

Roye-Williams Elementary School



School Practices 2023-2024

*Please sign this page, detach, and send it back to school.
Your signature indicates you have received a copy of the
RWES Practices and HCPS' Student Handbook Brief for the
23-24 School Year.*

Note: Items listed in this handbook are subject to change.

Child's Name: _____

Teacher's Name: _____

Parent Signature: _____

**Roye-Williams Elementary School
School Practices
2023 - 2024**



**201 Oakington Road
Havre de Grace, MD 21078
(410) 273-5536
(410) 273-5559 (fax)**

**Rose M. Martino
Principal
RoseMarie.Martino@hcps.org**

**Stephanie Harris
Assistant Principal
Stephanie.Harris@hcps.org**

FROM OUR SCHOOL'S PRINCIPAL

Dear Parents,

Welcome to Roye-Williams Elementary School! Whether you are new to our school or are returning, please be assured that we will ensure that the coming school year is successful for your child.

Communication between home and school is an essential piece to ensure the success of our scholars. This student handbook contains essential information about our school. You can also access information pertaining to our school through our school's website (<https://rwes.ss18.sharpschool.com/home>). We post essential information, upcoming events, and our school's monthly newsletters. This is our main line of communication with our parents. Also, Roye-Williams Elementary communicates through social media. Please follow our Facebook page (Roye-Williams Elementary School) for celebrations, updates, and information from the school.

After reading this handbook, please do not hesitate to contact the main office if you have questions or need further clarification. Best wishes for a wonderful school year filled with exciting learning opportunities and experiences for your family.

Sincerely,
Rose M. Martino
Principal

PTA PRESIDENT'S MESSAGE...Hello Roye-Williams Elementary Families!

Welcome Roye-Williams families to the 2023-2024 school year! The PTA is excited to work with our returning and incoming families this year! We hope your summers were filled with fun and also some relaxing times!

We look forward to providing lots of activities and fun events, not only for the kids, but for our school community as a whole. Our board of three can't do it alone so we hope to see as many of you helping from home and in the building as possible this year! But don't worry, supporting our fundraising and events is just as important. We hope to have favorite events and new ones to add to the mix this year! We look forward to a new year!

If you would like to support the RWES PTA and share your thoughts on what you want and need from YOUR PTA this 2023/2024 School Year you can contact us via email at: royewilliamspta17@gmail.com or look us up on Facebook at: at

<https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.facebook.com%2Fgroup%2Froyewilliamspta%2F&data=05%7C01%7Crosemarie.martino%40hcps.org%7C4eeb735428b04289ba0708db7e828694%7Cc1f6ac536b774db594724f104eeac96a%7C0%7C0%7C638242871304340708%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCIjIjoiV2luMzliLCJBTiI6IjEkaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=YhGLd1mVVXsHJTk4Hzo8Zp%2FCkft5Sdo3aYBzx9HJ0D0%3D&reserved=0>.

We look forward to your support!

Danielle Lowery

PTA President 2023/2024

ROYE-WILLIAMS ELEMENTARY SCHOOL'S PRACTICES & PROGRAMS

BUILDING ACCESS

The entrance to Roye-Williams Elementary School is through the front main entrance. All other exterior school doors are locked for student safety.

PLEASE BE PREPARED TO SHOW PHOTO IDENTIFICATION

All visitors must sign in at the front office immediately upon entering the building and always wear a visitor's badge while on school property. Additionally, on your way out, please turn in your badge, so that we may sign you out of the building. Thank you for helping us to maintain the safety and security of our school.

SCHOOL HOURS

- 9:00 a.m. Instruction Begins (Grades Prek-5)
NOTE: Students need time to unpack, prepare materials for the day and eat breakfast at school, if necessary. Please keep this in mind to provide adequate time to complete all these important tasks before instruction begins at 9:00 a.m.
- 3:30 p.m. All classes are dismissed. Please note: any time that a student is dismissed *prior to 3:30 p.m.*, it is considered an early dismissal.

Doors will open for students at 8:30 a.m. Please do not drop children off prior to 8:30 a.m. as there will not be adult supervision prior to this time. We do ask that if you are driving your child to school, please arrive prior to 8:50 a.m. This will allow your child adequate time to get to their classroom and prepare for the day. Your cooperation is appreciated.

BUS RIDER PROTOCOL

Dismissal begins promptly at 3:30 p.m. for bus riders. For safety reasons, no child will be permitted to exit the bus once boarded. If your child is a bus rider who needs to be a car rider for a day, please send in a note to your child's teacher or contact our school's office **prior to 3:00 p.m.** so that the teacher can be informed. The office is a very busy place, and we want to ensure we are set for a smooth dismissal each day; **therefore, a student cannot be changed to car rider status after 3:00 p.m.**

CAR RIDER ARRIVAL & DISMISSAL PROTOCOL

Car riders drop off and pick up are in the upper parking lot. We will have a staff member available from 8:30 -8:50 a.m. and 3:30 – 3:45 to assist with the car rider drop off & pick up. Please follow their directions and the "one-way" directionality and "stop" signs that are in place.

Morning Drop Off:

Our upper lot is one way only. Please enter and turn to the right to drop off your child. If you have a four-door car, please ask your child to sit in the back seat and exit on the side of the driver. This really helps with the safety of the children. Also, ***please make sure your child is ready to exit the car when you pull up.*** Please make sure they have their coat on, backpack and lunch in hand, and all necessary school notes have been written prior to drop off. If these tasks need to be done or you would like to walk your child to the main doors, please turn left upon entering the parking lot and pull into a parking space.

