

Policies and Procedures
of The Board of Education
of Worcester County
Maryland



April
1956

WORCESTER COUNTY PUBLIC SCHOOLS

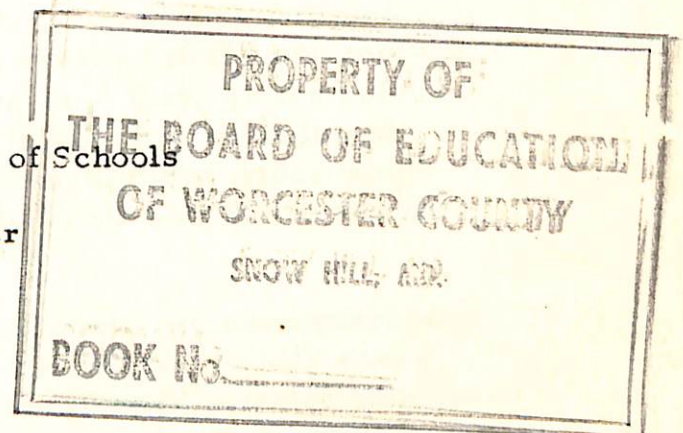
Worcester County, Maryland

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Board of Education Office Address: Snow Hill
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Foreword

As implied in the title, this bulletin attempts to set forth a comprehensive statement of the policies and procedures established by the Board of Education of Worcester County in order to achieve the aims of its educational program.

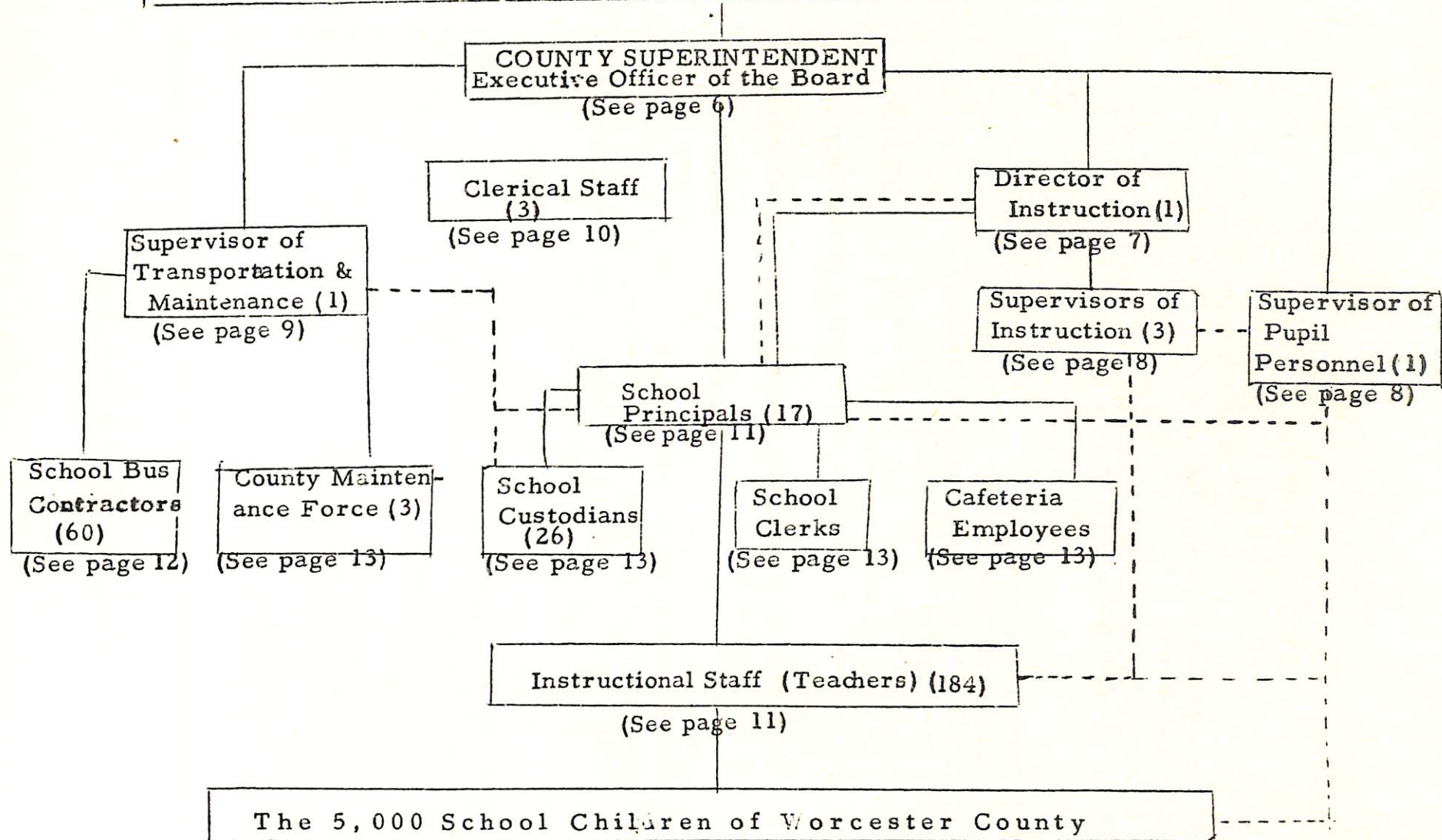
In a school system which attempts to adapt itself to the needs of a dynamic society, educational policy must be continually developing and changing. Virtually every meeting of the Board of Education, the staff, or of individual school faculties results in decisions which, in effect, become part of the over-all policy of the school system. In developing this written policy statement, it is not the intention of the Board of Education to discourage such change or to cause the school system to become static. On the contrary, it is hoped that this compilation of existing policies will make them available for study by all concerned to the end that they may be improved. Further, it is recognized that, as the school system grows in size and complexity, it becomes increasingly necessary that the policies, rules, and regulations under which the schools operate be readily available to all who are in any way responsible for the educational program.

In bringing together this policy statement, we have searched the minutes of the Board of Education for the past twenty years. All letters or bulletins interpreting School Board policies addressed to school system personnel have been examined. Reference has been made to the numerous state bulletins which set forth and interpret the state law and by-laws of the State Board of Education.

This statement has been developed primarily for the use and guidance of school system personnel. All are urged to study it carefully to the ends that all may be familiar with existing policy and that desirable changes and additions may be made. Forms are provided in the back of the bulletin for jotting down suggestions for needed changes. As other materials relating to policy are received, they should be incorporated in this bulletin.

Paul D. Cooper
County Superintendent of Schools

BOARD OF EDUCATION OF WORCESTER COUNTY
Three laymen representing the people of the County - Appointed by the Governor



Directory

-----Advisory

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Section I

ORGANIZATION OF WORCESTER COUNTY PUBLIC SCHOOLS

Article A. The Board of Education

A-1 Membership

The Board of Education of Worcester County is composed of three members, appointed from the citizens of the county by the Governor, for terms of six years from the first Monday in May next succeeding their appointment. Members are appointed solely because of their character and fitness. They may be removed from office for specific causes by the State Superintendent of Schools, by and with the approval of the Governor. (Section 7)

A-2 Duties and Responsibilities

The duties and responsibilities of the County Board of Education are set forth in the Maryland Public School Laws. The Board is also bound by by-laws of the State Board of Education.

Article 77, Section 51, provides that "the county board of education shall to the best of its ability cause the provisions of this Article, the by-laws, and the policies of the state board of education to be carried into effect. Subject to this Article, and to the by-laws, and the policies of the state board of education, the county board of education shall determine, with and on the advice of the county superintendent, the educational policies of the county and shall prescribe rules and regulations for the conduct and management of the schools."

Article 77, Section 52, provides that "the county board of education shall exercise, through its executive officers, the county superintendent, and his professional assistants, control and supervision over the public school system of the county. The board shall consult and advise, through its executive officer and his

All references, unless otherwise noted, are to "The Public School Laws of Maryland," Maryland School Bulletin, Vol. XXXIV, No. 1, January, 1955.

professional assistants, with the boards of district trustees, principals, teachers and interested citizens, and shall seek in every way to promote the interests of the schools under their jurisdiction. "

The following specific duties and powers are enumerated in the Public School Laws of Maryland:

- Appoint a county superintendent of schools who serves as chief executive, secretary, and treasurer of the board.
- Maintain a uniform and effective system of public schools throughout the county.
- Determine educational policies for county.
- Prescribe rules and regulations for conduct and management of schools.
- Promote interest of schools.
- Control and supervise public school system.
- Appoint principals and teachers and fix salaries.
- Suspend or dismiss teachers.
- Prescribe and distribute county courses of study.
- Purchase and distribute textbooks, visual and auditory aids, and other supplies and equipment.
- Grade and standardize schools.
- Employ school architects.
- Purchase or sell school grounds, school sites, and school buildings.
- Rent, repair, improve and construct school buildings.
- Receive donations of school property.
- Obtain title before building upon a site or occupying a donated house.
- Condemn land up to 30 acres for school sites.
- Hold title of school property.
- Divide county into school districts.
- Consolidate schools.
- Maintain jointly schools on or near dividing line.
- Inaugurate program for education of handicapped children.
- Establish and maintain day and evening schools for adults.
- Prepare county school budget.
- Have accounts audited and made public.

