

WARRIOR

STUDENT HANDBOOK

TALBOT COUNTY SCHOOLS MISSION:

Each student will learn, grow, and succeed.

EASTON HIGH SCHOOL MISSION:

EHS is committed to ensuring that each student will learn, grow, and succeed in a safe environment that provides challenging instructional experiences, a variety of extra-curricular activities, and opportunities for community involvement.

Updated 7/6/11

REGULAR DAY BELL SCHEDULE
70 minute classes

Students Enter Cafeteria	7:25
Students Enter Bldg	7:35 - 7:45
Homeroom	7:45 - 7:55
1st	8:00 - 9:10
2nd	9:14 - 10:24
3rd	10:28 - 12:10

10:24 - 10:54 A lunch
 10:59 - 11:29 B lunch
 11:40 - 12:10 C lunch

4th	12:15 - 1:25
5th	1:29 - 2:40
Correctives	2:40 - 3:05

	Class	Lunch
3rd period A Lunch	10:59 - 12:10	10:24 - 10:54
3rd period B Lunch	10:28 - 10:59	10:59 - 11:29
	11:34 - 12:10	
3rd period C Lunch	10:28 - 11:40	11:40 - 12:10

NINETY MINUTE DELAY - BELL SCHEDULE

Students Enter Cafeteria	8:55
Students Enter Bldg	9:10 - 9:15
Homeroom	9:15 - 9:20
1st	9:24 - 10:18
2nd	10:22 - 11:16
3rd	11:20 - 12:50

11:16 - 11:46 A lunch
 11:46 - 12:16 B lunch
 12:16 - 12:46 C lunch

4th	12:51 - 1:44
5th	1:48 - 2:40
Correctives	2:40 - 3:05

	Class	Lunch
3rd period A Lunch	11:51 - 12:46	11:16 - 11:46
3rd period B Lunch	11:20 - 11:46	11:46 - 12:16
	12:21 - 12:46	
3rd period C Lunch	11:20 - 12:16	12:16 - 12:46

EARLY DISMISSAL BELL SCHEDULE

Students Enter Cafeteria	7:25
Students Enter Bldg	7:35 - 7:45
Homeroom	7:45 - 7:50
1st	7:54 - 8:25
2nd	8:29 - 8:55
4th	8:59 - 9:25
5th	9:29 - 10:00

	Lunch
3rd period A Lunch	10:35 - 11:20 10:05 - 10:30
3rd period B Lunch	10:05 - 10:30 10:30 - 10:55
	11:00 - 11:20
3rd period C Lunch	10:05 - 10:55 10:55 - 11:20

BUSES LEAVE 11:25

TALBOT COUNTY PUBLIC SCHOOLS
P.O. Box 1029, Easton, MD 21601
Phone: 410.822.0330 www.talbotschools.org

SUPERINTENDENT

Karen B. Salmon, Ph.D.

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EASTON HIGH SCHOOL

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ATHLETIC DIRECTOR

Christine Duncan

SCHOOL MANAGER

Kevin Shafer

SECURITY

David Anthony - Gregory Gibson - Truneal Johnson

Easton High School does not discriminate on the basis of race, sex, creed, age, national origin, or handicapping condition.

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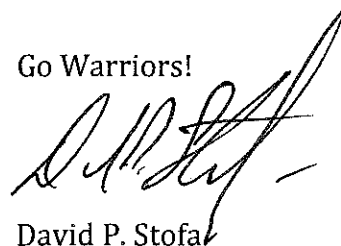
EASTON HIGH SCHOOL 2011 - 2012

Students, Parents, and Guardians;

I would like to take this opportunity to welcome you to the 2011 - 2012 school year. I am very excited to work with this group of dedicated professionals that make up the faculty and staff of Easton High School. Our mission is to make sure that "All Students Learn, Grow, and Succeed." This task is not achieved with a single effort, but rather a team effort. It takes the students, parents, and the staff of Easton High School working together in order to provide the best education possible for our students. There is a long history and tradition of excellence in education and Warrior Pride here at EHS. We will work together to continue to make this a safe, inviting, and exciting place to learn.

Our handbook is a wonderful resource for students, parents and guardians. It is just the start of the ongoing communication between home and school that is necessary to foster the relationships that will ensure student success. This handbook contains information that will help you understand our school facilities, programs, opportunities and policies. We are dedicated to helping our students become successful in reaching their educational, career, and life goals. We invite you to join an organization that supports some facet of our institution of higher learning. Please feel free to contact me with any comments, concerns, or questions. I look forward to a great school year at Easton High School.

Go Warriors!



David P. Stofa

Principal

Faculty & Staff

SECRETARIES

Doreen Enzor, Attendance
Charlene Gould, Main Office
Debbie Gowers, Guidance
Laura Levin, Resource
Linda Wilson, Main Office

ART

Jonathan Crist
Leith Phillips

CAREER & TECHNOLOGY

Janis Baird, Drafting
Rachel Baron, Tech Prep
John Bradley, Tech Prep
Linda Brown, Chef Cook
Joseph Candel, Chef Cook
Garnett Hines, Tech Prep
Susan Lester, Business
Marie Majchrzak, Agriculture
Melissa Rochester, Business
Brian Willey, Auto Tech

ENGLISH

Julianne Atwell
Jennifer Bello
Jason Biringler
Lenore Burkhardt
Theresa Callahan
Kelly Christie
Aaron Morrida
Jessica Nimmo
Jennifer Pantusa
Michael Wager
Tricia Wallace

FORGEIGN LANGUAGE

Karen Andrew, Spanish
Miguel Figueira, Spanish
Jeremy Hillyard, Spanish
Inna Kunz, Latin
Tammie Willis, ESOL

MATHEMATICS

Rob Blackwell
Andrew Burke
Katherine Curry
Beth Farris
Phylicia Gregorio
Troy Hartle
Sandy Leffler
June Melchior
Ruth Ann O'Neill
Melissa Robbins

INDEPENDENT STUDY

Angela Brown, Case Manager

MEDIA CENTER

Eric Moseley, Technology Facilitator
Laura Powell, Instructional Assistant

MUSIC

Amanda Leffler
Ellen Wile

PHYSICAL EDUCATION

Scott Haddaway
James Knauss
Jennifer Powell
Matthew Saulsbury

RESOURCE

Paul Gancasz
Makema Grimes
Amy Harris, Social Worker
Curt Hutchinson
Dennis Keenan
Melissa Lyons, Social Worker
Lori Royer, Speech Therapist
Michelle Swann
Matthew Spiker
Kaitlyn Stafiej
Michelle Strother

NAVAL JUNIOR ROTC

Jonathan Hammond
Gary Peters

Faculty & Staff

SCIENCE

Ernest Burns
Tracy Detrich
Melissa DiPietro
Julie Harp
Tami Keeler
William Keswick
Cheryl Overington
Lauren Rose
Angela Savage
Jane Whitelock

SOCIAL STUDIES

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Barry Grimm
Kerry O'Keefe
Traci Patrick
Kenneth Popp
Christina Seningen
Keith Wilson

THEATER ARTS

Richard Vitanovec

HEALTH CENTER

Mary Bishop, Nurse Practitioner
Suzanne Gralnick, Registered Nurse
Tracey Leeson, Registered Nurse
Shannon Russell, Health Technician

CUSTODIANS

James Handy
Shelby Harris
Carlos Lucero
Michael Sanchez
Debra Thomas
Ronald Thomas
Stanlee Thomas

CAFETERIA

Deborah Becraft
LuAnn Fisher
Senta Harris
Florence Hoffman
Mary Johns
Natalee Jones

Sheron Potter
Charlotte Scott
Patty Shreves
Tehara Thomas

INTERNSHIP ASSISTANT

Oliver McKinney

INSTRUCTIONAL ASSISTANTS

Molly Barton
Cynthia Carney
Damyra Davis
Stefanie Johnson
Jona Kolakowski
Nancy Lehmann

PERSONAL ASSISTANTS

Connie Neaton
Deborah Phipps

COMPUTER TECHNICIANS

Jeanne Collinson, Secretary
Jared Legg
Dale Mitchell
Christopher Wroten

OUR MISSION:

The EHS community will create a quality, learning environment, which challenges each student to become a life-long learner and a productive member of society.

“Large enough to offer diverse course options, but small enough to offer individualized attention”

OUR BELIEF STATEMENTS:

Learning is the chief priority for our school.

Learning is best demonstrated by the production of quality work.

Each member of the EHS community is a unique and a valuable individual.

The best instruction uses a challenging curriculum and a variety of practices.

Positive and respectful relationships are essential.

A safe environment enhances learning.

A GRADUATE OF EASTON HIGH SCHOOL will have the academic skills, social disposition, and personal confidence to:

1. **Continue to learn** throughout adult life, both in formal academic settings and in personal pursuit of new knowledge and skills.
2. **Contribute productively to the workforce**, both independently and collaboratively, demonstrating dependability, adaptability and integrity.
3. **Communicate effectively** in a broad range of settings and purposes through the use of appropriate oral, written and technological skills.
4. **Participate in society** as an informed citizen with a sense of responsibility and service in a nation and world impacted by social, economic and environmental decisions.
5. **Respect individuals and groups** of diverse cultural, religious, and ethnic backgrounds, while maintaining a sense of self and pride in one's own heritage.
6. **Assume responsibility** for decisions regarding self, personal relationships, finances and health.
7. **Solve problems** through research and analysis of relevant information, and by the application of creative and critical thinking.
8. **Appreciate the arts** in a well-rounded life, through performance, creative expression and aesthetic values.

