

Deal Island

Family Handbook 2018-2019



D.I.S.

Home of the Skipjacks

Deal Island Elementary is a community of learners and leaders empowering each other to make valuable contributions by encouraging creative problem solving and embracing failed attempts that help us grow.

Deal Island Elementary School

2003 National Blue Ribbon School
23275 Lola Wheatley Road
Deal Island, Maryland 21821
Office - (410) 784-2449
Fax - (410) 784-2411

Ted Gibson
Principal

Dear Parents / Guardians,

I would like to take this opportunity to welcome you and the students back for the 2018-19 school year. If you are new to Deal Island Elementary School, we are truly excited to have you and your child join our family. This year promises to bring many new and exciting challenges, and we are confident that you will find your experience with us a positive one.

The purpose of this handbook is to give you and your child a better understanding of the rules, policies, and procedures we follow in Somerset County Public Schools and at Deal Island Elementary. We expect that you will take the time to read the entire handbook and discuss the important and relevant contents with your child. After you have taken time to review the handbook please contact your child's teacher or call the school office if you have questions. We feel that open and clear communication between school and home is important to the success of our educational program. The purpose of the handbook is to ensure students, parents and staff are all working toward one common goal...an outstanding educational experience both socially and academically for all involved.

Have a great 2018-19 school year.

Sincerely,

Ted Gibson
Principal

Somerset County Public Schools Vision

Serving a rural, diverse community rooted in rich traditional values, Somerset County Public Schools empowers all students to become innovative problem-solvers and ethical leaders by providing engaging, technology enhanced instruction and balanced extra-curricular programs.

Deal Island Elementary School Vision

Deal Island Elementary is a community of learners and leaders empowering each other to make valuable contributions by encouraging creative problem solving and embracing failed attempts that help us grow.

2018-2019 Staff List

First	Last	Position
Ted	Gibson	Principal
Michele	Horner	Guidance
Wanda	Benton	Admin Assoc.
Kari	Pusey	Facilitator
Theresa	O'Neal	PK
Jamine	Webster	K
Rebekah	Polk	1 st
Rich	Saulitis	2 nd
Shelly	Kelly	3 rd
Christina	South	4 th
Michele	Messick	5 th
Jennifer	Jones	Specials
Casey	Neves	Spec Ed
Rachel	Miles	Para
Rachel	Beauchamp	Para
Melissa	Williamson	Para
Gloria	Jones	Nurse
Roy	Kelly	Custodian
Debbie	White	Caf. Manager
Christine	Cropper	Food Service

Master Schedule

	PK	K	1st	2nd	3rd	4th	5th
830							
	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
900							
	ELA	ELA	Math	ELA	ELA	Math	Specials
1000						Soc St	
	Soc St	Universal	Universal	Science	Soc St	Math	Math
1100							
	Lunch	Lunch	Lunch	Lunch	Specials	Universal	Universal
1200	Recess	Recess	Recess	Recess			
					Lunch	Lunch	Lunch
	Math	Soc St	ELA	Math	Recess	Recess	Recess
100	Rest Time	Specials					
				Soc St	Science	ELA	ELA
200	Math	Math	Specials	Universal	Universal		

				DEAR / LA			
300	Science	Science	Science	Specials	Math	Soc St	Soc St
	Center time	Center time				Science	Science
345			DEAR / LA				

School Uniform Policy

Somerset County Public School Board of Education will continue with mandatory school uniforms for the 2018-2019 school year for all schools. All students are required to dress in uniforms daily unless it is a designated casual or dress for success day. Note: See policy #600-12 for additional requirements.