Make reports to the State Board of Education.
Appropriate library money for schools.
Have annual report prepared and published.
Cause American flag to be displayed in each school.
Consent to use of school plant for certain purposes.
Consent to dismissing pupils or closing schools during school hours.
Provide and equip office of county superintendent.
Provide transportation for county superintendent and his professional assistants.

Practically all of the above duties and responsibilities are exercised on the recommendation of the County Superintendent of Schools.

A-3 Organization and Meetings

1. The Board of Education shall hold an annual meeting each year on the second Tuesday of May or as near as possible thereto in May. At this meeting, the Board shall elect one of its members as president and one as vice-president. (Section 46)
2. The Board shall meet on the second Tuesday of each month at 2:00 P. M.
3. Special meetings may be called by the president or secretary at the discretion of the president.
4. The President shall preside at all meetings, sign authorized or approved contracts and other documents on behalf of the Board and perform such other duties as are prescribed by law or by the Board. In the absence of the president, the vice-president shall perform these duties.
5. The County Superintendent of Schools shall be the executive officer, the secretary and treasurer of the Board. He shall attend all meetings of the Board and of its committees, except when his own

tenure, salary, or the administration of his office is under consideration, and shall have the right to advise on any question, but he shall have no right to vote. (Section 50)

6. The treasurer shall be the custodian of and shall deposit all funds. All checks shall be signed by the treasurer and the clerk.
7. All formal action of the Board and individual votes shall be a matter of public record.
8. The Superintendent shall keep a record of the proceedings of each meeting of the Board and of all action taken. (By-law 9)
9. All meetings for the transaction of business shall be open to the public, and the formal record of all meetings shall likewise be public. However, executive sessions are permitted by law and may be called by the President at any time at the request of any member or the Superintendent.
10. No motion or resolution shall be declared adopted without the concurrence of two members of the Board. (By-law 8)
11. Individuals or organizations desiring to be heard shall make their request to the secretary on or before Thursday noon preceding the meeting, confirmed in writing and stating the purpose. Such individuals or groups must accept the time limit imposed by the Board. These requirements may be changed by a majority vote of the Board.
12. The Board shall observe Roberts' Rules of Order Revised, except as otherwise provided by these rules and regulations or by statute.
13. All meetings of the Board shall be held at its office unless conditions make it advisable to meet elsewhere. In case of change, each member shall be notified at least one day prior to the meeting.

A-4 Order of Business

The order of business at a regular meeting shall be:

1. Call to order.
2. Roll call
3. Reading of minutes of last meeting(s)
4. Communications
5. Treasurer's report and manifest of bills
6. Superintendent's report and recommendations
7. Unfinished business
8. New business
9. Miscellaneous business
10. Adjournment

A-5 Committees

In general, the Board shall act as a committee of the whole, and there shall be no standing committees. However, the President of the Board is empowered to appoint, at a meeting of the Board, temporary committees made up of Board members and/or staff members to study specific problems. Such committees shall be dissolved when the reports are accepted by the Board.

A-6 Authority of Members

Board members have authority only through action by the Board legally in session. The Board shall be bound in no way by any statement or action on the part of an individual Board member, except when such statement or action is in pursuance of specific instructions of the Board.

A-7 Amendment to or Suspension of Rules

These rules and regulations, except those required by statute, may be amended by a majority vote of the Board or suspended if all members present are in unanimous agreement.

A-8 Board of Education Office Hours

The office of the Board of Education shall be open from 9:00 A. M. to 5:00 P. M., Monday through Friday. It shall be closed on all legal holidays whenever the school calendar provides for the schools to be closed on those days.

Article B. Administrative and Instructional Staff

B-1 County Superintendent of Schools - Responsibilities

Article 77, Section 52, of the Maryland Public School Laws provides that "the county board of education shall exercise through its executive officer, the county superintendent, and his professional assistants, control and supervision over the public school system of the county." The law provides further that the Superintendent shall have these specific responsibilities:

- Attend meetings of the county board of education and of its committees, and act as secretary and treasurer of the board.
- Carry into effect school laws, rules, regulations, and policies of the State and county boards of education.
- Interpret school laws and by-laws.
- Decide controversies and disputes.
- Recommend repairs, purchase and sale of school sites and buildings and employment of architects.
- Prepare plans and specifications for school buildings, subject to the approval of the State Superintendent of Schools.
- Supervise remodeling and construction of buildings.
- Approve contracts.
- Issue provisional certificates.
- Nominate professional, clerical, statistical, and stenographic assistants.

Nominate teachers and principals for appointment,
assign them to positions, transfer or suspend
them for cause, recommend them for promotion
or dismissal.
Visit schools, advise with teachers, counsel trustees.
Strive to awaken public interest and to improve
educational conditions.
Grade and standardize all public schools.
Prepare courses of study.
Prepare lists of books, supplies, and equipment
and recommend their purchase and distribution.
Take initiative in preparation and presentation
of annual school budget.
Conduct correspondence, receive and verify all
reports from district trustees, principals,
and teachers.
As treasurer, deposit funds to secure interest
on daily balances.
Prepare annual report for county board of
education and all other reports required of
that board.
Authorize use of school plant for certain purposes.
Consent to dismissing pupils or closing schools
during school hours.
Classify teachers' certificates.
Consent to pupils' attending schools in adjoining
districts or counties.

B-2 Director of Instruction - Responsibilities

The director of instruction shall be responsible to the County Superintendent for the development of a curriculum to meet the needs of all school children in the county and for the development of a program of instruction to effectuate that curriculum. In the performance of these two functions, he shall work with supervisors, principals, teachers, other professional personnel, children, and lay citizens and shall be responsible for organizing and directing their activities.

He shall recommend to the Superintendent a program for the continuous evaluation of the adequacy of the curriculum and effectiveness of instruction and shall be responsible for conducting that program. He shall make recommendations as to the provision and selection of textbooks and other supplies, materials, equipment, and facilities essential for the conduct of the program of education.

B-3 Supervisors of Instruction - Responsibilities

Supervisors of instruction shall be responsible for interpreting the county program and policies for principals and teachers and shall advise them in the development of programs of education for each school, consistent with the county program and adequate for the needs of all children in each school. They shall advise, consult, and work with teachers and principals to bring about a continuous improvement of instruction. They shall assist principals in the evaluation of programs of instruction in individual schools. They shall make recommendations to the principals, director of instruction, or other appropriate persons concerning the provision and selection of textbooks, materials of instruction, equipment, and facilities, the selection and assignment of personnel, the formulation of policies, the organization of schools for instruction, etc.

B-4 Supervisor of Pupil Personnel - Responsibilities

As a primary responsibility, the supervisor of pupil personnel shall advise and assist principals, teachers, guidance counselors, parents, and children in locating and solving problems of adjustment among school children, including the problem of illegal absence. He shall assist teachers to recognize behavior problems and shall establish procedures for screening such cases and referring them to him. He shall be responsible for the establishment and supervision of a system of pupil accounting for the county as a whole and for individual schools. He shall become familiar with all public and private agencies which provide services for children

with special needs and shall endeavor to make these services available to the children of Worcester County. He shall investigate, or cause to be investigated, applications for work permits, suspensions, and expulsions, illegal absences, families in economic need, and the causes for drop-outs. He shall be responsible for accounting for non-resident students and federally-connected students. He shall make recommendations to the Superintendent or other appropriate authority with respect to the establishment of special classes or special services for children, the adequacy of school facilities, establishment of or changes in bus routes, changes in curricula, or changes in programs for individual students. He shall be responsible for the interpretation of all laws and policies pertaining to pupil accounting, attendance, programs for the special needs of children, etc.

B-5 Supervisor of Transportation and Maintenance - Responsibilities

As supervisor of transportation, he shall be responsible to the Superintendent for the operation of all school busses in accordance with the policies established by the Board of Education and the laws of Maryland. Working with principals and bus drivers, he shall develop for adoption by the Board rules and regulations to guarantee the safety of children and the efficient and economical operation of the transportation system. He shall make recommendations with respect to the establishment of bus routes, extension of bus routes, establishment of bus stops, appointment of bus drivers, award of bus contracts, changes in equipment, and the suspension of drivers or contractors. He shall seek to develop an adequate program of safety education in relation to school transportation and shall see that all drivers are properly trained. He shall prepare forms and supervise the keeping of adequate records to guarantee the safe and economical operation of the transportation system. He shall investigate complaints, requests for transportation service, and behavior problems on school busses. He shall supervise the periodic inspection of busses in accordance with state law and shall be responsible for seeing that necessary corrections are made.

