

TILGHMAN  
ELEMENTARY  
SCHOOL



PARENT AND STUDENT  
HANDBOOK

2017-2018

**Tilghman Elementary School**

21374 Foster Avenue Tilghman, Maryland 21671

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www.tcps.k12.md.us/tes

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Mrs. Joyce Crow, Principal

Mrs. Debby Sweet, Secretary

*"To provide a nurturing and challenging environment that engages and prepares all students to be college and career ready"*

Dear TES Parents, Guardians, and Students,

On behalf of the staff of Tilghman Elementary School, I would like to welcome you to the new school year. As the summer has been quickly slipping away, we have been gearing up for the beginning of the brand new school year! Every new school year is exciting as it brings many new challenges and opportunities for us to learn together.

We believe that students learn best when education is a community priority and that the home/school partnership is key to the student's success. Please consider YOURSELF a valuable team member in your child's education. Never underestimate the influences that a parent/guardian has on student learning, behaviors, and attitudes. We welcome you as a partner in your child's learning and growth.

Our mission is to actively engage the students in the learning process. We will work diligently to ensure our students' success, as well as making the educational experience successful for all stakeholders. Our school strives to meet the needs of the students. Tilghman Elementary is a small school compared to other schools in the county; however, our commitment to creating a quality educational environment is huge. As an elementary school our goals are to support the mission of Talbot County Public Schools and the 2020 Vision Plan, the Strategic Plan for 2015-2020. Students will be engaged in learning opportunities to help prepare our elementary students to accomplish the Talbot County Public School mission: "Every student graduates college and career ready."

You will receive regular communication about "What's Happening" at TES via a newsletter brief that you will receive weekly or bi-monthly. The newsletter can also be accessed via the school website [www.tcps.k12.us](http://www.tcps.k12.us) and link to TES. The TCPS website contains a host of valuable information (menus, events, school closings, policies), so please check it out. Information will be sent to you through email using the School Messenger platform. It is important that we have an accurate email address for this purpose.

We sincerely thank you for your continued support for TES. We are proud of our staff, students and their accomplishments. My door is always open to you. So, WELCOME again and we ask you to join us in our anticipation of many successes and celebrations for a fantastic school year for everyone! ☺

Sincerely,

*Mrs. Joyce Crow, Principal*

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FACULTY AND STAFF  
TILGHMAN ELEMENTARY SCHOOL

Principal	Joyce Crow
Secretary	Debby Sweet
Pre K Teacher	LuAnn McKelvey
Kindergarten Teacher	Katie Fox
First Grade Teacher	Karen Glass
Second Grade Teacher	Lindsay Grow
Third Grade Teacher	Angela Asmussen
Fourth Grade Teacher	D. Bieber,A.Asmussen, J. Crow
Fifth Grade Teacher	Daniel Bieber
PE Teacher	LuAnn McKelvey
Music Teacher	Maura Simonetti
Title 1 Reading	Cindy Bieber
Title 1 Math	
Art Teacher	Christie Dugan
Speech Pathologist	Cindy Jump
Special Education Teacher	Beverly Mayhew
Media Manager	Jannell Walker
School Counselor	Suzanne Brannegan
Nurse	Tracy Batley
Cafeteria Manager	Debbie Mister
Custodian	Marvin Beulah

## TILGHMAN ELEMENTARY SCHOOL BELIEFS

The faculty and staff of TES have adopted the following mission and fundamental beliefs about learning and the educational experience at TES.

***Mission:*** *To provide a nurturing and challenging environment that engages and prepares all students to be college and career ready.*

***Beliefs:*** We believe that:

- Students learn best when education is a community priority.
- Students learn best when they are engaged in the learning process.
- Each student is a valued individual.
- The school/home partnership is key to the student's success.
- Individual student abilities drive instruction.
- Quality work is the expectation, not the exception.

### **Visitors Are Welcome**

If you are interested in visiting your child's classroom, please call the principal to arrange a mutually agreeable time for your and your child's teacher. Siblings/other children are not allowed to be with you in the visit. You are welcome to have lunch with your child, but this also must be a pre-arranged time. Please call the office to arrange this procedure. Unauthorized persons in the school building or on school grounds will be asked to leave the campus. Individuals not identified with a school badge will be asked to go back to the main office.

**ALL visitors MUST check in the main office upon entering the school.**

- Sign in on the "log in sheet".
- Receive a visitor badge or identification badge
- Upon leaving, sign out on the sheet.
- Return the badge to secretary or available basket.

### **Volunteer Information**

Volunteers are important and can help in many ways. A few examples of volunteerism may include working directly with students, clerical work, or lunchroom assistance. Volunteers are held to the same confidentiality requirements as any other individual working within the school.

If you are interested in becoming a volunteer at TES, please inform the principal or classroom teacher.

Also we are interested in knowing about an adult's special interests, talents, and or expertise that you would be willing to share with our student population.

**CLASS SUPPLY LISTS FOR 2017-18 SCHOOL YEAR**

**ATTENTION PARENTS** ~~Please check with the school before purchasing and/or replenishing your supplies. Donations are often given and the school may have the supplies. Each year a supply list will be included in the end of the year report card envelope. (for the next grade)

**PRE K**

- 2 Boxes of Kleenex
- 4 Glue Sticks
- Clorox wipes
- 1 Box of crayons



**KINDERGARTEN**

- 1 Box of Kleenex
- 2 Boxes of Crayons
- 1 Set of headphones
- 3 Packs of Expo Dry Erase Markers
- Clorox wipes
- 6 Glue sticks
- \$2.00 each month for snack



**FIRST GRADE**

- 1 School box—preferably plastic
- 1 Box crayons
- 1 Box of tissues
- Set of headphones (not ear-buds) Plain black/silver headphones
- 1 Box of Ziploc baggies
- 1 Package of small index cards
- 2 Packs of glue sticks
- 2 Packs of pencils



