

Easton Elementary School—Moton

307 Glenwood Ave.

Easton, MD 21601

Phone 410-822-0686 Fax 410-822-1890

2017-2018

EESM – School Beliefs

1. Students learn best in a caring, safe, risk-free environment where they are provided meaningful and challenging learning activities through the use of a wide variety of materials and experiences.
2. Schools need to be inviting, student-centered environments that work interdependently with families and the community to produce positive, self-motivated members of society.
3. Teachers, administrators, parents and community should collaborate closely to provide the physical, emotional, social and academic growth of each child.
4. Instruction is most effective when using an integrated approach through differentiation.
5. A student's self – image is enhanced by feelings of success, confidence and acceptance promoted by teachers and taught through explicit, self-management skills.
6. The responsibility of education is to provide students the necessary tools to perform optimally in all aspects of life.

School Programs and Services

Character Counts! Winners Walk Tall is a character- b u i l d i n g program for elementary school children. It is based on a list of topics dealing with morals, manners and ethics. A community volunteer called a Character Coach, visits the classroom once a week for fifteen minutes every week. The six pillars of Character are: Caring, Trustworthiness, F a i r n e s s , Respect, Citizenship and Responsibility. If interested in volunteering, call the Volunteer Coordinator, Kristen Mooney at 410-822-0686.

Lunch/Breakfast Talbot County's School Food and Nutrition Service is again using a computerized lunch Express Card System at our school this year. You may prepay any amount on an account and the amount of each day's purchase will be deducted from the balance. The computer keeps track of the balance and you will be notified in writing when the balance is low. You can prepay and check these balances from the TCPS website by clicking on \$MySchoolBucks at the top of the page.

Full-price lunch ...\$2.50

Reduced...\$.40

Breakfast is available daily for all EES students at no cost. Free and reduced lunches are available for those students who qualify. Forms are usually mailed home during the summer. If your student(s) does not receive a form via the postal service, forms are also available in the main office.

PLEASE complete the federal meals application, even if your child does not plan to purchase lunch here at school. Our school receives federal funds for ALL students who simply qualify for the program. We use these funds to pay for additional math and reading support, as well as other beneficial school programs.

Parent Teacher Organization (PTO) The EES-PTO exists to foster a positive interaction between students, parents and teachers to build a school community that is dedicated to making the child's education the best it can be.

Families are encouraged to join the PTO for a minimal yearly fee and to participate in all of its events. We always need volunteers for all of our events. We welcome all volunteers. For more information, see the brochure located at the school. Parents are solely responsible for monitoring student behavior at all events. Each month your child will receive a PTO newsletter to bring home for you to read.

School Clubs and Activities We have several activities and clubs at EES in which your child may participate. If your child is interested in these activities, or if you are interested in assisting, please contact the advisor for more information.

Student Services Program

This program provides coordination of activities that help link home, school and community supports needed to increase opportunities for school success. Contact Student Services at 410-822-0330 if you have any questions or concerns.

School Expectations and Routines

Expectations To help provide a safe, orderly atmosphere at our school, we have established a set of school-wide rules we call the “Tiger P.A.W.S.” The rules are:

- Productive Learning
- Always follow directions
- Will respect everyone
- Self to self

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

Arrival Procedures

The doors of the school open at Moton 8:30 am. Students who ride the bus to school will be dropped off in front of the school at the main office entrance. Car riders are to be dropped off between 8:30 and 8:50 am at Moton in the semi-circle located along Glenwood Avenue. After 8:50 am, please bring students to the main entrance. No students are to be dropped off at the office or walker area before 8:30 am. The school is not responsible for students dropped off early.

Dismissal Procedures

3:25 pm Moton walkers are dismissed to the gym. Attendance is taken and then walkers are escorted to the crosswalk. For students in grade 2, parents need to meet the students by the EES sign. Car riders should be picked up at Moton 3:25 pm in the semi-circle located along Glenwood Avenue. Please pull your car up in the row as far as possible in the semi-circle so that we can get students dismissed as quickly as possible. Please display the card with the student’s name you are picking up. A staff member will call each car’s student(s). **Do not stand on the road and summon your child to come to you. This is very dangerous! Do not**

park and walk over to the car rider area to pick up your child.

*****NOTE: After 3:00 PM, parents/guardians are not permitted to pick their students up in the main entrance office/hallway, unless they have an actual appointment. If students are to be picked up, they **MUST** be car riders. This is for safety/security concerns. If your child's dismissal procedure will be changing, please submit it in writing to the teacher and the office. If an emergency arises and a phone call is needed, we need that call by 2:45 pm.*****

Bus Rules

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

At the beginning of each school year, student addresses are set / re-set to the student's home address. Should your student(s) need to be picked up / dropped off at an address other than home (ie: babysitter, grandparents, etc.) we must receive a written note at the beginning of each school year.

1. Observe same conduct as in the classroom
2. Be courteous
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not smoke
7. Do not be destructive
8. Stay in your seat
9. Keep head, hands & feet inside the bus
10. Driver can assign seats
11. No skateboards or balloons allowed

Administrative Policies and Procedures

Address Information

At the beginning of the school year, parents will be asked to provide emergency information to the school office. This information will assist the school in locating parents in case of an emergency, illness, or injury. Throughout the school year, parents are asked to notify the main office if there is a change in this information, such as address, telephone, babysitter, or person to contact if unable to reach parents. Also, we may not give out address/telephone info to other parents or students of schoolmates for any reason.

