

# EASTON MIDDLE SCHOOL

## STUDENT HANDBOOK

2017-2018

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**EASTON MIDDLE  
SCHOOL**  
HOME OF THE PANTHERS!



**PANTHER PRIDE**

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## Principal's Welcome

Dear Students and Families,

Welcome to the 2017-2018 school year. My main goal is to ensure that every student develops a commitment to being college and career ready. This will happen through teachers delivering the highest quality of education in a safe, supportive and equitable learning environment. This will happen by working together as a team with our staff and families. I am committed to helping each student achieve their very best! Every student is valued and worthy of our best effort.

The 2017-2018 year will be busy, exciting and very rewarding for each student. We at EMS want you to become a large part of our school community and join us in making this the very best experience for your children. We will be informing you throughout the year of the many opportunities to take part in. We have several committees and/or clubs that we will be asking you to consider to become a part of, such as The Strategic Plan Committee, PBIS Committee or sponsoring a club. These are just a few of the many opportunities to become a part of Easton Middle School. Please visit our Parent Weekly Word on TCPS Today and our website. Each week it will give you a glimpse and snapshot of life at our school. In addition, we have an Easton Middle School Facebook Page that we invite you to join, where our exciting experiences will be shared.

As a result of feedback and discussions with our families last year, we have decided to hold quarterly meetings for parents and students. These will focus on the following topics, but not limited to: FROG, PowerSchool, Common Core Resources for English/Language Arts and Math, Naviance (a program that is designed to help students set goals for his/her future), PARCC scores interpretation, service learning opportunities from our local business partners and available opportunities for families to become a part of here at Easton Middle School.

Be on the look out for our club list that will be coming out the first week of school. These are exciting opportunities to get your child involved!

I am looking forward to getting to know you and your child! If there is anything I can assist you with, please feel free to let me know.

Sincerely,  
Norby T.Lee, Ph.D.  
Principal

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## Talbot County Public Schools School Year 2017/2018

September 5	Schools Open -- All students report to school
September 29	½ Day for Students
October 13	½ Day for Students
November 8	½ Day for Students
November 9	No School for Students- PM- Parent Conferences
November 10	Schools Closed- Waterfowl
November 22-24	Schools Closed – Thanksgiving
December 21	½ Day for Students
December 22-29	Schools Closed – Winter Break
January 1	Schools Closed – Winter Break
January 2	Schools Reopen
January 15	Schools Closed – Martin Luther King, Jr. Day
January 26	No School for Students- Transition Day
February 16	½ Day for Students
February 19	Schools Closed – President’s Day
March 29	½ Day for Students- PM- Parent Conferences
April 27	½ Day for Students
April 30- May 2	Schools Closed- Spring Break
May 3	Schools Reopen
May 18	½ Day for Students
May 28	Schools Closed – Memorial Day
June 13**	½ Day- Last Student Day

\*\* This date may change due to inclement weather.

*Four snow days are built into this calendar.*

## Who's Who at Easton Middle School

### Administration

Principal	Dr. Norby Lee	<a href="mailto:nlee@tcps.k12.md.us">nlee@tcps.k12.md.us</a>
Assistant Principal	Mrs. Jackie Valcik	<a href="mailto:jvalcik@tcps.k12.md.us">jvalcik@tcps.k12.md.us</a>
Assistant Principal	Mrs. Ali Strickland	<a href="mailto:astrickland@tcps.k12.md.us">astrickland@tcps.k12.md.us</a>
Office Manager	Mrs. Victoria Jones	<a href="mailto:vjones@tcps.k12.md.us">vjones@tcps.k12.md.us</a>
Secretary	Mrs. Angela Brooks	<a href="mailto:abrooks@tcps.k12.md.us">abrooks@tcps.k12.md.us</a>

### Wellness Center (Room C147)

Nurse	Mrs. Patty Whitby	<a href="mailto:pwhitby@tcps.k12.md.us">pwhitby@tcps.k12.md.us</a>
Health Tech	Mrs. Brenda Lopez	<a href="mailto:blopez@tcps.k12.md.us">blopez@tcps.k12.md.us</a>

### Special Education Office (Room C151)

Secretary	Ms. Gerene Burton	<a href="mailto:gburton@tcps.k12.md.us">gburton@tcps.k12.md.us</a>
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### Guidance Office (Room C142)

6 <sup>th</sup> Grade Counselor	Ms. Beth Hall	<a href="mailto:bhall@tcps.k12.md.us">bhall@tcps.k12.md.us</a>
7 <sup>th</sup> Grade Counselor	Ms. Kindel Kimball	<a href="mailto:kkimball@tcps.k12.md.us">kkimball@tcps.k12.md.us</a>
8 <sup>th</sup> Grade Counselor	Ms. Twila Walker	<a href="mailto:twalker@tcps.k12.md.us">twalker@tcps.k12.md.us</a>
Secretary	Ms. Pam Burrows	<a href="mailto:pburrows@tcps.k12.md.us">pburrows@tcps.k12.md.us</a>

### Security

Mr. Donald Cooper

Mr. Kentrell Ricketts

*Phone: 410-822-2910*

*Fax: 410-822-7210*

## STUDENT CONDUCT

**The Six Pillars of Character are:**

### **Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship**

**Trustworthy.** Do the right thing even when adults are not present. **Respect** others. Keep hands, feet, and objects to yourself. It is your **Responsibility** to bring all required materials to class and complete assignments on time. In **Fairness** to others, avoid gossip and spreading rumors. Be a **Caring** person. Treat others, as you would want to be treated. Practice good **Citizenship**. Keep hallways, bathrooms, and cafeteria neat and clean.

