

Back to School Message

Dear Students and Parents,

It is with great pleasure that I take this opportunity to welcome you to Matapeake Elementary School. I am extremely proud of the programs we offer our students, and I encourage you to make the most of your time with us.

This handbook has been developed by our staff to help you learn as much as possible about school procedures and the services we offer students. It is a quick reference guide you will find extremely useful throughout the school year.

Whether you are joining us for the first time or you have been with us for a number of years, we encourage you to become an active participant at Matapeake Elementary School. In addition to an excellent academic foundation, we offer many activities to help students become well-rounded.

I look forward to this school year with great excitement and hope all of our students and families will have a rewarding and successful year.

Mrs. Schrecongost, Principal



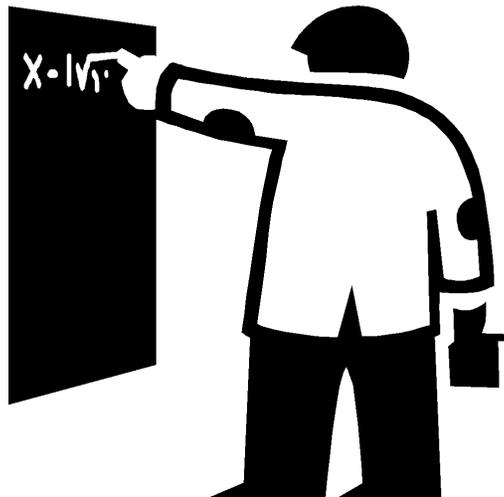
Vision and Mission Statement

VISION

A student of Matapeake Elementary School will be well-educated, globally competitive and prepared to become a caring, productive citizen of the 21st century.

MISSION

The mission of Matapeake Elementary School is to ensure that every child demonstrates a commitment to reach his or her highest potential of ability in the areas of intellect, physical, emotional and social development. Students will do this by participating in differentiated, engaging, equitable, and rigorous instruction which incorporates research based teaching strategies that utilize technological advances, encourages curiosity, creativity, compassion and perseverance. This also includes a strong partnership with families in our community.



Matapeake Elementary School Expectations

PBIS: Matapeake Elementary School is aligned with the standards for Positive Behavior Interventions and Supports. We believe that “Good Character Is Anchored In Making Safe Choices, Exhibiting Responsibility, and Showing Respect.” Research demonstrates that people respond best to 5 positive interactions for every negative interaction we may have, and that “5 to 1” philosophy is enforced here. Students are recognized for their positive behaviors by receiving “thumbs up” stamps and Mariner Money which they can collect and use to purchase items from the school store or for entry into school wide events each trimester or grade level events. Positive behavior awards and Anchor Awards are also schoolwide methods of recognizing positive behaviors. It is important that all staff members participate in the practice of positive recognition to demonstrate buy-in and reward deserving students.

It is essential that we follow the established Behavioral Hierarchy when unwelcome behaviors occur. By following this checklist, school staff teach appropriate behaviors, provide Tier One interventions in an attempt to correct negative behaviors, have an opportunity to evaluate the intervention’s effectiveness, and build a partnership with families.

The Administrative Response Form should be completed only after all steps in the hierarchy leading up to that step have been attempted. A completed hierarchy must be submitted with this form. Following this response, a classroom observation of the student will take place.

Major Incident Reports are referrals to the office for illegal behaviors, physical aggression resulting in injury, or those requiring Level 3, 4, or 5 responses as defined by the QACPS Student Support Services Discipline Code and will be handled by the Principal. The parent will receive a phone call or a conference will be held.

Finding effective consequences should always be the focus of behavior modification approaches. No child will change behavior if he or she feels unwelcome or disliked. It is essential that adults work together to help students learn and develop appropriate behaviors.

PBIS Matrix

Common Area	Responsibility	Respect	Safety
Recess	<ul style="list-style-type: none"> · Take care of all equipment · Stay in area · Pick up / clean up equipment 	<ul style="list-style-type: none"> · Use appropriate language · Respect personal space · Respect the environment · Include everyone 	<ul style="list-style-type: none"> · Take turns · Use equipment appropriately
Cafeteria	<ul style="list-style-type: none"> · Eat your own food · Clean up your space 	<ul style="list-style-type: none"> · Use inside voices · Respect others' personal space · Respond to teachers' signal for quiet 	<ul style="list-style-type: none"> · Report spills or messes · Walk at all times
Hallways	<ul style="list-style-type: none"> · Go directly to your destination · Return to class promptly 	<ul style="list-style-type: none"> · Remember other classes and students are working · Observe wall decorations and posted work with your eyes only · Follow the Safety Patrol or adults' directions 	<ul style="list-style-type: none"> · Walk at all times · Look in the direction you are walking · Walk in a single file line
Bathrooms	<ul style="list-style-type: none"> · Flush the toilet or report if it is not working properly · Put all paper towels in the trash cans only · Use all facilities appropriately (soap, paper products, etc.) 	<ul style="list-style-type: none"> · Respect privacy · Use quiet voices · Respect the custodians 	<ul style="list-style-type: none"> · Wipe up or report spills · Wash hands
Assemblies	<ul style="list-style-type: none"> · Participate appropriately when asked by performer or adult in charge · Use active listening · Observe quiet signal · Wait until an appropriate time to ask to use the bathroom, etc. 	<ul style="list-style-type: none"> · Sit on your bottoms · Eyes forward · Applaud appropriately and timely · Enjoy the performance 	<ul style="list-style-type: none"> · Pay attention to others' hands and feet while on the floor · Walk in a line

