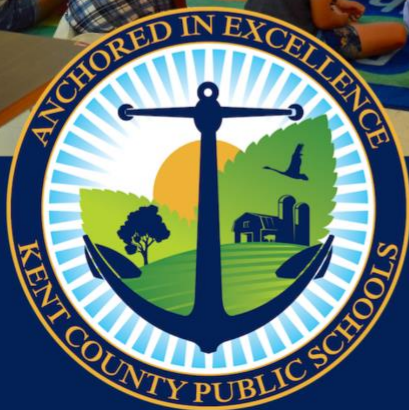


KENT COUNTY PUBLIC SCHOOLS

2024-25

STUDENT HANDBOOK



Board of Education
5608 Boundary Ave.
Rock Hall, MD 21661
410-778-1595

KENT COUNTY PUBLIC SCHOOLS

DIRECTORY

2024-2025

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TABLE OF CONTENTS

A Message from the Superintendent	4
Meet Your 2024-2025 Board of Education	5
Understanding the School System	7
Non-Discrimination Notice	8
Eligibility for Athletics in High School	8
Student Attendance Policy	9
Communicating with the School	12
KCPS Website and Mobile App	13
Use of Computer, Internet, Cell Phone, and Other Communication Devices	13
Video Surveillance	14
Care of School Property	14
Counseling, Guidance, and Mental Health Services	14
Drug-Free Work Place	15
Early Arrival at School	16
Early Release of Student From School	16
Emergency School Closings, Cancellations, and Delays in Opening	16
Emergencies and Student Safety	17
Field Trips and Student Accident Insurance	18
Food Service and School Lunch Program	18
Grading Policy	19
Graduation Requirements	28
Health Policies	29
Homework	31
Integrated Pest Management Program	31
Special Education Programs/Improved Learning Experience	32
Legal Notifications	33
Lockers and Locks	36
Parental Involvement Policy	36
Parental Involvement Procedures	38
Parking on School Property	39
Photo Policy	39
School Bus Transportation	40
Sexual Harassment	42
Sports Schedules for Kent County High School	43
Standards for Student Dress	43
Student Behavior Guidelines and Discipline	44
Bullying, Harassment, and Intimidation	44
Gangs, Gang Activity, or Other Similar Illegal Behavior	46
Title I Complaint Policy and Procedure	46
Website Resources	47
Who Do I Contact?	48
School Schedules	50

A Message from the Superintendent



Dr. Mary Boswell-McComas

Welcome back to the 2024-2025 school year!

We are excited that you are with us this year and we look forward to supporting you as you learn and grow over the academic year. It is important that we work together to support productive academic and extracurricular behaviors to ensure safe and positive learning environments. We expect our students, parents, faculty, staff, and community members to always exhibit positive and productive behaviors when in our schools and on school grounds.

On the occasion that a student has a moment of poor judgment and falls short of our expectations, it is even more important that faculty, staff, and parents work together to uncover the root cause and to formulate a response that encompasses both accountability and restoration. Many of us are familiar with traditional forms of punishment such as detentions and suspensions, undoubtedly our students do need corrective consequences to extinguish poor behavior. At the same time, it is important that students make amends with those who are offended and injured in some way by their poor behavior, we call this restoration. It is often the most authentic form of accountability as it builds character and community.

Restoration can take many forms and is best determined based on the nuances of the situation. For example, when I was a principal one of my students graffitied the dentist office across the street from our school. In working as a partner with the student's mom, we agreed the student was going to be required to clean up the graffiti and to apologize to the dentist. We supported the student in fixing what she had broken (vandalized property and the community's trust in our school and young people). In the end, our dentist was appreciative that our student had restored his property and genuinely felt confidence in our school and forgave our young person for her poor behavior. His belief in her character and potential was restored. In closing, our faculty will be engaging in professional learning related to restorative practices to support a culture of accountability and growth for our students and community.

Yours in partnership,

Dr. Mary McComas
Superintendent, KCPS

VISION

All Kent County Public Schools students will graduate equipped to achieve their highest potential.

MISSION

Kent County Public Schools is an anchor organization that creates an environment of academic excellence through a collaborative, equitable, and rigorous learning community.

Meet Your 2024-2025 Kent County Board of Education



The members of the Kent County Board of Education for the 2024-25 school year are (from left): Joseph Goetz, President; Françoise Sullivan, Vice President; Trish McGee, Member; Aretha Dorsey, Member; Frank Rhodes, Member; Alden Swanson, Student Member of the Board.

Role of the Board of Education

The Board of Education of Kent County is the official educational policy-making body in the county. The Board is responsible for the direction and operation of the public school system. It determines the policies of the county school system under the general guidance and direction of the Maryland State Board of Education and the State Superintendent of Schools.

The Board consists of five county residents elected countywide by voters for a four-year term as full voting members. A student member has an advisory vote and is elected by secondary school students for a one-year term. The Superintendent of Schools is a non-voting member of the Board who serves as the executive officer, secretary, and treasurer of the Board. The role of the Board includes the following:

- Set the direction for the Kent County Public School System, authorizing the Superintendent of Schools to lead the system in that direction.
- Provide support to enable the school system to move in the set direction.
- Ensure accountability over student learning and the use of public and private resources.
- Act as community leaders to advocate for public education and address community concerns about public education.

Mission of the Board of Education

To provide leadership and oversight for a high quality educational system with community-supported goals, policies, and resources committed to benefit our diverse student population.

Policies

The Board of Education develops and maintains a set of policies. Before any policy is approved, the public is allowed to provide input during a public meeting. The approved policies of the Board of Education are also posted on the website www.kent.k12.md.us. Open meeting agendas as well as pending approval and approved minutes from Board of Education meetings are posted on the Board of Education section of the website.

Authorities and Responsibilities of the Board of Education

The powers and mandatory duties of the Board of Education are defined in the Education Article of the Annotated Code of Maryland and Title 13A of the Code of Maryland Regulations. The Board's primary responsibilities, aligned to support the strategic plan of the school system, include but are not limited to:

- Setting goals for the district;
- Establishing policies for operation of local schools;
- Hiring and evaluating the Superintendent of Schools;
- Acting on personnel matters;
- Approving curriculum guides and courses of study;
- Formulating and interpreting policies;
- Adopting operating and capital budgets;
- Communicating with citizenry, staff, and students; and,

- Acting in a quasi-judicial capacity, in particular, deciding appeals.

Board Members Authority

State law determines that power belongs not to individual board members, but to the Board of Education itself. Board Members have authority only when acting as a Board of Education in a legally constituted session, a quorum being present. The statement or action of an individual member or group of members of the Board of Education does not bind the Board of Education itself, except when that statement or action is authorized by an official act of the Board.

Responsibility and Duties of the Superintendent of Schools

The Superintendent of Schools is responsible for the administration of his/her office and carries out the laws, bylaws, and policies of the Maryland State Board of Education as well as the rules, regulations, and policies of the county's Board of Education. The Superintendent of Schools advises the Board of Education on educational policies of the school system, school attendance areas, curriculum guides and courses of study, and any question under consideration by the Board. The Superintendent of Schools recommends contracts, to the extent required by law, and other documents for Board approval. The Superintendent of Schools also informs the Board in advance of administrative reorganizations, including transfers of functions, establishment of positions and offices, and consolidations of positions and offices. The Superintendent of Schools proposes annual operating and capital budgets to the Board of Education. The Superintendent of Schools attends all meetings of the Board and its committees, unless his/her tenure or salary or the administration of his/her office is under consideration, and, except when the Board is considering appeals in its quasi-judicial role in closed session. In the absence of the Superintendent of Schools, a designee fulfills these duties. By contract, the Superintendent of Schools is evaluated annually.

By law, the Superintendent of Schools serves as executive officer, secretary, and treasurer of the Board, keeping a record of the proceedings of each meeting of the Board and of all actions taken by the Board.

The Superintendent of Schools recommends the appointment of administrative and supervisory personnel to the Board of Education for its approval. The Superintendent of Schools also informs the Board in advance of transfers of administrative and supervisory personnel. The Superintendent of Schools also recommends approval of personnel appointments, terminations of personnel, and disciplinary actions.

Meetings of the Board of Education

All meetings of the Board of Education are public meetings, except for closed sessions as permitted under state law. The meetings are held at the Administrative Building of the Board of Education at 5608 Boundary Avenue, Rock Hall, Maryland, unless otherwise designated. The public is invited to attend all public meetings. The Board typically conducts one business meeting on the second Monday of the month, beginning at 5:30 p.m. and moving immediately into closed session. The public session begins at 6:30 p.m. Anyone needing special accommodations to participate fully in the meeting should notify the Superintendent's Office at 410-778-7113 by noon on the Wednesday preceding the meeting.

Public Participation

At every business meeting, time is set-aside for public participation. Speakers should limit their comments to 3 minutes. The President may limit the public participation section to no more than 30 minutes. Speakers should sign up prior to the meeting. Comments about the actions or statements of individual staff members are not appropriate for public participation and should be referred to the Superintendent of Schools or processed through available channels: teacher, principal, and/or central office personnel. If submitting written comments, speakers are requested to provide 10 copies.

To help ensure effective public participation in the decision-making process, the Board:

- Makes agendas available to the public via the KCPS website in advance of the evening business and special meetings.
- Involves citizens and students on advisory committees.
- Holds public hearings on the operating and capital budgets and on issues of wide public interest.
- Provides time at its business meetings for the public to comment on educational issues and other matters before the Board.
- Encourages citizens to communicate with Board Members by publishing public telephone numbers, fax numbers, addresses, and email addresses.
- Circulates proposed policies for comment.

Special Meetings

Special meetings may be called at any time. Whenever a special meeting is called or there is a change of meeting date or location, information will be posted in the lobby of the Administration Building, on the KCPS website, and, if time permits, in the Kent County News, the Chestertown Spy, and WCTR radio.

Retreats

The Board holds retreats from time to time for such purposes as to provide orientation to newly elected Board members and provide opportunities for members to discuss Board operations, goals, and priorities.

Closed Sessions

Meetings of the Board and its committees are subject to the Open Meetings Act. Under Title 10 of the State Government Article of the Annotated Code of Maryland, the Board of Education is authorized to meet in closed session and retreats to discuss personnel matters, acquisition of real estate, pending litigation, collective bargaining issues, matters protected from public disclosure by law, and other issues including consultation with counsel to obtain specific legal advice under Section 4107 of the Education Article and Section 10-508(a) of the State Government Article of the Annotated Code of Maryland.

Rules of Order

The Board of Education observes Robert's Rules of Order, Newly Revised in conducting its meetings. Moreover, its own rules, state statutes, and Maryland State Department of Education bylaws guide the Board.

Meeting Schedule for 2024-2025

<i>July 8, 2024</i>	<i>January 13, 2025</i>
<i>August 12, 2024</i>	<i>February 10, 2025</i>
<i>September 9, 2024</i>	<i>February 26, 2025</i>
<i>October 14, 2024</i>	<i>March 10, 2025</i>
<i>November 11, 2024</i>	<i>April 14, 2025</i>
<i>November 27, 2024</i>	<i>May 12, 2025</i>
<i>December 9, 2024</i>	<i>May 28, 2025</i>
	<i>June 9, 2025</i>

UNDERSTANDING THE SCHOOL SYSTEM

Who can parents contact when they have a question or concern?

Teacher – the first person you should go to with a concern about your child.

- Talk with your child's teacher; the more he/she knows about your child, the more he/she can help.
- Give the teacher information about your child so you can work as a partner with the teacher.
- You may also want to speak with your child's school counselor for additional assistance.

Principal – the second person you should contact regarding issues and concerns that the teacher cannot resolve.

- Principals are responsible for supervising the whole school.
- Principals help teachers, staff, and students to be successful.
- An important part of each principal's job is working with parents to improve the education of each child.

Director of Transportation and Support Supervisor of Food Service – Contact these individuals whenever you have issues that the principal cannot resolve in the areas of transportation or food service.

- The Director schedules all bus routes and resolves any concerns about times and routes.
- The Food Service Support Supervisor manages the breakfast and lunch programs.

Director of Teaching and Learning – Contact this individual if unable to resolve instructional matters of curriculum, assessment, or instruction involving an elementary, middle, or high school.

Director of Student Services – Contact this individual if unable to resolve student behavior or discipline issues with the principal.

Director of Finance – Contact this individual if you have questions regarding school finances.

Director of Technology – Contact this individual if unable to resolve matters involving technology with your building tech.

Superintendent of Schools – When you are unable to resolve a concern with the teacher, principal, supervisor, or director.

PROGRAMS, POLICIES, AND PROCEDURES

NOTICE OF NON-DISCRIMINATION

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

ELIGIBILITY FOR HIGH SCHOOL ATHLETICS

Definition: Extracurricular Activities – Activities available to students beyond the regular school day, which are voluntary and not required for the satisfactory completion of a particular class. Participation in meaningful extracurricular teams or activities is a beneficial activity for students. These procedures outline the eligibility requirements for participation in extracurricular teams or activities.

To participate in athletics at the high school, students must meet the following expectations:

Standards

- Students must be enrolled in Kent County Public Schools and must attend at least one class on the campus of Kent County High School.
- Students must be present the equivalent of a full day to participate in that day's after-school athletics. Exceptions may only be made by the principal or designee.
- Students must meet all school criteria for eligibility.
- Students must meet all standards set by coaches for participation as well as rules and guidelines outlined in the **Eligibility for Participation in High School Athletics** procedure and in the current student athletic handbook.
- Any student may be denied permission by the school principal to attend or participate in any extracurricular school activity. Reasons for such actions shall be communicated to the student and the parent/guardian of the student.
- Students participating in extracurricular activities away from school and returning to school at 9:00 pm or later will be given a grace period of one day for assignments, including tests and quizzes, made the day of the event for the next school day. This does not apply to students attending events as spectators. Students are still responsible for all work assigned prior to the day of the event. All work must be made up within the grace period to receive credit.
- Students attending or participating in home or away school-sponsored events, in the afternoon, evening, or on the weekend are subject to all school rules, regulations, and guidelines in the student code of conduct.
- Kent County Public Schools, as a member of the Maryland Public Secondary Schools Athletic Association (MPSSAA), shall abide by the rules and regulations of that association, and by the constitution, by-laws, and policies of the Bayside Athletic Conference (BAC)

- Kent County Public Schools will be governed by all other regulations and policies of the Bayside Athletic Conference (BAC) as written, without change, in its' handbook.
- The Kent County *Eligibility for Participation in High School Athletics* Procedure supersedes Article I-Eligibility of the Bayside Athletic Conference policies. All items in the procedure are either comparable to or are more stringent than the present Bayside Athletic Conference policy.