**SECOND GRADE**

- 2 Black/white composition books
- 3 Boxes of tissues
- 2 Packs of "Expo" broad tip dry erase markers-NO FLUORESCENT
- 2 boxes of Ziploc bags (1 sandwich and 1 gallon size)
- 1 Supply box (crayon box)
- 4 folders
- 1 Box crayons
- 1 Box markers
- 2 Glue sticks
- 1 set of headphones
- 3 Packs of pencils
- 2 packs of Clorox/Lysol wipes

**THIRD GRADE**

- 2 Packs #2 pencils
- 1 Pkg of cap erasers
- 3 Black/white composition books
- 1 Pkg of "Expo" dry erase markers
- NO fluorescent markers please**
- Set of headphones (Dollar Tree)
- 1 Package-24 crayons **OR** 1 package colored pencils
- 2 Large Glue Sticks
- 1 Box Ziploc Gallon Bags
- 2 Large Erasers
- 1 Clorox wipes
- 4 Pocket Folders (red, blue, yellow, and green)
- 2 Packs of Sticky Notes for student use

1 flash drive 2 gb

***OPTIONAL:  
Flash cards (Addition/  
Subtraction and  
Multiplication/Division***

\*\*\*\*\*

**FOURTH GRADE**

- 2 Packs of sticky notes
- 3 Composition notebooks
- 1 Set of headphones
- 2 Packages of #2 pencils

1 pkg. of cap erasers

1 flash drive 2 gb

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**FIFTH GRADE**

- 3 Boxes of tissues
- Enough pencils and erasers for the year  
(Mechanical pencil and 1 large eraser)
- 1 Pack of index cards
- 6 Spiral notebooks OR marble composition books
- 1 Pack of colored pencils
- 3 packs of wide notebook paper

***Optional-  
Ruler w/inches  
and cm  
Hand held pencil  
sharpener for  
desk***



### **STUDENTS DAILY SCHEDULE**

8:00 a.m.	Doors open for students
	All students entering school in the morning report directly to the cafeteria area. Students are dismissed to homerooms from the cafeteria.
8:15- 8:20 a.m.	Bus student arrival. Students are dismissed to the homerooms at 8:20.
8:20 a.m.	Students dismissed to homerooms.
8:20-8:40 a.m.	Breakfast served in classrooms.
8:40 a.m.	Classes begin. Students are considered tardy to school if they arrive to the classroom after 8:40.
11:15 to 11:45 11:45-12:10	FIRST LUNCH SHIFT (K, 1, 2) First shift break
11:48 to 12:18 12:18-12:35	SECOND LUNCH SHIFT (3, 4, 5) Second shift break
3:20 p.m.	Prepare for dismissal-Car rider dismissal
3:25 p.m.	Bus dismissal, students report to the cafeteria for dismissal.
3:30 p.m.	Walker dismissal. Walkers are the last to be dismissed.

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### **START AND DISMISSAL TIMES**

Start time: 8:40 am.                      Regular Dismissal: 3:20



Half-Day Dismissal: 12:05

Start time AM PK: 8:40      AM PK Dismissal: 11:10

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**90-MINUTE DELAY START AND DISMISSAL TIMES**

Doors open for students: 9:50 am.

Classroom instruction begins: 10:10 am.



**2017-2018 SCHOOL DATES**

**PARENT CONFERENCES**

August 29 and September 1: Intake conferences for K-5 grades

November 9: Early Dismissal-Conferences in afternoon

March 29: Early Dismissal

**SCHOOL CLOSED—NO STUDENTS**

September 4- Labor Day

November 9 and November 10

November 22-24-Thanksgiving

December 22-30-Winter Break

January 1-New Year's Day

January 15-Martin Luther King, Jr. Birthday

January 26-Inservice/Planning

February 19-President's Day

March 30- April 2: Spring Break

May 28-Memorial Day

**JUNE 13-STUDENT LAST DAY\*DATE MAY CHANGE DUE TO INCLEMENT WEATHER**

*Please note that the calendar has (4) snow days plus other possible dates built into the 2017-2018 calendar. The last student day is also an early dismissal day.*

**EARLY DISMISSAL DAYS -HALF DAYS**

September 29

October 13

November 8

December 21

June 13\* (last student day)

**DISMISSAL TIME: 12:05**

February 16

March 29

April 6 and April 27

May 18

### **Marking Period and Report Card Information**

1 <sup>st</sup> marking period-9/5-11/7	Interims Issued-10/11	Report Cards Issued-11/7
2 <sup>nd</sup> marking period-11/8-1/25	Interims Issued-12/20	Report Cards Issued-2/22
3 <sup>rd</sup> marking period-1/29-4/4	Interims Issued-3/7	Report Cards Issued-4/12
4 <sup>th</sup> marking period-4/5-6/13	Interims Issued-5/10	Report Cards Issued-last day



### **General School Procedures and Information**

\*\*All visitors must report to the principal or main office before visiting the building and/or classrooms. Please do not use any of the side entrances to enter the building. These entrances are locked. The main office is the specified entrance into the building.

PLEASE NOTE: For safety and security reasons, all exterior doors will be locked and visitors will request entry by utilizing the call button located at the main office area. The call button is located on the brick wall. Please press the button and upon request, please state your name and business reason for requesting entrance into the building. Office personnel will speak with you and provide entrance into the building by unlocking the door. Upon entering the school, individuals are to report directly into the main office to sign in and or conduct stated business.

### **Arrival Procedures for Students:**

1. Car riders are dropped off in the parking lot facing Foster Avenue. Students enter the school at the main entrance area (main office area). Parents or adults that need to come in the school for an extended time are asked to park the vehicle in a regular parking space, then proceed into the school.
2. School doors open at 8:00 am for students. Students report to the cafeteria/gym to await dismissal to the classrooms.
3. Students are dismissed from the cafeteria/gym to the classrooms at 8:20 am. Instruction begins at 8:40 am. **Students are considered tardy after 8: 40 am.**

**End of the Day Dismissal Procedures for Students:** At the end of the day, students (car riders) go to the common room area for dismissal when they are called by the office intercom.

