



PAES  
Student Handbook

2018-2019

## **Princess Anne Elementary School**

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Princess Anne, MD 21853

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Principal: Cortney Monar

Assistant Principal: George Klein

Administrative Associate: Vicki McLeod

**Dear Parents and Students:**

**Welcome to Princess Anne Elementary School! It is important that you take the time to review the following pages so that you and your child understand the rules and expectations. This will help us all get off on the right foot to a rewarding school year.**

**After you have taken time to review the handbook please contact your child's teacher or call the school office if you have any questions. We feel that open and clear communication between school and home is important to the success of our educational program. The purpose of the handbook is to ensure students, parents and staff; are all working toward one common goal...an outstanding educational experience both socially and academically for all involved.**

**Thank you for helping us to have a great school year!**

**Educationally yours,**

**Cortney Monar, Principal**

**Princess Anne Elementary School  
Early Learning Center  
Pre-K, Kindergarten, & 1<sup>st</sup> Grade**

**MISSION**

Princess Anne Elementary School will provide a safe, positive learning environment where students are encouraged to explore and learn in a hands-on and creative approach while maintaining a high level of rigor. The staff at Princess Anne Elementary School will encourage all students to reach their highest potential while providing developmentally appropriate teaching strategies in a supportive and respectful community that encourages academic risk taking.

**VISION**

Princess Anne Elementary School will develop students into respectful community leaders who are able to think creatively, persevere through struggle, and adapt to an ever changing world.



## ACADEMIC RIGOR

Rigor means using our minds well to ensure learning is meaningful, relevant and appropriately challenging. Staff and students at PAES will achieve this through differentiated instruction based on student needs and learning style. We will also focus on quality of work instead of quantity of work, while also raising the level of achievement expectations.

## ATTENDANCE

*All students are expected to be present and punctual for school throughout the year.* Children who have been absent must bring a note of explanation to his/her teacher, who sends them to be kept on file in the office. We appreciate you calling to let us know if your child is going to be out, however, we must still have a written note. A phone call does not replace the note. If your child does not bring in a note within 5 days of the absence, the missed day(s) will be recorded as unexcused. Parents are allowed to write notes for up to 10 days of absence per year. All doctor's notes are automatically excused. Teachers shall notify the office of any student who is missing an unusual amount of time (three consecutive days or more) from school. Children with excessive absences will have conferences with the principal and letters concerning this matter will be sent home to the parents and the Student Services Supervisor at the Board of Education. **The State of Maryland views students that miss 10% of the schools days as chronically absent and will notify the school, which in turn, the school will notify households.** *The Maryland State Department of Education now considers attendance when issuing its report card for individual schools in Maryland. Each year PAES (Princess Anne Elementary School) receives a state report card which denotes the attendance achieved. Every child's attendance is very important every day. We are striving for the 95% excellent rating. Please help us achieve our goal again by ensuring that your child is in school every day.*

## BEHAVIOR/CONDUCT

Students learn at a very early age about respect. The faculty and staff of Princess Anne Elementary School expect respect from all students. In turn, the faculty and staff of Princess Anne Elementary School will give, without regard to individual, the respect that each child deserves. We practice the Golden Rule at Princess Anne—**Treat others the way you want them to treat you.** Rules are established and enforced in order to keep students and staff safe and so the learning environment does not get interrupted. Students are expected to follow all bus, classroom, and school rules.

It is so important that the students understand there are school rules that we have that must be adhered to while at school but know that there are home rules that parents establish. Sometimes these rules will be different and the students must know this.

Staff and/or administration will address each behavior/conduct situation on case by case bases. Please contact your child's teacher or the administration if your child is experiencing any issues or if you have a concern.

### **BREAKFAST**

Students are encouraged to participate in the school breakfast program. Breakfast is FREE to ALL STUDENTS due to a Federal Grant that our school receives. Breakfast is served in the classrooms.

Breakfast is served from 8:35-8:55 each morning. Breakfast cannot be served after 8:55 since instruction begins then. **Breakfast will be served if there is a 1 hour delay but WILL NOT be served on a 2 hour delay.**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for proper care of books, supplies, and furniture supplied by the school. Textbooks are furnished to students and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. We ask that our students take pride in their school by helping to keep it clean. Students should be careful to wipe their feet before entering the building; pick up all paper on the floor that they drop themselves; put chairs in their proper place; put books in bookcases or on shelves neatly; return borrowed equipment to its proper place; keep walls, desks, and bathrooms free of writing

Library books are school property. Fines will be imposed for lost books and students who do not return books will not be allowed to check out new books.

