Our Mission

The mission of Sudlersville Elementary School is to educate and enlighten each of our students through an engaging curriculum and high expectations (for behavior and achievement) by dedicated teachers and staff with support of parents and the extended community.

Our Vision

A graduate of Queen Anne’s County Public Schools will be well-educated, globally competitive and prepared to become a caring, productive citizen of the 21st century.
Greetings from Our Principal

Dear Parents/Guardians:

In an effort to provide positive, constructive information to every student and parent, we provide a Sudlersville Elementary School Parent/Student Handbook. This handbook, in conjunction with Queen Anne’s County calendar/handbook, provides information regarding policies and procedures for your daily use.

Please take a few minutes from your busy schedule to review this information. If you have any questions/comments, please do not hesitate to contact me at 410-438-3164.

Thank you for your assistance and cooperation.

Sincerely,

Tom Walls, Principal
Introduction

Welcome to Sudlersville Elementary School where a commitment to academic excellence is the number one priority. This is evidenced by consistently solid test scores, small classes, and a dedicated staff. Students from grades pre-k to four are served at SES with instruction built upon the Common Core Curriculum. Integrated Language Arts instruction is incorporated through both phonics and the whole language approach with emphasis on literature, reading in the content areas, and higher level thinking. A conscious effort to teach reading and writing in each subject area in a related, organized fashion begins as early as pre-kindergarten and is built upon throughout the grades. Math and science instruction are characterized by a hands-on application of concepts and skills. The social studies program includes an emphasis on economics, political systems, geography, and history. Individual student needs are effectively met through a qualified faculty and staff along with the cooperation and collaboration of parents and, of course, students.

The Judy Center Partnership

The Judy Center Partnership is a collaboration of many community agencies working together to assist parents as they prepare their young children for school. The Judy Center promotes school readiness for school success. Please stop by and visit us in our Judy Center Playgroup located in our offices downstairs in Rm. B4.

Title I at Sudlersville Elementary

Sudlersville Elementary is a school wide Title I School. Title I is the nation’s largest federal assistance program for schools. The goal of Title I is to help every child get a high-quality education. Title I resources are directed toward students who need them most. Requirements of the Title I program include the Parent Involvement Plan and Compact which states the goals and responsibilities of parents, students and schools. Parents are an important part of the Title I team. Be active in your Title I program. Start by attending the annual Title I meeting which will be held during the month of September..

Hours Arrival/Dismissal

School hours for students are 7:30 a.m. to 2:30 p.m. The instructional day begins at 7:45 a.m. and ends at 2:30 p.m. Parents dropping children off in the morning and picking them up in the afternoon are asked to adhere to the posted time frame before entering the pick-up loop and to refrain from entering the bus loop. When buses are in their loop, automobiles are required to remain clear of that area. A typical day’s schedule is as follows:

7:30-7:45 a.m.   Arrival of students- breakfast will be provided in the classroom for all students daily (even on late openings).

Note, the staff will NOT be responsible for the supervision of students prior to 7:30 a.m.
Children arriving after 7:45 a.m. will be marked “Tardy” if they come in late. The student should report to the office before going to his/her classroom. Students who arrive after 8:45 a.m. or who are picked up before 1:25 p.m. will be marked as “Half Day Absent.” Any students picked up between 1:25 p.m. and 2:25 p.m. will be marked “Early Dismissal” and marked as tardy. Early dismissal of a student from school is handled at the office only. If a student leaves during the school day, parents need to sign their child out in the office. The student will be called to the office. When possible, your efforts to arrange personal appointments around your child’s school schedule will be greatly appreciated.

Early Dismissal – When there is a half-day, students may be picked up at 11:55 a.m. The buses will dismiss at noon.

Emergency Closings/Delayed Openings – Announcements are made on radio and television when inclement weather (including fog) requires a delay in opening school. Please refer to the system handbook/calendar for a list of stations and channels that announce delays. Breakfast is available if desired. Pre-Kindergarten students will attend.

**Attendance Procedures**

Students are required to be present for instruction every day school is in session. It is the duty of parents to see that their children regularly attend school, and Maryland law makes failure to do so a misdemeanor. When a student is absent, a **written excuse signed by the parent/guardian is required** upon that child’s return to school. A doctor’s note is required for extended absences. Parents are notified by mail when their child has exceeded the number of parent-excused absences (10) allowed under the QACPS attendance policy.

