

Easton Elementary School Dobson

**2017-2018**

305 Glenwood Ave.  
Easton, MD 21601  
Dobson 410-822-0550

### MISSION STATEMENT

Each student will learn, grow, and succeed.

The mission of Talbot County Public Schools and the Easton Elementary School TEAM is to provide all students with a high quality educational experience that enables students to become lifelong learners, caring, responsible, and productive citizens in a changing society. In partnership with the home and community, our school is committed to the overall well being of the whole child, including safety and health. It is our goal to ensure that all students' learning experiences are positive and promote success. All programs and expectations are and will continue to be rigorous and developmentally appropriate for each child, recognizing the diverse backgrounds and unique needs of each student.

### EES- School Beliefs

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

### School Programs and Services

Character Counts! Winners Walk Tall is a character-building program for elementary school children. It is based on a list of topics dealing with morals, manners and ethics. A community volunteer called a Character Coach, visits the classroom once a week for fifteen minutes every week. The six pillars of Character are: Caring, Trustworthiness, Fairness, Respect, Citizenship and Responsibility. If interested in volunteering, call the Volunteer Coordinator at 410-822-0550.

Lunch/Breakfast Talbot County's School Food and Nutrition Service is again using a computerized lunch Express Card System at our school this year. You may prepay any amount on an account and the amount of each day's purchase will be deducted from the balance. The computer keeps track of the balance and you will be notified in writing when the balance is low. You can prepay and check these balances from the TCPS website by clicking on MySchoolBucks. If your child owes more than \$10.00, they will be given a cheese sandwich for lunch until the balance is paid.

Breakfast Prices

Free to all students

Lunch Prices

Regular ...\$2.50

Reduced...\$ .40

A La Carte items

Prices are subject to change

Breakfast is available daily for all EES students at no cost. Free and reduced lunches are available for those students who qualify. Forms are mailed home during the summer for families who previously qualified. Forms will be available during the beginning of the year conferences. We would ask that all families fill out the Free and Reduced meal forms.

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

Families are encouraged to join the PTO for a minimal yearly fee and to participate in all of its events. We always need volunteers for all of our events. For more information, see the brochure located at the school. Parents are solely responsible for monitoring student behavior at all events.

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

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

## **School Expectations and Routines**

Expectations To help provide a safe, orderly atmosphere at our school, we have established a set of school-wide rules we call the "Tiger PAWS". The rules are:

-Productive Learning

-Always follow directions

-Will respect everyone

-Self to self

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

Arrival Procedures The doors of the school open at Dobson 8:25 am. Students who ride the bus to school will be dropped off on the side of the school. Car riders are to be dropped off between 8:25 am and 8:45am in the semi circle along Glenwood Ave. After 8:45 am, all students must be signed in by parent, please bring students to the main entrance. **No students are to be dropped off at the office or walker area before 8:25 am unless they are here for a meeting.** The school is not responsible for students dropped off early.

Dismissal Procedures At 3:20 pm, walkers and car riders are dismissed. Walkers will be dismissed to parents at the side door in front of school. Car riders should be picked up at 3:20 pm in the semi circle along Glenwood Ave. Please pull your car up in the row as far as possible in the semi-circle so that we can get students dismissed as quickly as possible. Please display the card with the student's name you are picking up. A staff member will deliver your child directly to your car. Do not stand on the road and summon your child to come to you. This is very dangerous! **Do not park and walk over to the car rider area to pick up your child.** Dismissal is a very busy time for our school. If students are picked up, they MUST be car riders. This is for safety/security reasons. If your child's dismissal procedure will be changing, please submit in writing to the teacher and the office. If an emergency arises and a phone call is needed, we need that call by 2:45 pm.

Quiet Sign Students will be taught to put their forefinger and thumb together to make the "ok" signal. When they see an adult holding his/her arm up with that signal, it means those students' hands, feet, and mouths cease action immediately and their signal should be raised as well. When all students are complying, a thank you will be given and hands may go down. At this time students should wait for directions from the adults.

Routines In an effort to provide a safe and orderly environment, routines or "procedures" are in place. Each classroom may have classroom routines for distributing materials, arrival, dismissal, changing activities, pencil sharpening etc. We also have several school-wide routines in place that students are expected to follow. These routines will be reviewed with students and will be practiced as needed.