Bottoms

Navy blue, black or khaki pants, capris, walking shorts, jumpers, skirts or shorts
(No Jeans)

- Jumpers, skirts, skorts, shorts (4 inch inseam) must be respectable and modest in length
- Clothing items must be worn at the natural waist (above the hip)
- A belt must be worn if the clothing item has belt loops. Belts may not be accessorized, have adornments or have decorative belt buckles
- All bottoms should be appropriate size so there is not stretching or gapping of the material. Bottoms should not be tight to the skin or baggy
- Lounge wear or pajamas are NOT permitted

Leg Wear

- Solid uniform color socks, tights, or pantyhose may be worn under appropriate outer garments
- Leggings are NOT permitted

Tops

Solid white, burgundy, yellow, black or blue (may be navy or light blue) - long sleeve or short sleeve oxford or polo shirts

- All shirts must have a collar and must be tucked in or worn at mid hip. During normal routine activities like raising an arm or bending over, no skin should be visible between the waistband and the bottom of the shirt
- *Solid designated uniform color long sleeve shirts are permitted under the appropriate collared shirt*

- Crewneck, Cardigan, V-neck sweaters or fleece pullovers in uniform colors may be worn with the appropriate collared shirt underneath
- Hooded apparel is not permitted
- All tops should be the appropriate size so as not to cause stretching or gapping of the material. Tops should not be tight to the skin or baggy
- Sleeveless shirts, t-shirts, or tank tops are NOT permitted
- ***Store or brand logos or signs are NOT permitted to be visible on clothing***

Shoes

- Shoes must be worn at all times and must be appropriate for the student's activity—such as tennis shoes for Physical Education and shoes that are safe for running and climbing on the playground
- Slippers and flip flops are NOT permitted

Topics of Discussion

- Hats, head coverings, visors, scarves or sunglasses are NOT to be worn in the building unless for religious or medical reasons. Parents need to provide documentation of the reason to the office.
- Students must remove and store all outerwear in the place designated by their teacher when they enter the building

School Pictures

School pictures are taken twice a year. For individual & class pictures, all students will wear their uniforms.

After School Activities

- Students who attend activities directly after school should continue to wear the clothing that was worn during the school day
- When students return to school in the evening their parents may choose whether they return in the apparel they wore to school that day or if they wear casual clothes. If casual clothes are worn they must meet the casual day clothing dress code that is outlined in the student handbook.
- Some activities, such as concerts, may specify a different type of clothing.

Physical Education Classes

- Athletic shoes or tennis shoes are required
- Skirts or jumpers should NOT be worn unless shorts are underneath

- Students will wear the clothing for class that they wore to school that day (elementary only); Middle and High school students are required to change their clothing for PE class.

Places you can purchase uniforms:

JC Penney
www.jcpenney.com

Rainbow
University Plaza, Newark, DE 19702
302-369-5639
www.rainbowshops.com

Sears
www.sears.com

Wal-Mart
www.walmart.com

Target
www.target.com

French Toast
Martinsville, VA 24122
800-373-6248/800-636-3104
www.frenchtoast.com

The Children's Wear Outlet
www.thechildrenswearoutlet.com

Uniform Unlimited
118 South Blvd, Salisbury, MD
410-546-2303

Roses & Kmart Department Stores
Family Dollar/Dollar General

Lands' End
www.landsend.com

Please contact your child's school if you have any questions or concerns, these

guidelines in no way are intended to prevent a student from attending school.

BULLYING & HARASSMENT

It is critical to learning that children feel safe and comfortable in their school environment. Therefore, Somerset County has developed a policy (#600-34) to prevent the bullying and harassment of students. *If students feel they are being bullied or harassed, they should immediately contact the teacher, guidance counselor, or principal.* Appropriate steps will be taken by the staff to resolve the problem.

As per Policy 600-34, **Bullying and Harassment Reporting Forms are readily available through the front office, guidance office, or classroom teachers.** These forms may be filled out by students, parents, staff, other students, other community members and should be returned to the office, guidance, or classroom teacher.

A complete copy of this policy may be picked up at the school or the Board of Education office. It may also be found on the county website: www.somerset.k12.md.us.

BUS BEHAVIOR

Proper conduct of students on the school bus is the responsibility of the Board of Education, and any behavior or misconduct which jeopardizes the safe operation of a school bus or which interferes with the welfare of others is prohibited. Students enrolled in schools of Somerset County are expected to practice standards of accepted behavior at all times while on the bus. Riding the school bus is a privilege, and this privilege may be temporarily suspended or permanently revoked if a student's misconduct jeopardizes the safe operation of the bus or the safety of others.

