Somerset County Public Schools
2020–2021
Calendar & Handbook

“SMALL BUT MIGHTY”
**2020-2021 Calendar-At-A-Glance**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event/Event Details</th>
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</thead>
<tbody>
<tr>
<td>August</td>
<td>18-21</td>
<td>Opening Days for Teachers</td>
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<td></td>
<td>24-28</td>
<td>Technology Pickup for Students</td>
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<td>31</td>
<td>Teacher Work Day</td>
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<tr>
<td>September</td>
<td>1-2</td>
<td>Teacher Work Days</td>
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<td>7</td>
<td>Labor Day Holiday – Schools Closed</td>
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<td>8</td>
<td>First Day of School for Students</td>
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<td>October</td>
<td>15</td>
<td>Schools Early Dismissal for Students – Teachers ½ Professional Day</td>
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<td>16</td>
<td>Schools Closed – MSEA Convention</td>
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<tr>
<td>November</td>
<td>3</td>
<td>Schools Closed – Election Day</td>
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<td></td>
<td>12</td>
<td>End of Q1—46 days</td>
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<tr>
<td></td>
<td>13</td>
<td>Schools Early Dismissal – CAHS/WAHS 11:45, SIS 11:35, Elem 12:55 p.m.</td>
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<td>25-27</td>
<td>Schools Closed – Thanksgiving</td>
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<tr>
<td>December</td>
<td>21-31</td>
<td>Schools Closed – Winter Break</td>
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<tr>
<td>January</td>
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<td>Schools Closed – Winter Break</td>
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<td>18</td>
<td>Schools Closed – Martin Luther King’s Birthday</td>
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<td>February</td>
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<td>End of Semester – 46 Days</td>
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<td>5</td>
<td>Teacher Work Day – Schools Closed for Students</td>
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<td>Schools Closed – President’s Day</td>
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<td>Schools Early Dismissal for Students – Teachers ½ Professional Day</td>
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<td>Schools Closed – Spring Break</td>
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<td>End of Q3 – 42 days</td>
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<td>12</td>
<td>Schools Early Dismissal for Students – Teachers ½ Professional Day</td>
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<td>May</td>
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<td>Memorial Day—Schools Closed</td>
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<td>June</td>
<td>11-14</td>
<td>Schools Early Dismissal – CAHS/WAHS 11:45, SIS 11:35, Elem 12:55 p.m.</td>
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<td>15</td>
<td>Last Day for Students –Schools Close Half Day</td>
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<td>16</td>
<td>Half Day/Last Day of School for Teachers</td>
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*Inclement Weather Make-Up Days
11/25 (1/2 day), 2/15, 6/16 & 6/17

*Information in the calendar pages of this handbook is subject to change.*
Dear students, teachers, staff, parents and community:

Welcome to the 2020-2021 school year! What an interesting, exciting and apprehensive time to be part of the Somerset County Public School System. As we move into the new school year, first and foremost, our minds are on the safety and security of our students, teachers and staff. Throughout the summer staff worked tirelessly to develop a recovery plan that will allow everyone involved in our system to be safe and still provide a quality education to all of our students. After safety and security, our goal is to provide a quality, equitable and high quality education for all of our students.

As we move through these unprecedented times it is crucial that we continue to communicate throughout the school year. Whether by email, text, phone conversation or meetings it is vital that the communication be a two way street. We need you involved in your child’s education and we need to make sure we involve you in the process! Secondly, we need to advocate for our school system. Due to the COVID-19 pandemic there has been quite a burden placed on resources for school systems. With the future economic outlook not being positive, we need to make sure that we have appropriate funding to continue the programs and continue to meet the needs of all of our students. Lastly, we need to address the continuing educational reforms that are sweeping across our State and country. We will be paying very close attention to what is happening in Annapolis and the work that is done on behalf of our students.

I am proud to serve the community of Somerset County and my door is always open as we strive to make Somerset County Public Schools the best it can be. On behalf of our Board of Education and our leadership team I wish you the very best in the 2020-2021 school year.

Fondly,

John B. Gaddis, Ed. D.
Somerset County Board of Education

The Board’s Mission
The mission of Somerset County Public Schools in partnership with the community, is to provide governance and leadership for student success in the global 21st Century community by explicitly promoting deliberate policy development, high standards for teaching and learning, responsible resource allocation, and ongoing accountability.

Penny Nicholson
Chairperson

Margo Green-Gale
Vice Chairperson

Troy Brittingham, Jr.

Patti Monk

Robert Wells

Board Norms:

We will: Board of Education

1. Reach agreement through respecting differing views and speaking with one voice in the end;
2. Be open to all voices in our community rather than factions in order to foster solid experiences for our students;
3. Focus our decision making on student achievement, student well-being and system morale;
4. Assume responsibility for Board decisions by measuring and evaluating the outcomes and results (What part of the success or problem do we own?);
5. Be mindful that Board actions affect the entire community;
6. Maintain confidentiality and high ethical standards; and
7. Strive to develop and maintain a strong sense of team through building relationships and celebrating accomplishments.

SCPS Board Meeting Dates & Locations

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>August 25, 2020</td>
<td>Board of Education</td>
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<td>September 15, 2020</td>
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<td>October 20, 2020</td>
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<td>November 17, 2020</td>
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<td>December 15, 2020</td>
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<td>January 19, 2021</td>
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<td>February 16, 2021</td>
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<td>March 16, 2021</td>
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<td>April 20, 2021</td>
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<td>May 18, 2021</td>
<td>Board of Education</td>
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<tr>
<td>June 15, 2021</td>
<td>Board of Education</td>
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</table>

Regular meetings of the School Board are normally held on the third Tuesday of each month beginning at 6:00 pm at the designated location. Citizens are invited to address the Board during each regular meeting. Individuals may also request that a specific time be designated on the formal agenda to address the School Board on a special topic by calling the Superintendent’s Office at 410-651-1616. Ask for a “Request to Appear Before the Board” form which must be completed and approved at least 8 days prior to the meeting date.

Non-Discrimination Policy
The Somerset County Public School System does not discriminate on the basis of race, gender, age, national origin, religion or disability in matters affecting employment or in providing access to programs.
Somerset County Board of Education

The Excellence by Design Committee developed a Mission Statement and System Beliefs that have been aligned with the Somerset County Public Schools’ system mission, goals, and strategies. The Mission Statement and Beliefs were formally adopted on December 16, 2014.

**Mission Statement**

“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.”

**Belief Statements**

Somerset County Public Schools believe that:

◊ An understanding and appreciation for learning, varied cultures and diversity is essential to success in a global society.
◊ All students have the right to a safe, healthy and nurturing school environment.
◊ Students, family, school, and community share in the responsibility of education.
◊ All students have the capacity to learn and become productive citizens.
◊ A wide range of opportunities and a well-balanced, rigorous and engaging curriculum will lead to an educated community.
Occasionally, whenever larger numbers of groups come in contact with one another on a daily basis, problems will arise, questions need to be asked or clarifications sought. If this should happen to you, call the school first, the one where the problems have arisen—or which has the information you seek. If you cannot get the information you need, then please call the appropriate persons listed below.