### **CASUAL DAYS**

Casual days will be allowed only per Superintendent's approval. Students will be notified if there is a casual. One casual day will be permitted per month on a day designated by the building principal. Students are expected to wear appropriate school uniforms on a daily basis.

### **CELL PHONES**

Students are allowed to have cell phones at school but they must be **TURNED OFF** and **OUT OF SIGHT**. If students are caught using a cell phone, the phone will be confiscated. School administration will view pictures on the phone to make sure pictures were not taken at school. This is to ensure student privacy.

On the first offense, a call home will be made and the phone will be returned to the student at the end of the day. On the second offense, a parent or guardian will be expected to retrieve the phone from the office. On the third offense, the phone will be sent to the Board of Education and a parent/guardian will be responsible for retrieval of the phone.

We ask that when parents/guardians visit the school/classroom that cell phones are turned on silent. **We also ask that you not talk on your cell phones in the hallways, classrooms, or front office.** Many adult conversations are not appropriate for elementary students to hear (even if they can only hear one side of the conversation). Thank you in advance for refraining from cell phone use in the building.

### **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately during the academic school year of any change of address, home or work phone numbers, a change in emergency information, and/or new custody issues. A new emergency form must be filed. This form can be picked up in the school office. If you move during the school year, a new proof of residency must be provided to the school for record purposes. It is extremely important that all permanent records are up to date and accurate since we get audited every year. Home visits will be conducted if failure to provide a current proof of residence. If you are living with a friend or family member due to hardship there are other forms that you must complete in order to keep our records in compliance with regulations.

### **CLOSING OF SCHOOL**

In the event of inclement weather or mechanical breakdown, school may be closed or have a delayed opening. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio stations. You will also receive a phone call from Connect Ed reporting the amount of the delay. This is an automated program that mass calls all homes at the same time with a recording announcing the delay. Reports in the morning will be made around 6:00 a.m. If no report is heard, it can be assumed that school will be in session and will begin at its regular time. Since we will have an automated call, it's imperative that we have a current working number for our school records. It is very important that you do not drop your child off at school at the regular time if there is a delay. There will not be anyone here to supervise them because the teachers also follow the delay. If there is a 1-hour delay, the students may enter the building at 9:30 a.m. For a 2-hour delay, they may enter at 10:30 a.m. Announcements will be made on the following television and radio stations:

WOLC 102.5  
WSBY 98.9  
WQHQ 104.7  
WICO-94.3  
WBEY-96.9  
WMDT-TV 47  
WBOC-TV 16

### **COMMUNICABLE DISEASES**

If a student has been seen by the school nurse who suspects a communicable disease (e.g. head lice, pink eye, chicken pox, etc.), the parent will be contacted to come pick up the student immediately. The student will be kept in the nurse's office, isolated from the other students until the parent arrives. The student may be readmitted to school only after proof of successful treatment is provided. In the case of head lice, the student must be seen by the school nurse after treatment to ensure that all lice and nits have been removed before the student(s) may return to class. Any child returning to school still having live lice in their hair will be sent home again

until all live lice are removed. When lice are a chronic problem, the Somerset County Health Department may be contacted by the school nurse to provide assistance to the families who are having difficulty correcting the situation.

### **DISMISSAL**

Dismissal is at 3:45 p.m. All walkers/car riders will be called first, starting at 3:50pm. Parents picking up their child(ren) are expected to sign out in the cafeteria and wait in the cafeteria until walkers/car riders are called. Instruction does not end until 3:45 p.m. If you need to pick up your child earlier than the dismissal time, we ask that you have documentation of an appointment. If you fail to show documentation it will be indicated as an “early dismissal” in the computer system.

### **EMERGENCY MANAGEMENT SYSTEM**

Safety is our number one priority. In order to keep the staff, students, and visitors safe at all times while in PAES, we provide each staff member with a crisis plan and work closely with local law enforcement. At any time there is a potential danger, notification and instructions will be delivered to staff members via walkie talkies and/or intercom system.

We will practice emergency situations at least twice a year. Parents will be notified whenever any of the emergency management drills take place or if an emergency takes place.

A lock-down would occur if there was a danger already in the building and if it was not safe to evacuate. All exterior doors would be locked during a lock down and no one, not even parents, would be allowed in until emergency personnel determines it is safe.

