrive academically, socially, and emotionally.
We continuously strive to foster a culture of respect, tolerance, and acceptance, ensuring that every student is valued and empowered to reach their greatest potential.

Arrival:

EMS Doors open for students at 7:35. **Please note that students dropped off before this time will be unsupervised.** 6th grade students should enter the building through the door at the end of the 6th grade hallway, located near the exit of the car rider loop. 7th grade students should enter the building through the main entrance doors. 8th grade bus riders will enter the bus doors by the cafeteria while car riders and walkers should enter through the guidance stairwell doors. Students arriving late to school should report to the main entrance doors and buzz into the office to sign in and receive a late pass. Students are considered late at 7:50.

Dismissal:

Dismissal will begin at 2:26 for 6th grade students, and 2:28 for 7th grade students, and 2:30 for 8th grade students. Bus riders should exit the building through the bus doors. Car riders and walkers should exit the building through the same doors they entered during arrival. We request

that cars pull as far up as possible in the car rider loop to help ease traffic back ups on Peach Blossom. Students staying after school should report directly to their teachers' classroom or clubs/sports.

Changes in Student Transportation:

Families should follow countywide guidance regarding any transportation changes, and can email lisa.weaver@talbotschools.org or call with transportation questions.

Early Pick-up Procedures:

If at all possible, a family member should send notes for students to be dismissed early by email or fax. If a student has a physical note for early dismissal, they should place it in the box outside the main office before reporting to 1st period. Attendance Secretary - lisa.weaver@talbotschools.org

- Students will come to the main foyer at the time that is specified on the early dismissal note they receive from the office and sit on the bench.
- The family member will come to the main entrance and buzz the office.
- A front office staff member will buzz the family member in the front door, so they can sign out the student on the clipboard located in the foyer vestibule.

Attendance Notes:

When a student is absent, excuse notes can be sent by email or fax. lisa.weaver@talbotschools.org If a student has a paper copy of a note, they should place the note in the box outside of the main office.

Level Up!

Students may stay after with teachers to work on assignments or receive extra help. Each teacher will communicate with their students which days/times they are available. It is helpful to communicate with the teacher ahead of time if your child plans to stay after with them.

After School Activities:

EMS offers a variety of after school clubs throughout the year. A variety of sports are also offered through the YMCA, Parks and Rec, and other community organizations. Club and sports announcements will be posted to and shared on our daily announcements sent via text and email to all families. Students wishing to be involved in clubs should reach out to the staff member coordinating the club.

Easton Elementary School

The Moton and Dobson Building
307 Glenwood Avenue
Easton, MD 21601
Phone: 410-822-0686
Fax: 410-822-1890

Principal:
Catessa Cain

Assistant Principals:
Nicole Sherrod-Hill
Lindsey Higginbottom
Annie Mewborn, Ed.D.
John Tomey

Vision Statement

At Easton Elementary School, we envision a school community where every student and staff member feels valued, included and empowered. We strive to cultivate an environment rooted in equity, mutual respect, and high expectations for all.

School Expectations and Routines

Expectations: To help provide a safe, orderly atmosphere at our school, we have established a set of school-wide rules we call the "Tiger PAWS". The rules are:

-Productive
-Attitude (Positive)
-Willing to do our best
-Self to self

Please take time to discuss these rules with your child and point out why these rules are important.

Arrival Procedures: The doors of the school open at 8:30 am. Students who ride the bus to school will be dropped off in the bus loop. Car riders are to be dropped off between 8:30 am and 8:50 am in the car rider loop. Families are to remain in the car at all times. Staff members will assist in getting students out of the car. Students are not to be dropped off at the office or walker area before 8:30 am unless families are here for a meeting. Children cannot be left unattended. After 8:55 am, all students must be signed in by a parent or guardian, please bring student(s) to the main entrance.