It is recognized that there are times when parents will take trips during the school year. Extended winter and spring breaks are built into the school calendar to accommodate such trips. Absence from school due to trips is considered unlawful and unexcused. It is most important that trips are not scheduled during the state-mandated PARCC testing window. **Parents are asked to notify the principal in writing at least one week in advance in order to secure class work** if a student will be absent from school for a prolonged period.

Students who are habitually tardy or who exhibit attendance problems will be referred by the Student Services Team to our Pupil Personnel Worker for appropriate action. Families of
students struggling with chronic absenteeism may be invited to participate in a mediation session facilitated by Community Mediation Upper Shore, Inc. in order to identify barriers to regular school attendance and collaboratively develop solutions.

**Inclement Weather**

Please listen to or watch WBAL, WJZ and other major television and radio stations for information on late openings or school closings. QACPS typically sends a ROBOCALL to each household. **DO NOT CALL** the school for this information because schools are not informed before the announcement on the radio. Since it is impossible to call each family when early dismissal conditions occur, we urge you to make sure your child knows where to go and what to do in the event of an unplanned early dismissal.

When school opens 90 minutes late, doors will open to students at 9:00 a.m. with instruction beginning at 9:15 a.m. Breakfast is available if desired.

Early dismissal will be determined by the Board of Education. Your child will be sent home on his/her regular bus unless the office is notified otherwise.

**Breakfast & Lunch Information**

**Policies**

Students are required to have a lunch each day. Parents may send a lunch from home or they may be purchased at school. Students are not to share or swap food. If a child forgets his or her lunch an advance may be added to that child’s account. When this occurs, **please send money to cover the lunch charge to the cafeteria as soon as possible.** An application for free or reduced price lunches is sent home the first week of school. We encourage all families to apply! Parents may make lunch purchases in advance. Please send checks or money orders to the cafeteria and state on the check that the funds are for school lunches. Questions about lunch accounts should be referred to the Ginny Moran (410) 438-3165 ext. 223.

**Textbooks and/or chromebooks**

Textbooks and/or chromebooks (grades 3 and 4) are provided for students and should be cared for at all times. Lost and/or damaged books and chromebooks must be replaced/repairsed. The charge for replacing or repairing a textbook or library book is based on the cost of purchasing a new book or repairing the chromebook. Outstanding debts must be paid before Progress Reports are issued at the end of the year.

**Change of Information**

If there is a change in your address, telephone number, email address, day care provider, custodial situation, or your emergency contact person, **please notify the school immediately.** If you are transferring to another school, please contact the School Counselor.
Discipline & PBIS

(NOTE: Please read the discipline policy and procedures included in the Queen Anne’s County Calendar Handbook.) The Sudlersville Elementary School staff is committed to providing a safe and orderly learning environment. Cooperation between the home and school is imperative for the success of all students. SES students are ultimately responsible for their own behavior. All staff help students learn to make wise choices by teaching and reinforcing clear, consistent behavioral expectations through our PBIS program. Recognized by Maryland as a “Gold Level” program, the PBIS (Positive Behavioral Interventions and Supports) program at SES is implemented in grades 1-4. Pre-K and Kindergarten students participate in the SEFEL (Social Emotional Foundations of Early Learning) program. More information about these programs can be found in this handbook, on our website, and in monthly PTA newsletters.

Character Counts! Program

As an award-winning “School of Character,” Sudlersville Elementary School embraces the philosophy of the nationally recognized Character Counts! program for all staff, community volunteers, and students. This program focuses on six “pillars” of good character: Respect, Caring, Responsibility, Citizenship, Fairness and Trustworthiness. Each child will learn about these “pillars” throughout the year, and they will be used to emphasize the importance of developing and maintaining good character in school, in the community, and at home. Volunteer “Character Coaches” teach weekly 15-minute lessons to assigned classes based upon the character pillar of the month. For information on becoming a Character Coach, please contact Nicole Conner, School Counselor.