<table>
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<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Phone</th>
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<tbody>
<tr>
<td>General Administration &amp; Curriculum/Instructional Programs</td>
<td>Tom Davis, Deputy Superintendent of Schools (<a href="mailto:tdavis@somerset.k12.md.us">tdavis@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Elementary Education/Title 1/Early Childhood</td>
<td>Tracie Bartemy, Director of Schools, (<a href="mailto:tbartemy@somerset.k12.md.us">tbartemy@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Transportation/Operations</td>
<td>Michael Bartemy, Supervisor (<a href="mailto:mbartery@somerset.k12.md.us">mbartery@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Maintenance/Facilities/Capital Planning</td>
<td>Daniele Haley, Supervisor (<a href="mailto:dahaley@somerset.k12.md.us">dahaley@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Beth Whitelock, Supervisor (<a href="mailto:bwhitelock@somerset.k12.md.us">bwhitelock@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Finance Matters</td>
<td>Linda Johnson, Chief Finance Officer (<a href="mailto:ljohnson@somerset.k12.md.us">ljohnson@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Elementary STEM/Math/Science/Gifted &amp; Talented</td>
<td>Traci Schneider, Supervisor (<a href="mailto:tschneider@somerset.k12.md.us">tschneider@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>World Language/English/Language Arts/Migrant Program/English Learners</td>
<td>Lilly Welch, Supervisor (<a href="mailto:lwelch@somerset.k12.md.us">lwelch@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Technology Infrastructure/Information Technology</td>
<td>Jon Berlin, Supervisor (<a href="mailto:jberlin@somerset.k12.md.us">jberlin@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Instructional Technology/Social Studies</td>
<td>Jill Holland, Supervisor (<a href="mailto:jhill@somerset.k12.md.us">jhill@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Career and Technology Education/Athletics/Adult Ed./Workforce Development</td>
<td>Keith O'Neal, Principal, Somerset County Technology High School/Supervisor (<a href="mailto:koneal@somerset.k12.md.us">koneal@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Special Education</td>
<td>Brandy Brady, Supervisor (<a href="mailto:bbrady@somerset.k12.md.us">bbrady@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Food Nutrition Service</td>
<td>David Scott Manager (<a href="mailto:dscott@somerset.k12.md.us">dscott@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Student Services/Naviance/Home &amp; Hospital/Home Schooling/Truancy Reduction/School Counseling</td>
<td>Chari Jones, Coordinator (<a href="mailto:cajones@somerset.k12.md.us">cajones@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Student Services/Learning Support Services/ Counseling/Homeless/ Bullying &amp; Harassment/Mental Health/Dual Enrollment</td>
<td>Tracey Cottman, Supervisor (<a href="mailto:tcottman@somerset.k12.md.us">tcottman@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Public Relations Specialist</td>
<td>Victoria Miele (<a href="mailto:vmiele@somerset.k12.md.us">vmiele@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Early Childhood Education/Judy Center</td>
<td>Karen Karten, Coordinator (<a href="mailto:kkarten@somerset.k12.md.us">kkarten@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Fine Arts/Teacher Mentoring/STEM/Secondary Science/Health &amp; P.E./Nurses/Special Programs</td>
<td>William Gray, Supervisor (<a href="mailto:wgray@somerset.k12.md.us">wgray@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>School Nurses</td>
<td>Amy Ford, Manager (<a href="mailto:aford@somerset.k12.md.us">aford@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Secondary Mathematics/State Testing</td>
<td>Terry Drechsler, Supervisor (<a href="mailto:tdrechsler@somerset.k12.md.us">tdrechsler@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Striving Reader’s Literacy Grant</td>
<td>Deborah Morton, Coordinator (<a href="mailto:dmorton@somerset.k12.md.us">dmorton@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Mental Health Coordinator</td>
<td>Rachel Abbott-Gray, Coordinator (<a href="mailto:rabbottgray@somerset.k12.md.us">rabbottgray@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
<tr>
<td>Program Administrator &amp; Diversity Monitor</td>
<td>Dr. William Johnson (<a href="mailto:wjohnson@somerset.k12.md.us">wjohnson@somerset.k12.md.us</a>)</td>
<td>410-651-1616</td>
</tr>
</tbody>
</table>
Carter G. Woodson Elementary School (WES)
Kirsten Gibson, Principal (kgibson@somerset.k12.md.us)
Jenson Long, Assist. Principal (jlong@somerset.k12.md.us)
April Schaub, Assist. Principal (ashaub@somerset.k12.md.us)
281-A Woodson School Road, Crisfield, MD 21817
Phone: 410-968-1295
Fax: 410-968-1420

Crisfield Academy & High School (CAHS)
Tony Bevilacqua, Acting Principal (tbevilacqua@somerset.k12.md.us)
Jeffrey Hale, Assist. Principal (jhale@somerset.k12.md.us)
210 N. Somerset Avenue, Crisfield, MD 21817
Phone: 410-968-0150
Fax: 410-968-1178

Deal Island Elementary School (DIS)
Ted Gibson, Principal (t gibson@somerset.k12.md.us)
23275 Lola Wheatley Road, Deal Island, MD 21821
Phone: 410-784-2449
Fax: 410-784-2411

Ewell Elementary School (EWS)
Janet Evans, Teaching Principal (jevans@somerset.k12.md.us)
4005 Smith Island Road, Ewell, MD 21824
Phone: 410-968-0534
Fax: 410-968-0280

Greenwood Elementary School (GES)
Ashley Walters, Principal (awalters@somerset.k12.md.us)
Dorothy Bell-Jackson, Assist. Principal (dbelljackson@somerset.k12.md.us)
David Arnold, Assist. Principal (darnold@somerset.k12.md.us)
11412 Dryden Road, Princess Anne, MD 21853
Phone: 410-651-0931
Fax: 410-651-4091

Princess Anne Elementary School (PAES)
Courtney Monar, Principal (cmonar@somerset.k12.md.us)
George Klein, Assist. Principal (gklein@somerset.k12.md.us)
11576 Lankford Street, Princess Anne, MD 21853
Phone: 410-651-0481
Fax: 410-651-4286

Somerset County Technical High School
Keith O’Neal, Principal (koneal@somerset.k12.md.us)
7994 Tawes Campus Drive, Westover, MD 21871
Phone: 410-651-2285
Fax: 410-651-3154

Somerset Intermediate School (SIS)
Elizabeth Berry, Principal (eberry@somerset.k12.md.us)
Corey Ballard, Assist. Principal (cballard@somerset.k12.md.us)
Stephanie O’Hara, Assist. Principal (sohara@somerset.k12.md.us)
7970 Tawes Campus Drive, Westover, MD 21871
Phone: 410-621-0160
Fax: 410-621-0166

Washington Academy & High School (WAHS)
Chantal Russum, Principal (crussum@somerset.k12.md.us)
Germaine Richardson, Assist. Principal (grichardson@somerset.k12.md.us)
Terra Taylor, Assist. Principal (totaylor@somerset.k12.md.us)
10902 Old Princess Anne Road, Princess Anne, MD 21853
Phone: 410-651-0480
Fax: 410-651-0235
## Somerset County Public Schools

### August 2020

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<th>Sunday</th>
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- **10-13** - New Teacher Orientation
- **18-21** – Teachers Report to Schools
- **18**  - Board Meeting 6 p.m.
- **21**  - Half Day for Teachers
- **24-28** - Technology Pickup for Students
- **31**  - Teacher Work Day
<table>
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<th>Sunday</th>
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**September 2020**

1-2 Teacher Work Days
8 Opening Day of School
15 Board Meeting 6 p.m.

Play Pals Birth—4 Play Group Meeting @ Crisfield Library, and
@ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.
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<thead>
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<th>Sunday</th>
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**Professional Day** – ½ for Students
**MSEA Conventions** – Schools Closed

*Board Meeting 6 p.m.*

**Play Pals Birth—4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m.**

*and*

**Play Pals Birth—4 Play Group Meeting @ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.**
# Somerset County Public Schools

## November 2020

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<th>Sunday</th>
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### Notes:
- Election Day – Schools Closed
- End of First Term
- Half Day for Students
- American Education Week
- Board Meeting 6 pm.
- Thanksgiving Break – School Closed

### Additional Notes:
- Play Pals Birth—4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m.
- and @ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.
## Somerset County Public Schools

### December 2020

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**Winter Break – Schools Closed**

15  Board Meeting 6 p.m.
21-31 Winter Break – Schools Closed

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*Play Pals Birth—4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m.*

and

*@ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.*
### Somerset County Public Schools

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**January 2021**

1. Winter Break Schools Closed
2. Dr. Martin Luther King’s Birthday — Schools Closed
3. Board Meeting 6 p.m.

*Play Pals Birth—4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m.*

*and*

* @ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.*
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4  End of Semester  
5  Teacher Directed Work Day - Schools Closed  
15 Presidents’ Day – Schools Closed  
16 Board Meeting 6 p.m.