## **TALBOT COUNTY PUBLIC SCHOOLS POLICY CODE 10.14: CODE OF CONDUCT**

### **I. PHILOSOPHY**

Talbot County Public Schools is committed to ensuring and fostering a positive, respectful, nurturing, safe and orderly environment where all students will learn. Talbot County Public Schools believes that in order to provide this environment, clear expectations for appropriate behavior be communicated, appropriate behaviors be taught and reinforced, and consequences for appropriate behavior be communicated and administered.

### **II. Policy Statement**

To realize this desired outcome, the Talbot County Board of Education recognizes the need to establish a discipline code of conduct that reflects a philosophy that acknowledges, promotes and teaches positive behavior. The code of conduct utilizes consequences, interventions and supports to teach students appropriate behavior, which is the shared responsibility of school staff, students, parents/guardians, and the community. All stakeholders' opinions are valued and all students are given the opportunity to succeed.

### **III. Implementation**

The Superintendent shall develop Administrative Regulations to implement this policy. (See [http://www.tcps.k12.md.us/files/7614/1770/2199/10.14\\_AR-StudentCode\\_of\\_Conduct\\_pdf.pdf](http://www.tcps.k12.md.us/files/7614/1770/2199/10.14_AR-StudentCode_of_Conduct_pdf.pdf))

### Student Policies

The following are a list of additional policies that govern student conduct. Next to each is an electronic link to the complete policy.

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET SAFETY (POLICY 10.32)

[http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc\\_q\\_132=10.32](http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc_q_132=10.32)

ALCOHOL AND/OR DRUG USE BY STUDENTS (POLICY CODE 10.17)

<http://www.tcps.k12.md.us/files/1714/1140/6213/10.17- AlcoholDrugUse.pdf>

ADMINISTERING MEDICATIONS TO STUDENTS (POLICY CODE 10.26)

[http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc\\_q\\_132=administering](http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc_q_132=administering)

INTERROGATIONS AND SEARCHES (POLICY CODE 10.18)

[http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc\\_q\\_132=interrogations](http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc_q_132=interrogations)

POSSESSION OF PORTABLE COMMUNICATION DEVICES (POLICY CODE 10.19)

[http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc\\_q\\_132=communication](http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc_q_132=communication)

SALE OR USE OF TOBACCO ON SCHOOL PREMISES (POLICY CODE 11.3)

[http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc\\_q\\_132=TOBACCO](http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc_q_132=TOBACCO)

BULLYING, HARASSMENT OR INTIMIDATION (POLICY CODE 10.16)

[http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc\\_q\\_132=HARASSMENT](http://www.tcps.k12.md.us/index.php/board-ed/board-policies/?doc_q_132=HARASSMENT)

- *Bullying, Harassment, or Intimidation Reporting Forms* may be obtained in the school's main (front) office or counselor's office. A student, parent, close adult relative, or staff member may submit the forms to the school. Forms may also be completed online using the following link:  
<https://tcpsforms.org/TCPS/view.php?id=10956>

### **Resolving Student Conflicts Program**

The Resolving Student Conflicts Program (RSCP), is currently being used at Easton Middle School to process conflicts and provide students with a means of reporting and resolving problems they and others are experiencing. The program is proactive in identifying student conflicts early on and providing interventions before they develop into serious incidents such as *fights* or *assaults*. The process empowers all students with a means to resolve real or perceived conflicts while attending Easton Middle School.

A typical conflict would be processed in the RSCP program when a student provides a verbal or written statement identifying a problem they or someone else is having. The student complaint is followed up with an investigation that includes interviewing the students involved and any witnesses if needed. In most cases, students write statements about their view and participation in the conflict. Once the facts and nature of the conflict are known and all the participants are identified, initial counseling usually works to alleviate the vast majority of cases. Teachers, security staff, counselors, school-based social workers, and administrators are all used to process and mediate student conflicts.

In some cases, further counseling and follow up mediation is needed to resolve a conflict. It may even be necessary for the administrators to use the standard disciplinary processes to motivate students into changing their behavior and avoiding conflict. Depending on the circumstance, consequences can result in detention, checkmate, Friday night school, and/or out of school suspension.