The office may use discretion to either provide counseling of the student or revoke bus privileges. A student will become ineligible for Pupil Transportation when their behavior is such as to cause serious or continued disturbance, when they disobey a state or local rule, or when they violate safety regulations pertaining to Pupil Transportation.

Somerset County Public Schools utilize video cameras on buses as a means of promoting safe and appropriate behavior. Disturbances on the highway are not only unpleasant and distracting, but potentially hazardous to the safety and well-being of our students. To this end, students may be video-taped while being transported on Somerset County Public School buses. Parents may view the incident in question, but not the entire tape; there is a

confidentiality issue that prevents this.

CALENDARS & NEWSLETTERS

Students will receive a monthly calendar and weekly newsletters to keep parent/guardians informed of important events and school happenings. Please look for these in your child's weekly folder.

CARE OF SCHOOL PROPERTY

Deal Island Elementary School is your school and students should take pride in its appearance. Writing on the desks and walls or otherwise destroying property reflects directly back on the student body. A student that willfully causes damage to the school will be subject to the appropriate fines and/or consequences.

CHANGE OF ADDRESS

If a student and their family relocate, even temporarily, they must inform the office of the correct address and phone number immediately.

COMMUNICABLE DISEASES

If the nurse suspects that a student has an untreated communicable disease, the parent /guardian will be contacted to pick up their child. The student may be readmitted to school only after proof of successful treatment is provided.

Depending on the suspected illness/disease, it may be necessary for the nurse to require a note from a physician, clearing the child to return to school. In the case of head lice, the student must be seen by the school nurse after treatment to insure that all lice have been removed before the student may return to class. When lice are a chronic problem, the Somerset County Health Department may be contacted by the school nurse to provide assistance to the families who are having difficulty correcting the situation.

Each school year, accident insurance is made available for students at a nominal fee. Insurance premiums may be paid through the school office during the month of September. Parents should carefully consider the advantages of this program. Accidents should be reported to the office immediately since there is a time limit for filing a claim.

COMPUTER LAB

The Computer Lab is available to all students and staff. It is a fully networked lab where you have access to several programs and the ability to type reports and other assignments. In order to use the lab during the day, you must be with your class or have permission from your teacher. Inappropriate use of the computer hardware and/or software, including the use of the internet, may result in the student's loss of privileges.

COURTESY & RESPECT

Courtesy and respect to teachers, school employees, other students, and visitors has long been a

tradition at Deal Island Elementary School. Each of us should strive to be considerate and respectful to others. An atmosphere of calm is essential to learning; and nothing so contributes to this atmosphere as quiet voices, gentle handling of lockers, books, and desks, and overall courtesy in traffic areas.

DISCIPLINE

It is our belief at Deal Island Elementary School that students have the right to be educated in a positive environment conducive to effective learning. For this reason, the staff believes firmly in positive discipline for our students. Students at DIS are consistently taught and reinforced to use appropriate behavior at all times. Ultimately, it is our goal to have students who are responsible for their own actions and are able to monitor their own behavior.

Everyone is expected to settle conflicts and differences in a peaceful and respectful way. If you feel a situation could possibly lead to physical violence, you are responsible for removing yourself immediately from the situation and reporting it to your teacher, counselor, or administrator. Violent behavior always leads to serious consequences and may result in suspension from school and/or referral to the superintendent in some cases.

Consequences of Misconduct

Many consequences occur naturally. If you are late, you miss instruction. If you don't read an assignment, you will be lost and unprepared when that reading is discussed. However, to help students learn to make appropriate choices and accept responsibility, other consequences are utilized in response to violation of school rules and policies. Examples of established consequences for misconduct include, but are not limited to:

Classroom Level

- Time-out / Detention
- Loss of privilege (school trip, special event, incentive, etc.)
- Letter of apology / verbal apology
- Student conference
- Guidance referral
- Note/Letter/Phone call to parent or guardian
- Parent/Guardian conference

Administrative Level – as a result of an office referral, consequences may include the above in addition to:

- Mandatory conference with student, parent, and teacher
- Restitution / Compensation for damages
- Removal from class for a short period of time
- Out of school suspension
- Referral to Superintendent for expulsion

In this handbook, we cannot cover all situations and choices that will confront you as a student. Always attempt to solve problems in a positive manner and respect the rights of

others. If you don't know what to do, ask an adult.