Before we change your address, we need proof of new residency. We can accept

an entire electric bill, lease or contract, or a property tax bill with your name and new address. Along with this we need two other items: i.e. drivers license, pay stub, bank statement with your name and new address.

Attendance Written excuses for absences are required on the day the student returns to school. After 5 days an unlawful absence cannot be changed to a lawful absence. If your child is excessively absent, he/she may need a doctor's note for each absence. Please see the TCPS website and review the attendance policy 10.2

at www.tcps.k12.md.us

Vacations will not be considered excused absences!

Student Dress Code Dress that tends to disrupt the class or contribute to a safety hazard will result in a phone call to parents/guardians asking that they bring a change of clothing.

1. No tank tops (boys or girls)
2. No clothing with obscene or in-appropriate comments or pictures
3. No clothing that depicts drugs, alcohol, cigarettes, or violence
4. No clothing which may cause a disruption to the learning environment
5. No short shorts, halter tops, midriffs, or tube tops
6. No flip-flops
7. No clothing with large holes that show skin or undergarments inside
8. No pants worn 2" or more below the waist
9. No skirts or dresses worn more than 6" above the knee
10. No jewelry or accessories that could be viewed as dangerous
11. No Heelys shoes

Grading Policy

Computer generated report cards are used to report student progress to parents. Parents can keep track of student progress through Power School Parent. If you are unsure of your password you would need to contact our school secretary, Ms. Janet. All teachers in grades 2nd -5th will send home a weekly Friday Folder, which will contain student work samples and assessments:

Second grade report card is going to a numeric system:

4 = Student's skill, knowledge or behavior is **proficient**

3 = Student's skill, knowledge or behavior is **approaching proficiency**

2 = Student's skill, knowledge or behavior is **emerging**

1 = Student **does not demonstrate** the skill, knowledge or behavior

Third through Fifth grade report cards are going to letter grades:

A = Excellent Learning

B = Master Learning

C = Acceptable learning

D = Marginal Learning

U = Unsatisfactory Learning

NM = No mark during current grading period (has not been taught this skill yet)

INC = Incomplete

Inclement Weather or Emergency

In the event of inclement weather, natural disaster, or state of emergency the Superintendent may deem it necessary to delay school opening, close school early, or cancel school.

When our school has an unexpected early closing, it is important for us to leave our phone lines open for calls from the Board of Education or in case of emergencies, and cannot assume the responsibility for notifying parents/guardians of each child. Please teach your child what to do in advance should be an early dismissal. Help them know which bus to ride or who will pick them up from school.

Lockers are available in the hallways outside each classroom for classes located in the Moton building. These lockers are intended as places to keep coats, hats, bookbags etc., as we do not allow locks on these lockers. The lockers are not

intended to store money or other valuables. The school cannot be held responsible for these items, so we ask that they be left at home. Students will be dismissed periodically during the school day to visit their lockers. This is usually at the beginning of the day, at lunchtime and at the end of the day. As with any school property, all lockers are subject to search at any time.

Parent / Teacher Communications and Conferences are encouraged and may be made through personal contact, phone calls or notes in student agenda books. There will be scheduled days during the year for parent conferences (see Talbot County School Calendar). However, you may also arrange a conference with us any time by contacting your child's teacher directly or requesting it through the school secretaries. Conferences may also be made with administrators. Please contact the school secretaries to set up conferences with the administration.

Medication

If a student must receive medication at school, the parent and doctor must give written permission. The medication must be in the original container with the student's name on the label and delivered directly to the nurse by an adult. Students are not allowed to bring any medications to school. Over the counter medication, such as cough medicine or aspirin, are not allowed without doctor's orders. Parents may come to school to give their child medication.

Lost and Found

Periodically check with the main office for lost and found items. They will be donated to Goodwill at the end of each semester if not collected.

Parking

During school hours, please avoid parking in the bus zone. Designated handicapped parking and visitor parking areas are provided. Other parking spaces are also available.

School Visitors

1. Each and every visitor to the building must use the front entrance and register in the office using a valid driver's license, place a school visitation sticker on their person and state the nature of their business to office personnel. When your visit is complete, visitors are asked to stop in the main office to sign-out.
2. Parents/Guardians must make an appointment with the classroom teacher with whom they would like to visit. Appointments may be made directly with the teacher. If you wish to sit in on a class for observation purposes, you

must schedule this time in advance with the principal AND the school principal must accompany you for the duration of the observation period (not more than 45 minutes). Observers must remain silent throughout their visit, as not to disrupt the learning process.

3. Parent conferences may only be held when the teacher does not have instructional responsibilities and the parent/guardian must have made an appointment prior to the conference.

Sexual Harassment/Bullying

Sexual harassment is a form of unwanted behavior that may make students feel uncomfortable: making fun of a person's body parts trying to touch or talk about body parts telling dirty stories or jokes inappropriate drawings of body parts.

Bullying is any behavior that causes another student to feel threatened, intimidated, belittled or afraid. Students and parents are encouraged to complete a bullying/harassment form whenever necessary. Forms are available on the TCPS website under Student Services.

Student Recognition/Awards Assemblies

We will be recognizing students each marking period who follow the EES "Tiger PAWS" rules daily and who focus their attention on our school-wide goals.

Use of Phone/Messages

School phones are used for business purposes and may be used by students only in cases of emergencies. Messages may be left on our answering machine after hours or during holidays. **Cell phones for students are PROHIBITED.**

Library Books

As per TCPS policy, library books must be returned or paid for before the end of each school year. Any outstanding obligations will follow the students until high school graduation.