Academic Eligibility Requirements

Report Card:

- Grades used to determine eligibility/ineligibility will be based on interims and Q1, Q2, Q3, Q4.
- To be considered eligible, a student must have a GPA of 2.0 or above on his/her report card.
- The student will become eligible/ineligible on the day that interim/report cards are issued/mailed.
- If the student was in good standing at the last grading period but now has a GPA below 2.0, they will be placed on **probation** until the next grade report card.
- A student while on probation may continue to practice and play with the team or participate in the extra-curricular activity.
- At the next report card, the student on **probation** must have a GPA of 2.000 or better to remain on the team.
- An interim can result in eligibility but will not result in ineligibility.
- Eligibility for fall participation is based on Q4 from the previous school year.
- Eligibility for participation is determined at the beginning of the season. Roster amendments may not occur after the submission date to the Bayside Conference. Eligibility to return to a team will be evaluated on an individual basis by the coach and athletic director, with final approval by the principal if necessary.
- A student who is ineligible may not practice or play with the team during the period of ineligibility.
- If a student fails a class for the school year, they may become eligible for fall semester by taking and passing the failed course(s) in summer school should the new GPA meet eligibility requirements. In this special circumstance, the GPA will be calculated from Y2 not Q4.
- All incoming 8th grade students will be considered eligible upon entering high school.

Behavioral Eligibility Requirement

- If a student is charged with committing a reportable offense act under the Safe School Law of 2010, on school property, off school property, or during non-school hours, and assigned to an alternative placement due to this offense, the student will be ineligible for one calendar year from the date of the reportable offense.
- If a student is convicted of a crime classified as a felony under Maryland or federal law, he or she is not eligible to participate in any extracurricular program from the date of conviction through the end of the student's high school career. This will include rising freshmen after they have been promoted from KCMS in June.
- Students placed on home detention by a Judge or Court shall not participate in any extracurricular activity (including athletics) until the Judge or Court terminates the home detention.
- Students suspended from school, in-school suspension included, are not eligible to participate during this time period. It is important to note that depending on the circumstances of the suspension, a student may be removed from the team based on the Trojan Code of Conduct located in the Athletic Handbook.

Dual Sport Participation

- Student athletes will be allowed to participate in two interscholastic sports during the same season. Student athletes wishing to participate in two sports during the same season will need to obtain a request form from the Athletic Director and follow the guidelines established by the Bayside Conference.

STUDENT ATTENDANCE POLICY

The Board of Education of Kent County strongly believes that success in school is dependent upon continuous and consistent classroom instructional experience. Therefore, students must attend school and all classes regularly and be punctual if they are to maximize their educational experience.

There is a significant relationship between regular attendance and academic achievement and completion of a school program. Regular attendance assists students in the development of self-discipline and good work habits. These habits generally remain with the students as they enter the world of work. It is essential to teach the benefits of and encourage good attendance and punctuality during a student's educational career.

Regular attendance is a shared responsibility by the community, the home, the students, and the school personnel, and we must work together to promote it to the fullest extent possible.

Students who are pregnant or parenting will need a process that clarifies their ability to receive continuity of instruction, classroom participation, and learning experiences. Certain circumstances related to pregnancy or parenting should be certified absences from school and allow students to make up work from these absences. At least 10 days of excused absences will be provided for a parenting student after the birth of the student's child. Parenting students must be excused from class due to the use of a lactation space to nurse or express milk.

Definitions

Absence: The failure of a student to be physically present in school/class or at a school-related activity for less than 10% of the school day.

Attendance: The act of being physically present at school or a school-related activity during the school day.

Attendance Source Documents: Records that are maintained by classroom teachers, homeroom teachers, substitute teachers, or other staff members that document the students' attendance.

Full Day: A student is counted present for a full day if the student is in attendance for more than half of the school day.

Half Day: A student is counted present for a half day if the student is in attendance for 10-50% of the school day.

Tardy: A student who arrives after the official start of the school day will be considered tardy.

Early Leave: A student who is picked up from school and/or leaves before the official end of the school day is considered to have early leave.

Chronically Absent: A student who is absent from school for more than 10% of the school days in any given marking period, semester, or academic year for unlawful reasons.

Habitually Truant: A student who meets ALL of the following criteria during the school year:

- Was age 5 through 20 years old
- Was enrolled in the Kent County Public School System for 91 or more days
- Was unlawfully absent for 20% or more of the total days of enrollment.

Lawful Absence: An excused absence for any portion of the day under the following conditions:

- Death in the immediate family
- Illness of the student
- Court summons
- Hazardous weather conditions
- Work approved or sponsored by the school
- Observance of a religious holiday
- State emergency
- Suspension
- Lack of authorized transportation
- Behavioral Health Need (mental health)
- Other emergency or set of circumstances which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school. For pregnant or parenting students, any parenting-related absences due to illness or a medical appointment of the student's child are excused, including up to 4 days of absences per school year for which the school may not require a note from a physician.

Unlawful Absence: An unexcused absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy. Students unlawfully absent are considered truant.

School-related Activity: Any school system activity, whether held on or off school property, in which a student directly participated, or in which the student does not directly participate but represents the school or student body simply by being there.

Truant: A student who is absent for a day or any portion of a day for any reason other than those cited as lawful in COMAR 13A.08.01.03 and/or failure to bring a note written by a parent/guardian to verify a lawful absence.

Adoption: The legal process whereby a person assumes the parenting of another child and the permanent transfer of all rights and responsibilities, along with filiation, from that child's biological parent or parents.

Custodial Parent: The parent who has either sole of physical custody of the child or the parent with whom the child resides for a majority of the time.

Visitation: The permission granted by the court to a parent to visit his/her child or children.

Parent: A student who is or is acting as the mother, father, or legal guardian of a child.

Standards

- The minimal standard is 94% attendance per marking period for all students. This standard considers both lawful and unlawful absences.
- A student shall not be absent from school in excess of 3 days in any single marking period for reasons coded as unlawful. Half days will accumulate. Two half days will equal one full day.
- Any absences coded as lawful will not count against the 3-day limit, but will be considered when implementing interventions.
- Students who are tardy to school more than 20% of any marking period will be referred to Student Services for possible involvement from the Kent County States Attorney's Office.
- The parent/guardian of each student must provide the necessary certification for lawful absences on the day that the student returns to school following the absence. If the necessary certification is not received by the school within 3 school days, the absence(s) will be coded as unlawful, and the student will be considered as having been truant.
- Parent notes may be used to excuse a maximum of 3 absences in any marking period for physical or behavioral (mental health) illness. Additional absences in any marking period require legal or medical documentation from a healthcare provider.
- A visit to a post-secondary institution may be coded as a lawful absence by a high school administrator provided the student produces written confirmation of the visit.

Actions or Consequences for Not Meeting the Standard

Any student who has been unlawfully absent from school in excess of 3 days in any single marking period will receive a failing grade in all subjects for that marking period. Parents will be notified when a student has any absences coded as unlawful. **Interventions with regard to student attendance may include one or more of the following actions (school officials may waive these actions when they are aware of circumstances beyond the student's control such as documented chronic illnesses, etc.):**

1. Parents/Guardians will be notified via telephone upon a student's absence from school.
2. Continued absence and/or tardiness of the student will result in the initiation of one or more of the following actions:
 - a. Conference with parent, student, and the principal or designee
 - b. Letter to parent/guardian
 - c. Referral to school-based Student Services Team
 - d. Referral to County's Truancy Diversion Program
 - e. Referral to Supervisor of Student Services
 - f. A requirement to make up lost instructional time
 - g. Written contract
 - h. Removal of school privileges
 - i. Restriction of extracurricular activities
 - j. Failure of all classes for the marking period
 - k. Referral to Kent County State's Attorney's Office for violation of the compulsory attendance law.

Reinstatement of Grades

A student who has failed all subjects due to exceeding the 3-day limit of absences coded as unlawful in a marking period, shall have the earned grades reinstated providing the student does not exceed the 3-day limit in the next marking period. Students who fail all subjects in the 4th marking period due to exceeding the 3-day limit of absences coded as unlawful will be unable to get those grades reinstated. If a student is a senior, this may affect their ability to graduate.

Make-Up Work

Lawful absences

A student absent for lawful reasons will be permitted to make up work for full credit as long as it is completed within the time frame as stated in the make-up provisions of the grading criteria distributed to the student and submitted to the principal by the teacher. If work is not completed within this timeline, the student will receive a failing grade for the missed assignments.

Unlawful absences

Students will be permitted to make up work missed due to unlawful absences as long as the work is completed within the time frame as stated in the make-up provisions of the grading criteria distributed to the student and submitted to the principal by the teacher. As long as the assignments are completed within this time frame, the student will have the grade lowered one letter grade below the grade earned.

Appeals Process

Parents/Guardians may follow the process listed below to appeal attendance violation decisions related to the "Student Attendance Policy" at both the school and central office levels:

1. The parent/guardian will be notified by the school administration when the student exceeds the limit for absenteeism, and as a consequence will receive failing grades.
2. The parent/guardian shall have the responsibility of filing an appeal upon the receipt of the notification letter.
3. The appeal must be submitted to the school administration no later than 7 school days following the distribution date of the report card for each marking period.
4. The principal or his/her designee will schedule a conference with the parent/guardian and student (when appropriate) to hear the appeal.
5. The principal or his/her designee will notify the parent or guardian of the outcome of the appeal no later than 7 school days following the hearing.
6. The right of due process permits the parent/guardian to appeal the decision rendered by the principal or his/her designee to the Superintendent's designee.

COMMUNICATING WITH THE SCHOOL

Parents are encouraged to maintain contact with the principal, teachers, and school counselor. Parents may contact the principal, teachers, and staff with questions, concerns, or complaints by phone call, letter or note, agenda book comments, parent-teacher conference, or email using PowerSchool's Parent Access portal. Concerns sent to the principal will be forwarded to the teacher to make communication more effective. Staff members will make every attempt to respond to correspondence within two working days. Responses by email will not contain confidential information.

PowerSchool Parent Access Program

The PowerSchool Parent Access program is offered through the school district's and each school's website. Parents or legal guardians may request access to their student's assignments, grades, attendance, and other records using any computer with web access. Using this portal, parents may register for email updates on their child's progress. The portal also provides links to the school's daily bulletin. To sign up for Parent Access, parents should complete the form available at all schools or on the website (www.kent.k12.md.us). The form must be returned in person to the school with photo ID. Each parent will be issued a username and password to access the portal. The Parent Access address is: <https://kcps.powerschool.com/public/home.html>. Assistance with usernames, passwords, or portal features is available at 410-778-7111.

PowerSchool Student Access Program

Kent County Public Schools offers access to student information through PowerSchool's student web portal, allowing students and parents to monitor their own progress. Parents will receive a form in their back-to-school packets allowing them to "opt-out" of student access for their child. This access will be granted for students in Grades 3-12. If parents do not wish their child to have access to PowerSchool, they must indicate on the form.

KENT COUNTY PUBLIC SCHOOLS' WEBSITE

www.kent.k12.md.us

The Kent County Public Schools website includes the school system profile, news, awards, events, links to individual school websites, and an achievement overview. It also includes information about the Board of Education, the schools, and employment opportunities.

The website includes useful parent information:

- School system calendars
- School Board information and policies
- Telephone numbers and email addresses
- Achievement overview
- School closing or delay information
- Lunch menus
- Transportation and Sports Schedules
- Report card and interim report dates
- PTA meeting schedule
- Links to school websites and educational resources.

KENT COUNTY PUBLIC SCHOOLS' MOBILE APP

www.schoolinfoapp.com/ourapps.aspx

Search your app store, go to <http://www.schoolinfoapp.com/ourapps.aspx> or scan the QR code below to download the Kent County Public Schools app by SchoolInfoApp on your Apple or Android device. With our app, you can:

- Keep up with all of our latest news, information and announcements
- Find out about events and activities
- Contact teachers, staff and administration
- Get important documents, picture galleries and other media
- Help promote school safety through the Tip Line.



USE OF COMPUTER, INTERNET, CELL PHONE, AND OTHER COMMUNICATION DEVICES

Kent County Public Schools provides computer equipment, computer services, and network access for educational purposes to improve teaching and learning. Access to networks both inside and outside of KCPS carries with it the responsibility for proper use of those resources and the computing facilities.

KCPS recognizes most computer users are thoughtful, responsible users; however, irresponsible users can disrupt and interfere with the rights of all users. Should any student violate the purpose of instructional technology, access privileges may be modified, disciplinary action will be taken, and/or appropriate legal action may be taken. Some inappropriate use of technology may be a criminal offense.

It is impossible to document all inappropriate conduct and use of computer facilities. Therefore, users should avoid using KCPS networks and computers for anything other than education or work-related purposes. Any

tampering with KCPS networks, computers, systems, files, or passwords associated with them is also prohibited.

KCPS's Internet Safety and Appropriate Use of Computer Networks Procedure provides complete details for the safe and appropriate use of the Kent County Public School networks and the Internet by students and staff. It also assures compliance with the Children's Internet Protection Act [Pub. L. No. 106-554, 20 U.S.C. 9134, and 47 U.S.C. 254(h)]. It is posted on the KCPS website (www.kent.k12.md.us) under the Technology Department.

Students are permitted to have cell phones on school property, however, irresponsible use as deemed by administrative staff will result in disciplinary consequences, which may include confiscation of such devices.

Use of a personal device on KCPS property is strictly prohibited. Unlawful access to KCPS networks without written permission may result in appropriate disciplinary and/or legal actions.

VIDEO SURVEILLANCE

Kent County Public Schools uses video surveillance on school properties and school buses. Videos may be used as supportive evidence when taking disciplinary/legal action.

CARE OF SCHOOL PROPERTY

The school system provides textbooks, tablets, laptops, library books, and other materials and equipment at no cost to students for their use during the school year. These items are the property of the school system. Students are responsible for the proper care and return of school property.

- At the beginning of the year, each student is assigned the materials needed.
- The replacement cost will be assessed for lost or damaged materials.
- Periodically, teachers will check to assure that materials are in the hands of the assigned students.
- If a student loses or damages his or her book(s), the school should be notified as soon as possible.
- Textbooks should be covered at all times
- Purposeful destruction of school property by tearing, cutting, defacing or otherwise damaging materials will be treated under the Code of Conduct as "Destruction of School Property."
- Replacement costs for lost or damaged school property are determined by the current cost to replace the lost or damaged materials.
- Students may receive a full refund if they find the lost school property and return it in good condition. Refunds are allowed only in the year that the loss occurs.