### **SCHOOL COUNSELING OFFICE**

The school counseling office offers services to students in the areas of scholastic counseling, career counseling, help with personal problems and crisis counseling. Other than during a crisis, students wishing to see a counselor should make an appointment before homeroom, during lunch or during dismissal. Students should fill out an appointment request. The counselor will then schedule an appointment and see the student at that time.

***Students should not go to the school counseling office and sit and wait if they do not have an appointment. Students who do so will be considered to be cutting class. Students must have a pass from their teacher to visit the counseling office before school or at dismissal.***

Each school counselor loops with his or her grade level. Each incoming sixth grade class will be assigned a school counselor.

Prior to the beginning of each school year, the school counselor and grade level administrator determine each student's class schedule. Many factors are used to establish schedules and determine the best fit for each student. All students are expected to maintain their schedules and to work with their school counselor and grade level administrator to resolve any problems. Questions or concerns about a student's schedule should be directed to the appropriate counselor.

The school counseling office is also responsible for recording and reporting all student absences and tardies. Parents or guardians who have questions concerning their child's absence and/or tardy records should call their school counselor. Please review the sections below on the criteria used to determine student absences and tardiness.

When your child is absent from school for any amount of time, please contact the counselor to get make-up work. Teachers have twenty-four hours to provide make-up work once a request has been made.

## **STUDENT ATTENDANCE** (TCPS Policy 10.2)

**Who Must Attend:** Each child who resides in Talbot County and is at least five years old by September 1 of the year of entry or under seventeen (17) shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.

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

### **Lawful Cause of Absence**

Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

- Death in the immediate family - Mother, father, guardian, grandparent, siblings, or other permanent household members.
- Illness of the student. The principal shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness. (See "Absence Criteria")
- Court summons.
- Hazardous Weather Conditions. Hazardous weather conditions shall be interpreted to mean weather conditions, which would endanger the health or safety of the student when in transit to and from school.
- Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local Superintendent of Schools or the school principal, or their designees as reason for excusing students.
- Observance of a religious holiday.
- State emergency.
- Other Emergency or set of circumstances which, in the judgment of the Principal, Superintendent or designee, constitutes a good and sufficient cause for absence from school.
- Health Exclusion.
- Suspension.



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

### **Unlawful Cause of Absence**

An Absence for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy.

**Truant student** is a student (K through 12<sup>th</sup> grade) who is absent without lawful cause as defined in from such attendance for more than:

- A. 8 days in any quarter
- B. 15 Days in any semester or
- C. 20 Days in a school year

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

### **Absence Definitions**

Present for a full day: student is in attendance four hours or more of the school day

Present for a half day: student is in attendance for at least two hours of the school day, but less than four hours

Absent whole day: present for 119 minutes or less of the school day

A student is considered absent from any classes when they arrive more than halfway through the period or leave before half of the class has been completed.

### **Tardiness and Early Dismissal Definition**

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

- Lawful and unlawful tardiness or early dismissals are determined by applying the same criteria as absence.
- *Six (6) unlawful tardies or early dismissals less than 120 minutes equals 1 unlawful absence.*

### **Student Absences – Administrative Procedures**

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

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

The school strongly discourages families scheduling **vacations during the school year**. If a student will be absent due to a vacation, the principal must be notified of the dates in advance. While those

absences will still be coded unlawful, prior notification will eliminate them from being counted towards potential court action.

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

<u>Regular Day Bell Schedule-1</u>	<u>90-Minute Delay-2</u>
Students Enter Bldg. 7:35	Students Enter Bldg. 9:05
Breakfast and Homeroom 7:35-7:55	9:05-9:25- Breakfast
1 <sup>st</sup> Period. (57) 7:55 - 8:51	1 <sup>st</sup> Period (38) 9:25- 10:02
2 <sup>nd</sup> Period. (57) 8:55 - 9:51	2 <sup>nd</sup> Period (38) 10:06- 10:43
3 <sup>rd</sup> Period. (57) 9:55 -10:51	3 <sup>rd</sup> Period (70) 10:47 – 12:20
**8 <sup>th</sup> grade are dismissed at 10:49 for lunch	**8 <sup>th</sup> grade are dismissed at 10:41 for lunch
4 <sup>th</sup> Period. (72) 10:54-12:28	<ul style="list-style-type: none"> <li>• 10:41-11:11 A lunch</li> <li>• 11:14 8<sup>th</sup> grade late bell</li> <li>• <b>*11:14-11:44 B lunch</b></li> <li>• 11:47 6<sup>th</sup> grade late bell</li> <li>• <b>*11:47-12:17 C lunch</b></li> <li>• 12:20 7<sup>th</sup> grade late bell</li> </ul>
<ul style="list-style-type: none"> <li>• 10:49-11:19 A lunch</li> <li>• 11:22 8<sup>th</sup> grade late bell</li> <li>• <b>*11:22-11:52 B lunch</b></li> <li>• 11:55 6<sup>th</sup> grade late bell</li> <li>• <b>*11:55-12:25 C lunch</b></li> <li>• 12:28 7<sup>th</sup> grade late bell</li> </ul>	4 <sup>th</sup> Period (40) 12:24-1:00
5 <sup>th</sup> Period. (56) 12:31-1:24	5 <sup>th</sup> Period. (40) 1:04–1:41
6 <sup>th</sup> Period (56). 1:28 - 2:25	6 <sup>th</sup> Period. (39) 1:45 - 2:25
<ul style="list-style-type: none"> <li>• <b>DO NOT DISMISS 6<sup>TH</sup> AND 7<sup>TH</sup> STUDENTS EARLY FOR LUNCH</b></li> </ul>	