DELAYED OPENINGS

In the event of inclement weather or mechanical breakdown, school may be closed or have a delayed opening. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio stations. You will also receive a phone call from Connect Ed reporting the delay. This is an automated program that mass calls all homes at the same time with a recording announcing the delay. Reports in the morning will be made around 6:00 a.m. If no report is heard, it can be assumed that school will be in session and will begin at its regular time. Since we will have an automated call, it's imperative that we have a current working number for our school records. It is very important that you do *not* drop your child off at school at the regular time if there is a delay. There will not be anyone here to supervise them because the teachers also follow the delay. *If school is delayed more than one hour, breakfast will not be served.*

DISMISSAL

Dismissal of students starts at 3:45 p.m. Students who are to be picked up will be called to the cafeteria first. Please have your pick-up number clearly displayed in the front dash of your car. A staff member, once they see your sign, will bring your student(s) to your car. Bus students should only leave through the lobby doors. Students must leave the building at dismissal unless they need to stay for a legitimate school purpose (ie. after-school program). Any student remaining after school must be with an adult staff member who will supervise. To stay after school for any reason requires a note.

Students who leave early should bring a note from home explaining the reason for early dismissal. The note should be taken to the office for attendance purposes. For the safety of everyone involved, students will not be released to anyone, including a friend or relative, without permission of the parent / guardian (this especially applies to crisis situations).

To ensure a safe and secure dismissal process, please ensure all arrangements have been made and *conveyed to the school by 3:15pm*. After 3:15pm, we will send students to their normal destination. You will need to ensure someone is there for your child.

GUIDANCE

The Guidance Department is where you will find a counselor trained to listen to you and to provide assistance and guidance in helping you with your education.

The Guidance Counselor is available to every student. If you find yourself having difficulty in a class or in school, or if you are dealing with a personal problem that you want to keep confidential, the counselor is an excellent resource. Often they can provide the kind of help you need. They can also help you resolve problems that may arise between you and other students.

HALLWAY COURTESY

Students should keep halls open to traffic by **walking** to the right in a single file and not standing in groups. Students should also pass through the hall quietly and be considerate of others. Remember, loud noise in the hallway creates a disturbance to students in other classrooms who are learning. A student creating a disturbance in the halls may be referred to the teacher or principal.

IMMUNICATIONS & HEALTH SCREENING REQUIREMENTS

Maryland State Law requires that all students attending public schools be in compliance with Maryland Immunization Regulations. You must show proof of immunizations before your child will be allowed to attend school. Proof can be in the form of a previous school's record and written proof from the student's doctor or health clinic. Additionally, Pre-K, Kindergarten, and first grade students who are living in Somerset County are required to show proof of having had lead screenings. Parents/guardians may contact their school nurse or the Somerset County Health Department for a copy of the current year immunization schedule. This information may also be retrieved by logging on to www.edcp.org and click on *Immunization*. All new students entering Maryland Public Schools for the first time, no matter what grade, **must** have a physical examination. These forms may be obtained at your school office.

LEAVING SCHOOL PROPERTY

All requests to leave the building while school is in session must be cleared through the office. If a student must leave due to illness or some other emergency, they must report to the office first. Once at the office, arrangements will be made for someone to pick them up and sign them out. **All students must be signed out before leaving the building.**

LOST & FOUND

Each year many articles of clothing are lost and turned into the office. Many of these remain unclaimed throughout the school year. If your child loses an article of clothing, please check with the office as soon as possible. Clothing left unclaimed at the end of the year will be donated to a local charity.