The following information summarizes some of the Talbot County Board of Education Policies and general information. If noted as a policy, the complete version can be located on the web at www.tcps.k12.md.us

Administering Medication to Students

Policy 10.26

Students will not be permitted to take medications while at school unless certain conditions are satisfied. If school personnel must administer medications, it must be done under the following conditions:

1. A completed “Medication Authorization” signed by a physician or certified nurse practitioner and parent/guardian must be presented to the principal or school nurse. It is the responsibility of the parent to submit an updated authorization form each year to the principal.
2. The medication must be delivered directly to the school health staff, Principal or designee by the parent in its original, labeled container. All containers and written messages must include the student's name. All medications will be securely stored in the health suite. Students are not permitted to have prescription or over-the-counter medications in their possession while at school or in transit to or from school with the exception of prescribed inhalers or medications.
3. Medications prescribed and dispensed by health professionals of the school’s Wellness Center can be transported on the date of first issuance from home to school by the student. The medication labels will include the student’s name, name of medication, date prescribed, dosage, and practitioners name.
4. Parents may come to the school to administer medicine to their child, but must report their plan in advance to the school principal.
5. It shall be required that a parent or guardian administer the first dose of the medication in order to closely monitor unexpected side effects. The first dose of medication dispensed at a school will be administered at the Wellness Center.

Alcohol & Drug Use by Students

Policy 10.17

I. Board Philosophy

The Talbot County Board of Education is committed to the task of maintaining a drug and alcohol free environment on school property, on school transportation and at all school sponsored activities. The Board is committed to the full and strict enforcement of “Drug Free Zones” as described in Article 27, Section 286D of the Annotated Code of Maryland.

- A. Standards of Conduct - Drugs, Illicit Drugs: The manufacture, possession, sale, distribution, and use of illicit drugs is prohibited by Town, City and County ordinance, State law and Federal statute by persons of any age. The unlawful manufacture, possession, distribution, or use of illicit drugs on Talbot County Public Schools' property or as part of any of its activities by students or their guests is prohibited.
- B. Standards of Conduct - Alcohol: Maryland law declares possession of alcohol by persons under the age of 21 unlawful. Therefore, possession of alcohol by students or their guests is prohibited.

The Talbot County Board of Education supports a policy that ensures that students recognize that alcohol and other drug abuse are both health care issues as well as illegal acts. This policy stresses the need for

- strong and consistent disciplinary as well as legal action
- supportive efforts for prevention and student assistance
- parent involvement

II. Public Notice

This Alcohol & Drug Use by Students Policy shall be printed in the middle school and secondary school program of studies and/or student handbook and will be accessible via the Talbot County Public Schools website (www.talbotschools.org) or by contacting the Board office.

III. Prevention

To further its commitment to educate students to recognize that substance and alcohol abuse are health care issues, as well as illegal acts, the Talbot County Public Schools supports the following prevention measures:

- Making the policy on Alcohol and/or Drug Use by Students available to students
- Providing a curriculum that addresses drug and alcohol as a health issue
- Providing student services teams and student assistance programs when appropriate
- Providing school based services which may include, but are not limited to, wellness centers, nurses, social workers and counselors
- Providing information on available community resources

IV. Violation

- A. The principal or designated representative will conduct a prompt investigation of the incident.
- B. Persons who violate the Alcohol and Drug Abuse Policy of the Talbot County Board of Education are subject to suspension, expulsion and/or criminal prosecution consistent with Policy Codes 10.22 and 10.23.

V. Definitions

- A. Alcoholic Beverages - means alcohol, brandy, whiskey, rum, gin, vodka, cordial, beer, ale, porter, stout, wine, and any other spirituous, vinous, malt or fermented liquor, liquid, or compound, by whatever name called, which contains, except as provided in subparagraph (1.) of this paragraph, one-half of one percent or more of alcohol by volume, which is fit for beverage purposes.
 - i. Alcoholic beverages does not include a confectionery food product that contains up to 5 percent of alcohol by volume and is regulated by the Department of Health and Mental Hygiene under § 210209 of the Health General Article.
- B. Drugs - any controlled dangerous substance, drug paraphernalia, controlled paraphernalia, look-alike drugs, over-the-counter drugs/medications, inhalants, prescription drugs, or any man made or naturally occurring substance used for the purpose of altering behaviors, mood, or for changing the brain or nervous system.
- C. User - a student who by any means assimilates or consumes or is under the influence of an alcoholic beverage, any controlled dangerous substance, any look-alike drug, and over-the-counter drugs/medications in excess of the recommended dosage, or any prescription drug in excess of the prescribed dosage or prescribed for a person other than the user.
- D. Possessor - a student who has an alcoholic beverage, drugs, drug paraphernalia, or controlled paraphernalia as defined in this section on his/her personal property, who has such substance under his/her control or who has knowingly placed himself/herself in proximity with a person known to have an alcoholic beverage or drugs on his/her personal property or under his/her control on school property, at school-sponsored or related functions, and/or on school buses/coaches.
- E. Distributor - a student who participates in the transfer, or an attempted transfer, of an alcoholic beverage or drugs as defined in this section, to another person with or without the exchange of money or other

valuables or who possesses such a quantity of a substance for use by others as determined by a law enforcement agency.

- F. Extended suspension - a suspension for more than ten (10) school days which can be made only by the Superintendent or designee at the recommendation of the principal; this type of suspension is usually for the remainder of a semester or school year, or for not less than nine (9) weeks, when alcohol/drugs are involved.
- G. Expulsion - the termination of enrollment by the Superintendent from the Talbot County Public School System.
- H. Controlled paraphernalia - as defined by Article 27, Section 287, of the Maryland Annotated Code, including hypodermic syringes, needles, or other instruments used to administer controlled substances as well as gelatin capsules, glassine envelopes, and other packaging or equipment intended to be used in the distribution of controlled substances.
- I. Drug paraphernalia - as defined by Article 27, Section 287A of the Maryland Annotated Code including all equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance.
- J. Inhalant - any odor, gas, particle, fume or vapor deliberately inhaled for the purpose of altering behavior, mood, or change the brain or nervous system.
- K. Over-the-counter drugs/medication - a drug or medication that may be legally purchased without a prescription, including but not limited to aspirin, cold medication, caffeine pills and diet pills. Over-the-counter drugs/medication do not include Luden or Hall's type cough drops.

VI. Prohibition

- A. The use, actual possession, constructive possession, manufacture, or distribution of controlled dangerous substances, controlled paraphernalia, drug paraphernalia, look-alike drugs, unauthorized legal drugs, prescription drugs, over-the-counter drugs/medications or alcohol by Talbot County Public School students is strictly prohibited unless the medication is administered consistent with Policy Code 10.26,

and Administrative Regulation Code 10.26-AR , Administering Medicine to Students.

- B. The use of over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s), the deliberate inhaling of odors, gases, particles, fumes or vapors, unless the medication is administered consistent with Policy and Administrative Regulations, Administering Medicine to Students; or possessing or using another person's prescription drugs, is strictly prohibited.
- C. No student may distribute any over-the-counter or prescription drug/medication nor may they distribute a substance to be used as an inhalant
- D. The above prohibitions apply on school premises and at school sponsored or related functions.
- E. The Board of Education supports strong and consistent disciplinary measures to ensure that students recognize that substance and alcohol abuse are both health-care problems and illegal acts.
- F. Violations of drug/alcohol laws will be handled as illegal actions as well as school disciplinary infractions.

VII. Notification

- A. The student's parent or guardian shall be notified as soon as possible and informed of the situation as well as the content of the drug and alcohol policy appropriate to the situation.
- B. If it is determined by school officials to suspend, expel, or prosecute an individual for violation of this policy, a certified letter containing the decision will be mailed to the parent or guardian. Included in the correspondence will be a list of rehabilitation resources.

VIII. Enrollment

The Board will not enroll in the Talbot County Public Schools any individual who is under expulsion or suspension from any other public or private school.

IX. Detection Dogs

The use of drug detection dogs is authorized as one means to maintain a drug and alcohol free environment. Drug detection dogs are to have no contact with students.

Athletics & Extra-Curricular Activities

Eligibility Standards for Athletics and Extra Curricular Activities:

In keeping with all other counties belonging to the Bayside Conference (Queen Anne, Kent, Caroline, Dorchester, Wicomico, Somerset, and Worcester), Talbot County Public Schools will be requiring a 2.0 GPA eligibility requirement for participation in athletics and other extra-curricular activities.

To be eligible to participate in interscholastic athletics, a 2.0 GPA must be maintained at each official grade check.

90-100	A =	4 pts
80-89	B =	3 pts
70-79	C =	2 pts
63-69	D =	1 pt*
62 or below	U/I =	0 pts

*Calculated for eligibility purposes only

Any student earning more than one (1) failing grade (U/I), will be declared ineligible to participate in athletics. Any student receiving less than a 2.0 GPA for an official grade check shall become ineligible to participate but will have the opportunity to raise the grade by the mid-point of the next marking period and regain his/her eligibility status. It is the student's responsibility to request this reevaluation.