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

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

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

### **Administrative Policies and Procedures**

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

**Before we can change your address, we need new proof of residency.** We may accept an entire electric bill, lease or contract, or a property tax bill with your name and new address. Along with this, we need two other items: i.e. drivers license, pay stub, bank statement with your name and new address.

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

[www.tcps.k12.md.us](http://www.tcps.k12.md.us)

**Vacations will not be considered excused absences.** Please notify your child's teacher and the school if you will be vacationing when school is in session.

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

1. No tank tops
2. No clothing with obscene or inappropriate comments or pictures
3. No clothing that depicts drugs alcohol, cigarettes, or violence
4. No clothing which may cause a disruption to the learning environment
5. No short shorts, cut-offs, halters, midriffs, or tube tops
6. No flip-flops
7. No clothing with holes
8. No pants worn 2" or more below the waist
9. No skirts or dresses worn more than 6" above the knee
10. No hats are allowed to be worn during school

Grading Policy Computer generated report cards are used to report student progress to parents quarterly. Parents can keep track of student progress through Power School Parent. If you are unsure of your password you would need to contact your child's school secretary. All teachers in grades K and 1st will send home a weekly Friday Folder that will contain student work samples and assessments.

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

Pre-k students' schedule will run as follows: If there is a 90min delay, AM Pre-k will attend school and dismiss at 11:45am. On a 90min delay, PM Pre-k will arrive at 12:55pm and dismiss at 3:20pm. If there is a 2-hour delay, AM Pre-k will not have school and PM Pre-k starts at 12:25pm. On half days, AM Pre-k will dismiss at 12:15pm and they will eat lunch before they leave. Students may purchase lunch from the cafeteria or bring a packed lunch. **There is NO PM Pre-k on half days of school.**

When our school has an unexpected early closing, it is important for us to leave our phone lines open for calls from the Board of Education or in case of emergencies, and cannot assume the responsibility for notifying parents/guardians of each child. Please communicate to your child what to do in advance should there be an early dismissal.

TEXT "Y" or "YES" to 67587 if you would like to receive text messages from TCPS and the school.

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

administrators. Please contact the school secretaries to set up conferences with the administration.

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

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

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

Recess We recognize the need for children to have a "break" from the rigors of instructional time. Weather permitting, these recess periods may be held outdoors.

#### School Visitors

1. Each and every visitor to the building must use the front entrance and register in the office, place a school visitation sticker on their person and state the nature of their business to office personnel. When your visit is complete, visitors are asked to stop in the main office to sign-out.
2. Parents/Guardians must make an appointment with the classroom teacher with whom they would like to visit. Appointments may be made directly with the teacher. **If you wish to sit in on a class for observation purposes, you must schedule this time in advance with the principal AND the school principal must accompany you for the duration of the observation period** (not more than 20 minutes). Observers must remain silent throughout their visit, as not to disrupt the learning process.
3. Parent conferences may only be held when the teacher does not have instructional responsibilities and the parent/guardian must have made an appointment prior to the conference.

Sexual Harassment/Bullying Sexual harassment is a form of unwanted behavior that may make students feel uncomfortable:  
Making fun of a person's body parts  
Trying to touch or talk about body parts  
Telling dirty stories or jokes  
Inappropriate drawings of body parts

Bullying is any behavior that causes another student to feel threatened, intimidated, belittled or afraid. Bullying forms are available on the TCPS website under Student Services.

Learning Showcases Parents, families and community members will be invited into classrooms during the school day and students work will be showcased.

Awards An awards ceremony will take place in the classroom at the end of the school year to celebrate academic and behavioral success.

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

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

Birthdays We are not permitted to hand out birthday invitations. Each classroom teacher will develop a class directory in which you may access to contact another family in your child's class. We are also not permitted to distribute any food items for birthday celebrations.

### **Family Educational Rights and Privacy Act (FERPA)**

As parents and students you have rights under the Family Educational Rights and Privacy Act (FERPA) as well as state and local regulations and policies concerning student records, their access, release, and confidentiality.

The Talbot County Board of Education does not discriminate on the basis of race, sex, religion, national origin, age, or disability in matters affecting employment, access to educational programs or activities.

Persons who have questions about equal opportunity and nondiscrimination should contact the personnel office of Talbot County Public Schools at 410-822-0330.