As supervisor of maintenance, he shall be responsible to the Superintendent for directing the repairs of buildings, grounds, and equipment, and for supervising the work of all school custodians and county maintenance personnel. He shall assist principals in the preparation of requisitions for repairs, alterations, and custodial supplies and equipment. He shall advise principals and custodians with respect to the proper maintenance of school property and shall assist in the development of schedules for custodians. He shall make recommendations to the Superintendent or principals with respect to the appointment and assignment of custodians, alterations of buildings, plans for new facilities, etc.

**B-6 Clerical Staff of the Board of Education -
Responsibilities**

The chief clerk shall, jointly with the Superintendent and at his direction, sign all checks for the disbursement of county school funds. Under the direction of the Superintendent, she shall be responsible for keeping personnel records, for keeping adequate records of all financial transactions, for recording the minutes of Board of Education and for preparing necessary reports for the County Board of Education, the State Department of Education, or other agency. She shall be responsible for the general supervision of the clerical work of the office and shall assign clerical or secretarial work to assistants.

Assistant clerks shall perform duties as assigned by the chief clerk as bookkeeping, filing, typing, record keeping, etc. They shall perform secretarial service for members of the staff as required, but where any conflict may arise they shall look to the chief clerk for assignment.

B-7 Principals and Assistant Principals - Responsibilities

The Principal shall be the administrative and supervisory head of his school within the framework of the county school system. He shall be responsible to the Superintendent for the instruction, conduct, and management of the school, and in meeting these responsibilities he shall work closely with the supervisors and other county personnel. He shall become informed with respect to all laws, policies, rules and regulations of the State Board of Education and the County Board of Education, and he shall be responsible for seeing that his school operates within those policies and for interpreting said policies for his teachers. He shall prepare or have prepared all reports required by law or requested by the County Board of Education or the State Department of Education. He shall report promptly to the County Superintendent all accidents, extreme or unusual measures of punishment of children, suspension of children, or other unusual problems or conditions. He shall keep adequate and accurate accounts of all funds collected and expended within his school. He shall make recommendations to the Superintendent or other appropriate official with respect to the selection and provision of supplies and equipment, repairs and maintenance, transportation problems, pupil personnel problems, county policies, the selection, assignment, or removal of teachers or other personnel, etc.

Assistant principals, where provided, shall assume such responsibilities as directed by the Principal with the approval of the Superintendent.

B-8 Teachers - Responsibilities

Teachers (including librarians, counsellors, or others with specialized assignments) shall be responsible for the effective instruction and management of children in their classes to the end that maximum growth and development may be achieved by every child. If this is to be accomplished, it must be the duty of each teacher to cooperate to the fullest extent with his fellow

teachers, principals, and supervisory staff in the solution of the problems of individual children and the improvement of the school program. Each teacher shall keep an accurate record of and report attendance of his children and shall keep such other records and prepare such other reports as may be required by law or requested by the County Board of Education. Each teacher shall assume an equal share of extra-class duties and responsibilities.

B-9 Bus Contractors and Bus Drivers - Responsibilities

The school bus contractor shall be responsible for providing equipment and transporting children to and from school in accordance with the laws of Maryland, the rules and regulations of the State Department of Education and the Worcester County Board of Education, and the terms of his individual contract. He shall meet all physical and other qualifications established for school bus drivers or shall provide a driver who does meet those qualifications. He shall have available a substitute driver who meets the same qualifications and shall submit the name of said substitute to the Board of Education for approval. (At no time shall the bus be operated by a driver who has not been approved by the Board of Education.) He shall be responsible for the conduct and safety of children while on his bus and shall deal with cases of misconduct in accordance with rules and regulations established by the County Board of Education. He shall comply with all safety regulations, present his bus for periodic inspections, and promptly correct all deficiencies revealed by such inspections. He shall advise the Supervisor of Transportation or the Principal with respect to behavior problems, change in schedules, equipment, and routes. He shall, at no time make changes in schedules, bus stops, routes, equipment or drivers without the approval or direction of the Supervisor of Transportation. He shall not be required to make off-the-route trips without additional reimbursement but shall cooperate with the schools in making such essential transportation available at reasonable cost.

Drivers of county-owned equipment shall comply with all applicable requirements set for school bus contractors. The bus shall be operated under the direction of the Supervisor of Transportation.

B-10 School Clerks - Responsibilities

School clerks, where provided, shall be responsible for all duties assigned to them by the school principals.

B-11 Custodians and Maintenance Personnel - Responsibilities

The school custodian shall be directly responsible to the principal for the housekeeping of buildings, the operation of mechanical systems, and the care and maintenance of equipment. In the performance of his duties he shall adhere closely to a schedule provided by the principal. He shall cooperate with all other members of the school staff in providing a safe, healthful, and pleasant school environment for children. He shall seek and follow the advice of the Supervisor of Maintenance in the proper performance of his duties.

Central maintenance personnel shall be responsible to the Supervisor of Maintenance and shall perform such duties and in such manner as directed by him.

B-12 Cafeteria Workers

Cafeterias are not presently operated by the County Board of Education but are operated by individual schools. Cafeteria workers are employed by the principal and, consequently, are responsible to him. However, the Board of Education requires that all cafeteria workers meet health standards established for other employees.

Article C. District Board of Trustees

C-1 Membership and Organization

A district board of school trustees shall be provided for each school in Worcester County. The board shall consist of three members, each to serve a term of three years with one regular vacancy and one appointment each year. (Article 77, Section 13)

An annual meeting shall be held on the third Saturday in May, or as soon thereafter in May as possible. At this meeting the board shall appoint one of its members as chairman. Other regular meetings shall be held at least once each school term and special meetings as needed. On Saturday preceding the opening of school, the trustees shall meet with the principal teacher at the school, discuss the general policy of conducting the school, and take definite steps toward making the school a real community center. At least two months before the date of making the county levy, the trustees shall hold a meeting to consider the condition and needs of the school property and report to the County Board of Education. The principal teacher shall be the secretary of the district board of school trustees and attend all meetings except when the board is in executive session. The secretary shall have the right to speak upon all questions, but shall have no right to vote. Any teacher shall have the right to appear before the board and speak upon any question except when the board is in executive session.

C-2 Appointment

Members of the district board of school trustees shall be appointed by the County Board of Education from the residents of the school district. They shall be appointed solely because of their character and fitness. In determining fitness, the Board of Education shall be guided by the candidates' apparent interest in and the degree to which they have been active in school affairs and, where possible, shall appoint persons who have children attending school. For each vacancy the Board of Education shall request the local Parent-Teacher Association to submit nominees.

C-3 Responsibilities and Duties

The duties and powers listed below are all provided for specifically in Maryland Public School Laws. As the school system has developed, some of these duties have become inappropriate and boards of trustees have ceased to exercise them. For example, in view of the size and complexity of today's school plants and the existence of a county-wide maintenance program, it would be unreasonable to expect local trustees to "attend to incidental repairs." However, the board of trustees can perform a real and valuable service for the local school today.

Duties and Powers:

- Consent to dismissing pupils or closing schools during school hours.
- Appoint a school janitor.
- Care for school property.
- Attend to incidental repairs.
- Hold school keys (chairman).
- Visit school, advise teachers, develop sentiment in support of schools.
- By unanimous vote, may refuse to accept first two original assignments of teachers for any place.
- May file written charges requesting the removal of the principal teacher.
- Attend annual public exhibition of school work, assist in judging, and award prizes.
- See that water closets or outhouses are kept in proper condition.
- Authorize use of school plant for certain purposes.
- Co-operate with teachers in establishing school libraries and in selecting library books.
- Encourage improvement of school buildings and grounds.
- Suspend and expel pupils for cause.

Section II

THE INSTRUCTIONAL PROGRAM

Article D. The Elementary School Program

D-1 Legal Requirements

Beyond establishing the elementary school and prescribing the number of days it shall be open, the Public School Laws of Maryland do not attempt to prescribe the program in any detail. Article 77, Section 85, does require that "in every elementary school, there shall be taught good behavior, reading, spelling, penmanship, arithmetic, oral and written English, geography, history of the United States and of Maryland, community civics, hygiene and sanitation, and such other branches as the State Board of Education may from time to time prescribe."

In turn, the State Board of Education has not attempted to define rigidly the program of instruction in the elementary school but has largely delegated this responsibility to County Boards of Education, at the same time providing leadership and guidance through the State Department of Education as the programs are developed locally.

D-2 Organization

The elementary schools in Worcester County include grades one through six and are generally administered on that basis. Due to the availability of facilities, some school buildings may house less than six grades and still be administered as a unit. There are also situations in which grades one through twelve are administered as a unit. However, for purposes of administering and planning the school program, grades one through six are considered to constitute the elementary school.