COUNSELING, GUIDANCE, AND MENTAL HEALTH SERVICES

Services from the school counselor are available to students at each school. The school counselor will assist students with educational and career decisions, monitor student academic progress, and assist with personal and/or behavior problems. To arrange an appointment with the school counselor, please call the school.

Mental Health — When Should I Be Concerned?

Parents and family members are usually the first people to become aware that a child may be having emotional or behavioral difficulties. There are a number of signs that may indicate that a child needs assistance:

- Changes in school performance
- Frequent worrying or anxiety
- Refusal and/or loss of interest in attending school or outside activities
- Sleep problems (too much or too little), may include frequent nightmares
- Eating problems (too much or too little)
- Persistent aggression and/or noncompliance
- Frequent temper tantrums

- Depressed or irritable mood; frequent crying
- Drug or alcohol use
- Inability to cope with problems and activities
- Numerous physical complaints (headaches, stomachaches, pains)
- Difficulty focusing or concentrating
- Extreme lack of energy
- Obsessive-compulsive behavior
- Preoccupation with violence and death
- Suicide threats*
- Self-injurious behavior*

Children and adolescents may experience one or more of these difficulties at some point in their development. Parents should be concerned when children exhibit symptoms over an extended period of time or when symptoms are severe enough that they interfere with the child's ability to function normally.

***NOTE: Immediate assistance should be sought for any suicidal or self-injurious behavior.**

Maryland Department of Health
Maryland Youth Crisis Hotline: 1-800-422-0009
Eastern Shore Mobile Crisis Hotline: 1-888-407-8018

Mental Health – Where to Seek Help?

School Counselors are often the best place to start since they are familiar with all children in the building where they work and they are familiar with the resources available in the community. School counselors may work with students individually or in small groups. The school counselor can be reached by calling the main office at your child's school.

School Social Workers work closely with school counselors and are trained mental health professionals who can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group counseling.

School Psychologists are helpful resources to assess the severity of learning and behavior problems, to provide counseling and consultation, and to refer children to community mental health professionals when necessary.

Community Mental Health Professionals: When emotional and behavioral difficulties begin to affect a child's ability to cope, individual therapy may be necessary. There are several psychologists and social workers in the community that provide therapy to children and adolescents. For a list of mental health practitioners, please call your school counselor or school psychologist.

University of Maryland Shore Medical Center at Chestertown: For suicide threats and attempts, and self-injurious behavior that requires medical assistance, take your child directly to the Emergency Room or call 911.

DRUG-FREE WORK-PLACE

In compliance with the Federal Drug-Free Workplace Act of 1988, the Kent County Public School System shall provide annual certification to each federal agency from which the system receives grants that it provides and will maintain a drug-free workplace in accordance with the requirements of the Act.

The school system publishes a statement notifying employees of the following:

- That it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace;
- That appropriate personnel action, up to and including termination of employment, will be taken against employees convicted of such actions in the workplace; and
- That as a condition of employment the employee shall abide by the terms of the statement and notify the administration of any criminal drug statute conviction for a violation occurring in the workplace.

The system provides all employees with a copy of the statement. The system has established a Drug-Free Awareness Program and a Drug-Free In-Service Training Program. The system notifies the Federal Grantor Agency after receiving notice of a criminal drug statute conviction for a violation occurring in the workplace.

The system, after receiving notice of a criminal drug statute conviction occurring in the workplace, shall take appropriate personnel action against the employee and/or require that the employee participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

The system shall submit an annual certification statement to each Federal Grantor Agency from which grants are to be obtained for the subsequent Federal fiscal year. The certification statement shall incorporate the statutory requirements for a drug-free workplace and a list of the workplaces associated with the specific grant(s). The system shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this Policy.

***All Kent County Public School properties are tobacco and vape free.**

EARLY ARRIVAL AT SCHOOL

As a general rule, children should not arrive at school more than 15 minutes before instruction begins and shall leave the school grounds no later than 15 minutes after instruction ends, except to attend school-sponsored and teacher-supervised activities.

EARLY RELEASE OF STUDENT FROM SCHOOL

A request must be made in writing by the parent or guardian each time the student is to be released early. Please do not call the school to make changes in the dismissal procedure unless it is an emergency.

When it is time to leave the school, the parent or guardian must come to the office to sign the child out. Picture identification may be requested.

Changes in pick up arrangements must be made in writing and have an official parent or guardian signature.

Copies of official documents indicating changes in custody must be on file in order to change pick-up arrangements. Please note: By law, school officials cannot restrict any parent from picking up a child unless we have formal, current court papers on file in the office regarding restrictions.

To ensure the safety of your child, we cannot allow your child to go home with a friend without written or verbal permission from the child's parent/guardian. If you are unable to get to the school by dismissal time, you must call the school. Repeated incidences of students left at school after dismissal time may result in a referral to Social Services.

- If you do not do one of the above, your child will be placed on the school bus.
- A child verbally relaying this information to the school is not acceptable.

EMERGENCY SCHOOL CLOSINGS, CANCELLATIONS, AND DELAYS IN OPENING

Kent County Public Schools is committed to student safety. Dense fog, hurricane, snow, ice, and other emergencies may change the school schedule. Decisions to delay the opening of school, to cancel school, to close schools early, or to cancel after-school or evening activities are made when the safety of students and staff is a concern.

Inclement Weather Policy

The decision to close or delay schools is made by the Superintendent by 5:30 a.m. and announced no later than 6 a.m., *whenever possible*. The decision is made after consulting the Director of Transportation, state and local police, highway departments, and other local county sources. Parents should make plans in advance for the possibility of schools being closed, delayed, or dismissed early due to cold weather, fog, excessive heat, or other emergencies.

Official Announcement

In the event that schools are to be closed, delayed, or dismissed early, an official announcement will be made on:

- Bright Arrow Notification System
- WBAL Radio: 1090 AM
- WKHS Radio: 90.5 FM
- WCTR Radio: 1530 AM
- WBAL TV: Channel 11
- Website: www.kent.k12.md.us
- KCPS Mobile App
- Facebook <https://www.facebook.com/kcpsmdk12>

No announcement will be made when schools are on a regular schedule.

On days when schools are closed or when there is an early dismissal because of inclement weather, all evening activities in school buildings are canceled, including athletics.

EMERGENCIES AND STUDENT SAFETY

Crisis Response Plan

Kent County Public Schools follows an Emergency Management process. The school district and each school have a School Emergency/Crisis Response Plan. Kent County Public Schools has a detailed crisis response plan on file with the Kent County 911 Center. The plan is reviewed and updated annually. It includes step-by-step procedures for responding to a variety of natural and manmade disasters. Every administrator has a full copy of the plan, and all teachers and designated support staff have detailed descriptions of their roles.

Parents who wish to pick up their child during a potential emergency situation must visit the designated student sign-out area, present a picture identification, and sign their child out. Only people listed on the student's emergency information card may pick up students during a crisis situation. It is very important for schools to maintain student safety during crisis events and parent cooperation is crucial.

Emergencies and Evacuations

If it is necessary to evacuate the building, students will be escorted or transported to a designated alternate site for safety. Notification to parents will be made through the school voice mail system and/or the school district website. Parents and guardians may only pick up their children from the alternate site after appropriate checkout procedures have been followed.

Fire, Tornado, and Other Drills

Emergency drills at monthly intervals are required by law and are an important safety precaution. At the sounding of an alarm, students will proceed as follows:

- Move to the designated area in a quiet, orderly manner. Students should walk in single file.
- Walk swiftly, DO NOT RUN.
- If outside, move away from the building. Do not congregate on roadways or parking lots.
- Remain in the designated area quietly.
- Stay with the teacher at all times.
- Cooperate fully with directions given by the administration and/or their teacher.
- Return quietly to the classroom when signaled.

Visitors

Kent County Public Schools welcome parents, visitors, and volunteers. In the interest of safety and security, all visitors are required to sign in and out of the school at the office and wear a badge while they are in the building. All persons including the superintendent, other school officials, staff member families, parent volunteers, and substitute teachers follow this practice, and all visitors and guests are asked to follow these rules to assure the safety of our schools. Any interruption or disturbance that interferes with the instructional operation of a school is not permitted.

Visitors and volunteers are asked to comply with all district policies and procedures. Although we realize that the cell phone has become an important communication tool in today's world, it is not something that visitors need to be using during the school day. Schools obtain parent permission to utilize images of students in newsletters, social media, etc. In that regard, there are families of students that do not wish for pictures of their children to be shared publicly. It is expected that all visitors and volunteers refrain from taking pictures or videos in the classroom due to the Family Educational Rights and Privacy Rights (FERPA). Families and visitors may take videos or pictures at public events such as promotion ceremonies or special assemblies.

If a parent/guardian wishes to provide a store-bought treat, it must be provided in quantities for all students in the class will receive the treat at a mutually agreed upon time with the classroom teacher. These treats should NOT be handed out during lunch time in the cafeteria. Those bringing treats should check with the classroom teacher or health nurse to determine what type of treat would be most appropriate given any food sensitivity/allergy issues present in the classroom.

FIELD TRIPS AND STUDENT ACCIDENT INSURANCE

Field trips are viewed as an extension of the classroom. All students participating on a field trip must submit the approved Field Trip Permission Form signed by a parent or guardian granting permission for the student to participate in the field trip activity and provide proof of insurance. Students are encouraged to provide proof of insurance in order to attend field trips. Parents may purchase 24-hour insurance coverage for their child for the day of the field trip by contacting your school. All school rules, regulations, and standards for student behavior are in effect during the field trip. The school administration reserves the right to deny a student for participation in any or all field trips.

The Kent County Public School System offers parents the opportunity to purchase an accident insurance plan for their child. Student Accident Insurance is for any accident that occurs during school hours, at school activities, or on a field trip. Please note that your child **must be covered by family insurance** or the **KCPS Student Accident Insurance** to go on any field trip. Parents are encouraged to complete an application for the insurance program. Applications are available in the school office.

Student Accident Insurance is a student program for parents without insurance. It is also designed to provide additional coverage to augment a family's existing insurance. There are different plans available to fit your child's need(s). Please review the brochure from Bob McCloskey for more information. The insurance can be purchased through Bob McCloskey Insurance at a one-time premium amount for the school year, depending on what coverage you have selected.

When purchasing the Student Accident Insurance, please reach out to Bob McCloskey Insurance directly at www.bobmccloskey.com/k12Voluntary. This information can also be retrieved from the KCPS Director of Finance.

Please note that KCPS can only provide you with the information received for selecting this insurance option for the district. KCPS will not be able to assist with more specific information. However, the 24-hour coverage does cover for accidents occurring outside of school activities.

FOOD SERVICE AND SCHOOL LUNCH PROGRAM

The Kent County Public School System participates in the National School Lunch and Breakfast Program. Nutritious meals are served each day based on USDA guidelines. Kent County Public Schools meets all the current State and federal.

The school cafeterias provide well-balanced breakfasts and lunches to students. The school lunch program is designed to help students make healthy choices in appropriate portions. Adjustments to the menus may occur due to the availability of items. Menus are posted in all schools and distributed in all elementary schools. Menus are also posted on our website <https://www.kent.k12.md.us/SchoolMenus.aspx>.

All five schools participate in the Maryland Meals for Achievement Program, which allows our schools to offer breakfast in the classroom at no cost to students while meeting all nutritional standards set by the USDA.

Menu Prices: All schools are participating in the Community Eligibility Provision (CEP); therefore, **breakfast and lunch are free (no cost) to all students.**

Educational Benefit Forms will still be provided to families to assist Kent County Public Schools in obtaining funding from various sources. The forms can be completed online.

When your child begins school, a personal identification number (PIN) will be assigned. This PIN will remain in place every year through graduation. This PIN is used to purchase meals through the meal service accounting system. All information about your child is confidential.

All middle and high school students may purchase second meals. All students may purchase snacks. Personal checks are not accepted as payment. Payments are only accepted through our online payment system, providing parents the convenience of prepayment. There are no fees associated with the online payment option. We are using a new and updated system called My School Bucks. This system allows parents the option of depositing money into your child's account any time of the day. You will also be able to access your child's balance and purchases through our website. Parents or guardian are responsible for all balances on your child's account. Your child will not be allowed to purchase snack items if the account has a negative balance.

Balances from a previous year, will remain on the account for the following school year. If your child is a senior or will be leaving the school system, please contact your school cafeteria to pay outstanding balances. You must contact Food Service Support Supervisor Angie Knoll to receive a refund for any positive balance that is remaining in the student's account. All negative balances must be paid at the end of the school year.

GRADING POLICY

Grading and Reporting System

1. Grading System A grading and reporting system that communicates the extent of student mastery of learning standards is an important part of the instructional program and plays a critical role in improving student learning. The grading system recognizes that while all students learn at different rates, each student is expected to master grade-level learning standards and achieve at his/her highest ability. Grades document student learning and mastery of grade-level standards. Grades clearly communicate progress and achievement to students, parents, and educators. Grades also inform and improve instruction and thereby improve student learning. Student behaviors (effort, participation, adherence to rules, etc.) are not to be graded.

2. Evaluation and Feedback Evaluation of student progress and grading must be ongoing and must provide frequent feedback on mastery of the grade level standards and/or IEP goals established for each content area and course. Progress for students with IEPs will be determined through a collaborative effort between the general educator and the special educator.

3. Assessments A variety of assessments are used in determining a student's progress and grades. Teachers determine student grades using assessments based on instructional objectives established by the grade level standards and the Kent County Public Schools Curriculum taught in each subject/class. Teachers are responsible for the implementation of an equitable evaluation system that reflects the progress of each student for the appropriate objectives.

4. Academic Dishonesty Academic dishonesty (cheating, plagiarism, inappropriate/unapproved use of Artificial Intelligence or AI, etc.) will result in disciplinary action or loss of grade.

5. Extra Credit Extra credit assignments are not permitted since they dilute the ability of the grade to communicate mastery of standards. This does not prevent the use of differentiated assignments and assessments.

6. Recouping Grade recouping is an opportunity for students to learn and demonstrate mastery of crucial course content. It is a shared responsibility between home and school. One recouping opportunity must be

offered for each summative assessment. (Note: Midterm, culminating activities, and end-of-course exams are not eligible for grade recouping.). When content mastery is re-assessed, it may be re-assessed partially, entirely, or in a different format as determined by the teacher. While some time must be allowed for re-teaching/relearning of the un-mastered objective(s), recouping must be completed within 8 school days of when the assessment is returned. Students must be required to complete independent related work to be allowed to recoup.