1. Adults may park in the loop off Foster Avenue for afternoon pickup.
2. Car riders are dismissed at 3:20 p.m. and exit the school at the primary wing area. **THIS IS NOT A TWO LANE AREA! PLEASE DO NOT BLOCK THE LOOP AREA or GO AROUND OTHER CARS. THIS IS A DANGEROUS PRACTICE. SAFETY IS A PRIORITY FOR STUDENTS AND VEHICLES.**
3. Students are dismissed to the cars under staff supervision. Staff on duty will release car riders in a safe manner. **Drivers are asked to stay in line and move forward as the cars move forward in the line. This will help to prevent back ups in the line.**
4. Walkers or bike riders are the last ones to be dismissed at approximately 3:30 p.m.
5. If you do not wish to wait in the car rider loop, please park your car in the front main road parking lot and you may pick up your child at the office. This system allows for a quicker pickup for parents if needed.

6. **\*If you are coming into the school near dismissal time, please park your vehicle in the parking lot facing the main road. Please do not park in the bus lane, which is directly adjacent to the gym.**

**Sign in and out procedures (having entered the school):** Adults or other persons wishing to go beyond the main office must sign in and out at the main office. A sign in sheet will be available for this purpose. Any student that comes to school late must sign in at the main office at the time of arrival. If a student leaves school early he/she must also be signed out at the time of departure. The school is charged with knowing who is the building at all times. Log sheets are kept with attendance information. We are required to maintain an attendance log containing name, date, arrival time, departure time, and purpose in the building.

**School Emergency Forms:** Your child will bring home a School Emergency Form at the beginning of the school year. Please make sure that the form is completed and returned to school as soon as possible. All information including email addresses must be current and accurate. You are requested to include pertinent information that would be valuable for your child's safety and protection. **This form is critical and necessary for emergency use for the students and contacting parents. Also, it is extremely important to keep the information updated if numbers change.**

**Family Educational Rights and Privacy Acts (FERPA):** As parents and eligible students (18 years of age) you have rights under the Family Educational Rights and Privacy Act (FERPA), as well as state and local regulations and policies concerning student records, access, release, and confidentiality of records.

**Food Services:** The cafeteria staff provides breakfast and lunch food services. We serve breakfast to all students without charge in the classrooms from 8:20-8:40 a.m. A computerized accounting system is used for each student. Payment method: Cash or check. Check payment for food services are payable to Tilghman Cafeteria. For online convenience, parents may go to the [www.tcps.k12.md](http://www.tcps.k12.md). (county website), click on Departments, then click on Food Services, and you will be directed to information for automatic prepay. Questions relating to Food Services can be directed to that department at the local board office 410.822.0330.

Student lunch	\$2.50	Reduced lunch: \$0.40
Extra entrée	\$2.25	
Bottle/Canned Beverage	\$1.25	
Ice Cream	\$1.25	
Snack	.75	

**Free and Reduced Lunch:** The school participates in the federally funded free or reduced food program. Applications are available for those wishing to apply for the program. All information is confidential. Applications are forward directly to the Food Service Department in Easton. Notification comes the Food Services Department, not the elementary school. Forms may be obtained and applications submitted throughout the year. Often hardships occur to family finances at various times of a year. Individuals having received acceptance of the program during the previous school year, will be sent an application for the new school year. If you qualified for the program and did not receive a new application in the mail, please contact the school or Food Service Dept. You are encouraged to contact the Food Services Department Supervisor located at the Central Office and can be reached at 410.822.0330. If you have any questions, please contact the school 410.886.2391.

**School Pictures:** Individual school portraits for all students are taken in the fall and spring of each school year. A class picture is taken in the spring. Parents are notified of the picture day prior to the event by newsletters and flyer information. Throughout the school year, students are photographed for a variety of reasons (for publications like the local newspaper, TCPS and school websites, school/class bulletin boards, events, etc.) **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!!!** **Parents that do not want their child to be photographed for publicity purposes, MUST SEND A WRITTEN REQUEST STATING THEIR OBJECTION AND TO NOT INCLUDE THEIR CHILD FOR THESE PURPOSES.**

**Care of Books and Computers:** Students are expected to be responsible for the care and condition of all school property, books (textbooks/library) computers, and materials. Misuse, abuse, and loss of books and equipment, including technology will result in required payment from the student/parent for replacement and/or repair, as well as privileges to use said school property. Discipline consequences may occur for vandalism/destruction of property and computer misuse. Reimbursement for lost and/or damaged materials (books, technology, etc.) will be required and will be the student's/family's responsibility.

**Report Cards/Interim Progress Reports:** Report cards and interim progress report cards are issued four times throughout the school year. An *interim progress report card* is provided to parents at mid-marking term for the purpose of informing parents and students of the grade at the mid-point checkpoint. The *quarterly report card* reflects the student performance at the end of a nine (9) week marking term. Students receive their end of the report card on the last day of school.

**Parent Conferences** Communication between school and home are vital links to student achievement. Parent conferences are encouraged throughout the school year. The school calendar specifies particular parent conference days in which students are not in attendance. However, please schedule a conference appointment at any time during the year if you so desire. Call the school 410.886.2391 to schedule times.

**Safety Procedure/Fire Drills/Evacuation:** Public school law mandates that schools conduct a number of drills throughout a school year. Students are required and participate in routine fire drills, other safety drills, and two off-site evacuations. These drills are considered to be an important safety precaution. Student behavior is expected to be serious at all times during any drill. Drills are a part of the school day and consequences for inappropriate student behavior during any drill will be addressed in a disciplinary manner.

**Inclement Weather Procedures/Emergency Closings Affecting School:** If the school is operating on a 90-minute delay, students may report to school cafeteria at 9:50 a.m. Classes begin in the classroom at 10:10 a.m.