Students on Dual Enrollment are bound by this requirement. College course(s) are considered part of their course load; therefore, college grades impact eligibility in the same manner as high school courses.

If failing grades and/or incomplete grades are satisfactorily made up after the reporting period ends but prior to the day report cards are issued, the student would then become eligible to participate in athletics.

If an audition/try out is scheduled within one calendar week of a grade check, for a performance that occurs after the grade check, a student may participate in that audition/try out, with final eligibility determined by the scheduled grade check.

The 4th marking period grades shall determine high school eligibility for the fall sports season. The 8th grade 4th marking period grades will be used to determine 9th grade eligibility for fall sports.

Summer school grades have no bearing on athletic eligibility. Summer make-up classes receive their own grades. These grades do NOT replace earned grades from the previous school year and are not one of the four official grade checks.

Regaining Eligibility:

It is the responsibility of the academically ineligible student to request a grade check at the mid-point of the marking period/time of interim report distribution.

Previously ineligible students who meet the 2.0 GPA at the mid-point grade check will become eligible for participation.

If they were members of a specific team or group earlier in the season, they may be reinstated to that specific team or group by general consensus of the coach, athletic director and principal.

If a student is ineligible during the “mandatory try-out period” and provided that no cuts were made on the team, the student may be granted an opportunity to try-out by general consensus of the coach, athletic director, and principal. A request to try-out must be made to the coach or athletic director within three (3) days of becoming eligible.

Athletic Programs Available at EHS		
Baseball (V & JV)	Football (V &JV)	Soccer (Women V & JV)
Basketball (Men V & JV)	Golf	Softball (V &JV)
Basketball (Women V &JV)	Ice Hockey	Swimming
Bocce	Indoor Track	Tennis
Cheerleading (V)	Lacrosse (Men V & JV)	Track & Field
Cross Country	Lacrosse (Women V & JV)	Volleyball (V & JV)
Field Hockey (V & JV)	Soccer (Men V & JV)	Wrestling

All participants must have accident insurance and a medical examination as prescribed by the Maryland State Department of Education.

Each student is required by Talbot County Public Schools to attend a rules interpretation video, then sign, with their parent, a verification form. The video will be presented before each season at the Sports Orientation Night.

Eligibility - All coaches and activity advisors are responsible for distributing and explain eligibility requirements to their respective athletes or participants at the beginning of each sports season or activity.

Class Rank and Career Academic Average

Easton High School uses a weighted grading system to determine a student's class rank and career academic average. Simply stated, courses are weighted at different values based on the difficulty of the course. This affects how a career average is calculated. The following is an example comparing standard English and Advanced Placement English class averages:

<u>Grade on Report Card</u>	<u>Weight</u>	<u>Career Average</u>
English 12 Academic	85 x 1.00 =	85.00
AP English 12	85 x 1.05 =	89.25

A student's class rank is determined by his/her career average calculated to two decimal places. The example below illustrates the county policy (9.28) on class rank:

<u>Student</u>	<u>Average</u>	<u>Rounded</u>	<u>Class Rank</u>
A	99.862	99.86	1
B	99.843	99.84	2
C	99.801	99.80	3
D	99.799	99.80	3
E	99.794	99.79	5

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, or local law or ordinance.
 2. Use of technology for commercial activities by students or 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. All security problems must be reported to an administrator.
1. Attempts by a user to log on to the TCPS administrative network or servers using another's identity are prohibited.
 2. Bypassing or attempting to bypass the school's filtering software is prohibited.
 3. 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.
 4. Sharing passwords with another person for any reason is prohibited and every effort should be made to keep all passwords secure and

private.

5. 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, 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.
- F. 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
 - a. annually by students in grades 7-12,
 - b. 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.

Curriculum

Easton High School prepares students for a lifetime of growth and learning. Each program is designed to meet the abilities, needs and expectations of students, parents, colleges and the business community. Students are encouraged to discuss their career and educational goals with their parents and to choose programs which will challenge them to grow and become prepared to take advantage of college, advanced technical training and the career workplace.

The Talbot County Program of Studies Handbook for High Schools provides a detailed description of the various completion programs as well as model four-year pathways for courses of study.

Dress Code

10.15

School is a place where the entire community comes together to help students achieve their educational and career goals. Student dress should reflect the importance of that purpose. School dress can be fun and stylish without being offensive or distracting.

The Board of Education believes that student dress and grooming should be clean and neat and should not be disruptive to the educational process. Moreover, the Board believes that clear standards for student dress must be established, communicated, and enforced uniformly by school level (elementary or secondary) as appropriate. To this end, it is the responsibility of each principal to meet with his/her respective group of administrators to establish collective standards.

Standards for student dress should reflect parent, student, and staff input from each school and should be published at least three (3) months before the school year begins. With the possible exception of “dress down days” or “school spirit days”, the following minimum standards of dress will apply for all students

- A. No tank tops – Straps must be a minimum of 1”.
- B. No clothing with obscene or inappropriate comments or pictures.
- C. No clothing that depicts drugs, alcohol, cigarettes, or violence.
- D. No short shorts or cut offs – “fingertip rule” - shorts must be longer than fingertips, when standing with arms extended.
- E. No spandex leggings.
- F. No halters, midriffs, or tube tops.
- G. No clothing with holes.
- H. No pants worn 2” or more below waist.
- I. No skirts, dresses, or shorts worn more than 6” above the knee even when worn with leggings or tights.
- J. No jewelry or accessories that could be viewed as potentially dangerous.
- K. No head coverings including but not limited to hats, bandanas, hoods, visors or sunglasses.
- L. 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.

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.

Final Exams

GENERAL GUIDELINES:

The following general guidelines will be used for the preparation of final examinations.

- A. Final exams will be based upon course objectives.
- B. Finals will be comprehensive and assess knowledge presented during each of the marking periods.
- C. All material included on the final will have been previously taught and assessed by means of unit summatives. Final exams will be reflective of prior formative and summative formats.
- D. Students will be informed of the skills/content that will be included on the final.
- E. There will be a time specified for review of course objectives prior to administration of the final.
- F. Course finals will consist of countywide items that will assess the agreed upon essentials of the course.
- G. Final exams will not be administered in High School Assessment or Advanced Placement courses. Instead all students will complete a final project.

EXEMPTIONS FROM FINAL EXAMS:

- A. In order for a student to be eligible for exemption from the final exam, a 12th grade student would be required to meet the following criteria:
 1. The student must have a cumulative (weighted, if applicable) grade of 92.5% or higher at the end of the course.
 2. The exemption would not be available to students who have any unexcused tardies, absences, or documented referrals to the office in that class. Excused absences are permitted.
 3. Parent permission must be obtained.
- A. If a student is eligible for the exemption, they still have the option of taking the final exam, but cannot reject the grade once the test is complete.

Fire Drills & Safety Drills

Policy 5.4

In compliance with Public School Laws – Subtitle 4, 7-406, it is required that every school in the county conduct at least ten (10) times during the school year, at least once every sixty (60) days, a fire drill. These drills are held to practice evacuating the building in case of an emergency. When the alarm sounds, staff and students should proceed to their designated area in a quick and orderly fashion. Students will participate in various safety drills, which may include either walking to or being transported by school bus to a secure location.

Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior
Policy 10.33

It is the policy of Talbot County Public Schools to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is the policy of Talbot County Public Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

- A. Gang – “Criminal gang” means a group or association of three or more persons whose members:
 - (1) individually or collectively engage in a pattern of criminal activity;
 - (2) have as one of their primary objectives or activities the commission of one or more underlying crimes (see page 12 of policy 10.33), including acts by juveniles that would be underlying crimes if committed by adults; and
 - (3) have in common an overt or covert organizational or command structure.
- B. Gang Activity – “Pattern of criminal gang activity” means the commission of, attempted commission of, conspiracy to commit, or solicitation of two or more underlying crimes (see page 12) or acts by a juvenile that would be an underlying crime if committed by an adult.
 - (a) Activities on or near school vehicles or property – a person may not threaten an individual, or a friend or family member of an individual with use of physical force or violence to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal gang: (1) in a school vehicle, as defined under §11-154 of the Transportation Article; or (2) in, or within 1,000 feet of real property owned or leased to an elementary school, secondary school, or county board of education and used for elementary or secondary education.
 - (b) Applicability – Subsection (a) of this section applies whether or not: (1) school was in session at the time of the crime; or (2) the real property was being used for purposes other than school purposes at the time of the crime.

