Preparing WORLD-CLASS STUDENTS Through Everyday Excellence!

Queen Anne’s County Public Schools
Preparation
WORLD-CLASS STUDENTS
Through Everyday Excellence!

2012-2013 HANDBOOK
THE BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY RESERVES THE RIGHT TO DISCLOSE IDENTIFIABLE INFORMATION THAT HAS BEEN DESIGNATED AS DIRECTORY INFORMATION CONTAINED IN THE EDUCATION RECORDS OF STUDENTS. DIRECTORY INFORMATION IS THAT WHICH WOULD NOT GENERALLY BE CONSIDERED HARMFUL OR AN INVASION OF PRIVACY IF DISCLOSED.

The Queen Anne's County Board of Education designates that directory information may include the following items relating to a student:

- Name
- Address
- Telephone listing
- Photograph
- Grade
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Awards or degrees received
- Dates of attendance
- Home room assignments
- Honor roll and perfect attendance lists
- Other similar information as defined by the Board of Education of Queen Anne's County
- Federal Law requires schools to provide military recruiters, upon request, with names, addresses and telephone listings.

(Annotated Code of MD 7-111.)

PRIVACY NOTICE...

School officials may disclose directory information of students unless the parent/guardian or student over the age of 18 informs the school system, in writing, that personally identifiable information is not to be designated as directory information with respect to that student. This notification must be received by the school system no later than 30 days after the beginning of the school year or from the date of enrollment.

The right to disclose extends to the following school year in that school officials intend to disclose the bus routes and addresses of bus stops and school home room assignments in August preceding the beginning of the next school year.

www.qacps.org........410-758-2403.......TDD # 410-758-8213
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Welcome to the 2012-2013 school year. I am pleased to provide you with a helpful guide to essential information about Queen Anne’s County Public Schools. We continue to practice our belief of “Everyday Excellence in Every Classroom for Every Student” and I believe our data is evidence we act on our beliefs. Research has shown that parents are an important factor in ensuring that success, but we recognize they can’t serve in that capacity if they don’t have up-to-date information about our school system and programs, as well as clear and frequent communication. This handbook is published to provide parents and students, as well as employees, with essential information. It includes school system rules and regulations, a calendar of important school dates, school locations and start and ending times, helpful tips about school closings or delays, and available programs and services for students and families.

As we prepare for the new school year it is important to assess this past year. I’m pleased to say that we have much to celebrate. Even with a significant reduction in funding last year, our focus remained on ensuring available funds went to supporting the work in schools and classrooms. Although we lost some valuable programs and supports, students, teachers, and administrators worked diligently throughout the year to ensure students had the skills and knowledge they needed to be successful on county and state level assessments. Our results were excellent and I encourage you to take time to go to our website and review them.

This school year we will move into full implementation of the Maryland Common Core State Standards and our students will be exposed to an even more rigorous course of study and increased opportunities. It will be more critical than ever that parents talk regularly with their children about their work at school, and about the importance of taking advantage of challenging programs. Children should be encouraged to be involved in extra-curricular activities, as well.

I hope you will become involved in our schools as volunteers, as members of parent/booster organizations, as members of school improvement teams or county-level committees, and in support of school activities. We need to work together to create a safe environment for all children and to provide programs that meet every child’s needs. Please take time to review this handbook with your child and keep it available for easy reference as you and your child plan for a successful school year. Our handbook is also available at www.qacps.org and I encourage you to access it frequently for the most up-to-date and accurate information about Queen Anne’s County Public Schools.

I value your involvement in our school system and in your child’s education. Best wishes for a successful school year.

Carol Williamson
Superintendent of Schools
ELEMENTARY SCHOOLS

CAMPUS SCHOOL
BAYSIDE BUILDING
301 Church Street
410-643-6181
KENT ISLAND BUILDING
110 Elementary Way
Stevensville, Maryland 21666
Mr. Lawrence Dunn, Jr., Principal
410-643-2392
CENTREVILLE ELEMENTARY
213 Homewood Avenue
Centreville, Maryland 21617
Mr. David DuLac, Principal
410-758-1320
CHURCH HILL ELEMENTARY
631 Main Street
Church Hill, Maryland 21623
Dr. Lloyd W. Taylor, Principal
410-556-6681
GRASONVILLE ELEMENTARY
5435 Main Street
Grasonville, Maryland 21638
Mrs. Michelle Carey, Principal
410-827-8070
KENNARD ELEMENTARY
420 Little Kidwell Avenue
Centreville, Maryland 21617
Mr. Sean Kenna, Principal
410-758-1166
MATAPEAKE ELEMENTARY
651 Romancoke Road
Stevensville, MD 21666
Mrs. Carol Kamp, Principal
410-643-3105
SUDLERSVILLE ELEMENTARY
300 S. Church Street
Sudlersville, Maryland 21668
Mrs. C. Michele Hampton, Principal
410-438-3164

MIDDLE SCHOOLS

CENTREVILLE MIDDLE
231 Ruthsburg Road
Centreville, Maryland 21617
Ms. Janet Pauls, Principal
410-758-2403
MATAPEAKE MIDDLE
671 Romancoke Road
Stevensville, MD 21666
Dr. Angela Holocker, Principal
410-643-7330
STEVENSVILLE MIDDLE
610 Main Street
Stevensville, Maryland 21666
Mr. Kevin Kintop, Principal
410-643-3194
SUDLERSVILLE MIDDLE
600 Charles Street
Sudlersville, Maryland 21668
Mrs. Leigh Veditz, Principal
410-438-3151

HIGH SCHOOLS

KENT ISLAND HIGH
900 Love Point Road
Stevensville, Maryland 21666
Mr. John Schrecongost, Principal
410-604-2070
QUEEN ANNE’S COUNTY HIGH
125 Ruthsburg Road
Centreville, Maryland 21617
Mrs. Jacquelyn Wilhelm, Principal
410-758-0500
SCHOOL CLOSING/Delayed OPENING PROCEDURES

To provide information to the parents and students of QUEEN ANNE’S COUNTY, the following plan for dismissal will be used. In the event that a delayed opening or closing of school is necessary, it will be announced over Radio Stations: WBAL, WCBM, WCEI, WCTR, WNAV, WINX, WSCL, WXCY and TV Channels 2, 11, 13, and 16.

When there is a delayed opening, all buses will run regular routes 90 minutes later than the regularly scheduled time. When there is a delayed opening, AM (morning) Pre-Kindergarten will not be in session. PM (afternoon) Pre-Kindergarten buses will run at their regularly scheduled times. On days that school is dismissed early due to inclement weather, the same procedure is followed as for the closing of school.

*Closings due to emergencies such as lack of water, electric, or heat, etc., will be decided jointly by the school administrator and the superintendent.

TV and radio stations will be utilized for these announcements.

For emergency closings and early dismissals, School Messenger, an automated phone messaging system, can also be used to notify parents.

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operation of the school bus or the safety of pupils riding the bus. Parents are responsible to see that their children attend school despite loss of riding privileges. Parents or legal guardians are responsible for the behavior and safety of their children until the time of boarding the bus in the morning, and from departing the bus at the end of the school day. Once the child enters the school bus, the authority to manage student conduct lies with the bus driver and the school administration.

BUS OPERATOR RESPONSIBILITY

The school bus operator will report in writing within 24 hours to a principal, assistant principal, or other designee any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the misconduct report will be returned to the school bus operator.

CONDUCT STANDARDS

Behavior or activity jeopardizing safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. All existing county policies are in effect while students are on the bus.

SANCTIONS FOR MISCONDUCT

For the first offense, the school administrative staff will take appropriate action, which will include, but is not limited to, a parent conference. In addition, appropriate action for a first offense may include bus and/or school suspensions, the term is determined by the school administrator. For a second, third, or fourth offense and after parent notification, the administrative staff will take appropriate action, which will include, but is not limited to bus suspension...

3 days for a second offense...5 days for a third offense...30 days for a fourth offense...balance of the school year for a fifth offense

Steps may be preempted for serious offenses.

Without limiting other available actions or remedies, the school administrative staff is authorized to secure restitution for vandalism caused by students to school buses, using the same procedures available for recovery of damages to school property.
REGISTRATION FOR QUEEN ANNE’S COUNTY PUBLIC SCHOOLS IS COMPLETED ON A SCHOOL-BY-SCHOOL BASIS. Individuals interested in registering a student should contact the school directly and talk to the Guidance Counselor. In order to save time you may print out and complete the forms on-line before contacting the school.

The Board of Education of Queen Anne’s County is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, occupation, marital status, political opinion, sexual orientation, or personal appearance. The Board will not tolerate or condone any act of bias, discrimination, insensitivity, or disrespect toward any person. The Board of Education believes all students can learn, and we are committed to a policy of educating children for learning and living by helping them develop an appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.
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<td>Matapeake Middle</td>
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<td>Kennard Elementary</td>
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<td>Bayside Elementary</td>
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<td>Sudlersville Elementary</td>
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<tr>
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Queen Anne’s County Public Schools
Information Online

There are several ways to gather information on the Queen Anne’s County Public School System through the Internet. No matter where you are in the world, you can find out more about us…

The QACPS Website has links to each school and department of the Queen Anne’s County Public Schools and the Board of Education. You will find testing information, calendars, news updates, phone numbers, links to Queen Anne’s County information and much more.

**Go To: WWW.QACPS.ORG**

**For a more direct link to testing information…**

The Maryland State Department of Education reports state, school system, and school level information to the public each year. This year, Maryland has incorporated significant changes into the report card to meet the requirements of "No Child Left Behind". Some data are used to measure school performance with achievement levels of *basic, proficient and advanced aligned to statewide standards*. Other data are reported *without standards as it describes school, school system and state characteristics*. For Statewide School System information...

**Go to: WWW.MDREPORTCARD.ORG**

Please note that this information is updated every fall.

Queen Anne’s County Public Schools Television presents on Atlantic Broadband Cable Channel 7 programs and information relating to Queen Anne’s County Public Schools, its programs, students and staff. These include looking at a reading program for children, special recognition ceremonies from our monthly Board of Education meetings, and profiles of our teachers and staff. Remember that you can find Queen Anne’s County Public Schools’ schedule information, meetings, updates and weather-related announcements on the Cable Channel.

**Contact Information:**
QACPS/QACTV7
202 Chesterfield Ave.
Centreville, MD 21617
410-758-2403, Ext. 148

**View the TV Schedule of Shows at WWW.QAC.COM**
Queen Anne’s County Judy Center

Sudlersville Elementary School…300 South Church Street…Sudlersville, MD
410-438-3887…email: judycenter@friend.ly.net

The JUDY CENTER PARTNERSHIP is a collaboration of programs for families with young children, prenatal through Kindergarten, with the goal that all children will enter school ready for success.

The Judy Center Partnership is sponsored by the Board of Education of Queen Anne’s County, working to assure that all children enter school ready for success. Partner programs include: Early Care and Learning, Families First Play to Learn Center, Grasonville Elementary K and PreK, Shore Up! Head Start, and Infants & Toddlers Program. Friends of the Partnership include: Chesapeake Child Care Resource Center, Child Care Administration, Child Care Association, Community Partnerships for Children Local Management Board, Little Lambs Preschool at Wye Bible Church, Queen Anne’s County Health Department, Queen Anne’s County Free Library, Queen Anne’s County Recreation, and Queen Anne’s County Department of Social Services.