### 2-Hour Delay-4

Students Enter Bldg. 9:35

9:35-9:55- Homeroom and Circle

1<sup>st</sup> Period (40) 9:55-10:35

2<sup>nd</sup> Period (41) 10:39-11:19

3<sup>rd</sup> Period (66) 11:23-12:56

\*\*8<sup>th</sup> grade are dismissed at 11:17 for lunch

- 11:18-11:48 A lunch
- 11:51 8<sup>th</sup> grade late bell
- \*11:51-12:21 B lunch
- 12:23 6<sup>th</sup> grade late bell
- \*12:23-12:53 C lunch
- 12:56 7<sup>th</sup> grade late bell

4<sup>th</sup> Period (46) 1:00-1:39

5<sup>th</sup> Period (46) 1:43-2:25

- **DO NOT DISMISS 6<sup>TH</sup> AND 7<sup>TH</sup> STUDENTS EARLY FOR LUNCH**
- **The scheduled for a 2-hour delay day will only have 5 periods. We will not have whatever period is last on the 2-hour delay day.**

### Half Day Schedule\*-3

Students Enter Bldg. 7:35

Breakfast and Homeroom 7:35 -7:55

1<sup>st</sup> Period(52) 7:55-8:45

2<sup>nd</sup> Period(52) 8:49-9:41

3<sup>rd</sup> Period(68) 9:45-11:15

\*\*8<sup>th</sup> grade are dismissed at 9:39 for lunch

- 9:39-10:09 A lunch
- 10:12 8<sup>th</sup> grade late bell
- 10:12-10:42 B lunch
- 10:45 6<sup>th</sup> grade late bell
- 10:45-11:15 C lunch

Dismissal 11:15

**\*The scheduled will be whatever day the half day falls on. If the schedule was suppose to be 1,4,5,6,2,3 then it will be 1,4,5 for the half day.**

**7<sup>th</sup> grade stop at their locker on the way to lunch. They will be dismissed directly from the cafeteria.**

## **INSTRUCTIONAL PROCESS** (TCPS Policy 9.38)

It is our mission that each student will learn, grow, and succeed. It is the responsibility of the professional staff to develop effective instructional practices through which each student can attain mastery of the core objectives in each class or subject. Therefore, the Board endorses the practices inherent in "mastery teaching" and "mastery learning ". We believe that all students can be successful, that success breeds success, and that schools set the conditions for success. Therefore, the Board further endorses the concepts of rigor, relevance, relationships, and reflection in order to achieve our mission.

### **Mastery Teaching:**

- Pre-teaching includes the articulation of learning objectives, purposeful planning, and integration of pre-assessment and other formative data.
- Teaching includes the sequenced development of concepts and skills through appropriate cuing, modeling, structured activities, guided and independent practice, checks for understanding, and closure.
- Post-teaching includes summative assessment, remediation, extensions, and evaluation.

### **Rigor:**

- Teachers will demonstrate a confident command of content and/or program knowledge.
- Instruction will promote higher order thinking and problem solving.
- Classroom practices will emphasize the integration of oral, written, and multi-media communication skills.

### **Relevance:**

- Teachers will demonstrate knowledge of the developmental age of their students while maintaining high expectations for achievement.
- Instruction will provide for the differentiated needs of students to accommodate their learning styles, processing traits, and rates of mastery.
- Classroom practices will actively engage students in learning through their prior knowledge, interests, and life experiences.

### **Relationships:**

- Teachers will demonstrate personal regard for all students and model appropriate interpersonal and collaborative skills.
- Instruction will respect the cultural, linguistic, and ethnic background of all.
- Classroom practices will promote a learning environment that is physically, intellectually, and emotionally safe for all children.

### **Reflection:**

- Teachers will utilize assessments to guide improvement in teaching and learning, including re-teaching and retesting.
- Instruction will provide explicit training in metacognitive processes, organizational context, and other self-monitoring skills.
- Classroom practices will include timely, specific feedback to students on their performance to foster students' ownership of their learning.