### **EMERGENCY FORMS**

The emergency form be sent to you during the first week of school should be completed, signed by the parents, 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 parents and emergency contacts in case we are unable to reach the student’s parents. ***Students must have a completed emergency form in order to travel on school sponsored field trips or travel with school teams, band trips, Etc.*** These forms must be updated and signed annually. Anytime information changes, please notify the school. Accurate contact and medical information is critical.

## EVACUATIONS

Safety is our number one priority. In the case of an emergency situation that requires us to evacuate the building (ie: bomb threat), the staff and students will walk to either Greenwood Elementary School, the Princess Anne Volunteer Fire Department, or the County Commissioners Building (Old Washington High School). We will practice at least two evacuation drills a year. Parents will be notified of these drills in advance and then debriefed after the drill takes place.

## FIELD TRIPS

At various times in the school year, Princess Anne Elementary School will offer trips which provide many worthwhile educational experiences that would not otherwise be provided in the regular classroom. Students will be provided transportation by Princess Anne Elementary School for any field trips. All students will be expected to use the school busses for the entire trip. *Students who present constant discipline problems in school may be excluded from these activities.*

**Chaperones:** Parents volunteering to chaperone field trip must complete a volunteer form prior to the field trip. When a parent volunteers to be a chaperone, he/she is taking on the responsibility of other students besides their own. We ask that chaperones refrain from bringing other children on the trips.

## FIGHTING

It is often expressed by students that “if somebody hits me I’m to hit them back.” This is not the Wildcat Way. We respect each individual’s household rules. We ask that you do the same by respecting our school rules. Please reinforce our rule when it comes to fighting: **If someone hits your child, he/she needs, to report it to the closest adult and let the adult handle the situation. It is NOT okay to hit back if you are able to walk away.**

## FIRE DRILLS

The school is required by law to conduct fire drills. Fire drill rules and evacuation routes are discussed by the teachers and students at the beginning of the year. Every classroom will have a fire drill evacuation notice and diagram posted in a prominent place for everyone to see. Please take the time to notice the fire exit route in each room when you enter. Students should exit the building in a quiet and orderly manner. Once out of the building, students will report to their assigned spot that is a safe distance from the building. Lack of attention to these procedures could possibly cause injury to someone.

## GUM CHEWING

Gum chewing, by students and staff, in school is not allowed. Students are asked not to bring gum, candy, etc., to school with them. Careless placement of used gum and candy creates sanitary problems as well as costly cleaning bills.



### **HEALTH SERVICES**

The goal of the school 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 screening such as vision and hearing, height and weight, as well as screening for communicable diseases such as lice, scabies, ringworm, etc. as appropriate.

Students needing to see the nurse must first obtain a health room referral form from their teacher, except in emergency situations. Following an initial assessment, the nurse may send the student back to class, monitor the student in the health suite, or contact the parents and send the student home, to the doctor, or to the emergency room as necessary.

Students who are displaying symptoms such as fever, vomiting, and diarrhea at home should not be sent to school. Nurses cannot diagnose or prescribe medication; therefore, if an injury or illness occurs outside of school, the parent should contact their family physician. **Students must be fever free, without medication, for 24 hours before returning to school.**

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 and the situation cannot wait until the student has a break.

### **HOMEWORK & MAKE-UP WORK**

Students should have a set time and place to do homework. They may get help from their parents, but they should not expect parents to do their work for them. Students will be expected to turn in their homework on time as it will be corrected and counted toward their grade. Any student, who has been absent, should check with her/his teacher(s) upon returning to school for any assignments given while she/he was absent. A student, who was absent, will have a maximum of 5 days to get his/her make-up assignments turned in. In special circumstances, the teacher may allow extra days. Parents should give at least 24-hour's notice when requesting homework.

### **HOURS of OPERATION: 8:25 -3:45**

School doors open at 8:25 A.M. Students arriving before 8:25am will NOT be supervised nor allowed in the building. Between 8:25 and 8:35 students will report to the cafeteria to wait quietly. Beginning at 8:35, students will report to their homerooms immediately when entering the school. Breakfast is served in the classroom for all students from 8:25-8:55. ***Instruction begins at 8:55 a.m. Students are to be in their classroom, seated and prepared to learn at this time. Please have your child to school on time. Students arriving to school any time after 8:55 will be marked TARDY.*** Parents picking up students for dismissal should not arrive prior to 3:35 and should remain in the cafeteria until the students are dismissed.

