

East Salisbury School



STUDENT HANDBOOK 2019 - 2020

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WELCOME

Welcome to East Salisbury Elementary School. We are pleased to have you here. We hope that your stay here will be enjoyable and educational. This parent-student handbook will help you become familiar with policies and procedures related to the day-to-day operations of our school. Please review the information and use this booklet as a reference throughout the year. Call the number above for additional information.

This School Agenda belongs to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Homeroom Teacher: _____

MISSION STATEMENT OF EAST SALISBURY SCHOOL

The mission of East Salisbury School is to provide all students the opportunity to develop academic skills that will enable them to meet the challenges of an ever changing and complex society.

BELIEFS

- All children can learn.
- Each student should be challenged to reach his/her full potential.
- The diversity of each individual, including his/her unique and innate characteristics, should be respected.
- Students should experience challenging content and achieve high standards.
- Each student should acquire a core body of knowledge and a set of definable skills.
- Values adopted by the Wicomico County Board of Education should be reinforced.
- Families and community involvement should be welcomed and encouraged.
- Continual evaluations of our school's performance should be made to ensure the effective and efficient delivery of high quality education.

PHILOSOPHY

East Salisbury Staff maintains high expectations for all our students, staff and parents. Based on our knowledge of child growth and development and philosophy at East Salisbury, we expect parents to:

1. Support your child's teacher and school in a positive and open manner.
2. Communicate problems and pleasures with school personnel and assist in seeking solutions to the problems.
3. Confer with your child's teacher(s) monthly.
4. Support all school and county policies and regulations.
5. Assist the P.T.A and support school related activities.
6. Love and support your child.

SCHOOL SERVICES

At ESS, the school doors open 8:45 AM for all students. There is no supervision for students arriving before this time. Students should arrive no later than 9:15 AM, or they will be considered tardy. If a student should arrive after 9:15 AM, he/she should report to the office first.

If a student is to go home a different way than he/she arrived, a note indicating this should be sent to the teacher. If the student is a bus rider, the note should also be shown to the driver. If a decision is made after the child's arrival to school; you may fax the note to (410-677-5872). No telephone calls will be accepted. Children who must leave school during the school day are to bring a note to that effect and should be picked up at the school office by the parent or authorized adult. You will need to sign your child out at the window.

CAFETERIA SERVICES

BREAKFAST- A free breakfast is served daily from 8:45 AM to 9:15 AM. Menus for breakfast and lunches are sent home with students each month. Breakfast will

not be served on a 2-hour delayed opening.

LUNCH- A balanced type A lunch is available for all students. Those who prefer to bring their lunch; may purchase milk and ice cream separately. The lunch period is thirty (30) minutes long. Price
Ice cream: \$0.50/\$0.75
Chips: \$0.60
Cookies \$0.40

FREE LUNCHES- Free lunches are available for ALL children. Application forms are sent home each August to all students and also may be obtained from the school office during the school year.

PERSONAL DATA FORMS

Personal data forms will be sent home to all parents/guardians at the beginning of the school year. These forms will provide each parent/guardian with up-to-date emergency information. The forms will be a tool for parent/guardians to use in emergency situations throughout the school year. Each parent/guardian must complete each form in its entirety including the front and back of each sheet. Due to the importance of your child's health and safety, all forms must be appropriately filed and readily available to the office staff personnel. The completed pages of the personal data forms should include the following:

- Parent/guardian's home and alternate phone numbers
- Name and number of at least two persons of contact that is legally responsible for the child
- Home and work address

All information recorded in the personal data forms is crucial in the case of a

child's injury or illness during the school year.

It is each parent/guardian's responsibility to inform the administrative staff immediately if there are any changes in the child's health status. In the event of a change in health status, please include any restrictions or limitations prescribed by the health care professional.

CHANGE OF ADDRESS

Each parent/guardian must notify the school office personnel immediately if there is a change in address or phone numbers (including cell phone numbers). Insuring that all information is accurate and up-to-date will enable the school to act accordingly and efficiently in the event of an emergency.

TRANSFER/WITHDRAWAL

The school office personnel will provide each parent/guardian with initial transfer information to assist in registering at a new school if the child is to be transferred or has withdrawn from East Salisbury Elementary School.