7. Failing Assignment Grade In an effort to equalize the influence of a failing score on a student's grade, no scored assignment will receive a score of less than 50%. The actual percentage, if lower than a 50%, may be added to the comment section of the gradebook to provide instructional feedback. Missing assignments will be recorded as an "!" for missing with a "0%" recorded until the assignment is completed. If the student turns in the missing assignment, any grade lower than a 50% will be recorded as a 50%.

8. Communication Teachers will document communications with students and parents (email, phone, letter, conference) when students consistently fail to complete work or master content. Communication with parents/guardians is defined as a dialogue with the parent or guardian. If unable to contact parents, teachers will refer the student to the school counselor and/or administrator as defined by the school. If a student earns a failing grade for the quarter or final grade, a parent/guardian and the school administrator must be notified by the teacher.

9. End of Marking Period Grade No end of marking period grade will be less than 50% unless a student completes no work during the marking period in which case, a 0% may be recorded as the marking period grade. Teachers will use the comment section to indicate the actual percentage earned. Teachers are responsible for reviewing the students' final grades prior to submitting final grades for the quarter.

Attendance Criteria

1. Student attendance has a direct impact on student academic achievement. Absences will impact grades according to the Kent County Public Schools' Attendance Policy. A student who is absent will be permitted to make up work for full credit as long as it is completed within the designated time frame, i.e., at a minimum a student will be allowed to make up and submit completed work within the same number of days the student was reported absent.

2. The Missing (!) code and a "0%" may be used when a student is absent or if a student has not completed an assignment. The missing work needs to be completed within the timeframe of each grading period (i.e.- interim or end of quarter). The missing code should only be entered after the due date of the assignment has passed. If the student turns in the missing assignment, any grade lower than a 50% will be recorded as a 50%. Clicking the icon button will not calculate a 0.

3. Any student who has been unlawfully absent from school in excess of 3 days in any single marking period will receive a failing grade in all subjects that marking period.

4. Reinstatement of Grades. A student who has failed all subjects due to exceeding the 3-day limit of absences coded as unlawful in a marking period, shall have the earned grades reinstated providing the student does not exceed the 3-day limit in the next marking period. Students who fail all subjects in the 4th marking period due to exceed the 3-day limit of absences coded as unlawful will be unable to get those grades reinstated. If a student is a senior, this may affect their ability to graduate. Grades must be reinstated prior to the lock down and storing of grades in PowerSchool for each quarter report card.

5. A Grade Change form will be completed by the teacher when he or she would like to assign a grade other than that which should be documented by the KCPS Grading Procedure 600-5. An adjustment of a grade will be made for sound educational purpose. Final grade changes must be made within 45 school days following the last day of the grading period. For a grade change for the fourth marking period, the timeline would begin on the first day of school in the new school year.

Documentation of the change will remain on file on the Grade Change Form. A copy will be placed in the student's cumulative folder. Grade change documentation must include: name of teacher requesting the grade change, reason for grade change, signature of person approving the grade change, reason for approval, date of approval, signature of the principal, appeal statement. The counselor is responsible for the grade change.

If a grade change is requested and the teacher of record is unavailable, the principal may review the teacher's grade book in the learning management system and determine if a grade change is warranted.

6. Grade Change appeals should be addressed in writing to the Superintendent within ten (10) school days of the written notification date of the decision.

General Grading Guidelines and Criteria

1. Teachers shall maintain a regular record of each student's progress towards mastery of standards and progress. Each student will be informed about his/her progress throughout the grading period to determine strengths and address weaknesses. **All grades will be entered into PowerSchool on a weekly basis.**

2. Grades will be based on a variety of formative and summative assessments, distributed appropriately throughout the marking period, that measure a student's mastery of the course standards. This distribution must be evident at interim time and at the end of the marking period.

3. Formative and summative measures are used to assess what students know and are able to do. Note: Not all formatives need to be graded. **Teachers are not to exceed 35 grades per quarter.**

<u>Formative Measure Examples</u>	<u>Summative Measure Examples</u>
Condensed assessments that provide students with feedback on their understanding of the content and quickly affect instruction.	Comprehensive assessments used to document mastery of content outcomes that may include multiple concepts and/or skills within a single assignment.
Homework (not more than one-third of the category or 10% of the final grade)	Tests
Classwork	Projects
Teacher checklists/ Choice boards	Lab Activities
Notebooks	Research reports
Short essays	Portfolios
Writing samples	Short and long essays
Selected response items	Presentations
Lab activities	Quizzes

Grading Guidelines and Criteria

1. Teachers shall communicate the grading criteria and requirements in writing to students and parents at the beginning of each course and/or school year.

2. Teachers will document communications with students and parents (email, phone, letter, conference) when students consistently fail to complete work or master content. If unable to contact parents, teachers will refer the student to the school counselor and/or administrator as defined by the school.

3. Grades shall be calculated and recorded as a percentage (out of 100) for grades 3-12.

Elementary School Grading and Reporting

1. Early Childhood: pre-K and kindergarten progress will be communicated using standards-based report cards.

2. Elementary School Grades 1 and 2: Elementary school grades of 1st and 2nd shall use letter grades of E, VG, S, L, and U.

The grades have the following meaning:

E: indicates that the student

- is making **excellent** progress in acquiring basic skills and in gaining knowledge,
- does work of exceptional quality,
- shows outstanding initiative in class and independent activities, and
- is working at or above grade level.

VG: indicates that the student

- is making **very good** progress in acquiring basic skills and in gaining knowledge at his/her instructional level,
- does work of very good quality, and
- shows considerable initiative in class and independent activities.

S: indicates that the student

- is making **satisfactory** progress in acquiring basic skills and in gaining knowledge at his/her instructional level,
- does work of acceptable quality, and
- shows adequate initiative in class and independent activities.

L: indicates that the student

- is making **little** progress in acquiring basic skills and in gaining knowledge
- at his/her instructional level,
- does little work or does work of poor quality, and
- shows little or no initiative in class and independent activities.

U: indicates that the student

- is making **unsatisfactory** progress in acquiring basic skills and in gaining knowledge at his/her instructional level.

3. Elementary School Grades 3 through 5: Elementary school grades 3 through 5 shall use letter grades A, B, C, D, F (without plus or minus).

The grades have the following meaning:

A: indicates that the student

- shows exceptional mastery of skills and knowledge at his/her instructional level,
- completes all classwork and homework assignments
- participates enthusiastically in class activities,
- demonstrates superior performance as an independent learner, and
- is making excellent progress at his/her instructional level.

B: indicates that the student

- shows very good mastery of skills and knowledge at his/her instructional level,
- completes classwork and homework assignments,
- participates actively in class activities, and
- demonstrates very good performance as an independent learner.

C: indicates that the student

- shows adequate mastery of skills and knowledge at his/her instructional level,
- completes classwork and homework assignments,
- participates in class activities, and
- demonstrates acceptable performance as an independent learner.

D: indicates that the student

- shows limited mastery of skills and knowledge at his/her instructional level,
- is inconsistent in completing classwork and homework assignments,
- participates infrequently in class activities, and
- demonstrates poor performance as an independent learner.

F: indicates that the student:

- shows unsatisfactory achievement in meeting minimum standards at his/her instructional level.

Elementary School Grading and Reporting (Grades K-5)

1. Student grades will be based on a minimum number of assessment measures as listed below:

- Classes that meet on a daily basis – minimum of 2 grades per week or 18 grades per quarter (minimum 16 formative and 2 summative) per content

- Classes that meet on a weekly/bi-weekly basis – minimum of 6 grades per quarter.(minimum of 4 formative and 2 summative)
- Classes that meet two to three days per week on alternate days – minimum of 9 grades per quarter (minimum 6 formative and 3 summative)
- School based administrators are responsible for verifying that teachers are meeting the minimum number of grade entries.

2. Teachers will establish due dates:

- Students will have a minimum of as many days as he or she missed to turn in make-up work. Missing assignments will be recorded as “!” and a “0%” for missing. This will remain a 0% unless work is completed within the timeframe. Grades may be lowered no more than 10% per day for late assignments. If the student turns in the missing assignment, any grade lower than a 50% will be recorded as a 50%.
- Teachers will document communications with students and parents (email, phone, letter, conference) when students consistently fail to complete work or master content. If unable to contact parents, teachers will refer the student to the school counselor and/or administrator as defined by the school.

Elementary School Grading and Reporting (Grades 3-5)

1. Formative grades are to be recorded as 50% of the total grade.
2. Summative grades are to be recorded as 50% of the total grade.
3. Must have at least two summative grades per marking period, per subject area.

Secondary School Grading and Reporting (Grades 6-12)

1. Formative grades are to be recorded as 30% of the total grade.
2. Summative grades are to be recorded as 70% of the total grade at the rate of 70%. Grades must be recorded weekly.
3. No single evaluation measure may count more than 25% of the marking period grade.
4. Student grades will be based on a minimum number of assessment measures as listed below but will not exceed 35 graded assignments per quarter:
 - a. Classes that meet on a daily basis – minimum of 2 grades per week or 18 grades total (minimum 15 formative and 3 summative)
 - b. Classes that meet on a different daily/weekly/bi-weekly basis- - minimum of 9 grades per quarter. (minimum 6 formative and 3 summative)
 - c. School-based administrators are responsible for verifying that teachers are meeting the minimum number of grade entries.
5. Teachers will establish due dates:
 - a. Students will have a minimum of as many days as he or she missed to turn in make-up work. Missing assignments will be recorded as “!” and a “0%” for missing. This will remain a 0% unless work is completed within the timeframe. Grades may be lowered no more than 10% per day for late assignments. If the student turns in the missing assignment, any grade lower than a 50% will be recorded as a 50%.
 - b. Teachers will document communications with students and parents (email, phone, letter, conference) when students consistently fail to complete work or master content. If unable to contact parents, teachers will refer the student to the school counselor and/or administrator as defined by the school.

Calculation of Marking Period Grades for Middle School Classes

The grade for the marking period shall be reported as a letter grade and the letter grade will be recorded on the interim and the report card. The letter grade will correspond to the following scale:

<u>Percentage</u>	<u>Letter Grade</u>
93 -100	A
90 - below 93	A-
87 - below 90	B+
83 - below 87	B
80 - below 83	B-
77 - below 80	C+
73 - below 77	C
70 - below 73	C-
67 - below 70	D+
63 - below 67	D
60 - below 63	D-
50 - below 60	F

Determining the Final Middle School Course Grade (not including courses taught in middle school for high school credit)

1. A final grade for the report cards will be calculated for each middle school course. The final grade for the course will be calculated using the average of the percent earned in each quarter.

Examples:

Yearlong course

Quarter 1 percent grade of 75% (C)

Quarter 2 percent grade of 74% (C)

Quarter 3 percent grade of 84% (B)

Quarter 4 percent grade of 92% (A-)

$$\text{Final course grade} = \frac{75+74+84+92}{4} = \frac{325}{4} = 81.25 = \text{B-}$$

Semester course

Quarter 1 percent grade of 71% (C-)

Quarter 2 percent grade of 84% (B)

$$\text{Final course grade} = \frac{71+84}{2} = \frac{155}{2} = 77.5 = \text{C+}$$

2. The final grade for high school courses completed in middle school shall be calculated according to the high school criteria for that course. These courses will be listed on the high school transcript but will not be calculated into the high school GPA.

3. To be enrolled in the next high school course in sequence, the student must pass with a 60% or better. The high school principal may waive this requirement upon consultation with the parent and teacher.

Calculation of Marking Period Grades and Quality Points for High School

1. High school teachers shall calculate individual student grades using a percentage scale (0-100). The grade for the quarter shall be reported as a percent score and a letter grade to be recorded on the interim and the report card. The letter grade will correspond to the following scale:

<u>Percentage</u>	<u>Letter Grade</u>
93 - 100	A
90 - below 93	A-
87 - below 90	B+
83 - below 87	B
80 - below 83	B-
77 - below 80	C+
73 - below 77	C
70 - below 73	C-
67 - below 70	D+
63 - below 67	D
60 - below 63	D-
0 - below 60	F

Determining the Final High School Course Grade

1. To receive a high school credit, a student must earn a minimum grade of 60% and participate in the midterm and final exam/culminating activity.

2. High school courses that meet daily for 18 weeks are called semester courses. Semester courses have two quarter grades (nine weeks each), and a midterm/final exam/culminating activity grade that is 1/5 (20%) of the final course grade.

3. High school courses that meet daily for 36 weeks are called yearlong courses. Yearlong courses have four-quarter grades, a midterm exam/culminating activity, a final exam/culminating activity grade and a final course grade. Each quarter grade is 1/5 (20%), the midterm /final exam is 1/10 (10%), and the culminating activity grade is 1/10 (10%) of the final course grade.

4. The culminating activity grade for each course must provide evidence of the student's knowledge of the essential curriculum for that course. A written examination will be a part of the culminating activity. The other parts of the culminating activity may include but are not limited to projects, presentations, and other performance-based assessments. The school principal will approve, in advance, culminating activity assignments and examinations. All courses, including advanced placement courses, will adhere to these requirements.

Determining Grade Point Average

1. Quality points are used to determine the cumulative grade point average (GPA) for each individual student. The cumulative GPA, which includes grades from both non-weighted and weighted courses, determines a student's academic rank within the class in relation to all members of the particular graduating class.

Examples:

Semester Course

Quarter 1 percent grade of 78 (C+) = $78 \times 2 = 156$

Quarter 2 percent grade of 75 (C) = $75 \times 2 = 150$

Final exam/culminating activity percent grade of 81 (B-) = $81 \times 1 = 81$

Final grade = $\frac{156+150+81}{5} = \frac{387}{5} = 77.4 = C+ = \mathbf{2.33}$ quality points (see table on page 8)

Weighted Semester Course

Quarter 1 percent grade of 78 (C+) = $78 \times 2 = 158$

Quarter 2 percent grade of 75 (C) = $75 \times 2 = 150$

Final exam/culminating activity percent grade of 81 (B-) = $81 \times 1 = 81$

Final grade = $\frac{156+150+81}{5} = \frac{387}{5} = 77.4 = C+ = \mathbf{2.83}$ quality points (see table on page 8)

**Example:
Yearlong Course**

Quarter 1 percent grade of 92 (A-) = $92 \times 2 = 184$

Quarter 2 percent grade of 88 (B+) = $88 \times 2 = 176$

Midterm exam/culminating activity 90 (A-) = $90 \times 1 = 90$

Quarter 3 percent grade of 89 (B+) = $89 \times 2 = 188$

Quarter 4 percent grade of 96 (A) = $96 \times 2 = 192$

Final exam/culminating activity grade of 90 (A-) = $90 \times 1 = 90$

Total = $\frac{184+176+90+188+192+90}{10} = \frac{920}{10} = 92 = A- = \mathbf{3.67}$ quality points

2. Honors, Advanced Placement, STEM, Dual Enrollment Credit College Courses, and the senior courses in a CTE program are graded on a 4.5 scale. Courses that are weighted are listed in the Kent County Public Schools' Student Program of Study. Listed below are the 4.0 and 4.5 scales.