Disciplinary actions for the following behaviors may result in the individual being suspended or expelled from school and/or referred to Juvenile Services or another law enforcement agency:

- 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: language or behavior that causes a reasonable person to feel threatened, intimidated, or afraid

- C. Being forced to hand over money or possessions
- D. Being subject to assault or battery in school because of a dispute over incidents that take place outside of school
- E. Discrimination: disparate treatment based on a person's race, sex, ethnic background, religion, disability, or age
- F. Fighting: physical encounters involving two or more students for the purpose of overcoming a person by blows, battery, or weapons
- G. Harassment: unwelcome verbal, written, or physical conduct based on the victim's race, ethnicity, region, religion, gender, sexual orientation, language, socioeconomic status, age, or disability
- H. Hazing: acts which subject a student to bodily injury or humiliation for the purpose of initiation into a student organization
- I. Intimidation: to frighten or compel action by another as a result of verbal, written, or physical threats or actions or the use of inappropriate language (i.e., racial slurs, sexual statements). Intimidating behaviors often result from an effort to create an imbalance of power between the aggressor and the victim.
- J. Sexual Harassment: unwelcome verbal, written, or physical conduct of a sexual nature, including requests for sexual favors, unwanted touching, stalking, and sexual jokes

If students believe they have been sexually harassed or bullied, they should promptly report the matter to a teacher, guidance counselor, or school administrator.

General Student Information

- Assemblies – Assemblies are held to provide information, entertainment, school spirit, and recognition for outstanding performance. Time will be set-aside for assemblies and dates will be announced in advance. Students will report in an orderly manner and will sit where assigned. Teachers will supervise students during assembly periods.
- Enrichment/Correctives Period – The time is provided at the end of each school day for the purpose of making up work, receiving remedial assistance, providing meeting times for clubs, organizations and special projects. Each of these activities is a part of the school environment and is supervised by faculty. **Students coming from correctives, a club or an enrichment activity, to an extra-curricular activity, must bring a note from the teacher of that class. Dismissal time is 3:05 PM.**
- Hall Passes – Every student must possess an **Easton High School Official Hall Pass** when in the halls during class time. Passes are only to be given in cases of emergency. **Passes will not be given the first or last 10 minutes of class.**
- Home Room – The first 10 minutes of the day, students will report to their assigned Home Room. During this time, students will listen to the morning announcements, discuss career opportunities, set goals and plan for a successful school year.

- **Illness at School** – If you become ill, report immediately to the wellness center, a teacher, or come directly to the main office. Under no circumstances should you retire to the restroom or leave school grounds unless advised to do so by an administrator. Since there are a very limited number of sick room facilities, it is common practice to notify parents and arrange for a student to be picked up from school.
- **Inclement Weather** – When weather conditions are severe, the regular school schedules may be changed. Announcements of delayed openings and school closings are made over the radio after 6:15 AM. Students/ Parents can obtain delay information through the Talbot County Public Schools website (talbotschools.org), or through local radio stations.
- **Items NOT to be carried/worn during the school day** – backpacks, duffel bags, ipods (other mp3 players), other electronic devices, coats. Students assume full responsibility for lost or stolen electronic items that are not permitted in school.
- **Lockers** – Students will be assigned a locker next to their Home Room. Students are reminded that lockers are subject to search by school authorities (refer to Policy 10.18 on page 37 of this handbook). All assigned lockers will be kept clean and locked using the school issued lock only (all others will be cut-off). Sharing of lockers is not permitted.
- **Lunch** – The EHS cafeteria provides the standard lunch as well as a salad line and an a la carte line during lunchtime. Standard secondary lunches for students are \$2. Continental breakfast is served in the cafeteria beginning at 7:30 AM, which is \$1. Money can be placed on student lunch accounts via check, cash or money order. Please make sure the student name and lunch account number is noted. Online payment is also available using Payschool, which can be accessed through the Talbot County Public School website: www.talbotschools.org **Students are required to be in the cafeteria during lunch and are not permitted to leave the campus for lunch.**
- **Media Center** – The goal of the library media center is to create lifelong learners. The center provides a variety of materials including books, CD's, DVD's, magazines and access to the Internet. The center is open from the start of school until after correctives. All students must have a pass to enter the library from their teacher or an administrator. Students who would like to use the library during lunch must request a pass in the morning of the day of use. All students must also sign in/out of the library.
- **Personal Valuables** – Students should refrain from bringing large sums of money or other valuables to school. If it is necessary to bring such items, students should check them in the main office until they are needed. The school cannot assume responsibility for lost or stolen articles. Each student is issued a lock and locker to secure their laptop and personal items.
- **Telephone** – Students will not use the main office phone for personal calls except in emergency situations and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Students may not use cell phones at any time during the school day.

Grading

The basis for academic reporting is the teacher's professional evaluation of the quality of a student's performance in a subject, measured against set criteria for mastery. A grade reporting system is used to indicate the specific level of the student's performance in relation to his/her mastery of a subject. A student must attain an average of 69.5% in order to receive credit for a subject. Please refer to the summary of the Talbot County Public Schools grading policy below for more details on the grade reporting system:

Grading **Policy 9.25**

Report card codes and definitions that may be used are as follows:

Percentage ranges will be equated to corresponding Standard of Learning descriptors as indicated below for grades 3 and above. Teachers are to use standard conventions of rounding to the nearest whole number:

<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
Unsatisfactory Learning	69% or below	U

Grades 3 – 12:

I - Incomplete NM - No Mark

Note:

Code I must be changed to a final percent (or other code) before the next reporting period or, for end of year, by July 1. The principal may approve an extension due to prolonged illness or other EXCUSED circumstance.

WF – Withdrawn-Failed S – Satisfactory
(after the 2nd week) U – Unsatisfactory

Note:

- a. For calculating high school Grade Point Average (GPA) Codes F and WF count as course attempts.
- b. For students with disabilities who audit a course the word "Audit" will be used in place of a grade.

Graduation Requirements

Policy 9.32

To be awarded the Maryland High School Diploma from Talbot County Public Schools, a student shall have earned a minimum of 22 credits while enrolled in grades 9 through 12.

- A. Enrollment Requirement: The student shall satisfactorily complete four (4) years of approved study beyond the eighth grade except as permitted in COMAR 13A.03.02.10. Students who complete all other graduation requirements may qualify for early graduation, and may be exempt from a 4th year of attendance. (See Policy Codes 9.30 and 9.30-AR)
- B. State Assessments: Students entering 9th grade in the fall of 2005 and thereafter must pass the High School Assessments (HSA) or obtain the minimum composite HSA score. Students may re-take any HSA test, even if they have a passing score, in order to improve the composite score.
- C. Credit Requirements
 - 1. Number of credits: A student shall have earned a minimum of number of credits, including those specifically required by COMAR 13A.03.02.10.
 - a. For those students entering high school in or prior to the fall of 2004, the minimum number of credits shall be 26.
 - b. For those students entering high school in or subsequent to the fall of 2005, the minimum number of credits shall be 22.
 - 2. Credits earned in middle school: A student may be awarded credit for high school course work taken in middle school provided the conditions established by COMAR 13A.03.02.10 are met. Specifically, all of the following are required:
 - a. Algebra I and Algebra II are generally permitted. Any other course requires the approval of the Superintendent or designee.
 - b. The course must align with that taught at the high school, and the earned grade must be 70% (C) or better.
 - c. The student must pass the same comprehensive final exam given at the high school. For any course aligned with an HSA, that will be the required final exam.

The earned grade and credit will appear on the high school transcript, but will not be part of the student's GPA/class rank calculation.

3. Dual Enrollment Credits: Students who qualify may take dual enrollment courses by enrolling in one or more classes at a partner college or university with the following stipulations:

- a. Students will receive one high school credit for each course of 3 – 5 hours college credit, and one-half credit for each course of 1 – 2 hours college credit.
- b. All grades awarded by the college will be recorded on the high school transcript and applied towards the student's GPA/class rank. Letter grades will be converted as follows:

A = 95	D = 65
B = 85	F/WF = 55
C = 75	

- c. Students who participate in off-site college classes are considered to be on partial attendance waiver from high school attendance.
- d. Courses are generally awarded an *elective* credit, but may be used to fulfill the following high school graduation requirements:

English: 4th credit BOTH a course in literature *and* a course in composition
Science: 3rd credit except biology
Math: 3rd credit except algebra or geometry
Fine Art

4. Transfer Credits from Non-Accredited Schools: Any student transferring from a non-accredited school (including a "church exempt school" or home instruction program) to a Talbot County Public School must substantiate that the objectives of any and all 3 courses in which that student wishes to be awarded credit towards graduation have been satisfactorily achieved.

To do this, the student must pass all relevant final exams or comparable course assessments at the school into which the student wishes to transfer. Each

assessment should measure total course achievement or total achievement for a set of cumulative courses and be arranged at the earliest possible time but only after a reasonable opportunity for review or preparation if requested by a student. The course grades that appear on “sender school transcripts” will be entered on Talbot County High School transcripts if the comparable course assessments are passed. Students may not receive credit in courses that included the propagation of any religion.

- D. Service Learning credit: A student must complete 75 hours of approved service learning. Hours may be accrued beginning in the 6th-grade. Reductions to the number of required hours may be made for a student who earns a Maryland High School Certificate as determined by the IEP Team.
- E. Required Course: Students must complete a mathematics course each of their four years of high school as certified in their final transcript/permanent record card. In the senior year, a course in Personal Finance may be substituted for taking mathematics. Personal Finance is not a math course, and its does not replace the graduation requirement for three earned credits in mathematics.
- F. Graduates will be awarded a Talbot County Public Schools Certificate of Achievement, based on the six *State Rigorous Course Indicators*. These indicators are consistent with State reporting and with the Talbot County Public Schools’ Bridge to Excellence Master Plan. To qualify for the Certificate of Achievement, graduates must earn a minimum of 26 credits and four of the six indicators established by the Maryland State Department of Education, including all course, grade, and test score standards.