SERVICES & ACTIVITIES

Celebrations for the Entire Family
Developmental Screenings and Assessments
Help with Children’s Challenging Behaviors
Workshops for Child Care Professionals
Born to Learn Curriculum
Parent Resource Center
Moms ‘n Tots Play Groups
Parents As Teachers’ Coaches
Linkages to Community Resources
Field Trips
Workshops for Parents
Parent Support Groups
Service Coordination
Computer Classes
Job Preparation
GED Classes
Life Skills Classes
In-Home Services
Health Services

Infants & Toddlers Program

The first three years of a child’s life are the most critical time for learning. A child’s early years are full of excitement and change for every parent—a great balancing act between dreams and challenges. For families of young children with special needs, the challenges may seem overwhelming at times. Concerns about a child’s development, or how a disability may affect his or her ability to grow and learn may overshadow those dreams for the future.

The Infants and Toddlers Program assists families of children with special needs during the first three years of the child’s developmental journey. Support, information, and coordinated services in community settings are among the many aids provided to families to assist with the challenges and celebrate the gifts that each child has to offer.

Who is eligible?

Children from birth to third birthday who...

- may be slower than others in doing things.
- have a diagnosis putting them at-risk for delays.
- may have something about their development that is “just not right.”
- may have something about their behavior that causes concern.

To begin referral process contact...
First Contact - Mary Lou Christian, R.N., Q.A.C. Health Department, at 410-758-0720 Ext. 4456
Additional Contact - Stephanie Johnson, Director at 410-827-6187
Child Find is a special education service provided by the Queen Anne’s County Public School System for identifying children ages three through twenty-one who are suspected of having an educational disability and who may be eligible for special education and related services.

What is the Process?
- It begins with a review or screening of a variety of information about the child.
- When screening indicates the possibility of an educational disability, the child is evaluated in relevant areas.
- When results indicate that a child is disabled and in need of special education services, an individualized plan is developed.

Who is eligible for Child Find services?
- Preschool children residing in Queen Anne’s County who are not enrolled in a preschool program.
- Children ages 3-21 attending an MSDE approved private/parochial school located in Queen Anne’s County, regardless of residency.

Who may refer?
- Parents, physicians, community agencies, day care/nursery schools, other health specialists, and private schools may refer children.

To begin the referral process contact:
Kim Tucker, Special Education Teacher Specialist
410-758-2403 Ext.182

Family Support Network Birth to 3
Kristy Miranda, Parent Coordinator
410-827-6187

The Family Support Network (FSN) was created to meet the needs of Maryland families with children, birth to 3, who have been identified as having developmental delays or disabilities by: (a) providing information to families regarding community services; (b) referring families to local support groups, workshops, and advocacy groups; (c) providing opportunities for families to network and share ideas and experiences; and (d) helping to link “experienced” parents with parents of newly identified children with similar special needs.

Pre-School Partners (3 through 5) and Partners for Success (3 to 21)
Jennifer Doege, Parent Coordinator
410-758-3693

Preschool Partners provide ongoing support to families of children ages 3 through 5, maintaining the connection with the local Infants & Toddlers Program, as well as fostering new connections among families, preschool programs, and community services. Partners for Success Centers seek to: (a) Increase parental involvement in the special education decision making process; (b) Provide information and resources about disabilities and community services; (c) Assist families in resolving concerns and making informed decisions regarding their child’s education; and (d) Increase collaborative relationships through information and training.

Mission –
The Queen Anne’s County (QAC) Special Education Citizen’s Advisory Committee (SEAC) is a partnership between parents, families, community leaders, educators and administrators, working to enhance services available to students with disabilities and to advocate for positive changes in special education in QAC.

This group meets at the Centreville United Methodist Church

For more information, send an email to… Secac.jpantzeryoos@gmail.com
Does my child have the same rights as other school children?
Your child has the same rights to school programs and services as all children and youth: school breakfast and lunch, before and after-school programs, preschool programs, transportation, special education, gifted and talented programs, career and technology education.

If I am homeless, where will my child go to school?
Your child has the right to stay in the same school he or she attended (“school of origin”) before you became homeless or changed locations. Your child has the right to transfer to the school that is closest to your new location.

To register my child for school, do I need to show proof of where I live such as a gas/electric or phone bill?
You do not need to show any proof of where you live.

What is in the “best interest” for my child -- to stay in the same school or change schools?
You have the right to decide, along with your child’s school, any decisions about where your child should go to school. If you have concerns about the school your child will attend, call the school system’s homeless education coordinator at 410-758-2403, Ext. 154.

Can my child ride the school bus?
Your child has the right to school bus transportation. Your child’s school should help you get transportation for your child.

What records does the school need about my child?
SCHOOL RECORDS
BIRTH CERTIFICATE
IMMUNIZATIONS

If you do not have your child’s records, the school can help you get them. Your child cannot be denied entry from school if you do not have all of your records.
The mission of Character Counts! in Queen Anne’s County is to work with people in the county to support and embrace character development in all aspects of our lives. Character Counts is a program that allows participants to make a commitment for a better future by adopting the six pillars of the Character Counts! Program. The Business/Education Committee has joined with the Committee Partnership for Children & Families, local communities and other organizations for these efforts in Queen Anne’s County. Character Counts is made up of a series of activities that involve business and community leaders. The Character Counts Program is a coalition of schools, communities, and non-profit organizations working to advance character education by teaching the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Contact Jacki Carter at 410-758-6677 for more information.

PARTNERING FOR YOUTH AFTER SCHOOL PROGRAM

THE PARTNERING FOR YOUTH AFTER SCHOOL PROGRAM is now in its seventeenth year, providing academic, enrichment and recreational activities for students directly after school dismissal. The Board of Education after school program is funded by grants, contributions, fundraising activities and student enrollment fees.

PROGRAM VISION
Our vision is to ensure that all school-age children in Queen Anne’s County have access to high quality, affordable, and educational after school opportunities.

PROGRAM GOALS
• Build a safe & positive after school environment
• Strengthen attachment to school
• Improve academic success
• Enhance physical fitness & personal well being
• Heighten family involvement

AMANDA ENSOR
2012-2013 Queen Anne’s County Teacher of the Year
4th Grade Teacher / Church Hill Elementary School

Amanda Ensor was nominated for Queen Anne’s County Public Schools Teacher of the Year by students and parents, a testament to her teaching abilities. She earned a Bachelor’s Degree in Human Development and Learning from Lynchburg College and a Master’s in Elementary Reading from Walden University. She is one of the most requested teachers annually at Church Hill Elementary by parents for all students of varying abilities. Amanda is involved in the community and mentors students and colleagues. She was selected by Washington College to teach a class, a very admirable gesture and one that supports her teaching ability. She is bilingual and has taught at secondary and elementary levels. Amanda helped organize the “Dancing with the Stars” at her school, with celebrity participation including the Superintendent of Schools.

Amanda is a well-rounded individual and has many cultural experiences in the US and abroad. She has resided in developing countries, including Haiti, Morocco, Nepal, Guatemala, and South Africa. This made her realize the importance of global education which is something she hopes to promote throughout the county. She has served on numerous county level committees, and is in the process of producing a monthly newsletter collaborating with the county’s other four Teacher of the Year Finalists in an effort to showcase all of the great things students and teachers are doing to prepare “world class students”.

THANK YOU TO David Wheeler’s Honda/Kia of Easton for donating the use of a new automobile to our Teacher of the Year for 2012-2013!
**SERVICE LEARNING...** Service Learning is a learn-by-doing approach integrated into the curriculum. Students receive real life experiences in the subjects they study by meeting community needs. Service Learning education develops responsible citizens by engaging students in service beneficial to their communities that includes academic preparation and structured reflection. Maryland was first in the nation to make service-learning a part of its minimum state requirements for high school graduation. While the state issues broaden guidelines, individual school districts decide how service-learning is carried out in their communities. Queen Anne’s County does not count Service Learning hours. Service Learning is infused within the subject areas of reading, social studies, science and math in grades 6 through 8. In the high school, Service Learning is infused in social studies and English courses. For more information about Service Learning in Queen Anne’s County Public Schools, contact your local school-based counselor.

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**Volunteers in Schools**

Each of our schools needs and welcomes your help. Volunteers serve a vital role in each school by providing time, energy, and life experiences. They work in classrooms, libraries, offices, cafeterias, and on playgrounds. They serve as helpers, chaperons, and mentors. They volunteer in schools close to their homes and in schools at the other end of the county. If you would like to donate time in any of the schools, please contact a school and ask for the Volunteer Coordinator. It is up to each teacher and/or coach to work with volunteers.

We will arrange training to your transition and support.

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**Sodexo Food Service**

offers a nutritious breakfast and lunch at each public school and may be eligible for free or reduced-price meals. Eligibility for these meals is determined by household size and income guidelines developed by the U.S. Department of Agriculture. The Board sends application forms and guidelines to parents early in the school year. The cost of meals is below.

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Breakfast</td>
<td>$1.30</td>
</tr>
<tr>
<td>Reduced Breakfast</td>
<td>$ .30</td>
</tr>
<tr>
<td>Elementary Lunch</td>
<td>$2.25</td>
</tr>
<tr>
<td>Middle Lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>High School Lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>Reduced Lunch</td>
<td>$ .40</td>
</tr>
<tr>
<td>Student Milk</td>
<td>$ .50</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>$2.50</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>$3.75</td>
</tr>
<tr>
<td>Adult Milk</td>
<td>$ .50</td>
</tr>
</tbody>
</table>
Earn College Credits While Attending High School

Queen Anne’s County Public Schools, in partnership with local community colleges and Washington College, offers opportunities for eligible students to participate in a dual enrollment program in which students are able to earn both high school and college credit at the same time. Students who are in their junior and senior years have the opportunity to enroll in courses and earn credit offered through Dual Enrollment at local community colleges and/or Washington College while still in high school. College credit may be applied toward the 26-credit high school graduation requirements or as additional elective credit. Dual Enrollment offers students an opportunity to jump-start their college education and get early experiences in the college environment. College applications and requirements for Dual Enrollment must be met. See your school counselor for further information.

ELIGIBILITY REQUIREMENTS

- Age 16 years or older
- GPA of 2.5 or better
- Junior or Senior class standing

PROCEDURES

1. Talk with your parents/guardians about the possibilities of participating in this program. With your parents/guardians, find an appropriate class in the college course selection catalog. (Remember you are responsible for transportation.)

2. Meet with your school counselor to discuss your interest in the program. Complete a college application and the Dual Enrollment Certification Form. With your college application and approval from the high school, make an appointment with the advisor to discuss which class you want to take. (Appointments are made through the registrar.)

3. Make an appointment with the registrar to take the placement test at college if needed. It enables the college to determine an appropriate placement.