CURRICULUM

East Salisbury Elementary School offers instruction in Reading, Language Arts (Spelling, English, and Handwriting), Math, Science, Social Studies, Art, Music, Physical Education, and Library skills. In addition, students receive computer instruction and guidance instruction daily.

In order to meet the needs of all students, the following programs are also available: Band, Chorus, Guidance, Orchestra, Reading and Math assistance, resource, T.A.D./ schoolwide Title I math,

schoolwide Title I reading, speech, and occupational therapy.

RECOGNITION AWARDS

Academic Achievement	Attendance
Band/Chorus	Citizenship
Physical Education	Art
(Others may be added)	

SPECIAL EDUCATION REFERRALS

A referral for special education services should be initiated when a child is experiencing difficulty in adjusting to school, is working far below grade level, and is making minimal progress, or when there is sufficient concern registered regarding the existence of possible disabling condition.

Teachers should gather information from the following sources: work samples, the child's cumulative record, testing scores, parents, and other staff who work with the child. This information should be shared with the School Management Team and the special education teacher who will guide the teacher through the steps to the referral. Completed referral forms may be submitted to the principal by teachers, the School Management Team, or other staff members who are knowledgeable of the child's learning difficulties.

Parent/Guardians may submit a referral by writing a letter to the principal stating their concerns and requesting psychological, educational, or other testing such as speech/language or occupational therapy assessments.

The principal will review the referral and become familiar with the specifics of the case. A meeting of the School IEP Team will be convened with the following

persons attending: a building administrator, the special education (resource) teacher, the child's classroom teacher, and others deemed appropriate by the IEP Team. The IEP Team will make the final decision regarding disposition of the referral.

HOMEWORK ASSIGNMENTS

Homework assignments are a reinforcement of work completed in the classroom and must be completed by the students and turned in on time. Failure to complete the home learning assignment will result in the student receiving no credit for that assignment. Homework and classwork contributes greatly to the student's grade on their report card, therefore, failure to complete the assignment will have a negative effect on his/her final grade for each marking term. Most students at the elementary level will have home learning assignment Monday through Thursday nights and occasionally over the weekend.

If there is extra time within the regular home study period, the teacher will urge the students to read books or to locate information about topics being currently discussed in the classroom.

FRIDAY FOLDERS

Each student will bring home their weekly assignment, notes written by their teachers, PTA and other important information to keep each parent/guardian informed. We ask that each parent/guardian keep all graded papers but return any signed forms or needed notes.

CONFERENCES

Conferences may be requested by the teacher or by the parent/guardian at any time during the school year. If a parent/guardian wants to meet with the child's teacher, he/she must contact the school office to arrange for an appointment. The teacher will either confirm the time requested or reschedule an appointment at a mutually agreeable time.

Please do not use P.T.A meetings and other school gatherings as times to conduct conferences. Teachers and parents/guardians can share information and discuss ideas more effectively in a more private setting.

If a parent/guardian requests a conference he/she should hear from the teacher within 2 days. Please call the school administration immediately if no contact is made.

Parents/guardians should expect teachers to contact them when a student's performance reflects a failing grade, no homework, poor test scores, etc.

STUDENT INSURANCE

At the beginning of each school year, parent/guardians may purchase an accident insurance policy from a reputable commercial firm. Two options of coverage are available and include the following: school related accidents and 24-hour coverage. In the event of an accident at school, students would be covered by either policy.

P.T.A

The Parent Teacher Association of East Salisbury Elementary School is an important part of our school community. We encourage all persons to join this association. It is through this organization that parents may assist with programs and events that are meaningful to each parent/guardian and their child.

Throughout the year various fundraising activities are held. These funds will be used to purchase materials, equipment, and programs not provided by the country budget.

WICOMICO COUNTY ELEMENTARY SCHOOLS' RULES AND GUIDELINES

MISSION STATEMENT

The mission of the Wicomico County Public School System is to provide all students an educational foundation and a set of skills which will enable them to become responsible and productive citizens in our society.

AGENDA

An agenda has been provided to help each student to become successful in school. Each student must read their agenda carefully and ask his/her parents/guardians to read the agenda also.

All students are expected to use the agenda to record information regarding classes and assignments. It also serves as a communication link between school and home. If this agenda is lost, the school office personnel will ask the parent/guardian to purchase a new one for the student.