D-3 Nature and Objectives of the Program

It is not feasible to present in a handbook a complete and detailed description of the school program. In brief, we believe that the school must provide opportunity for each child to develop physically, spiritually, mentally, emotionally, and socially so that he can have a full life, satisfying to himself and society.

The elementary school program which has developed in Maryland and in Worcester County to achieve this goal is well described in Chapter I of "Maryland's Educational Program," Maryland School Bulletin Volume XXXII, No 2, June, 1952. The following description is abstracted from that source:

The program for the first two years provides:

- Opportunities for pupils to begin reading, writing, (manuscript), the use of numbers
- Active exploration of surroundings in order that pupils become better acquainted with their social and physical world
- Opportunities for pupils to express themselves in art, music, games, and rhythms
- Opportunities for children to work together - to plan how to carry out an enterprise of interest to the group, to assume responsibility for doing assigned work, and to evaluate progress of work done
- Opportunities for children to become acquainted with and to interpret literature

The program in the third and fourth grades provides opportunities for children to acquire and consolidate such important learnings as:

- Basic reading skills
- Power in the fundamental processes in arithmetic
- Skills in expressing themselves in writing with some fluency
- Use of language ability - to acquire an increasing body of information.
- Gains in space and time orientation
- Writing which is characteristic of adult style (cursive rather than manuscript)

The program for grades five and six provides opportunities: (1) to develop further skills in reading, arithmetic, oral and written English, art, music, physical education, and in doing research in social studies and science; (2) to gain accuracy and speed in the use of symbols for receiving and communicating ideas; (3) to grow in wider understanding of the environment both social and physical; and (4) to grow in ability to organize and interpret ideas in solving problems.

D-4 Curriculum and Instructional Guides Available

Social Living, Grade One - Parts I and II
Social Living, Grade Two - Parts I and II
Social Living, Grade Three - Parts I and II
Social Living, Grade Four - Parts I and II
Social Living, Grade Five - Parts I and II
Social Living, Grade Six - Parts I and II

Arithmetic Skills Bulletin, Grades One - Nine
Language Skills Bulletin for Listening, Speaking and Writing,
Grades One - Six
Skill Program in Mathematics, Revised, Grades One and Two
Phonics Bulletin
Science Bulletin, Grade One
Science Bulletin, Grade Two
Science Bulletin, Grade Three
Packed Lunches
Music, Grades One - Six
Library Skills Bulletin, Grades One - Twelve
Phonics and Word Analysis Program, Grades One - Six
Worcester County Material
Worcester Long, Long Ago
The Resources of Worcester County
Industries in Worcester County
Cooperative Enterprises in Worcester County
We Have Our Problems
Sketches on the Communities of Pocomoke City, Snow
Hill, Newark, Bishopville, Stockton, Girdletree,
Berlin, Whaleyville, Ocean City

Box of Maryland Pictures (one box in each school)
Portfolio of Worcester County Pictures
Origin of Some Familiar Christmas Customs in America
and Other Lands
Music in the Elementary School, Grades One - Six
Teachers' Guide to Instruction - All Teachers

Article E. The Secondary School Program

E-1 Legal Requirements

As in the case of the elementary school program, the State Legislature has generally not attempted to prescribe the program for the secondary schools. It has instead empowered the State Board of Education to prescribe courses of study and set minimum standards. Again the State Board of Education has largely delegated to local school systems the responsibility for developing the detailed program in each community and has provided them with leadership and guidance in fulfilling that task. The state has prescribed minimum standards to be followed by counties in developing their programs. These standards are set forth in the administrative manual, "Maryland's Educational Program," pages 36-54. The current issue of a second bulletin, "The Maryland State Plan for Vocational Education," also sets standards which the county program must meet in the fields of vocational education. The county must meet but may exceed the minimum standards set by the state.

E-2 Organization

All secondary schools in Worcester County are presently six-year high schools; that is, they include grades seven through twelve and are administered as a unit. For purposes of program planning, grades seven through nine are referred to as the Junior High School, and grades ten through twelve are referred to as the Senior High School.

E-3 Nature and Objectives of the Program

The objectives of the Junior High School program are set forth in "Maryland's Educational Program" as follows:

1. To provide opportunities for pupils to use and develop further those skills, interests, attitudes, and appreciations which they have already acquired, that these learnings may be co-ordinated into wholesome behavior patterns
2. To provide opportunities for pupils to discover and explore new, specialized interests, aptitudes, and abilities
3. To provide learning experiences in broad areas of living which will meet common needs of adolescents
4. To provide a program broad enough to permit differentiated, educational opportunities suited to the varying backgrounds, interests, abilities, and needs of all pupils, so that each may realize most economically the ends for which we educate
5. To provide the intelligent guidance necessary to assist pupils to make satisfactory mental, emotional, and social adjustment in this period of their development toward well integrated personalities.
6. To provide assistance to all pupils in the business of making intelligent decisions regarding present and future educational and vocational opportunities
7. To provide opportunities for pupils to participate in learning experiences which will help them to adjust presently and in the future to worthy citizenship in our democracy
8. To provide for that close articulation between elementary and secondary education which is essential to a well integrated school program

The objectives of the Senior High School program are stated in the same publication in these terms:

1. Continue the general education needed for personal living and the building of good human relationships
2. Continue general education needed for citizenship by providing activities for learning the processes of democratic living
3. Maintain and further develop the basic knowledge or skills common to all areas of living
4. Prepare for an occupation by providing vocational learnings and work experience
5. Provide for the creative and worth-while use of leisure time and avocational pursuits through a rich program of offerings within the curriculum, also through a wide range of extra-curricular opportunities such as bands, orchestras, glee clubs, dramatic organizations, clubs, and many others
6. Prepare adequately certain pupils for college

While it must be recognized that course offerings and program patterns will vary from school to school, depending upon the size of enrollment, pupil interests, etc., the following offering is recommended for the Junior High School years for each school in Worcester County:

Junior High School
Course Listings

<u>Subject</u>	<u>Periods Per Week</u>		
	7th	8th	9th
Core 7 (English, Social Studies, Science)	15		
Core 8 (English, Social Studies, Science)		10-15	
Core 9 (English, Social Studies)			10
General Mathematics	5	5	5

<u>Subject</u> (Continued)	<u>Periods Per Week</u>		
	7th	8th	9th
General Science		5	5
Agriculture			5
Algebra (academic students)			5
Foreign Language (academic students)			5
Physical Education and Health	2-5	2-5	2-5
Music	3-5	3-5	3-5
Art	5	5	5
Home Economics (girls only)	3-5	3-5	3-5
Industrial Arts (boys only)	3-5	3-5	3-5

For the Senior High School years (Grades 10, 11, and 12) the following curriculum patterns and subject offerings are recommended as minimum requirements for each secondary school in Worcester County. For each curriculum, all courses listed as constants, if offered, shall be required for all students, unless excused by the County Superintendent upon the recommendation of the principal.

Senior High School Course Listings

Curriculum I - College Preparatory Emphasis

<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English
World History	United States History	Problems of Democracy
Plane Geometry	Algebra II	Solid Geometry and
(Algebra I in Gr. 9)	Physics	Trigonometry
Biology	Foreign Language	Chemistry
Foreign Language		Foreign Language
(also in Grade 9)		

One elective each year from among the following:

Physical Education and Health, Music, Art, Home Economics, Industrial Arts, Personal Typing, Psychology, Journalism, Economic Geography, Speech, Family Relations, others.

Curriculum II - Business Education Emphasis (Stenographic Major)

<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English
World History	United States History	Problems of Democracy
Biology	Shorthand I	Shorthand II
General Business	Typing I	Typing II and
	Bookkeeping I	Office Practice

Plus electives from among the following:

Physical Education and Health, Music, Home Economics, Industrial Arts, Art, Salesmanship, Economic Geography, Business Law, Psychology, Speech, Family Relations, Business Arithmetic, Senior Mathematics, Consumer Science, Bookkeeping II, Office Practice (separate course carrying one unit of credit), Others.

Curriculum IIB - Business Education Emphasis (General Business Major)

<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English
World History	United States History	Problems of Democracy
Biology	Bookkeeping I	Typing II and
		Office Practice
General Business	Typing I	Business Arithmetic

Plus electives from among the following:

Physical Education and Health, Music, Home Economics, Industrial Arts, Art, Salesmanship, Economic Geography, Business Law, Psychology, Speech, Family Relations, Senior Mathematics, Consumer Science, Bookkeeping II, Office Practice (separate course carrying one unit of credit), Others.

Curriculum III - Vocational Education Emphasis

<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English
World History	United States History	Problems of Democracy
Agriculture	Agriculture (2 periods)	Agriculture (2 periods)

Plus electives from among the following:

Algebra I, Algebra II, Business Arithmetic, General Business, Senior Mathematics, Bookkeeping I, Personal Typing, Physical Education and Health, Music, Industrial Arts, Art, Salesmanship, Economic Geography, Business Law, Family Relations, Consumer Science, Others.