NOTE: Students are responsible for tuition, which is normally a 25% reduction of regular tuition costs.
Policy for Participation

The Board of Education of Queen Anne’s County believes that, for many students, extracurricular activities help to promote educational achievement. However, due to severe cuts to the 2012-2013 budget, the cost of extracurricular activities has outpaced the ability of the Board of Education to adequately fund these activities. Accordingly, in an effort to maintain interscholastic and corollary athletic activities, and the activities listed below, a per activity fee will be charged to each participating student.

Procedures for implementation will be as follows:
1. Students who participate in an interscholastic activity (ninth grade, junior varsity, and varsity teams including cheerleading) are required to pay a fee of $100.00 per activity. No parent will pay more than $140.00 per season for multiple children in interscholastic activities. The fee must be paid by cash, check, or money order to QACHS/KIHS prior to the first play date of each season.
2. Students who participate in a corollary athletic activity are required to pay a fee of $35.00 per activity. No parent will pay more than $140.00 for one season for multiple children involved in corollary athletics. The fee must be paid by cash, check, or money order to QACHS/KIHS prior to the first play date of each season.
3. The participation fees will be waived for students enrolled in the Free and Reduced Meal program.

STUDENT CLUBS AND ORGANIZATIONS

<table>
<thead>
<tr>
<th>Engineering Club</th>
<th>Marching Band</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Honor Society</td>
<td>Class of 2013</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Class of 2014</td>
</tr>
<tr>
<td>Pit Orchestra</td>
<td>Class of 2015</td>
</tr>
<tr>
<td>Choir</td>
<td>Class of 2016</td>
</tr>
<tr>
<td>Pride (QACHS Yearbook)</td>
<td>Student Government</td>
</tr>
<tr>
<td>Science Club</td>
<td>Color Guard</td>
</tr>
<tr>
<td>Paw Press (QACHS Newspaper)</td>
<td>Varsity Lettermen’s Club</td>
</tr>
<tr>
<td>It’s Academic</td>
<td>Concert Band</td>
</tr>
<tr>
<td>Nautical News (KIHS Newspaper)</td>
<td>FICA Club</td>
</tr>
<tr>
<td>21st Century - Varied Clubs</td>
<td>Drama Club</td>
</tr>
<tr>
<td>International Thespian Society</td>
<td>Stage Crew</td>
</tr>
<tr>
<td>TriM-Music Honor Society</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>History Club</td>
<td>Interact Club</td>
</tr>
<tr>
<td>National Technical Honor Society</td>
<td>SASS</td>
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<td></td>
<td>DECA</td>
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<tr>
<td></td>
<td>Photography Club</td>
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<tr>
<td></td>
<td>Skills, USA</td>
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<tr>
<td></td>
<td>FBLA (Business)</td>
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<tr>
<td></td>
<td>Environmental Club</td>
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<tr>
<td></td>
<td>FFA (Agriculture)</td>
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<tr>
<td></td>
<td>FTA (Teachers)</td>
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<tr>
<td></td>
<td>FNA (Nurses)</td>
</tr>
<tr>
<td></td>
<td>French Club</td>
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<tr>
<td></td>
<td>SHOP</td>
</tr>
<tr>
<td></td>
<td>Spanish Club</td>
</tr>
<tr>
<td></td>
<td>Fore &amp; Aft (KIHS Yearbook)</td>
</tr>
<tr>
<td></td>
<td>SADD</td>
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</tbody>
</table>

Parents are encouraged to enroll their students in the Student Insurance Plan offered by United Healthcare. Online enrollment takes only minutes. https://www.k12studentinsurance.com.

All students playing sports must show proof of insurance.

- The coach is responsible for reviewing with the squad members the individual eligibility rules. It is the responsibility of coaches to verify the eligibility of student athletes by personally inspecting report cards when they are distributed to students at the end of each marking period.

- 1.99 GPA or lower on the Quarter Report period results in ineligibility until the conclusion of the next Quarter Report period. (The Quarter Report Period is 4 1/2 weeks long.) Students who are ineligible may not practice or participate in any contests.

- Ineligibility starts the day grades are issued.

- Coaches, with the principal’s and athletic director’s approval, may establish additional team standards.

- Failure to comply with the schools’ eligibility procedures shall constitute a state violation which will result in serious penalties against the school, the student and/or the coach.
Policy Statement... The Board of Education of Queen Anne’s County recognizes that electronic information and technology equipment support and enrich the Queen Anne’s County Public Schools (QACPS) curriculum and district educational goals. Technology provides a diverse array of resources that may enhance all students learning abilities within county schools and classrooms.

Rationale... The Board of Education of Queen Anne’s County acknowledges that educational resources located on computer networks and the Internet can be effective learning tools and motivators for students. Digital learning encourages independent and critical thinking which provide students the ability to contribute to their collection, analysis, and dissemination of knowledge. Moreover, understanding how to responsibly access, utilize and evaluate this wealth of information and effectively communicate, are critical skills for the 21st century. However, the Board of Education also recognizes the vital need for all users to follow specific guidelines and exhibit responsible behavior during utilization of this vast array of technologies. Therefore, the purpose of this policy is to establish governing procedures and regulations which all users are required to follow.

Definitions...

Acceptable Use of Electronic Networks Policy
The overriding policy that governs and establishes guidelines for the use of all technology equipment, software, related materials, electronic communications and licensed network systems.

CIPA (Child Internet Protection Act)
The federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school district that receives funding for Internet access or internal connections from the E-rate program.

COPPA (Children’s Online Privacy Protection Act)
The federal law enacted by Congress that applies to the online collection of personal information by persons or entities under US jurisdiction for children under 13 years of age.

Definitions (cont’d)

Copyright
The legal device that protects the rights of creators of any work of art, literature, or a work that conveys information or ideas.

Cyber Bullying
Cyber bullying is an incident or a pattern of behavior that occurs through electronic mechanisms, which results in a person feeling intimidated or harassed by another. Cyber bullying behavior can impact the health/safety of students and/or be disruptive to the educational environment.

Cyber Stalking
Cyber stalking is the use of the Internet or other electronic means to stalk someone. This behavior includes false accusations, monitoring, the transmission of threats, identity theft, damage to data or equipment, the solicitation of minors for sexual purposes, and gathering information for harassment purposes.

Cyber Threats
Cyber threats include attacks from viruses, worms, Trojan horses, phishing, denial of service attacks, unauthorized access (stealing intellectual property or confidential information), and control system attacks.

Electronic Communication
Any communication that is distributed on the Internet or World Wide Web (WWW) including email, instant messaging, chat, blog posts, etc. (See Email Procedure)

Fair Use Guidelines
The four basic guidelines that assist educators determine the scope of use of copyrighted materials within a classroom are;
• purpose of the use,
• nature of the copyrighted work,
• amount or percentage of the work used,
• effect of the use on the original work

Files
A collection of related data or records stored as a unit with a single name.

FERPA (Family Educational Rights Privacy Act)
The Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
Definitions (cont’d)

MLDs (Mobile Learning Device Policy)
MLD includes but is not limited to computers, portable game units, graphing calculators, touch screens, E-readers and similar electronic devices.

Network etiquette
Recognized protocol that all Internet users should follow when accessing and searching various online resources.

Plagiarizing
The taking of someone else’s words, ideas, or findings and intentionally presenting them as your own without giving credit to their source.

Queen Anne’s County Public Schools Cell Phone Policy
The policy that governs and establishes guidelines for the cell/smart phones for Queen Anne’s County Public School students.

Sexual Discrimination/Harassment
Sexual harassment is a form of sexual discrimination and consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature by another person.

Users
Refers to QACPS employees, students, parents, organizations, or guests accessing and/or using QACPS network computers and resources.

Implementation
The Superintendent is responsible for drafting procedural guidelines for the implementation of this policy.

Evaluation
The Superintendent will provide the Board of Education a review of this policy in August 2012. The focus of this review will be the effectiveness of this policy in assisting the Board in fulfilling its mission.

Disclaimer of Liability
The electronic information available to all users via digital networks does not imply endorsement of the content by the BOEQAC, nor does the BOEQAC guarantee the accuracy of information received on the Internet. Additionally, even though the BOEQAC employs blocking and restriction devices, the BOEQAC cannot guarantee comprehensive control of or censor illegal, defamatory, inaccurate, obscene, or potentially offensive materials that may be transmitted via the Internet or through the network. Furthermore, the BOEQAC shall not be responsible for any information that may be lost, damaged, or unavaliable when using the network. The BOEQAC shall not be responsible for the loss or damage of any users’ personal technology devices and software that has been brought onto QACPS owned property. (See Mobile Learning Device Policy) The BOEQAC shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Authorization
Users have no expectation of privacy in the contents of their files on the system. Furthermore, users shall comply with laws, regulations, and policies covered by the Family Education Rights and Privacy Act (FERPA), Children’s Online Protection and Protection Act (COPPA), and the Children’s Internet Protection Act (CIPA) when handling student educational records. Users should be aware that computer files may be accessible under State public records laws and are discoverable in litigation. Information written or transmitted on the network may be read or viewed by any properly authorized individual, organization, or agency. The BOEQAC establishes that use of digital networks is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the suspension and or cancellation of those privileges and appropriate disciplinary action.

Delegation of Responsibility
The BOEQAC will endeavor to ensure that electronic networks, equipment and educational resources are used responsibly. (See Mobile Learning Device Policy, QACPS Cell Phone Policy, and Student Email Procedures)
Administrators, teachers and staff have a professional responsibility to work together to assist students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Users are expected to act in a responsible, ethical, and legal manner in accordance with the BOEQAC policy, accepted rules of network etiquette, and federal and State law. Users have the responsibility to respect and protect the rights of every other user on the BOEQAC digital networks. Therefore, any network user who receives threatening or unwelcomed communications is required to immediately report it to a teacher or administrator.

Users must sign the relevant appropriate user agreement form (furnished by QACPS) yearly to signify agreement with the term dictated by the BOEQAC within this policy. (See Permission Slips in Back of Handbook)
User Guidelines
Access to all electronic resources on the BOEQAC network is a privilege. Therefore, users must agree to comply with the BOEQAC guidelines. Violations of the AUP include and are not limited to;

• accessing unauthorized network systems and/or assisting others to obtain unauthorized information, data, or passwords,
• unauthorized sharing of personal addresses or telephone numbers with other users on the BOEQAC network,
• utilizing the BOEQAC network for product advertisement, financial gain, or political lobbying,
• disseminating hate mail, discriminatory remarks, and offensive or inflammatory communication,
• accessing obscene or pornographic material,
• using inappropriate and threatening language, cyber bullying, cyber threats, and cyber stalking on the BOEQAC network,
• impersonating another user, anonymity, and pseudonym,
• loading or use of unauthorized games, programs, files or other electronic media,
• disrupting the work of other network users,
• destroying, modifying or abusing network hardware and software,
• plagiarizing or quoting personal communications in a public forum without the original author’s prior consent,
• downloading or uploading to the network copyrighted materials that are exempt from “Fair Use” guidelines,
• attempting to bypass network’s filtering system,
• installing unauthorized wiring, wireless connections, or any extension or retransmission of system services.
• Accessing Internet through unauthorized use of tethering and Smart Phone hot spots.

Consequences for Inappropriate Use
Violations may result in loss of access for users violating the Acceptable Use Policy for Queen Anne’s County Public Schools. Loss may be short term to permanent.