Dismissal Procedures: At 3:25 pm, car riders are dismissed. Car riders should be picked up at 3:25 pm in the front of the building. Please pull your car up in the loop as far as possible so that we can get students dismissed quickly. Please display the card with the student's name you are picking up. A staff member will deliver your child directly to your car. Families are not permitted to exit their cars during dismissal. Families are also not permitted to park and come to the building during dismissal time to get their students. Walkers will be dismissed at 3:45pm. Walkers will exit the building and walk to the stop sign at the end of the bus loop. From there students will be escorted across the street to meet their parents/guardians. Students in grades P3-2, must be picked up in person, by an approved person over the age of 13. If your child's dismissal procedure will be changing, please submit in writing to the teacher and the office on the day of the change. **If your student needs a change in dismissal procedure please call the school prior to 2:30 pm on the day of the change. In addition to calling the school please email Kristen-kmooney@talbotschools.org, Laura Smith -laura.smith@talbotschools.org and the classroom teacher.**

Walkers: Students that are walkers must live in the designated walk zone assigned by the TCPS transportation department. There will be no pick up or dropping off of students on Glenwood Avenue. If you are picking up your students by car you must go through the car rider line.

Bus Rules: Riding the bus is a privilege. The rules must be adhered to or your child will lose the privilege of riding the bus.

Parking During school hours, please do not park in the bus zone. Designated handicapped parking and visitor parking areas are provided at the front of the parking lot. Other parking spaces are also available. Please do not park in charging stations if you do not have an electric car.

St. Michaels Middle-High School

200 Seymour Avenue
St. Michaels, MD 21663
Phone # 410-745-2852
Fax # 410-745-9939

Principal: Mr. Todd Stoker

Assistant Principal: Mrs. Becky Mann

St. Michaels Middle-High School is committed to ensuring that each student graduates *"college and career ready"* in a safe environment that provides challenging instructional experiences, a variety of extra-curricular activities, and opportunities for community involvement.

Arrival:

SMMHS doors open for students at 7:35. **Please note that students dropped off before this time will be unsupervised.** 6th-8th grade students should enter the building through the main entrance. 6th grade will go to the elementary cafeteria, 7th-8th grade will go to the middle high cafeteria. High school students will enter by the auditorium and report to 1st period class. Students arriving late to school should report to the main entrance doors and buzz into the office to sign in and receive a late pass. Students are considered late at 7:45 a.m.

Dismissal:

Dismissal will begin at 2:40. We request that cars pull as far up as possible to the pick up section to help ease traffic back ups on Seymour Avenue. All car riders will exit through the auditorium doors to be picked up at the car rider pick up/drop off. All bus riders will exit through the main exit and report to their bus.Students staying after school should report to the classroom or clubs/sports. Students must be with a staff member if they are staying after school.

Changes in Student Transportation:

Families should follow countywide guidance regarding any transportation changes, and can email kschlesner@talbotschools.org or call the main office with transportation changes or to request a bus note.

Early Pick-up Procedures:

If at all possible, a family member should send notes for students to be dismissed early by email or fax. If a student has a physical note for early dismissal, they should place it in the bin on Ms. Kelly's desk in the main office before reporting to 1st period. Attendance Secretary - kschlesner@talbotschools.org

- Students will be called down to the office when a parent/family member arrives to pick them up. The family member must come to the main entrance and buzz the office.
- A front office staff member will buzz the family member in the front door, so they can sign out the student on the clipboard in the main office.

Attendance Notes:

When a student is absent, excuse notes can be sent by email or fax to kschlesner@talbotschools.org.

If a student has a paper copy of a note, they should place the note in the bin on Ms. Kelly's desk in the main office.

Correctives:

Students may stay after with teachers to work on assignments or receive extra help. Each teacher will communicate with their students which days/times they are available. It is helpful to communicate with the teacher ahead of time if your child plans to stay after with them.

After School Activities:

A variety of sports are offered through the YMCA, Parks and Rec, for middle school students. Students wishing to be involved in clubs should reach out to the organization or staff member coordinating the club.