Curriculum IV - General Education Emphasis

<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English	English	English
World History	United States History	Problems of Democracy
Biology	Consumer Science	Senior Science
General Business	Bookkeeping or Business Arithmetic	Senior Mathematics

Plus electives from among the following:

Business Mathematics, Senior Mathematics, Bookkeeping I, Senior Science, Physical Education and Health, Music, Industrial Arts, Home Economics, Art, Personal Typing, Economic Geography, Family Relations, Consumer Science, Others.

Whenever possible, the high school should attempt to increase its offerings both in terms of curricula and courses, provided such additional offerings make it possible for the school to meet more nearly the needs of all children. Additional curriculum patterns are suggested in the state administrative manual. In developing its program, each school must be governed by the minimum standards set forth by the state in the above mentioned manual.

Guidance and library services are provided for each high school on the basis of schedule as set by the state:

<u>School Enrollment</u>	<u>Teacher Time for Each Service</u>
100 or less	.2
101-200	.4
201-300	.6
301-400	.8
More than 400	1.0

All schools in Worcester County fall within the last two categories.

E-4 Standards for Graduation

In accordance with state requirements and regulations, diplomas shall be issued to all students who satisfactorily complete the following courses and meet all other requirements:

Minimum Requirements for Graduation (set by State of Maryland)

Academic or College Preparatory Courses

English	4 units (including 9th Core)
Social Studies	3 units (United States History - required, World History, Problems of Democracy, 9th Core)
Mathematics	2 units (Algebra I, Plane Geometry, Algebra II, Solid Geometry and Trigonometry)
Science	2 units (General Science, Biology, Chemistry, Physics)
Foreign Language	2 units (Latin, French, Spanish)
Electives	3 units
	<u>16 units TOTAL</u>

Commercial Course (Stenographic)

English	4 units (including 9th Core)
Social Studies	3 units (World History, United States History - required, Problems of Democracy, 9th Core)
Science	2 units (General Science, Biology, Senior Science)
Shorthand	2 units
Typing and Office Practice	1-1/2 units
Bookkeeping	1 unit
Commercial Elective	1 unit
Other Electives	<u>1-1/2 units</u>
	16 units TOTAL

General Course

English	4 units (including 9th Core)
Social Studies	3 units (World History, United States History - required, Problems of Democracy, 9th Core)
Mathematics	1 unit (9th General Mathematics, Senior Mathematics, Business Arithmetic, General Business)
Science	2 units (9th General Science, Biology, Senior Science)
Electives	<u>6 units</u>
	16 units TOTAL

Vocational Course - Agriculture Only

English	4 units(including 9th Core)
Social Studies	3 units (World History, United States History -- required, Problems of Democracy, 9th Core)
Mathematics	1 unit (9th General Mathematics, Senior Mathematics, Business Arithmetic, Bookkeeping, General Business)
Science	2 units or 3 units (Biology, General Science, Chemistry, Physics, Senior Science)
Agriculture	4 units or 3 units ((Agriculture I, II, III, IV)
Electives	<u>2 units</u> 16 units TOTAL

E-5 Curriculum and Instructional Guides Available

Junior and Senior High School

Living in Our School	Seventh Grade Core
Health and Safety	Seventh Grade Core
People of Other Cultures - North and South	Seventh Grade Core
Leisure Time	Seventh Grade Core
Our Environment	Seventh Grade Core
Our Shrinking World	Seventh Grade Core
Understanding Myself	Eighth Grade Core
Keeping Up with Current Affairs	Eighth Grade Core
People of the United States	Eighth Grade Core
Maryland, the Old Line State	Eighth Grade Core
Conservation	Eighth Grade Core
Living in Our Community	Eighth Grade Core

Acquiring Goods and Services	Ninth Grade Core
People of Other Cultures - East and West	Ninth Grade Core
Making a Living	Ninth Grade Core
Getting Along with Others	Ninth Grade Core
America's Heritage	Ninth Grade Core
Community Health and Safety	Ninth Grade Core
Handbook for Core Teachers	Seven and Nine
Language Skills Bulletin	Grade Four - Nine
Mathematics Skills Bulletin	Grades One - Nine

Supplementary Understandings for the following core units:

Living in Our School
Community Health and Safety

A Guide for Planning a Program for Home and Family Living	Grades Seven - Nine
Maintaining an Adequate Educational System in Worcester County	Grade 12 - P.O.D.
Everybody Invests in Our Public Schools	Grade 12 - P.O.D.

Homemaking for Grades 10, 11, 12
Biology
Chemistry
Physics
United States History
Bibliography for United States History
World History
English 10
Commercial Bulletin No. 1
Some Practical Aspects of Algebra and General Mathematics
Units for Agriculture, Grade Nine
Units for Vocational Agriculture, Grade Ten
Bulletin on Supervised Farming and Marketing, Grades Nine-Twelve
Physical Education for Girls, Grades Seven - Twelve
Physical Education for Boys, Grades Seven - Twelve
Music Related to Core Units, Grades Seven - Nine
Resource Unit for the Teaching of Civil Defense in Worcester
County Schools
Industrial Arts, Grades Seven - Nine
Topical Outline for Senior Mathematics - Grade Twelve
Guidance Calendar, Grades Seven - Twelve
Teachers' Guide to Instruction - All Teachers
Exercises Designed to Improve Reading Comprehension, Grades 7-12
Listening Exercises, Grades Seven - Twelve

Library Skills Bulletin, Grades One - Twelve
Resource Units for Teaching Health - Grades Seven - Twelve
Health Units, Grades Seven - Twelve
Worcester County - Past and Present, Parts I and II

E-6 Work Experience and Diversified Occupations Program

The Board of Education recognizes the value of such programs as a practical means of enriching the school offering for many students. It urges each school to attempt to establish such program wherever they can meet a definite need. The following have been adopted as basic principles for the guidance of schools in developing work experience programs:

1. Both a diversified occupations program and a work experience program should be instructional in nature. The major objective of any diversified occupations program should be to prepare a student to progress toward proficiency in a certain trade or occupation. The underlying objective of any work experience program is to apply those skills, information, and attitudes gained in class in actual working situations. The student should further learn through actual employment such things as reporting on time, sticking to the job, adjusting himself to a new situation, giving an honest day's work for a day's pay, and working under supervision.

A detailed plan concerning any proposed program in either diversified occupations or work experience should be submitted to the County Superintendent of Schools for approval.

2. In order to participate in either a diversified occupations program or a work experience program, the student in question must be a member of the senior class in good academic standing (his 16 credits for graduation must be assured). The second semester of the school year would appear to be the most logical time to schedule a program of work experience.

In the case of commercial students, no student should participate in a work experience program until he has attained the minimum requirements prescribed by the school in shorthand and typing.

3. Any program in diversified occupations or work experience must be rigidly supervised by the principal of the school in question (or by some teacher designated by him) to see that the educational objectives are being steadily pursued, and regular written reports must be required from the employer.

4. For any program in diversified occupations or in work experience, a counseling period should be scheduled once each week whereby the student may secure advice and instruction from the teacher in charge concerning any problems which may arise in connection with the program.

5. When, in the opinion of the principal or teacher in charge, any program in either diversified occupations or work experience ceases to be a learning program, it should terminate. This criteria should determine the length of any pupil's program in diversified occupations or work experience.

6. Under our present set-up, no credit toward graduation may be given for any program in either diversified occupations or work experience.

7. While participating in either type of program, a student must receive a wage which is commensurate with the wage given any beginning worker in the particular trade or industry in question. (A partial list of possible fields for diversified occupations training may be found on page 21 of the June, 1952, Edition of the School Administrative Manual.)

E-7 Correspondence Courses

The Board of Education recognizes the usefulness of supervised correspondence courses for the following purposes and will bear the cost of such courses, provided the school has secured approval prior to enrollment of the student:

1. To provide a practicable way of increasing the offerings of the high school.
2. To provide a practicable way of taking care of transfer students whose school program might otherwise be interrupted.
3. To provide a practicable means of eliminating small classes.
4. To provide a practicable way to meet individual differences.
5. To provide a practicable way for a handicapped student to continue his education.

Wherever utilized, supervised correspondence courses must meet the following requirements as set by the State:

1. All courses used in any high school for credit should be bought from the University of Nebraska through the County Board of Education.
2. Any plan for the use of supervised correspondence courses in any school of a county must have the approval of the local Board of Education, the County Superintendent of Schools, and the State Supervisor of High Schools.
3. The cost for correspondence courses taken by pupils enrolled in a given high school should be borne by the County Board of Education.
4. Supervised correspondence courses may be taken only in those fields in which the members of the staff are not qualified to give instruction, or in which a class group cannot be organized economically because of the small number desiring the course. This does not preclude the offering of courses to irregular pupils, transfers, and pupils with special interests or needs.