Additional disciplinary action may be determined at the building level in line with existing practices regarding infractions by users. Intentional damage to the BOEQAC network and/or electronic equipment may result in appropriate restitution. (See Discipline Policy). When applicable, law enforcement agencies will be notified and individual violators will face possible criminal charges, as well as possible expulsion for students and possible termination of employment for staff members.
HIGH SCHOOL GRADING POLICY

1. Semester courses have four (4) reporting periods, two (2) interim reports and two (2) quarter reports. For the first semester, the Quarter 1 Report is at the midpoint of the first semester and the Quarter 2 Report is at the end of the first semester and is cumulative for the semester. The second semester Quarter 3 Report is at the midpoint of the second semester and the Quarter 4 Report is at the end of the second semester and is cumulative for the semester. The quarter reports are used to determine eligibility for athletics, parking permits and extracurricular activities. Interim Progress Reports are distributed as a benchmark to communicate to parents/guardians their Student’s progress prior to a quarter report.

2. Year-long Courses (excluding Advanced Placement Courses) have eight (8) reporting periods, four (4) interim reports and four (4) quarter reports. The final grade for the semester is cumulative.

3. Grades are the result of evaluating student progress in the following areas: Formative and Summative Assessments, Quizzes, Projects, Class work, Midterm and Final Exams, Homework, and performance assignments.

4. The grading system is:
   - A=90-100%,
   - B=80-89%,
   - C=70-79%
   - D=60-69%
   - E=Below 60% (failing).

5. Final Exam Grades count as 15% of the final grade for the course.

6. Undocumented absences may affect a student’s final grade and credit may be withheld.

7. Students will be permitted to retake or revise summative assessments with the exception of midterm and final exams) within 10 school days from the time the test is returned if the score is 60% or less and may earn up to a 70%.

**STUDENTS RETAKING CLASSES TO IMPROVE ACADEMIC STANDING**

Students may retake a class that is offered for the year if the following is true.

1. They have a valid grade in the class.

2. There is space available in the class that does not exceed the median class size of that teacher. The student and parent/guardian understand that the grade earned during the make-up will always replace the current grade (i.e., if student gets lower grade on the retake, then that grade goes on the transcript).

STUDENTS ATTENDING COLLEGE DURING HIGH SCHOOL

Students who attend either a community college or a four year college during their high school years must agree to sign a statement concerning notification of dropping or changing from an enrolled course. This notification to their high school must be made within one business day of the official drop or change. **Students who fail to comply with the notification shall have all rights of dual enrollment rescinded for the remainder of their high school year.**
The following general standards govern requirements for graduation from Queen Anne’s County Public Schools. A student who would be eligible to graduate but for attaining credit in either English 12 or Algebra II may obtain that credit by taking a State-approved examination and achieving a passing score as defined by the Maryland State Department of Education.

STUDENTS WITH A 3.5 GPA WHO COMPLETE 2 CREDITS OF THE SAME WORLD LANGUAGE, 3 CREDITS OF MATH (INCLUDING ALGEBRA II), 4 CREDITS OF ENGLISH AND 3 CREDITS OF SCIENCE WILL QUALIFY FOR THE MARYLAND SCHOLARS RECOGNITION PROGRAM.

*MAKING UP CREDITS MUST HAVE PRIOR COUNTY APPROVAL.*

- THE STUDENT MUST HAVE BEEN ENROLLED AS A FULL-TIME STUDENT FOR FOUR YEARS BEYOND GRADE 8 UNLESS ONE OF THE ALTERNATIVES APPROVED BY THE STATE BOARD OF EDUCATION IS SATISFIED.
- STUDENTS MUST COMPLETE THE SERVICE-LEARNING REQUIREMENTS.
- DUE TO THE 4-PERIOD DAY, STUDENTS WILL HAVE THE POTENTIAL TO EARN 8 CREDITS PER YEAR AND 32 CREDITS WHILE IN HIGH SCHOOL. THEREFORE, ALL STUDENTS ARE ENCOURAGED TO COMPLETE AT LEAST ONE ENGLISH, MATH, SOCIAL STUDIES, AND SCIENCE CREDIT EACH YEAR.
- ALL STUDENTS MUST MEET STATE HIGH SCHOOL TESTING REQUIREMENTS.

Information containing answers to the most frequently asked questions related to high school graduation in Maryland are located on the Maryland State Department of Education website at marylandpublicschools.org. Questions are categorized by topic as much as possible; however, some questions may be related to more than one topic. Answers will be updated as new information becomes available and new regulations are adopted. The code of Maryland Regulations (COMAR) is available on-line at the following website. http://www.dsd.state.md.us/comar/comar.aspx

**CREDIT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>Health</td>
<td>1/2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Technology Education</td>
<td>1</td>
</tr>
<tr>
<td>Required Courses for Program Emphasis</td>
<td>4 or more</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>
The mission of Student Support Services is to assist in attaining optimal health, personal, interpersonal, academic, and career development in order that the student may complete an appropriate educational program and become a contributing member of society. Student Support Services maintains a philosophy that the school has a distinct function in enhancing the education and social development of children and adolescents. Team members work in an integrated, coordinated manner with the school in addressing individual situations as needed. Student Support staff includes school counselors, pupil personnel workers, school nurses, and school psychologists.

ADMISSIONS POLICY
Non-Resident Students
The Board of Education recognizes as its first responsibility the education of school age children who are bona fide residents of Queen Anne’s County. Only such bona fide residents are eligible for free school privileges. A child is a bona fide resident if that child actually lives on a full-time basis within Queen Anne’s County with a parent, guardian, or other individual who has legal custody of that child. The determination whether a child is a bona fide resident shall be based on facts presented in each individual situation and shall be made on a case-by-case basis.

Bona Fide Residents...Any parent enrolling a child for the first time in a Queen Anne’s County Public School must present proof of identity (i.e., picture ID such as a driver’s license) and residency (i.e., property tax bill, electric/gas bill, lease, rental agreement, mortgage statement, residence verification by affidavit) along with registration requirements. Domicile...If a child fraudulently attends a public school in a county where the child is not domiciled with the child’s parent or guardian, the child’s parent or guardian shall be subject to a penalty payable to the county for the pro-rata share of tuition for the time the child fraudulently attends a public school in the county. The Superintendent of Schools will deny attendance to a student currently expelled from another school/school system.

Enrollment Dates / High School Credit
Students must enroll by September 30, 2012 in order to earn credit for 1st semester classes and by February 24, 2013 to earn credit for 2nd semester classes.

VISITORS
Visitors (Parents/Guardians) are encouraged to visit school anytime. Visitation of classrooms must be coordinated through the school administration. All visitors are required to sign in at the main office.

WHO CAN RELEASE MY CHILD FROM SCHOOL?
Students will not be released from a school or school bus in the custody of or on request of anyone not properly identified to the satisfaction of the school authorities or bus drivers. In case of any doubt, the parent will be contacted prior to allowing the pupil to leave. Day-to-day communications, correspondence, report cards and other school-related information are to be directed to the Custodial Parent. The Non-Custodial Parent is welcome to visit the school by appointment to review student records, and to be generally informed about the child(ren)’s educational progress. However, under no circumstances shall school personnel permit the Non-Custodial Parent to visit the child(ren) during regular school hours unless stipulated otherwise in a court order or a separation agreement. The Non-Custodial Parent may not take the child(ren) from school without the written consent of the Custodial Parent. The written consent must be filed in the student's record.

HOME/HOSPITAL INSTRUCTION
Home/Hospital Instruction is a service provided by the Board of Education of Queen Anne’s County for students who are physically or emotionally unable to attend school as certified by a physician, psychiatrist, or psychologist, for a minimum of 10 school days. During the period of Home/Hospital Instruction, the student may not be on school property without permission of an administrator, must be accompanied by a parent, may not be employed, or attend any school function.
QUEEN ANNE’S COUNTY ATTENDANCE POLICY

Maryland state law requires regular school attendance. The Annotated Code of MD requires that “each child who resides in this state and is 5 years old or older and under 16 shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.”

What is the Attendance Policy?
The Queen Anne’s County Board of Education student attendance policy is based on the premise that success in school is contingent upon continuous and consistent educational experiences. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Consistent school attendance is a parent responsibility. Maintaining close communication and cooperation between the home, school, and community promotes regular attendance. Students are expected to attend school and all classes regularly and punctually.

Standards for School Attendance
• For high school only, students will be allowed a combination of five (5) personal (parent) notes and parent call-ins per semester. Five (5) or more unlawful absence days per semester may result in course failure and loss of credit. This decision may be appealed to the Attendance Review Committee. This committee will be established at each high school and will meet as needed.
• Students receiving special education or having a 504 Plan will be referred to the PST or IEP team to determine possible loss of credit for excessive unlawful absences.
• Students who are returning from a withdrawal status must complete a conference with the PPW. An Attendance Contract may be required.
• Transfer students, with a poor attendance history, may be required to complete an Attendance Contract.
• “Habitual Truancy” may be cause for student withdrawal from school (over age 16). Habitual Truants are students who are unlawfully absent from school for a number of days, in excess of 20% of the available time school is in session.

Attendance Zone Placement
Students are expected to attend school in their attendance zone.

What should my child do when returning after an absence?
Upon returning to school from an absence, a student is required to bring a written note from the parent/guardian stating the reason for absence. The note should contain the student’s name, date(s) of absence, reason for absence(s), and the parent/guardian’s signature. Under certain circumstances, administrators may require a doctor’s note.

Procedures to Verify Attendance/Tardiness
The parent/guardian should call the school between 7:30 a.m. and 1:00 p.m. on the day of absence to justify a lawful absence or present a written note on the day of the student’s return to school. After 1:00 p.m., high schools begin calling parents of students whose absence has not been verified. Parents may excuse student absences by phone on no more than 5 days in combination with personal notes during a semester. Additional call-ins without submitting lawful documentation will be considered unlawful.

Can my child make up work after a lawful absence?
Students are encouraged to make up work for LAWFUL absences. It is the responsibility of the student and the parent(s)/guardian(s) to initiate the request, obtain work from teachers, and return the completed work within the established timeline. An absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful and may constitute truancy. A truant is a student absent without lawful cause from attendance for a school day or a portion thereof. There shall be no make-up work for students who are unlawfully absent. After 15 days, any unlawful absence cannot be changed to a lawful absence. At the high schools, after 5 days, any unlawful absence cannot be changed to a lawful absence.
HOME SCHOOLSING

Any parent or guardian who chooses to teach his/her child(ren) at home is required to complete and sign a Home Schooling Notification form which indicates consent to the requirements of the Board of Education policy and COMAR By-law 13A.10.01, 13A.10.05. This form shall be submitted to the supervisor of Student Support Services at least fifteen (15) days before the beginning of a Home Schooling Program. Students enrolled in private school or who are on a Home Schooling Instruction program are excluded from participation in public school sponsored programs and activities.

CAN STUDENTS TAKE MEDICATION WHILE IN SCHOOL?

Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home. Medication refers to all drugs prescribed by a physician, as well as over-the-counter, non-prescription drugs (i.e., cold/cough preparations, analgesics – Tylenol/aspirin – lotions, creams, ointments – Calamine/Neosporin – antacids, etc.). To ensure the safe, efficient administration of medications to students who would otherwise be unable to attend school due to certain illnesses, conditions, or diseases; the following procedure is followed. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the school with a completed Physician’s Medication Order form containing:

- complete written instructions from the prescribing physician, including the date of order, identification of drug by name, dose, time, and circumstances of administration, length of time medication is to be continued, reason for prescription, and possible side effects.

- signature from parent/guardian 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 should be sent to school in the pharmacy container with all labeling information intact.

School personnel will not administer unlabeled medicines. Medications carried on school property without labeling information will be confiscated and parents contacted. Physician’s Medication Order forms are to be submitted at the beginning of each school year and renewed annually for students on long-term medication therapy (i.e., Ritalin, asthma drugs, etc.). Physician’s Medication Order forms are available at each school. These written instructions pertain to ALL medications – both over-the-counter and prescription.

With parental consent – (2) non-prescription medications are available at no charge to students – acetaminophen (like Tylenol), and cough medicine. Only the school nurse may administer these medications in accordance with established protocols. Contact the school nurse for specific information about this policy.

POLICIES ARE REVIEWED PERIODICALLY.
PLEASE CHECK WWW.QACPS.ORG FOR UPDATES
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means for notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
Students are expected to behave in a courteous, cooperative manner toward each other and toward all others in the school setting at all times. Most violations of this standard of conduct can be handled within the classroom and/or with the intervention of school counselors and assistant principals. Severe and/or repeated violations are handled as required by the implementation of suspension and/or expulsion from school. A student who engages in any activity which violates the rights of another individual in any manner or continues to be an impediment to the learning process on school grounds, or on approved trips or activities under the direction of school staff away from the school facilities, may be suspended and may be recommended for expulsion. The school district reserves the right to discipline student behavior which is not conducive to group order and discipline in the schools or on/in school-sponsored activities even though such behavior may not be specified in the written rules.

**QUEEN ANNE’S COUNTY DISCIPLINARY POLICIES**

**Suspension…**

Days of suspension are considered to be lawful absences. Therefore, a student may request and receive make-up work according to each school’s procedure. In accordance with recent legislation, each principal of a public school may suspend for cause, for not more than 10 school days, any student in the school who is under the direction of the principal (COMAR 13A.08.01.11)

**Expulsion…**

At the request of the principal, the Superintendent may expel a student from school with the loss of course credit. During a period of expulsion a student is not allowed on school property. **MAKE-UP WORK IS NOT PROVIDED.** Prior to returning to school, a conference will be held with school personnel. The purpose of this meeting is to provide the student and the parent(s) or guardian(s) with the opportunity to present witnesses on the student’s behalf, to discuss interventions which have occurred during the period of expulsion and to provide evidence that the student’s behavior has changed and that he or she is now capable of benefiting from attending school. The recommendation will be submitted to the Superintendent.

**Extended Suspension…**

At the request of the principal, the superintendent may suspend a student for periods longer than ten (10) days. This is requested in cases when an intervention plan must be developed prior to the re-admittance of a student. During a period of **extended suspension a student is not allowed on school property unless accompanied by his/her parent/guardian. Days of extended suspension are considered to be lawful absences. Therefore, a student may request and receive make-up work according to school procedure.** Prior to returning to school from an extended suspension, a student, accompanied by his or her parent(s) or guardian(s), must attend a re-admittance conference with appropriate school staff. The purpose of the conference is to cooperatively develop a plan meeting the student’s needs and eliminate future suspension(s).

The following offenses shall be considered cause for a request for further action and may result in referral to legal authorities:

1. **Violation of the QACPS Drug and Alcohol policy.**
3. **Assault** – of a teacher or administrator.
4. **Harassment/Hazing/Bullying** – assault or intimidation, physical or verbal/written/electronic
5. **Arson–False Emergencies or Alarms**
6. **Sexual Activity** - on school grounds, during the school day or a school sponsored event.
7. **Repeated occurrences of inappropriate behavior** – note: offenses are cumulative
8. **Possession of a gun** – Any student found in possession of a gun on school property shall be expelled from school for a period of one calendar year. (COMAR 13A.08.01.12-1).

**Fighting**

In the event of a fight between students the following steps **WILL** be taken:

- School staff will stop the fight.
- All appropriate school disciplinary policies will be followed.
- Parents will be notified.
- Normal procedures for police agency reporting will be followed.
- A juvenile referral may be filed.

**Smoking/Smokeless Tobacco Procedure**

Students are not permitted to possess cigarettes, cigarette/cigar packages, smokeless tobacco pouches or containers, or other smoking paraphernalia. Students are not permitted to possess matches or lighters. School staff has the right to confiscate such openly displayed items. Violations will result in confiscation and other disciplinary action ranging from after school detention to in or out of school suspension.

**POSSSESSION OF FIREARMS ON SCHOOL PROPERTY**

Any student found in possession of a gun on school property shall be immediately suspended from school for 10 days and recommended to the Superintendent for further action. which may include expulsion for a period of one (1) calendar year. The Superintendent may specify, on a case-by-case basis, a shorter period of expulsion or an alternative educational setting.
QUEEN ANNE’S COUNTY PUBLIC SCHOOLS CELL PHONE POLICY

**Cell/Smart phone** is a mobile wireless electronic device used to make telephone calls across a wide geographic area, served by many public cells. A smart phone varies from a cell phone because it usually includes functions similar to those found on a personal computer.

**Elementary Schools** – Elementary school students are not permitted to possess or use cell/Smart phones while on Queen Anne’s County Public School property or while attending any elementary school activity. School office phones are available for those students who need to contact parents.

**Middle and High Schools** – Middle and High School students may possess cell/smart phones during the school day in accordance with the following regulations:

- Written authorization from the parent/legal custodian or eligible student (18 years and older) to a school administrator indicating that the student is in possession of the cell/Smart phone. Each letter will be kept on file during each school year (includes summer). A student may not have the portable communication device in his/her possession without this written authorization and administrative approval.
- Prior to entering the school building, the cell/Smart phone must be turned off.
- During regular instructional hours cell/smart phones must be turned off, secured, and out of sight, unless a classroom teacher has given a student authorization to use the device for an educational activity. Once the activity is competed the cell/Smart phone must be turned off, secured, and removed from sight.

All students who have cell/smart phone use as part of their IEP or 504 plan are authorized to carry such a device during the regular school day. During regular bus transportation to and from school middle and high school students may only use cell/smart phones with permission of the bus driver.

**Use of Student Cell/Smart Phones at School Sponsored or Related Activities**

Middle or high school students involved in after-school and weekend instructional activities including Saturday school may not use cell/smart phones without the instructor’s permission in the area of the activity from the beginning of the activity until the end of the activity. Cell/smart phones may be used if students are participating in non-academic activities (athletics, drama, clubs, etc.). If traveling to or from a school sponsored activity via bus, student cell/smart phones may be used with the permission of the sponsor. During bus transportation to and from athletic events or other school sponsored events, students may use cell/smart phones only with the permission of the athletic coach or principal designee.

**DISCIPLINARY ACTION**

**Refusal to Turn Off a Cell/phone**...Students in possession of a cell/phone must turn it off when directed by a teacher, administrator, coach, counselor, or other school personnel, and secure it out of sight..

**Causing disruption**...Using a cell/phone to cheat, including getting and giving answers to tests and copying from the Internet. Using a cell/phone to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person. **Sending (or asking to receive) pictures or videos of people without their permission**

**CONSEQUENCES FOR INAPPROPRIATE USE**

When cell/smart phones are misused, students will be subject to disciplinary action including but not limited to, verbal or written warning and loss of the cell/smart phone. Additional consequences are referenced within the Queen Anne’s County Public School’s Search and Seizure Policy, Mobile Learning Devices Policy, Acceptable Use of Electronic Networks Policy, and the Discipline Policy. Any student in violation of the policy and procedures regarding cell/smart phones may be subject to the following disciplinary actions.

**The first offense** – confiscation of cell/smart phone for one (1) day and parent must pick up the communication device, with a conference.

**The second offense** – confiscation of the communication device, and student must attend Saturday School or after school detention. The cell/smart phone will be returned only to the parent at the completion of the consequence and with a conference.

**The third offense** – One day out-of-school suspension and loss of privileges to have a cell/smart phone for the remainder of the day. The communication device will be confiscated and returned only to parents at the end of the suspension and with a conference.

**The fourth offense** will result in a three day suspension. The student will not be allowed to have a cell/smart phone on school property for the remainder of the year. Any subsequent violation may result in additional disciplinary action or loss of school privileges (e.g. parking permit, admission to school functions).
Mobile Learning Devices (MLD) may include but are not limited to computers, portable game units, graphing calculators, tablets, E-readers, Devices, pagers, hand-held radios, and similar electronic devices.

Use of Mobile Learning Devices in Queen Anne’s County Public Schools

Student or employee use of computers and Mobile Learning Devices (MLDs) owned by the school or owned by individuals is subject to the conditions set forth in the Board of Education of Queen Anne’s County (BOEQAC) Acceptable Use of Electronic Networks Policy (AUP). The AUP stipulates that all employees, students, parents and staff of Queen Anne’s Public Schools must sign the policy, indicating that they have read it and agreed to comply with its terms. Additionally, under no circumstances are students permitted to use MLDs on Queen Anne’s County Public Schools property or Queen Anne’s County Public Schools sponsored activities or events in order to transmit any text or images that are obscene, pornographic, illegal, profane, violate academic policies, or invade another’s privacy. This includes “sexting” (the sharing of explicit or otherwise sexually provocative photos). This also includes the possession of inappropriate digital content. All Queen Anne’s County Public School students who bring personal MLDs to school must have them turned off and out of sight during the regular instructional day. They may be used during instructional activities within a classroom only if the instructor has given permission. Once the instructional activity is completed all personal MLDs must be turned off. The BOEQAC will assume no responsibility or liability for loss, theft, damage or destruction of any MLD. The BOEQAC will not provide Internet access for unauthorized personal MLDs (not owned by the district) that are brought into any district school building.

Use of Student or Employee MLD’s at School Sponsored or Related Activities

MLDs may be used if students are participating in non-academic activities (athletics, drama, clubs, etc.). If students are participating in an after school academic activity, personal MLDs may only be used with the permission of the activity’s sponsor. If traveling to or from a school sponsored activity via bus, MLDs may be used with the sponsor’s permission. During regular bus transportation to and from school, personal MLDs may only be used with permission of the bus driver. During bus transportation to and from athletic events or other school sponsored events, students may use personal MLDs only with the permission of the athletic coach or principal designee.

Student or Employee Misuse of MLDs

Students or employees who misuse MLDs in any of the following ways may face disciplinary action:

- Refusal to Turn Off a MLD. Students in possession of a MLD must turn it off when directed by a teacher, administrator, coach, counselor, or other school personnel.
- Damaging a MLD owned by the school.
- Causing disruption.
- Using a MLD to cheat, including getting and giving answers to tests and copying from the Internet.
- Using a MLD to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person
- Sending (or asking to receive) pictures or videos of people without their permission.