Disclaimer: By no means is this handbook all inclusive. The school retains the right to alter or vary the application of these rules depending on the situation. This handbook is intended to help parents, students, and school staff to work together. Many guiding statements are included, but by no means does it cover every situation. As new policies are developed, additions and/or deletions will be made to the handbook

General School Information

Agenda Books

All students in grades 1-5 will be given an agenda book on the first day of school. Parents are asked to return the payment envelope with \$5.00 to cover the cost of the agenda book. All homework assignments will be listed in the agenda book and initialed each day by the teacher. When students complete their homework, parents are asked to initial the planner. The planner should come home from school each day and be sent back to school each morning.

Assemblies

With the financial backing of our PTA, assemblies and cultural arts events will be held at various times throughout the year. Star Student assemblies will be held to recognize students who exceed PBIS expectations and exhibit the Character Counts pillars for each month. Each child will be recognized during the school year.

Attendance

Matapeake Elementary School can perform its educational responsibilities only if students are present for instruction. If your child is absent from school, you will receive a call from the school letting you know that your child has been marked absent. A written excuse signed by the parent/guardian or a doctor's note is required on the day the student returns to school. Please include the child's complete name, the dates of the absence and the reason for the absence along with your signature and date within the note. A doctor's note may be required for extended absences. Students who are regularly late or have an attendance problem will be referred to the Pupil Personnel Worker for appropriate action.

Students who are absent 10% of the days enrolled are considered chronically absent. This includes excused absences for any reason. Please make every effort to plan vacations during school breaks and ensure that your child comes to school each day he or she is healthy.

A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for a ½ day if in attendance for at least two (2) hours of the school day, but less than four (4) hours.

Band

All fifth grade students will be offered the opportunity to play an instrument of his/her choice in the MES Band. Students will hear an example of all instruments available to play in the band. Parents and students will attend a

Beginner Band Night where they can ask questions about the program and purchase or rent instruments. Band students and parents will then sign an intent form. The intent form recognizes that band is a class and that students will receive a progress report each trimester to keep parents informed of their child's progress in band. As part of the intent form, students will be expected to participate in the band until the end of the year. There will be three concerts given by the band -- one in the fall, one in the spring and for Fifth Grade Advancement. Students will receive a rehearsal schedule so they will know in advance when there is practice outside of class time.



Biking and/or Walking to School

Students must be accompanied to and from school by a parent or guardian. Students are not to walk or ride their bikes on their own. Bikes should be secured on the bike racks with a lock during the school day. Parents should follow normal dismissal procedures to pick their child up and sign them out before leaving the school together on their bikes.

Bullying/Cyber Bullying/Harassment/Intimidation/Hazing/Bias Behavior

It is the policy of QACPS to prohibit bullying, cyber-bullying, harassment, intimidation, hazing, and bias behavior of any person on school property, at school sponsored functions, or by the use of electronic technology at a public school. It is also the policy of QACPS to prohibit reprisal or retaliation against individuals who report these acts or who are targets, witnesses, bystanders, or others with reliable information about an incident of this nature. Reporting forms are available in the school office, nurse's office, counselor's office, media center, and on-line. Students who report these behaviors will be assisted with the reporting process. Parents will be notified, and the district policy for investigation and response will be followed.



Cell Phones

Elementary school students are not permitted to possess or use portable communication devices while on Queen Anne's County Public School property or while attending any school activities according to QACPS policy. School office phones are available for those students who need to contact parents.

Consequences are outlined in the policy available on the BOE website with the first offense being confiscation of the portable communication device and parent must pick up the communication device with a conference.

Character Counts Program

Once a week, parents and community members come into each classroom for fifteen minutes to talk about one of the six pillars of character: Responsibility, Respect, Caring, Trustworthiness, Fairness and Citizenship.

If you are interested in being a Character Coach, please contact Mrs. Moller, the School Counselor. Lesson plans and training are available to those who are interested.