5. Generally speaking, no pupil taking supervised correspondence courses for credit should take more than one unit each year as a part of his regular school program.
6. Each school offering supervised correspondence courses must assign to the pupils taking these courses a teacher not scheduled for other school responsibilities at this time and provide proper places in which these pupils shall meet each day.
7. The courses completed by supervised correspondence study receive credit toward meeting graduation requirements for the various types of diplomas equal to that received for the subjects offered by the school in its regular classroom instructional program.

E-8 Driver Education

Each student attending Worcester County public schools shall be given the opportunity to pursue a course in driver education prior to graduation from the twelfth grade.

Currently a course is offered in the tenth grade in all high schools, that being the grade in which most students reach the age when they may obtain a driver's permit. If a student does not elect to take the course in the tenth grade, the school is not required to offer it for him in later grades. For each student who satisfactorily completes the course offered, a certificate indicating such satisfactory completion shall be issued.

Article F. Special Services and Programs Related to Instruction

- F-1 Whenever, in any school community, a group of adults sufficiently large to guarantee an average attendance of ten persons can be organized for the purpose of conducting a class in any subject of mutual interest, the Board of Education of Worcester County shall finance such class through use of Federal, State or County funds, provided a competent instructor is available, provided an outline of the course to be offered is presented to and approved by the the Board prior to the first meeting of the class,

and provided further, that such class meets all Federal or State requirements for such use of funds or other requirements that may be established by the County Board of Education.

The Board of Education reserves the right not to approve courses if sufficient funds are not available.

A registration fee, to be set by the Board of Education, shall be required for each person enrolled in an adult class.

F-2 Kindergartens

Kindergartens are not presently included in the free public school system of Worcester County. However, the Board of Education will make available public school facilities for the operation of kindergartens supported by tuition charges, provided enough children will be enrolled to guarantee the financial support of the class; provided the proposed kindergarten is sponsored by the local Parent-Teacher Association; provided the instructor shall be selected by the Board of Education and meets all requirements established for teachers in the school system; provided that the program to be offered is approved and supervised by the Board of Education and meets all requirements for kindergartens set by the State Department of Education; and provided that the facilities to be used are not required for the regular school program and that the operation of the kindergarten will in no way interfere with the operation of the regular school program.

The following recommended policies and procedures should apply to any kindergarten established under this article:

- a. The number of pupils in any one section should not exceed twenty.
- b. Eligibility for admission shall be the same as for the first grade pupils minus one year.
- c. Assignment of eligible pupils shall be through the principal's office.

- d. Eligible children in excess of twenty shall be admitted on the basis of order of application.
- e. All expenditures for supplies, equipment, or other purpose shall be subject to the approval of the principal.
- f. Policies relative to vaccination and other immunization shall apply.

F-3 Special Classes for Mentally and Physically Handicapped Children

The state provides financial support for the operation of special classes for mentally or physically handicapped children. The Board of Education shall, upon the recommendation of the Superintendent, establish such classes whenever a sufficiently large number of children need such programs (approximately 10-20) provided adequate facilities and transportation can be made available; provided a competent instructor can be employed and provided the class is approved by the State Department of Education and meets all requirements established by the State.

F-4 Vocational Rehabilitation

Any Maryland citizen who is permanently disabled and who is sixteen years of age or over is eligible to receive service from the Division of Vocational Rehabilitation of the State Department of Education if his disability constitutes an employment handicap. A state office is located at 117 Calvert Building in Salisbury, Maryland. High school guidance counselors, principals, and teachers shall endeavor to make full use of this service by bringing to the attention of the local field worker any case which may be benefited by the service.

F-5 Health, Psychological, and Psychiatric Services, etc.

Health services are provided for the school children of the county by the Worcester County Health Department. The schools shall avail themselves of these services and cooperate with the personnel of the Health Department to the end that all children may receive the most complete health protection possible. In all relationships with the Health Department, school personnel shall be guided by the principles set forth in the publication, "Public Health Nursing Services as Part of a Total Health Program in the Schools of Maryland."

Limited psychological and psychiatric services are also available to school children. Children requiring such services should be referred to the Supervisor of Pupil Personnel who will make the necessary contacts.

F-6 School Lunch Program

Most schools operate lunch programs of some type. Where in operation, they are financed and managed independently from the county school system but are subject to general supervision by the County Board of Education. All school cafeterias shall comply with all requirements of the Health Department, the County Board of Education and the State Department of Education.

Article G. General Policies Relating to Instruction

G-1 Promotion Policy

There is no simple, clear-cut, easily defined basis for promotion that can be applied to all students alike. Promotions from grade to grade must be based on a consideration of the best interests of the pupils concerned. Every child should be placed where he can and will work to best advantage. In deciding whether to promote or retain the child, it is essential to consider, first, the child's abilities; second, his achievement; and third, the grade in which he can work most satisfactorily, taking into account the child's physical, social, and emotional maturity. For most children, regular progress through school is essential if the highest possible growth is to be attained. However, it would be unfair to delude youth into believing that success in life is automatic by promoting them automatically in school. The decision to be made is a weighty one and should be shared by all who have a knowledge of the child; viz., the teacher, principal, guidance counselor, supervisor, and parent.

Promotion for grades nine through twelve is by subject. To be promoted to the tenth grade a pupil should have a minimum of three units of required credit; to be promoted to the eleventh grade, a pupil should have a minimum of seven required credits; to be promoted to the twelfth grade, a pupil should have a minimum of eleven required units. A total of sixteen units is required for graduation. (See Item E-4 for graduation requirements)

While it is not in the best interest of the child to use an arbitrarily fixed level of achievement as the single basis for promotion, the type of future program or vocation for which the student is preparing should influence the weight given to this particular basis. For example, pupils pursuing college preparatory or business education programs must be prepared, upon graduation, to measure up to standards which are generally fixed.

G-2 Evaluating Pupil Progress

The following statement taken from the State School Administrative Manual, "Maryland's Educational Program," presents the philosophy upon which pupil progress shall be evaluated in Worcester County:

"The modern school emphasizes learning as growth which differs in kind, rate, degree, etc., as individuals differ. The growth concept of education sets as the goal for each individual his optimum development--intellectually, physically, socially, emotionally, and spiritually. Since all-round growth is the main objective of education, standards of evaluation must be as broad as the goals. Consequently, determining pupil progress only on the basis of academic achievement is inadequate since intellectual growth is only a part of the total objective of education. The progress of any child should be evaluated on the basis of his total growth over a given period of time, considering his level of achievement at the beginning as well as at the end of the period, and then measuring his progress in relation to his own ability and not in relation to the growth of the other members of his group. No two individuals begin their growth exactly along the same lines at exactly the same time; nor do they develop at the same rate. Consequently, arbitrary grade standards used as a basis of evaluation and marking are inconsistent with the growth concept of education. In a sense any pupil who shows growth has not failed. He may have grown less rapidly or more rapidly than the other members of the class and yet have achieved normal growth as an individual.

"Evaluation serves several broad purposes in education: it provides information for effective guidance of the pupil; it gives direction for the improvement of the educational program; it supplies a sound basis for informing the public of the school's goals and achievements; it provides a certain psychological security to pupils, the staff of the school, and parents by supplying tangible evidence of the accomplishments of the goals of the school.

"Evaluation should be comprehensive; that is, it must be concerned with all of the pupil's growth; it should be a co-operative enterprise involving the pupil, parent, and teacher; it should be a continuous process accompanying all aspects of learning and not an 'end-point' to be applied at the close of a unit or semester's work; it should be quantitative and include objective evidence of facts and understandings acquired by the pupil; and it should be descriptive and include statements by the teacher concerning the child's behavior, work habits, attitudes, and interests. There are many excellent types of objective tests available for measuring the quantitative aspects of evaluation. Anecdotal records, samples of the pupil's work, questionnaires, and pupil autobiographies are a few of the many means of collecting data on the less tangible aspects of evaluation. Self-evaluation by the pupil is a valuable technique since every pupil should know himself, his limitations and potentialities."

G-3 Recording and Reporting Pupil Progress

Pupil progress is now recorded and reported according to the following system:

For grades one and two, the reports are in letter form. Teachers send letters to parents two or three times each year, advising them of the areas in which the child is making growth, the areas in which he needs to improve, and the kind of help he may need. The letters are supplemented by conferences between teacher and parent.

For grades three through six, parents receive a regular report card four times each year, showing the child's progress in specific skills and understandings, social habits, work habits, and health habits. For each skill, habit, or attitude, children are rated on this basis: O means that a pupil is outstanding in achievement and ability; S means that he is making progress according to his ability and maturity; and N means that he is not making progress according to his ability and maturity.

For grades seven through twelve, parents receive four report cards annually showing the child's progress in each subject on this scale: A - Excellent; B - Good; C - Average; D - Poor; E - Failing. In addition, pupils are rated on social habits, work habits, and health habits on the following scale: O indicates traits which the pupil possesses or is developing noticeably (Outstanding); S indicates traits which the pupil is developing and should continue to strengthen (Satisfactory); N indicates traits in which the pupil should make a special effort to improve (Needs Improvement).