MEDIA CENTER

The Media Center is designed to be a place where you can go to access information from a wide variety of sources. With the vast collection of books and other media, and through the use of technology, this can usually be done quickly and effectively. Respect for the rights of others to learn requires that everyone using the Media Center speak softly and refrain from socializing. Books checked out from the Media Center should be returned in a reasonable time frame and in the same condition. Students who do not return books will not be allowed to check out additional materials.

MEDICATION

School personnel, including the nurse, may not prescribe or provide medication (including Aspirin, Tylenol, Motrin, etc.) to students. Whenever possible, medications should be taken before school or upon returning home. When this is not possible, medication may be given according to the following guidelines. (This includes **prescription** as well as **over the counter** medications):

- Before giving any medication, the school nurse must have precise written instructions from the prescribing physician. Completion of the *Physician's Medication Form*, by the doctor along with the parent/guardian's signature is required before **any medication** will be administered. Medication order forms are available from your school nurse and from most physicians' offices.
- Medication must have a pharmacy label which includes the student's name, name of medication, time and amount of medication to be taken, physician, date of prescription and expiration.
- The responsibility for administering medication may be delegated by the nurse and principal to a trained school staff member when the nurse is not available.
- Medications will be kept locked in the nurse's office at all times.
- Medication must be brought to school by a parent or other adult.
- Medication may not be transported to school by students with the exception of those students who have a doctor's order to self carry emergency medications.
- Medication left over at the end of the year should be picked up by the parent within one week of the end of school.

MONEY

Students are asked not to bring any money to school other than the amount required for lunch. The school is not responsible for lost or stolen money and/or items. Students, please use good judgment.

PROHIBITED ITEMS

Radios, electronic games, tape players, cameras, pagers, telephones of any kind, toys, cards of any kind, etc. are **NOT** to be brought to school. They are distracting to the educational environment and will be taken away by the staff. The school is not responsible for the loss or theft of these items if brought to school.

SCHOOL HEALTH SERVICES

A goal of the health services program is to promote the health of the student by considering the physical, mental and social well-being of each individual. A nurse is available to assess and refer students who are ill or in need of medical services. In addition, nurses may teach health classes and perform screenings such as vision and hearing, height and weight, as well as screening for communicable diseases, including but not limited to head lice, scabies, and ringworm. School Nurses work in consultation with the local and state health departments in an effort to prevent and control the spread of illnesses. Students who are displaying symptoms such as fever, vomiting, and diarrhea at home should not be sent to school. Students should be free of fever for 24 hours before returning to school. Nurses may not diagnose illnesses or injuries, nor

prescribe medications or treatments, therefore if an injury or illness occurs outside of school, the parent should contact their family physician or take their child to a hospital emergency room or a walk-in emergency center if needed.

An important role of the nurse is to assist students with appropriate accommodations so that they can remain in class with as few absences as possible. Students will be discouraged from leaving class to see the nurse except when absolutely necessary.

SCHOOL MEALS PROGRAM

Due to competitive food laws, **students may not have food brought in or delivered from delis, pizza parlors, or fast food restaurants, and no carbonated sodas are allowed in the cafeteria.**

When you are done eating, you will be expected to clean up after yourself. Please return your tray, dishes, and utensils to the dish room and throw away all trash. If you drop something, please pick it up. If you have a spill and need assistance, a custodian is close by to help. Since every student uses the cafeteria, it is important that everyone take responsibility for keeping it as clean as possible. Sometimes that may mean picking up something left behind by others. If so, your help will be greatly appreciated and will contribute to the kind of clean and comfortable environment everyone desires.

The county is participating in a federal initiative that will provide a free breakfast AND lunch to each student, regardless of household income. All students will be invited to eat breakfast AND/OR lunch each day, free of charge.

Students will continue to maintain a lunch account for the purchase of “snacks”.

Snacks: \$0.50 – 1.00

Students will only be permitted to purchase two (2) snacks per day

STUDENT APPEAL

Students are expected to display cooperation, self-control, and a mature attitude at all times. It is the student’s responsibility to govern themselves according to the rules as set forth by the school. If a student feels that he/she has been treated unfairly, he/she should discuss this with their teacher. Most problems can be solved after a simple discussion. If the student feels the problem is still not resolved, then he/she should go to the guidance counselor or principal.