Consequences for Inappropriate Use

When MLDs are misused, students and employees will be subject to disciplinary action including, but not limited to, verbal or written warnings and loss of the MLDs. Additional consequences are referenced within the Queen Anne’s County Public School’s Search and Seizure Policy, Discipline Policy, and Acceptable Use Policy. Any student in violation of the policy and procedures regarding MLDs may be subject to the following disciplinary actions:

- **The first offense** – confiscation of the MLD for one (1) day and parent must pick up the communication device, with a conference.
- **The second offense** – confiscation of the MLD and student must attend Saturday School or after school detention. The MLD will be returned only to the parent at the completion of the consequence and with a conference.
- **The third offense** – One day out-of-school suspension and loss of privileges to have a MLD for the remainder of the day. The MLD will be confiscated and returned only to parents at the end of the suspension and with a conference.
- **The fourth offense** will result in a three day suspension. The student will not be allowed to have a MLD on school property for the remainder of the year.

Any subsequent violation may result in additional disciplinary action or loss of school privileges.


**Student Safety and Support Act**

The Board of Education recognizes that the presence of a student who has been charged with or committed a criminal or juvenile offense of a serious nature in the community, especially an offense involving violence or weapons, may pose a threat to the safety and welfare of the student and others in the school community and may disrupt the educational process in the school. The Board also recognizes that the educational needs of a student who has committed or has been charged with a criminal or juvenile offense of a serious nature must be carefully balanced with the Board’s obligation to provide a safe school environment free of disruption for all students. In accordance with these principles, if school administrators determine that the presence of a student charged with a criminal or juvenile offense of a serious possess a threat to the student or others, or to the educational process, the student may be assigned to an alternative educational program pending a final administrative decision on the student’s educational placement.

Students are expected to behave in a courteous, cooperative manner toward each other and toward all others in the school setting at all times. Most violations of this standard of conduct can be handled within the classroom and/or with the intervention of school counselors and assistant principals. Severe and/or repeated violations are handled as required by the implementation of suspension and/or expulsion from school. A student who engages in any activity which violates the rights of another individual in any manner or continues to be an impediment to the learning process on school grounds, or on approved trips or activities under the direction of school staff away from the school facilities, may be suspended and may be recommended for expulsion. The school district reserves the right to discipline student behavior which is not conducive to group order and discipline in the schools or on/in school-sponsored activities even though such behavior may not be specified in the written rules.

**POSSSESSION OF WEAPONS**

No person shall carry or possess any rifle, gun, knife or deadly weapon of any kind on any public school Property in this state -- knives, deadly weapons including such items as knife, ‘gravity knife’, switchblade knife, star knife, buck knife, sand club, metal knuckles, razor, numchucks, chemical mace, pepper mace, or tear gas device. An inhalant (any odor) is a gas, particle, fume or vapor deliberately inhaled for the purpose of altering behavior, mood, or changing the brain or nervous system. A student shall not possess and/or distribute materials and information including but not limited to “recipes” for explosives, bombs, Pornography, and/or similar materials inappropriate to the school setting and/or which demonstrate tacit approval of, or promote or incite to violence. This will result in immediate discipline up to and including suspension or expulsion and/or notifying appropriate law “enforcement agencies.”

*”Criminal Statutes of Maryland.”*

**PARENTS/GUARDIANS:**

Providing our children with an environment where students receive a quality education is more than just a goal for the Queen Anne’s County Public School System; it is vital to the way we do business. The No Child Left Behind Act of 2002, gives parents the right to ask for and receive information about the professional qualifications of their child’s teacher, including:

- Any college or university degrees or certifications held by the teacher;
- The subject area of the teacher’s degree on certification;
- Whether the teacher is certified by the State of Maryland to teach a particular grade level or subject area;
- Whether the teacher holds a conditional certificate; and
- Whether your child is served by paraprofessionals and, if so, the qualifications of the paraprofessional.

If you would like to receive any such information about your child’s classroom teacher, please make the request in writing to your school’s principal. The principal will then provide the information to you in a timely manner; in most cases within 30 business days.
ALCOHOL AND CONTROLLED DANGEROUS SUBSTANCES POLICY

THE AREA WITHIN 1000 FEET OF A SCHOOL OR ON ANY SCHOOL VEHICLE IS A DRUG-FREE SCHOOL ZONE. DISTRIBUTING OR MANUFACTURING A DRUG WITHIN A DRUG-FREE SCHOOL ZONE IS A FELONY (Criminal Statutes of Maryland)

Definitions: Alcohol/Drugs = Any controlled dangerous substance, drug paraphernalia, look-alike drugs, alcohol, over-the-counter drugs/medications, inhalants, prescription drugs, or any man made or natural occurring substance used for the purpose of altering behaviors, mood, or for changing the brain or nervous system.

Possible Consequences for possession/distribution/use of alcohol or drugs:
Student will be suspended from school for 10 school days with a recommendation to the Superintendent for further action. Further actions may include but are not limited to Extended Suspension, placement in the Alternative program and expulsion from QACPS.

The student must undergo a mandatory drug and alcohol assessment through the Queen Anne’s County Health Department or other licensed program. In addition, the student must successfully complete any program recommended based on the results of the assessment as a condition to remain in school. Student must agree to the above conditions in order to return to his/her home school.

Parents/Guardians will be held responsible to the participation and attendance of their children in any prescribed program. Failure to complete all drug and alcohol recommendations will result in further disciplinary actions.

Any suspension of handicapped students must conform to applicable laws, regulations and policies enforced at the time of the incident.

Student Support Services

SEARCH IN SCHOOL

Student Searches
The school administrators may make a search of a student on school premises with a reasonable belief that the student has in his/her possession any item, the possession of which is a criminal offense under state laws or a school board policy.

Locker Searches
Each student is assigned his/her own locker which is the property of the Board of Education of Queen Anne’s County. The locker is to be used only by the student to whom it has been assigned. All contents are the responsibility of the student. Lockers are subject to searches by the school administrator. Searches of the physical plant of the school and its appurtenances are also permitted.

Automobile Searches
Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. This includes the use of drug-detecting dogs in accordance with school procedures.

THE QUEEN ANNE’S COUNTY BOARD OF EDUCATION AUTHORIZES USE OF DRUG-DETECTING DOGS IN SCHOOL BUILDINGS AND GROUNDS; SUCH SEARCHES MAY BE NECESSARY TO ENSURE THAT OUR STUDENTS HAVE A DRUG-FREE ENVIRONMENT AND TO PROTECT THE REPUTATIONS OF OUR QUEEN ANNE’S COUNTY STUDENTS.
“Children Who Threaten to Harm Themselves” or “Make Serious Threats of Violence”

Students who demonstrate by word or action that they may represent a danger to themselves or others will be screened by each school’s Pupil Service Team. A “Lethality Assessment” or “Violence Screening Assessment” will be conducted by or under the direction of the school psychologist. In the event that the student receives special education services, all rights afforded under state and federal laws will be honored.

**POSESSION OF WEAPONS**

“No person shall carry or possess any rifle, gun, knife or deadly weapon of any kind on any public school property in this state -- knives, deadly weapons including such items as knife, ‘gravity knife’, switchblade knife, star knife, buck knife, sand club, metal knuckles, razor, numchucks, chemical mace, pepper mace, or tear gas device. An inhalant (any odor) is a gas, particle, fume or vapor deliberately inhaled for the purpose of altering behavior, mood, or changing the brain or nervous system.

A student shall not possess and/or distribute materials and information including but not limited to “recipes” for explosives, bombs, pornography, and/or similar materials inappropriate to the school setting and/or which demonstrate tacit approval of, or promote or incite to violence. This will result in immediate discipline up to and including suspension or expulsion and/or notifying appropriate law enforcement agencies.

**Children Who Threaten Others with Violence**

We believe school must be a safe place for students and staff. Serious threats of violence stated against any person(s) in the Queen Anne’s County Public Schools community will not be tolerated and will be handled as a disciplinary infraction. Appropriate law enforcement and other agency officials will be contacted when warranted. A verbal or non-verbal declaration of intent or determination to inflict significant injury to persons and/or damage to property with the perceived ability/intention to carry through on the threat is the definition of a serious threat. Serious threats of violence made at or away from school and/or to be implemented at or away from school fall under school regulations when there is a connection between the threat and student/staff safety.

All threats are taken seriously. The principal or his designee will have the discretion of determining if the threat may be dealt with via normal disciplinary procedures after review/confirmation of all relevant information or handled according to the regulation listed if the principal or designee confirms a potentially dangerous situation exists:

1. Reasonable means shall be taken to prevent the serious threat of violence from being carried out.
2. Notification of the parent/guardian of the student who made the threat and the parent/guardian of the student(s) about whom the threat is made shall occur before the students are permitted to leave the building.
3. Mandatory risk assessment, using “Risk Assessment for Violent Juvenile Behavior” or a comparable screening tool, conducted by or under the direction of the school psychologist.

**Recommendation to the Superintendent for further action**

1. In the case of a 10-day suspension or extended suspension, mandatory assessment by a mental health professional and/or treatment plan will be required for re-admission to any school program. Student must continue with or be satisfactorily finished with the recommended program to maintain enrollment status.
2. Students placed on extended suspension may request re-admission?
   a) Upon verification that the student has had an initial session with an agency or licensed individual psychologist or psychiatrist.
   b) A statement from that individual or agency that the student is not at high risk to harm himself/herself or others.
   c) A statement from the parent that they understand successful completion or continued participation in the program must occur.
   d) A release of information form that permits the individual or agency to periodically inform the QACPS that the student has successfully completed or is actively continuing in the program.

Children Who Threaten to Harm Themselves

1. If the student is determined not to be at imminent danger, the parent is to be contacted that school day regarding the concern.

2. If the student is determined to be at imminent risk, the student will be detained until the parent/guardian or designee picks him/her up from school. The student will not be allowed to return to school until the student has been assessed by a mental health professional. A written response from the mental health professional indicating the student is safe to return must be provided to the school before the student may return.
BULLYING

It is the policy of Queen Anne’s County Public Schools to prohibit bullying and harassment 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 Queen Anne’s County Public Schools to prohibit reprisal or retaliation against individuals who report acts of bullying and harassment or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying and harassment.

SEXUAL HARASSMENT

Students who feel they have a complaint under the Board of Education’s Harassment Policy should immediately contact the school counselor or building administrator. If the accused is a student, a written report will be placed in their folder if the complaint has been substantiated. The administrator will also send a copy of the report to the Supervisor of Student Support Services. Should the student feel that his/her complaint needs further action, the student may request a review of the complaint by: Student Support Services (if the complaint is against a student) or the Director of Human Resources (if the complaint is against an employee).

Student Support Services and/or the Human Resource Officer will review the complaint and school based decisions. Student Support Services and/or the Human Resource Officer will file a written report with recommendations to the Superintendent with a copy given to the complainant.

The Superintendent will review the complaint and Student Support Services and/or the Human Resource Officer’s report and take appropriate action.

A substantiated charge against a student in the district shall subject that student to student disciplinary action. Such action can include, but not be limited to, warning, suspension or expulsion consistent with the student discipline code.