Chorus

Third, fourth and fifth graders may participate in Chorus during the school year and will perform in one of two concerts per year: Third graders will perform at the Winter Concert and the Fourth and Fifth graders will perform at the Spring Concert. Rehearsals will be held in the mornings before school.

Students who are interested in being in chorus will have to commit to attending both the morning practices and the concert. Parents will be responsible for providing transportation to school for the practices and concerts.

Parent Conferences

Regularly scheduled conferences are held twice each year to update parents on the progress their children are making in school. The first conference will occur prior to the end of the first trimester on November 11, 12, and 13, 2019, and the Spring Conference Dates are April 8 and 9, 2020. Conferences may be requested at any time and will be scheduled

at a time mutually agreed upon by the parent and teacher.

Delayed Openings

When Queen Anne's County Schools are delayed due to weather conditions, the delay is 90 minutes. Doors will open to students at 10:25 A.M. and school begins at 10:45 A.M. Breakfast will be served on these days.

Parents may call the QACPS Board of Education at 410-758-2403 to get up to date weather related delays and closings or you may check the website at <http://qacps.schoolwires.net/Page/1>. Local television and radio stations also broadcast this information.

Dismissal

- You must have valid photo identification in order to pick-up a student. Your name must be listed on the note as the person picking up the child.
- Doors will be unlocked at 3:40pm.
- Pick-up persons will present their photo id to sign out students at the entrance to the cafeteria.
- Pick-up persons will receive a "car rider pass" for each student they are signing out. They will then proceed to the side entrance of the cafeteria and wait at the sign for students to be called for dismissal.
- Car riders will be dismissed to the cafeteria at 3:45pm.
- Once car rider students are settled in the cafeteria, they will be called to leave with their pick-up person.
- As you exit the cafeteria, please have students return the "car rider pass" to the staff member at the entrance of the cafeteria. This pass indicates that you have already signed out the student(s).
- As you leave the school with your child, please walk down the right side of the hallway and exit from the two doors on the right.

Dress Code

We take pride in the appearance of our students. Clothes and hair must not present a danger to the health and safety of the students and other staff members. Dress that tends to disrupt the class or contribute to a safety hazard will result in a telephone call home requesting a change of clothing for the child. Any clothing which contains obscene, vulgar, violent messages, is revealing, or promotes alcohol, tobacco or controlled dangerous substances are not permitted. **For safety reasons, students should not wear flip flops or sandals to gym class or outside recess. Please make sure your child has the appropriate shoes to change into so her or she can participate in these activities.** Weather permitting, a daily recess period is provided and students should be sent to school with the appropriate jacket, hat and gloves or mittens.

Early Dismissal

Early dismissal from school is handled through the office only. Parents must sign students out in the Main Office. **Please be prepared to show proper identification prior to the child being released.** Students will not be released to parents from the classroom without prior approval from the administration. We appreciate all efforts to schedule appointments before or after school.

There are several days during the school year when students are dismissed at 1:00 PM and teachers have the remainder of the day to work on staff development activities. Please consult the county calendar at the end of this handbook for specific dates.

If weather occurs that warrants an unscheduled early dismissal from school, parents will be notified through a call, or an email from the School Messenger Service. This call will give exact times of the dismissal. Decisions to dismiss early are made at the Queen Anne's County Board of Education and are not school-based decisions.

Field Trips

Field trips are an extension of classroom curriculum and activities. They are considered a part of the regular school day. Classroom teachers and other school personnel supervise these trips. Parent chaperones are requested for field trips that require additional adults. **Volunteer training is required for all chaperones.** Whenever a student leaves school on a field trip, it is mandatory for the student to have written permission from the parent or guardian prior to the trip. Forms are sent home in advance and should be returned prior to the day of the trip. If students do not have written permission, they will remain at school in another classroom for the day. If for any other reason students are not allowed to participate in the field trip, **attendance at school is expected on that day.** Field trips that require a cost must be paid for by the due date on the permission form. Since the cost of the trip is computed depending on the number of students and adults that have made a commitment, there will be no refunds due to absence. School rules remain in effect during the field trip and appropriate behavior is expected on field trips. Field trips will not be offered to students with unacceptable behavior that could create an unsafe situation on a trip away from the school unless a parent accompanies them.

Field trips may also be canceled if the safety and security of students are in question. Refunds will be made for these cancellations.

Flex Time

Students in third through fifth grades will participate in a Flex Time block of 30 minutes during the school day. Students who need additional practice in reading and or math will receive these intervention services outside of the classroom during this half hour block. All other students remaining in the classroom will participate in enrichment or

re-teaching activities that may be related to the Reading, Math, Social Studies or Science curriculum.