LATE OPENINGS/EARLY CLOSINGS

Announcements concerning any changes in the regular school schedule will be made on the local radio and television stations. Parent/guardians may also call 410-677-5100 for a recorded message or access www.wcboe.org. **PLEASE DO NOT CALL THE SCHOOL, RADIO STATIONS, OR THE BOARD OF EDUCATION OFFICES REGARDING THESE CHANGES.**

ATTENDANCE

School attendance is important to student achievement. We ask that you help us reach and maintain our attendance goals by scheduling trips, doctor appointment, etc. at times when school is not in session, and by attending school every day unless the child is ill. A note that includes the reason for the absence must be signed by a physician or parent/guardian is required upon the student's return to school.

ABSENCE FOR TRIPS

If a child is to be absent from school due to a family trip, the following provisions, established by the Board of Education, apply.

While it is recognized that a trip cannot be considered a legal reason to be absent from school, it is felt that under that following circumstances, no punitive action and should be taken:

1. Notes for any absence must be given to the office. **Those not received within 5 days of the absence will not be accepted.**
2. The trip must be with family or be parent-sanctioned.
3. Circumstances should be discussed with the principal in advance.
4. All arrangements for making up work should be made with the teacher(s) prior to absence and should be completed within a reasonable time after returning to school. It is recommended that the number of days allowed to make

up work be equal to the number of days of absence.

5. The trip should have a definite educational value for the student involved.

SCHOOL RULES

1. Walk in hallways.
2. Gum is not allowed at school or on buses.
3. Toys, balls, radios, I-Pods, I-Pads, video games or any other electronic device is not allowed in the school unless they are being used as part of the classroom curriculum with the teacher's permission.
4. Beepers, cellular phones, and laser pointers are not allowed in school.
5. Animals are not permitted in school, unless the teacher gives permission.
6. Foul or profane language and behavior are not appropriate for our learning environment and will not be permitted.
7. Gun, knives, sharp instruments, or any other kind of weapon in school is a violation of Wicomico County Code of Conduct
8. Good manners should be used in the lavatories.
9. Bicycles and skateboard are not to be ridden on the playground or sidewalks. Bicycles should be placed on the racks provided while school is in session.
10. Playing, walking, or running in any driveway or parking lot is not permitted for safety reasons.
11. No physical contact, not even "play fighting," is permitted. Fighting, "play fighting," and bullying is in violation of county or school policy. It is better to solve conflicts

by reporting and/or talking through them.

CAFETERIA RULES

1. Good table manners should be displayed.
2. Quiet conversation is permissible.
3. Move in an orderly fashion into the cafeteria and through the serving line.
4. Students must sit at assigned seats/tables.
5. Students must have permission to leave your table.
6. Sodas or glass containers are NOT allowed.
7. Students must line up quickly and quietly when directed.

ASSEMBLY RULES

1. Orderly arrival and departure are required.
2. Remain silent during the presentation, unless the presentation requires response from the audience.
3. Keep hands and feet still and chairs quiet.
4. Applaud at the appropriate times and intervals.
5. There will be no yelling, booing, hissing, or hooting under any circumstances.

PLAYGROUND RULES

1. SWING SET

Sit, do not stand, in the swings.
Do not push students in the swings.
Do not jump out of the swings.
Do not twist or swing sideways.
Only one person may swing sideways.
Only one person may swing at a time.
You must hold on with both hands.

2. JUMP ROPE

Jump ropes are to be used only for jumping.
No tug of war is permitted.

3. BATS AND BALLS (with teacher supervision)

Stand behind the backstop when you are waiting your turn.
Only school softballs may be used.
No sliding is permitted.
Primary grades may play with whiffle balls and bats.

4. SLIDE

Only one person at a time is permitted on the slide or the steps.
Sit on the slide; do not use knees, back, stomach, or stand up.
Climb up the steps; do not climb up the slide part.
Stay away from the bottom of the slide.

When your turn comes, take it; sitting on the top for a long time is not allowed.
No toys, dirt, sticks, etc., are allowed on the slide.
Do not play tag or chase on the sliding board.

5. KICK BALL

Kicking is to be done away from wires and fences.
Watch for fellow playmates as you kick.
Avoid kicking a ball in someone's face or other body areas and causing injury.