Play Pals Birth — 4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m.  
and  
@ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.
# Somerset County Public Schools

## March 2021

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**School Social Workers’ Week**

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- Professional Day ½ Day for Students
- Board Meeting
- Play Pals Birth—4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m. and @ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.
## Somerset County Public Schools

### April 2021

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**Play Pals Birth—4 Play Group Meeting @ Crisfield Library, Tuesdays from 10:00 – 11:00 a.m.**

**and**

**@ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.**

2-5  Spring Break – Schools Closed
9  End of Quarter 3
12  Early Dismissal for Students
½ Teacher Work Day
21  Board Meeting 6 p.m.
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Teacher Appreciation Week

18 Board Meeting 6 p.m.
31 Memorial Day – Schools Closed
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**June 2021**

11-14  Half Days for Students
15 Last Day of School for Students
   End of 4th Term
   Board Meeting 6 p.m.
   Report Cards Issued
16  Half Day/Last Day of School for Teachers

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**Somerset County Public Schools**

Play Pals Birth—4 Play Group Meeting @ Crisfield Library, and
   @ Princess Anne Library Thursdays from 10:00 - 11:00 a.m.
### SAT Testing (www.collegeboard.org)

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### Testing Calendar 2020 – 2021

- **December 7th – January 29th**
  - Fall Block Window – ELA/L and Mathematics
- **January 4th – 29th**
  - Government and HS-MISA January Administration
- **January 6th – February 9th**
  - ACCESS for Els Test Administration Window
- **January 25th – March 5th**
  - NAEP (This is tentative.)
  - TBD
  - Maryland School Survey Administration
- **March 8th – March 26th**
  - MISA 5 & 8
- **March 9th – May 7th**
  - Alt-ELA/Mathematics and MISA Test Administration
- **March 29th – June 4th**
  - ELA/L & Mathematics Spring Test Administration 1
- **May 3rd – June 4th**
  - Government and HS-MISA May Test Administration
Request for Information

Under ESSA law every school system that receives Title I funds must ensure that all teachers meet State certification and licensure requirements according to the Federal and State guidelines. Currently all teachers and paraprofessionals meet State certification and licensure requirements at all of SCPS Title I schools. This law gives you the right to ask for and receive information about the professional qualifications of your child’s classroom teacher, including:

- Any college or university degree or certification held by the teacher.
- The subject area of the teacher’s degree or certification.
- Whether the teacher is certified by the State of Maryland to teach a particular grade level or subject area.
- Whether the teacher holds a provisional certificate.
- Whether your child is served by paraprofessionals and, if so, the qualifications of the paraprofessional.

If you would like to receive this information about your child’s classroom teacher, please make the request in writing to your school’s principal. The principal will then provide the information to you in a timely manner, in most cases within 30 business days.

School Meals

There will be no charge for school meals for all students including breakfast and lunch. For decades, public school students throughout the nation have received free or reduced meals or paid for breakfast and lunch based on documented family income. This process has ended for Somerset County Schools as of June 30, 2014. All students regardless of income receive a free breakfast and a free lunch. School officials are pleased with the impact the new program is having on the family budget, student health and on the Food and Nutrition Services Program (FNS) overall.

Keeping You Informed

Connect-ED

Somerset County Public Schools has contracted with Connect-ED, a company that provides school-to-parent communications. This service enables school administrators to record, schedule, send, and track personalized voice and text messages to thousands of students, parents and staff in minutes.

One benefit of the service will be to notify parents and staff of school delays, closings, and emergencies by having the capability to make 6,000 calls per minute. Messages are received by telephone or text message, whichever the parent would prefer. The system also has the capability to recognize duplicate phone numbers so that a household with three children won’t receive three messages.

Parents/guardians are asked to contact their children’s schools if their phone numbers change so that they can continue to receive important messages and updates. Connect-ED will also be used to notify parents of students’ absences.

Any questions regarding Connect-Ed may be directed to Victoria Miele, Public Relations Specialist, at 410-651-1616.
School Hours

Academy & High Schools
Crisfield High & Academy  7:30 am – 2:30 pm
Washington High & Academy  7:30 am – 2:30 pm
(Early Dismissal – 11:45 a.m.)

Somerset Intermediate School  7:40 am – 2:20 pm
(Early Dismissal – 11:35 a.m.)

Elementary Schools
Deal Island Elementary  8:55 am – 3:45 pm
Ewell School  8:55 am – 3:45 pm
Greenwood Elementary  8:55 am – 3:45 pm
Princess Anne Elementary  8:55 am – 3:45 pm
Woodson Elementary  8:55 am – 3:45 pm
(Early Dismissal – 12:55 p.m.)

Early Arrival at School
As a rule, students should not arrive at school more than thirty minutes before instruction begins and should leave the school grounds within thirty minutes after instruction ends, except for school sponsored and teacher-supervised activities.

Pre-Kindergarten & Kindergarten Registration and Eligibility

The overall goal of pre-kindergarten is to provide learning experiences to help children develop and maintain the basic skills necessary for school readiness. A child must be four by September 1 in order to be eligible for pre-kindergarten. Somerset County provides full day pre-kindergarten programming at Princess Anne, Woodson and Deal Island Elementary School. In order to help the school system prepare, we ask families to register children in the spring before their Pre-K year.

All Somerset County children who are five by September 1 attend full day kindergarten programming. Pre-kindergarten and kindergarten registration begins in April and parents are asked to contact their home school to register their children.

<table>
<thead>
<tr>
<th>Program</th>
<th>2020-2021</th>
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<tbody>
<tr>
<td>Pre-Kindergarten</td>
<td>4 by 9/1/20</td>
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<tr>
<td>Kindergarten</td>
<td>5 by 9/1/20</td>
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<tr>
<td>First Grade</td>
<td>6 by 9/1/20</td>
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The Judy Centers

The Somerset County Judy Centers promote school readiness through collaboration with schools and child care programs, community-based agencies, organizations and local businesses. The Judy Centers provide early education and family services for children Birth through Kindergarten in the Princess Anne area and the Crisfield area. The goal of the Judy Center is to improve school readiness skills of children and to support families so that all children in our county will enter school ready to learn and succeed. The Judy Center provides a number of services and activities, including summer programming, tutoring, play groups, a food pantry, diaper bank, and other family assistance programs. For more information, contact the Judy Center office at 410-651-1275 (Princess Anne) or 410-968-1295 (Crisfield).

Play Pals Birth—4 Play Group Meeting
@ Crisfield Library,
Tuesdays from 10:00 – 11:00 a.m.
and
@ Princess Anne Library
Thursdays from 10:00 - 11:00 a.m.
Use of School Facilities

The Somerset County Board of Education encourages the use of school facilities by the public when they are not in use of their primary purpose: educating students. Information regarding application may be obtained from the school principal.

Student Accident Insurance

Each year, a student accident insurance policy is offered to the students of Somerset County at parent’s expense. It is designed to cover medical payments resulting from accidental bodily injuries received by a student while covered under the policy. Information and applications are available at www.studentinsurance-kk.com. The prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Low Benefit</th>
<th>High Benefit</th>
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<tbody>
<tr>
<td>School Time</td>
<td>$ 26</td>
<td>$ 35</td>
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<tr>
<td>24—Hour</td>
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<td>$122</td>
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<td>Football</td>
<td>$134</td>
<td>$205</td>
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</table>

Note: Dental is now included in the 24 hour plan with a maximum of $10,000 per year.
Somerset County Public Schools is dedicated to creating and maintaining a safe and positive school environment that promotes student learning. We support students as they develop physically, academically, emotionally and socially towards managing their own behavior responsibly and in pro-social ways. Students have the ability to control their own behavior and demonstrate appropriate behavior when they have been taught the expectations. This is done by teaching students positive social behaviors, modeling those behaviors and positively reinforcing students who conduct themselves in those expected ways. The expected code of conduct applies to students on school property, at a school bus stop, on a school bus and attending school-related events.

**Positive Behavior Intervention & Supports**

Somerset County uses the Positive Behavior Intervention & Supports (PBIS) Framework to increase the capacity of each school to teach their students a set of positive behaviors by using school-wide, classroom and individual interventions. Using this framework, schools can create desired outcomes for students by using practices, systems, and data together. The desired outcomes refer to the skills and qualities that students should have at each grade level or by graduation; also referred to as social competence and academic achievement outcomes. The practices used are directly connected to the desired outcomes with the purpose of supporting student behavior. The systems that are in place support adults that are teaching and modeling these behaviors by providing resources and professional development. Finally, the use of data allows each school to evaluate their progress with the desired outcomes and make adjustments as needed. The diagram below shows how all of this is connected.