Homework

The term “homework” refers to an assignment to be prepared during a period of independent study in class or outside of class. The purpose of homework is to reinforce the skills and strategies that are taught each day. Parents may assist by providing a quiet time for study, checking progress, and assisting as needed and appropriate. If at anytime a student has an assignment that seems overwhelming, please contact the teacher to discuss your observations and concerns.

Media Center

Students may check out one to two books from the Media Center. In order to continue to check out books, the library books must be returned by the next media class. Each student is responsible for the book checked out to them. If a book is lost or damaged, the student will need to pay for the book. Each student will have a computer number to memorize in order to check out books. Parents may receive a phone call if their student has not returned the book in a timely fashion. Privileges to check out a book may be suspended if books are not returned to school.

Medication Policy

The school nurse is responsible for the care and wellness of students. Every effort should be made to reduce the administration of medicine in schools. Parents are urged to administer medication before school if at all possible. If it is necessary to administer medication during the day, parents must provide the school with a complete physician’s medication order form containing the following information:

- Complete written instructions from the prescribing physician, including the date of the order, identification of drug by name, dosage time, and circumstances of administration, length of time medication is to be continued, reason for prescription, and possible side effects.
- Signature of parents stating their desire to have medication administered and relieving the school, its agents, employees or representatives of any responsibility for ill effects resulting from the administering of the prescribed drug.

The medication must be sent to school in the pharmacy container with all of the labeling information intact. School personnel will not administer unlabeled medicines. Medications brought on school property without labeled information will be confiscated and parents will be contacted.

Discretionary medication (i.e. acetaminophen, cough medicine) may be administered by the school nurse without a

physician's order, with a parent/guardian's consent. The consent form may be obtained through Infosnap or the school nurse. Prescription or non-prescription medication to be administered on a regular basis still require the completed medication form from a physician.

Morning Car Drop Offs

Student safety is always an ongoing concern of our school community. Please follow the following procedures as you drop your child off for school in the morning.

- o Please do not drop off students until the buses begin unloading as there is no supervision of students at school until 8:55 A.M.
- o When you enter the parking lot, please keep to the right and follow the cones around the parking lot.
- o Proceed through the lot to the drop off zone next to the center sidewalk. This is the area between the concrete barriers and the sidewalk.
- o Please pull forward as far as possible, drop off your child and continue out to the parking lot exit.
- o Staff members will monitor this area to help facilitate our students' safe arrival.
- o To further expedite the process, make sure your child is ready to get out of the car and they have all their belongings organized so that the drop off does not take additional time while students gather their belongings.

If you arrive after 9:10 A.M. on a regular day or after 10:45 A.M. on a delayed opening and the front doors to the school are closed, you will need to park your vehicle and escort your child into the office to sign him or her in. Students are considered tardy if they arrive after these designated times.

Parking is not allowed along the curbing in the parking lot. Please park vehicles in designated spaces in the parking lot. Please do not drop students off in the bus loop.

Parent Teacher Association

The PTA at our school works to promote the welfare of our children in the home, school, and the community. It is a combined effort of all parents, teachers, and administrators. Membership is open to all parents, staff, and any adults

who are interested in the objectives and activities of the PTA Association.

Our 2018-2019 MES PTA officers are:

Sheila Eisel, President

Callie Isenberg, First Vice President

Nicole Sadowski, Second Vice President

Kelly Smith, Secretary

Sherry Valenti, Treasurer

The PTA has major fundraisers to support its work. In addition, they sponsor Grandparents and Special Friends Day, Scholastic Book Fairs, a Holiday Shoppe, Mother/Son and Father/Daughter events, Cultural Arts programs, and help support our students and staff through many other activities throughout the year. A PTA information board is in the front hallway of the school that will list current events and other important information for our parents. The PTA also utilizes a Facebook page under "Matapeake Elementary School PTA" to update our parents about upcoming events or volunteer needs.

It is through the generous support of our parent volunteers that our PTA is able to accomplish all they do. All volunteer help is greatly appreciated throughout the year. PTA meetings are monthly and all are welcome to attend. Our PTA President Sheila Eisel may be reached by email at matapeakelempta@gmail.com.



Parking

Parking for all parents and visitors is in the front parking lot. No vehicles are allowed in the bus loop. All visitors should enter the school through the front doors that will be opened at 8:55 AM. If it is necessary for you to enter the building at any time, please park in a designated/unmarked parking space. Handicapped parking is only for those with the required handicapped tags or placard. Please park in designated parking spaces and do not park along the curbing.

If you are escorting your child to or from the building, we ask that you take their hand as you cross the parking lot. Students should be under the watchful eye of their guardians at all times. As always, we ask that you never enter or park in the bus lot at any time.

Personal Learning Devices

Students **may** bring in devices such as a Kindle, Nook, iPod, iPad to use for learning and reading while at school during teacher-directed times. This material is not a necessity but a privilege.