STUDENT RECORDS

In regards to student records, parents/guardians have the following rights:

- inspect and review the student's records

- seek amendment of the student's records for information they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
- consent to disclosures of personally identifiable information contained in the student records
- file complaints with the United States Department of Education concerning alleged failures by the local school system or education institution to comply with the requirements of this Act.

TRANSPORTATION

Students will be assigned a bus for transportation to and from school. If a student is to ride a different bus, a note from their parent or guardian is needed authorizing an alternative means. The note must include:

- Student's name, 911 address and phone number of where the child is going
- Parent's/guardian's signature and date

***Any student who routinely rides the bus and does not have a note must ride the bus home.**

Parents who bring children to school should not use the bus lane. If you need to enter the school, please park in the lot adjacent to the gym.

PLEASE PARK IN THE VISITORS SPOTS IN THE FRONT OF THE SCHOOL OR THE PARKING LOT. KEEP THE BUS LANE CLEAR.

VISITORS

Upon arrival at the school, all non-school personnel (including parents) must check in at the office. You will be asked to show a valid driver's license or state issued ID. Students who are not enrolled at Deal Island School may not visit while school is in session.

WITHDRAWALS

A parent/guardian withdrawing a child needs to do the following: notify the teacher as soon as possible, obtain a withdraw form from the office on the last day of attendance, return all books to individual teachers, and clear all debts with the school (teachers, media center, cafeteria, etc.).

Policies

A brief summary of the Board of Education policies pertaining to students is provided below.

600-7 – Attendance – Elementary and Secondary. All Students are expected to attend

school and all classes daily and to be punctual. There is a significant relationship between regular attendance and academic achievement. Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each student. Elementary and Intermediate students who are unlawfully absent the equivalent of more than ten (10) full days per year will have a mandatory retention conference before a student can be promoted. High School and Academy students who are unlawfully absent for five or more class periods in a semester course will receive a failing grade in that course. High School and Academy students enrolled in a yearlong course will receive a failing grade for each semester in which they are unlawfully absent for five or more days. Any student who is unlawfully absent more than four days in any given quarter shall be referred to the Learning Support Team. Eight or more unlawful absences within a quarter are considered excessive and will result in a referral to the State's Attorney's office and/or Circuit Court. **Tardies will accumulate.** Students who are unlawfully tardy to school more than 20% of any marking period will be referred to Student Services for possible involvement from the State's Attorney's office.

600-10 – Student Parking. Students, accompanied by a parent, must register their vehicles with the school principal or their designee. Somerset County students who drive a vehicle to school must park in the parking lot provided by the school. Their vehicle may be searched at anytime while it is on school property.

600-12 – Student Dress Code. All students are required to wear uniforms (see brochure for details 600-12 AP). Students should wear clothes which are safe, do not disturb or distract other students, and are appropriate for weather conditions and for learning. **The following are prohibited:** head coverings, flip-flops, revealing attire, articles of clothing promoting drugs, alcohol, violence, sexual activity. Skirts and dresses are to be no shorter than 2 inches above the knee. Pants and shorts are to be worn at the waist and have a 4 inch inseam. Coats are to be placed in lockers.

600-13 – Community Offenses by Students. In the event a student commits a criminal act of a serious nature in the community and their presence in school represents a threat to the safety or welfare of other students or staff, a Principal may request a suspension, expulsion, and/or an alternative placement for that student from the Superintendent. SCPS will provide the excluded student with comparable education services and appropriate behavioral support services to promote successful entry/return to the student's regular academic program.

600-14 – Student Tobacco Use. Students are not permitted to smoke or use smokeless tobacco products on school premises. Students suspected of being in possession of tobacco products may be search in accordance with policy 600-14. Penalties are outlined in this policy. Referral to tobacco prevention programs may be required.