For school closing and delays, notice is posted on the county's home page, as well as reported on 96.7 FM WCEI radio, TV stations: WJZ-13, WBAL-11, and WBOC-16. Also, an auto-dialer message will go to your phone. It is very important that the school has the parent/s current information on file, for times like delays and closings. Call the school if you have questions about the school day.

Decisions for closings and/or delays are made by 6:15 a.m. **At the entrance of the school a sign is displayed at the main school entrance (office area) with notice of closings or delays.**

**School Messenger:** School Messenger is the communication system that Talbot County Public Schools utilizes to disseminate information relating to school operations via email. TES will use this communication tool to inform parents of important information, such as upcoming events, TCPS news, and school delays/closings. This communication system needs accurate email.

**Lost and Found Items:** *Student names should be written on items (clothing, books, lunchboxes, etc.) When items are left or found, the items are placed in a container.* Many times students do not claim their own belongings. Item identification will be helpful in returning the item to the owner. Any unclaimed items will be disposed of at the end of the school year.

**Personal Property:** **Students should NOT bring valuable belongings to school.** The school is NOT responsible or liable for lost, stolen, or damaged items that students bring for their pleasure. Electronic devices should NOT be brought to school. Any item that causes disruption in the learning environment may be taken during the day.

### ***PROGRAMS, INTERVENTIONS, SUPPORTS***

**Screenings:** Your child may participate in the following screenings: vision, hearing, language, speech and learning problems. You will be notified if any follow-up is needed or to participate in the screening process. If you have a concern in either of these areas relating to student progress, please contact the classroom teacher, counselor, nurse, or principal. Programs are available for special needs students. If you are concerned about your child's learning progress, talk with the classroom teacher or principal for more information in this area.

**Multi-Level Intervention Plan (MLIP):** TES has a multidisciplinary school team that identifies and coordinates appropriate general education services to help increase school success. The team meets monthly and monitors students' attendance, learning difficulties, or other needs.

**Counseling:** The elementary school counselor can assist in the development of communication skills, facilitate student's personal and academic growth, and assist in the development of problem-solving skills. Also he or she can coordinate programs for parent support to enhance student success. If you would like to speak with the counselor concerning any issues relating to student supports, you may contact the school. A mental health counselor also services the elementary school. You may contact the guidance counselor about the Mental Health services available to schools, parents, and students.

**Title One:** Title One is a federally funded academic assistance program. Tilghman Elementary is a targeted assistance school as part of the Title One program. This designation allows TES to have an academic intervention support for a Title One Reading and Math Specialist for 2017-2018. The Title One teacher is a certified teacher that works with a selected population of students. Criteria for inclusion into the program are based on student data, needs, and classroom performances. The school contacts the parents for participation in the program. Students that qualify for the program receive additional reading intervention supports.

**Service Learning:** Beginning in grade 3, students participate in service learning class projects that ensure a specific number of service learning hours. Grades 3, 4, and 5 acquire service-learning hours in elementary school via infused curriculum lessons/unit of study.

**TASK:** Tilghman After School Kids (TASK) is an afterschool program for students. Registration for a fall and spring session occurs during the school year. Students have the opportunity to sign up for a variety of enrichment programs. The fall session runs from September through December and the winter/spring session begins in January. Registration forms go home with the students and are returned to the school. Students receive registration information and session information prior to the beginning of the sessions. Students will bring home flyer information. If you have any questions about the programs, you may call the school office.

**P.T.O.:** The school PTO is an organization that supports the school community. TES is a small community school for which the PTO provides a great deal of funding supports. Fund-raising events occur to help defray field trip costs and a host of other activities in which the P.T.O. supports TES. The P.T.O. welcomes you and invites all to become active in school affairs. All are encouraged to become involved in the PTO for the sharing of ideas, events, suggestions, and partnership with the school. Together, parents make up a collective body of experts with talents and knowledge that could make a positive impact. Please feel free to call the school with any questions concerning this organization.

**TAYA:** Tilghman Area Youth Association (TAYA) is a non-profit corporation established to connect children to self, family, and community. The organization sponsors family events, activities for Teens and Tweens, summer camp, and the school yearbook. You will be notified of TAYA events being sponsored throughout the year and or summer. TAYA supports (TASK) afterschool programs and also initiatives for Tilghman Elementary School.

**Parent Involvement:** The Board of Education believes that schools, parents, and children must work together as knowledgeable partners in order to educate all students to their potential. Building strong partnerships among home, school, and community are essential to carrying out the shared responsibility of developing the whole child. TES strongly agrees with the Board's belief. We consider parents to be a vital link to a child's education. The education of children is a shared responsibility by the school, parents, and community.

**Olweus Bullying Program:** The Olweus Bullying Program is used at TES in all grades PK-5. There are four anti-bullying rules that we enforce through the program.

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Class meetings with teachers and students occur weekly as a component of the program. Cyberbullying is a type of bullying that happens online or through text messages or emails. It includes posting rumors on sites like Facebook, sharing embarrassing pictures or videos, and making fake profiles.

If you have a concern about bullying situations, please contact the principal to share the information. Bullying, Harassment, or Intimidating Reporting forms may be obtained in the school's main office, principal, or counselor's office. On-line forms are available on the county website ([www.tcps.k12.md.us](http://www.tcps.k12.md.us)). Click on Departments, then Student Services.

A student, parent, and staff member to the administration may submit forms. Reporting forms are to be submitted to the school principal/administration designee.

**PBIS:** The goal of Positive Behavior Intervention and Supports (PBIS) is to establish and maintain a safe and effective environment that maximizes academic achievement and behavioral competence of all students. TES desires to provide an effective, safe, respectful, and positive work/learning environment for all students and staff in all learning settings. Behavior expectations are consistently taught and re-taught to the students for all areas of the school building and environment. Throughout the year students will have opportunities to receive incentives for their positive behaviors.

### **TIGER PAWS!**

**P**roductive Learning    **A**lways follow directions    **W**ill respect others    **S**elf to Self



Students' behavior will demonstrate the 4 Tiger Paws actions (*Productive learning, Always follow directions, Will respect others, and Self to self*) across all school settings.