Principal: Dr. Indra Bullock
Assistant Principal: Mrs. Susie Shafer

Arrival

- The doors of the school open at 7:30am. No students may enter the building prior to 7:30 AM.
- **Students will be marked tardy after 7:50 AM.** If a student is tardy, a parent/guardian must come into the front office with the student and sign him/her in.
- There are staff members at car rider, bus and hallway duty to escort students safely and lovingly to their classrooms each day. **Parents and visitors may not escort students to the classrooms.** It is important that all students begin their morning routines upon entering their homeroom. Teachers are responsible for working with students at this time. Teachers can be emailed or a conference can be scheduled. We welcome parental participation *and* procedures and routines are paramount for a safe and productive learning environment.

Dismissal

- Dismissal begins at 2:30 PM with car riders, bus riders, walkers and day care students.

Student Walkers AM

- Parents may walk students to the front entrance door.

Student Walkers PM

- Walkers are dismissed with the bus riders.
- Teachers escort bus riders to their buses and then escort walkers to the crosswalk/ crossing guard.
- Teachers dismiss walker students to their parents in the grassy area in front of the school near the crosswalk.

Student walkers are students who are walking home from school. Parents may NOT park on school grounds or on the street to pick up their *car-rider* student as a *walker*.

Bus Riders AM

- All buses enter the school lot by the one-way entrance only lane and form a single line in front of the main entrance.
- SMES students get off the bus at 7:30 AM and enter through the main entrance.
- The buses exit using the exit-only lane. The bus path is marked by yellow arrows on the map.

Bus Riders PM

- All SMES bus riders are dismissed at 2:30 PM.
- All bus riders are walked to the buses by their teachers.
- Similar to the morning drop-off routine, all buses enter the school lot by the one-way entrance only lane and form a single line in front of the main entrance.
- The buses exit using the exit only lane.

Car Riders AM:

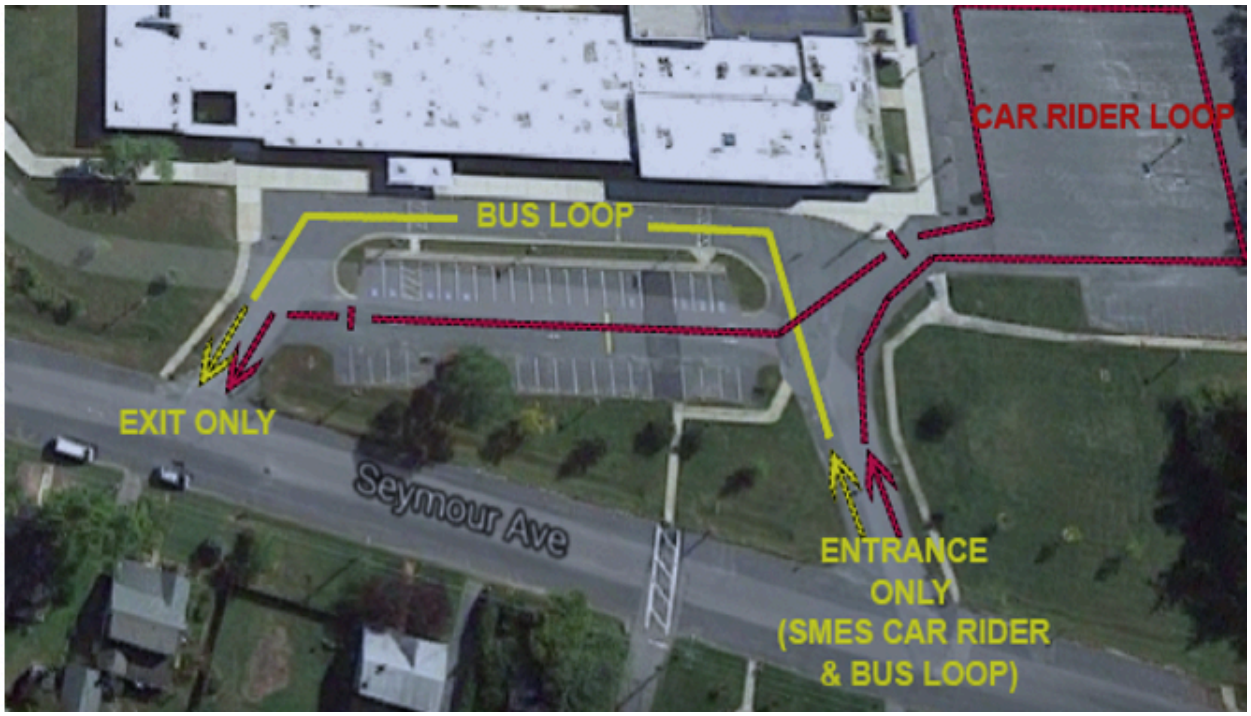
- Drop off car-riders enter in the right lane and turn to the right toward the pool parking lot. All cars will travel around that lot and form **two lines**.
- **Parents must pull forward around the loop to allow the cars behind to pull forward as well.**
- Parents will be signaled to pull forward to numbers 1-5 where staff members will be waiting to help students to exit the vehicles and to guide them to the door. After the stop, all vehicles will travel through the parking lot to exit with assistance from the crossing guard.
- The car rider path is marked by red arrows on the map.