6. GENERAL

There should be no:
physical contact; play-fighting, pushing, or pulling;
gymnastics on the ground;
climbing on the fence;
playing close to stones, trees, and shrubbery;
playing between portables;
soccer without direct adult supervision football;
kicking balls toward the electric wires or over the fence; throwing stones or other objects at others.

Do:

get permission to re-enter the building; line up quickly and quietly when the whistle is blown; bring in the equipment you take out.

STUDENT HANDBOOK

You will receive a copy of this Code to read and give to your parents. Please keep it at home so it can be referred to throughout the year. It is the **guide** of consequences used when inappropriate behaviors occur. An outline of Codes used for Grades 3-5 is found below. PC = Parent Conference, EXP = Expulsion

Disciplinary Office	Intermediate Grade 3-5	
	Min.	Max.
<u>Physical Attack-Teacher/Staff or other Adults-</u> Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity.	PC	EXP
<u>Physical Attack on a Student-</u> Willfully and physically pushing, hitting or otherwise attacking another student.	PC	EXP
<u>Verbal or Physical Threat to Teacher, Staff, or Other Adults-</u> Threatening or aggressive language or gestures directed toward a staff member or anyone other than a student.	PC	3 days
<u>Verbal or Physical Threat to Student-</u> Threatening or aggressive language or gestures directed toward another student.	PC	3 days
<u>Fighting-</u> A physical confrontation involving two or more students.	PC	5 days
<u>Serious Bodily Injury-</u> Serious bodily injury to another person that involves the risk of death, extreme physical pain, long-term and obvious disfigurement or the long-term loss or impairment of a bodily member, organ or mental ability. Reference UDEA at 20 U.S.C. 1415 (k)(7)(D) from 18 U.S.C. 1365 (h)(3).	5 days	EXP
<u>Sexual Assault-</u>	5 days	EXP

Physical sexual attack on another person during school hours or during any school-supported activity.		
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SCHOOL BUS RULES

1. Your bus driver has absolute control of the bus and of the conduct of those on it. You are expected to obey your bus driver.
2. If you have to cross the road when boarding or leaving the bus, WALK IN FRONT OF THE BUS. Your driver can then warn you of danger. Look both ways before crossing the road.
3. Enter and leave the bus by the front door. The back door is for emergency use only. Do not touch it except in case of emergency.
4. Board the bus with your backpack held in front.
5. Promptly take a seat assigned to you.
6. Sit facing forward. Keep your hands, arms and head inside the window. Keep feet, legs, books, and belongings out of the aisle.
7. Do not chew gum or eat on the bus.
8. Help your driver keep the bus clean.
9. Smoking, profane language, and/or weapons will not be tolerated on the bus.
10. Ordinary conversation is permissible.

COUNTY SCHOOL BUS

DISCIPLINE POLICY

Students who fail to abide by the bus rules will be disciplined. Bus drivers have the right to suspend a student from riding the bus for a period of one day. The principal and vice principal may suspend students for additional days.

Parents/guardians will be notified of suspensions.

The School Bus Discipline Policy is as follows:

1st Offense Referral to the principal's office. Discipline at the discretion of the principal or designee.

2nd Offense Referral to the principal's office. Discipline at the discretion of the principal or designee.

3rd Offense Referral to the Transportation Office. Conference with the Supervisor of Transportation, parent, and student (and driver, if deemed necessary). The student will be removed from the bus until a satisfactory conference is held.

4th Offense Automatic 30 school days off the bus.

5th Offense Automatic removal for the remainder of the school year.

TELEPHONE USE

Students are not permitted to use the school phone. If an emergency arises, the office personnel will make the call in the school office. Reasons for calls vary from school to school, depending on circumstances.

TEXTBOOK COVERS

The student policy of the Board of Education is that textbooks should be properly cared for to prolong the life of the books. The student will be charged for damaged and/or lost textbooks.

BREAKFAST/LUNCH MONEY

The office does not lend breakfast/lunch money. Students may charge a meal with the cafeteria staff. If students owe for two different times and ask to charge a third time, they will be given a sandwich. Once debts are paid, charging privileges are restored until the above conditions exist again.