Our programs such as PBIS, Olweus, and Character Counts combine to create and reinforce a respectful learning environment for students and adults. Everyone's actions and behaviors impact others and we all have a responsibility to be contributing to a safe, respectful learning environment.

**Talbot County Public School Policies:** *TCPS county school policies can be accessed on the county website ([www.tcps.k12.md.us](http://www.tcps.k12.md.us)). Click on the Bd. Of Ed. Link, next click Board Polices. Listed in the handbook are just a few of policies that may be of interest for elementary school operations.*

### **STUDENT ATTENDANCE POLICY 10-2**

It is important for students to attend school every day. When students are absent, class activities are missed which are very difficult to make up. The Talbot County Board of Education requires attendance of all students and charges the school administration with enforcement of student attendance regulations in accordance with Maryland Public School Law and COMAR.

Under Maryland Code, an absence shall be considered **lawful** under the following conditions:

- *Death in the immediate family*
- *Court summons*
- *Work approved or sponsored by the school*
- *Observance of a religious holiday*
- *Other emergencies as approved by the Superintendent*
- *Lack of authorized transportation*
- *Suspension*
- *Illness of the student*

- *Hazardous weather conditions*
- *State emergency*
- *Health exclusion*

Given the proven positive results of regular school attendance upon student performance and growth, parents, with the support of the school, should promote and insure the daily school attendance of their child. UNLAWFUL CAUSE OF ABSENCE REGULATION  
13A.08.01.04

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

CODE 20 Truant. A Truant is a student (age 5 up to 16) who is absent without lawful cause as defined in COMAR 13A.08.01.03 from such attendance for a school day or portion thereof.

- *Illness of the student*
- *Hazardous weather conditions*
- *State emergency*
- *Health exclusion*

**Habitual Truant.** A student is a **habitual truant** if he or she is unlawfully absent from school for a number of days or portion of days in excess of 20% of the school days within any marking period, semester, or year.

CODE 21 Other unlawful absences.

**TARDINESS CRITERIA** For the purpose of this policy, tardiness is 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 is determined by applying the same criteria as absence. **Six (6) unlawful tardies (less than 120 minutes) equals one unlawful absence.**

#### ABSENCE DESCRIPTIONS

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

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

C. Absent whole day = present for 119 minutes or less of the school day

D. Tardy to school = absent less than 120 minutes in the morning

E. A student enrolled for less than a full day is to be counted present based on the amount of time he/she is scheduled. Examples:

- A student scheduled for a 2 hour block of time will be counted present for a full day if the student is in attendance for that block of time. If the student is absent for that



- block of time, the student will be counted absent for a full day.
- A student scheduled for a two hour block of time will be counted present for 1/2 day if the student is in attendance for one hour.

F. A student is counted present if at school or at a place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff.

G. 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.

### **ABSENCE CRITERIA**

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

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

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 15 days, any unlawful absence cannot be changed to a lawful absence. Notes from parents will be accepted up to the allowable time limit of five (5) absences per semester or 10 absences per year.

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. 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 grades being automatically affected or toward 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.

### **CONSEQUENCES FOR UNLAWFUL OR EXCESSIVE ABSENTEEISM**

***The parents of students, K – 5 with more than ten (10) unlawful absences will be referred to District Court by the Office of Student Services.***

APPEAL PROCESS FOR UNUSUAL OR EXTENUATING CIRCUMSTANCES Extenuating circumstances for absence deemed unlawful may be appealed in writing by the parent or guardian directly to the principal whose responsibility it is to assure that the due process is maintained.

Appeals must be initiated by the parent or guardian within five (5) school days after the student and parent have been notified in writing of the unlawful absence(s). The appeal conference shall require the presence of the parent or guardian and the student as well as professional personnel involved.

### **Talbot County Truancy Court**

Maryland Law requires that any child between the ages of 5 and 16 attend school on a regular basis. In April 2011, the Governor signed into law the Talbot County Truancy Reduction Pilot Program. Truant students and their families will participate in the program whose purpose is to improve attendance in children ages five to sixteen. This program is a collaborative effort involving the Talbot County Circuit Court, the Talbot County Board of Education, the Talbot County Department of Social Services, the Talbot County Department of Juvenile Services, Eastern Shore Psychological Services, The YMCA, Local Legislative Representatives, the Talbot County Health Department, the Talbot County Local Management Board and other service providers.

~~The program will focus on identifying the underlying causes of chronic truancy in order to improve student attendance and school success rates through referral for appropriate services and support.

### **BULLY/HARASSMENT POLICY 10.16**

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile education environment by substantially interfering with a student's physical or psychological well being and is:

- Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school. "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

### **Definitions**

A. Assault: Intentionally causing or attempting to cause serious physical injury to another person. This includes but is not limited to making a verbal threat, making a fist, and pulling hair.

- B. Bullying: Exposing a student to intentional negative actions on the part of one or more students which adversely affect the victim's ability to participate in or benefit from the school's educational programs or activities.
- C. Discrimination: Disparate treatment based on a person's race, sex, ethnic background, religion, disability, or age.
- D. Fighting: Physical encounters involving two or more students for the purpose of overcoming a person by blows, battery or weapons.
- E. Harassment: Perceived or actual experiences of discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics by a student, which adversely affects the student's ability to participate in or benefit from the school's educational programs or activities.
- F. Hazing: Acts which subject a student to bodily injury or humiliation for the purpose of initiation into a student organization.
- G. Intimidation: Subjection of a student to intentional actions that seriously threatens and induces a sense of fear and/or inferiority which adversely affects that student's ability to participate in or benefit from the school's educational program or activities.
- H. Retaliation: An act of reprisal or getting back at a person for an act he/she has committed.
- I. Sexual Harassment: Unwelcome verbal, written, or physical conduct of a sexual nature, including requests for sexual favors, unwanted touching, stalking, and sexual jokes.