Grievance Procedures & Appeals

Policy 11.9

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.

3. Unsettled matters from (2) above should be directed to the appropriate Central Office Staff.
4. Unsettled matters from (3) above or problems and questions concerning the school should be directed to the Superintendent.
5. If the matter cannot be settled satisfactorily by the Superintendent, it should be brought to the Board of Education. Questions and comments submitted to the chairperson of the Board in letter form will be brought to the attention of the entire Board. (See Annotated Code of Maryland, Education Article, S4-205).

Guidance Office - School Counselor Office

School counselors are an integral component in the education system. The school-counseling program is guided by the three state and national goals that address the needs of students for academic, career decisions making, and social/emotional success. School counseling services include counseling, advising, consulting, and coordinating programs and initiatives. School counseling achieves maximum effectiveness through the support and collaboration of parents, teachers, administrators and community members. Each school in Talbot County Public Schools has at least one counselor. You can reach your child's counselor by calling the school main office.

All discussions between students and guidance counselors are held in confidence. Appointments insure that counselors can provide sufficient time to adequately assist with student's concerns or issues.

Students who wish to discuss course changes must pick-up a "request for course change form" from the guidance secretary. Once completed, return the form to the guidance office and the counselor's will notify students when they are scheduled to come to the guidance office to discuss and review requests. Students are not to "hang out" in the guidance office waiting to see counselors. In addition to regular school hours, the guidance office is open from 3:00-7:00 PM every Monday (September through April).

Homework **Policy 9.27**

Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes.

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 in the home. Parents are encouraged to assist by providing quiet time for study, checking assignments, and questioning when no assignments are brought 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.

Honor Roll

Policy 9.29

Eligibility and Selection

1. Students are eligible for the honor roll list in grades six through twelve.
2. Students whose quarter average is 85% or above will be named to the honor roll provided they have no more than one course average that falls within the 75-79.4% range.
3. Students who have no quarter averages that are less than 89.5% will be named to the distinguished honor roll/Principals Honor Roll.
4. Grade weights for designated courses shall be calculated by multiplying the assigned grade value by a constant weighting factor of 1.05.
5. At the Middle School and High School level the Honor Roll will be published after each marking period.
6. Requirements, eligibility, and selection, shall be presented to students in printed form, such as a student handbook, during the month of September of each year.

Instructional Process

The Board of Education endorses the concept of: "Mastery Learning and Mastery Teaching." This means that students will be expected to demonstrate that they have learned various core objectives for each subject in which they are enrolled. The professional staff will use a process which communicates expectations clearly, motivates students to learn, is cognizant to various learning styles, prescribes remedial work where necessary and facilitates the students' mastery of course objectives.

Maryland School Assessments/High School Assessments

Policy 9.35

The High School Assessments are criterion-referenced tests that measure the taught curriculum, as defined by the Core Learning Goals in appropriately aligned credit courses. While most students who successfully complete these courses can be expected to also pass the HSA, some students will not. After every administration of the HSA, parents will be notified of test results. Those students who do not earn a passing score must be given opportunities for remediation and to retake the test until successful. Parents will conference with the principal or designee to develop a plan for remediation to insure successful completion of the HSA requirement.

Motor Vehicles

Only students with a valid driver's license will be issued a parking permit to drive a motor vehicle to school. Rules concerning the use of motor vehicles on or near school property are set for the protection of all students. The following rules are for motor vehicle operators:

1. Drivers should approach and leave the school with extra caution, being alert for the unexpected.
2. Students will not drive motor vehicles into the bus loading and unloading area either before or after school.
3. Designated parking spaces in front of the school are reserved for faculty and staff.
4. Student parking is by permit only. Cars of violators will be towed.
5. Students driving to school are not to loiter in the parking lot area. Upon arriving on the parking lot, students are to disembark from their motor vehicles and go directly to the school.
6. All school rules and regulations are applicable as long as the vehicle is on school property.
7. Students are not allowed to go to their vehicles during the school day without administrative permission.
8. Unauthorized vehicles will be removed at the driver's expense.
9. All vehicles are subject to search by school authorities.
10. Arriving to school late, truancy, parking in authorized areas, or driving in an irresponsible manner will result in the loss of parking privileges.
11. Parking privileges may be rescinded at any time.
12. Parents should use the student parking lot as a drop off location.

To register a vehicle, students must have a valid drivers license and verification of insurance.

There are a limited number of parking spaces available. Parking permits will be issued on a first-come first-serve basis.

NATIONAL HONOR SOCIETY – The J. Willard Davis Chapter of the National Honor Society is composed of juniors and seniors who have been selected by the teaching faculty of Easton High School. The members of the National Honor Society have demonstrated in an exemplary fashion the characteristics of Scholarship, Leadership, Service, and Character.

The selection process is as follows:

To be considered for induction into the National Honor Society students must meet the following minimum criteria:

- Grade level of Junior or Senior
- Matriculated at Easton High School for a minimum of one semester

- Cumulative GPA equal to or greater than **89.5%**
- Referrals:
 - No more than 2 referrals (3 referrals render students ineligible for consideration)
 - No requests for expulsion
 - No referrals for cheating
- Cumulative attendance rate equal to or greater than 94%
- Completion of all required service learning hours

Once a list of students meeting the above criteria is generated, it is then presented to the faculty. Students selected by the faculty (students receiving 4 affirmations) will move to the final round and receive a student information form. Please note that students receiving 4 negative responses from the faculty will have their names removed from the nominee list and will not move to the final round.

Information included in the student form will allow the Faculty Council to make an informed decision during the final round. Please refer to the following list of suggestions that a student might include:

- Leadership positions
- Extra-curricular activities
- Co-curricular activities
- Service activities (beyond those required by the state of Maryland and Talbot County for graduation)
- Community Involvement
- Work Experience, special recognition and awards
- Recommendations of teachers

Obligations

Obligations are items owed by students to the school. They include books that have not been returned, replacement costs that have not been paid, laptop user fees and laptop/equipment damage costs, as well as, athletic uniforms that have not been returned.

In order to clear an obligation, the student should bring the item to the main office secretary or to the teacher that has assigned the obligation. The teacher will provide written confirmation of receipt, which the student should then take to the main office secretary. All obligations must be paid in order to obtain parking permits, attend Homecoming and Prom, and receive graduation tickets.

Parent Conferences

Policy 9.26

Parents are welcome to visit classrooms provided the visit is arranged ahead of time; but instructional time should never be used for parent-teacher conferences. Appointments should be made to conduct parent-teacher conferences before school

convenes, after school, or at a time reasonable to the teacher and parent.

Parent Involvement Policy

Policy 11.11

The Talbot County Board of Education recognizes that a child's education, from kindergarten through high school graduation, is a responsibility shared by the school, parents and community. The Board 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.

The Board maintains a strong commitment to the role of parents and other caregivers in children's education and directs that each school, in collaboration with parents, develop and implement programs and practices that promote parent involvement. To this end, the Board supports the development and implementation of a Parent Involvement Policy (Policy 11.11 & 11.11AR).

Parent Organizations

BAND BOOSTERS – Band Boosters promotes the activities of EHS band and is comprised of band members' parents. The group's primary focus is fund-raising which defrays the cost of trips, exchanges and uniforms.

FUTURE FARMERS of AMERICA ALUMNI – The FFA Alumni is an organization, which supports the agricultural education program. Anyone may join that is interested in securing the promise of FFA and agricultural education throughout the community. The alumni members can help with student recruitment scholarship money, conferences, national FFA convention and other personal development programs.

FRIENDS OF MUSIC AND PERFORMING ARTS – F.O.M.P.A. is a support group for the music and performing arts programs at EHS. This organization sponsors fund-raising activities and assists the Music Department in concerts and various other activities.

PARENT ADVISORY COUNCIL – In order to extend your school's mission to the entire community, the principal invites all parents and community members to attend informal twice a year meetings. We will discuss school protocols, policies, and concerns. Let your voice be heard and be part of the solution.

S.O.S. – The Support Our Sports (S.O.S.) organization assists athletic programs at EHS in a number of ways, ranging from fund-raising to athletic recognition of students. S.O.S. sponsors a fall, winter, and spring banquet for EHS athletes and their coaches where they receive due recognition for their participation in the EHS athletic program.

Portable Communication Devices

Policy 10.19

The Talbot County Board of Education acknowledges that portable communication devices enhance learning and add to the well being of students; however, the Board also recognizes the possibility that these devices may distract or disrupt the education environment. Limited use of these devices will be permitted but must strictly follow the prescribed guidelines.