Please note:

- *Students may not be dropped off before 7:30 AM.*
- *It is important that students are ready to exit the vehicle when they are in the drop off zone so that we may keep the flow of traffic moving.*
- *Parents dropping off students will **NOT** be permitted to pull in parking spots to drop off their students.*
- *Students may **ONLY** exit vehicles once they are in the "drop off zone" near the car rider entrance area.*

Car Riders PM

- Car rider dismissal begins at **2:30 PM**.
- All cars enter in the right lane and turn right toward the pool parking lot.
- All cars travel around that lot and wait in a single line.
- Parents should display their car-rider sign in the front window on the dashboard. (Signs are given to families at "Meet the Teacher" school open house).
- There are staff members located at the "Pick-Up Zone" to radio inside the building for each student to be sent out.
- Students will exit through the gym doors.



Half Day Schedule Guide for SMES Parents

- When TCPS has an "early dismissal", we follow our half day schedule.
- Students' specials (related arts) are shortened from 50 minutes to 25 minutes, and the lunch period is shortened from 30 minutes to 20 minutes. (*Please note that students' lunch time will be earlier in the day.*)
- All other times are classroom instructional time.

Lost and Found

- All books, lunchboxes and clothing that are found on the school grounds should be turned into the office.
- Students should look for their lost items as soon as they discover something is missing.
- All "lost and found" items will be placed in the "lost and found" bin, located outside of the gym.
- Unclaimed items will be donated to charity at the end of the school year or as the pile becomes unmanageable.
- If possible, please mark your child's belongings with their name or initials.

Positive Behavior Intervention and Supports (PBIS)

- The goal of (PBIS) is to establish and maintain a safe and effective environment that maximizes academic achievement and behavioral competence of all students.

- It is a primary goal to provide a safe and orderly environment at SMES, therefore, we have established the following set of school-wide rules called **"Saints STARS."**
- The rules are as follows:
    - **S= Self to Self**
    - **T= Take Responsibility**
    - **A= Always Follow Directions**
    - **R= Respect Self and Others**
    - **S= Strive to Do Our Best**
- Students' behavior will demonstrate the 5 STAR actions (***S****elf to Self,* ***T****ake Responsibility,* ***A****lways follow Directions,* ***R****espect Self and Others, and* ***S****trive to Do Our Best*) across all school settings.
- PBIS and restorative practices and morning meeting lessons, work together to create and reinforce a respectful learning environment for students and adults. Everyone's actions and behaviors impact others and we all have a responsibility to contribute to a safe, respectful learning environment.

Parent Newsletters

- Upcoming activities and events, and important dates are communicated to families through our automated email system and/or the Remind app.
- Please be sure the school has the email address that your family checks most frequently. If you do not have access to email, please notify your student's teacher and a paper copy of the newsletter will be sent.

Pictures

- Individual student pictures are taken of all students in the fall.
- In the spring, class pictures are taken and a special individual picture is offered.
- Yearbooks will also be available to order at the end of the school year.