Final Course Letter Grade	Quality Pts	Weighted Quality Pts
A	4	4.5
A-	3.67	4.17
B+	3.33	3.83
B	3	3.50
B-	2.67	3.17
C+	2.33	2.83
C	2	2.5
C-	1.67	2.17
D+	1.33	1.83
D	1	1.5
D-	.67	1.17
F	0	0

To calculate a student's GPA:

- First, add together the quality points assigned to each letter grade.
- Then, divide that total by the potential number of credits.

Example:

A freshman earns the following grades in 8 courses.

The classes are a mixture of non-weighted and weighted.

Course 1	non-weighted	course grade of A = 4.00
Course 2	non-weighted	course grade of B- = 2.67
Course 3	weighted	course grade of A = 4.50
Course 4	non-weighted	course grade of C = 2.00
Course 5	weighted	course grade of A = 4.50
Course 6	weighted	course grade of B = 3.50
Course 7	non-weighted	course grade of C+ = 2.33
Course 8	non-weighted	course grade of F = 0.00

Cumulative GPA at the end of 9th grade is $23.50/8 = 2.94$

3. As a student progresses through the next three years, the total quality points are added together and are divided by the credits completed.

4. A student, to improve his/her grade, may repeat any course if space is available in the course. Online is not an option. The higher grade earned will be included in the student's cumulative GPA. The lower grade earned will be dropped and the course will not be used to calculate cumulative GPA. Both course attempts and the corresponding grades earned will be recorded on the transcript. The highest grade earned for this course will be awarded credit and used for calculating GPA and class rank

5. If a student retakes a course for which credit was previously earned, the student may earn credit more than once for the same course only if the course is designated as such (i.e., repeating credit courses such as drama, band, sculpture/pottery. The course attempt with the highest grade earned will be awarded credit and used for calculating GPA and class rank.

6. Students recouping a failing grade using an online platform must take each unit test and receive a passing grade. Both course attempts and the corresponding grades earned will be recorded on the transcript. The passing grade earned for this course will be awarded credit, calculated into the GPA and class rank.

Determining Student Grade Assignment

Students are required to earn a minimum number of course credits to enter the next grade as follows:

- Sophomore: 5 credits AND entering second year of high school attendance
- Junior: 10 credits AND entering third year of high school attendance
- Senior: 17 credits AND entering fourth year of high school attendance

Weighted Courses

1. Every student enrolled in an Advanced Placement (AP) course is required to take the AP exam at the end of the course. If the student does not take the AP exam, the weight will be removed from the transcript.
2. High school students have the opportunity to take dual enrollment courses from an accredited college, with prior approval from Kent County Public Schools' Division of Teaching, during their junior and senior year. Dual enrollment college courses will be listed on a student's high school transcript. Each dual enrollment course will be counted as one high school credit. Dual enrollment college courses will count toward graduation requirements and will be included in the cumulative GPA. Dual enrollment college courses will carry a weighted value when calculating a GPA.
3. Incomplete Grades:
 - a. The grade of Incomplete (I) may be given in any course to a student who has not completed the prescribed work by the end of the grading period. The principal must approve all incomplete (I) grades in advance.
 - b. A grade of Incomplete (I) will be given to any student who fails to complete the midterm and final examinations/culminating activities. These assessments are required to each course credit.
 - c. The grade of Incomplete (I) will remain on the report card for no longer than two weeks from the date of report card issuance (unless pre-approved by the principal). At the end of two weeks, the teacher will change the grade of I to the grade earned by the student and will notify guidance, the student, and the parent. If the work is not completed by the end of the agreed timeline, the grade will become an F.

Course Withdrawals or Transfers

Withdrawal (W) Code: Students will not be permitted to drop a course after the 5th class session. In cases such as dropping a dual credit college course, loss of an internship or loss of a work-based learning position, students may be withdrawn after the 5th class session. In such instances, students will receive a W (Withdrawal) on the report card and permanent record for that course. No credit shall be earned by students who withdraw after the 10th day.

Course Transfers:

- If a student transfers between levels of the same course (Honors English to English) no W code will be entered on the report card or permanent record. The grade percentage average earned by the student for the dropped course will be entered for each missed assignment in the added course.
- If a student transfers to a different course before the fifth class session, the student will be responsible for catching up in the new course.

- Students must have both principal and parent approval to transfer to a different course. Students will not be permitted to change sections of the same course unless needed to meet graduation requirements or due to an identified individual academic need.
- Students who transfer from a dual credit college course will receive a W (Withdrawal) on the report card and permanent record for that course. Students may be enrolled in another high school course.
- Grades for comparable courses for students who have transferred from another school will be averaged into the final grade.
- Final grades earned for courses completed outside of KCPS will follow the grading and weighting standards of the system in which the course was completed.
- Students returning from a home instruction program of study will receive a Pass or Fail on their transcript for courses taken prior to enrollment. Students may need to take a placement test for math or Spanish since these courses are sequential in nature.
- Students will need to take a placement test for mathematics in Algebra I and higher for CCR and placement determination.

Reporting Interim and Marking Period Progress to Parents

Interim Reports:

- Conferences between teachers and parents are scheduled periodically during the school year. Parents wishing to discuss student progress at any time during the school year should contact the school for an appointment with the teacher, counselor, and/or principal.
- Written interim reports, informing parents of the progress of their child, may be sent to parents at any time during the marking term.
- In all schools, interim reports must be issued at the halfway point of each marking term for all students to advise parents of student progress (satisfactory, unsatisfactory, or failing). In the time period between the interim issued at the halfway point and the end of the term, every reasonable attempt, documented on PowerSchool, will be made by teachers to notify parents of patterns of incomplete or failing grades.

Marking Period Grade Reports:

- Report cards are issued four times a year to students.
- Dates for the grading term periods and interim dates for the school year will be published in the Kent County Public Schools school calendar each fall for students and parents.
- Reports of progress on IEPs are issued four times a year (with report cards) to parents of students with disabilities. Progress will also be reported at each student's Annual Review.

Honor Roll

Elementary and Middle

- In order to be eligible for the honor roll, a student in Grades 3-8 must earn all As and Bs.

High School

- Eligibility for the honor roll is based on the student's current marking period grades.
- In order to earn honor roll status, a student must have a GPA of 3.0 to 3.66.
- In order to earn distinguished honors or high honor roll status, a student must have a GPA of 3.67 or above.

GRADUATION REQUIREMENTS

Students must satisfactorily meet these requirements to graduate from Kent County High School with a Maryland State Diploma:

Enrollment Requirement: Complete four (4) years of approved study beyond eighth grade unless one of the alternatives in the state regulation is satisfied.

Competency Prerequisites: Must participate in all MSDE state required assessments.

Credit Requirements for the Class of 2024: Earn a minimum of 23 credits in courses specified below. Students graduating in 2025 and beyond must earn a minimum of 25 credits in specified courses listed below.

Student Service: Complete 75 hours of service learning that includes preparation, action, and reflection.

Senior Research Paper: To be completed in English IV.

Senior Portfolio: To be completed by Career and Technical Education (CTE) Program students during their senior year.

These are the 23 credits required for the Class of 2024:

- Four (4) English/Language Arts
- Three (3) Social Studies (Government, World History, US History)
- Three (3) Science (Biology and 2 other sciences)
- Four (4) Mathematics (including Algebra I and Geometry) students must take a math class each year during high school.
- One-Half (1/2) Physical Education
- One-Half (1/2) Health Education
- One (1) Fine Arts
- One (1) Technology Education
- One to Four (1-4) Electives
- And a Choice of One of These:
 - Two (2) World Languages OR
 - Two (2) Advanced Technology OR
 - Four (4) or Five (5) State-Approved CTE Program

These are the twenty-five (25) credits required for the classes of 2025 and beyond

- Four (4) English/Language Arts
- Four (4) Soc. Studies (Government, World History, US History and 1 other social studies)
- Four (4) Science (Biology and 3 other sciences)
- Four (4) Mathematics (including Algebra I and Geometry) students must take a math class each year during high school.
- One (1) Physical Education
- One (1) Health Education
- One (1) Fine Arts
- One (1) Technology Education
- One to Four (1-4) Electives
- And A Choice of One of These:
 - Two (2) World Languages OR
 - Four (4) or Five (5) State-Approved CTE Program

High School Promotion Requirements

All high school students will be required to earn a minimum number of credits to enter the next grade as follows:

- Sophomores: 5 credits and entering second year of high school attendance
- Junior: 10 credits and entering third year of high school attendance
- Senior: 17 credits and entering fourth year of high school attendance

Service Learning

Students in Maryland are required to perform service learning as a graduation requirement. Students may begin earning service-learning hours as early as elementary or middle school to meet the graduation requirement of 75 hours. The service-learning requirement may be met by completing service learning units included in grades 5-9.

HEALTH POLICIES

Medications

No medications can be given at school until the school nurse or certified nursing assistant receives written orders from the student's health care provider with the required parent signature. This applies to both prescription and over the counter medications including inhalers, ointments, eye/ear drops, Tylenol, etc.

Parents must ensure the medications are in the original pharmacy labeled container and deliver the medications to school. The first dose of medications must be taken at home. After approval of the school nurse or certified nursing assistant, only physician-ordered emergency medications may be carried by the student.

Medication forms are available in all schools (and on our website, www.kent.k12.md.us). All questions regarding medications must be directed to the school nurse or certified nursing assistant.

Special Health Needs

Parents should contact the school nurse or certified nursing assistant if their child has any special health needs requiring a special individualized health procedure. This would include students at risk for severe allergic reactions to food or bee stings (anaphylaxis), asthma, diabetes, or other health concerns requiring emergency care and medications. Specific health care plans will be developed to provide a safer learning environment for specific students. In addition, if students need to stay overnight during a crisis situation, the school nurse or certified nursing assistant should be contacted to plan for any medical needs normally provided at home (special diets, medications, treatment).

Physical Exams and Lead Testing Certificate

According to Maryland law (EA57-402) a physical examination shall be required of each child entering the Maryland Public Schools for the first time. The examination must be completed within the period of nine months prior to entrance or six months after entrance.

Maryland law (HB 1221) requires documentation of blood lead testing for all public pre-kindergarten, kindergarten, and first grade students in areas designated as at-risk for lead poisoning. The Maryland Department of Health Blood Lead Testing Certificate form is distributed to all students entering the above grades for the first time. The form is to be completed and returned to the school nurse.

Immunizations

Maryland State Department of Education requires all students to have an official written record on file of required immunizations. The immunization requirements vary with age. Students must comply within the first 20 days of school. Students who do not comply with this requirement will be excluded from school until the parent/guardian obtains the documentation.

School-Based Dental Program

The mission of this program is to provide access to primary health care and decrease time lost from school by providing care. This does not replace the need to visit a dentist regularly. A dental hygienist will screen your child for cavities, provide a dental cleaning, and, if necessary, provide a referral to a dentist.

Vision and Hearing Screenings

Vision and hearing screenings are done annually for pre-K, new kindergarten students and 1st and 8th grade students. Vision screenings will also be completed annually for students in 5th grade. Additionally, students new to schools with no previous screenings will be checked. Parents/guardians will be notified if a child fails a screening and needs of further evaluation by a health care provider. If you do not wish for your student to be screened, please notify the school health staff in writing at the start of the school year.

EpiPens for Emergency Use

Maryland State law authorizes school personnel to administer auto-injectable epinephrine to students experiencing anaphylaxis. Anaphylaxis is potentially life-threatening and may occur as a reaction to insect stings or bites, foods, medications, and other allergens.

School Health Suites are stocked with auto-injectable epinephrine (EpiPens) for those students who experience signs and symptoms of anaphylaxis during on-site school activities. Parents of students prescribed an EpiPen by their health care provider must provide an EpiPen for use at school and school-sponsored activities. Please contact your school nurse or certified nursing assistant with any questions or concerns.

Procedures if Your Child Becomes Sick or Injured at School

- The school will call the number listed as your home phone (if there is no answer...)
- The school will call your place of employment (if there is no answer...)
- The school will call the emergency contacts listed and/or physician.
- If necessary, your child will be transported to a medical facility by the most appropriate means.

Sun Safety

In an effort to prevent potential risk for ultraviolet-related illnesses from overexposure to the sun, students may possess/use sunscreen on school property or at school-sponsored events. FDA-approved sunscreen in the form of lotion, cream, ointment, gel, salve, or stick (no sprays) are permitted without written permission from a

health care provider. Students must provide their own sunscreen in the original container marked clearly with their name. Students are not permitted to share sunscreen with other students. Written authorization from a parent/guardian is required to permit a school employee to apply/assist with application of sunscreen to a student unable to self-apply. Teachers are not mandated to apply or assist with the application of sunscreen to students.

Overdose Reversing Medication

Nasal Narcan (Naloxone) is a safe and effective medication that can reverse the effects of opioid overdose. This is the overdosing medication available in each elementary, middle, and high school health suite. The school nurse and trained staff can administer the medication to any student or other person located on school property who is reasonably believed to be experiencing a life-threatening opioid overdose. School health staff, administrators, and other school personnel who volunteer will receive training approved by the Kent County Health Department.

HOMEWORK

Homework is a necessary part of the learning experience. Teachers will assign homework appropriate for a student's age and instructional level. Homework assignments will focus on reinforcing important concepts or skills covered in the day's lesson, or to assure ongoing projects are completed.

Parents with questions concerning homework are encouraged to request a conference with the teacher; teachers are expected to communicate with a parent when there are homework concerns.

INTEGRATED PEST MANAGEMENT PROGRAM

The Integrated Pest Management (IPM) program employed by the Kent 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. Pesticides are used only as a last resort.

Maryland law requires that parents of all elementary school children, with limited exceptions, and staff be notified prior to any interior or exterior pesticide application. Parents of middle school or high school students and staff who wish to be notified prior to interior or exterior pesticide applications must request that they be placed on the school system's pesticide notification list. To be added to the notification list, send a written request that includes your name, address, and telephone number as well as your child's name to your school.