If you are walking your child to the school doors, please turn left when entering the lot and park in one of the spaces on the back part of the upper lot. When re-entering your car, you will need to follow the one-way traffic and wait in the “drop off” line to exit the parking lot. Please do not attempt to pull around the cars in the drop-off line. This creates a very unsafe environment for all.

We do ask parents not to walk their child(ren) to the classroom or conference with teachers during the hours of 8:30 – 9:00 a.m. If your child needs support getting to the classroom in the morning, please let our adult greeters at the door or the office know, and we will be happy to walk your child to their classroom. If you would like to schedule a time to talk with your child’s teacher, please contact them via email or ClassTag to set up this appointment.

Afternoon Dismissal:

Parents are to pull on the upper parking lot and park in an available space. It may be helpful to back into the space. Please wait in your car and the student(s) will be brought to you. We will then dismiss our car riders after our buses have left the campus. Please be patient and exit your parking space in an orderly fashion.

As always, we thank you for your cooperation as we work together to provide a safe arrival and dismissal for all our students and staff!

CHANGES IN STUDENT’S TRANSPORTATION

Any change to a child’s transportation should be in written form, include the parent’s signature and be sent to the office the morning of the change. *We do not accept requests for transportation changes of any kind over the phone unless you are calling to indicate that your child will be a car rider. Calls to request that your child be a car rider for the day must be made to the school’s office prior to 3:00 p.m.* In addition, we do not accept any changes by email as they may not be received in a timely manner. If an emergency arises, please call the office at (410) 273-5536.

LATE ARRIVAL & EARLY DISMISSAL

Students arriving at 9:00 a.m. or after are considered late. They should report to the school office and be **signed in by a parent/guardian** prior to going to their classroom. If a student arrives late, without a parent/guardian to sign them in, the parent/guardian will be called to return to school to sign in their child.

If a parent needs to pick up their child early for an appointment, please send in a note that morning. The parent should report to the office to request the early dismissal of their child and to sign him/her out. The office will notify the classroom teacher. Please note, we do not call students for dismissal until the parent has arrived at school and signed out their child.

STUDENT ABSENCES

Student absences from school are marked as a Code 21, Unexcused, until such time as a note has been sent to the teacher explaining their absence. Please make sure you send in a note each time your child is absent, so the absence can be coded as lawful. The note needs to explain the reason for the absence.

Family vacations during the school year are discouraged by the Harford County Public School System. If a family vacation must be taken during the school year, approval must be requested from the principal **prior** to the vacation. For days to be approved as lawful for this purpose (a maximum of 5 days per school year), a written request must be sent to the principal **at least 10 days prior to the vacation.**

Since approval/disapproval is at the discretion of the principal, notification will be sent home to each family in a timely fashion.

Students can only make-up missed assignments when the absence is excused.

CLASSROOM VISITATION

We appreciate our parents and value their interest in their child's education. If you plan to visit your child's classroom, please communicate this to your child's teacher. We ask that classroom visits be limited to 30 minutes, cell phones are turned completely off and are not out in the open, and you do not interrupt the teaching/learning process.

We are always seeking parent volunteers and would love to have you help in many areas of the school (i.e.: classroom, cafeteria, office, etc.). Please contact the office or your child's teacher if you are interested in volunteering your time.

PARENT CONFERENCES

As a school, we encourage parent conferences. It is important to us that parents have the opportunity to discuss their child's academic and behavioral progress with the teacher. With this in mind, we ask that you call or email your child's teacher to arrange for a conference, as needed, so that open communication can continue throughout the school year. Your child's teacher will return your call or email within a 24-hour period to arrange the conference.

VITAL STUDENT INFORMATION

It is necessary that our school's office always have the current address and phone numbers (home and work) of each student's parents. It is also imperative that we have at least one emergency contact number that can be called if the parents cannot be reached. This person(s) will be authorized to pick up your child in the event of an emergency. This information is especially important in the case of an illness or an emergency. ***The school's secretarial staff should be notified immediately when a student's address, phone number, or emergency phone number has changed. New proof of residency is required each time your address changes.***

WITHDRAWAL OF STUDENTS

In the event that you need to withdraw your child before the end of the school year, please come into the office to complete an exit form. This will enable the office and teacher to prepare the necessary paperwork that you will need prior to your departure. Additionally, if you withdraw your child during the summer, please contact the school and let the office staff know.

OUTWEAR

Students are expected to place their outwear (i.e.: winter jackets, light jackets, hats, etc.) in their coat closet or locker before entering the classroom. You may want your child to dress in layers and/or provide them with a sweater/sweatshirt they can keep on the hook of the coat closet or locker if needed during colder months.

LOST AND FOUND

Lost articles are placed on the shelves in the cafeteria. Children frequently fail to recognize their own personal belongings because other students have similar articles. It is extremely helpful to label your child's personal belongings with the child's first and last name. This process ensures that articles can be promptly returned to the rightful owner. The Lost and Found will be boxed up and donated several times during the school year. Please be sure to check it often for lost items.

SCHOOL BREAKFAST AND LUNCH PROGRAM

A database is used to manage your child's meal account. Students are assigned a student ID number to access their account. Your child will use this same ID number when they attend middle and high schools. Please know there are many checkpoints to assure students do not use each other's ID numbers. We encourage you to deposit money into your child's account through the website www.myschoolbucks.com. You will need your child's PIN #. Ask your child for that # or contact the teacher if they do not know their PIN #.

At this time, breakfast is served each morning from 8:30 AM to 9:00 AM to all students free of charge in the classrooms.