### IMMUNIZATIONS

Maryland State Law requires that all students attending public schools must 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 of immunizations, or written proof from the student's doctor or clinic. If the school does not receive the necessary proof by the first day of school, your child will not be allowed to attend school until the record has been provided. As of the 2003-2004 school year, Pre-K, K, and First grade students living in Somerset County are required to show proof of lead screening. Parents may contact their school's 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](http://www.edcp.org) and click on Immunization. Additionally, 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's office.

### LEAVING SCHOOL EARLY

Children who are to leave during the school day must bring a note from his/her parents or legal guardian giving reason for early dismissal. All requests to leave the building must be cleared with the teacher and principal. The parent or guardian must sign the child out on a sign-out sheet located in the front lobby before leaving the school premises. Leaving without permission is classified as truancy, and will be dealt with as such. We encourage everyone to attempt to schedule any doctor or dental appointments after school hours when possible. ***Please refrain from picking your child up early from school. This is a very important part of the school day when teachers are reviewing homework, answering questions, etc. Your child suffers when they do not complete the school day. If your child were to miss the last 15 minutes of the day every day of the year that would equal 2,700 minutes which is almost 7 days of instructional time.***

### LOST AND FOUND

Each year many articles of clothing are lost and turned into the office. Many of these remain unclaimed throughout the school year. Therefore, it is suggested that clothing, especially coats and jackets, be labeled with the child's name. Unclaimed items will be donated to charity at the end of each quarter.

### LUNCH

Students are encouraged to participate in the school lunch program. When a child dislikes what is being served, we ask that you send your child with a packed lunch from home. A breakfast/lunch menu will be sent home monthly. **Princess Anne Elementary prohibits carbonated beverages at school.**

**ALL STUDENTS WILL RECEIVE FREE LUNCH.**

Snacks are an additional cost of \$.50-\$1.00. Students will only be allowed to purchase one (1) snack per day. Snacks will be available to purchase after all students have received their lunches. Snacks include: ice cream, chips, cookies, and drinks.

**Lunch shifts start at 10:45 and end at 1:00. Any student reporting to school later 12:50 will not be able to obtain a school lunch.**

### **MEDICATIONS**

The Board of Education discourages the administration of medication during school hours. 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, it is necessary that the school have precise written instructions from the prescribing physician. Completion of the **Physician's Medication Form** by the doctor along with the parent's signature is required before any medication will be administered. Medication order forms are available from your school's nurse.

All medications shall be clearly labeled with the student's name, time, and amount of medication to be taken, physician, date of prescription and the expiration date.

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.

Medication 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 cannot be transported to school by students with the exception of those students who have a doctor's order to keep emergency medications with them, such as asthma inhalers and Epi-pens for severe allergic reaction.

Medication left over at the end of the year should be picked up by the parent or that medication will be disposed of by the nurse.

### **MORNING DROP OFF**

We have a "DROP & GO" procedure for morning car riders. If you drop your child off in the morning please make sure your child is prepared to exit your car in a quick but safe fashion. We do not want to hold up traffic in the drop off circle.

For the safety of others, please **DO NOT STOP ON THE CROSSWALK. Please do not double park and leave your car unattended in the drop off lane.** We ask that students exit the passenger's side of the car for your child's safety.

Parents may walk their child(ren) into the school however we ask that you say your good-byes in the front lobby. There will be staff members in the lobby to escort students to the classrooms if needed. **We prohibit parents and visitors to visit the classrooms between 8:30am-9:00am and 3:15-4:05am because of safety and it is a very busy time of day.**

### **PARENTAL INVOLVEMENT**

The staff of Princess Anne Elementary School strongly supports active parental involvement. We believe that children are most benefited when teachers and parents are both actively working toward the education of the child. We welcome parental input and encourage you to come and observe your child in the school setting. During “Open House”, Family Nights, School Improvement Team Meetings (SIT), Parent/Teacher Conferences and Sports Day we urge your participation. We encourage parents to contact us if you should ever have any concerns, questions, or suggestions about your child or programs within the school.

### **PARKING**

We are very limited in parking space at our school. Most of the staff park in the rear of the building while some do park in the front lot. Please **DO NOT** park on the crosswalks, double-park, park in the bus lane, along any yellow curb, or in front of the dumpster. Parking in such areas can result in traffic violations from local law enforcement.

### **PHYSICAL EDUCATION**

All Kindergarten and 1<sup>st</sup> grade students will participate in Physical Education class. It is an expectation that students attend class with the proper footwear. Failure to wear the proper footwear will result in a lowered class participation grade. Physical Education is an important part of your child’s education. Not only will the students take part in physical movement and activities, they will be educated on the importance of health and proper hygiene.