School Counseling Services

The School Counselor teaches biweekly classroom lessons based upon the American School Counselor Association (ASCA) domains of Social/Emotional Development, Academic Achievement, and Career Development to all classes in grades 1 - 4. Lessons focus on the development of the skills and mindsets necessary for interpersonal and academic success; such as perseverance, identifying feeling states, self-acceptance, conflict resolution, empathy for and tolerance of others, and cooperation. The Character Counts! program’s Six Pillars of Character; Olweus program anti-bullying education; and PBIS behavioral expectations are integrated into lessons throughout the year. Opportunities to participate in small-group skill-building sessions and individual counseling services will be made available to identified students as needed. Families who need assistance with behavioral concerns, mental health and community referrals, or changes related to custody/residency status are encouraged to contact Mrs. Conner for assistance.

School-wide SOAR Expectations & School Climate

Behavioral expectations at SES are organized around the four core expectations of Safety, Organization, Active Learning, and Respect; summarized using the acronym “SOAR.”
Our SES Eagles are expected to “soar” by demonstrating positive behavior based upon these expectations in all areas of the school, including the bus. The Expectations Matrix (see page 10) teaches students what these expectations look like and sound like throughout their school day; and serves as a visible reminder about expected behavior in the form of posters hung throughout SES. Students who exhibit positive behavior are recognized with “Eagle Bucks” to reinforce the positive behaviors they have demonstrated. Eagle Bucks can be used in many ways; including purchasing privileges within the classroom, entry to special trimester events, and purchasing items at the school “SOAR Store.”

The SES Leadership Team meets on an on-going basis to review school-wide attendance and behavioral data and refine the PBIS program accordingly. For more information, please contact Nicole Conner, School Counselor.

**Bus, Minor & Major Disciplinary Infraction Procedures**

In response to student misbehavior, a Teacher or staff member may complete an In-House Referral. Parents will be contacted to discuss the concern, and the referral will be signed and returned to school. Multiple In-House Referrals for the same misbehavior will result in an Office Referral. An Office Referral can be written by any staff member in response to a major behavioral infraction; such as physical aggression or destruction of property for example. Office Referrals and Bus Referrals will be handled by the school Principal. Parents will be contacted and will receive a copy of the referral. Students exhibiting ongoing behavioral challenges may be referred to the Behavior Specialist and/or School Counselor for additional school-based or community-based interventions.

Students exhibiting outstanding positive behavior may receive a Positive Referral to the Principal. A copy of the referral will be sent home with the student.
Sudlersville Elementary School Expectations Matrix
“I promise to be safe. I am ready to learn. I will give my best effort.
I respect myself, my friends, and my school.”

<table>
<thead>
<tr>
<th>“Where Eagles SOAR”</th>
<th>Classroom</th>
<th>Hallway</th>
<th>Bathroom</th>
<th>Cafeteria</th>
<th>Playground</th>
<th>School Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S Safety</strong></td>
<td>Keep hands, feet, and objects to yourself</td>
<td>Keep hands, feet, and objects to yourself</td>
<td>Use all equipment correctly</td>
<td>Keep hands, feet, and objects/food to yourself</td>
<td>Use all equipment correctly</td>
<td>Keep hands, feet, and objects to yourself</td>
</tr>
<tr>
<td></td>
<td>Ask permission to leave the room</td>
<td>Walk &amp; Stay in line</td>
<td>Report problems to an adult</td>
<td>Walk at all times</td>
<td>Ask permission to enter the building</td>
<td>Stay seated facing forward</td>
</tr>
<tr>
<td><strong>O Organization</strong></td>
<td>Keep your desk and cubby neat</td>
<td>Walk on the right side of the hall</td>
<td>Throw away all your trash</td>
<td>Wait patiently while in line</td>
<td>Share equipment and take turns</td>
<td>Keep your bus clean and neat</td>
</tr>
<tr>
<td></td>
<td>Be prepared with materials and stay on task</td>
<td>Remain silent when in the hall</td>
<td>Flush toilet and wash your hands</td>
<td>Ask permission to leave your seat</td>
<td>Put away all equipment</td>
<td>Keep the aisle clear</td>
</tr>
<tr>
<td><strong>A Active Learning</strong></td>
<td>Give your best effort every day</td>
<td>Walk directly to your destination</td>
<td>Use an inside voice</td>
<td>Throw away all your trash</td>
<td>Be a good sport</td>
<td>Follow bus rules</td>
</tr>
<tr>
<td></td>
<td>Keep trying when something is challenging</td>
<td>Respect bulletin boards and displays</td>
<td>Return directly to your class</td>
<td>Line up and exit the cafeteria quietly</td>
<td>Try new games and skills</td>
<td>Report problems to your bus driver</td>
</tr>
<tr>
<td>R</td>
<td>Respect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow directions of all adults</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work cooperatively with classmates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Give silent waves to your friends</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respect the privacy of others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow directions of all adults</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wait your turn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use appropriate words in conversation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow directions of all adults</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include others in games and play</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow directions of your bus driver</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use appropriate words in conversation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dress Code**