The PBIS Framework addresses behavior using a three-tiered perspective. **Tier 1** - all students in a school building receive interventions such as positive feedback, redirection and praise; most students (80%) demonstrate the expected behaviors at the Tier 1 level. **Tier 2** - for students needing additional support beyond Tier 1; interventions are small group focused; approximately 15% of students benefit from Tier 2 interventions. **Tier 3** - for students needing additional support beyond Tier 2; interventions are individually focused; approximately 5% of students benefit from Tier 3 interventions.

The PBIS Program at each school is evaluated annually using the Tiered Fidelity Inventory, which considers each of the tiers listed above. Your support, reinforcement of the expected behaviors and feedback to the PBIS program at your child’s school is important to maintaining a positive climate!
Student Services

MISSION
To assist each student toward optimal health, personal, interpersonal, academic and career development by providing comprehensive programs and services. Our team approach will enable us to address learning barriers students face by bridging the gap between the home, community and the school while promoting a safe and nurturing environment.

GOALS
- Academic Achievement
- Partnerships
- Maximizing Resources
- Safe & Drug Free Schools

PHILOSOPHY
We believe:
- Programs are for all students.
- Each student is a unique and valuable human being with strengths and talents that should be built upon.
- Programs must be coordinated (team) and based on a holistic approach.
- A partnership must exist with parents, community and school staff in order to foster an optimal education experience.
- Programs play a vital role in promoting a safe and nurturing learning environment.

Release of Student Personal Information & Annual Notification of Rights
In accordance with Somerset County Public Schools Board Policy #600-33, specific categories of student personal information are considered “directory information” and are permitted by state law to be disclosed under certain circumstances unless the parent/guardian exercises his/her right to opt-out.

Directory Information is information contained in an education record of a student which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information may include the following: (a) student’s name; (b) address; (c) telephone number; (d) date and place of birth; (e) major field of study; (f) participation in officially recognized activities and sports; (g) weight and height of members of athletic teams; (h) dates of attendance; (i) degrees and awards earned by student; and (j) other similar information that the County cites in its policy.

Somerset County Public Schools will furnish basic student directory information of school system juniors and seniors (name, address, and telephone numbers) to military recruiters as well as requesting colleges and universities unless the student or parent specifically requests an exemption for this practice annually. If you do not wish your child’s directory information released, please indicate it on your child’s emergency form or contact your child’s school counselor immediately.

We also want to remind you of your rights as a parent or guardian to review your child’s confidential school files at any time. If you wish to do so, please call the school counselor and schedule a time convenient for you.

Bullying, Harassment or Intimidation – Policy #600-34
SCPS administrators and staff 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 functions. Additionally, 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 located in the front office and/or school counseling offices, or online @ http://somerset.k12.md.us/BOE/Departments/Student%20Services/Bullying%20Harassment%20IntimidationReporting.pdf. For additional information, please see any staff member in the front office or your child’s school principal.

Need Assistance or Have Questions:
Contact: Office of Student Services 410-651-1616, Ext. 10257 or visit the Student Services Home Page at http://www.somerset.k12.md.us/BOE/Departments/Student%20Services/index.htm

Ms. Tracey Cottman
Supervisor Student Services, Pre-K-12
Homeless Coordinator, Ext. 10239

Other Important Numbers:
Maryland Youth Crisis Hotline – 1-800-422-0009
Maryland Safe Schools Tip Hotline – 1-877-636-6332
Life Crisis Center – 1-410-749-0632
National Suicide Prevention Lifeline – 1-800-273-8255
www.crisischat.org
School Uniforms

Somerset County Public Schools’ Board of Education will continue with mandatory school uniforms for all schools. All students are required to dress in uniforms daily unless it’s a designated casual day or dress for success day. Students will be notified in advance of these days.

Uniform wear will consist of Navy blue, khaki or black pants, capris, walking shorts, jumpers, skirts or shorts (no jeans or cargo items) bottoms and tops can be white, burgundy, yellow, black or blue (light or navy) long or short sleeved ox- ford or polo shirts. For more details, please contact your child’s school directly or refer to Policy #600-12.

Uniforms may be purchased from the following locations:

JC Penney - www.jcpenney.com
Sears - www.sears.com
Wal-Mart - www.walmart.com
Target - www.target.com
The Children’s Wear Outlet – www.thechildrenswearoutlet.com
Roses & Kmart Department Stores Family
Dollar/Dollar General
Land’s End www.landsend.com/school (School #900157637) 1-800-469-2222

Student Gang, Gang Activity, or Similar Destructive or Illegal Group Behavior

Policy #600-43
Effective June 14, 2011

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 have been defined as:

Gang “Criminal Gang” – a group or association of three or more persons whose members:

1. Individually or collectively engage in a pattern of criminal activity;
2. 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
3. Have in common an overt or convert organizational or command structure (Criminal Law §9-801. Definitions, Annotated Code).

Gang reporting forms are located in the front office, school counseling office, and/or the Somerset County website. For additional information, please see any staff member at your child’s school or contact the Student Services Department at 410-651-1616.
1. PURPOSE
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. The regular contact of students with one another in the classroom and their participation in well planned instructional activities under the direction of highly qualified teachers are essential for learning to be meaningful and effective. For these reasons, the Somerset County Board of Education believes that it is of utmost importance to require regular attendance in Somerset County Public Schools. The Board, in the interest of the education of its students and the integrity of its program, will not grant credit for annual attendance when a student has not complied with the following attendance regulations.

2. DEFINITIONS

A. LAWFUL (EXCUSED) ABSENCES
Absences for the following reasons are lawful absences and will be excused with appropriate, timely documentation.
1) Illness of the student
2) Death in the immediate family. Immediate family shall be defined as parents/guardians, grandparents, siblings and students child(ren). Absences for death in the immediate family are not to exceed five school days.
3) Court summons with documentation presented upon return.
4) State emergency
5) Lack of authorized transportation. This does not include students denied authorized transportation for disciplinary reasons.
6) Hazardous weather conditions: Hazardous weather conditions are those which would endanger the health or safety of the student when in transit to and from school
7) Work approved or sponsored by the school, the Somerset County Board of Education 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.
8) Observance of a religious holiday.
9) Out-of-School Suspension.
10) Absences imposed by school-sponsored activities (i.e.: athletics, band, field trips, etc.)
11) Pregnancy and parenting related conditions as determined by the LEA, including absences due to:
   a. Labor, delivery, recovery and prenatal and postnatal medical appointments;
   b. Illness or a medical appointment of the student’s child; and
   c. A legal appointment involving the pregnant or parenting student related to family law proceedings, including adoption, custody, and visitation.
12) Other emergencies or set of circumstances which in the judgment of the superintendent or designee constitutes a good and sufficient cause for absence from school.

B. UNLAWFUL ABSENCES
All absences and tardies other than those listed in section 2A, above, shall be considered unlawful and will not be excused. Half days will accumulate. Two half days will equal one full day. 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.

C. HALF DAY AND FULL DAY ATTENDANCE
Elementary and Intermediate school students are counted present for 1/2 day if in attendance at least two hours but not more than four hours of the school day. A student is counted present for a full day if in attendance for four or more hours of the school day. Academy and High school students are counted present for a full period if in attendance for more than 1/2 of the class period. A student is counted present if at a school or at a school activity sponsored by the school and personally supervised by personnel, such as authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions/conferences, instruction for home bound students, and similar activities. Students actively engaged in a continuity of learning plan shall be considered present in school.

D. TARDY
A student who arrives after the official start of the school day or class time.
E. EARLY DISMISSAL
A student who is picked up from school and/or leaves before the official end of the school day.

F. CHRONIC ABSENTEEISM
Chronic Absenteeism for a school is defined as the number of students in Kindergarten through Grade 12 who are in membership for at least 10 days and absent at least 10% of the membership days during the school year regardless of the reason. (2017-2018 MSDE Accountability Reporting Technical Documentation)

G. TRUANT
A student who is absent for a day or any portion of a day for any reason other than those cited as lawful and/or failure to bring a note written by a parent/guardian to verify absence.

H. HABITUALLY TRUANT
A student who meets ALL of the following criteria during the school year:
   a. Age 5 through 20 during the school year;
   b. In membership in a school for 91 or more days; and
   c. Unlawfully absent for 20% or more of the days in membership.

I. COMPULSORY ATTENDANCE
Each child who resides in the County and is 5 years old or older and under 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 Somerset County Public Schools to children of the same age.