**Standard Consequences and Remedial Actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in reprisal or retaliation and for persons found to have made false accusations** Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in reprisal or retaliation and for persons found to have made false accusations should be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial actions is presented in no particular order and is provided as a guide that by no means limits Principals/designees from implementing other additional consequences and remedial actions.

### **Standard Consequences**

- Time out
- Loss of a privilege
- Verbal reprimand
- Parent notification
- Detention
- Reassignment of seats in classroom, cafeteria, or bus
- Reassignment of classes

## **INSTRUCTIONAL PROCESS ADMINISTRATIVE REGULATIONS**

- In-school suspension
- Out -of- school suspension
- Extended suspension
- Transfer to an appropriate alternative program
- ~~Re~~Reassignment to another mode of transportation
- Reassignment to another school
- Completion of letter of acknowledgement of action, with apology, to victim (after review by staff and not in a case of sexual harassment or intimidation)
- ~~Re~~Reparation to victim in the form of payment for or repair of damage to possession
- Referral to law enforcement
- Expulsion Remedial Actions

## **REMEDIAL ACTIONS**

- Parent/Student Conference
- Counseling with school counselor or school psychologist
- Education about the effects of bullying, harassment, or intimidation
- Behavioral Contract
- Positive behavioral supports (functional behavior assessment; plan, remediation of problem behaviors that takes into account the nature of the offense, the developmental level of the student, and the student's history)
- Referral to external agency
- Participation in counseling (delivered by the school or community mental health provider)
- Cooperation with a behavioral management program developed in consultation with a mental health professional
- Satisfactory completion of community service

## **Procedures for Reporting Acts of Bullying, Harassment, or Intimidation**

The following procedures for reporting acts of bullying, harassment, or intimidation are presented as a guide that by no means limits Principals/designees from implementing other additional procedures for reporting acts of bullying, harassment or intimidation.

- A. If a student complains that he/she is currently the victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to investigate and intervene, as safety permits.
- B. If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.
- C. *Bullying, Harassment, or Intimidation Reporting Forms may be obtained in the school's main (front) office, counselor's office or from the TCPS website. A student, parent, close adult relative, or staff member to the administrator of the building can submit the form. A student may request assistance from a staff member to complete the form if the student wishes.*

## INSTRUCTIONAL PROCESS ADMINISTRATIVE REGULATIONS

- D. Reporting forms are to be submitted to the school Principal/designee.
- E. *Bullying, Harassment, or Intimidation Reporting Forms* may also be obtained submitted by a student, parent or guardian, close relative, or staff member to school administration.
- F. *Bullying, Harassment, or Intimidation Reporting Forms* will be included in the beginning of the year packets for students and their parents.
- G. Information obtained from the *Bullying, Harassment, or Intimidation Forms* shall be recorded for data collection, storage, and submission according to the requirements of Education Article 7-424, Annotated Code of Maryland.
- H. Local school systems shall provide summary information for individual schools and the school system obtained from the *Bullying, Harassment, or Intimidation Reporting Forms* to their schools.
- I. See *Bullying, Harassment or Intimidation Policy Code 10.16* of the Talbot County Public Schools Policy for more information.

### **Computer Usage Policy 10.32**

Technology and the Internet - Students are expected to use technology in a manner appropriate to the academic mission of Talbot County Public Schools and in accordance with all legal and ethical standards. Technology includes, but is not limited to, computers, electronic devices, software, Internet, and all other network services. The use of computer resources is a revocable privilege. Failure to abide by this policy may render the student ineligible to use the school's computing facilities and may bring disciplinary or even legal action. Students must make available for inspection by a teacher or administrator upon request any computer, messages or files sent or received. The school has the right to review these items for appropriateness, and to limit or revoke a student's access at any time, and for any reason.

**A. General Conditions of Use:** Computers and network access are provided to students for school-related purposes. Prohibited activities include, but are not limited to:

1. Transmission of any material in violation of Federal, State, local law or ordinance.
2. Use of technology for commercial activities by students/student groups.  
Commercial activity includes, but is not limited to the following:
  - a. Any activity that requires an exchange of money and/or credit card numbers;
  - b. Any activity that requires entry into an area of service for which the school may be charged a fee;
  - c. Any purchases or sales of any kind;

- d. Solicitation of donations; and
  - e. Any use for product advertisement or political lobbying.
3. Non-moderated communication methods such as instant messaging, chat rooms, and e-mail, except as explicitly authorized by a teacher or administrator.

**B. Files and File Management:** The permission to store files on school system computers or computer networks is subject to responsible and ethical use.

1. Images, sounds, music, video, or materials that are pornographic, obscene, or vulgar, or depict the use of illegal drugs, alcohol, tobacco or illegal and/or violent behavior (and/or would violate school rules if in non- digital formats) may not be downloaded, uploaded, imported or used.
2. Illegal use, distribution or transfer of copyrighted material to school computers including text, music, video, images, or audio files is prohibited. Students must abide by copyright laws and download/import only music or other files to a school-owned computer that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
3. File sharing must be approved and directed by the teacher.
4. Copying, changing, reading, or using files in another user's storage area (such as hard disk space, optical media, flash media, server space, personal folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.
5. Files may be stored only in locations and formats authorized for the student's use. Storing non-school related material (files) on a school system file server is prohibited.
6. For students issued a computer for their individual use, it is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.

**C. Network and Internet Access:** Access to the school system's computing facilities is granted with a computer account. Accounts are assigned to individuals and are not to be shared.

1. The account owner is responsible for all activity performed from his/her account. Activity on a user's account may be monitored and recorded. It is a violation of this policy to allow others to use this account or to use another person's account, with or without that person's permission.
2. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

3. To protect students while at school and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. Attempts to in any way bypass or negate the filtering of Internet content is prohibited.
4. The Internet is a powerful learning tool, but must be used safely. Students are not to reveal identifying or personal information about themselves or others when using the Internet.
5. Posting harmful material about others to make them the subject of ridicule or damage their reputations (so called cyber bullying) is prohibited.
6. Harassment, threats or intimidation via Internet or Local Area Network (LAN) is strictly prohibited, and subject to disciplinary action. Students should report to school administrators or other staff any such activity that they have observed or have knowledge of, particularly if these actions occurred while using school-owned technology.