A county-wide committee is now working on the problem of revising the systems for reporting pupil progress that they will be of greater benefit to the child and be more meaningful to pupils, parents, teacher, and others who may be interested in the pupils' growth and achievement.

G-4 Grouping Children for Learning

Aside from placing children with special needs in special classes, grouping in classes becomes a problem only when the school is sufficiently large to have enough pupils at a particular grade level for more than one class. Situations vary so much from school to school in Worcester County that it is impossible to establish a fixed pattern for grouping children.

However, these guiding principles should be followed where applicable:

- a. No single factor, such as mental ability, reading level, age, or alphabetical arrangement, should be used to determine final placement in a class.

- b. Where possible, numerous factors should be considered; viz., social interests, hobbies, friends, physical and mental development, achievement in skill subjects, compatibility with teacher.
- c. A desirable class group will include a reasonably normal distribution of children in terms of ability, achievement level, and other factors mentioned above. At the same time attention should be given to limiting the spread, with relation to ability and achievement, so that a teacher will be required to work with no more than three groups within her class.

In setting up groups within the class, the following guiding principles should be kept in mind:

- a. For reading, children can probably be grouped for instruction to best advantage on the basis of achievement. Such groups should, however, be flexible. It should be possible to move pupils at any time to the group where they can make the most progress.
- b. The same basis for grouping (achievement) may be desirable in other skill subjects; viz., arithmetic, spelling, etc. However, if used for these subjects, achievement must be related to the subject involved and not be based upon the grouping used for reading or other subjects. For these subjects, entirely different bases for grouping may be desirable.
- c. In subjects, such as social studies, art, literature, etc., grouping, when used, should be based upon common interests. Again the groups should be very flexible and may operate for short or long terms. Leadership should change frequently.
- d. There should be frequent opportunities for the class as a whole to pursue learning experiences together.

G-5. Affiliation with APSS and CEP

The Board of Education approves affiliation of the Worcester County school system with the Associated Public School Systems, the Citizenship Education Project, and other projects or organizations designed to promote the improvement of education through exchange of ideas, research and experimentation.

G-6 Display of Flag

"It shall be the duty of the Board of Education of each and every county in the State of Maryland.....to cause and to have displayed a flag of the United States of America..... while said schools are in session." (Article 77, Section 239)

G-7 Observance of Special Days

"The following days shall be holidays; viz., Thanksgiving Day, and the day after; from Christmas Eve to the first day of January, inclusive; and a holiday on general election days, except in Wicomico County where the schools shall remain open on election days. On Washington's Birthday, the school shall devote a portion of the day to exercises bearing on the life and services of 'The Father of Our Country'; and on November 11th, known as 'Armistice Day,' the schools shall devote a portion of the day to exercises bearing on the World War and the participation of the United States and the State of Maryland in said war and on 'Memorial Day,' the schools shall devote a portion of the day to exercises bearing on the War between the States and the participation of Maryland in said war; 'Memorial Day' and 'Arbor Day' shall be observed at such a time and in such manner as the State Board of Education may direct.

G-8 Contests in Schools

Numerous organizations sponsor various types of contests for participation by school children. The vast majority of such contests are worth-while and are sponsored by organizations with excellent motives. However, since the number of contests is so vast, the Board of Education recognizes the need for some control. It, therefore, designates the principals of schools as a Committee on Contests with instructions to prepare, for the approval of the Board, a list of contests in which schools may participate. Schools shall not participate in contests other than those included on the approved list.

G-9 Scholarships

State supported scholarships are available to the following institutions:

Charlotte Hall
St. Mary's Seminary and Junior College
Johns Hopkins University
Maryland Institute (Art)
University of Maryland
Washington College
Western Maryland College
St. John's College
Morgan State College
Hood College

Scholarship examinations are administered annually in accordance with the following procedure established by the State Department of Education:

- a. Scholarship examinations are administered on the last Saturday in March.
- b. The Maryland State Department of Education orders and furnishes the examinations.
- c. The County Superintendent is responsible for advertising the examinations, polling the students to determine the number interested, ordering, and administering the examinations.
- d. The various colleges notify the counties of scholarships available, mark the examinations, and advise the county senators of the results.

Section III

POLICIES CONCERNING PERSONNEL

Article H. Instructional Staff - Teachers and Principals

H-1 Appointment and Assignment

Appointment and assignment policies must be in accordance with the Public School Laws of Maryland and by-laws of the State Board of Education. All appointments of teachers or principals are made by the County Board of Education upon nomination by the County Superintendent. The Board of Education determines the type of position and the salary, but assignments to particular positions and schools are made by the Superintendent. All appointments made by the Board are tentative until the applicant qualifies for and receives a certificate from the State Department of Education.

"The County Superintendent of Schools shall nominate, for appointment by the County Board of Education, all principals and all assistant teachers, shall assign them to their positions in the schools, transfer them as the needs of the schools require, recommend them for promotion, suspend them for cause and recommend them for dismissal." (Article 77, Section 47)

H-2 Allotment of Teachers

Teachers shall be provided for each elementary school on the basis of one teacher for each thirty children or fraction thereof, provided sufficient facilities are available to accommodate the number of teachers allowed under this allotment, provided there is an adequate supply of teachers, and provided the Board of Education may at its discretion furnish teachers in excess of this allotment. (State aid is based upon this allotment and teachers in excess must be financed entirely from county funds.)

Where special classes are conducted for physically or mentally handicapped pupils, for purposes of state aid such classes are considered as separate units.

For secondary schools, teachers shall be allotted on the following basis:

<u>Enrollment</u>	<u>No. of Teachers</u>	<u>Enrollment</u>	<u>No. of Teachers</u>
310-334	17	660-684	31
335-359	18	685-709	32
360-384	19	710-734	33
385-409	20	735-759	34
410-434	21	760-784	35
435-459	22	785-809	36
460-484	23	810-837	37
485-509	24	838-865	38
510-534	25	866-893	39
535-559	26	894-921	40
560-584	27	922-949	41
585-609	28	950-977	42
610-634	29	978-1005	43
635-659	30		

Within the above allotment, high schools are required to assign the following teacher time for guidance services and library:

For schools with enrollments from 301-400, eight-tenths teacher must be assigned to each service.

For schools with enrollments over 400, one full-time person must be assigned to each service.

This allotment of teachers for secondary schools shall be subject to the same conditions enumerated above in connection with the elementary school allotment.

H-3 Method of Application

Applications for positions in the school system must be filed on regular forms furnished by the Board of Education. Forms may be obtained from the office of the Board or through written request. For the application to receive consideration, all pertinent information must be furnished. Accurate information concerning previous teaching experience and qualifications is essential. The Board of Education reserves the right to correct salaries which have been fixed on the basis of inaccurate information.

H-4 Certification

All certificates for teachers, supervisors, and administrators are issued by the State Superintendent of Schools following tentative appointment by the County Board of Education. Certificates are issued on the basis of school or college credits earned in accredited institutions. For specific requirements, consult the "Maryland School Bulletin, Requirements for Certification," Volume XXXI, No. 2, 1950. For further information or questions regarding certification, contact the County Superintendent, or write to:

Director of Certification and Accreditation
State Department of Education
2 West Redwood Street
Baltimore 1, Maryland

Requirements for certification in brief are:

- a. For a regular elementary teacher's certificate, completion of a four-year course in Elementary Education leading to the degree of Bachelor of Science in a college approved for the preparation of elementary teachers.

- b. For a regular high school teacher's certificate, completion of a standard four-year college course, or the equivalent, including a specified number of semester hours for each subject to be taught, (ranging from eighteen semester hours in certain academic subjects to thirty semester hours in certain special subjects) and including at least sixteen hours in Secondary Education. There are no specific course requirements in each case.
- c. For a regular elementary school principal's certificate (required only for schools having three or more teachers) four years of standard college work including courses in elementary school methods, supervision, and administration, plus three years of successful teaching experience.
- d. For a regular high school principal's certificate, four years of standard college work, plus two years of successful teaching experience, plus one full year of graduate work including high school methods, supervision and administration.

Other important certification requirements include:

- a. For an applicant to be certified to enter or re-enter the teaching profession, he must have earned six acceptable credits within the preceding five years if he has been teaching continuously, or within the preceding two years if he has been out of the teaching service.
- b. County Superintendents are required by law to classify each certificate as first or second class at least once every two years. A teacher whose certificate has been rated second class shall not receive any salary increment based upon experience.
- c. No more than six semester hours of credit taken during any one school year, while a teacher is employed, can be credited toward certification or toward salary increments. This does not apply to summer school work.

- d. Emergency certificates expire when qualified teachers can be obtained. Emergency certificates are rated first class only when the applicant presents plans for an approved program leading to a regular certificate and has completed at least six semester hours of that program within the preceding two years.