The following is a list of the pesticides and bait stations, by common name, which may be used inside or outside school buildings during the year: abamectin, amorphous silica gel, cyclopropane-carboxylate, cyfluthrin, d-trans allethrin, esfenvalerate, fipronil, glyphosate, Hydramethylnon, hydroprene, hydroxy-2H-1 benzothiopyran-2-one, linalool, methaprene, ortho boric acid, phenoxybenzyl, pheromone glue traps, brodifacoum and pyrethrin.

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. To review these documents or for additional information call Jim Bish at 410-778-7142 or write to him at Kent County Public Schools' Central Office, 5608 Boundary Ave., Rock Hall, MD 21661.

In addition, the Board of Education provides an opportunity at the November Board of Education meeting for school system personnel to receive and address public comments regarding the Integrated Pest Management System.

SPECIAL EDUCATION PROGRAMS IMPROVED LEARNING EXPERIENCE

Special Education Program

Kent County Public Schools offers special education programs to meet the needs of all students with disabilities from birth through age 21. Services are also available for developmentally delayed infants and toddlers from birth through age 3, or through an extended Individualized Family Service Plan (IFSP) through the age of 4 or until the first day of school.

Special education programs provide services to students with disabilities as determined by the student's Individualized Education Program (IEP). A team that includes the parents develops the IEP.

Parents who think their child may require specialized services should first consult with their child's teacher and principal to see what additional steps can be taken to meet their child's needs. A child may be referred to an IEP team for further consideration.

The federal Individuals with Disabilities Education Act (IDEA) guarantees that all children with disabilities have access to a free and appropriate public education. The Kent County Public School System provides instruction and services for children who have been evaluated and found by an IEP team to have a disability.

Early Identification/Intervention Program (EIIP)

In 1973, the Maryland General Assembly enacted a bill, which requires that "each student entering his first year in any primary grade in any public school be evaluated for the purpose of identifying learning disabilities regardless of etiology." Under this mandate, the school systems of Maryland, under the direction of the Maryland State Department of Education, are required to screen each child entering school to detect possible learning problems.

The goal of the Early Identification and Intervention Program (EIIP) is to screen "those children who, because of problems of development and/or experience, exhibit behaviors associated with learning problems regardless of etiology and are, therefore, least able to meet the expectations of the school unless their teaching/learning experiences are modified." Through specific diagnosis and evaluation, the suspicion of a learning problem is confirmed or ruled out, and these children can then be placed in programs designed to ameliorate their problems and prevent academic failure.

The Early Identification and Intervention Program (EIIP) Process

The EIIP process consists of screening, review, assessment, and intervention. Screening is a brief and systematic "examination" procedure to identify those children who have characteristics of the high-risk learner. Screening provides useful data for early identification of these children and alerts the school to the existence of developmental deviations, which may be due to any number of factors or circumstances. Early diagnosis of these problems reduces the chance of developing a more severe condition and increases the opportunity for successful corrective treatment. Continuous re-evaluation allows for the identification of learning problems that might become apparent later and allows for program adaptation to meet student needs.

Reviews and assessments are designed to confirm or disprove a teacher's belief that a learning problem exists. A team of school-based personnel called the Student Services Team will conduct the review and assessment process. The team will help teachers establish a successful program for students who are determined to have learning problems. A teacher who refers a student for review and assessment becomes a member of the team.

Intervention is the use of instructional and classroom accommodations that support the child's developmental progress in school. Instructional and programmatic alternatives include teacher strategies to be used both within and outside the regular education program.

Child Find Program

Kent County Public Schools maintains an active Child Find Program for all children, ages birth to 21, residing in the county, including students with disabilities attending nonpublic, private, or religious schools, highly mobile students (such as migrant and homeless students), and students suspected of having a disability, even though

they may be advancing from grade to grade. Referrals to Child Find for students ages 3-5 who are suspected of having a disability and in need of special education and related services can be made through the Director of Special Education by a parent, community agency, teacher, or private school employee. Referrals for students aged 5-21 with a suspected disability can be made through the local school principal or through the Director of Special Education. For more information regarding Child Find, please contact your building principal or the Director of Special Education at 410-778-6422. For children birth through 3 years, please contact the KCPS Special Education Office at 410-778-7164. Information on Child Find and interpreting support is also made available to individuals who are linguistically or culturally different from the general population or have a hearing or visual impairment.

Family Support Resource Center

Kent County's Family Resource Center provides support and information to families of children with disabilities or development delays. The Family Resource Center supports the Family Support Network for families with infants and toddlers, birth to age 3, with disabilities or developmental delays as well as Partners for Success for families with school age children or youth, ages birth to 21, with disabilities or delays.

Parent coordinators who are themselves parents of children with special needs staff the Family Support Resource Center. It is located at Kent County Middle School in Room 117. Parents may contact the coordinators at 410-778-5708 or by email at fsupport@kent.k12.md.us.

LEGAL NOTIFICATIONS

Non-Discrimination in Employment or Access to Programs

In accordance with Federal and State requirements:

- The Kent County Board of Education does not discriminate on the basis of race, sex, age, national origin, religion, disability, or socioeconomic status in its educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This notice is given as required by Title IX of the Education Amendments.
- Non-public institutions may apply for a portion of state and federal funds, which are designated to provide special help to certain groups of students.
- Representatives of such institutions may contact the Director of Finance at the Board of Education Office. Central Office contacts may be reached by calling 410-778-1595 or write Kent County Public Schools, 5608 Boundary Avenue, Rock Hall, MD 21661.

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Non-Discrimination in Career and Technical Education

Title IX is that portion of the Educational Amendment of 1972, which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. This law covers all students and employees in the Kent County Public School System. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students. In accordance with the Office of Civil Rights guidelines:

- Students may enroll in any career/technology education regardless of sex, race, national origin, or disability.
- Any student interested in career/technology education who has impaired vision or hearing may contact the Director of Special Education at the Board of Education Office.
- The Director of Special Education is the official coordinator of Section 504 and the Director of Education Services is the official coordinator of Title IX.

Parental Information on Teacher Qualifications

In accordance with the Federal "No Child Left Behind" Act of 2002, parents of children enrolled in schools receiving federal Title I funding have the right to ask for information about the professional qualifications of their child's classroom teacher and any instructional assistant who serves their child. The information includes the teacher's college/university degree, the Maryland teaching certificate held, and the area of certification. Parents who wish to receive this information on their child's classroom teacher and instructional assistant must

send a written request to the school principal. The principal will provide the information within 30 business days of receiving the written request.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents will be provided reasonable notification of any such planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Family Education Right to Privacy Act (FERPA)

In accordance with Maryland law and the Family Education Right to Privacy Act (FERPA) (20 U.S.C. 1232q), parents and students over 18 years of age are afforded certain rights with respect to the student’s education records. Parents have the right to inspect and review their children’s education records, seek amendment of inaccurate or misleading information in their children’s education records, and consent to most disclosures of personally identifiable information from education records. Parents may access, seek to amend, or consent to disclosures of their children’s education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Student records may be reviewed and amended by contacting the school administrator or counselor. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that KCPS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, KCPS may disclose appropriately designated "directory information" without written consent unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the schools to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight, and height of team members.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, college recruiters and other legitimate companies with whom KCPS has a contract to take class pictures, manufacture class rings, or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, addresses, and telephone listings — unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want KCPS to disclose directory information from your child's education records without your prior written consent and information requested by military recruiters, you must notify the district in writing no later than 30 days after the beginning of the school year or from the date of enrollment. This parental request must be submitted annually. KCPS has designated the following information as directory information: student name, address, telephone, photograph, date, and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Student Records

Teachers and other school personnel create and maintain student records in accordance with applicable law, the rules and regulations of the Maryland State Board of Education, and the policies of the Kent County Board of Education. These records are confidential in nature and access to them may be granted only for the purpose of serving legitimate educational purposes.

Personally Identifiable Information includes the name, address, phone number of the student and student's parent/guardian or other family member. It also includes a personal identifier such as the student's school identification number and other information that would identify the student. Requests for disclosure of Personally Identifiable Information is granted when authorized by the student's parents. It is also released without the written consent of the parent when the information is requested by school officials within Kent County who have legitimate educational interests or to school officials of another school or school system in which the student seeks or intends to enroll. "School officials" include, but are not limited to, certificated personnel such as teachers, persons who are employed on a contractual basis with the school system and are members of school-based teams, and persons employed by community agencies who are members of school-based teams, school-based nurses and mental health staff, and school-based addiction counselors. School officials have a legitimate educational interest when they are involved in the educational planning, implementation, or evaluation for a specific student or group of students.

All official school records are available for review and inspection by parents, legal guardians, and students 18 years or older. Requests for access to review records will be granted within a reasonable time at the mutual convenience of the parent and the school principal. Principals will provide any parents the opportunity for a hearing to challenge the content of a school record should they believe it is inaccurate, misleading, or otherwise in violation of the student's personal rights. Parents also have the right to file a complaint with the Family Policy Compliance Office in the United States Department of Education.

In accordance with federal and state law, a non-custodial parent has the same rights as a custodial parent unless the custodial parent has presented evidence of a binding, legal instrument (such as a court order governing divorce, separation, or custody which specifically states that the non-custodial parent not be informed of, or have access to, the educational records of the student). If not specifically stated, both parents shall be considered to have the right to be informed of or have access to the education records of the student.

Except as stated above, custodial and non-custodial parents have equal rights to be informed of their child's educational progress including the right to receive report cards and to attend parent-teacher conferences.

LOCKERS AND LOCKS

School lockers are school property. A locker is provided to each student for the storage of belongings during the school day. Students should not bring any personal property to school other than that which is needed for instructional purposes or for school related extracurricular activities. It is the responsibility of the student to protect personal property.

Students are discouraged from bringing personal items to school, especially expensive jewelry, apparel, electronics, or excessive amounts of money. Since the school system cannot ensure the safe-guarding of personal property, the risk of loss depends primarily on the student's efforts to personally protect the property. The following guidelines are in place for lockers and locks:

- At the beginning of the year, each middle and high school student is assigned a locker and combination lock.
- Only locks given by the school may be used on student lockers. This is a security issue. NO exceptions will be made.
- Student lockers need to be locked when not in use.
- The student will be charged for replacement of lost or damaged locks.
- Coats, hats, and book bags must be stored in the locker during the school day until the last period of the day.
- Students are responsible for any items in their assigned lockers. Items in a student's locker, by law, are considered to be the property of the student to whom the locker is assigned.
- Since the school district cannot insure personal property of students, the school district is not responsible for items lost or stolen from a student's locker.
- School lockers are not regarded as the student's personal property and are classified as school property under the law. School administrators are permitted to search lockers as they could any other school property, as students are annually put on notice of this possibility. However, a search of personal property within the locker should only occur based on reasonable suspicion standards.

PARENTAL INVOLVEMENT POLICY

The Kent County Board of Education recognizes that the role of parents in their children's education is crucial to a successful school experience for children. A mutually supportive relationship among home, school, and community contributes to this development. In that regard, the Board is strongly supportive of parent involvement.

The Board accepts its responsibility to:

- Establish effective methods of maintaining parent involvement with school programs and curricula;
- Arrange activities to encourage parent involvement opportunities;
- Encourage parent involvement formally through School Improvement teams, PTA groups, including school study and advisory committees and school volunteers, and informally through individual parent contact.

The Board recognizes that school staff and parents are entitled to:

- Be treated with courtesy;
- Be treated with respect as individuals, regardless of race, religion, creed, national origin, economic status, sex, or age;
- Share in meaningful parent-teacher conferences to discuss school progress and the welfare of students;
- Be informed of school policies and administrative decisions;
- Seek available resources to further student progress and achievement;
- Feel secure about the educational environment in which staff and students work and learn;
- Plan and participate in organizations for parents.

The Board encourages parents to:

- Provide for the physical needs of the student;
- Strive to prepare the student emotionally and socially so that the student is receptive to learning and discipline;
- Ensure that the student attends school regularly and on time;
- Help the student develop proper study habits;
- Become familiar with school requirements and procedures;
- Discuss problems with appropriate persons;
- Work for the success and improvement of school programs;
- Work cooperatively with the school system to develop a positive self-concept for each child;
- Establish a home environment that supports learning and appropriate behavior.
- Ensure students have access to literature by having books available in the home or by visiting the public library.

Each school will be committed to supporting parent involvement by:

- Developing activities and materials that provide for effective two-way communication between parents and the school on local school policies and individual student progress;
- Offering suggestions to support and encourage parent volunteer opportunities;
- Assisting parents in their efforts to help students be successful;
- Ensuring parent involvement through work with school volunteers, PTA groups, and school system study and advisory committees.

Appropriate staff in the Central Office is expected to support local school efforts by:

- Communicating with parents about school system policies and regulations;
- Providing materials, pamphlets, and publications designed to acquaint parents with Kent County Public Schools provided in a format that is accurate and timely;
- Assisting in the development of parent leadership through PTAs and other recognized groups;
- Identifying and publicizing promising programs and practices related to parent involvement;
- Developing methods to accommodate and support parent involvement for all parents with special needs such as limited English proficiency and those with handicapping conditions;
- Assessing the effectiveness of parent involvement efforts.

In addition, to ensure compliance with the No Child Left Behind Act of 2001 (NCLB), the Board of Education and the school system and schools shall involve parents of children attending schools that receive federal Title 1 funds in the following ways:

- Involve parents in the joint development of the plan under section 1112 and the process of school review and improvement under section 1116;
- Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- Build the schools' and parents' capacity for strong parental involvement;
- Coordinate and integrate parental involvement strategies with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, Home Instruction Program for preschool youngsters, and state-run preschool programs;
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies described in this section; and
- Involve parents in the activities of the schools.

The superintendent is authorized to develop appropriate procedures to implement this policy regarding parent involvement. The procedure shall be jointly developed with parents and it must be distributed, to the extent possible, in a language and format understandable to the parents.

PARENTAL INVOLVEMENT PROCEDURES

Kent County Public Schools (KCPS) values parents as partners in the educational process. Opportunities for parents, guardians, and other family members to become involved in their child's educational experience will be offered at each school and will be supported at the district level. KCPS encourages participation at both the district and school level through involvement in the district Parent Advisory Council, School Improvement Teams, and a variety of other councils and/or committees that periodically convene to address issues relevant to student academic achievement. KCPS intends to include parents in all aspects of the Title I program.

KCPS System Responsibilities

Ongoing technical assistance and support will be given by KCPS to each Title I school in the planning and implementation of the school level parent involvement plan and activities. This will be accomplished by:

- Holding regular meetings with the principal and/or school-based teams.
- Visiting the school to make informal observations on the process and/or activities completed.
- Participating on school-level committees and/or action teams.
- Providing additional training.