If your child has any restrictions from PE class a doctor’s note must be provided to the school nurse. This note will cover recess as well as PE class.

### **RESTROOMS**

Children may use the restrooms throughout the day, when needed. Restrooms may be used during class time at the discretion of the teacher. Should a child need to use the restroom more frequently, a note from the parent, guardian, or family physician becomes necessary. Students are encouraged to keep restrooms clean by practicing good housekeeping and hygiene habits.

## SCHOOL BUS TRANSPORTATION

***Children who wish to go home on a different bus, get off at a different stop or go home a different way than he/she came to school, must have a note from his/her parent or guardian.***

As a safety precaution, any notes from parents requesting that a child be dropped off at a different location other than their regular stop, must include the 911 address for the location of the new drop off. Notes that do not include the 911 drop off location may not be followed. ***The student will be sent home on the regular bus unless a note is provided. No note–no passage on another bus. Parents are encouraged to wait at the bus stop with your child in the morning and be waiting at the bus stop in the afternoons. This helps to alleviate problems for your child and their safety.***

The Board of Education has announced a walking distance of 1 mile for elementary students.

## SCHOOL INSURANCE

Each school year, school accident insurance is made available for students at a nominal cost. Accidents should be reported immediately as there is a time limit to file a claim.

## SPECIALS

Students in Kindergarten and 1<sup>st</sup> grade will attend a 60 minute special course on a daily basis. On days where there is a delay, (1 or 2-hour delay) Kindergarten and 1<sup>st</sup> grade students will receive a 30 minute special. On Early Dismissal Professional Development Days (EDPD), students will not attend their special.

This year we will run Specials on an “A” through “D” Day rotating schedule. This means your child will not have the same Specials course on the same day every week. Please make sure you have appropriate shoes for PE class.

2018-2019 SPECIALS:

Art through literature  
Music  
Computer  
Physical Education (PE)

## STUDENT VALUABLES

Students are cautioned not to bring toys, stuffed animals, large amounts of money, phones, radios, tape recorders, video game cartridges, cameras, etc. to school. If a student wears glasses or watches, they are responsible for keeping track of them at all times. If any toy or valuable is lost at school the student must assume responsibility for the loss. If any toy or valuable is taken from a student, the parent must come to school to pick up the item. Cell phones are not to be turned on between 8:30 am and 3:45 pm. Any cell phones on during the school day will be taken and turned in to the office. ***Refer to “cellphones” in this handbook.***

### TARDINESS

Any student who arrives after 8:55 a.m. must report to the office with their parent/guardian to be signed in and get a tardy slip. Most students have math or reading instruction at 8:55 a.m. each day. So if they are late, they are missing critical instruction time. ***It is important to remember that the Maryland State Board of Education has mandated that “tardies” be recorded and carried on the students’ records, Kindergarten through graduation. Please have your child to school on time.***

### UNIFORMS

ALL students will be expected to abide by the SCPS dress code/uniform policy. If a student is not dressed in appropriate uniform, a parent/guardian will be contacted and expected to bring an appropriate uniform to school. If we are unsuccessful at reaching a parent/guardian, the student will be provided a uniform, from the uniform closet, to wear for the day. If a parent does not want their child to wear clothes from the uniform closet and the parent fails to bring the proper uniform, the student will not return to class. The student will complete his/her classwork assignments in an alternative location (ISI room).

Uniform colors: BOTTOMS: Black, Navy Blue, and Kaki (NO colored jeans)

ONLY solid colored leggings (black, navy, or kaki) may be worn under shirts/shorts

TOPS: Black, Light Blue, Navy Blue, Burgundy, Yellow/Gold, White

If a student wears a long sleeve shirt under his/her uniform top, it must be solid in color and be one of the approved top colors.

No other colors will be acceptable. If a student is wearing the wrong color, the parent will be contacted and the student will be asked to change into proper uniform.

### USE OF TELEPHONE

Students and staff will not be called to the telephone during instructional time. Messages will be taken and given to the teachers. They will return your call during their planning time.