I. The procedures for ensuring that portable communication devices do not disrupt the learning environment in Talbot County Schools are as follows:

- A. High school students may possess portable communication devices during the school day in accordance with the following regulations:
 - 1. Prior to entering the school building, the portable communication device must be turned off during school hours.
 - 2. The device must be secured in the student's locker during school hours. Under no circumstances may students keep portable communication devices in purses, pockets or on their person. High school students involved in after-school and weekend instructional activities including Saturday School may not use electronic communication devices in the area of the activity from the beginning of the activity until the end of the activity.
- B. During regular bus transportation to and from school, high school students may possess portable communication devices but the devices must be turned off, secured and out of sight. During bus transportation to and from athletic events or other school-sponsored events, high school students may use cell phones only after receiving permission from the athletic coach or the principal/designee.
- C. High school students participating in extracurricular activities such as athletics, clubs, drama, etc. may use portable communication devices on school property after regular instructional hours.

- D. Middle school and elementary school students are not permitted to possess or use portable communication devices while on Talbot County Public School property or while attending any middle school or elementary school activities. School office phones are available for those students who need to contact parents.
- E. Any staff member or student having knowledge or reasonable suspicion of unauthorized possession or use of a portable communication device by a student on Talbot County Public School property shall promptly report this information to the Principal/designee.
- F. Under no circumstances are students permitted to use portable communication devices on Talbot County Public Schools property or Talbot County Public Schools sponsored activities or events in order to transmit any text or images that are obscene, pornographic, illegal, profane, violate academic policies, or invade another's privacy. This includes "sexting" (the sharing of explicit or otherwise sexually provocative photos). This also includes the possession of inappropriate digital contact.

II. Any student in violation of the policy and procedures regarding portable communication devices will be subject to the following disciplinary action:

- A. The first offense shall result in the immediate confiscation of the portable communication device for the remainder of the school day and may only be returned to the parent/guardian. *
- B. The second offense shall result in the loss of the privilege to possess a portable communications device of any type on any Talbot County School property and buses for one (1) month. The device will be confiscated and returned only to the parent/guardian at the end of the one-month penalty. *
- C. The third offense shall result in the loss of the privilege to possess a portable communication device of any type on any Talbot County School property and buses for the remainder of the year. The device will be confiscated and returned only to the parent/guardian at the end of the school year penalty. *

- D. The fourth offense will result in a ten (10) day suspension and a request for expulsion. The device will be confiscated for the remainder of the school year and returned only to the parent/guardian at the end of the school year. *
- E. Any student that loans his/her phone to another student accepts the responsibility for the phone's proper use and accepts the risk that his/her phone may be confiscated pursuant to Section II hereof if the other student violates these regulations.

* Notification of law enforcement where criminal activity is suspected

PROCEDURES FOR STUDENTS THAT ARE TARDY TO CLASS:

(not to include Homeroom)

Students arriving tardy to class, with or without notes, must be admitted to the classroom immediately. If the tardiness is excused because of an acceptable note, no further action is needed. If the tardy is illegal or unexcused:

- #1 tardy will be a warning issued by the classroom teacher, keep log for reference
- # 2 tardy will be given teacher detention (use the opportunity to re-teach), parent contact must be made by the classroom teacher
- #3 tardy will be given a 2nd teacher detention (use the opportunity to re-teach), parent contact must be made by the classroom teacher
- #4 tardy will be given lunch detention in ISS, teacher to notify class administrator
- #5 tardy a referral to the appropriate administrator
- #6 tardy will become an illegal absence (5 TDYu= 1 illegal absence, 5 illegal absences per semester=no credit for that class); parents will receive a letter from the appropriate administrator.

** At all times keep the students in your class who arrive late, do not send them back for notes.

** If student fails to report for detention within a week of it being issued, contact the appropriate administrator.

** **Students who arrive more than 20 minutes late to class without a note are considered "cutting class" and should be allowed to enter your class. Referral to be given to the appropriate administrator for cutting class.**

Promotion/Retention

Policy 9.30

The Board of Education reaffirms its belief in the mission statement that “each student will learn, grow, and succeed”. It also believes that the successful learner will demonstrate exit outcomes. We further believe that success is enhanced through positive interaction of school, parents, students, and community with all accepting responsibility for the success of students.

As a result of our instructional process based on mastery learning, TCPS expects each student to master the essential objectives as outlined in the various Courses of Study to prepare them for their post-secondary experience.

Promotion: Student advances to the next grade level.

Retention: Student remains in the same grade because specified baseline expectations were not met.

Assignment: Student is placed in the next grade even though specified baseline expectations have not been met. Instead, the student has demonstrated progress with interventions or has previously been retained in elementary and/or middle school.

Baseline Expectations: The minimum skills necessary to make progress in the next grade.

Intervention: Additional instruction provided to students who do not meet baseline expectations in reading and/or mathematics.

Student Services Team Plan (SST): Specific plan which outlines intervention strategies to insure student success. This plan provides interventions for students as needed in the following areas: academic, medical, behavioral, and social.

Promotion by Grade: At each academic level, primary and intermediate, middle and high, the Board of Education has defined specific promotion requirements. Please refer to Talbot County Policy 9.30 and Code of Maryland Regulations 13A.03.02.03 or consult your schools guidance counselor.

Remediation and Re-Testing

Performance below the 70% 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 provided opportunities and encouragement to complete the opportunities for re-testing. The teacher provides the opportunities for remediation during this time. Remediation is a shared responsibility of learner and teacher. Because remediation focuses on essential objectives 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%.

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.

Sale or Use of Tobacco on School Premises

Policy 11.3

The Talbot County Board of Education believes that one of the most serious health risks occurring in school is that which results from use or contact with tobacco and tobacco by-products. Therefore, in order to ensure a more healthful school environment, the Board of Education prohibits the sale or use of tobacco or tobacco products in Talbot County Public Schools in accordance with Maryland State Board of Education Regulations established within COMAR 13A.02.04.

Consequences are as follows:

- 1st Offense - Notification of local police in order to issue tobacco citation. Conference with administrator, out-of-school suspension (1 day), and recommendation to participate in a smoking cessation program.
- 2nd Offense - Notification of local police in order to issue tobacco citation. Conference with administrator, out-of-school suspension (2 days), referral to Juvenile Services, recommendation for Smoking Cessation Program, and an official warning that a 3rd offense will result in a 3 day suspension.
- 3rd Offense - Notification of local police in order to issue tobacco citation. 3 Day suspension with referral for smoking cessation program and warning that 4th offense will constitute grounds for an expulsion request.
- 4th Offense - Notification of local police in order to issue tobacco citation. 5 Day suspension; proceedings initiated for expulsion in accordance with Education Law 7-304 and Policy Code 10.23 - AR.

Search & Seizure
Policy 10.18

Search and Seizures

- A. Police officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such a search.
- B. Investigative searches of school premises by police officers shall only be permitted upon the authority of a search warrant or in any case where the search is essential to prevent imminent danger to the safety or welfare of the pupil or other persons or school property. The search may not include a pupil's assigned locker unless specified in the search warrant.
- C. Every effort shall be made to conduct searches in a manner which will minimize a disruption of the normal school routine and minimize embarrassment to pupils affected.
- D. A police officer may not search the person of a pupil not under arrest, unless the police officer has a reasonable suspicion that the pupil is concealing a weapon that poses a danger to others. A school official may not conduct such a search of the person at the request of a police officer.
- E. School officials at any time may conduct such searches as are essential to the security, discipline and sound administration of the particular school, but are limited as stated above whenever the search is in connection with a police investigation. Searches shall be consistent with the provisions of this policy.
- F. A principal, assistant principal, or school security guard of a public school may make a reasonable search of a student on the school premises or on a school-sponsored field trip if he/she has a reasonable belief the student has in his/her possession an item, the possession of which is a criminal offense under the laws of the state or a violation of other state law or rule or regulation of the local Board of Education. The search shall be made in the presence of a third party.
- G. Any controlled dangerous substances, firearms, fireworks, weapons or explosive devices located on school premises shall be turned over to police officials.
- H. A principal, assistant principal, or school security guard may make a search of the physical plant of the school and its appurtenances, including the lockers of students. The right of the school official to search the locker shall be announced or published previously in the school.
- I. Desks, lockers and storage spaces, which are provided to students, are the

property of the school. They along with a student’s purse, backpack, other personal possessions and vehicles can be searched if there is reasonable belief any of them contain drugs, weapons, contraband, or other items not permitted on school property.

Use of Specially Trained Animals

- A. The use of dogs or other specially trained animals may be authorized by the Superintendent or building principals from time to time as may be deemed necessary for the purpose of detecting controlled dangerous substances, fireworks, explosives or such other objects as may jeopardize the health or safety of students, staff or other persons in a school building.
- B. Notice shall be given each school year prior to the use of animals for detection of controlled dangerous substances by at least one of the following methods: public address system announcements; publication in school newspapers or manuals; announcements in a school assembly; or written notification to parents or students. Prior notice need not be given for use of such animals to detect explosive devices or for use in any situation involving the possibility of death or serious injury. Drug detection dogs are to have no contact with students.

Service Learning

In the state of Maryland, adopted by Talbot County, service learning is described as “the action of caring for others through personal contact or advocacy, either in school or in the community with preparation and reflection.”

Students are required to complete 75 hours of service as a high school graduation requirement. **Service hours must be completed before early dismissal will be granted.**

Individual service projects must be pre-approved by one of the Service Learning Coordinators, Linda Brown or Terry Callahan. Student hours for each school year must be turned in by May 15th.