600-15 – Student Alcohol and Drug Abuse. In cases of drug and alcohol related violations occurring on school property or school functions, appropriate law enforcement agencies must be contacted. Policy outlines specific consequences. Policy also outlines teacher or other professional guidelines for assisting students seeking information to overcome substance abuse. Specific procedures for searching and securing confiscated items are outlined. Confidentiality of substance abuse records is specified. Annual notification to parents and staff training is required.

600-16 – Dangerous Weapons/Instruments in School. Students may not bring, possess, use, or threaten to use any weapon, dangerous instrument, or an imitation thereof in a school building, vehicle or at any school related event. ALL violations will be reported to the Superintendent and appropriate law enforcement officials and could result in a long term or extended suspension or expulsion (see *“Tiers of Intervention and Disciplinary Responses”* matrix).

600-17 – Student Discipline. To establish discipline policies and regulations that address school safety; reflect a discipline philosophy based on the goals of fostering, teaching, and acknowledging positive behavior. Designed to keep students in school so that they are college and career ready; provide for disciplinary policies based on the use of discretion; explain why and how long-term suspensions or expulsions are last resort options and how the education and counseling needs of suspended students will be met. This policy shall apply to all students at all times on all Board of Educational property, including: (1) school buildings, (2) on school grounds, (3) school buses or vehicles, and (4) at all schools, school –related or Board sponsored activities, including but not limited to fields trips and school sporting invents. See administrative procedures for *“Tiers of Intervention and Disciplinary Responses”* matrix.

600-20 – Procedures for the Registration, Transfer and Withdrawal of Homeless Children/ Youth (Unaccompanied). The purpose is to ensure all homeless children (families in transition) and youth have equal access to the same free, appropriate public education provided other children and youth. This includes preschool education, educational services for individuals and students with limited English proficiency, programs in vocational education, gifted and talented, and school meals program. Children and youth are considered homeless if they are living under the following conditions: 1.) Living with friends or relatives due to loss of housing, economic hardship or similar reason (doubled up); 2.) Living in motels, hotels, or trailer parks used to house homeless families; 3.) Living in emergency shelters or in transitional housing; 4.) Living in cars, parks, public spaces, campgrounds abandoned buildings, bus or train stations; and 5.) Foster children awaiting foster placement. *Unaccompanied Youth* is defined as a homeless youth that is not in the care/custody of a parent or legal guardian. The school staff will ensure that homeless children/youth are enrolled in school immediately and that if in the best of interest of the student that they remain in their school of origin. If you need more information about the program and services please contact the Homeless Liaison at (410) 621-6269.

600-28 – Use of Drug Detecting Dogs. The Somerset County Board of Education authorizes use of drug-detecting dogs in the schools primarily for the purpose of deterrence. Such searches may be necessary to ensure that our students have a drug-free environment and to protect the reputations of our Somerset County students. When a drug-detection dog suspects the presence of a controlled dangerous substance in a school locker, the student who is assigned to the locker will be asked by the principal to open it. If the student refuses, or is not present the principal, in the presence of a witness other than the student, will open the locker to inspect its contents. Procedures of policy 600-15 will be followed.

600-31 – Personal Electronic Devices. Such devices must be deactivated and out of sight in a book bag, backpack, purse, secure pocket or locker. Violators will have such devices confiscated. Personal camera devices may not be used to violate the rights/privacy of another.

600-32 – Administration of Medication. All prescription and nonprescription (over the counter) medication to be given in school must be ordered by a physician, nurse practitioner, dentist or midwife. The order shall be signed by the physician, nurse practitioner, dentist or midwife. An authorization form must accompany each medication order. A physician's order should be renewed annually. Written parental consent is required for each medication ordered by the physician. In the event that Epinephrine is given for an anaphylactic reaction, 911 will be called and the dispatcher will be informed that epinephrine has been administered. Parent/guardian or emergency contact will be notified.

600-33 – Educational Records. A parent, guardian, or eligible student shall be given the opportunity to inspect and review student records. The Somerset County Public Schools shall comply with a request for access to student records not more than 45 calendar days after the request has been made. A parent/guardian or eligible student who believes the record is inaccurate may request the records be amended. Somerset County Public Schools may disclose personally identifiable information from the student records without the written consent of the parent or guardian of the student or the eligible student, if the disclosure is: to other schools or school systems for enrollment purposes, to authorized representatives of the federal government, military, in connection with application by the student for financial aid, to comply with a judicial order and other situations defined in the policy. A parent does have a right to opt-out of this personal identifiable information being released as out lined in the policy.