BULLYING-HARASSMENT

Queen Anne’s County Public Schools defines bullying, harassment and intimidation as intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that is repeated over time, creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well being and is:

1. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
2. Threatening or seriously intimidating; and
3. Occurs on school property, at a school activity or event, or on a school bus; or,
4. Substantially disrupts the orderly operation of a school

“Electronic communication” means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.”

Any student committing acts of bullying, harassment and intimidation, or engaging in reprisal and retaliation, or any person found to have made false accusations will receive an appropriate consequence and/or intervention. Depending on the nature of the offense, consequences and interventions for the aforementioned behaviors can range from parent/student conference to expulsion from school.
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<td>• Arson</td>
<td>• Referral to office/parent notification</td>
</tr>
<tr>
<td>• Possession or detonation of explosive devices</td>
<td>• Fire Marshal/Police notification (for prosecution)</td>
</tr>
<tr>
<td>• False fire alarm or bomb threat</td>
<td>• Out-of-School suspension</td>
</tr>
<tr>
<td>• Misuse of 911</td>
<td>• Program modification</td>
</tr>
<tr>
<td></td>
<td>• Expulsion</td>
</tr>
<tr>
<td></td>
<td>• Out-of-School suspension</td>
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<tr>
<td></td>
<td>• Alternative program</td>
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<tr>
<td></td>
<td>• Extended Suspension</td>
</tr>
<tr>
<td><strong>INVOLVING WEAPONS</strong></td>
<td></td>
</tr>
<tr>
<td>• Possession of a weapon or dangerous implement</td>
<td>• Referral to office/parent notification</td>
</tr>
<tr>
<td>• Use of a weapon or dangerous implement against another person</td>
<td>• Confiscation</td>
</tr>
<tr>
<td></td>
<td>• Police notification (for prosecution)</td>
</tr>
<tr>
<td></td>
<td>• Referral to office/parent notification</td>
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<tr>
<td></td>
<td>• Out-of-school suspension</td>
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<td></td>
<td>• Alternative program</td>
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<tr>
<td></td>
<td>• Extended Suspension</td>
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<tr>
<td></td>
<td>• Expulsion</td>
</tr>
<tr>
<td><strong>IN THE COMMUNITY</strong></td>
<td></td>
</tr>
<tr>
<td>• Reportable Offenses</td>
<td>• Parent conference</td>
</tr>
<tr>
<td></td>
<td>• Alternative school placement</td>
</tr>
<tr>
<td></td>
<td>• Extended Suspension/expulsion</td>
</tr>
</tbody>
</table>

CARE OF PROPERTY
Help keep your school in a clean and pleasant condition. Many students in the future must be served by these same facilities. Students are responsible for the care and condition of books, supplies, and equipment assigned to them. Lost or damaged articles must be paid for by the person to whom they are assigned. Any vandalism which is reported to school authorities will be dealt with appropriately and the identity of the reporting individual will be kept confidential. Students vandalizing school property will be required to make restitution for damages incurred up to the amount of $2,500. Money and valuables may be deposited with the main office.

STUDENT’S AUTO USE
Auto use is available to 11th and 12th grade students meeting the eligibility policy. They may park on school property during school hours. Any vehicle parked on school property must be registered with the school and display a current parking permit or be subject to towing at the owner’s expense.

QUEEN ANNE’S COUNTY PUBLIC SCHOOLS GANG POLICY
It is the policy of the Queen Anne’s County Board of Education to prohibit gangs, gang activity, and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is also the policy of the Queen Anne’s County Board of Education to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victim, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.
### INFRACTIONS

<table>
<thead>
<tr>
<th>INVOLVING DRUGS or ALCOHOL, TOBACCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use, possession, or distribution of alcoholic beverages, look-a-like controlled dangerous substances, controlled dangerous substances, other drugs or intoxicants, paraphernalia, inhalants, or possession, use, or distribution of tobacco products</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confiscation</td>
</tr>
<tr>
<td>Referral to office/parent notification</td>
</tr>
<tr>
<td>Police notification (for prosecution)</td>
</tr>
<tr>
<td>Parent conference</td>
</tr>
<tr>
<td>Out-of-school suspension</td>
</tr>
<tr>
<td>Extended suspension</td>
</tr>
<tr>
<td>Expulsion</td>
</tr>
<tr>
<td>Exclusion from extracurricular activities</td>
</tr>
<tr>
<td>Exclusion from all senior activities (including proms, award ceremonies, and graduation)</td>
</tr>
<tr>
<td>Alternative program</td>
</tr>
<tr>
<td>Mandatory Drug and Alcohol Assessment</td>
</tr>
<tr>
<td>Teen Court</td>
</tr>
</tbody>
</table>

### INVOLVING ATTENDANCE

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<th>Truancy Tardiness</th>
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<tr>
<td>Leaving school without permission</td>
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<tr>
<td>Leaving class without permission</td>
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</table>

<table>
<thead>
<tr>
<th>POSSIBLE CONSEQUENCES</th>
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</thead>
<tbody>
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<td>Referral to office/parent notification</td>
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<td>Parent conference</td>
</tr>
<tr>
<td>Detention</td>
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<tr>
<td>In-school suspension</td>
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<tr>
<td>Out-of-school suspension</td>
</tr>
<tr>
<td>Program modification</td>
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<tr>
<td>Referral to pupil services</td>
</tr>
<tr>
<td>Failing grade for work missed</td>
</tr>
<tr>
<td>Possible loss of course credit</td>
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<tr>
<td>Exclusion from interscholastic athletics</td>
</tr>
<tr>
<td>Parent may be charged in court</td>
</tr>
</tbody>
</table>

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**WORK PERMITS**

Where do I obtain a work permit for my child?

Work Permits for children between the ages of 14 and 18 are obtained at the Board of Education office, middle school guidance offices, or high school counseling offices.

(Applications may be completed online at www.dllr.state.md.us but can only be issued by Board of Education or local schools.)

**STUDENT IDENTIFICATION CARDS**

At the high schools, identification cards with student pictures will be issued when the student pays class dues. Students receive discounts on admission fees to activities when ID Cards are presented.
## Examples of Infractions & Possible Consequences

<table>
<thead>
<tr>
<th>INFRACTIONS</th>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USE, DISPLAY, OR ACTIVATION OF ELECTRONIC DEVICE</strong></td>
<td></td>
</tr>
<tr>
<td>Use, activation or display of personal electronic communication devices on public school property or at school-sponsored activities during the school day; at all times while riding to and from school or school-sponsored activities on a school bus or school-chartered vehicle; during academic programs that extend beyond the school day.</td>
<td>Confiscation</td>
</tr>
<tr>
<td>Transmission of any text or images that are obscene, pornographic, illegal, profane, including “sexting”. (see Electronic Communication Devices Policy)</td>
<td>Parent notification</td>
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<td></td>
<td>In-school suspension</td>
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<tr>
<td></td>
<td>Parent conference</td>
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<tr>
<td></td>
<td>Out-of-school suspension</td>
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<tr>
<td></td>
<td>Saturday School</td>
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<tr>
<td></td>
<td>Loss of school privileges</td>
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<td></td>
<td>Alternative School</td>
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<tr>
<td></td>
<td>Extended Suspension</td>
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<tr>
<td></td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>AGAINST PROPERTY</strong></td>
<td></td>
</tr>
<tr>
<td>Theft</td>
<td>Referral to office/parent notification</td>
</tr>
<tr>
<td>Trespassing on school property</td>
<td>Parent conference</td>
</tr>
<tr>
<td>Maliciously cutting, defacing or otherwise damaging school or personal property</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>In-school suspension</td>
</tr>
<tr>
<td></td>
<td>Out-of-school suspension</td>
</tr>
<tr>
<td></td>
<td>Police notification (for prosecution)</td>
</tr>
<tr>
<td></td>
<td>Program modification</td>
</tr>
<tr>
<td></td>
<td>Restitution</td>
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<tr>
<td></td>
<td>Extended Suspension</td>
</tr>
<tr>
<td></td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>Teen Court</td>
</tr>
<tr>
<td><strong>INVOLVING DISHONESTY</strong></td>
<td></td>
</tr>
<tr>
<td>Forgery</td>
<td>Referral to office/parent notification</td>
</tr>
<tr>
<td>Cheating</td>
<td>Detention</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>In-school suspension</td>
</tr>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Out-of-school suspension</td>
</tr>
<tr>
<td></td>
<td>Program modification</td>
</tr>
<tr>
<td></td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>No credit on assignment</td>
</tr>
</tbody>
</table>

HAZING
The Queen Anne’s County School System strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing will face immediate disciplinary action, up to and including suspension, expulsion, exclusion, and loss of participation in extracurricular activities. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution. Students who observe hazing activities and fail to intervene or report the hazing to school officials may face disciplinary action for conspiring to engage in hazing.
### Examples of Infractions & Possible Consequences

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<thead>
<tr>
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<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGAINST OTHER PERSONS</strong></td>
<td></td>
</tr>
<tr>
<td>• Profanity or abusive language (including ethnic and racial slurs)</td>
<td>• Referral to office/parent notification</td>
</tr>
<tr>
<td>• Fighting</td>
<td>• Parent conference</td>
</tr>
<tr>
<td>• Extortion</td>
<td>• Detention</td>
</tr>
<tr>
<td>• Sexual harassment and/or use of vulgar or derogatory acts, gestures, or comments</td>
<td>• In-school suspension</td>
</tr>
<tr>
<td>• Open and/or persistent defiance of a teacher or administrator</td>
<td>• Out-of-school suspension</td>
</tr>
<tr>
<td>• Assault</td>
<td>• Police notification (for prosecution)</td>
</tr>
<tr>
<td>• Putting substances in another person’s food or drink</td>
<td>• Extended Suspension</td>
</tr>
<tr>
<td>• Verbal or physical threats, or bullying</td>
<td>• Referral to pupil services</td>
</tr>
<tr>
<td>• Harassment</td>
<td>• Expulsion</td>
</tr>
<tr>
<td>• Referral to pupil services</td>
<td>• Counseling</td>
</tr>
<tr>
<td>• Program modification</td>
<td>• Alternative Program</td>
</tr>
<tr>
<td>• Teen Court</td>
<td></td>
</tr>
</tbody>
</table>

### DRESS CODE

Student dress and grooming are the responsibility of students and their parents unless some standard of dress and grooming is a reasonable requirement of a course of activity or necessary for reasons of health and safety.

It is hoped that students and their parents will exercise discretion and good taste in selecting school apparel.

School personnel may counsel with those who affect extreme styles of dress or grooming. The school reserves the right to exclude items of apparel or accessories which prove to be:

- harmful or detrimental to the health, safety, or physical well-being of students.
- damaging to physical facilities.
- disruptive to normal school activities.
- Individual schools have the right to further define acceptable wearing apparel or accessories.

### DISRUPTIVE TO SCHOOL

- Disruptive behavior in school, on school property, on school buses, or at school-sponsored activities
- Disruptive behavior in class
- Open and/or persistent defiance of a teacher or administrator
- Inciting others to create a disturbance
- Gambling
- Possession of pornographic materials

- Referral to office/parent notification
- Parent conference
- Detention
- In-school suspension
- Out-of-school suspension
- Referral to pupil services
- Program modification
- Expulsion
- Alternative Program
- Teen Court
* STUDENT USER AGREEMENT

I have read and understand the Queen Anne’s County Public Schools Acceptable Use of Electronic Networks Policy. I hereby agree to comply with the policy. I understand that any violation of the policy may be a violation of law, civil regulations, or other Queen Anne’s County Public Schools’ policy. Should I violate this policy, my access privileges may be suspended, school disciplinary action may be taken, and/or appropriate legal action may result.