Students who want to bring in these mobile learning devices must complete an application to use this device on school property. This application is available in the front office of the school or the school website and must be signed by the student, their parent and then approved by the Principal. The signatures on the agreement indicate that the students will comply with the policy and procedures. If the policy is violated, access privileges may be suspended or revoked.

QACPS is not responsible for any personal learning devices that are broken, lost, or stolen in school or on the way to or from school.



Physical Education (P.E.)

Students should wear appropriate shoes (sneakers or tennis shoes) to participate in their P.E. class. If students wear sandals or other footwear to school, they should bring their tennis shoes to change into prior to PE class. Students have the opportunity to participate in the Kids' Heart Challenge which helps to fundraise for the American Heart Association as a part of the Physical Education class.

Pick -Ups

Students who will be picked up from school each day need a note stating that they will be a daily pick up and who has permission to pick the child up. All other students who are picked up occasionally need to bring in a written note on the morning of the day they will be picked up. The note should contain the child's name, teacher's name and the exact name of the person who has permission to pick the child up. Keep in mind that the parent/pick-up person must have

some form of picture identification available when picking up students. Please do not call in with information about pick ups unless it is an emergency. You may call the school (410-643-3105) or email Mrs. Avery (maryann.avery@qacps.org) until 2:45 P.M.



Progress Reports

Progress reports will be issued on a trimester schedule. The purpose of the progress report is to notify parents of student progress toward meeting the grade level standards. Parent/Teacher conferences are held twice during the school year in November and April. Attendance at these conferences is extremely important. Interim reports may be sent home at the midpoint of each trimester to notify parents of student's performance.

Prohibited Items

The following are examples of items prohibited on school property or buses: knives (real or toy) or other objects with a blade, guns (real or toy) and ammunition, explosives, weapons, tobacco, controlled dangerous substances, alcohol, matches, any type of fireworks or sparkler, cap lighters, glass containers, and skateboards. Look alike items of the above are also prohibited on school property or buses.

The school will not be responsible for the theft or damage of any personal items (toys, electronic games, etc.) you should bring to school. These items may be confiscated and returned only to a parent or guardian.

Safety Patrols

Fifth grade students will have the opportunity to apply for positions as safety patrols during selected months during the school year. Safety Patrols help with morning and afternoon dismissal.

School Guidance

An elementary school guidance program is available to students throughout the year. Guidance activities are conducted in the classroom, in small groups, as well as individually. The guidance program is designed to support all of our educational programs at MES. The counselor is available to consult with teachers, parents, staff and students during the school day. Our school counselor is Mrs. Moller and can be reached by phone or email at mary.moller@qacps.org.

School Hours

The school day for students begins at 9:10 A.M. Buses begin unloading at 8:55 A.M. and all students may enter the building at this time. Students should not be dropped off at school until 8:55 A.M. There is no supervision of students prior to 8:55 A.M. Students should report to their homeroom class first, before going to breakfast in the cafeteria. **Students arriving after 9:10A.M. should report to the Office with their parent/guardian to be signed in as being tardy to school.**

Teacher's work hours are from 8:30 A.M. to 4 P.M. Please call teachers before or after the instructional day. We are unable to send calls to the classroom once instruction begins. We will be glad to e-mail messages or you can leave messages on their voicemail and you will receive a return call within 24 hours.

School Improvement Team

Our Matapeake Elementary School Improvement Team (SIT) consists of teachers, parents, administrators, business and community partners. The team meets one day each month beginning at 8:00 A.M. The team determines the goals, progress, strategies, and activities of the School Improvement plan. If you are interested in becoming a member of our School Improvement Team, please contact the Principal.



School Meals Program

School meals will be coordinated through the Sodexo Food Services. The cost of the meals is established by the Maryland State Department of Education. Breakfast and lunch is available to all of our students. Students will use a pin number to track their meal purchases.

Money may be sent in ahead of time and it will be placed on the student's account. Please make sure you indicate the child's name on the payment to identify the proper account to place the money. As the money in the account is depleted, you will receive a notice that the funds are low and need to be replenished. Parents can also place money on their child's account electronically using a credit card. In order to make payments electronically, parents should go to myschoolbucks.com and create an account to pay with your credit card, debit card or electronic check.

Because it is important that every child has adequate nutrition, every student is required to have lunch each day. If a child occasionally forgets their lunch money, they will be able to borrow money to pay for the lunch. Parents will receive a call in the evening letting them know that their child borrowed money and that they have a letter in their book bag which indicates the amount owed. This lunch fund depends upon the borrowed money being paid back as soon as possible so the fund will always be replenished. The lunch fund is only for the cost of breakfast or lunch and we do not allow students to borrow money additional food items.