All families may apply for a free or reduced-price lunch. Applications for this program are available online at hcps.org (<https://www2.myschoolapps.com/Home/AfterEndOfYear/850>) **Even if you qualified last year, you must complete a new application every year.**

CAFETERIA VISITATION

Due to our cafeteria being overcrowded, we do not have any extra seating for parents during lunchtime. Therefore, we cannot accommodate parents eating lunch with their child(ren) in the cafeteria. However, we are always in need of cafeteria volunteers. Please contact the assistant principal if you are interested in being a cafeteria volunteer. A commitment of either once weekly or bi-weekly is necessary. Additionally, we do have a picnic table on our front lawn if you would like to sign out your child during their lunchtime and sign them back into school at the conclusion of their lunchtime.

CARE OF SCHOOL PROPERTY

Children are responsible for the proper care of all materials, laptops, chargers, and books which are issued for student use by the school throughout the school year. Also, children and parents need to be aware that desks, chairs, bathroom fixtures and lockers are the property of the school. Accordingly, students should properly care for these items, as well. Intentional or reckless damage to school property, including lost or damaged books, will need to be paid for by the parents.

MONEY & PERSONAL ITEMS SENT TO SCHOOL

Students are discouraged from bringing money and other valuables to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost. Additionally, students are not to bring toys to school. These items should remain at home. If a child continues to bring toys to school, the administrators will take the toys and ask the parent to come pick them up from the office.

SCHOOL NURSE/MEDICATION PROCEDURES

The main function of the school nurse is to aid ill and injured students. She also dispenses prescription medication prescribed for a child. Before allowing a student to take medication in any form, our School Nurse must have a written doctor's order and parental permission for the medication. **The medication must be brought to school in a pharmacy labeled container BY THE PARENT OR ANOTHER RESPONSIBLE ADULT.** At no time are children permitted to transport medication(s) of any kind, including over-the counter medications.

BIRTHDAY CELEBRATIONS AND PARTY INVITATIONS AT SCHOOL

Birthday celebrations with food (cupcakes, cake, etc.) cannot be held at school. HCPS has a Wellness Policy which can be referenced online at www.hcps.org. You may talk to your child's teacher if you would like to send in a special pencil or stickers for your child to hand out to their classmates on their birthday. Additionally, we encourage parents to come to school on their child's birthday and read a favorite book to the class. Please set this up with your child's teacher in advance of the special day.

We respectfully request that birthday/party invitations not be sent to school for either the child or teacher to distribute to other students. We would appreciate your cooperation with this important practice.

VOLUNTEERS

Roye-Williams Elementary encourages adult volunteers within the school. Additionally, the PTA is always looking for parent volunteers for their many functions held throughout the year. If you are interested in giving of your time and talents, please contact your child's teacher and/or email the PTA at royewilliamspta17@gmail.com. Help is often needed and appreciated in the classrooms, in the cafeteria and during PTA sponsored events. Please email Mrs. Harris, Assistant Principal, at Stephanie.Harris@hcps.org if you are able to volunteer in our cafeteria during lunchtime. Volunteers are required to sign in at the office and wear a visitor's badge while working in the building.

REPORTING STUDENT PROGRESS

Student achievement and academic progress is formally reported to parents through a progress report/report card quarterly throughout the school year. You do need a Home Access Center (HAC) account in order to view your child's report card for grades Kindergarten through Grade 5. You can sign up for your HAC account on www.hcps.org. In addition, teachers communicate with parents through ClassTag, phone calls, and conferences.

Letter grades are used to indicate the level of pupil progress for students in grades 3, 4, and 5. The evaluation of a child's progress is a continuous process. When assigning a letter grade for students, teachers consider a child's ability, effort, and growth in each academic area.

EXPLANATION OF LETTER GRADES:

- A Excellent achievement and progress in mastering skills, content, and concepts; evidence of creativity and ingenuity in assigned work; accuracy, neatness, and promptness in completing classwork and homework; excellent participation in class activities.
- B Very Good achievement and progress in mastering skills, content, and concepts; accuracy, neatness, and promptness in completing classwork and homework; exceptionally good participation in class activities.
- C Satisfactory achievement and progress in mastering skills, content, and concept; satisfactory completion of classwork and homework; satisfactory participation in class activities.
- D Minimum achievement and progress in mastering skills, content, and concepts; inadequate completion of classwork and homework; inadequate participation in class activities.
- E Unsatisfactory achievement and progress in mastering skills, content, and concepts; unsatisfactory completion of or uncompleted classwork and homework; unsatisfactory participation in class activities.

Parents of third, fourth, and fifth graders should note that the letter grade reflects the student's growth at the level of performance each student is currently working. Each report card also reflects the student's current performance level. Students in Prekindergarten, Kindergarten, First, and Second Grade also have progress formally reported. Their report cards do not contain letter grades, but rather indicate whether outcomes have been mastered, partially mastered, not yet achieved or not yet introduced.

ACADEMIC RECOGNITION

Principal's Award (Grades 3, 4 & 5) – Students achieving straight “A’s” are eligible to receive this award during each marking period. In addition, Habits & Attitudes must be all “Satisfactory”.

Honor Roll Award (Grades 3, 4 & 5) – Students achieving a mixture of “A’s” and “B’s” are eligible to receive this award during each marking period. In addition, Habits & Attitudes must be all “Satisfactory.”

COMMUNICATION

Our best line of communication is through our school website. Teachers will also send home completed classwork and assessments, as well as paper communication from our school, PTA, and community partners. Although items do come home at various times, we have developed a school-wide agreement where information will go home every Tuesday in your child's *Tuesday folder*. The *Tuesday folder* is our white and blue Roye-Williams school folder. Parents should still check with their children each evening, but particularly on Tuesdays, to ensure timely delivery of these items.

The school also shares information through social media. Please follow us on Facebook – Roye-Williams Elementary School.