J. REGULAR ATTENDANCE STANDARD
The minimal standard is 94% attendance per school year for all students. This standard considers both lawful and unlawful absences.

3. GUIDELINES
A. RECORDING ABSENCES:
All classroom teachers are responsible for taking student attendance. The recording of attendance data shall follow the procedures outlined in the Attendance Procedures Manual for Somerset County Public Schools. These procedures will be reviewed with Principals or their designees annually. Principals are responsible for assigning and overseeing personnel to monitor the attendance procedures as indicated in attendance manual.

B. FAMILY TRIP:
Parents should avoid scheduling vacations that result in unlawful absences from school. However, educational trips in which the student is receiving instruction or is visiting a school in anticipation of potential future enrollment, may be deemed a lawful absence. The trip must be approved by the Principal at least ten days prior to departure (use Family Trip form). Participation in a family trip is not to exceed five days and only one trip can be approved per school year. Plans for the completion of missed class work are the responsibility of the student.

C. PREGNANCY AND PARENTING RELATED CONDITIONS
A pregnant and parenting student will be allowed a minimum of 10 school days of excused absences after the birth of the student’s child. A parenting student will be allowed 4 days of excused absences per school year for absences related to an illness or medical appointment of the student’s child.

D. VERIFICATION FOR EXCUSED ABSENCE
A parent/guardian must send a signed note certifying each excused absence within five (5) school days of the student’s return to school. Notes from a parent/guardian should be signed by the parent/guardian and include the student’s name, the reason for student absences, the dates of the absences, and a phone number where the parents/guardians can be reached. An approved family trip form will serve as verification of a student’s absence and will be included in the total ten (10) days allotted to parents. Student illness will only be considered an excused absence if a parent note or a physician’s note certifying the student’s absence was due to illness is submitted within five (5) school days of the student’s return to school. Parents/guardians may certify absences up to a total of ten (10) days during the school year for elementary/Intermediate students and five (5) days per semester
in high school for illness, family trips, etc. A physician’s note will be required for each absence of illness exceeding ten days.

E. PREVENTION, INTERVENTION, AND CONSEQUENCES
1. Each school in collaboration with the Student Services department will develop motivational practices and/or activities to recognize and affirm good attendance. There will be a list of resources and intervention for parents of students not meeting the attendance guidelines in the School Counseling office of each school.
2. Principals are responsible for informing staff, students, and parents annually of attendance expectations and the provisions in these procedures.
3. Interventions with regard to student attendance are outlined in the administrative procedures for this policy 600-7.
4. 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 more than five (5) 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 more than five (5) days.
5. Any student who is unlawfully absent or tardy more than four (4) days in any given quarter will be referred to the Learning Support Team. Eight (8) 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.
6. Appropriate discipline procedures will be followed for all unexcused attendance infractions.

F. MAKE-UP WORK
1) Contact for makeup work must be made by the student and/or parent during the first two (2) days after returning from being absent.
2) The student in collaboration with their parents/guardians shall be responsible to see that all requested makeup work is completed within a maximum of five (5) school days of receiving make-up work. For extended absences, the guidelines will be: five (5) days for the first day of absence and one (1) day for each additional day of absence thereafter. If students need assistance in completing the assignment the student/parent should contact the teacher immediately. Make up work not completed within this timeline will result in the student receiving a failing grade for the missed assignments. Teachers will provide written documentation to parents indicating opportunities given a list of assignments that were not completed.
3) Each principal will notify parents or guardians of the contact information for the school liaison who will be responsible for ensuring all students who are suspended have the opportunity to complete the academic work they miss during the suspension period without penalty.
4) Each student suspended or expelled out-of-school who is not placed in an alternative educational program shall receive daily classwork and assignments from each teacher, which shall be reviewed and corrected by teachers on a weekly basis and returned to the student; and each principal shall assign a school liaison that will coordinate these efforts between the teacher and the student and parents.

G. REPORTING OF STUDENT ATTENDANCE
Attendance will be reported on the student report card by quarter through a percentage citing the number of days in attendance. Each quarter is calculated independent of the previous quarter. A final attendance for the year is calculated on 180 days and reported on the student’s permanent record. Upon graduation the attendance report may be removed from the transcript at the student’s request. Students who transfer to the district during the year or who transition in and out will have their attendance calculated upon their days in membership in Somerset County Public Schools.

H. APPEAL PROCESS
1) The parent/guardian, upon receipt of notification that their child’s absences prohibits promotion to the next grade, failing grades or the awarding of credits may appeal to the principal in writing within five (5) school days of notification. Parents/Guardians will be notified of their right of appeal and the process of appeal in the absence letter explaining their child’s failure.
2) In requesting an appeal, the parent/guardian must be prepared to present medical notes for absences or documentation of unusual health or chronic medical conditions (certified by a physician).
3) The principal’s or school level Appeal Committee’s decision may also be appealed to the Superintendent of Schools. A written request to the Superintendent must be submitted within ten (10) calendar days of notification of the principal’s or school level Appeals Committee’s decision. Upon receipt of appeal, the Superintendent will respond to
the parent/guardian within ten (10) school days.

4) All documentation of any grade changes due to attendance failures will be maintained as indicated Policy 500-40 Administrative Procedures.

I. Legal foundations for the development and implementation of this attendance policy are:

7-103 Required School Days and Holidays
7-301 Compulsory Attendance Law
7-302 Report of Absences and Maladjustment
7-303 Arrest for Reportable Offenses
7-304 Special Programs for Disruptive Students
7-305 Suspension and Expulsion

COMAR 13A.08.01 Students-General Regulations
Effective July 1, 1990

3-801 Definitions—Juvenile Causes
3-804 Jurisdiction of the Courts

Policy 600-20: Facts About Education for Student in Transition (Homeless)

The McKinney Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence.
The term Homeless/In Transition includes children and youth who are:

• Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)
• Living in motels, hotels, or camp grounds due to a lack of alternative adequate accommodations
• Living in emergency shelters
• Awaiting foster care placement
• Migratory children
• Unaccompanied Youth is a homeless youth not in the physical custody of a parent or legal guardian
• If you are a family in transition (Homeless), please contact your child’s School Counselor for assistance.

Attendance Matters!

Every Student, Every School, Every Day
1. PURPOSE
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 events.

2. DEFINITIONS (APPLY TO ALL STUDENTS)
   a. Short-term suspension means the removal of a student from school for up to but not more than three (3) school days by the School Administrator (Principal or Vice Principal)
   b. Long-term suspension means the removal of a student from school for a time period between four (4) and ten (10) school days for disciplinary reasons by the Principal, but requires the Superintendent’s or designee approval.
   c. Extended suspension means the exclusion of a student from a student’s regular curriculum for a time period between eleven (11) and forty five (45) school days, which may only occur under the following circumstances:
      The Superintendent or designee has determined that:
      i. The student’s return to school prior to the completion of the suspension period would pose an imminent threat to or serious harm to other students and staff; or
      ii. The student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day, and other available and appropriate behavioral and disciplinary interventions have been exhausted.
   iii. The Superintendent or designee limits the duration of the exclusion to the shortest period practical; and
   iv. Somerset County Public Schools, (SCPS), provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student’s regular academic program.
   d. Expulsion means the exclusion of the student from the student’s regular school program for forty five (45) school days or longer and can only occur under the following circumstances:
      a. The student’s return to school, prior to the completion of the suspension period, would pose an imminent threat to or serious harm to other students and staff;
      b. The Superintendent or designee limits the duration of the exclusion to the shortest period practicable; and
      c. The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student’s regular academic program.
      d. Under certain circumstances, the principal shall automatically recommend expulsion to the Superintendent of Schools. Any student expelled for reasons listed below shall be readmitted only with the approval of the Superintendent or designee. Reasons for a ten day suspension and mandatory recommendation for expulsion are:
         i. Use of a weapon or any dangerous object against another person
         ii. Sale or distribution of alcohol or illegal drugs
         iii. Bringing a firearm on school premises
         iv. Serious assault or premeditated assault
      e. All mandatory recommendations for expulsion shall be handled in the same manner as those that result from an automatic recommendation of expulsion and in accordance with the Public School Laws of Maryland (Annotated Code of Maryland, Education Article, Section 7-304).
E. **Chronic disruption**: occurs over a period of time that is repetitive in nature; constitutes a pattern of behavior.