PTO

- Our PTO is an active organization, including teachers, parents, community members and even student representatives.
- We welcome new members and invite you to become active in school affairs.

TILGHMAN ELEMENTARY SCHOOL

21374 Foster Avenue Tilghman, Maryland 21671
Phone: (410) 886-2391 Fax: (410) 886-2149
www.tilghmanelementary.org

Principal: Ali Strickland
Office Manager: Debby Sweet
School Counselor: Holly Smith

TILGHMAN ELEMENTARY SCHOOL BELIEFS

The faculty and staff of TES have adopted the following mission and fundamental beliefs about learning and the educational experience at TES.

Mission: "To provide a nurturing and challenging environment that engages and prepares all students to be college and career ready."

Beliefs:
We believe that:
* Students learn best when education is a community priority.
*Students learn best when they are engaged in the learning process.
*Each student is a valued individual.
*The school/home partnership is key to student success.
*Individual student abilities drive instruction.
*Quality work is the expectation, not the exception.

I will... PAWS!

Practice Kindness

Accept Responsibility

Work Hard

Support Others



The Meaning of Tiger PAWS: A PAWS student will (Practice Kindness, Accept Responsibility, Work Hard, and Support Others across all school settings.

Daily Schedule:
8:30: Doors Open; Bus arrival
8:30-8:45: Breakfast served in classrooms
8:45: Morning announcements; Instruction Begins
11:00-11:30 - First lunch shift (Pre-K, K, 1, 2)
11:20-11:50 - Second lunch shift (3,4,5)
3:20- Dismissal

Arrival Procedures for Students:

1. *Car riders are dropped off in the loop facing Foster Avenue. Students enter the school at the main entrance area and the nurse's station door. Parents or adults that need to come to the school for an extended time are asked to park their vehicle in a regular parking space in the parking lot off of Tilghman Rd and then proceed into the school.*
2. Doors are open at 8:30 and instruction begins at 8:45 am. Breakfast will be served in the classrooms.
   Students are considered tardy after 8:55 am.

Car Rider Procedures:
It's vital that we keep everyone safe.
When in the car rider line, please do NOT pull out to leave the circle if there is a car still in front of you. It takes a bit of time for our littlest learners to get in and out of vehicles and passing is a huge safety issue. It is also important to note that the car rider line is the appropriate way to drop off and pick up your student(s).
Dismissal:

Students in grades Pre-K, K, and 1st (AND their siblings) will be dismissed in the car rider loop off of Foster Road. Students in grades 2, 3, 4, and 5 will be dismissed in the car rider loop off of Tilghman Island Road. If you are picking up children other than your own, please make sure Ms. Debby knows prior to the end of the day. Please do not park and walk up to the building in order to bypass waiting in the car rider line. Additionally, if your child is a walker, please walk to the front entrance and let Ms. Debby know. She will call for your student to meet you at the main office doors. Dismissal time is 3:20.

Walkers and/or bike riders are the last ones to be dismissed at approximately 3:30 p.m. (After car rider and bus dismissal)

*If you are coming into the school near dismissal time, please park your vehicle in the parking lot facing the main road. Please do not park in the bus lane, which is directly adjacent to the gym.

Chapel District Elementary School

11430 Cordova Road
Cordova, MD 21625
Phone: 410-822-2391
Fax: 410-822-2039

Principal: Dr. Kari M. Clow
Assistant Principal: Mrs. Krystle Taylor

CORE VALUES of CDES: **Community, Relationships, Equity, Excellence**

MISSION STATEMENT: Our mission is to work together to support students as they grow in the areas of academics, socio-emotional awareness and mental health. We will strive to prioritize community, relationships and equity.

Arrival

The doors of the school open at 8:35 am. No students or parents may enter the building prior to 8:35 am unless they are accessing the Critchlow Adkins before-school child care services. Parents who are accessing this service may enter through the new CACC entrance.