Students can earn additional hours infused in curriculum:

<u>CLASS</u>	<u>HOURS</u>	<u>CLASS</u>	<u>HOURS</u>
9 th English	4	10 th Biology	5
9 th Tech. Ed.	3	10 th Geometry	3
9 th Health	3	10 th U.S. History	2

Sexual Harassment/Bullying

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.

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
- Parental notification
- Detention
- Reassignment of seats in class, cafeteria, or bus
- Reassignment of classes
- 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)
- Reparation to victim in the form of payment for or repair of damage to possession
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Transfer to an appropriate alternative program
- Referral to law enforcement
- Expulsion

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 – e.g. functional behavioral assessment; behavioral intervention 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 an external agency
- Participation in counseling (delivered by a 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 or counselor's office. The forms may be submitted by a student, parent, close adult relative, or staff member to school administration. A student may request assistance from a staff member to complete the form if the student wishes. 5
- 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.

Special Education

Programs are available for any child with special needs. Services are arranged through the IEP procedures based on the individual's educational needs. Please contact your child's principal if you have any questions.

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 rest of the class also misses those things, which an absent student would contribute. 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
- >Illness of the student
- >Court summons
- >Hazardous weather conditions
- >Work approved or sponsored by the school
- >Observance of a religious holiday
- >State emergency
- >Other emergencies as approved by the Superintendent
- >Health exclusion
- >Suspension
- >Lack of authorized transportation

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.

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 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 $\frac{1}{2}$ day if the student is in attendance for one hour.
- F. A student is counted present if at school or at a school activity that is being 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 schools strongly discourage 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

A failing course grade will be given to all students in grades 6 - 12 who have more than five (5) unlawful absences in a semester course or more than ten (10) unlawful absences in a year-long course. Parents of students who are in danger of failing due to absences will be notified in writing of the possible consequences and of their right to appeal.

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.

Students must receive a two-day prior approval for college visits from the administration and the student's teachers.

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.

Student Clubs and Organizations

CHESS CLUB – The EHS Chess Club is open to all students who are interested in chess. Students do not need to know how to play chess can to join; interest is all that is needed. Club meetings involve discussion of chess and regular games as members learn to play chess and develop their skills. Club activities include competitions with other schools in team format and participation in school-wide tournaments.

DRAMA – Students will have the opportunity to learn theater production techniques, stage make-up, technical work and acting skills. All EHS students in grades 9-12 are eligible for participation in drama productions.

ECOLOGY CLUB – This service-oriented club is open to all students interested in protecting and conserving our natural environment. An on-going research project is the water-monitoring program, which is funded by the Chesapeake Bay Trust and involves measuring physical, chemical, and biological parameters of local rivers and streams. Other activities include the school's paper recycling program, Adopt-A-Highway, habitat restoration, educational programs and fund-raisers for conservation field trips.

F.F.A – FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education. The heart of this organization is at the local level which is designed to keep pace with the evolving membership and rapidly changing needs of the agricultural industry in and around Talbot County.

HABITAT FOR HUMANITY

INTERACT CLUB – Interact is an international service organization sponsored by the Rotary Club. This group has long been active at EHS. The club sponsors student-selected activities to benefit chosen areas of the community. Recent projects include Habitat for Humanity, Festival of Trees, the Neighborhood Service Center, Pickering Creek, soup kitchens and working with the elderly.

IT'S ACADEMIC – It's Academic is a trivia and knowledge competition group which meets to prepare a squad to participate in WJZ-TV's annual inter-school tournament. Membership is open to all EHS students who have an interest.

LANGUAGE CLUBS – Many students participate in Language Clubs (International, Latin Club, Spanish Club), which are established to help students understand the cultures of the various foreign languages. Each club plans individual activities for

their members.

LEO CLUB – Follows leadership activities correlated with The Lions Club of Easton. Activities include projects to assist/improve the Talbot community.

MESA – Maryland MESA is a program designed to encourage minority students to become more involved in mathematics, science, and engineering. The program consists of hands-on activities, field trips, and speakers. MESA meets the 1st and 3rd Mondays of each month.

MODEL UN CLUB – Model United Nations Club is an academic simulation of the United Nations that aims to educate participants about civics, effective communication, globalization, and multilateral diplomacy.

NATIONAL HONOR SOCIETY – Please refer to page 31.

NJROTC – The purpose of the NJROTC program is to instill in students in the United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility and a sense of accomplishment.

The objectives of NJROTC are to:

- Promote Patriotism
- Develop informed and responsible citizens
- Promote habits of orderliness and precision
- Develop a high degree of personal honor, self-reliance, individual discipline and leadership
- Promote an understanding of the basic elements need for national security
- Promote respect for and an understanding of the need for authority in a democratic society
- Promote community service
- Provide incentives to live healthy and drug free
- Develop leadership potential
- Provide an alternative to gangs
- Promote high school completion
- Provide information on the military services as a possible career

OPERATION SMILE CLUB – Operation Smile is a non-profit organization supporting the provision of medical services, equipment and treatment for children with facial deformities where medical funding may be limited or unavailable.

PHILOSOPHY CLUB – The Philosophy Club is open to all students and staff, and meets after school throughout the school year. The Club attempts to expose students to a wide range and variety of philosophical ideas through reading and discussing the works of diverse authors. The faculty moderator and the student leader, based on the interests of the membership, choose readings. Discussions are

not limited to the exact content of the readings and may diverge into other areas. Observers are welcome, as discussion is voluntary.

SKILLS USA – Organization where students enrolled in career and technology class compete in their skill area and develop leadership qualities. Skills USA meet every Wednesday.

STUDENT GOVERNMENT ASSOCIATION – The Student Government Association (SGA) was formed to provide students an opportunity to develop and practice leadership skills while serving the needs of Easton High School and the community. The elected body of SGA consists of the Executive Board, Class Officers, and the Senate. The senate is comprised of 20 elected representatives from each class.

The student body elects Executive Officers for the Student Government Association in the spring of the year.

Each class elects its own class officers in the spring, except for the freshman class, which elects its officers in the fall. Class officers are responsible for class activities and special projects which may be assigned to them.

Among the activities that are directed by the SGA are an annual blood drive, the March of Dimes Walk-a-thon, and all Homecoming events.

YEARBOOK – The yearbook production staff is in charge of the entire development of the yearbook, from advanced purchases through construction and assembly, to final distribution. While on the yearbook staff, students will learn the basic techniques of interviewing, layout, graphics, and picture choice.

Other clubs include: Anime Club, Ambassadors of Hope, Autism Awareness, Fellowship of Christian Athletes, Gay-Straight Alliance, and Ping-Pong Club

Student Conduct

Policy 10.14

A school is a community of students, teachers, administrators, parents, and businesses working together to prepare students for careers, college or advanced technical training. Student behavior is an important factor in meeting with success in the classroom. Students are responsible for following school rules and regulations, which are designed to ensure a safe and orderly atmosphere where students may learn effectively. Respect for others, as well as one's self is a cardinal rule at school.

- Each student will be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. Each student will bear the responsibility for his or her own conduct.

- Each student will be responsible for neatness and cleanliness of personal attire and hygiene.
- Each student will respect other students, teachers, administrators, and other school personnel and visitors as human beings and fellow citizens of the school community.
- Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings, and the personal property of others.
- Each student will refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person or acting in such a manner as to expose others to risk or danger of harm or injury. A student will not use threats or intimidation against any other person.
- Each student will respect the health and safety of others and will refrain from using tobacco; or using, possessing, transmitting, or being under the influence of any alcoholic beverage, narcotic substance, illegal or prohibited drug or substance; or by engaging in gambling, extortion, theft, assault, excessive noise, or any other unlawful activity.
- Each student will respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, unexcused absences, or any activities that diminish the rights of others and the opportunity for other students to receive an education and obtain the maximum benefit from a public education.
- Any student suspended from school for any reason will be suspended from participating in extra curricular activities, including tryouts, practices, games, contests, meets, and team travel for the length of the school suspension. Students who regain eligibility status may be afforded the opportunity to participate in athletics as set forth in Bayside Conference rules and regulations.
- A school suspension shall include all forms of “in school” and “out of school” suspensions, including Checkmate and long-term suspensions.

Violations of school rules or regulations will result in action by the school administration. Each school will fully cooperate with police and other authorities in an effort to maintain the school as a safe and drug free learning environment.

Weapons on school property based on and consistent with the Maryland State Department of Education’s interpretation:

Disciplinary actions for the following behaviors may result in the individual being suspended or expelled from school and/or referred to Juvenile Services or another

law enforcement agency.

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon. The penalty may range from suspension to expulsion.

The following are considered weapons and explosives:

Firearms: Handguns, rifles, shotguns, bomb, starter pistols, grenades, rockets, .32 caliber gun, missile, .22 semi automatic

Other Guns: flare gun, paint gun, glue gun, BB gun, paint ball gun, nail gun, pellet gun, look-alikes

Other Weapons: knife, pocket knife, stick, brass knuckles, tool knife blade, wooden club, switch blade, hammer, razor, box cutter, exacto knife, Swiss army knife, scissors, hypodermic needle, steak knife, awl, metal fingernail file, sling shot, razor blade, screw driver, lock blade knife, broom handle, metal pole, poison, Bowie knife, throwing star, pepper spray, metal knuckles, nunchakus, dart, laser pointer

Explosives: Exploding pen, firecrackers, gun shells, poppers, bullet, gas odor bomb, Molotov cocktail, dry ice in bottle, model rocket, fuel, butane lighters, shotgun shells, smoke bomb, stink bomb, M-80, cherry bomb

The same code of behavior is expected on Talbot County Public School buses.