F. **Extreme disruption** substantially interrupts the classroom environment, prevents the teacher from making progress; behavior that is outside of the norm for that student.

G. **Behavioral support services**: are programs and services to promote successful return to the student’s regular academic program in collaboration with parents. These services consist of an opportunity to complete original assignments facilitated through the liaison; the development of a behavior plan upon the student’s return; collaboration with community agencies as appropriate; counseling support packet to help address developing appropriate behaviors and coping skills, etc. (See 600-17 AP)

H. **Comparable Educational services**: In order to establish accountability and keep suspended or expelled students on track with classroom work, as is reasonably possible, each local board shall institute education services that, at a minimum, provide that each student suspended or expelled out-of-school who is not placed at an alternative education program shall receive daily classwork and assignments from each teacher, which shall be reviewed and corrected by teachers on a weekly basis and returned to the student.

I. **School Liaison**: Each Principal shall assign a school staff person to be the liaison between the teachers and the various students on out-of-school suspension or expulsion and to communicate weekly about classwork assignments and school-related issues by phone or email with those out-of-school suspended/expelled students and their parents.

- All other aspects of the process for suspended students receiving missed assignments, completing missed assignments, and making up tests shall be identical with each school’s established policy and practice for makeup work in the event of any other excused absence.

J. **Parent**: Defined as the legal guardian or responsible adult for a student.

K. **Regular Program** – means student having access to their regular curriculum.

3. **Guidelines**

   A. **Philosophy**

4. **Discipline of Students with Disabilities**

   A. A student with a disability may be removed for more than ten (10) school days at a time for a violation of school rules, to the same extent removal is applied to students without disabilities, if the student’s IEP team determines the behavior subject to the removal is not a manifestation of the student’s disability. If the violation of school rules is not a manifestation of the student’s disability, the student may be removed, but the student must continue to receive educational services in another setting, and receive, as appropriate, a Functional Behavior Assessment (FBA) and a Behavioral Intervention Plan (BIP), or modifications to an existing BIP, designed to address the behavioral violation and to prevent its recurrence.
pursuant to (COMAR 13A.08.03B (4)-(5).

B. When these removals (ten (10) days or less at one time) accumulate to more than ten (10) days in a school year, school personnel determine the extent of services needed to enable the student to progress in a general curriculum towards the IEP goals.

C. On the date a student with a disability is removed from the student’s current placement for a violation of a code of student conduct, for more than ten (10) consecutive days or a change of placement, school personnel shall notify the parents of the decision and provide the parents with the procedural safeguards notice.

D. Change of placement includes removal for more than ten (10) consecutive days or a series of removals that constitute a pattern.

E. Within ten (10) school days of any decision to change the placement, the IEP team must review all relevant information in the students’ file, any teacher observation(s) and any relevant information provided by the parents to determine:

   a. If the conduct was caused by or had a direct and substantial relationship to the student’s disability or;
   b. If the conduct in question was the direct result of the public agency’s failure to implement the IEP.

F. If the IEP team determines that either of the above statements in (#5) is applicable for the student, the conduct shall be determined to be a manifestation of the student’s disability.

G. If the conduct was a manifestation of the student’s disability, the IEP team must:

   a. Conduct a functional behavioral assessment and a behavioral intervention plan for the student, if the school had not previously done so;
   b. In the situation where a behavior intervention plan has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior; and
   c. Return the student to the placement from which the student was removed, unless the parent and the school agree to a change of placement as part of the modification of the behavior intervention plan, except when the student has been removed to an interim alternative education setting for up to forty five (45) days for drugs, weapon, or serious bodily injury.

**DUE PROCESS**

1. General Due Process

   A. Before a student has been suspended, the school administrator must have a conference with the student to get his/her interpretation of the situation and base the decision on facts presented. The Administrator must notify the parent(s) or guardian(s), in writing, the reason for the suspension.

   B. A decision by the Somerset County Superintendent of Schools or his/her designee may be appealed to the Somerset County Board of Education in writing within ten (10) days of the decision of the county superintendent. If an appeal is filed, the local Board or its designated committee or hearing officer shall have forty five (45) days from the date the appeal was received to hear the appeal and issue a decision, as follows: (1) The timeline period may be extended if the parent, guardian, or his/her representative request additional time; and

   (2) This timeline shall also apply in the event that the local board elects to use a hearing examiner. The decision may be further appealed to the State Board in writing within ten (10) days after decision of the county board. (For due process regarding suspensions and expulsions, please refer to the following sections.)

2. Due Process of Students with Disabilities

   Somerset County Public Schools decisions or the provision of a free appropriate public education concerning the identification, evaluation, and educational placement of children with disabilities are subject to comprehensive procedural requirements. (COMAR 13A.05.01.08 and 13A08.01.11(F). If parents disagree with a decision regarding
manifestation determination or with any decision regarding placement for disciplinary reasons, the parents or guardians may file a due process complaint with the Office of Administrative Hearings (OAH) or a state complaint with MSDE and the public agency. A hearing with an Administrative Law Judge (ALJ) shall occur within twenty (20) school days of the date of the hearing request and shall result in a determination in ten (10) school days after the hearing. MSDE must resolve a State complaint within a sixty (60) calendar day timeline.

3. Suspensions

Student’s rights to public education are of such significance that the student is entitled, under the Constitution, to due process safeguards if that student is suspended or expelled. Goss v. Lopez 419 U.S. 565 (1975). Under Maryland statute, the extent of a student’s due process protections are governed, largely, by the length of the suspension.

In April 2020, the Board approved the Educational Equity policy for SCPS-600-47. Educational Equity is defined as the following:

A) Valuing unique identifiers of students such as ability (cognitive, social, emotional, and physical), age, ethnicity, family structure, gender, gender expression, gender identity, language, national origin, race, religion, sexual orientation, and socioeconomics.

B) Students have access to the resources and educational rigor they need at the right moment; and

D) Appropriate academic, social, and economic supports are in place so that personal and social identifiers are not barriers or obstacles to accessing educational opportunities.

SCPS commits to allocating resources to achieve fiscal equity and to close the achievement and opportunity gaps among all student groups. To include cultural responsiveness in reviewing curriculum, pedagogy, instructional materials and assessment design. Professional development will be provided to assist in closing these gaps, as well as the recruitment and or increased participation of persons from underrepresented groups. We will identify partnerships with stakeholders in the Somerset community to support educational equity. All applicable new policies, programs, and procedures will be developed using an educational equity lens tool and with educational equity as a priority.
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 ring-worm. 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 out- side 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.

Medications

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 must have precise written instructions from the prescribing physician. Completion of the Physician’s Medication Form by the doctor along with the parent/guardian signature is required before any medication will be administered. Medication order forms are available from your school’s 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 principal and nurse 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 on or before the last day of school. Any remaining medications will be properly disposed of by the school nurse or nurse manager.

Immunizations & 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 an immunization record, previous school’s health record and written proof from the student’s doctor or health clinic. Additionally, Pre-K, K and First grade students living in Somerset County are required to show proof of having had lead screenings. Parent/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. Every intermediate and high school student trying out for an athletic team must have a sports’ physical completed annually. These forms are available online at the SCPS website or may be picked up at the schools’ office. A current sports physical is required for participation.

Emergency Forms

The emergency form sent home during the first week of school should be completed, signed by the parents/guardian and promptly returned to your child’s teacher or to the school office. This form contains vital information including health history, physician’s name, and phone numbers of emergency contacts in case we are unable to reach the parent/guardian. Students must have a completed emergency form in order to travel on school sponsored field trips or travel the schools teams, band trips, etc. These forms must be updated and signed annually. If this information should change during the course of the year, please contact the school immediately to update the form.

Communicable Diseases

When a student is evaluated by the school nurse and is suspected of having a communicable disease, the nurse will determine the course of action, in compliance with the state’s Communicable Disease Guidelines and the county’s communicable disease policy. It may be necessary for the student to be excluded from school until the parents provide proof that the student has received necessary treatment. Upon return to school, a parent/guardian must bring the student to meet with the school nurse for re-evaluation and to determine if the student may return to school at that time.
Special Education

The Somerset County Public School System, Department of Special Education, advocates for a continuum of special education services and placement considerations for all students with disabilities. Services and placements range from indirect services through residential services.