Communication between the school and home is very important. Requests for conferences and parent-initiated phone calls are quick remedies and solutions to concerns or problems. Parents should first contact the teacher before contacting the administration. We encourage parents to maintain open lines of communication with the administration and teachers to better serve student needs.

BLACKBOARD CONNECT

Throughout the school year, the system and/or our school will send automated calls with important upcoming school related information or inclement weather announcements. These messages can be delivered by phone, email, or text message. Text messages are limited in characters, so we recommend you choose the option of phone or email. It is very important to set up an account and keep it updated with current phone numbers and/or email addresses to ensure you always receive important announcements from school. You can sign up for your account by going to www.hcps.org and click on the Parent Portal link in the upper right-hand corner of the web page. You will need your child's PIN number when signing into the portal. This 6-digit code is the same as their cafeteria PIN. Ask your child first if they know their number, if they do not, you can contact the school or your child's teacher for their PIN number.

SCHOOLWIDE STUDENT BEHAVIOR

Roye-Williams has School-wide Core Values (Be Safe, Be Respectful, Be Reflective) that students are expected to follow every day. In addition, each teacher utilizes a classroom management model. This model includes behavior expectations for students with logical consequences that will be used, if necessary.

HARFORD COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK BRIEF

HARFORD COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK BRIEF

As a quick reference for students, this handbook brief serves to provide a general overview of certain legal requirements, Board of Education policies, and administrative procedures. The following excerpts do not contain all laws, policies, or procedures in their entirety and should not be relied on as such. Students and parents/guardians should familiarize themselves with the full handbook, available online at www.hcps.org. Items listed in this handbook are subject to change without notice. Topics are listed in alphabetical order.

ALCOHOL, METAL DETECTORS & SURVEILLANCE CAMERAS

Based upon reasonable suspicion, students can be asked to submit to an alcohol odor detecting device or metal detector during the school day or at after school events on school property. Some schools may have video surveillance cameras. Some buses operated or contracted by HCPS may have both video surveillance cameras and audio recording equipment to monitor student safety and behavior. **Please view the full handbook and/or the Board Policy Manual for more information.**

ASTHMA INHALERS AND OTHER EMERGENCY MEDICATIONS:

Students may, while in school or in a school-sponsored activity, on a school bus, or on school property, possess and self-administer an asthma inhaler, EpiPen or other emergency drug dispensed to the student by a prescription of a health practitioner pertaining to the students' asthma or other airway-constricting disease or which otherwise may be needed by the student on an emergency basis. Any student who self-administers the above described medication must have a prior written order from the student's health care provider (Permission to Self-Carry/Administer Medication form) and, if the student is a minor, the prior written approval of the student's parent/guardian. The school nurse will notify all appropriate personnel when such exceptions are granted, including bus drivers. Back-up medications must be kept in the health suite.

- **ALL OTHER MEDICATIONS**

All medication must be accompanied by a written authorized health care provider's order. These instructions must contain the student's name; name of the medication; the route of administration; the exact dosage, time and circumstances of administration; length of time the medication is to be continued; reason for administration; possible side effects; health care provider's name; time and frequency of administration; and date of order. Parents/Guardians must also provide written authorization to administer medication to their child. A form is available from the school nurse or on www.hcps.org. No medication may be administered to a student without the required health care provider's order and parent/guardian permission. Medication must be in its original prescription bottle, properly labeled by the pharmacy. Pharmacies can provide a second labeled bottle to accommodate medications that are given at school. Siblings may not share medication. Only FDA approved or state mandated medications will be administered in schools. **Please view the full handbook and/or the Board Policy Manual for more information.**

ATTENDANCE

Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are expected to attend school and all classes regularly and to be punctual. Upon

returning to school from an absence, a student is required to bring a written note from a parent/guardian stating the reason for each absence within three school days of the student's return to school.

During a normal operating scheduled day:

If a student...	They are counted...
Is in attendance for more than half of the time they are scheduled to be in attendance on a given day	Present for full day
Is not present to school on time and present for more than 50% of their school day	Tardy
Leaves prior to the end of the school day and in attendance for more than 50% of their school day	Early dismissal

During a delayed opening or early dismissal:

If a student is...	They are counted...
Absent no more than 30 minutes	Present for full day
In attendance for at least 2 hours	Present for half day
Absent less than 30 minutes in the morning	Tardy
Absent less than 30 minutes before dismissal	Early dismissal

Students scheduled for a partial day are counted present based on the amount of time he/she is scheduled. Example: A student scheduled for a two-hour block of time will be counted present for a full day if in attendance for that entire block of time. The student is absent if they are not present for that entire block of time. A student is present for one-half day if in attendance for one hour.

- **LAWFUL ABSENCES**

Lawful absences include death in the immediate family; illness of the student, which may require a physician's certificate from the parent/guardian; court summons; hazardous weather conditions; work approved by the school, the local school system, or the State Department of Education and accepted by the local superintendent, school principal, or their designees; observance of a major religious holiday;

pregnancy and parenting; state of emergency; suspension; lack of authorized transportation, not including authorized transportation denied for disciplinary reasons; other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Family vacation absences are considered lawful only if they have prior written approval of the principal and do not exceed five days per school year. Written requests must be made at least ten school days in advance of the requested vacation absence and after approval, parents/guardians and students are responsible for requesting assignments.

- **UNLAWFUL ABSENCES**

An absence, including an absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy. Repeated unlawful absences will require a school conference between the appropriate school personnel and parent/guardian and may result in a referral to the pupil personnel worker.