Bus Rules

The safe and efficient transportation of students is dependent upon the consistent application of regulations directed toward safety. The following responsibilities identify those student-related responsibilities that must be adhered to in order for the safety-related objectives to be achieved.

A. Bus Boarding Responsibilities

1. Students should be at their assigned bus stop at least five minutes before the regularly scheduled bus arrival time in the morning.
2. Students should wait for the school bus in an orderly fashion, out of the way of traffic.
3. Students should wait at their designated bus stop until the bus has completely stopped before moving toward or boarding the bus.
4. Students who must cross the roadway to board the bus should check to see if the red warning lights on the bus are activated and that the roadway is clear of traffic before crossing the street.
5. The bus should be boarded in a quiet and orderly fashion. Students should always use the bus handrail and steps in a safe manner.

B. On-Board Responsibilities

1. To insure a safe and efficient bus loading process, students are to walk to their seat (assigned or unassigned) and be seated as quickly as possible.

2. Books and other materials should be held by the student or placed on the floor directly beneath the seat. No books or any other objects are to be placed in the bus aisle. Additional information concerning musical instruments and large objects is found in Section XI.
 3. Students are to sit in their bus seat, facing forward with feet out of the aisle and hands, arms, and head inside the bus.
 4. Eating, drinking, smoking, lighting matches, lighters, etc., and littering on the bus are prohibited.
 5. Students shall not throw paper or any other matter out of the bus window.
 6. Loud conversations, profanity, obscene gestures, rough play, and fighting are not permitted on the bus.
 7. Any damage to the interior or exterior of the school bus is prohibited and will be cause for suspension of bus riding privileges. In addition, the parent(s) and student are responsible for any financial restitution necessary as a result of such damage. Continuation of privileges will only be considered after financial restitution is made.
 8. THE EMERGENCY DOOR or EMERGENCY WINDOW handles should never be touched or tampered with unless directed to do so by the bus driver.
 9. Students are not to sit in the driver's seat or tamper with any controls or bus equipment.
 10. Students must obey all directions from the driver. The bus driver is in charge of and responsible for students on the bus unless a teacher is on the bus. When a teacher is on the school bus for functions such as field trips, the teacher is the responsible person.
- C. Bus Loading Responsibilities at School
1. Students must walk to the bus loading area in a quiet and orderly manner.
 2. Students are not permitted to smoke. Smoking or lighting any combustible material in or near a school bus is in violation of State Motor Vehicle Law.
 3. Students must stand away from any moving buses until the bus comes to a complete stop. It is extremely dangerous for students to attempt to retrieve papers, books, etc., that may be close to a moving bus or a bus about to move.
 4. Students are to board the bus in an orderly manner following the same applicable procedures addressed in a previous section (A. Bus

Boarding Responsibilities).

D. Bus Unloading Responsibilities at Bus Stop

1. All students must wait until the bus comes to a complete stop before getting out of the seat.
2. Students must get off the bus only at their regularly assigned bus stop, unless permission has been previously granted.
3. To avoid mishaps and accidental tripping when leaving the bus, the handrail near the steps should be used.
4. Any students who must cross the road after leaving the bus must do so approximately ten (10) feet in front of the bus without undue delay. Traffic should be checked carefully before crossing the street. Students are NOT to attempt to retrieve dropped books, papers, etc., until the bus is gone.
5. Throwing objects, (stones, snowballs, etc.) at school bus or any other vehicle is prohibited.

Student Insurance

It is recommended that students purchase school accident insurance if parents do not have adequate coverage. Students participating in interscholastic athletics and certain classes are required to have insurance coverage. If a student needs to purchase insurance it is available on the Talbot County Public Schools website: www.tcps.k12.md.us

Student Laptops/1-1 Initiative

Each student will be assigned an individual laptop computer for use as an educational tool to access resources and create formative and summative assignments. The use of the laptop as hardware and the software included are intended for approved educational use only. For further details regarding acceptable computer use, please refer to Talbot County Public Schools, policy 10.32, which is summarized on page 14 of the student handbook.

A non-refundable User Fee of \$40 is required annually. This fee is used to defray the costs of normal maintenance that are not covered by the warranty and outside normal wear. **The User Fee is not insurance.** If the fee is not paid, the amount becomes a student obligation.

DAMAGES:

Students may not decorate or “customize” their laptops with stickers or graffiti. Due to the potential for damage, students may not use their laptop in the gym or cafeteria, unless specifically directed by a teacher. When not in use, laptops should always be stored securely in students’ lockers. Loss of a laptop should be reported immediately to the School Manager. The laptop should always be carried in the

provided protective case in order to avoid damage. Laptop accessories (i.e. chargers, cables, cases) should never be loaned to other students.

Damage to the laptop or loss of accessories could result in additional charges that will be billed to the student, and if unpaid, will be added to his/her obligation list. Unpaid obligations can prevent students from attending extra-curricular activities such as Homecoming and Prom.

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 in to 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 5 to 16. 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 Court 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.

Summative Assessments

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 performance oriented activity.

Use of School Facilities

Policy 11.2

The Board of Education encourages the use of school facilities for community purposes. When written application has been made to the Superintendent of Schools, the Talbot County Board of Education shall provide for the use of the public school facilities for the presentation and discussion of public questions, public speaking, lectures, or for other civic, educational, social, recreational or church affiliated civic purposes, provided, however, that (a) such gatherings or meetings shall be open to the public; and (b) the Board may refuse the use of any school facility for the purposes stated above if it appears that such use may be likely to provoke or add to a public riot or breach of the peace, or create a clear and present danger to the peace and welfare of the county or the state. (Section 7-108 of the Public School Laws)

Visitors

Policy 11.7

All visits to a school shall be arranged through the office of the school principal, and all visitors shall proceed first to the school office. Visitors shall not solicit or offer for sale any wares, articles, stocks, insurance or other items or services on a school premises, unless written permission is first obtained from the superintendent or designated representatives, providing that such permission is also approved by the appropriate school administrator

Access of employee organization officers, members and/or other representatives to employees and school system work locations during work hours of employees shall be subject to regulations prescribed by the Superintendent.

No person shall willfully disturb any public school or public school meeting. Violators will be subject to arrest.

Wellness Center

The goal of the Wellness Center is to offer comprehensive health care, as well as management of minor acute illnesses to those students that are currently without medical care or who have difficulty obtaining access to care. All care that is offered is by a Certified Family Nurse Practitioner.

The center is located in the school health room. Prior to obtaining care at the Wellness Center, a parental consent form must be signed and returned to the Wellness Center. Parental consent forms are mailed to students' home addresses about one month prior to the start of school or are available in the school health room. Any questions or concerns should be directed to the nurse practitioner or school nurse at the high school.

The school nurse and health technician continue to be available to students at scheduled times for emergency care, first aid, health assessments, health counseling/education, and disease prevention. Get to know your school health staff!

Talbot County Public School's Yellow Ribbon Suicide Prevention Program empowers students and adults to simply Be-A-Link & Save-A-Life by knowing, "It's OK to ask 4 Help!" Please call 24/7 to talk with someone if you are feeling bullied, sad or having thoughts of hurting yourself. The number to call is 800.422.0009.

2011 - 2012 TALBOT COUNTY PUBLIC SCHOOLS

School Year 2011/2012

Approved 7/5/11

<p style="text-align: center;">July 2011</p> <table style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>4 - Independence Day</p>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="text-align: center;">August 2011</p> <table style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>8 - 1st Year Teachers Begin 11,16 - 2nd Year Teachers Report 12 - No Teachers Report 17 - All Staff Reports 19 - Opening Day 23 - First Day for Students</p>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">September 2011</p> <table style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p>5 - Labor Day 21 - 1/2 Day - Am School for Students PM - Inservice for Teachers</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p style="text-align: center;">October 2011</p> <table style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>3-7- HSA 20 - HS/MS - Conference Day ES - In-service Day No school for students 21 - MSEA - School Closed First Year Teachers Inservice</p>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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Teacher Work Days Only

Green Assessments

*This date may change due to inclement weather

ES= Elementary School

MS= Middle School

HS= High School

HSA= High School Assessments

MSA= MD State Assessments

First Year Teacher Work Days Only

2011 – 2012 Marking Period & Report Card Information

Marking Period	Marking Period Begins/Ends	Interim Ends	Interims Issued	Parent Conferences For Interims	Report Cards Issued	Parent Conferences for Marking Period	# of Days
1	8/23 – 10/28	9/23	9/30	10/13 (HS/MS)	11/4	11/10(Elem only)	46
2	10/31 – 1/24	12/6	12/13	-----	2/3	-----	45
3	1/26 – 3/30	2/28	3/6	4/4	4/12	-----	46
4	4/2 – 6/7	5/4	5/11	-----	Last School Day (MS/HS Mailed)	-----	43