### VISITORS

Parents and visitors are always welcome, however, we ask that all visitors report to the office to state the purpose of your visit, sign in and get a visitor’s pass. This helps staff and students know that you have checked in and will keep our school safe. Visitors must present his/her license or other government issued identification card. Failure to present such identification will result in denial to the building. ***Parents/visitors are not to go down the hallways or into a classroom without signing in with the secretary or principal and receiving a proper visitor’s pass. If you fail to obtain a visitors pass, expect a staff member to direct you back to the office. This is for the safety and security of everyone in the school.***

Parents may walk their child(ren) into the school however we ask that you say your good-byes in the front lobby. There will be staff members in the lobby to escort students to the classrooms if needed.

We prohibit parents and visitors to visit the classrooms between 8:30-8:55 and 3:15-4:05 because of safety and it is a very busy time of day.

# Key Somerset County Public School Policies

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

## Student Handbooks

### Policies

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

- 1.600-7 – Attendance – Elementary and Secondary.** All Students are expected to attend school and all classes daily and to be punctual. There is a significant relationship between regular attendance and academic achievement. Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each student. Elementary and Intermediate students who are unlawfully absent the equivalent of more than ten (10) full days per year will have a mandatory retention conference before a student can be promoted. High School and Academy students who are unlawfully absent for five or more class periods in a semester course will receive a failing grade in that course. High School and Academy students enrolled in a yearlong course will receive a failing grade for each semester in which they are unlawfully absent for five or more days. Any student who is unlawfully absent more than four days in any given quarter shall be referred to the Learning Support Team. Eight or more unlawful absences within a quarter are considered excessive and will result in a referral to the State’s Attorney’s office and/or Circuit Court. **Tardies will** accumulate. Students who are unlawfully tardy to school more than 20% of any marking period will be referred to Student Services for possible involvement from the State’s Attorney’s office (*Policy was revised 8/19/14*).
- 2.600-10 – Student Parking .** Students, accompanied by a parent, must register their vehicles with the school principal or their designee. Somerset County students who drive a vehicle to school must park in the parking lot provided by the school. Their vehicle may be searched at anytime while it is on school property.
- 3.600-12 – Student Dress Code.** All students are required to wear uniforms (see brochure for details 600-12 AP). Students should wear clothes which are safe, do not disturb or distract other students, and are appropriate for weather conditions and for learning. **The following are prohibited:** head coverings, flip-flops, revealing attire, articles of clothing promoting drugs, alcohol, violence, sexual activity. Skirts and dresses are to be no shorter than 2 inches above the knee. Pants and shorts are to be worn at the waist and have a 4 inch inseam. Coats are to be placed in lockers.
- 4. 600-13 – Community Offenses by Students.** In the event a student commits a criminal act of a serious nature in the community and their presence in school represents a threat to the safety or welfare of other students or staff, a Principal may request a suspension, expulsion, and/or an alternative placement for that student from the Superintendent. SCPS will provide the



excluded student with comparable education services and appropriate behavioral support services to promote successful entry/return to the student's regular academic program.

5. **600-14 – Student Tobacco Use.** Students are not permitted to smoke or use smokeless tobacco products on school premises. Students suspected of being in possession of tobacco products may be search in accordance with policy 600-14. Penalties are outlined in this policy. Referral to tobacco prevention programs may be required.
  
6. **600-15 – Student Alcohol and Drug Abuse.** In cases of drug and alcohol related violations occurring on school property or school functions, appropriate law enforcement agencies must be contacted. Policy outlines specific consequences. Policy also outlines teacher or other professional guidelines for assisting students seeking information to overcome substance abuse. Specific procedures for searching and securing confiscated items are outlined. Confidentiality of substance abuse records is specified. Annual notification to parents and staff training is required.
  
7. **600-16 – Dangerous Weapons/Instruments in School.** Students may not bring, possess, use, or threaten to use any weapon, dangerous instrument, or an imitation thereof in a school building, vehicle or at any school related event. ALL violations will be reported to the Superintendent and appropriate law enforcement officials and could result in a long term or extended suspension or expulsion (see *“Tiers of Intervention and Disciplinary Responses”* matrix).
  