- **STANDARD FOR REGULAR ATTENDANCE**

The standard for regular attendance is the minimal requirement for student attendance in order to permit continuity in the instructional program. The standard includes both lawful and unlawful absences within a marking period, semester or school year. Students will be defined as chronically absent if they are enrolled at least 10 days in a school and absent at least 10 percent of the time, regardless of the reason. The actions taken when the standard is not met should reflect a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student's control, such as documented chronic illnesses, etc. In addition, students who receive services under an Individualized Education Plan(IEP) or 504 Plan may not necessarily be subject to the consequences for failing to meet the attendance standard.

Beginning with the fourth absence, early dismissal and/or tardiness, the parent/guardian will be notified in writing. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions: Conference with the parent/guardian, student and the principal or designee; Probationary time period - verbal agreement; Written contract; After-school detention; Saturday school (non-teaching day attendance); Removal of school privileges; Restriction of extracurricular activities; In-school suspension (due process procedures followed); Referral to the Office of Student Support Services and/or the pupil personnel worker for appropriate intervention; Referral to the Office of Student Support Services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

- **MAKE-UP WORK PROCEDURES**

Make up work should be provided to students after an absence, unless it was determined the student was truant or unlawfully absent. It is the responsibility of the student/parent/guardian to request missed assignments within the requested timeframe. Students shall be given the number of days equal to the number of days absent to turn in completed make-up work. Assignments may be provided, when possible, in advance of a lawful absence if requested by a parent/guardian at least five days in advance of the absence and approved by the principal or designee. Submission of the make-up work provided in advance is required upon the return of the student to school unless extenuating circumstances have been documented. The

teacher shall provide the required make-up work in accordance with the method chosen by the teacher and shall collect and correct the make-up work. A reasonable timeline for the completion of the work will be established by the teacher. It is recommended that this exchange of completed and newly assigned work be done on a weekly basis. The student will be accountable to complete all assigned make-up work.

All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline. **Please view the full handbook and/or the Board Policy Manual for more information.**

BULLYING, CYBERBULLYING, HARASSMENT OR INTIMIDATION

Bullying, cyberbullying, harassment, and intimidation are prohibited and not tolerated by the students, volunteers or employees of Harford County Public Schools.

If you believe your child has been the victim of bullying, cyberbullying, harassment, or intimidation, you are asked to notify a school staff member and complete a Bullying, Cyberbullying, Harassment or Intimidation Reporting Form. The form is available on the Harford County Public Schools website, www.hcps.org, and at your child's school. The form may be submitted online or returned to the principal at the student victim's school. Contact the school for additional information or assistance.

DRESS CODE

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, and not disruptive to the educational process. The student dress code is intended to create and preserve a positive climate for teaching and learning, reduce the possibility of discipline problems, and preserve school order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances.

Students' style of dress or grooming must meet the reasonable requirements of a course or activity.

Clothing must cover the chest, midriff, pelvic/groin area and buttocks down to the upper thigh with opaque material.

Students must wear:

- Shirt
- Bottom (e.g., pants, sweatpants, shorts, skirt, dress, and leggings)
- Shoes must be worn at all times and should be safe for the school environment. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
- Curricular and activity specific shoes may be required.
- All tops must have shoulder straps. See through garments must not be worn without appropriate coverage underneath that meets the requirements of this dress code.

Accordingly, students are prohibited from wearing clothing, jewelry, tattoos, bookbags or other articles of personal appearance that:

- Depict profanity, obscenity, or violence.
- Promote the use of tobacco, drugs, alcohol or other illegal or harmful products.
- Contain sexually suggestive messages.
- Unduly expose or reveal skin or undergarments.

- Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others in violation of the Board harassment or discrimination policies.
- Cause, or is likely to cause, a substantial or material disruption to school activities or the orderly operation of the school, including, but not limited to symbols of hate, both current and historic, hate groups, and gang-related attire.
- Contain profane, disrespectful or discourteous expression which is lewd or inconsistent with civil discourse and behavior.
- Endanger health or safety.

SPECIAL PROVISIONS AND RESTRICTIONS

The following examples are provided for guidance in implementing the policy and are not intended to list every possible violation or circumstance.

- PHYSICAL EDUCATION – Proper physical education apparel and shoes are to be worn. For secondary students, the appropriate school physical education uniform should be worn. No jewelry, with the exception of stud earrings, medical bracelets, and fitness trackers, may be worn during physical activity. Jewelry which needs to be removed for physical education class shall be the responsibility of the student.
- OUTERWEAR – It is a general expectation that outer garments, including, but not limited to, lightweight jackets, hats, etc. are not to be worn during the school day. These items are to be stored in lockers. Principals shall have the discretion to permit students to wear outerwear/headwear in the school building when conditions are warranted. Headwear that interferes with identification of a student for safety and security purposes, denotes membership in a gang or hate group, identified in partnership with law enforcement, and/or disrupts the orderly operation of school is prohibited.
- JEWELRY – Jewelry/body piercings (example: spiked jewelry, chokers, rings, bracelets) that pose a health or safety hazard or is disruptive to the orderly process of the school is not permitted. Chains that could cause injury to others are not permitted.
- SUNGLASSES – Sunglasses are considered inappropriate for inside wear. Medical exceptions may be considered by the principal.