**D. Security:** Security on any computer system is a necessity and a high priority.

1. All security problems must be reported to an administrator.
2. Attempts by a user to log on to the TCPS administrative network or servers using another's identity are prohibited.
3. Bypassing or attempting to bypass the school's filtering software is prohibited.
4. The use or attempt to connect a home computer or personal electronic devices to any part of the TCPS network unless instructed by an administrator is prohibited.
5. Sharing passwords with another person for any reason is prohibited and every effort should be made to keep all passwords secure and private.
6. Students must not knowingly introduce or knowingly allow the introduction of any computer virus to any school computer.

**E. Care, Service, and Repair of school-system technology:** Students are responsible for all technology resources provided for their use or in their possession.

1. Any broken or malfunctioning computer component, software application, operating system, network service, or peripheral should be reported to the technicians or to a teacher or administrator.
2. All equipment, software, and network configurations will be maintained by TCPS Technology Department.
3. Vandalizing or defacing hardware by writing upon, placing stickers upon, etching,

staining, or otherwise intentionally altering the surface of hardware is prohibited.

4. Removing inventory and identification tags from any technology equipment is prohibited.

5. Students issued a computer for their individual use should:

a. Carry their computers in the case provided by the school system, especially when the computers are taken out of school.

b. Have his/her computer fully charged at the start of each school day.

**Hacking and Electronic Trespassing:** Altering or modifying the pre-installed software is prohibited. Examples include, but are not limited to the following:

1. Installing any additional software applications;

2. Changing the computer name;

3. Altering, or removing pre-installed software components including, but not limited to: productivity applications, security and/or utility software, and operating system components;

4. Altering user accounts or file permissions granted to them;

5. Taking apart the computer for access to internal parts or in an attempt to “repair” the computer. Violations of these regulations will result in disciplinary action and may also result in criminal charges.

**G. Violations of this policy:** Student misbehavior in a technology setting often has a non-technology parallel and should be handled using the same progressive discipline steps as for other infractions of school rules. However, some violations are specific to the nature of electronic devices and media, and should be guided by the following.

1. Technology tools are increasingly central to teachers’ lessons and student learning. Full loss of computing privileges should be a final recourse when other disciplinary measures have failed to modify inappropriate behaviors; or in response to a serious violation that threaten the safety or wellbeing of students, the security of the school system’s servers or networks, or is a violation that could result in criminal charges.

2. Steps in a progressive discipline strategy appropriate to misuse of computing privileges may include:

a. Progressive restriction of permitted access (independent Internet search capabilities, use of multimedia tools, access to external ports, etc.).

b. Revocation of take-home privileges in the case of an individually issued computer.



- c. Other restrictions deemed necessary to maintain the intended and appropriate uses of technology.

H. Student Agreement: This policy will be reviewed annually with students in grades 4-12 in an age-appropriate manner.

1. An *Acceptable Use Agreement* must be signed by students in grades 4-6 who will be allowed use of school system computers or networks for independent Internet searches or use not directly supervised by staff.

2. It is presumed that all computer use by students in grades K-3 will be closely and continuously monitored.

**STUDENT PROGRESS REPORTS TO PARENTS POLICY 9.25: (to view the complete policy, go to the county website POLICY 9.25-AR)**

The administration regulations for this policy were recently revised of 6/21/17. Computer generated report cards will be issued in grades PK-12. Written reports and conferences on student progress will be made available to non-custodial parents on request, unless forbidden by a court order on file in the principal's office. Progress on IEP goals will be attached to the report card as appropriate.

\*There will be four (4) marking periods per year, approximately 45 days in length. Report cards will be issued for each student.

\*\*Student progress in pre-Kindergarten through second grade is both academic and developmental. Student progress is evaluated through analysis of work samples, anecdotal observations, and on demand assessments.

\*\*Report card codes and definitions that may be used are as follows: (PK, K, Grades 1 &2)

1. Student does not demonstrate the skill, knowledge or behavior
2. Student's skill, knowledge or behavior is emerging
3. Student's skill, knowledge or behavior is approaching proficiency
4. Student's skill, knowledge or behavior is proficient

Letter grades will be used for interim and marking period reports for all courses in which a student is enrolled in grades 3-12. The letter grade will reflect the level of student achievement as outlined below:

<u>Standard of Learning</u>	<u>Percentage Range</u>	<u>Grade</u>
Excellent Learning	90%-100%	A

Mastery Learning	80%-89%	B
Acceptable Learning	70%-79%	C
Minimal Learning	60%-69%	D
Unsatisfactory Learning	59% and below	F

I=Incomplete and NM=No Mark. These codes may be used to report progress.

### **HOMEWORK POLICY 9.27**

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class, which requires individual work at home. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the pupil. Homework is not to be used as a form of punishment.

### **STUDENT CODE OF CONDUCT 10.14**

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 taught and reinforced, and consequences for inappropriate behavior be communicated and administered.

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 or parents/guardians, and the community. All stakeholders’ opinions are valued and all students are given the opportunity to succeed.

Student behaviors can negatively or positively impact learning, whether it is the student’s personal learning or that of a classmate’s learning. Students are responsible for following school rules and regulations for the purpose of creating a safe and orderly environment in which all students may learn. Students will demonstrate respect for school community and the learning environments in the school as we all strive to meet the rigors of college and career readiness.

### **BUS RULES**

The bus is an extension of the school day. Students are expected to follow bus rules and regulations. To ensure a safe ride for all students and the driver, students will demonstrate

respect to student riders, bus driver, and others. Consequences will occur for students who do not follow rules.