8. **600-17 – Student Discipline (Major revisions effective 6/17/14).** To establish discipline policies and regulations that address school safety; reflect a discipline philosophy based on the goals of fostering, teaching, and acknowledging positive behavior. Designed to keep students in school so that they are college and career ready; provide for disciplinary policies based on the use of discretion; explain why and how long-term suspensions or expulsions are last resort options and how the education and counseling needs of suspended students will be met. This policy shall apply to all students at all times on all Board of Educational property, including: (1) school buildings, (2) on school grounds, (3) school buses or vehicles, and (4) at all schools, school –related or Board sponsored activities, including but not limited to fields trips and school sporting invents. See administrative procedures for *“Tiers of Intervention and Disciplinary Responses” matrix.*
  
9. **600-20 – Procedures for the Registration, Transfer and Withdrawal of Homeless Children/ Youth (Unaccompanied).** The purpose is to ensure all homeless children (families in transition) and youth have equal access to the same free, appropriate public education provided other children and youth. This includes preschool education, educational services for individuals and students with limited English proficiency, programs in vocational education, gifted and talented, and school meals program. Children and youth are considered homeless if they are living under the following conditions: 1.) Living with friends or relatives due to loss of housing, economic hardship or similar reason (doubled up); 2.) Living in motels, hotels, or trailer parks used to house homeless families; 3.) Living in emergency shelters or in

transitional housing; 4.) Living in cars, parks, public spaces, campgrounds abandoned buildings, bus or train stations; and 5.) Foster children awaiting foster placement. **Unaccompanied Youth** is defined as a homeless youth that is not in the care/custody of a parent or legal guardian. The school staff will ensure that homeless children/youth are enrolled in school immediately and that if in the best of interest of the student that they remain in their school of origin. If you need more information about the program and services please contact the Homeless Liaison at (410) 621-6269.

10. **600-28 – Use of Drug Detecting Dogs.** The Somerset County Board of Education authorizes use of drug-detecting dogs in the schools primarily for the purpose of deterrence. Such searches may be necessary to ensure that our students have a drug-free environment and to protect the reputations of our Somerset County students. When a drug-detection dog suspects the presence of a controlled dangerous substance in a school locker, the student who is assigned to the locker will be asked by the principal to open it. If the student refuses, or is not present the principal, in the presence of a witness other than the student, will open the locker to inspect its contents. Procedures of policy 600-15 will be followed.
11. **600-31 – Personal Electronic Devices.** Such devices must be deactivated and out of sight in a book bag, backpack, purse, secure pocket or locker. Violators will have such devices confiscated. Personal camera devices may not be used to violate the rights/privacy of another.
12. **600-32 – Administration of Medication.** All prescription and nonprescription (over the counter) medication to be given in school must be ordered by a physician, nurse practitioner, dentist or midwife. The order shall be signed by the physician, nurse practitioner, dentist or midwife. An authorization form must accompany each medication order. A physician's order should be renewed annually. Written parental consent is required for each medication ordered by the physician. In the event that Epinephrine is given for an anaphylactic reaction, 911 will be called and the dispatcher will be informed that epinephrine has been administered. Parent/guardian or emergency contact will be notified.
13. **600-33 – Educational Records.** A parent, guardian, or eligible student shall be given the opportunity to inspect and review student records. The Somerset County Public Schools shall comply with a request for access to student records not more than 45 calendar days after the request has been made. A parent/guardian or eligible student who believes the record is inaccurate may request the records be amended. Somerset County Public Schools may disclose personally identifiable information from the student records without the written consent of the parent or guardian of the student or the eligible student, if the disclosure is: to other schools or school systems for enrollment purposes, to authorized representatives of the federal government, military, in connection with application by the student for financial aid, to comply with a judicial order and other situations defined in the policy. A parent does have a right to opt-out of this personal identifiable information being released as out lined in the policy.

14. **600-34 – Bullying, Harassment, or Intimidation.** We are committed to providing all students with a safe, nurturing, and supportive learning environment that is free from any form of bullying, harassment, or intimidation. Bullying, harassment, or intimidation of any person is prohibited on school property or at school sponsored function. Additional reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation are prohibited. Bullying, harassment, or intimidation forms are located on line at <http://www.somerset.k12.md.us/BOE/Departments/Student%20Services/index.htm> or in the front office and/or school counseling offices for additional information please see any adult in the building.
15. **600-35 – Serious Threats of Violence.** In the event a principal determines that a threat to a student or staff member constitutes a serious threat with a perceived ability/intention to carry through on the threat, the principal has the option to require a violence prevention screening/assessment prior to readmission to school.
16. **600-36 - Fighting.** Outlines minimum and maximum days of suspension for fighting at both elementary and secondary levels based on the number of offenses. This policy also requires participation in mandatory counseling sessions by students. Staff should use the strategies on the *“Tiers of Interventions and Disciplinary Responses”* matrix to address potential conflicts.
17. **600-38 – Corporal Punishment.** It is prohibited in the State of Maryland.
18. **600-39 – Student Behavior Interventions.** This policy describes the circumstances, procedures and reporting requirements for the use of physical restraint, exclusion, and seclusion. Mechanical restraint is prohibited in Somerset County Public Schools. Exclusion and Seclusion should not exceed 30 minutes. Staff will be trained in the use of restraint, exclusion, seclusion, functional behavior assessment and behavior intervention and supports. Referrals will be made to Learning Support Teams (LST) for students who have a need for these interventions. If restraint is used for a student with a disability, and the student’s IEP or behavior intervention plan does not include the use of restraint, the IEP team shall meet within 10 business days of the incident to consider: a) the need for a functional behavior assessment; b) developing appropriate behavioral interventions; and c) implementing a behavioral intervention plan. Parents will be notified when restraint and/or exclusion are implemented.
19. **600-40 – Student Searches.** This policy outlines the circumstances and procedures involved in conducting searches of students’ person, property, and school facilities. Authority to conduct searches is limited to the Principal, Assistant Principal or school security guard. Designation of a teacher who has been trained must be in writing and is limited to school-sponsored trips. This policy also requires a police officer to have a search warrant prior to