### **Mastery of Learning**

Evaluation measures the level of student mastery of the unit objectives. While it can take a variety of

forms, it must be purposefully aligned with curriculum objectives with sufficient sampling of the taught concepts and skills to permit students to demonstrate their learning. Some measures will be used commonly across schools (and/or course sections), such as Benchmarks, Theme Tests, and Final Exams. Scoring tools (such as rubrics) will be utilized appropriately and be specifically taught as part of the instructional process. Evaluation results may indicate that key objective(s) have not been mastered by some students and therefore require additional or alternate opportunities to learn.

#### Summative Assessment:

Summative assessment determines the extent of student achievement on the objectives of the instructional unit. In all cases, the teacher determines when to administer the summative as outlined in the pacing guide or syllabus. All students must take summatives. Summative assessments may consist of a paper/pencil test, a report, a paper, a project or a performance oriented activity. Successful performance on the summative assessment marks the end of the Instructional Process for a unit of study.

#### Remediation and Retesting:

Performance below the 69.5% level on a summative assessment indicates that the objectives of the unit were not successfully learned. Students should have the opportunity to obtain additional assistance in order to reach mastery of core objectives. Students are to provide opportunities and encouragement to complete the requirements for re-testing. The teacher provides opportunities for remediation during this time. Remediation is a shared responsibility of learner and teacher. Because remediation focuses on essential objective for a student's on-going progress, the teacher should encourage continued effort by reluctant learners and solicit parental assistance when needed.

A student who achieves a summative assessment grade through re-testing is not eligible to receive a grade any higher than 79%.

- For Grades 6-12  
Remediation efforts must begin within five (5) school days following the date that the summative results are given to the student. Re-testing should take place no later than the next interim/report card.

### **GRADING SYSTEM FOR MASTERY LEARNING**

Excellent Learning – 90-100% (89.5+ to be rounded to 90%)  
Mastery Learning – 80-89% (79.5+ to be rounded to 80%)  
Acceptable Learning – 70-79% (69.5+ to be rounded to 70%)  
Minimal Learning- 60-69% (59.5+ to be rounded to 60%)  
Unsatisfactory Learning- 59% or below

Grades of 59.4 or less will indicate that acceptable learning or the objectives have not yet been achieved by the student and therefore cannot be validated by the teacher. In certain situations, retesting of summatives may be warranted. The teacher and administration will determine this. For grades 6-12, retesting for summative tests must be completed within 1 week of the test. Grades through retesting are not eligible for marks higher than 79%.

#### **Honor Roll**

- A. Overall average of 85% or above and,
- B. One course average may be in the 75 – 79.4% range

#### **Principal's Honor Roll**

No course averages that are less than 89.5 percent

### **Promotion/Retention**

The Talbot County Public Schools have specific requirements that students must meet in order to be promoted from one grade to the next.

Students Must:

- A. Pass Mathematics with a 59.5 or above
- B. Pass Language Arts with a 59.5 or above
- C. Pass Science and Social Studies with a 59.5 or above

### **Promotion Criteria**

Middle School students must:

- 1) Be functioning on grade level in both reading and math.
- 2) Have an average of 59.5% or higher in major subjects with no more than one average lower than 59.5% in a major subject. (English /Language Arts, Math, Science, Social Studies).

A review team will meet to decide whether the student is a candidate for:

- A. Promotion
- B. Assignment (with a plan)
- C. Retention

### **QUARTERLY AWARDS ASSEMBLIES**

At the completion of each quarter, grade levels will hold separate awards assemblies to celebrate accomplishments. At the first three awards assemblies, students who earn honor roll and principal's honor roll will be recognized. At the quarter four awards assembly each teacher will give out two awards: an excellence award and a personal success award. The excellence award is given to the student with the highest average. The student who has shown the greatest efforts and improvements is awarded the personal success award.

### **PBIS AND STUDENT INCENTIVES**

The goal of Positive Behavior Intervention and Supports (PBIS) at Easton Middle School is to provide an effective, safe and positive work environment for students and staff. Expectations for behaviors are set for each area of the school building from the classroom and hallways to the cafeteria and gymnasium. Throughout the year there will be school-wide PBIS incentives for academics, behavior and attendance. In order to facilitate the organization of these incentives, student lists must be compiled by certain deadlines. We will make every effort through school announcements to remind students of requirements and deadlines for these incentives.

Students are expected to follow the 3 R's as part of the PBIS program at Easton Middle School. Please see the PBIS Student Expectations chart on the following page.