600-34 – Bullying, Harassment, or Intimidation. We are committed to providing all students with a safe, nurturing, and supportive learning environment that is free from any form of bullying, harassment, or intimidation. Bullying, harassment, or intimidation of any person is prohibited on school property or at school sponsored function. Additional reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, by standers, or others with reliable information about an act of bullying, harassment, or intimidation are prohibited. Bullying, harassment, or intimidation forms are in the front office and/or school counseling offices for additional information please see any adult in the building.

600-35 – Serious Threats of Violence. In the event a principal determines that a threat to a student or staff member constitutes a serious threat with a perceived ability/intention to carry through on the threat, the principal has the option to require a violence prevention screening/assessment prior to readmission to school.

600-36 - Fighting. Outlines minimum and maximum days of suspension for fighting at both elementary and secondary levels based on the number of offenses. This policy also requires participation in mandatory counseling sessions by students. Staff should use the strategies on the “*Tiers of Interventions and Disciplinary Responses*” matrix to address potential conflicts.

600-38 – Corporal Punishment. It is prohibited in the State of Maryland.

600-39 – Student Behavior Interventions. This policy describes the circumstances, procedures and reporting requirements for the use of physical restraint, exclusion, and seclusion. Mechanical restraint is prohibited in Somerset County Public Schools. Exclusion and Seclusion should not exceed 30 minutes. Staff will be trained in the use of restraint, exclusion, seclusion, functional behavior assessment and behavior intervention and supports. Referrals will be made to Learning Support Teams (LST) for students who have a need for these interventions. If restraint is used for a student with a disability, and the student’s IEP or behavior intervention plan does not include the use of restraint, the IEP team shall meet within 10 business days of the incident to consider: a) the need for a functional behavior assessment; b) developing appropriate behavioral interventions; and c) implementing a behavioral intervention plan. Parents will be notified when restraint and/or exclusion are implemented.

600-40 – Student Searches. This policy outlines the circumstances and procedures involved in conducting searches of students’ person, property, and school facilities. Authority to conduct searches is limited to the Principal, Assistant Principal or school security guard. Designation of a teacher who has been trained must be in writing and is limited to school-sponsored trips. This policy also requires a police officer to have a search warrant prior to being permitted to search the school or a student unless there is imminent danger to the safety and welfare of the students. Annual training of staff members is recommended.

600-42 Use of Video for Security. This policy is to establish a framework for ensuring that Somerset County Public Schools’ security cameras are managed in a secure fashion. Audiovisual security equipment is used to promote safety and monitor behavior on school grounds, in school buildings and on school buses.

600-43 Student Gang, Gang Activity or Similar Destructive or Illegal Group Behavior. Somerset County Board of Education is committed to providing all students with a safe, nurturing, and supportive learning environment that promotes optimal academic achievement. It is the policy of Somerset County Board of Education to prohibit students to engage in gangs, gang activity, and similar destructive or illegal group behavior in schools, on school buses, and/or at school sponsored activities. The Board prohibits reprisal or retaliation against an individual who reports suspected gang activity. Gangs are defined as: a group or association of three or more persons whose members:

- a. Individually or collectively engage in a pattern of criminal activity;
- b. Have one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and,

- c. Have in common an overt or covert organizational or command structure (Criminal Law § 9-801. Definitions, Annotated Code).
- d. Gang reporting forms can be found in the front office and/or school counseling office, for additional information please see any adult in the building.

These summaries are not intended to give complete information. Other vital information may be contained in the full policy.

For complete policies please visit www.somerset.k12.md.us

Click on the following links:

Click on the SCHOOL BOARD tab at the top of the page - above the scrolling picture.

Scroll down to BOARD POLICIES

Scroll down to the 600 Series and click



Have a great 2018-19 school year!!!