Students are asked to take pride in their appearance. Students are required to adhere to the “finger tip rule” when wearing shorts or skirt, i.e., the length of skirts or shorts should reach below fingertip level. Any articles of clothing that includes obscene, vulgar, or violent messages, or promotes alcohol, tobacco, or controlled substances are not permitted. Revealing clothing such as halter tops, very short, tight shorts or beach-type apparel is not appropriate for school. All tops must completely cover the abdomen. Unduly tight or loose-fitting attire, and underwear worn as outerwear, is not permitted. Hats are not allowed to be worn in the building. “Flip flop” shoes are not permitted. **The school reserves the right to exclude items of apparel or accessories which prove to be:**

- Harmful or detrimental to health, safety, or physical well being of students.
- Damaging to physical facilities.
- Disruptive to normal school activities.

**Health Services**

SES enjoys the services of one nurse, Mrs. Jaci Reilly. In the event that your child has a serious injury, persistent illness, or an elevation of temperature, the school nurse, or secretary will attempt to make contact as indicated on your child’s emergency information form. In the event no one can be reached, or if the injury warrants it, 911 will be called to transport your child to the hospital.

**Immunization Guidelines**

Students MUST have required immunizations completed before the first day of school.

Students out of compliance with the immunization requirements may not be admitted to or retained in school without the evidence of an appointment. The parent must present evidence of an appointment on **DAY ONE** of admittance/retention.

Evidence of an appointment may include the following:
1. An appointment slip or note from the health care provider's office of an appointment no later than 20 calendar days from the date the student is temporarily admitted or retained;
2. A verbal or written statement signed by the parent/guardian that contains the appointment date, no later than 20 calendar days from the date the student is temporarily admitted or retained, with a health care provider; or
3. A verbal or written statement by the parent/guardian indicating the parent/guardian's intent to attend a local health department immunization clinic within the next 20 calendar days.

Once students are admitted or retained, they must keep the appointment and obtain the required documentation of immunization compliance or be excluded the day after the appointment.

Beginning in school year 2016-2017:

- All students entering kindergarten must show proof of two varicella shots and 2 MMR (Measles Mumps Ruebella) vaccines..
- All students entering 7th grade must show proof of one Tdap vaccination and one meningitis vaccination.

**Guidelines for Medications at School**

Please try to schedule your child’s medication so that it does not need to be administered during school hours. Students are not allowed to have “over the counter” or prescription drugs in their possession. This includes aspirin, aspirin substitute, cough drops, cough medicine, allergy medicine, etc. If it is necessary for prescription medicine to be given at school, a Medical Authorization Form is required. The form and medication must be brought into the school and given to the School Nurse by an adult. **Under no circumstances should medication be sent with children in backpacks, lunchboxes or transported on the bus.** Prescription medications must be in their original container with the child’s name, name of medication, and the doctor’s name on it. All medications will be kept and administered in the health room. These medication procedures are for the protection of your child and other students in our school.

**Emergency Preparedness Drills**

One of Maryland’s public education goals is to create and maintain safe, secure, and drug-free school environments that are conducive to learning. To achieve this goal, it is essential that local school systems and schools take measures to prevent/mitigate risks, prepare for hazards that cannot be fully mitigated, and that they are prepared to respond to a variety of emergency and crisis situations. Schools are an integral part of the communities they serve and, therefore, are not isolated from the issues that affect their communities and our Nation. The issues that impact the daily lives of children, families, and communities are also reflected in our schools. In accordance with Maryland and Queen Anne’s County policy; SES students, faculty, and staff will participate in the following emergency preparedness drills annually:

- Fire Drills (students practice how to quickly evacuate the building in the event of fire or other environmental hazard)
- Bus Evacuation (students practice how to evacuate from the front and rear of the bus in an orderly manner)
- Lock-Down (classrooms doors are locked and students are moved into safe positions in the room in the event of danger within the school building or community)
- Evacuation (students practice how to quickly evacuate the building)
- Reverse Evacuation (students practice how to quickly return to safety indoors and lock-down in the event of a danger outside while students are outside)
- Severe Weather Drill (otherwise known as a “tornado drill,” students practice how to take shelter in safe spaces within the school building in the event of dangerous weather)
- Shelter-in-Place (students practice how to take shelter in their classroom in the event of a hazmat situation or other danger in the community or environment)