School Meal Prices for 2019-2020:

Breakfast: \$1.50 Reduced Breakfast: \$.20

Lunch: \$2.50 Reduced Lunch: \$.30

Milk \$.50

Free and Reduced Lunch Applications are sent home on the first day of school with all students and can be requested from the school and filled out at any time during the school year. Applications are screened at the Board of Education and you will be notified if your application has been accepted and what the cost of the meal will be for your child.

If your child had free or reduced meals the prior school year, those benefits stay in effect until September 30th. A new application will need to be made and accepted prior to 9/30 if the benefits will continue.



School Health Services

We are extremely fortunate to have a full-time registered nurse on site. When your child is sent to the Health Office because they are feeling ill, the nurse will take your child's temperature and assess their complaints. If your child has a temperature of 99.6 degrees or above, you will be notified and requested to take your child home. If there is no fever or other sign of obvious illness, such as coughing, vomiting, diarrhea, rash, pain, etc., he/she will probably be asked to return to class and try to make it through the day. Often minor aches and pains do subside after a visit to the Health Room and talking with the school nurse. The school nurse will contact you at her discretion whenever follow-up is deemed necessary (discretionary meds have been given in the afternoon, serious injuries, frequent visits for the same complaint, unusual circumstances, etc.). If your child needs special consideration (i.e. under a lot of

pressure, recovering from a recent illness or injury), please let the school know by calling or sending a note.

If your child has a fever or is vomiting before leaving home, please **do not send** him/her to school. Your child must be fever/vomit free for 24 hours without the aid of Tylenol/Motrin products before he or she may return to school.

Communication between parents and school personnel is essential for the optimum health and safety of your child. Students need to be in school to achieve optimal learning. By working together as a team, we will hopefully be able to decrease the number of absences during the school year.

Socials

Socials will be scheduled to coincide with the following holidays: Halloween, Winter Break, and Spring Break.

Birthday celebrations are permitted only by providing a small treat at lunch time in the Cafeteria for the entire class. Some examples of small treats may be store bought cookies, cupcakes or donuts. Please check with your child's teacher to see if any students in the class have food allergies. We are unable to allow parents to bring in pizza or sodas during lunch times. QACPS Wellness Policy prohibits other foods to be served to students during the lunch times other than the offerings of the Sodexo Food Services. Parties cannot be held in the classroom in celebration of student's birthdays.

Please do not send in birthday or party invitations to be handed out to the class unless there is an invitation for everyone in the class.

Special Area Classes

Kindergarten through 5th Grade students will have Art, Music, PE, Media and Computer classes for 60 minutes each week. We will follow a special calendar to determine when students have their specials each week. Your child's teacher will explain the schedule on the first day of school. At the beginning of each month you will receive a calendar with the corresponding special day letter for each day we are in school during that month. This schedule is also posted on the school's website.

Student Council

5th grade students have the opportunity to run for student council officers in the fall. All MES students are a part of the student council and help with the Student Council's organized events and charity efforts. Mrs. Moller, School Counselor is the facilitator of the MES Student Council.

Supplies

The following is a list of general supplies that will be needed throughout the school year for each grade level:

<p>Pre-K: Backpack large enough to hold a folder & change of clothes Crayons Pencils Highlighters Glue Sticks Hand Sanitizer Clorox Wipes Tissues Paper Towels Safety Scissors Dry Erase Markers Composition Notebook Boys-Quart size storage bags & white cardstock Girls- Gallon size storage bags & construction paper</p>	<p>Kindergarten: Backpack large enough to fit a folder and a change of clothes Fiskar Scissors for kids (5" blunt tip) 1 Four Pack BLACK Dry Erase Markers 10 Glue Sticks .26 ounces 2 Boxes of 24 Crayons 6 "My First" Ticonderoga Pencils 1 Primary Marble Composition Book 1 Box of Facial Tissues 1 Box of Bleach-Free Disinfecting Wipes 1 Bottle of White Elmers Glue 1 Pink Eraser 1 Roll of Paper Towels Hand Sanitizer - (Boys) Antibacterial Soap- (Girls) \$5.00 for Earphones \$10 fee for special projects</p>
<p>First Grade: Backpack - no wheels 1 hand sanitizer (pump) 10 glue sticks .77 ounces 2 dozen sharpened #2 Ticonderoga pencils 3-4 large pink erasers 2 boxes of 24 crayons 10 black dry erase markers 1 pair of scissors, 5" blunt tip 1 box of facial tissues 1 box of bleachless disinfecting wipes 1 hard pencil box (except Coyne) 1 marble primary composition book (Hipsky ONLY) 2 rolls of paper towels Boys: 1 pack of 8 ½ X 11" white cardstock, 1 box quart Ziploc bags Girls: 1 pack of 8 ½ X 11" colored cardstock, 1 box of gallon Ziploc bags</p>	<p>Second Grade: Backpack Crayons (2 boxes) Washable Markers (1 box) One 4-pack Dry Erase Markers Scissors Glue Sticks (at least 10) Tissues 1 Inch Binder 1 Spiral Notebooks Pencil Box/Pouch 3 Folders (green, blue, red) #2 Sharpened Ticonderoga Pencils (at least 24) 1 Pack of Baby Wipes 1 Crayola Washable Watercolor Paints 1 8oz. Bottle Hand Sanatizer 2 Large Pink Erasers Boys: 1 Pack of White Cardstock, 1 Box Quart Ziploc Bags Girls: 1 Pack of Colored Cardstock, 1 Box of Snack Ziploc Bags \$5 Special Project Fee</p>