## Student Expectations

### The 3 R's

	Classroom	Halls	Bathrooms	Cafeteria	Media Center	Assembly	Outside
<b>Be Respectful</b>	<p>Raise your hand and wait to be recognized before speaking.</p> <p>Use kind words.</p> <p>Keep hands to yourself.</p>	<p>Respect others' space.</p> <p>Take turns.</p> <p>Respect hallway decorations.</p> <p>Hold the door for the person behind you.</p>	<p>Respect others' privacy.</p> <p>Keep bathrooms clean.</p>	<p>Address adults using Mr., Mrs. or Ms.</p> <p>Say please and thank you.</p> <p>Use inside voices.</p>	<p>Listen during the speaker's presentation.</p> <p>Keep your conversations on topic with a low volume.</p>	<p>Sit in one spot quietly during the presentation.</p> <p>Use appropriate applause.</p> <p>Listen and watch.</p>	<p>Use kind words.</p> <p>Include all who want to participate.</p>
<b>Be Responsible</b>	<p>Turn homework in on time.</p> <p>Complete classwork and try your best.</p> <p>Listen to the speaker.</p> <p>Work quietly.</p> <p>Do your part during group work.</p>	<p>Use quiet voices.</p> <p>Walk on the right side.</p> <p>Go directly where you are supposed to be going.</p> <p>Have a signed agenda during class time.</p> <p>Stand and wait patiently.</p> <p>Pick up litter.</p>	<p>Wash hands with soap and water.</p> <p>Use quiet voices.</p>	<p>Practice good table manners.</p> <p>Eat your own food.</p> <p>Clean up eating area.</p>	<p>Whisper.</p> <p>Return books on time.</p> <p>Treat books with care.</p> <p>Push in chairs.</p>	<p>Arrive on time.</p> <p>Sit on benches and keep your hands to yourself.</p> <p>Return all materials used during the assembly.</p>	<p>Return all outside materials.</p> <p>Behave safely.</p>
<b>Be Ready</b>	<p>Have all materials at all times.</p> <p>Turn in assignments on time.</p> <p>Study for tests.</p>	<p>Return directly to class.</p> <p>Be aware of others.</p> <p>Line up prior to walking in the halls.</p>	<p>Use the bathrooms between classes.</p> <p>Return promptly to class.</p>	<p>Have money ready.</p> <p>Use the bathroom before returning to class.</p>	<p>Check out books before the bell rings.</p> <p>Line up to be dismissed or return to class.</p>	<p>Bring any necessary materials.</p> <p>Be ready to be dismissed by teachers.</p>	<p>Line up promptly when directed.</p>

## The 3 R's

## **PERSONAL BELONGINGS**

### **Bicycles/ Skateboards/ Scooters**

Bicycles should be parked in the racks outside the building. Bicycles must be locked. The school is not responsible for any damage or theft, which may occur. Skateboards and scooters may not be used on school property under any circumstances. Bicycles, skateboards, and scooters are not permitted in any TCPS school buses.

### **Book bags or Backpacks**

As a result of our concern for the safety of all students, any type of bag, typically called a book bag, will not be allowed for carrying books or materials between classes. Students may use book bags to bring materials to school and take materials home. Book bags with wheels will not fit in student lockers.

### **Dress Code**

*(From TCPS POLCY 10.15)*

The following minimum standard of dress will apply for all students:

1. No tank tops or sleeveless tops.
2. No clothing with obscene or inappropriate comments or pictures.
3. No clothing that depicts drugs, alcohol, cigarettes, or violence.
4. No short shorts, or cut offs. From a standing position with arms at your sides the hem of the shorts should not be above the fingertips.
5. No halters, midriffs, or tube tops.
6. No clothing with holes.
7. No pants worn 2" or more below waist.
8. No skirts or dresses worn more the 6" above the knee. From a standing position with arms at your sides the hem of skirt or dress should not be above the fingertips.
9. No jewelry or accessories that could be viewed as potentially dangerous.
10. No flip-flops.
11. No head coverings including but not limited to hats, bandanas, hoods, visors or sunglasses.
12. No clothing or accessories deemed gang related or promoting hatred toward a person or group based on their race, color, gender, sexual orientation, age, national origin, religion or disability.
13. Leggings may not be worn as pants. They may be worn under a skirt, shorts or a shirt. From a standing position with arms at your sides the hem of the skirt, shorts or shirt should not be above the fingertips.

### **Electronics**

Students **are not** permitted to use cassette players, tape recorders, radios, iPods, MP3 players or any other portable recordable devices at school. Students who wish to use these items for educational purposes must have prior permission from the school administration. Easton Middle School is not responsible or liable for the loss, theft, damage or destruction of these electronic items on school property.

### **Gum**

No gum or gum chewing is permitted in the building. Food and drink are to be consumed only in assigned eating areas.



### Lockers

Locks and lockers are the property of Easton Middle School and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items. Lost locks will be replaced for a \$5.00 charge. Students are not to share lockers unless they have been assigned to do so by the main office. **The student to whom a locker has been assigned will be held responsible for the contents of that locker, regardless of who actually owns those contents.**

### Lost and Found

All books and clothing, which are found within the building, should go to the building's lost and found. Items found in the common areas of the school will be taken to the office. Students should look for their lost items in the office as soon as possible after they discover something is missing. Pocketbooks, eyeglasses, jewelry and keys should be left with a secretary in the administrative office. Every month, unclaimed clothing will be donated to charity.

### Personal Belongings

Easton Middle School is not responsible for a student's personal belongings. The school is not responsible for lost or stolen items. We recommend that students not bring valuables to school.