**Homework**

The term “homework” refers to an assignment to be prepared during a period of independent study in class or outside of class. The purposes of homework are to improve the learning process, to aid in the mastery of skill, or to create and stimulate interest on the part of the student. Homework assignments also have value in teaching students to assume responsibility, and exercise self-discipline in completing a task. Parents may assist by providing a quiet time for study, checking progress, and questioning when no assignments are brought home. **Students in grades 1-4 will receive SES Agendas from the PTA. Teachers and parents are expected to sign/initial the agenda daily.**

**Parent Teacher Association**

The PTA at SES works to promote the welfare of children in the home, school, and community. Membership is open to all parents, staff, and any adults who are interested in the objectives of the organization. All parents are encouraged to join and attend meetings. Membership information may be obtained in the school office. PTA meetings are open to the public. Officers for the 2017 - 2018 school year are:

- April Hammer  President
- Kristy Brengle  Vice President
- Jen Clark  Secretary
- Missy Darling  Treasurer

**Parent - Teacher Communication**

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child’s teacher concerning academic progress. Parents and teachers can communicate through personal contact, phone calls, email or notes. The scheduled Fall and Spring conference dates are indicated below. Additional conferences can be arranged by contacting your child’s teacher, the school counselor, or an administrator at 410-438-3164. Also indicated below are the three Trimester Report Card dates. Elementary schools have transitioned from quarterly reporting periods to a trimester reporting schedule. Report cards have
been redesigned to provide families with more detailed information regarding their child’s acquisition of grade-level skills.

**Reporting to Parents / Trimester Report Card Dates**

November 9th- ½ day and November 8th - Fall Parent Conferences  
December 1, 2017 - First Trimester Progress Card  
March 16th End of Second Trimester  
April 16th - ½ day - Spring Parent Conferences  
June 14, 2018 Tentative last day for students and Third Trimester Progress Report

**Agenda Books, Thursday Folders, Daily Folders**

**Parking**

The loop in the front of the building is for the purpose of dropping students off in the morning or picking them up in the afternoon. The traffic cones indicate an area that is for dropping off only and there should be no parking in this area at anytime to avoid congestion. All visitors are asked to park in the parking lot or along Church Street. **Please Note:** There is to be NO parking in the bus areas at any time. Your cooperation is appreciated. We have recently added 8 additional parking spaces at the old parking lot. These have a visitor sign posted, and a sidewalk was added so that parents will continue to use the front entrance.

**Class Parties**

Classroom parties are focused around calendar events. Please check with your child’s teacher for dates and times. Birthday celebrations are permitted by the parent of the student providing a treat at lunchtime for the entire class. **The treat should not be given out in the classroom or during instructional time.** Parents should contact the classroom teacher to make arrangements
for the birthday treat. This will allow for teachers to notify parents of any allergies or other concerns. *Food allergies and diabetics should be considered prior to deciding what kind of treats are allowed.*

Students should not pass out birthday/party invitations at school unless there is an invitation for every student in the class. If there are problems with this procedure, please contact the office.

**Special Education & 504 Services**

Students who have a physical, intellectual, or emotional disability that substantially limits one or more life activities may be eligible for services, accommodations and/or modifications to the regular education program. Students must be referred to the appropriate school team for screening and must be determined to be eligible in order to qualify for these services.

**Student Forms**

Beginning in July 2015, Queen Anne’s County Public Schools began using **InfoSnap**, an online student registration program, which helped to eliminate most of the hard copies of paperwork that Queen Anne’s collects and manages on an annual basis. InfoSnap can be accessed through the home page of the SES website or the QACPS website. **Annual student Emergency Form updates and QACPS policy forms (pest management, media release, acceptable use of technology) will be completed via InfoSnap.** Hard copies of certain forms need to be submitted annually, including:

- **Medical Authorization Form** - This form must be completed by your child’s physician and submitted to our School Nurse before any medication may be administered to your child. All medications (in their original packaging) must be kept in the Nurse’s office and administered under her supervision. The term “medication” refers to both prescription and non-prescription medicine.