<p>Third Grade: *some supplies will be shared among students in classroom</p> <p>5 plastic folders with prongs (yellow, green, blue, red, purple) No binders 1 pack of lined paper* 2 composition books 1 zippered pencil pouch (no boxes) At least 36 sharpened pencils Small scissors Glue 1 box of pencil top erasers 1 box of 24 crayons 1 highlighter 4 dry erase markers (no red) post it notes* Index cards* 2 boxes of tissue* 1 box of baby or disinfecting wipes* 1 bottle of soap or hand sanitizer* Earbuds Girls - 1 box of quart-sized bags* Boys - 1 box of sandwich bags*</p>	<p>Fourth Grade: *some supplies will be shared among students in classroom*</p> <p>12 #2 Sharpened Pencils 4 Dry Erase Markers (Black or Blue Please) 1 Glue Stick 1 Scissors 2 Packs of Lined Paper 2 Boxes of Tissues 2 One Inch Three Ring Binders 1 Pack of Dividers, no pockets Colored Pencils or Crayons 2 Packs of Baby Wipes Pencil Bag to hold supplies (No Boxes Please) Earbuds Post it Notes</p> <p>Optional but very useful: USB Mouse for Chromebook Work</p>
<p>Fifth Grade:</p> <p>5 Folders and 5 Matching Notebooks (red, blue, green, yellow, purple) 48 #2 Pencils Post-it Notes Cap Erasers Colored Pencils/Markers/Crayons Scissors Glue Sticks Expo Markers Highlighter Lined Paper Hand Sanitizer Tissues Earbuds</p>	<p>Specials Classes:</p> <p>Tissues Baby Wipes Hand Sanitizer Pencils Erasers Construction Paper</p>

Textbooks

Textbooks are provided free of charge to all students. Textbooks that are allowed to go home should be covered with a book cover at all times. Lost or damaged books are the student’s responsibility and restitution will need to be made in these instances.

Vacations

Attendance at Matapeake Elementary School is of paramount importance to students and staff. There is great pride taken in the preparation of lessons that are taught to students on a daily basis. Parents who have made plans to take a trip or vacation during the school year should make the Principal aware of the trip through a letter (which can be

mailed, e-mailed or dropped off at the office) two weeks prior to the trip. The letter should include the dates the student will be away from school and the reason. The factors for each individual will be examined carefully and a written response from the Principal will be sent. Even when approved, days absent for vacation still count toward chronic absenteeism.

Make-up work will not be given prior to the trip. The student should keep a journal of his/her activities and be prepared to share this upon their return. **All make-up work can then be completed once the child returns from the trip.**

Visitors

Visitors to the school are to report to the Office, sign in, and wear a visitor's pass during their visit. Please do not report to a classroom or any part of the school property without first checking in at the Office. If you plan on proceeding beyond the Front Office, be prepared to show a current driver's license and have it checked through a security site. Once this is verified, you will be issued a visitor badge complete with your photo and directed to your destination in the school. Upon completion of your visit, report back to the Front Office to let staff know you are exiting the building.

Volunteers

Matapeake Elementary School welcomes volunteers. Volunteers must adhere to school policies and county guidelines. A Volunteer Training is mandatory for all volunteers and may be completed online through our school website. Volunteers may go on field trips as chaperones or help out at other school events. They may also help in various areas of the school during the school day under the direction of a staff member. Several trainings will take place throughout the school year. All volunteers must have the training each school year in order to volunteer at school events and field trips. All volunteers are expected to observe strict standards of confidentiality as they interact or observe children and should not take candid photographs of children other than their own.