Students in Grades K-3 are not expected to sign this form, however their parents' signature is requested in order to signify that they have discussed with their children proper computer use and etiquette.

<table>
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<tr>
<th>Student Signature</th>
<th>Grade Level</th>
<th>Printed Student Name</th>
<th>Date</th>
</tr>
</thead>
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* *PARENT/GUARDIAN REPLY - Must be completed if your child is under 18 years of age.

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MEDIA RELEASE FORM

☐ YES, my child may be photographed/videotaped in school related activities during the school year for public viewing on QACTV7.

☐ NO, my child may not be photographed/videotaped in school related activities during the school year for public viewing on QACTV7.

☐ YES, my child may be photographed for Yearbook or school publications during the school year.

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I understand that all copies of publications, presentations, and productions may be used within the school system and/or community at large and that all images, productions, and content therein, may not be returned to the student from the Queen Anne’s County Public Schools System.

| Parent/Guardian Signature | Date |
IMPORTANT

THIS CALENDAR/HANDBOOK CONTAINS MANY POLICIES AND PROCEDURES OF QUEEN ANNE'S COUNTY PUBLIC SCHOOLS.

INTEGRATED PEST MANAGEMENT
(PLEASE READ CAREFULLY BEFORE SIGNING)

The Integrated Pest Management (IPM) Program employed by the Queen Anne's County Public Schools is a proactive rather than a reactive approach to insect and rodent control in school facilities. The IPM program includes routine inspections or surveys of all school facilities to identify conditions conducive to pest invasion, to ensure early detection of pest presence, and to monitor infestation levels. As a first step in pest control, the IPM approach employs a number of preventative strategies and alternatives to pesticide application, such as: employee education, source reduction, inspection and identification of potential problem areas, and improved sanitation. Each approach is monitored and evaluated, and modifications are made if necessary. Integrated Pest Management includes treatment of school grounds. Pesticides are used only as a last resort.

Maryland Law requires that parents be notified prior to any interior pesticide application. Parents and staff will receive electronic notification of pending pesticide applications prior to interior or exterior applications. Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained by the contact person. Persons wishing to review this information or would like to comment on program, should contact: Mrs. Toni Schelts at QACPS, 202 Chesterfield Avenue, Centreville, MD 21617 or call 410-758-2403 ext. 140.

I have read and fully understand the policy for INTEGRATED PEST MANAGEMENT.

STUDENT NAME_________________________________  PARENT/GUARDIAN SIGNATURE________________________________

The following is a list of the pesticides and bait stations, by common name, that may be used in school buildings during the school year:

- GLUE BOARDS
- MECHANICAL TRAPS
- BORIC ACID
- MAXFORCE (hydramethylnon)
- TALON or FINAL (brodifacoum)
- DEMON (cypermethrin)

VERIFICATION
I have read and reviewed the information contained in the 2012-2013 Queen Anne's County Public Schools Calendar/Handbook.

STUDENT NAME_________________________________  SCHOOL__________________________________  DATE ________________
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<th>Date</th>
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</thead>
</table>
The Integrated Pest Management (IPM) Program employed by the Queen Anne's County Public Schools is a proactive rather than a reactive approach to insect and rodent control in school facilities. The IPM program includes routine inspections or surveys of all school facilities to identify conditions conducive to pest invasion, to ensure early detection of pest presence, and to monitor infestation levels. As a first step in pest control, the IPM approach employs a number of preventative strategies and alternatives to pesticide application, such as: employee education, source reduction, inspection and identification of potential problem areas, and improved sanitation. Each approach is monitored and evaluated, and modifications are made if necessary. Integrated Pest Management includes treatment of school grounds. Pesticides are used only as a last resort.

Maryland Law requires that parents be notified prior to any interior pesticide application. Parents and staff will receive electronic notification of pending pesticide applications prior to interior or exterior applications. Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained by the contact person. Persons wishing to review this information or would like to comment on program, should contact: Mrs. Toni Schelts at QACPS, 202 Chesterfield Avenue, Centreville, MD 21617 or call 410-758-2403 ext. 140.

I have read and fully understand the policy for INTEGRATED PEST MANAGEMENT.

STUDENT NAME_________________________________  PARENT/GUARDIAN SIGNATURE________________________________
1

**STUDENT USER AGREEMENT**

I have read and understand the Queen Anne’s County Public Schools Acceptable Use of Electronic Networks Policy. I hereby agree to comply with the policy. I understand that any violation of the policy may be a violation of law, civil regulations, or other Queen Anne’s County Public Schools’ policy. Should I violate this policy, my access privileges may be suspended, school disciplinary action may be taken, and/or appropriate legal action may result.

Students in Grades K-3 are not expected to sign this form, however their parent’s signature is requested in order to signify that they have discussed with their children proper computer use and etiquette.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Grade Level</th>
<th>Printed Student Name</th>
<th>Date</th>
</tr>
</thead>
</table>

2

**MEDIA RELEASE FORM**

- **YES**, my child may be photographed/videotaped in school related activities during the school year for public viewing on QACTV7.
- **NO**, my child may not be photographed/videotaped in school related activities during the school year for public viewing on QACTV7.

- **YES**, my child may be photographed for Yearbook or school publications during the school year.
- **NO**, my child may not be photographed for Yearbook or school publications during the school year.

- **YES**, I grant permission for my child's photograph or original work to be published or videotaped for public viewing.
- **NO**, I do not grant permission for my child's photograph or original work to be published or videotaped for public viewing.

- **YES**, my child’s photograph, name, or original work may be released for educational and informational purposes only.
- **NO**, my child’s photograph, name, or original work may not be released for educational and informational purposes only.

I understand that all copies of publications, presentations, and productions may be used within the school system and/or community at large and that all images, productions, and content therein, may not be returned to the student from the Queen Anne's County Public Schools System.

<table>
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<th>Printed Parent/Guardian Name</th>
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</tr>
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</table>
IMPORTANT

THIS CALENDAR/HANDBOOK CONTAINS MANY POLICIES AND PROCEDURES OF QUEEN ANNE’S COUNTY PUBLIC SCHOOLS.

INTEGRATED PEST MANAGEMENT
(PLEASE READ CAREFULLY BEFORE SIGNING)

The Integrated Pest Management (IPM) Program employed by the Queen Anne’s County Public Schools is a proactive rather than a reactive approach to insect and rodent control in school facilities. The IPM program includes routine inspections or surveys of all school facilities to identify conditions conducive to pest invasion, to ensure early detection of pest presence, and to monitor infestation levels. As a first step in pest control, the IPM approach employs a number of preventative strategies and alternatives to pesticide application, such as: employee education, source reduction, inspection and identification of potential problem areas, and improved sanitation. Each approach is monitored and evaluated, and modifications are made if necessary. Integrated Pest Management includes treatment of school grounds. Pesticides are used only as a last resort.

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I have read and fully understand the policy for INTEGRATED PEST MANAGEMENT.

STUDENT NAME_________________________________  PARENT/GUARDIAN SIGNATURE________________________________

The following is a list of the pesticides and bait stations, by common name, that may be used in school buildings during the school year:

- GLUE BOARDS
- MECHANICAL TRAPS
- BORIC ACID
- MAXFORCE (hydramethylnon)
- TALON or FINAL (brodifacoum)
- DEMON (cypermethrin)

VERIFICATION

I have read and reviewed the information contained in the 2012-2013 Queen Anne's County Public Schools Calendar/Handbook.

STUDENT NAME_________________________________  SCHOOL__________________________________  DATE ______________________
The Queen Anne’s County Public School System provides Ombudsman services for parents, employees, students and concerned citizens. Ombudsman services will provide individuals with an independent and neutral party who seeks to resolve school-related problems as quickly, confidentially, and efficiently as possible.

Contact:
420-758-2403, Ext. 148
Or 410-758-8215
# 2012-2013 SCHOOL CALENDAR

### August 2012
- August 13-17: New Teachers Begin
- August 20-24: All Teachers Return
- August 27: First Day of School for Students in Grades 1-9
- August 28: First Day of School for Students in Grades 10-12
- August 27-31: PreK-Kindergarten Conferences
- September 3: All Schools and Central Office Closed/Labor Day
- September 4: PreK-Kindergarten Begins

### September 2012
- September: Elementary/Middle Schools Closed 1/2 Day/Professional Development
- September: High Schools Closed 1/2 Day/PSAT Testing

### October 2012
- October 18: All Schools Closed/Professional Development
- October 19: All Schools and Central Office Closed/MSEA Convention
- November 2: All Schools Closed 1/2 Day/Professional Development
- November 6: All Schools Closed for Students/Election Day/Professional Development
- November 8-9: Elementary/Middle Schools Closed/Reporting to Parents
- November 21-23: All Schools and Central Office Closed/Thanksgiving Holiday
- December 24-January 1: All Schools and Central Office Closed/Winter Break

### January 2013
- January 1: All Schools and Central Office Reopen
- January 16-17: High Schools Only Closed 1/2 Day for Final Exams
- January 18: All Schools Closed/Professional Development
- January 21: All Schools and Central Office Closed/Dr. Martin Luther King, Jr.'s Birthday
- February 13: All Schools Delayed Opening/Professional Development
- February 18: All Schools and Central Office Closed/President's Day
- March 27: All Schools Closed 1/2 Day/Professional Development
- March 28-April 2: All Schools and Central Office Closed/Spring Break

### April 2013
- April 3: Schools and Central Office Reopen
- April 11-12: Elementary Schools Closed/Reporting to Parents
- April 12: Middle Schools Closed/Reporting Parents
- April 24: All Schools Closed/Professional Development
- May 27: All Schools and Central Office Closed/Memorial Day

### May 2013
- June 10-11: High Schools Only Closed 1/2 Day for Exams
- June 12: Tentative Last Day for Students
- June 13: Tentative Last Day for Teachers/Professional Development

### June 2013
- June 8-9: High Schools Only Closed 1/2 Day for Final Exams

### Reporting to Parents

<table>
<thead>
<tr>
<th>ELEMENTARY</th>
<th>MIDDLE</th>
<th>HIGH</th>
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<tbody>
<tr>
<td>11/8-9</td>
<td>11/8-9</td>
<td>11/12</td>
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<td>1/25</td>
<td>1/25</td>
<td>1/28</td>
</tr>
<tr>
<td>4/11-12</td>
<td>4/12</td>
<td>4/15</td>
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<tr>
<td>6/21</td>
<td>6/21</td>
<td>6/21</td>
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</tbody>
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### All Schools

- 180 days/students...190 days/teachers
- (Must Include 10 Professional Days in Calendar)
- Testing Dates......5 Built in Snow Days
- If additional inclement weather days are required over and above the 5 built-in days, the following holidays will be removed: Presidents’ Day, Spring Break, and Memorial Day.