**The basic bus rules include:**

1. Students walk to their seat (assigned or unassigned) and are seated in a safe manner. If a student has an assigned seat, he or she must stay in the assigned seat.
2. Student book bags or other items/objects are placed on the floor within the seat area or student held. The bus aisle is to remain clear.
3. Students sit on a bus seat, facing forward with feet out of the aisle, and hands, arms, and head inside the bus. Students are not permitted to walk up and down the aisle with the bus in motion or switch seats.
4. Students are to remain seated while the bus is in motion. The bus must be a complete stop before students get out of their seat.
5. Students shall not throw paper or any other materials out of the bus window.
6. Damages to the interior or exterior to the bus caused by students will result in financial restitution if necessary and be cause for suspension of bus riding privileges.
7. Students must obey all directions from the driver.
8. Fighting, rough play, obscene gestures, profanity, excessive yelling, and screaming are not permitted.
9. Students must get off the bus only at their regularly assigned bus stop, unless permission has been previously granted.

**SCHOOL WELLNESS POLICY 10.27**

The Talbot County Board of Education recognizes that the primary goal of nutrition education is to influence students' eating behaviors, and that the primary goal of physical activity is to encourage students to develop active life styles. Thus, the Talbot County Board of Education is committed to providing school environments that promote children's health, well being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of TCPS that

- A. The district will, with cooperation from parents and community, promote a climate a wellness through good nutrition and regular physical activity.
- B. All students in PK-12 will be provided with opportunities, support, and encouragement to be physically active on a regular basis.
- C. Foods and beverages sold or served by schools will, to the extent practicable, meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- D. Qualified food service professionals will 1) provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of children; 2) reasonably accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; 3) provide clean, safe, and pleasant eating environments.
- E. To the maximum extent practicable, all schools will participate in available federal school meal programs.
- F. The curricula for health and physical education will, where appropriate, include connections to the school meal program and to wellness related community service.

The School Wellness Policy is used to determine a **HEALTHY SNACK POLICY** that will be in place at Tilghman Elementary to encourage the safety and wellness of all children. **Families (students/parents) are asked to adhere to the snack policy for the safety of all children. Allergies continue to be a growing health concern for our children. For**

**some children with known allergies, exposure to and or consumption of allergens in foods can pose a life-threatening situation.** Often, children/parents are not aware of a new allergy until illness occurs.

At times, parents like to send in food treats to celebrate birthdays and holidays. However, because of the possible consequences to the health and welfare of our children, this practice is not in place at TES. TES will institute guidelines that prohibit teachers and other staff from using candy or food, as rewards.

**To assure the safety of all children, you are asked to follow these guidelines.**

- Alert the office and classroom teacher with documentation from a doctor if your child is allergic to any food item.
- Do not send or deliver any food items for birthday or other celebrations. If you choose to send in something for your child's class for birthdays, you may send items that are not food.
- Do not send in any party bags or cards containing food or candy.
- Do not send or deliver classroom projects that involve food items.

*We do recognize that nutritious food items do comply with the acceptable guidelines. Therefore, for particular situations, a school staff member may request food items (class party, etc.). In this case, the requested food will be a safe and nutritious snack and will be approved ONLY BY SCHOOL STAFF.*

Your cooperation to the wellness policy is appreciated as we continue to 1) create an environment where all students can feel included and participate with others, regardless of any food or allergy restrictions; 2) safeguard students' safety; and 3) comply with the national, state health regulations.

TCPS county school policies can be accessed on the county website ([www.tcps.k12.md.us](http://www.tcps.k12.md.us)). Click on the Bd. Of Ed. Link, then Board Policies. You are encouraged to check out the policies that pertain to the elementary school operation.

**Additional policies that may be of interest can be located on the website.**



Promotion

Alcohol and drug use by students

Search and Seizures

Sale or use of tobacco on school premises

Gangs, gang activity, and similar destructive or illegal group behavior

Administering Medicine to Students-AR

Dress Code

Portable communication devices

Student Insurance

Chaperone Responsibilities

Field Trip-AR

Note: If you do not have access to the website connection and are interested in a policy and its content, please feel free to contact the school office to obtain the information for you.

**HANDBOOK VERIFICATION NOTICE**

Please sign and return this page to your child's homeroom teacher indicating that you have reviewed the contents of the student's handbook with your child.

My child,

\_\_\_\_\_, And I have reviewed  
the Tilghman Elementary School student handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TILGHMAN ELEMENTARY SCHOOL INTERNET POLICY**

All the classroom computers, mobile laptops, and tablets at Tilghman Elementary School have Internet access. Students in grades K-5 will have access to the Internet in a staff-supervised setting. PK students may use the technology for programs or various apps suitable for that age group. The primary use will be research for class assignments, teacher demonstrations of curriculum-based websites, or class virtual tours. The county does have strict filters in place that monitors student use.

In order for students to use the Internet, students must have a contract signed by the student and a parent or guardian each year. The contract will be kept on file with teacher/principal. Without a signed parent permission form on file, a student will NOT be allowed to access the Internet. The contract is designed to be a “passport” to use the web. This is a safety precaution for students and is part of the TCPS Policy dealing with use of telecommunications and student responsibilities in using the Internet. Students will be held accountable for their behavior and treatment of all electronic devices. ***See POLICY 10.32***

**OPTION ONE:** I give my permission for my child to have guided research access to the Internet and viewing of any teacher-selected website. He/she agrees to follow all the rules for computer use as established by Tilghman Elementary School AND all the rules stated in the student responsibility section of the TCPS Policy. It is understood that a student not in compliance with the rules may lose computer privileges.

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Signature of Parent/Guardian Date

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Signature of Student Date

**OPTION TWO: I DO NOT give my permission for my child to have individual access to the Internet. I DO UNDERSTAND that my child could participate using the Internet during an instructional time with a teacher and his or her class.**

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\_\_\_\_\_  
Signature of Parent/Guardian

Date

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\_\_\_\_\_  
Signature of Student

Date

*PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER ASAP*