All decisions regarding the placement of a child with a disability in a special education service delivery model will be made by an Individualized Education Program (IEP) team in consultation with the parents or guardians of the child and consistent with the Least Restrictive Environment requirements of the federal Individuals with Disabilities Education Act (IDEA).

Consultation or indirect service can accomplish the following:

- Provide the general educator with guidance from the special education teacher on appropriate strategies for instruction, behavior management, data collection, observation, and feedback in the general education setting.
- Facilitate service delivery through ongoing communication between general and special educators and related service providers.
- Assistance in completing a functional behavioral assessment (FBA) and developing a behavioral intervention plan (BIP) to address areas of behavioral concern.

Some students may need more supports and services in order to access the general curriculum but are still able to learn in the general education setting. The direct service delivery model within the general education classroom can provide the following:

- Direct special education instruction within the least restrictive environment of the general education classroom through team teaching, co-teaching, and collaborative instructional models.
- Direct support for individual students by the special education teacher or instructional assistant by making adaptations or modifications to the general education curriculum and assessments.
- Individualized or small group instruction to meet the academic and behavior needs of the student, either within the general education classroom or with pull-aside resource services for specific skill development.

Questions

Any questions regarding special education or related services may be directed to your child’s Principal or the Supervisor of Special Education, Brandy Brady at (410) 651-1616, ext. 10268.
Special Education

Goals

Somerset County Public Schools has established a comprehensive Special Education Program to ensure that all students with disabilities, birth through the age of 21, residing in the jurisdiction of Somerset County, whose disabling conditions adversely affect their educational performance, receive special education and related services in compliance with all federal and state regulations governing the educational programming of students with disabilities. The goals of the Special Education Program in Somerset County are to:

- ensure that all students with disabilities have available a free, appropriate public education (FAPE) which includes special education and related services to meet their unique needs, at no cost to parents or guardians;
- provide a full range of educational opportunities for each student, based upon individual interests and needs, to be offered in a least restrictive environment;
- ensure that the rights of students with disabilities and their parents or guardians are protected; and
- provide an effective and appropriate educational program for all students with disabilities.

Objectives

In order to achieve these goals, the objectives of Somerset County Public Schools will be:

- to provide a free, appropriate public education (FAPE) to students with disabilities from birth through age 21, residing in the SCPS jurisdiction, including students attending private schools, or living in state-operated programs, regardless of the severity of the disability, who are in need of special and related services, in accordance with federal and state statutes, regulations and the State Plan for Special Education;
- Child Find Referrals – to provide a continuous “child find” procedure designed to identify students from birth through age 21 who have a disability and are in need of special education and related services;
- to develop and implement an individualized education program (IEP) based upon assessed needs for each student who is identified as having a disability and who is eligible for special education and related services;
- to provide special education and related services in the least restrictive environment;
- to work cooperatively and communicate effectively with the parents or guardians of students who are identified as needing special education and related services, in order to ensure parents participate as equal partners in the special education decision making process;
- to ensure that the laws and regulations concerning the confidentiality of information and procedural safeguards are strictly observed; and
- to provide for the successful transition of students with disabilities from school to the adult world.
Student Acceptable Use and Media Release

The students of Somerset County Public Schools are provided access to technology resources, Internet access and sometimes email for educational use. Parents and students should read and discuss the Acceptable Use Policy (500-14) in its entirety. Parents who do not wish their child to have access to the Internet at school must notify the school in writing.

Students Will
- Use SCPS resources for educational purposes
- Communicate with others in a courteous and respectful manner
- Maintain the privacy of personal information and respect others privacy
- Report any incident of harassment to an appropriate staff member
- Use bandwidth responsibly
- Agree to the review of communications, data and files by SCPS staff upon request
- Report any suspected violations of the Acceptable Use Policy (500-14) to an appropriate staff member

Students Will Not
- Possess, use, transmit or import obscene, libelous, disruptive or inflammatory material
- Possess or use hardware or software that may circumvent or disable filtering or other security measures
- Violate copyright, patent or confidentiality laws
- Perform actions that will disrupt the use of any SCPS system or network
- Spread computer viruses, worms, malware, spyware, Trojans or any other software that is malicious in nature
- Obtain, use, modify or destroy files or data belonging to others without permission
- Use technology in violation of the Acceptable Use Policy (500-14)

Media Permissions

The Somerset County Board of Education, individual schools within SCPS and classroom teachers conduct activities that may be published on school or system websites, on promotional DVD’s or in the local media. These activities may include interviews with news reporters; photographs of students for newspapers or school publications; the use of student group photos on the system or school websites; individual student work and audio or videotaping for educational purposes.

Somerset County Public Schools will not permit a student’s full name, address, phone number or any personally identifiable information to appear on any school or system level publications or websites. Any requests for additional information about your child shall comply with the requirements of policy 200-21 and the Code of Maryland Regulations (COMAR 13A.08.02). Please complete the media release form 200-21 indicating your approval or denial of student information to the school by September 15th. Forms are available by contacting the school.
Cell Phone Policy

While Somerset County Public Schools encourages communication between the school, parents and students, it also recognizes that the use of certain personal electronic devices may disrupt the instructional process and create additional problems.

In order to support safety and promote communication between the school, parents and students, SCPS students may possess personal electronic devices while on school grounds under the following conditions:

1. During the school day, students are prohibited from using, activating or displaying personal electronic devices on school property or at school-sponsored activities unless specifically authorized by an administrator or teacher for instructional use. Personal camera devices require written permission stating the specific purpose for which the camera device may be used and the specific date(s) on which it may be used.
2. After regular school hours, personal electronic devices may be used by students. Students participating in after school activities must have the permission of the activity’s sponsor.
3. Personal electronic devices, including cell phones, must be de-activated and out of sight when not in use. They must be kept in a book-bag, backpack, purse, secure pocket or locker.
4. If a personal electronic device is visible, it will be confiscated and held by school officials according to Policy guidelines.

*For the 1st offense, device will be confiscated and returned only to a parent/guardian. For the 2nd offense, device will be confiscated for 30 days and returned only to a parent/guardian. For the 3rd incident, device will be confiscated for the remainder of the school year and be returned to a parent/guardian on the last day of school for that student.

5. If a personal electronic device is confiscated due to violation of Policy 600-31, the principal has the right to examine evidence of recent electronic communications, photos or videotaken.
6. Somerset County Public Schools will not be responsible for any personal electronic device that is damaged, lost, stolen and/or borrowed while on school property or during a school-sponsored activity.

Personal camera devices pose special concern for schools. When pictures are taken of other people without their permission, invasion of privacy and harassment lawsuits are risked. These devices can also be used for other illegal and unethical purposes, such as to reproduce copyrighted material and cheating on tests. Therefore, in addition to the guidelines listed above on the use of electronic devices, the following applies to possession and use of personal camera devices:

1. Personal camera devices may not be used in any unethical or illegal manner.
2. Personal camera devices may not be used to photograph another person who has reasonable expectation of privacy without that person’s knowledge and consent.
3. Personal camera devices may not be used in a way that would violate another person’s copyright.
4. Personal camera devices may not be used to harass, intimidate, or bully another person or to invade another person’s privacy.
5. An image taken using a personal camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.
6. Personal camera devices may not be used in any locker room, restroom, or any other place where people have a reasonable expectation of privacy.

Exemptions are in effect for:

1. Handicapped students using personal electronic devices for medical reasons with principal or designee permission.
2. Law enforcement officers.
3. Visitors on school property for an authorized program, meeting or function.
4. Faculty or staff members employed by the Board of Education.
5. Student members of any volunteer fire department, ambulance company or rescue squad, who are designated to possess a pager on school property. The chief of the volunteer fire department, ambulance company or rescue squad and the school principal must approve the request for activated pagers in advance.

Students found in violation of Policy 600-31 will:

1. have their personal electronic communication and camera device(s) confiscated according to Policy Guidelines and returned only to a parent/guardian.*
2. have their parents contacted.