Car riders can be dropped off between 8:35 am and 8:55 am at the main entrance on the side of the school. ***Parents should remain in their car and available staff will assist with students getting out of vehicles. Please be aware that with construction, the car rider line will look slightly different this year. Please pay attention to staff as they direct you.***

Students will be marked tardy after 8:55 am. If a student is tardy, a parent/guardian must come in with the student and sign him/her in at the main office.

As part of school safety precautions, parents are not permitted to walk their children to class or roam the building. It is important that all students begin their morning routines upon entering the building. Staff are spaced throughout the building to help students if necessary.

Before and After School Care

Child care services are available for students in pre-kindergarten through fifth grade through Critchlow Adkins Children's Center. Care is provided on regular weekdays (including when school is not in session) from 6:45 am until 5:30 pm. Contact Critchlow Adkins Children's Center at 410-822-6293 for more information.

Volunteers

Volunteers are welcome at Chapel District Elementary! Those interested in volunteering should contact the Volunteer Coordinator, Jane Tillman, or their child's teacher to learn how they can become more involved. Ms. Tillman can be reached at jtillman@talbotschools.org or by calling the main office at 410-822-2391.

Parent-Teacher Organization (PTO)

The Chapel District PTO works with the teachers, principal, and office manager to organize activities and additional educational opportunities for the students. They are divided into committees to organize PTO events. They are always looking for parent volunteers willing to chair a committee or help with events. Please consider joining the PTO.

Grandparents' Club

The Chapel District Grandparents Club works with the teachers, principal, and office manager to organize activities and additional educational opportunities for the students. They are always looking for grandparent volunteers willing to join and help out. Please consider joining the Grandparents' Club.

Invitations

Invitations are not to be handed out on school property (including the school bus) even if enough are sent in for the entire class. This practice promotes exclusion and is not fair to all students. If invitations are sent in, they will be returned in the child's book bag.

Lost and Found

All clothing and other items found on school grounds are placed in the Lost and Found in the cafeteria. Students and parents/guardians should periodically check there for lost items. Items not claimed will be donated to a local charity at the end of the school year or when the pile becomes too large.

Pictures

Individual student pictures are taken of all students in the fall and the spring. Yearbooks are also available to order near the end of the school year.

Throughout the school year, student pictures are taken for inclusion in the local newspaper, the school newsletter, on the TCPS or CDES website or on a bulletin board. If you do not want your child's picture included, please send in a letter stating your request.

Dismissal

Dismissal procedures will start at 3:30 pm each day. Students who are riding home in a car are dismissed first. Shortly thereafter, students riding the bus home are dismissed.

Car Riders

If a child will be a car rider each day, parents/guardians must request a Car Rider Form. This form will designate who will be picking-up a student from school each day. Upon receiving that form, the school will issue an identification card that should be displayed in the car window. This will ensure that a student is going home with the correct adult.

At **3:30** pm, car riders are dismissed to the gym. Students will exit the building at the rear of the gym. Parents/guardians should stay in the car and wait for their child to walk to their vehicle. Parents/guardians should not park and walk to the school to pick up a child. A staff member will dismiss students when an adult is there to pick up the child. **Once a child is safely in their car, the car should remain in the line with the other cars and only move forward when the cars in front do so. Cars should not pass other cars that are waiting for a student to board**.

> **NOTE: Students who usually ride the bus home from school must bring in a note if they are to be a car rider. If there is a change in a child's dismissal routine while the child is in school, parents/guardians should make every effort to notify the school prior to 2:30 pm.**

Bus Riders:

After the students who are car riders are dismissed to their dismissal locations, students who ride the bus will be dismissed by bus number/color.

> **NOTE: Student are not permitted to ride any other bus except the one to which they have been assigned unless a note is sent to school stating the student's full name, the bus they are to ride, the location where they will be dropped off and the reason for the change in bus.**

WHITE MARSH ELEMENTARY SCHOOL

4322 Lovers Lane
Trappe, MD 21673
(P) (410) 476-3144
(F) (410) 476- 5187

Principal: Corey Devaric

Assistant Principal: Cassandra Cornish

Our Vision: The love that the staff of WMES has for learning is built upon strong community relationships of respect and collaboration. ALL students can achieve success and become responsible, respectful, life long learners.