### FIRE DRILLS

There are classroom procedures for leaving the building when the fire alarm rings. They are posted on the wall in each classroom. During a fire drill, no running or talking is permitted in order to ensure safety. When the predetermined destination for your room has been reached, you must face away from the building and quietly await the signal to return to class.

### DAMAGED PROPERTY

Any books or other school equipment assigned or issued to a student are to be returned to the school in good condition. In all cases, students will be required to return to the school the exact item that was issued to them. (For example, a student who was issued textbook #14 in social studies must return textbook #14 in order to be cleared of his obligation to the school. If the student returns a book with a different number, that book will be put back into the school's inventory, but it will not clear the student's obligation to return book #14.) Also, students and parents will be held responsible for repairing or replacing any school property, which is damaged or broken as a result of student's negligence and/or mischievous behavior.

For any books, or other school equipment which are not returned when required, a Student Obligation Form will be filled out, the parents will be notified, and the student will be billed for the replacement cost of the item not returned. (NOTE: Because of rising prices from school suppliers, quite often the replacement cost of an item will be higher than its original purchase price.)

All students will be issued a laptop. It is the students' responsibility to return their laptops in the condition that the laptops were issued to them. In addition, it is the students' responsibility to notify the teacher they are with, when something happens to their computer. If it happens in the hallway, they are to notify the next teacher that they are reporting to. An invoice and a letter will be sent to the family. Payments are to be made to the front office. Please see the repair list below for each grade level:

Laptop fees				
Device type	Macbook Air	Macbook Pro	Macbook Pro	White Macbook
Model yr	2012	2010	2011	2008
Grade	6	7	8	
Class of	2023	2020	2022	
Device Replacement	*500.00	*300.00	*400.00	100.00
Charger (Lost or stolen)	40.00	40.00	40.00	40.00
Case	20.00	20.00	20.00	20.00
Screen front Glass replacement	200.00	100.00	100.00	50.00
Topcase/Keyboard	50.00	60.00	60.00	40.00
Hinge Replacement	200.00	40.00	40.00	40.00
(Liquided spill damage)	495.00	200.00	300.00	50.00
* Contractor replacement cost				

### **PICK UP PROCEDURES FOR STUDENTS**

Should your child need to leave school during the school day for an appointment or an early dismissal, please provide a note for him or her. Have your student bring the note to the main office on the way to homeroom and give it to Mrs. Brooks or Mrs. Jones. She/he will be given a pass to come to the main lobby five (5) minutes before the designated leave time.

The pick-up procedures for students at Easton Middle School are as follows:

- A student must be picked up by a parent, guardian or designated person and signed out in the main office.
- If someone other than the parent/guardian or designated person wishes to pick up a student, the parent or guardian is called to confirm this arrangement.
- All individuals, whether parent, guardian or a designated person, are required to show identification.

### **NOTICE OF PARENT/STUDENT FERPA RIGHTS** (Family Education Rights and Privacy Act)

In accordance with Federal and State law, parents and eligible students (18 years of age) are guaranteed the right to:

- A. Have full access to all official student records maintained by the school system.
- B. Examine and/or request to have removed from these records any information about the student, which is determined to be inaccurate or misleading.
- C. Enjoy confidentiality and privacy in regard to the disclosure of information contained in those records to outside agencies.
- D. Be informed as to what personally identifiable information within student records is non-confidential (“Directory Information”):  
Student’s legal name, Student’s grade in school, Homeroom assignments, Honor roll/perfect attendance list, Date of attendance, Photograph, Degree/awards received, Participate in officially recognized activities and sports, Weight/height of members of athletic teams
- E. Refuse designation of any of the above or all categories of personally identifiable information as directory information by September 30 of each school year, by notifying the principal in writing.
- F. Enjoy efficient record management.
- G. Copies of the appropriate Talbot County Board of Education Policy, “JO” (“Student Records”),

are available from the Supervisor of Student Services at Central Office. Parents or eligible students who feel that their FERPA rights have been violated may exercise an appeal right in accordance with Talbot County Board of Education Policy “KL” – “Public Complaints/Appeals”.

## **EMS DIRECTORY OF STUDENT SERVICES**

Services and programs listed in this directory help students to achieve success in academic, emotional, physical and social arenas. Some programs have eligibility requirements based on test scores, staff recommendations, previous agency referral and/or other school data. For more information about the services and programs, contact persons and phone numbers are listed. Community agencies listed are approved by the Talbot County Board of Education. Communication with parents regarding referral to a community agency is highly desirable and may require a parental release of information.