MEDICATION

All prescription, over-the counter, homeopathic and herbal medications to be given at school must be ordered by a person authorized to prescribe medication. Written parental consent is required for each medication ordered. The parent must give the first dose of any new prescription, except for emergency medications such as EPI-Pen. The original prescription container should accompany all medications. Medications should be brought to school **by the parent or responsible adult**. Children are NOT to transport medication to or from school. Children are also not to keep medication in their possession during the school day. All medication must be stored in locked cabinet. All medication not picked up by the parent or responsible adult will be disposed of one week after the expiration date or at the end of the school year. When the nurse is unable to administer a medication, a trained designated schools staff person will administer the medication. If more detail is needed regarding these guidelines, the school nurse should be consulted.

LOST ITEMS

Lost items are placed in the "lost and found" except for jewelry, watches, eyeglasses, etc. These small items are kept in the school office. At the end of

each school year, items not claimed will be donated to a charity.

EMERGENCY DRILLS

Regular emergency drills are held for the student's protection. When the fire bell rings or code is announced, follow the directions your teacher has practiced with you. If the fire bell rings, or the emergency is announced when the student is in the hallway or elsewhere, the student must leave the building by the nearest exit and go to the nearest adult, who will help the student get to his/her class.

DRESS CODE

A student's appearance should reflect pride and respect for self and for school. Any type of attire which attracts undue attention to the wearer, is torn and ragged, unsafe, or causes a disturbance, is in poor taste and not acceptable. All students should groom and dress themselves neatly in items that are suitable for school activities. No cosmetics or nail polish should be worn or brought to school.

The following types of clothing are **unacceptable**:

- Halter tops
- Midriff shirts
- See-through blouses
- Large armhole blouses/shirts
- Eyelet or fishnet shirts
- Tank tops
- Very short shorts or skirts
- Thong shoes and flip-flops
- Hats, scarves, and other head coverings, except for religious or cultural reasons,

inside the building.

- T-shirts displaying vulgar, obscene, and/or inappropriate pictures and/or writing
- Sagging pants that drag the floor or expose skin or undergarments
- Picks or combs protruding from the hair
- Brass knuckle rings and distracting chains or key-chains
- Coats and jackets inside the building
- Gang symbols
- Sunglasses inside the building

REPORT CARDS/MID-TERM PROGRESS REPORTS

Report cards will be sent home four times during the school year. Please sign the report card envelope and return it to school the next day; parents are to keep the report card for their records. If you wish to conference with the teacher, please indicate on the envelope or attach a note. If the teacher has requested a conference, please call or send a note in order to schedule the time.

Each student will receive a progress report mid-way through each of the four marking terms. Please sign and return these reports promptly.

VISITORS

So that the office personnel may have the opportunity to officially greet all parents/guardians, all parent/guardians are asked to come to the school office to register before visiting the school. A notice to this effect is posted on each entrance door of Wicomico County

Schools. In addition to allowing us the opportunity to meet visitors to our school, this policy provides for the protection of our students and staff. If a parent/guardian needs to bring something to school for their child or need to confer with the child during the school day, all parents/guardians are asked to report to the office. The office personnel will be glad to provide the parent/guardian with a **“Visitor’s Pass”** and/or assist in any other way.

AMERICAN EDUCATION WEEK

Each year, during the month of November, American Education Week is observed in the schools throughout Wicomico County. Although schools maintain an open-door policy on a year-round basis, American Education Week is a special time of planned open house activity. The basic purpose of this week is to make every American aware of the important role education plays in a democracy and to foster an increased realization that schools are the personal responsibility of all.

NEWSLETTER

A school newsletter is sent home on regular basis. This contains important and interest information including special announcement, reminders, and special dates of interest for all students and parents. Please review the information and contact the office if you have any questions or suggestions for additional features.

FIELD TRIPS

Field trips are scheduled as part of the students’ educational program. Permission slips must be signed by a parent/guardian before students are permitted to leave the school.

MEDIA RELEASE

There are occasions throughout the school year when students are involved in activities and events which receive favorable media/newspaper coverage. We are proud to share students’ accomplishments as we hope you are. We need your permission to share your child’s picture or statements with the media. Please complete the appropriate spaces below:

___ I give permission for my child _____ to be interviewed, photographed, or videotaped during positive activities at school. I understand that these will be made public.

___ I **DO NOT** give permission for _____ to be interviewed, photographed, or videotaped during positive activities at school.

Parent Signature _____

Date _____