- **Lunch Application Form** - All families will be given a “Free and Reduced Lunch Application.” Families are encouraged to return these forms. Please keep in mind, school personnel are required to provide EVERY parent with the opportunity to apply. Confidentiality of all applicants is maintained. These forms are returned directly to the Supervisor of Supporting Services at the Board of Education. Applications for this program must be renewed each year by September 30th for rollover service and new applications may be submitted at any time during the school year.

- **Insurance** - School insurance for students is available to parents who wish to purchase it. The purchase of school insurance is strictly optional. Please note: If an injury to your child occurs at school, you are NOT to have your physician’s office bill sent to the school. School insurance covers in-school incidents in case your regular health insurance does not.
• **Field Trips Forms** - Whenever a child leaves school on a field trip; it is necessary for staff to obtain written permission from the parent/guardian. Permission forms are sent home in advance and should be returned as soon as possible. Field trips are designed to extend learning that takes place in the classroom. Trips are supervised by classroom teachers and other school personnel and may require additional adult supervision and parent chaperones. Field trips that include a cost to the student must be paid on or before the written permission due date. Arrangements will be made for students without permission slips to remain at school in another classroom.

**Electronic Devices**

The Queen Anne’s County Board of Education acknowledges that portable communication devices may add to the well-being of students; however, the Board also recognizes the possibility that these devices may distract from or disrupt the educational environment. Therefore, limited use of portable communication devices will be permitted, but must strictly follow the prescribed guidelines. **Elementary school students are not permitted to possess or use portable communication devices on Queen Anne's County Public School property or while attending any elementary school activities.** School office phones are available for those students who need to contact parents. This means students may not have cell phones or any other communication devices on the school grounds or buses. Students are discouraged from bringing any other type of electronic device to school as they create a distraction from learning and are frequently “lost.” Neither the school nor the teachers are responsible for safeguarding expensive devices that students decide to bring to school. The Acceptable Use Policy details additional guidelines and expectations for students’ use of technology while in school.

**Student Records**

Bylaw 13A.08.02 in accordance with the Federal Family Education Rights of Privacy Act gives parents of students under the age of 18, and students over the age of 18, the right to inspect and review any and all official records, files, and data directly related to the student. The Bylaw further provides that student records are confidential and will not be released or made available to persons other than the appropriate school personnel, parents of students, or students over the age of 18 without the written consent of parents and/or the student.

**Transportation**

The transportation and safety of students to and from school is the responsibility of the bus driver. Students are expected to adhere to the SES SOAR expectations for the bus; and required to follow all rules established by the driver. In general, students are expected to remain seated on the school bus, talk in a “quiet” voice, and keep their hands, feet, and objects to themselves. Students and parents are encouraged to speak to their bus driver for more specific rules on the bus. **Bus riding is a privilege and may be suspended whenever a student’s behavior is unsatisfactory.** Misbehavior on the bus may result in a Bus Referral being written by the driver. Severe or continual misbehavior may result in permanent suspension from riding the bus. Requests for changes in your child’s means of transportation to and/or home from school **must be submitted in writing** and approved by the school administration. Parents may opt-out from bus transportation and their student(s) will not be assigned to a QACPS bus. For additional
policies and procedures, see the Transportation Information section of the Queen Anne’s County Calendar Handbook.

Volunteers/Visitors

Parents and grandparents are encouraged to visit and/or volunteer their services to SES. Many events at SES benefit from the involvement of volunteers, and your assistance can help students and teachers immeasurably. **Volunteers are required to attend an annual orientation session and submit a Volunteer Application prior to assisting in schools or serving as a chaperone on a field trip.** The home-school coordinator will advertise the dates and times of available orientation sessions for 2017-2018. **For security reasons, all visitors must provide a picture ID at the Main Office in order to receive a volunteer’s badge and be logged in.** When you are a visitor, keep in mind:

1. Teachers cannot stop instruction or planning time to speak with you. Please schedule a conference if you wish to speak at length with a teacher.
2. It is important that only adults visit classrooms during instructional times. Younger children often distract students and can disrupt the class.
3. All visitors and volunteers must enter and leave SES via the Main Office in order to sign in and out. It is important for the safety of all children that school officials know who is in the building at all times!
4. If you wish to volunteer on a regular basis, and we hope you will, please speak with your child’s teacher, the principal, school counselor, or home-school coordinator.