Transportation

The transportation and safety of all students to and from school is the responsibility of the bus driver, who is in control of the bus. Students are to follow all rules established by the county and the bus driver. Riding on the school bus is a privilege and that privilege may be suspended whenever a student's behavior is unsatisfactory. Severe or continual misbehavior may result in permanent suspension from riding the school bus. The following are sanctions for bus misconduct:

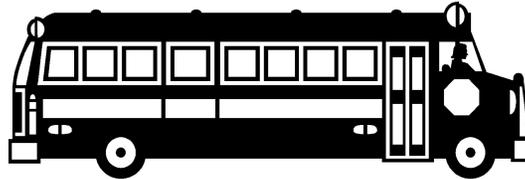
First Offense: Administrative Action

Second Offense: 3 Day Bus Suspension

Third Offense: 5 Day Bus Suspension

Fourth Offense: 30 Day Bus Suspension

Fifth Offense: Bus Suspension for the remainder of the year



Students who need to change buses need to bring in a note requesting the change. The note should contain the complete name of the child, the bus number and address that the child needs to go to as well as the reason for the change. According to the Queen Anne's County Public Schools' Transportation Handbook:

“Vacations, temporary work assignment changes, social events, riding to a friend's home, or other unforeseen events will not be approved for a change in bus assignment. Under short-term emergency situations, the Principal may approve a different bus assignment.”

If you choose for your child to not ride the bus and you will provide transportation to school, you will need to complete a Transportation Opt Out Form. If at anytime you want them to ride the bus again, you will need to notify the school and approval will be received within 48 hours.



QACPS 2019-2020 School Calendar

Approved 5/1/2019

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
SEPTEMBER 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
JUNE 2020						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 19-23	New Teachers Begin/Professional Development
August 26-30	All Teachers Return/Professional Development Days
September 2	All Schools and Central Office Closed/Labor Day
September 3	First Day for Students in Grades 1-6, 9, & (5 only at Sudlersville Middle)
September 4	First Day for Students in Grades 7-8, 10-12, & (6-8 only at Sudlersville Middle)
September 5	PreK and Kindergarten Begins
October 18	All Schools Closed/Professional Development
November 8	All Schools Closed 1/2 Day/Conference Preparation and Grades
November 11	All Schools Closed /Elem & Mid Schools -Reporting to Parents / High Schools - PD
November 12 & 13	Elementary and Middle Schools Closed 1/2 Day/Reporting to Parents
November 27-29	All Schools and Central Office Closed/Thanksgiving Holiday
December 6	Elementary and Middle Schools Closed 1/2 Day/Grading
December 23-January 1	All Schools and Central Office Closed/Winter Break
January 20	All Schools and Central Office Closed/Dr. Martin Luther King, Jr.'s Birthday
January 24 & 27	High Schools 1:00 Dismissal - Final Exams
January 28 & 29	All Schools Closed/Professional Development
February 17	All Schools and Central Office Closed/Presidents' Day
March 13	Elementary and Middle Schools Closed 1/2 Day/Grading
April 3	All Schools Closed 1/2 Day / Conference Preparation & Grades
April 8 & 9	Elementary & Middle Schools Closed 1/2 Day/ Elementary Reporting to Parents
April 10-13	All Schools and Central Office Closed/Spring Break
April 28	All Schools and Central Office Closed/Primary Election Day
May 25	All Schools and Central Office Closed/Memorial Day
May 29	Elementary and Middle Schools Closed 1/2 Day/Grading
June 10 & 11	All Schools Early dismissal (Tier 1 Schools at 1:00, Tier 2 at 2:00)- HS Finals/Grading
June 12	All Schools Closed 1/2 Day (Tier 1 at 12:00, Tier 2 at 1:00) - Last day for Students and Teachers
July 2	All Schools and Central Office Closed / Independence Day

On elementary half days, there will be no 1/2 day Pre-K classes.

CALENDAR KEY

	Closed for Holiday		First Day(s) of School
	Teacher Professional Day - All Schools		Early Dismissal
	Teacher Professional Day - High Schools Only		New Teacher Orientation
	Teacher Professional Day - Elementary/Middle Only		Closed—Summer Hours
	Reporting to Parents- Elementary/Middle Only		

Calendar Contains

- 180 student days
- 183 teacher days
- 3 built-in snow days

If additional snow days are required, school will be extended further into the week of June 15 - 19.

Reporting to Parents		Middle & High	
Parent Conference/ Report Card Distribution		Quarters	
		Qtr	End Date Days
High	Middle	1st	11/08 48
Nov 15	Nov 11-13	2nd	01/27 43
Feb 7	Feb 7	3rd	04/03 46
Apr 17	Apr 8-9	4th	06/12 46
Jun 24	Jun 19		

Reporting to Parents		Elementary	
Parent Conference/ Report Card Distribution		Trimesters	
		Trmstr	End Date Days
		1st	12/06 64
		2nd	03/13 58
		3rd	06/12 61

T1 - Nov 14-18, Dec 13
T2 - Mar 20
T3 - Apr 8-9, Jun 12