### **School-Based Programs & Services**

**After School Clubs:** Students may choose to participate in a variety of after-school activities. Staff or organizations interested in sponsoring a club should contact the administrative staff. Contact Person: Mrs. Jackie Valcik, Phone: 410-822-2910

**Alternative Learning Center (ALC):** A middle school program that provides a short-term off campus educational program for students as an alternative to expulsion from school. School administrators refer students to the Supervisor of Student Services at the Central Office for this program. Contact Person: Mrs. Darlene Spurrier, Student Services Coordinator, Phone: 410-822-0330

**Character Counts:** A school-wide program that focuses on character education. Sponsored by the Easton Rotary Club. Contact Person: Mrs. Connie Cook, Phone: 410-822-2910

**Crisis Intervention Team:** This team meets and plans interventions designed to restore the school community to normal functioning in the event of school or community disasters or a crisis situation. Contact Person: Mrs. Jackie Valcik, Phone: 410-822-2910

**ESOL:** Additional instructional support and monitoring is given to students who qualify for services who speak English as a second language. Contact Person: Mrs. Ashley Mowbray, Phone 410-822-2910

**Food Services:** Talbot County Public Schools provides a food and nutrition service for all students. Applications for the “Free or Reduced Price Meals Program” are sent home in the summer and can be requested throughout the school year. All TCPS students will receive an individual computer numbered account. You can prepay any amount on this account for meals or a la cart items. Parents can restrict purchase of a la cart items. The amount of each day’s purchase will be deducted from the balance. All students at Easton Middle School receive a free breakfast during homeroom each day.

**Guidance Program:** Individual, small group and individual counseling supports are available to help address issues such as healthy relationships, study skills, school adjustments, self-esteem, changing families, death of loved ones, anger management and career options. A counselor is assigned to each grade level.

Contact Persons: Ms. Hall (6<sup>th</sup>), Ms. Kimball (7<sup>th</sup>), Ms. Walker (8<sup>th</sup>) Phone: 410-822-2910

**School Health Program/Wellness Center:** A school nurse and health technician is available during

school hours if students are ill, injured or have other health-related issues. In addition to these services, with completion of a parental consent form for treatment, a nurse practitioner is available in the Wellness Center to provide healthcare and education. A follow-up report is sent to the child's primary care physician and parents are informed when the child is treated.

Contact Person: Ms. Patty Whitby Phone: 410-820-8078

**School Safety Officers:** Assist with building security, peer mediation and overall school safety. Contact Person: Mr. Cooper, Mr. Ricketts

**504 Plans:** Students who may qualify for services under Section 504 are referred to the Student Services Team to review documentation to determine eligibility and the type of assistance needed.

**Behavior Specialist:** Assists with the development of 504 plans, provides consultation for behavioral management and conducts assessments for students at risk during a crisis. The Student Services Team, guidance counselor, teacher, and administrator or health staff may refer students. Contact the grade level school counselor for more information.

**Special Education Program:** Provides services for eligible students with disabilities. A combination of services can be received for needs such as learning difficulties, hearing, visual and/or mental impairments, speech services, educationally related occupational and/or physical therapy. Contact Persons: School administrators, school counselors, teachers, special education office.

**Multi Level Intervention Plan (MLIP):** A multidisciplinary school team that identifies and coordinates appropriate general education services to help increase school success. SST develops and monitors plans to help improve attendance, school adjustment, academic achievement, or eliminate unhealthy concerns. Any student can be referred to SST if he/she does not receive special education services for specific needs. Teachers, guidance counselors, administrators, and parents, outside agencies or physicians, may refer students to this team. Contact the grade level administrator for more information.

### **Supporting Community Programs & Services**

**Eastern Shore Psychological Services:** Provides psychological services.

Contact Person: Darlene Spurrier, Central Office Phone: 410-822-0330

**Community Mental Health:** Includes services from Peninsula Regional Mental Health (for victims of violence and abuse and a wide variety of mental health needs). Contact Person: Rob Schmidt, Phone: 410-822-0330

**Court Appointed Special Advocates (CASA):** Trained special advocated appointed by the county court system for children and youth. Contact: Robin Davenport, Phone: 410-822-2866

**Interagency Coordination (IAC):** Families who have established connections with one or more human service agencies can be referred to IAC to help coordinate needed supports. Among the participating agencies include Peninsula Regional Mental Health, Department of Social Services, Talbot Family Support Center, Department of Juvenile Justice, Health Department, and CASA and Talbot County Public Schools. Contact Person: Darlene Spurrier, Central Office Phone: 410-822-0330.

**Talbot Mentors:** Provides community volunteer mentors for students in grades prek-12. Contact Person: Diana Trams, Phone: 410-770-5999

**Talbot Partnership:** Works with community groups to help promote and develop healthy life styles and respect for cultural diversity within the community. Contact Person: Gary Pearce, Phone: 410-819-8067

**Turn Around – Talbot County Health Department:** A free service provided to parents who are trying to determine if their child is involved with drugs. Turn Around provides confidential drug screens, assessment and consultation with a counselor. Contact Person: Brighton Laznovsky, Phone: 410-819-5900.

## **Maryland Youth Crisis Hotline**

**(800) 442-0009**

**“It’s OK to Ask 4 Help!”**

**TEXT 2 STOP IT!**

**Text TCPS to 71441 to  
report bullying and  
other harmful behavior**