being permitted to search the school or a student unless there is imminent danger to the safety and welfare of the students. Annual training of staff members is recommended.

20. **600-42 Use of Video for Security.** This policy is to establish a framework for ensuring that Somerset County Public Schools' security cameras are managed in a secure fashion. Audiovisual security equipment is used to promote safety and monitor behavior on school grounds, in school buildings and on school buses.
21. **600-43 Student Gang, Gang Activity or Similar Destructive or Illegal Group Behavior.** Somerset County Board of Education is committed to providing all students with a safe, nurturing, and supportive learning environment that promotes optimal academic achievement. It is the policy of Somerset County Board of Education to prohibit students to engage in gangs, gang activity, and similar destructive or illegal group behavior in schools, on school buses, and/or at school sponsored activities. The Board prohibits reprisal or retaliation against an individual who reports suspected gang activity. Gangs are defined as: a group or association of three or more persons whose members:
  - a. Individually or collectively engage in a pattern of criminal activity;
  - b. Have one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and,
  - c. Have in common an overt or covert organizational or command structure (Criminal Law § 9-801. Definitions, Annotated Code).
  - d. Gang reporting forms can be found in the front office and/or school counseling office, for additional information please see any adult in the building.
22. **500-14 Acceptable Use of Information Systems and Technology Resources.** The staff and students of Somerset County Public Schools are provided with access to information technology systems, resources, the Internet and email for educational purposes and to take advantage of the opportunity to teach, learn and communicate in our global society. Information technology resources include, but are not limited to, networks, computers, laptops, telephones, facsimiles and other wire and wireless equipment. Information systems include, but are not limited to, PowerSchool, PowerGrade, Performance Matters, the State IEP system, My Learning Plan, the AS400 Finance system, the Lawson's HR system and the Café Terminal System. SCPS realizes the potential for these resources to be used for purposes other than those for which they were intended. However, the school system firmly believes that the value of the information and the interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system.
23. **200-21 : Guidelines for Releasing School System & Individual School Information**

The Somerset County Board of Education recognizes that the activities of the public education system of this county are a matter of public interest and as such, the news media will frequently want access to schools and to students and to have the opportunity to report on the educational, as well as extra-curricular activities, of students, both on a group and individual basis. The Board believes that public knowledge and awareness of the activities of the school system is in the best interest of the Board of Education and that the exposure to the news media

can be of educational benefit to the students under appropriate and properly controlled circumstances. Accordingly, it is the policy of the Somerset County Board of Education, subject to the provisions and conditions of this policy and full safety precautions, to allow the news media access, including the opportunity to videotape, photograph and report on educational activities, as well as extra-curricular activities, of students.

#### **600-46 Sunscreen policy**

Somerset County Public Schools (along with the Maryland Department of Health Services and the U.S. Centers for Disease Control and Prevention, among other organizations) recognizes that the sun's ultraviolet (UV) radiation can cause skin cancer. To help prevent the development of skin cancer, students shall receive instruction, encouragement, and environmental support to avoid overexposure to the sun when they are outdoors. Accordingly, Somerset County Public Schools will develop and implement sun safety program to afford protection for our students and staff against the harmful effects of UV rays.

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

For complete policies please visit [www.somerset.k12.md.us](http://www.somerset.k12.md.us)

Click on the following links:

**District Information (on left of screen)**

**Board of Education (on left of screen)**

**Policies 600 (on right of screen)**