KCPS builds parent and staff capacity by making available to parents, through the system website, brochures, materials, and workshops. KCPS supports parents and families as advocates and partners for lifelong learning, as decision makers, and active participants in school issues, programs, and development of the parent plan.

KCPS will:

- Work with parents to understand the instructional program and to share techniques for using instructional activities that reinforce the skills taught in school. [Building Capacity, Section 1118 (a)(e)(1)]
- Coordinate and integrate parent involvement programs with literacy (reading and math) programs as determined by the needs assessment in the school improvement plan and through feedback sought by parents. [Building Capacity, Section 1118 (a)(e)(1)]
- Conduct an annual evaluation of program effectiveness in increasing participation of parents on the school improvement team, attendance at parent-teacher conference day, and at school and/or county workshops. [Building Capacity, Section 1118 (a)(e)(1)]
- Conduct professional development for teachers by providing additional training and workshops on working with parents as equal partners and having parents lead and/or facilitate these professional development activities. [Building Capacity, Section 1118 (a)(e)(3)]
- Provide parents with materials, training, and resources to work with their children at home to increase student achievement. [Building Capacity, Section 1118 (a)(e) (2)]
- Coordinate parent outreach activities with community agencies and other school programs such as the local library, Department of Social Services, Judy Center, Head Start, etc. to provide parents with materials and training to work with their children at home. [Building Capacity, Section 1118 (a)(e)(4)]
- Send and provide information related to school programs to parents in a format and language parents could understand. [Building Capacity, Section 1118 (a)(e)(5)]
- Offer childcare, transportation, and/or translation services to families attending Title I sponsored/hosted events. [Building Capacity, Section 1118 (a)(e)(6)]

Parent Advisory Council Responsibilities

A Parent Advisory Council, with representatives from each Title I school, principals, and the Coordinator of Federal and State Grants, will meet at least annually to jointly update the district's parent involvement procedures. The Parent Advisory Council will:

- Jointly revise and update the district's Title I Parent Involvement Policy and Parent Participation Procedures.
- Review and evaluate the BTE Master Plan to ensure that school activities align with the goals and strategies of the Master Plan.
- Annually peer review each Title I school's parent involvement plan and its implementation, including each school-parent-student compact.
- Provide input and/or suggestions for school-level parent involvement allocation.

- Provide input and ideas on professional development topics for school staff on working effectively with parents.
- Discuss other topics including but not limited to the overall Title I program, outreach to parents on state and local assessments, and suggestions for district-wide parent involvement outreach activities.

School Responsibilities

- Create a welcoming atmosphere for parents and families, taking into consideration the learning environment and safety of all students and staff.
- Write and implement, as part of each school's Improvement Plan, a parent/family plan that will include information on the following:
 - Methods for promoting purposeful communication
 - Identification of professional development needs for staff that address working effectively with all parents/families of the school community
 - Ongoing training for parents and families about school-based decisions making practice and committee involvement
- Efforts to increase involvement of all parents, to ensure diverse representation
 - Ensure that a school-parent-student compact is distributed annually
 - Provide transportation, childcare, and/or translation services during meetings and/or conference day to ensure all families are able to fully participate.
 - Schedule meetings that are offered at flexible, various times (AM, PM).
 - An annual meeting for parents will be held every fall at each Title I school. Parents will be given information about the Title I program for their school. Families with limited English and/or those in need of interpreting for the deaf will be accommodated. All parents will be given copies of the county's current policy and procedures and will be offered a chance to provide feedback. As necessary, this procedure will be translated, so that parents understand the language and format. In order to reach all families, the district policy and procedure will be sent home in the Kent County Public School's District Student Handbook and will be posted on the KCPS website.

PARKING ON SCHOOL PROPERTY

Student parking on the Kent County High School (KCHS) campus is a privilege. The fee remains the same for the permit no matter what time of the year it is purchased. KCHS provides parking to a limited number of juniors and seniors. Parking applications are available in the main office. Students and parents are required to read and agree to the guidelines set within the student parking rules and regulations. Both the student and a parent must sign and agree to the parking rules and regulations.

Parking on campus is a privilege that can be suspended or revoked at any time at the discretion of any administrator for reasons such as poor attendance, excessive tardiness, violations of the Student Behavior Guidelines, failure to complete the Senior Project and Portfolio, and/or for violations of parking rules and regulations stated within the permit application.

UNAUTHORIZED VEHICLES OR VEHICLES PARKED IN UNAUTHORIZED AREAS MAY BE TOWED FROM THE PREMISES AT THE OWNER'S EXPENSE.

PHOTO POLICY

Periodically, photographers from the school system or the media will be in the schools taking photographs, digital pictures, or video images of students. These images may be used by the school system in publications, newsletters, videos, or on the website. The media may use images in newspapers, magazines, or in broadcast media. These images will often be accompanied in print with the student's name and grade. The school system understands that some parents, for a variety of reasons, will not want their child photographed. Each school distributes a photographic "opt-out" form at the beginning of the school year. By signing the form and returning it to the principal, parents can elect to exclude their children from any and all photographs. Parents

or eligible students who believe that their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

SCHOOL BUS TRANSPORTATION

The Board of Education provides free transportation for students attending Kent County Public Schools who, in its judgment, have unreasonable distances to walk to and from school. The Board of Education defines “unreasonable distances” as more than a radius of 1 mile from the school for elementary students and more than a radius of one and a half miles from the school for middle and high school students.

The responsibility of the Board of Education begins when the child enters the school bus. This responsibility ceases at the end of the school day when the student steps off the school bus. Parents have legal responsibility for their children as they travel to and from school as pedestrians or as they travel to and from or wait at school bus stops. ***Parents are reminded that they are liable for any damage caused by their children to the bus or to property at the bus stop.***

Bus Transportation Arrangements

A student may only ride the school bus assigned by the Kent County Board of Education. Questions may be directed to the school district transportation office: 410-778-7117.

A Transportation Location Change Form must be completed if a change in transportation is requested. Board policy allows one consistent AM pick-up location and one consistent PM drop-off location within the school attendance zone. These forms can be downloaded from the KCPS website and may also be obtained from school offices. ***Do not file student's address change on this form.***

Transportation for Joint Custody

Due to safety concerns student transportation will only be scheduled to and from the student's primary residence.

If a different drop-off bus stop location is necessary for a student from their assigned bus, the student **must have a WRITTEN note from the parent** permitting the change, the note must be signed by a school administrator and given to the bus driver before starting the route. The parent must come into the office to sign the student out if a dismissal change is different from the daily routine.

School Bus Safety Rules for Students

Bus safety is a shared responsibility and depends upon mutual cooperation of parents, school officials, and students. All students learn safety rules because they may walk near the buses in a school parking lot or take a bus on a field trip.

An authorized person** must meet prekindergarten and kindergarten students at the bus stop. Parents who do not comply with this requirement will result in the loss of riding privileges for their child(ren).

The following rules provide a clear understanding of the kind of safe behavior needed to prevent accidents. Copies of these guidelines are available from each school.

(**An authorized person must meet the appropriate age requirements according to the Department of Social Services. For questions or concerns, please call 410-810-7600)

While waiting for the bus:

- ***Be at the bus stop and visible five (5) minutes before the scheduled arrival time of the bus. The school bus will NOT wait for consistently tardy students.***
- Act in a safe manner. Stand well back from the roadway while waiting for the bus to come to a complete stop. If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you.
- Show respect for the property of citizens living near the school bus stop.

While boarding and leaving the bus:

- Use handrails to avoid falls. When exiting the bus, be careful that clothing with drawstrings and book bags with straps and key chains with toys, etc. don't get caught in the handrails or doors. Items identified as safety issues by the driver may have to be removed.
- Never walk behind the bus.
- If you have to cross the street, cross in front of the bus. Before crossing, walk on the sidewalk or along the side of the road to a point at least 5 giant steps (10 feet) ahead of the bus to be sure that the bus driver can see you.

While on the bus:

- Masks/face coverings are optional on school buses.
- Sit properly in the seat assigned to you by the driver at all times when the bus is in motion. Changing seats anytime during the run is prohibited. (Back to Back, Bottom to Bottom, Book Bag on the lap)
- Talk in a normal manner; loud, profane, or obscene language is not permitted.
- Help keep the bus clean.
- Do not attempt to board or to get off the bus while the bus is in motion.
- Do not throw anything out of bus windows or extend any part of your body through the bus windows.
- Do not damage the bus. If you maliciously or willfully damage a bus, your transportation services will be withdrawn. In addition, you must pay the cost of repairing the bus before you will be allowed to ride it again.
- Do not eat or drink.
- Do not bring skateboards or laser pointers on the bus.

Electronic devices including, but not limited to, video games, CD players, smartphones, tablets, and radios will be allowed by bus drivers as long as:

- No sound on video games
- Musical players and game devices are used with headsets
- No conflicts or talk beyond quiet voices will be tolerated over these items
- These items are put away before getting on/off the bus
- Music/games with inappropriate language are not allowed

Kent County Public Schools will not be responsible for damage or loss of these items.

No medications may be transported on school buses except EpiPens and diabetic squeeze icing.

Please remember:

- STUDENTS MUST RIDE THEIR ASSIGNED BUS TO AND FROM THEIR ASSIGNED STOP. SWITCHING BUSES FOR ANY REASON IS STRICTLY PROHIBITED UNLESS APPROVED BY THE TRANSPORTATION DEPARTMENT.
- With the exception of their books or other school equipment, students may not transport other items on the bus without permission of the driver. Musical instruments, special projects, fundraising items, etc., may not be placed on the floor in front of the bus or in the bus aisle. These items may not be transported on the school bus when they are of such a size that they cannot be controlled in the seat with the student.
- During field trips the school bus driver will be in charge with the assistance of a teacher.
- Students are permitted to ride only the bus to which they are assigned. The Director of Transportation will address a parent's request to change their child's bus.
- Students suspended from school may not ride the bus while they are on suspension.
- Students suspended from the bus may not ride any bus including the afterschool, extended day, or extended year bus.
- Students may not leave the bus on the way to or from school without the permission of the driver. The driver will not give permission except in case of personal emergency on the part of the student or upon written request of the student's parent with the written approval of the principal.
- Board of Education policies prohibit smoking; possession, use or distribution of controlled substances and alcohol; assault and/or battery; malicious burning of property; and possession of dangerous weapons on school buses. These policies will be strictly enforced.
- ***Students are responsible for payment of damages that may occur on the bus as determined by the principal. Students will not be allowed to ride all assigned buses until the damages have been paid.***

- All students are subject to being monitored by video and audio taping on the school bus at any time. At the discretion of the Superintendent, these items may be used in disciplinary proceedings involving a student.

Remember – The driver of a school bus shall be in full charge of the bus and students except in the presence of an administrator or a teacher.

Disciplinary Action for Bus Referrals

Referral 1: Mandatory student conference. Possible 3-day suspension from bus.

Referral 2: Mandatory parent and student conference. Possible 5-day suspension from bus.

Referral 3: Mandatory referring party, student, and parent conference. Possible 5-day suspension from bus.

Referral 4: Mandatory referring party, student, and parent conference. Possible 10-day suspension from bus.

If appropriate, student will be referred to the Superintendent with request.

It is a Crime to Interfere with a Bus Driver

Kent County Public Schools policy states the privilege of riding a school bus can be temporarily or permanently revoked if transportation rules for students are violated. Behavior that distracts a bus driver or interferes with the safe operation of the vehicle is a serious offense. Under the law enacted by the State of Maryland, it is a crime to obstruct, hinder, or interfere with a school bus driver during the performance of his or her official duties. Violators can be subject to a fine of \$1,000, imprisonment, or both.

Whether behavior on a school bus triggers suspension or revocation of riding privileges, the decisions are made after conferences with students, parents, guardians, and school officials. Such conferences also shall be convened prior to the School System seeking prosecution under the law.

The law became effective Oct. 1, 2009.

SEXUAL HARASSMENT

It is the policy of the Kent County Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board believes that sexual harassment is offensive and morally wrong. Therefore, the Board prohibits sexual harassment of or by employees, students, volunteers, vendors, or others having business or contacts with the school system. The Board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees who violate this policy will be disciplined.

A person's conduct will be considered sexual harassment if:

- Submission to that conduct is made a term or condition, either explicitly or implicitly, of an individual's employment or education;
- Submission to or rejection of that conduct by an individual is used as a basis for decisions affecting that individual's employment or education;
- That conduct has the purpose or effect of unreasonable interfering with an individual's work performance or education; or
- That conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or education environment;
- Sexual harassment may include, but not be limited to the following: verbal harassment, pressure for sexual activity, unnecessary or offensive touching, visual harassment, or continued or repeated offensive sexual flirtations, advances or propositions.

It is the obligation of the complainant to first advise the alleged offender that his/her actions are offensive. If the actions continue beyond such notification, a complaint is warranted. If complaints are made, the allegations will be investigated and, if the facts appear to support such a complaint, immediate action will be taken. Such action might include, but not be limited to, discipline, warning, suspension, or job termination. Complaints made over 180 calendar days after the incident will be considered untimely and the Board reserves the right not to consider them. Please contact the Kent County Public Schools Title IX Coordinator, Daniel Hushion, at 410-778-7135 if you have a complaint.

SPORTS SCHEDULES FOR KENT COUNTY HIGH SCHOOL

High school sports schedules are posted in the schools and on the Kent County Public School website www.kent.k12.md.us.

Kent County High School has partnered with the NFHS Network and in technology that will bring you every game from Trojan Stadium **LIVE**.

Join the NFHS Network for full access to:

- All Kent County High School live and on-demand sports broadcasts
- All other sporting events from around the nation.

Here is how to watch:

1. Visit <https://www.nfhsnetwork.com>.
2. Search for Kent County High School and go to our page.
3. Subscribe and follow Kent County High School.

You can also watch through the NFHS Network mobile app and Connected App.

STANDARDS FOR STUDENT DRESS

Compliance with the Standards for Student Dress is a shared responsibility of the student and his or her parent(s) or guardian(s). The Standards are established for students to ensure a positive educational environment that is healthy, safe, and inoffensive. With changing clothing styles, the following guidelines have been established to help maintain high standards of dress:

- Cleanliness: Clothing and grooming must not constitute a health or safety hazard.
- Clothing: Clothing must present a decent and presentable appearance.
- Educational Distraction: Grooming and dress must not be so unusual or bizarre that it distracts or interferes with the educational opportunity for other students.

The school administration reserves the right to counsel with students regarding student dress and the right to make the final decision regarding appropriateness of apparel. A student who is found in violation of the dress code will be given the opportunity to change apparel and to make a phone call to parents. Repeated failure to dress appropriately may result in disciplinary action.