DRESS CODE VIOLATIONS

Principals will have the authority to suspend or waive the restrictions on clothing for social events such as, but not limited to, proms, homecoming dances or school sponsored activities aimed at promoting school spirit. When a student's attire or personal appearance violates this policy, the principal or designee shall investigate and take appropriate actions. **Please view the full handbook and/or the Board Policy Manual for more information.**

DRUG DETECTING DOGS IN SECONDARY SCHOOLS

The Board of Education of Harford County permits the use of drug detecting dogs in secondary schools. Drug detecting dogs may be used in school buildings and on school parking lots during the day when students are present. Drug detecting dogs may be used randomly or at the request of the principal based on reasonable suspicion that drugs might be in the school. Under no circumstances will a drug detecting dog be used to sniff any individual person. When, in the opinion of the dog's handler, a drug detecting dog has alerted on a locker or other property in the school, a search may be conducted by the principal or his/her designee. When, in the opinion of the dog's handler, a drug detecting dog has alerted on a vehicle, a search may be conducted by a police officer in accordance with law enforcement agency policy.

Students who are in possession of controlled dangerous substances and other items that constitute a violation of the policies of the Board of Education will be disciplined in accordance with the appropriate procedures.

HOMEWORK

Homework is typically not assigned over holidays when public schools are closed. **Please view the full handbook and/or the Board Policy Manual for more information.**

INCLEMENT WEATHER POLICY

Any change from the normal school operating schedule because of inclement weather will be communicated through the school system's mass communication system, email, text message, Twitter, Facebook, and provided to radio and television broadcasts. In addition, changes will be listed on the Harford County Public Schools website at www.hcps.org. No telephone calls or media announcements will be made when schools are operating on a normal schedule. **Please view the full handbook and/or the Board Policy Manual for more information.**

NONDISCRIMINATORY PRACTICES

The Board is committed to providing an environment that is safe and optimal for academic achievement and productive work activity and free from any form of unlawful discrimination. Any act of such discrimination, committed by a member of the school community is a violation of this policy. Harford County Public Schools will investigate all complaints of discrimination and/or harassment and will take appropriate disciplinary or other action against any member of the school community who is found to have committed any act of discrimination.

PERSONAL PROPERTY

Personal property that is brought into the school by students is not covered under the insurance of Harford County Public Schools. Homeowner's insurance or Renter's insurance may have off-premises coverage for valuable items, such as musical instruments, but you must confirm coverage with your personal insurance carrier. Students and parents/guardians should evaluate the personal items that are brought to school and should permanently mark items so they are clearly identifiable.

PORTABLE COMMUNICATION POLICY

Students may possess or use a portable communication device (PCD) on school grounds and buses under the following circumstances:

- Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan or Section 504 Plan.
- Teachers may allow students to use a PCD in the school building for an instructional purpose if the teacher has received authorization from an administrator and the usage follows the Acceptable Use Policy for Students.
- Students in high schools may possess a PCD on school grounds and buses during the regular school day provided:
 - the student keeps and maintains the PCD so it cannot be seen by others;
 - the student does not use or activate the PCD in any fashion.
- Students in middle school may possess a PCD on school grounds during the regular school day provided the PCD is kept and maintained in the student's locker and is deactivated.
- Students in elementary school may possess a PCD on school grounds during the regular school day provided the PCD is kept and maintained in the student's backpack or cubbie and is deactivated.

- Students enrolled in any grade may use PCDs on school grounds before the regular school day and after the regular school day.
- Students in any grade may use PCDs on school buses before or after the regular school day provided:
 - students may not use PCDs for conversation, calls, photographing or videoing;
 - such use does not include implementation of the audio component of the PCD unless the student uses ear buds.
- Students' possession or use of PCDs permitted under this policy shall not:
 - disrupt the educational environment;
 - violate federal or state law or regulation;
 - violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
 - invade the privacy of other students.

Students and their parents are responsible for any theft of, loss of or damage to the student's PCD. **Please view the full handbook and/or the Board Policy Manual for more information.**

PRIVACY RIGHTS OF PARENTS & STUDENTS

The Family Educational Rights and Privacy Act (FERPA)/Student Records.

DEFINITIONS

- Directory Information – Records which contain personally identifiable information, but which have been designated by HCPS to be disclosed without parent/guardian consent.
- Personally Identifiable Information (PII) – Data or information including (a) the name of the student, his/her parents/guardians and family members; (b) address; (c) social security number or student number; (d) a list of personal characteristics which would make it possible to identify the student with reasonable certainty; or (e) other information which would make it possible to identify the student with reasonable certainty.
- Student Records – Records that are: (a) directly related to a student; and (b) maintained by Harford County Public Schools or by a party acting for Harford County Public Schools.

NOTIFICATION OF RIGHTS UNDER FERPA

The FERPA affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's records. These rights are:

- The right to inspect and review the student's records within 45 days after the day the school receives a request for access. Parents/Guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

Under certain circumstances you may have the right to receive copies of your child's records or to access them sooner than the 45 day time period set forth above. Please contact your child's school to receive an explanation of these rights.

- The right to request the amendment of the student's records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/Guardians or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- The right to provide written consent which authorizes the school to disclose personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed or hired by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff), school resource officer or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent/guardian or a business providing technology services or student voluntarily serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The following is the name and address of the office that administers FERPA: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

NOTICE FOR DISCLOSURE OF DIRECTORY INFORMATION

FERPA requires that Harford County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Harford County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Harford County Public Schools to include this type of information from your child's records in certain school publications.

In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the local school system that they do not want their student's information disclosed without their prior written consent.

If you do not want Harford County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the student's principal in writing within 10 school days of the first day of school. Harford County Public Schools has designated the following information as directory information:

- Student's name and grade, but only when it appears on honor roll or graduation list or as a member of a school-approved team, club or other student organization or school publication;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received.