Our Beliefs:

1. A safe and physically comfortable environment promotes learning and high academic achievement.
2. Each student is a valued individual who requires a variety of instructional approaches to support his/her education.
3. Teachers, staff, administrators, parents, and community members share in the responsibility of promoting the school's vision and working together to ensure success.
4. Instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
5. Students should be actively engaged during instruction and be given opportunities to apply their learning in meaningful contexts.

Student Arrival and Dismissal Procedures:

Students will be sent home by their usual means of travel (which we will have in our records), unless we receive a **note stating otherwise.** If your child goes to a daycare provider, please send a note to the school stating the name/address/phone number of the provider. In case of emergency or illness, we will first try to reach a parent or guardian. If we are unable to do so, the individuals listed on the child's emergency card will be contacted to pick the child up from school.

If you are dropping your child off in the morning, please use the circular drive on the far left end of the building. For the safety of all students, car riders **may not** be dropped off in the bus circle.

Students are to be in their classrooms by 8:55 a.m. to begin instruction. After 8:55 a.m. students are considered **tardy**, and must be signed in by a parent/guardian. Students arriving after 10:55

a.m. are considered **absent** for the morning, and a note is required stating the reason for the absence. Instruction is not complete until 3:30 p.m., and students should not be picked up prior to that time, unless they have an appointment scheduled. In such a case, the student may either be considered absent for the afternoon, or an early dismissal, depending on the time they leave school. Office pick-ups are not permitted after 3:00 p.m.

Parents should let their children know if they will be picked up as a car rider. If this is not the normal routine, please send a **note** with your child so that your child is dismissed with the other car riders. Car riders are to be picked up in the far left loop of the school parking lot. Please do not take your child from the classroom or out of the bus line without prior approval.

Early Pick-Up Procedures

If at all possible, a family member should send notes for students to be dismissed early by email to lori.milner@talbotschools.org. If a student has a physical note for early dismissal, they should give it to their teacher.

- Students will be called down to the office when a parent/family member arrives to pick them up and sign them out in the binder.

Car riders and walkers will be dismissed at 3:30 p.m., just prior to bus dismissal. **Bus riders will be dismissed at 3:30 p.m.**

***The school doors open at 8:35 a.m*.** Students arriving on school buses enter through the main entrance. Car riders use the far left circular drive and enter the building through their side classroom doors. Staff will assist Pre-K and Kindergarten students. Students in 1st through 5th grades are expected to get out of the car on their own and to assist any younger siblings with entering the school. Parents and other adults should not ask the Critchlow Adkins Day Care Center staff to allow them to enter the building, other than for daycare purposes. For the safety of all students, parents may not drop off in the bus loop.

Pictures

Individual student pictures are taken of all students in the fall and the spring. Yearbooks are also available to order near the end of the school year.

Throughout the school year, student pictures are taken for inclusion in the local newspaper, the school newsletter, on the TCPS or WMES website or on a bulletin board. If you do not want your child's picture included, please send in a letter stating your request.

Birthdays

We recognize students' birthdays on our "WMES Live" News Show each morning. Celebratory class snacks, balloons and treats are prohibited due to the possibility of allergies. We also do not distribute invitations at school. Thank you!

Lost and Found

All clothing and other items found on school grounds are placed in the Lost and Found in the cafeteria. Students should periodically check there for items that belong to their child(ren). Items not claimed will be donated to a local charity at the end of the school year or when the pile becomes too large.

Grandparent's Club
We have a very active Grandparent's Club at WMES! Contact Mrs. Jackie Schwencher at 240-417-1736 if interested in joining.

PTO
Our PTO is an active organization that includes parents and teachers. We welcome new members and invite you to become active in school affairs. Contact Allison Worm at 410-507-4251.

Volunteers Are Important!
If you have a few hours a week, we will always welcome and appreciate your help! If you would like to volunteer, or if you have any specific interests to share with the students of White Marsh Elementary, **please contact our Principal at 410-476-3144.**