General Standards for Attire

The following standards have been established pertaining to headwear, upper body wear, pants, shorts, dresses and skirts, footwear, and accessories.

The following is NOT permitted:

- Torn clothing that exposes the body.
- Attire that could damage school property or be harmful to students, such as metal chains or clothing adorned with sharp objects.
- Attire with illustrations or statements judged to be vulgar, obscene, or containing sexual connotations or attire related to drugs, alcohol, tobacco, or violence.
- Unduly tight or loose-fitting attire.
- Underwear worn as outerwear (i.e., boxer shorts, sports bras).

The standard for attire includes:

Headwear: Hats, caps, bandanas, or other similar types of head covering, not of a cultural or religious nature are not permitted inside the school building.

Upper Body Wear: Tube tops, halter-tops, bare midriffs, or net mesh jerseys are not permitted to be worn. Any attire that exposes private areas of the upper body is not permitted.

Pants, Shorts, Dresses, Skirts: Pants or shorts may not be worn with the waistline of the garment below the waist. **Shorts, dresses, and skirts must be worn at mid-thigh.**

Footwear: Shoes must be worn at all times.

Accessories: Items such as sunglasses or gloves may not be worn inside the school building.

Outerwear: Coats or jackets designed to be worn out of doors may not be worn inside the school building unless authorized by the school principal.

STUDENT BEHAVIOR GUIDELINES AND DISCIPLINE

Kent County Public Schools is committed to ensuring all students learn in a safe and nurturing environment, and that all policies are enforced in a fair and consistent manner. Our schools must be places where teaching and learning take place every day in safe, supportive, and respectful school environments, and where students, school staff, and families are valued and have the opportunity to succeed.

Healthy and safe school climates and successful school discipline are guided by the following principles:

- School safety and academic success are created and strengthened when students effectively and actively engage in learning, when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes.
- Schools must provide behavioral expectations for all members of the school community that are fair and developmentally appropriate. Schools must foster, teach, and acknowledge positive behavior, focusing on preventing misbehavior before it occurs.
- Schools must provide the instruction and support necessary to address students' academic and behavioral needs.
- Schools must use graduated consequences and interventions to teach students appropriate behaviors, and to correct any harm that results from their behavior. Exclusionary discipline procedures should always be a last resort.
- Discipline must be administered fairly, equitably, and consistently, and in accordance with due process protections.
- Schools must have access to interventions and supportive services to administer discipline most effectively.
- Schools should avoid the unnecessary criminalization of students.

All members of the Kent County Public Schools community have a role in supporting these principles. Our schools are safer and more successful when everyone collaborates, values, and respects each other's roles, and is invested in common-sense school discipline practices. A detailed Code of Conduct, KCPS Procedure 600-86, is available on the KCPS website and at each school building.

BULLYING, HARASSMENT AND INTIMIDATION

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

Definition of Bullying, Harassment, and Intimidation

• **Bullying** is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time.

To be considered bullying, the behavior must be intentional and include:

1. an imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and
2. repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

• **Harassment** includes actual or perceived negative actions that offend, ridicule, or demean another student regarding race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability or disability.

• **Intimidation** is any communication or action directed against another student that threatens and induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

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, including a restorative approach. Depending on the nature of the offense, consequences and interventions for the aforementioned behaviors can range from parent/student conference to expulsion from school.

Procedures for Reporting Acts of Bullying, Harassment, and Intimidation

- If bullying or harassment occurs as per the definition of bullying, harassment, and intimidation as set forth in this policy, it must be reported using the **Bullying, Harassment or Intimidation Reporting Form**.
- If a student complains that he/she is currently the victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to report, investigate, and intervene as safety permits.
- If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.
- Reporting forms may be obtained in the school's main office, counselor's office, and other locations determined by the school. A student, parent, close adult relative, school staff member, or school administrator may submit the form. A student may request assistance from a staff member to complete the form if the student wishes.
- Each school will devise ways in which the reporting forms may be submitted to school administration.
- **Bullying, Harassment, or Intimidation Reporting Forms** may also be obtained electronically from the school system's website or a school's website and may be submitted by a student, parent or guardian, close relative, or staff member to school administration.
- **Bullying, Harassment, or Intimidation Report Forms** will be included in the beginning of the year packets for students and their parents.
- Information obtained from the **Bullying, Harassment, or Intimidation Report Forms** shall be recorded for data collection, storage, and submission according to the requirements of Education Article 7-424, Annotated Code of Maryland, and the Kent County Public Schools procedure, 600-94.
- Student Support Services shall provide summary information for individual schools and the school system obtained from the **Bullying, Harassment, or Intimidation Report Forms** to their schools.
- Mr. Brad Engel is an employee of the Maryland State Department of Education and familiar with these procedures. He may be reached at 410-767-0306, or by email at ***brad.engel@maryland.gov***.

Availability and Use of the Bullying, Harassment, and Intimidation Reporting Forms

- Schools will inform staff about the availability of the form for their use during opening-of-school meetings and then periodically throughout the school year.
- Schools will inform students about the availability of the form and its use during orientation sessions in classes during the first week of school.
- Forms will be included in the beginning of the year packet for students and their parents.
- A description about the availability of the form and its use will be published in each school's student/parent handbook, calendar handbook, and in its Code of Conduct.
- A description about the availability of the form and its use will be published on Kent County Public Schools' main website and will include the capability of downloading the form.
- Forms will be available in all schools in the main office and counselor's office.
- A student may request assistance from a staff member to complete the form at school if the student wishes.

GANGS, GANG ACTIVITY, OR OTHER SIMILAR ILLEGAL BEHAVIORS

The Board of Education of Kent County fully supports the development and implementation of a safe and nurturing school environment. Gangs and gang activity disrupt this environment. Thus, the Board prohibits any gang activity and any similar destructive or illegal group behavior on school property, on school buses, and at school-sponsored functions.

The Board also prohibits reprisal or retaliation against individuals who report gang activity or individuals who are victims, witnesses, bystanders, or have reliable information about gang activity and similar destructive or illegal group behavior. All responses to these types of behaviors will comply with Maryland law, KCPS Procedure 600-89, and the KCPS Student Code of Conduct.

VIOLATIONS OF TITLE I, PART A PROGRAM ADMINISTRATION POLICY AND PROCEDURE

Title I Complaint Policy

The No Child Left Behind Act of 2001 (NCLB), section 9304, requires the adoption of a policy and written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A program administration. The Board of Education directs the Administration to develop written procedures and a distribution process for complaints alleging violations of Title I, Part A administration.

Title I Complaint Procedure

In order to implement Kent County Public Schools' Complaint Policy in a consistent manner, the following procedures shall be followed:

A. Definitions

Complaint: A written statement alleging that Kent County Public Schools or one of its sub-grantees has violated a state or federal statute or regulation that applies to a program supported by federal funds. A complaint includes a request for review of a decision of a sub-grantee, but does not include a request for a due process hearing.

Sub-grantee: A recipient of Federal funds administered by the Kent County Public Schools.

Resolution: The final decision by the Kent County Public Schools as to whether or not the violation alleged in the complaint has occurred and any actions deemed necessary to remedy a violation.

B. Filing a Complaint

1. An organization or an individual may file a complaint with the Kent County Public Schools.
2. The complaint shall be in writing and signed by the individual complaint or by an official of the complaining organization.
3. Each complaint shall contain:
 - a. A statement that Kent County Public Schools violated a requirement of a federal or state statute or regulation that apply to a program, and
 - b. The facts upon which the statement is based.
4. The complaint may include a request to review a decision of a sub-grantee.
5. Complainants whose allegations fail to meet the requirements are to be notified that they must comply with the requirements in order for the complaint to receive full investigation.

C. Receipt of Complaint

1. Complaints shall be received by the Superintendent.
2. Initial Processing
 - a. All complaints shall be logged in, in writing, with the following information:
 - i. Identifying the complaint
 - ii. Supplying the date upon which the complaint was filed; and
 - iii. Noting whether the complaint is against the Kent County Public Schools, a local school, or both
 - a) Within 10 days of a receipt of complaint, the Superintendent or designee shall notify the complainant in writing of:
 - iv. The date of receipt of the complaint
 - v. The date by which the complainant will be notified of the resolution, i.e. 60 calendar days from the date of receipt of the complaint; and

- vi. The intent of the Kent County Public Schools to fully investigate the complaint
- b. Each school named in a complaint shall receive a copy of this acknowledgement letter as well as a copy of the complaint.
- 3. Investigation of Complaints
 - a. The designated staff shall review and investigate the complaint.
 - i. Where necessary, an independent on-site investigation shall be conducted.
 - ii. If the Superintendent determines that exceptional circumstances warrant an extension of time in excess of 60 days to investigate and resolve the complaint, the complainant shall be so informed in writing with inclusion of the extended deadline date. Exceptional circumstances may include, but are not limited to, the complexity of the issues raised in the complaint or the unavailability of key personnel.
 - b. Upon completion of the investigation, the designated staff shall report the findings to the Superintendent as appropriate.
- 4. Resolution of a Complaint
 - a. The Superintendent shall inform the parties in writing of the Kent County Public Schools resolution of the complaint and include:
 - i. The final decision as to the action which will be taken, if any, in response to the complaint; and
 - ii. Notice of the right of either party to request that the Maryland State Department of Education review the final decision of the Kent County Public Schools
 - c. After the resolution letter is sent, the Superintendent or designee shall note on the complaint log the date of the letter, and whether or not any further action is required.

WEBSITE RESOURCES

Kent County Public Schools www.kent.k12.md.us

- Learn about KCPS education programs
- Keep current with news releases and Board minutes and agendas
- Find contact telephone numbers and email address information for teachers and principals
- Learn about approved curriculum
- Check school menus
- Review current sport schedules
- See the school system's calendar
- Check school closing or delay information
- Check report card and interim report dates
- See latest school news and newsletters

Maryland School Performance Report www.marylandpublicschools.org

- Research Maryland Comprehensive Assessment Program (MCAP) results for each county and school.
- Explore data trends on enrollment, attendance, student mobility, test exemption, special services, and disaggregated performance data.

Maryland State Department of Education www.msde.state.md.us

- Learn about state education programs.
- Keep current with news releases and Board agendas.
- Find contact information for local and state personnel.
- Link to other Maryland education sites.

School Improvement in Maryland www.mdk12.org

- Learn how to organize school improvement teams.
- Test yourself with prototype high school assessment questions.
- Compare your school's scores to schools with similar rates of poverty, mobility, and special education services.

WHO DO I CONTACT?

Always contact the school first and then Central Office staff if you have further questions or concerns.

Athletic Programs and Eligibility at KCHS

- Athletic Director at 410-778-1394
- Sports Schedules at www.kent.k12.md.us.

Attendance

- School Counselor or School Secretary
- School Administrator
- Director of Student Services

Board of Education, Minutes, and Policies

- Board Office at 410-778-1595
- See posting on website www.kent.k12.md.us

Career and Technology Programs

- Coordinator of Accountability and CTE at 410-778-7141

Copy of Transcript or Diploma

- Student Services Office at 410-778-7138

Curriculum and Textbooks

- Division of Education Services at 410-778-7116

Driver Permit Attendance Forms

- Kent County High School at 410-778-4540

Emergency Closings

- See posting on website www.kent.k12.md.us

Employment in the School System and Substitute Teaching

- Human Resources at 410-778-7140
- Openings and applications are posted on website www.kent.k12.md.us

English as a Second Language

- ESL Office at 410-778-7116

Family Resource Center

- Parent Coordinator at 410-778-5708

Finance Office Questions

- Division of Administrative Services at 410-778-4257

Food Service and School Meal Program

- Food Service at 410-778-7174

Free and Reduced Meal Program

- Food Service Support Supervisor at 410-778-7174

Graduation Requirements

- Contact your high school counselor

Health Provider in Each School

- Contact the health provider at each school
- Food Service at 410-778-7174

Integrated Pest Management

- Contact the Maintenance Support Supervisor at 410-778-7142

Kindergarten and Pre-Kindergarten Enrollment

- Contact the school counselors
- Early Childhood at 410-810-3903

PowerSchool Parent Access

- Contact the school counselors
- Technology Office at 410-778-7111

Registering a New Student

- First contact the school counselor at each school
- Student Services Office at 410-778-7138

Special Education Services

- Special Education Office at 410-778-7164

Technology

- Technology Office at 410-778-7111

Transportation

- Transportation Office at 410-778-7117

Volunteering in the Schools

- Contact the school office

Work Permits

- Maryland Department of Labor website

SCHOOL SCHEDULES

KCHS Arrival & Dismissal Times 2024-2025	Regular Schedule	Delayed Opening 1 Hour	Delayed Opening 90 Minutes	Delayed Opening 2 Hours	Half Day Dismissal
Arrival/Breakfast	7:25AM	8:25 AM	8:55 AM	9:25 AM	7:25 AM
Instruction Begins	7:35AM	8:35 AM	9:05 AM	9:35 AM	7:35 AM
Student Dismissal	2:25 PM	2:25 PM	2:25 PM	2:25 PM	11:25 AM
Buses Depart	2:30 PM	2:30 PM	2:30 PM	2:30 PM	11:30 AM

KCMS Arrival & Dismissal Times 2024-2025	Regular Schedule	Delayed Opening 1 Hour	Delayed Opening 90 Minutes	Delayed Opening 2 Hours	Half Day Dismissal
Arrival/Breakfast	7:25 AM	8:25 AM	8:55 AM	9:25 AM	7:25 AM
Instruction Begins	7:40 AM	8:40 AM	9:10 AM	9:40 AM	7:40 AM
Dismissal/Bus Riders	2:25 PM	2:25 PM	2:25 PM	2:25 PM	11:25 AM
Buses Depart Dismissal/Walkers	2:30 PM	2:30 PM	2:30 PM	2:30 PM	11:30 AM

ELEMENTARY Arrival & Dismissal Times 2024-2025	Regular Schedule	Delayed Opening 1 Hour	Delayed Opening 90 Minutes	Delayed Opening 2 Hours	Half Day Dismissal
Arrival/Breakfast	8:35 AM	9:35 AM	10:05 AM	10:35 AM	8:35 AM
Instruction Begins	9:00 AM	10:00 AM	10:30 AM	11:00 AM	9:00 AM
Dismissal/Walkers	3:25 PM	3:25 PM	3:25 PM	3:25 PM	12:25 PM
Dismissal/Bus Riders	3:40 PM	3:40 PM	3:40 PM	3:40 PM	12:40 PM