RESPONSIBLE USE OF TECHNOLOGY

Harford County Public Schools provides telecommunications resources to its students for educational purposes. Telecommunications resources shall be used in accordance with the Responsible Use Procedure (RUP). By logging in to a telecommunications platform, students agree to the terms and conditions within the Harford County Public Schools RUP. The RUP is available on www.hcps.org. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT ACCIDENT INSURANCE PROGRAM

Harford County Public Schools insurance does not cover student injuries due to accidents at school or during school-sponsored activities such as physical education, afterschool sports, and field trips. At the beginning of each school year, Harford County Public Schools provides parents/guardians with information on a voluntary accident insurance program. If you are concerned about coverage in the event of an accident, this insurance may be a way for you to cover a gap caused by a lack of health insurance, dental insurance, or a large deductible on your present health insurance. For more information, please visit www.hcps.org/departments/BusinessServices/riskmanagement. If you have any questions, please contact the Risk Management Office at 410-588-5326. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT DISCIPLINE

- In-school suspension – The removal within the school building of a student from the student's regular education program for up to, but not more than, 10 school days per school year for disciplinary reasons by the school principal.
- Short-term suspension – Removal of a student from school for up to, but not more than, three school days for disciplinary reasons by the principal.
- Long-term suspension – Removal of a student from school for a time period between four and 10 school days for disciplinary reasons by the principal.
- Extended suspension – The removal of a student from a student's regular program for a time period between 11 and 45 school days by the superintendent of schools or his/her designee.
- Expulsion – The removal of the student from the student's regular school program for 45 school days or longer.

BEHAVIOR WHICH HAS TAKEN PLACE OFF SCHOOL PROPERTY

Students may be disciplined, including suspension or expulsion, for behavior which has taken place off school property and/or beyond the school day, if the behavior is determined by the principal to impact the educational environment of the school, the safety and/or welfare of other students and/or staff, and/or the maintenance of school order and discipline. The principal may suspend the student for up to 10 school days.

Students are subject to suspension for forwarding social media content resulting in danger or disruption, even if they did not create the original content, including but not limited to: bullying, harassment, threats, threats of school violence, and hate messages.

RESTITUTION

If a student is determined to have violated these discipline policies or a school regulation and in the course of that violation damaged or destroyed school property or the property of another person while on school property and the matter is not referred to the Department of Juvenile Services, the principal shall require the student or the student's parent/guardian to make restitution. The restitution required by HCPS may not exceed \$2,500. The principal may assign the student to a school work project if the principal determines that this is an appropriate means to provide restitution for all or a part of the damage to property. Court ordered restitution required by law may exceed the threshold of \$2,500.

OFFENSES

The school principal has the right and authority to discipline students including suspension up to 10 days for offenses including but not limited to use/possession of alcohol, inhalants (including, but not limited to, a vaping device, hookah pipe or e-cigarettes), drugs, tobacco; other gun use/possession; other weapons; threat to an adult; attack on a student; threat to a student; fighting; extortion; sexual attack; sexual harassment; sexual activity; arson/fire; false alarms/bomb threats; explosives; disrespect; harassment/bullying; disruption; academic dishonesty; inappropriate use of electronics; theft; trespassing; destruction of property; acts that jeopardize the safety or security of students, employees or others.

The school principal has the right and authority to suspend students for 10 days and refer the students to the Superintendent for further disciplinary action for (1) chronic and extreme disruption to the learning environment and or (2) imminent threat of harm to others. Imminent threat will be evaluated on a case-by-case basis to include (1) the degree of harm and/or (2) the risk of continued harm after the student returns to school. Aggravated offenses are more serious violations with higher risk of harm and include, but are not limited to: possession/use/transfer of drugs, alcohol, inhalants or vape devices, or other controlled dangerous substances; arson; explosives; threat/attack on adult; threat/attack on student; threats of mass violence; fighting; firearms; other types of guns; weapons; serious bodily injury.

Students who commit attendance-related violations are subject to school-based disciplinary consequences, but may not receive out-of-school suspension. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT LOCKERS

Where available, lockers will be provided for students to have a secure repository for books, clothing, school materials, etc. Each school principal will establish procedures for assigning lockers. Students shall be personally and solely responsible for the contents, cleanliness and condition of the assigned locker. Students will not be permitted to use personal locks on school lockers. Students are expected to report any case of a broken/unsecured locker or theft immediately to the school main office, physical education teacher or athletic team coach as appropriate. Harford County Public Schools shall not assume responsibility for the theft, loss or damage of books or any personal items in a student locker. It is the responsibility of all students to cooperate fully with any lawful investigation by authorized persons on school property. It is the responsibility of students not to enter school property with dangerous or illegal

items or those items that constitute violations of school policy. A principal or assistant principal may make a search of the physical plant or its appurtenances, including lockers used by students without notice to the student or their parent/guardian. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT SEARCH AND SEIZURE

The principal or assistant principal may make a reasonable search of a student, including the search of a student's backpack or other belongings, on the school premises if he or she has a reasonable belief that the student is in possession of an item, the possession of which is a criminal offense under the laws of this state, a violation of any other Maryland state law, or a violation of a rule or policy of the Board of Education. This search shall be made in the presence of a third party.

A principal, assistant principal, or teacher may make a reasonable search of a student on a school-sponsored trip if the searcher has a reasonable belief that the student has in the student's possession an item, the possession of which is:

- A criminal offense under the laws of this state; or
- A violation of any other Maryland state law; or
- A violation of a rule or regulation of the local school Board

A search authorized above shall be made in the presence of a third party.

Please view the full handbook and/or the Board Policy Manual for more information.

TITLE IX COMPLAINT PROCEDURES

Title IX of the Education Amendments of 1972 states in part, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Section 1681 et seq., And its implementing regulations, 34 C.F.R. Part 106; et seq., Prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX.

In accordance with Title IX regulations, the Board of Education of Harford County has adopted Title IX complaint procedures for students, parents/guardians, employees, and other persons.