Policy 600-31 and the associated Policy Guidelines can be viewed on the county website or a copy of the policy can be requested by calling the Board of Education office.
The goal of the Somerset County Public Schools high school program is to prepare for success in life after high school. The Higher Education Core of the high school program offers students preparation for:

- Entrance into nationally competitive four-year colleges and universities
- Entrance into Maryland’s four-year university system
- Entrance into a technical college or community college

The Career Technology Core of the high school program offers students preparation for entering the world of work upon graduation or continuing education at a technical or community college. Career and Technology programs include:

- Bio-Medical Science (PLTW)
- Interactive Media
- Business Administrative Services
- Construction Trades Carpentry
- Construction Maintenance HVAC
- Cisco Certified Network Associate
- Culinary Arts (ACF) Professional Cooking
- Horticulture Services (CPH)
- Teacher Academy of Maryland
- Criminal Justice and Law Enforcement
- Medium & Heavy Truck Technician
- Automotive Technician (ASE)
- Academy of Health Professions (CAN)
- PLTW Engineering

### Weighting Courses/Class Ranking

A class ranking list of students proceeding toward graduation will be compiled at each high school. Class ranking will be determined on the basis of final and potential credits in grades nine (9) through twelve (12). The course grade of “C” or better earned for each Advanced Placement courses, dual enrollment courses, and (beginning 2019-2020 SY) Biomedical Science Level 3: PLTW Medical Intervention and Biomedical Science Level 4: Biomedical Intervention taught in SCPS buildings by SCPS staff will be weighted with one additional quality point to be computed in the determination of class rank. The computation for Advanced Placement and qualifying dual enrollment course grades shall be as follows: i.e., A=5, B=4, C=3, D=1, E=0. The grades for all other courses will be computed at A=4, B=3, C=2, D=1, E=0.

### Dual Enrollment

In 2013, the Maryland General Assembly passed the College and Career Readiness and College Completion Act. This initiative requires all public school systems to offer opportunities for students to enroll in courses that satisfy both high school requirements and credit-bearing college requirements. Somerset County, in partnership with Wor-Wic Community College and University of Maryland Eastern Shore will offer students the opportunity to enroll in college classes taught on a college campus or college classes taught at a SCPS high school. Students may take up to eight classes for college credit. However, none of these could be in areas that require state accountability measures. Courses taught by SCPS teachers will count towards a student’s G. P. A. and will use a value added weighting system. Courses taught by non-SCPS teachers off site will not count towards a student’s G. P. A.
## High School Graduation Requirements

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Specific Credit Requirements</th>
<th>Assessment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>4 credits</td>
<td>In order for a student to graduate in SY 2019-2020 they must take and pass MCAP assessment in English 10, Algebra I; and Government. Any student who has taken Environmental Literacy, Biology and Physical Science (or Chemistry and Physics) must take the MCAP Secondary Science Assessment. <strong>Students may also meet this requirement by achieving a combined score or completion of appropriate Bridge Projects.</strong></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3 credits *</td>
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<tr>
<td></td>
<td>1 credit in Algebra, 1 in Geometry</td>
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<tr>
<td></td>
<td>*All students must be enrolled in a math class every year they are in high school to graduate.</td>
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</tr>
<tr>
<td><strong>Science</strong></td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 credit in Earth/space science</td>
<td></td>
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<tr>
<td></td>
<td>1 credit in Life Science</td>
<td></td>
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<tr>
<td></td>
<td>1 credit in physical science (chemistry and physics)</td>
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<tr>
<td></td>
<td>All courses must be aligned to the Maryland Integrated Science Assessment.</td>
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</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 in U.S. History</td>
<td></td>
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<tr>
<td></td>
<td>1 in World History</td>
<td></td>
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<tr>
<td></td>
<td>1 in Local, State, National, Government</td>
<td></td>
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<tr>
<td></td>
<td>1 Contemporary Issues</td>
<td></td>
</tr>
</tbody>
</table>

### Other Requirements

<table>
<thead>
<tr>
<th>Other</th>
<th>Credits</th>
<th>Teacher-assessed requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5 credit</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>.5 credit</td>
<td></td>
</tr>
<tr>
<td>Technology Education</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>2 credits of foreign language or advanced technology education and 3 credits in electives or 2 years of State Approved Career and Technology Program and 1 credit in electives</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits Required - 22**

**Students must also meet attendance and service learning requirements.**
School Openings and Closings Delayed Openings of Schools

Fog presents one of the greatest road hazards encountered by the motoring public and is of special interest to us in transportation of school children. It is due to our concern for safety of Somerset County students that a plan for the delay in the opening of schools was devised.

1. The decision to delay the opening of school will be made by the Superintendent or his/her designated representative.
2. The decision to delay the opening of school will be made prior to 6:00 am unless an extreme hazard occurs after that time.
3. If changes are necessary in the regular school schedule, due to inclement weather or other emergencies, announcements will be made on the following radio, TV stations and other sources:

<table>
<thead>
<tr>
<th>Channels</th>
<th>WBAY 96.9</th>
<th>Connect-ED</th>
</tr>
</thead>
<tbody>
<tr>
<td>WESM 91.3</td>
<td>WSCL 89.5</td>
<td></td>
</tr>
<tr>
<td>WOLC 102.5</td>
<td><a href="http://www.somerset.k12.md.us">www.somerset.k12.md.us</a></td>
<td></td>
</tr>
</tbody>
</table>

4. For delayed openings, all buses will run their regular routes, either one or two hours later, whichever is announced. This delay will allow time for officials to further evaluate the situations or weather event. Delays should be used to provide additional travel time for buses and motorists. This is not additional time to sleep.
5. Early dismissal decisions are made at least one hour prior to dismissal when weather conditions quickly deteriorate or other emergencies arise.
6. Breakfast will be served at all schools which have the breakfast program whenever the opening of school is delayed no more than one hour. If school is delayed two hours, there will be no breakfast served.

Emergency Closings

In the event of emergency closings, announcements will be made by Connect-Ed messages, television and radio stations previously listed. Parents can keep young children safe when schools close unexpectedly by arranging emergency care. Parents should be sure to leave at least one telephone number at the school at which a friend, neighbor or relative can be reached if the parent is not at home. It is important to leave a phone number of someone who is usually available when the parent is not.

Transportation To & From School

The Board of Education provides free transportation for students attending the public schools of Somerset County who, in its judgment have unreasonable distances to walk to and from school. The Board of Education defines unreasonable distances as more than a radius of one mile from the school for elementary pupils and more than a radius of one and one-half miles from the school for middle and high school pupils.

The responsibility of the Board of Education begins when the child enters the school bus. This responsibility ceases at the end of the school day when the student steps off the school bus. Parents have legal responsibility for their children as they travel to and from the school as pedestrians or as they travel to and from or wait at school bus stops. Parents are reminded that they are liable for property damage caused by their children at school bus stops.

A pamphlet is given to each student the first day of school or as students enroll during the school year. This pamphlet clearly states the responsibilities of students and parents/guardians. Riding privileges may temporarily or permanently be suspended if students act in an unsafe or unruly manner.
The integrated Pest Management (IPM) program employed by the Somerset 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 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 any pesticide application. Parents of all middle and/or high school students who wish to be notified prior to pesticide applications 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 numbers as well as your child/children’s name(s) to your child’s school.

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

<table>
<thead>
<tr>
<th>Abamectin</th>
<th>Allethrin</th>
<th>Boric Acid</th>
<th>Bromadiolone</th>
<th>Diphascineone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydramethylnon</td>
<td>Orthoboric acid</td>
<td>Piperonyl butoxide</td>
<td>Pyrethrin</td>
<td>Silica gel</td>
</tr>
<tr>
<td>Sulfuramid</td>
<td>Sulfonamide</td>
<td>Permethrin</td>
<td>Gentrol</td>
<td>Bifen IT</td>
</tr>
<tr>
<td>Kicker</td>
<td>Arion</td>
<td>Demon Max</td>
<td>Mass Thor</td>
<td></td>
</tr>
</tbody>
</table>

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 the Supervisor of Operations to arrange an appointment. For additional information about the Integrated Pest Management Program, please contact the Board of Education at (410) 651-1616.

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

The Somerset County Board of Education has a program in place dedicated to meeting the requirements of AHERA. Copies of the inspection reports, periodic surveillance records and the school’s Asbestos Management Plans are kept in the administrative offices of each school, as well as, at the Somerset County Board of Education Office. These documents are available for your review during normal school hours.

It continues to be our priority to maintain a safe and healthful environment for our students and our staff members. If you have any questions, please contact Daniele Haley, Asbestos Coordinator at 410-651-1616, ext. 10259.