1. Reporting

- a. Any HCPS employee or member of the Board of Education who has knowledge of or is on notice of conduct that may constitute sexual harassment or allegations of sexual harassment occurring in the education program or any activity of the school system must report that information immediately.
- b. Any parent or student who believes they are a victim of sexual harassment occurring in the school system's education programs or activities is encouraged to report the matter to the student's administration.

2. Investigations

- a. Once an allegation has been accepted by the Title IX Coordinator, an investigation is initiated.
- b. Information is gathered through witnesses, technology, or any other means.
- c. In some instances, the police may be involved. HCPS will work with the police investigation.
- d. Complainant and Respondent will review evidence gathered from the investigation. This will allow the parties to provide additional information.

3. Decision making

- a. A Decision-Maker will consider all materials when making a decision regarding the responsibility of the Respondent and apply the preponderance of the evidence standard.
- b. If found responsible, sanction/discipline can range from a warning to suspension/expulsion or termination.

4. Appeals

- a. Either party can appeal the outcome of the determination of responsibility or a dismissal of the formal complaint.
- b. Appeal guidelines must be followed.

Please view the full handbook and/or the Board Policy Manual for more information.

TRANSPORTATION

TRANSPORTATION RULES FOR STUDENTS

The following transportation rules apply to all students riding buses to and from Harford County Public Schools. In addition, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Harford County Public Schools' buses including but not limited to the "Rights and Responsibilities of Students".

School bus transportation will be withdrawn from a student who is excluded from the classroom as a result of a condition that presents a clear and direct health risk to others. Some examples may include head lice, bloody nose, measles, fever and vomiting, etc.

Students who are suspended from school are not permitted to ride the school bus.

Parent/Guardians of students who are found to have damaged the bus or equipment beyond normal wear and tear will be held financially responsible. Transportation service may be suspended until the invoice for any damage is received. Invoices that remain unpaid may be subject to debt collection service.

Boarding cards may be required for students to access the bus.

Students are required to:

1. Follow directions given by the bus driver. Insubordination or disrespectful behavior will not be tolerated.
2. Sit in assigned seat as directed by the driver.
3. Be respectful to other students.
4. Keep the aisleway clear.
5. Remain seated and face forward at all times when the bus is in motion.
6. Refrain from any loud, profane, obscene language or gestures.
7. Refrain from throwing any object inside, outside or in front of the school bus.
8. Keep all bookbags, books, school equipment, musical instruments, or other personal belongings contained to his/her assigned seat. If the instrument is too large it may not be able to be transported. This will be made at the discretion of the bus driver.
9. Keep all parts of the body inside the bus and in his/her assigned seat.
10. Keep all objects inside the bus and be respectful of motorists.
11. Cooperate in keeping the bus clean from debris and damage.
12. Never bring glass on the bus.
13. Never eat, drink or chew gum on the bus.
14. Use designated bus stop assigned by the Transportation Department.
15. Arrive to the bus stop five at least (5) minutes prior to the scheduled arrival.

16. Be prepared to present any required pass or boarding card.
17. When/if using any personal electronic device, students are required to use earbuds/headphones and must refrain from making calls, taking video or photographs while on the school bus.
18. Appropriately utilize any additional safety equipment such as seat belts or safety vests.

PARENT/GUARDIAN TRANSPORTATION

Parents/Guardians who choose to drop their child off at the school are responsible for the safety of their child until the school is open for students. Parents/Guardians who are not aware of the time that students are allowed to enter the school must contact their respective school directly for the information.

PARENT/GUARDIAN RESPONSIBILITY

Each parent/guardian has a role in the safe and efficient operation of the HCPS student transportation system. Parents/Guardians shall assume their responsibilities with the transportation system and extend cooperation and support to the people charged with its operation. Any interference with the official duties of the school bus driver may result in suspension of service and/or criminal charges.

Parents/Guardians should be aware that the privilege to ride a school bus may be temporarily or permanently revoked if the "Transportation Rules for Students" are violated.

- Parents/Guardians are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus and, at the end of the school day, from the time the school bus drops the student off at their bus stop. For those students in a non-service area, getting to and from the school safely is a parental responsibility.
- Parents/Guardians should check the bus routes prior to the start of the school year to review the accurate bus information. Bus stop information can be found on the HCPS website. Bus routes and stops are subject to change.
- Parents/Guardians are never to board the school bus unless authorized by the bus driver to do so and are never to create any disruption to the transportation system. Parents/Guardians who interfere with the official duties of the bus driver may be subject to suspension of bus service and/or criminal charges.
- Parents/Guardians should be aware that students are required to arrive to the bus stop at least five (5) minutes prior to the scheduled arrival time.
- Parents/Guardians should be aware that students are required to utilize the designated bus stop assigned by the Transportation Department. Requests may be made for the use of another bus stop to the principal for emergency situations and approval must be provided to the bus driver in writing.
- Parents/Guardians should be aware that large items or personal belongings that interfere with other students' seating are not permitted on the school bus.
- Parents/Guardians shall be responsible for any damage or destruction of the school bus. Any destruction to the school bus may result in withdrawal of transportation services until the cost of the damage is settled.
- Only during a mid-day bus run is adult supervision is required for PreK students at the bus stop until the child is picked up, and at the time a child is dropped off.
- Adult supervision may also be required for before and after school programs.
- Parent/Guardians of students who are found to have damaged the bus or equipment beyond normal wear and tear will be held financially responsible. Transportation service may be suspended until the invoice for any damage is received. Invoices that remain unpaid may be subject to debt collection service.

Please view the full handbook and/or the Board Policy Manual for more