H-5 Renewal of Certificates

Three years after it is first issued, a regular certificate must be renewed in order to be valid. The first renewal is for four years, and subsequent renewals are for six years. Certificates may be renewed on the following basis:

- a. Six semester hours of college credit earned in summer or winter sessions (courses to be taken must be approved in advance by the County Superintendent). The six credits must have been earned during the last period for which the certificate was valid. Teachers are reimbursed for summer school attendance to the extent of \$25.00 for a six-semester hour program. (Extension courses may be taken only with the understanding that such work may in no way interfere with the performance of the teacher's regular duties.
- b. Child study and workshops if approved by the County Superintendent. Credits earned in such in-service programs may be combined for a total of six credits for certificate renewal.
- c. Travel, provided approval is obtained in advance from the State Superintendent of Schools. Travel cannot be used for renewal twice in succession, and renewal is for a period of only four years.

H-6 Contract and Tenure

The County Board of Education enters into a contract with the appointee. The form of contract is prescribed by the State Board of Education. A copy is kept by the Board, and

a copy is retained by the teacher. The contract is of the continuing type (that is, it is not re-executed each year), and at the end of two years of continuous service a teacher enjoys the benefits of tenure. Upon signing the contract, the teacher is requested to take a specified oath of office. (See page 49 of "The Public School Laws of Maryland" Volume XXXIV No. 1, January, 1955, for copy of contract forms and oath.)

H-7 Termination of Contract

When a teacher accepts a position, he may not vacate it during the school year, except under specified conditions. Either the Board of Education or the teacher may terminate the contract at the end of the first or second year by giving thirty days' notice during June or July. After the second year, a teacher enjoys tenure as long as he keeps his certificate effective and can be dismissed by the Board only for stated offenses and upon recommendation of the County Superintendent. He may demand a hearing before the Board and, if the Board's decision is not unanimous, he may appeal to the State Superintendent of Schools.

An emergency certificate contract may be terminated any year during June or July.

H-8 Salaries

Teachers and principals holding a Bachelor's Degree shall be paid annual salaries in accordance with the following schedule:

<u>Years of Service</u>	<u>1956-57</u>	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
1	3,200	3,200	3,200	3,200
2	3,300	3,300	3,300	3,300
3	3,400	3,400	3,400	3,400
4	3,500	3,500	3,500	3,500
5	3,600	3,600	3,600	3,600
6	3,700	3,800	3,800	3,800
7	3,800	4,000	4,000	4,000
8	3,900	4,100	4,200	4,200
9	4,000	4,200	4,400	4,400
10	4,100	4,300	4,500	4,600

<u>Years of Service</u>	<u>1956-57</u>	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
11	4,200	4,400	4,600	4,800
12	4,300	4,500	4,700	(5,000)
13	4,400	4,600	4,800	----
14	4,500	4,700	(5,000)	----
15	4,600	4,800	----	----
16	4,700	(5,000)	----	----
17	4,800	----	----	----
18	(5,000)	----	----	----
19	----	----	----	----

Non-degree teachers with First Grade or Advanced First Grade certificates will receive \$200 less than the above schedules.

Salaries of teachers holding Second Grade certificates shall be \$1700.

Teachers holding a Master's Degree shall advance \$200.00 beyond the schedule for the Bachelor's Degree when they have reached the maximum on that scale.

The Board reserves the right to pay the \$200.00 increment to teachers who have the equivalent amount of graduate work without a degree, under the condition that an evaluation by the Board shows that the work taken by the teacher more nearly meets her needs than that required to receive the Master's degree.

The principal of a school holding a regular principal's certificate shall receive the following amounts in addition to the teachers' schedule above:

One assistant	\$200.00
Two to five assistants	300.00
Six to nine assistants	400.00
Ten or more assistants	600.00

A principal with a regular principal's certificate who has completed at least one year of required graduate work shall be paid the following amounts beyond the teachers' schedule above:

One assistant	\$ 400.00
Two to five assistants	500.00
Six to nine assistants	700.00
Ten to fourteen assistants	900.00
Fifteen to nineteen assistants	1,000.00
Twenty to twenty-nine assistants	1,100.00
Thirty or more assistants	1,200.00

H-9 Experience Credited

For salary purposes, all actual teaching experience shall be credited, whether in Worcester County, Maryland, or some other state. Credit shall not be allowed for teaching experience of less than the major portion of a school term, unless such experience can be combined for the equivalent of a year. All salaries shall be tentative until experience and qualifications can be verified.

Credit shall be allowed for military service provided the teacher was employed in the school system of Maryland prior to entering the service and returned to teaching in Maryland immediately upon separation from the service.

H-10 Conditions under Which Salaries Are Paid

Salaries shall be paid as soon after the first day of each month as reports can be received from the schools and the salaries of individual teachers computed. Normally, payments are received by teachers within three to five days after the first of the month. The Board reserves the right to withhold payment until all reports are submitted or other requirements are met, such as the filing of applications, securing health examinations, chest x-rays, etc.

H-11 Sick Leave (Annual and Cumulative)

Upon satisfactory proof of illness (a doctor's certificate may be required at the discretion of the Superintendent), each teacher shall be paid full salary up to ten days for the days absent from school each year. Beginning with the third year of experience in Worcester County, teachers may accumulate leave at the rate of five unused days each year until a maximum of forty days is reached. The accumulated leave shall be in addition to the regular leave of ten days granted each year.

Absence shall be allowed without deduction for four school days (in addition to the ten for illness) on the death of a child, brother, sister, husband, wife, father, mother, foster parent or anyone who has lived regularly in the household of the teacher.

A one-day absence shall be allowed without deduction on the death of a grandparent, uncle, aunt, niece, nephew, first cousin, mother-in-law, father-in-law, brother-in-law, or sister-in-law.

Absence without deduction may be allowed (within the ten days' sick leave) for critical illness in the immediate family, or quarantine, provided the teacher contacts the Superintendent and secures approval prior to the payment of her salary.

For each day of allowable absence beyond those indicated above, salary deductions shall be made at the rate of one three-hundredths of the annual salary for each day's absence up to twenty days. For each day of absence beyond this, deductions shall be at the rate of one two-hundredths of the annual salary.

The cumulative sick leave provisions shall not apply to maternity leave.

H-12 Absence and Salary Deductions

For all absences of teachers not covered in Item H-11, deductions shall be made either on the basis of one three-hundredths of the annual salary for each day of such absence. When judged by the County Superintendent to be for good and sufficient cause, the deductions for the absence shall be at the rate of one three-hundredths. All other deductions shall be at the rate of one two-hundredths. Good and sufficient cause shall be judged on the basis of whether or not the teacher could reasonably have been expected to be on the job.

H-13 Employment of Substitutes

By-law 56 of the Maryland State Board of Education provides that "when it is necessary for a teacher to be absent for any reason, she shall report to the County Superintendent, who shall designate the substitute. If a teacher absents himself contrary to this regulation, he shall forfeit his salary for the time lost, and incur such other penalty as the County Board may prescribe. No substitute who was not assigned to the school by the County Superintendent, or whose assignment is not approved by him, shall be entitled to compensation."

In compliance with this by-law, the County Superintendent of Schools shall issue each year a list of approved substitutes for the entire county. Teachers shall report his pending absence to the school principal who, in turn, shall procure a substitute from the approved list. All substitutes shall be paid directly by the Board of Education, and salary deductions shall be made where appropriate under School Board regulations. Under no condition shall a teacher employ or reimburse his own substitute.

H-14 Requirements for Substitutes

"No person shall act as a substitute for a teacher, for more than three days unless such person has had the training required for a regular certificate valid for the position, or is the best qualified person available." (State Board of Education By-Law 56)

H-15 Leaves of Absence

Any married teacher employed by the Board of Education who shall become pregnant and shall be advanced to the fourth month of pregnancy shall request leave without salary until the child has been born and has reached the age of twelve months. Such employee shall be appointed to such vacancy in any position for which she may be qualified occurring after the termination of her leave of absence, provided that the application for reinstatement be made to the Superintendent within a period of two years dating from the application for a leave.

Upon request by any teacher and recommendation by the Superintendent, leave for study without pay shall be granted, such leave not to exceed twelve months. Such leave shall guarantee the teacher reinstatement in her former position unless other written agreement is incorporated in the terms of the leave.

Leave of absence shall be granted for military service in accordance with Article 65, Section 85, and Article 96 1/2, Section 8, of the Annotated Code of Maryland.

H-16 Resignations

Any teacher desiring to terminate his contract under the provisions outlined in Item H-7 shall give thirty days' notice in the form of a written resignation.

H-17 Division of Annual Salary

In the event of two or more teachers' being employed for the same position during one school year as the result of the resignation and replacement of a teacher, the total annual salary for the position shall be divided between such teachers, and each teacher's total salary for the year shall be computed on the basis of the following formula:

$$\frac{\text{Total Days Teacher Was on Duty}}{\text{Total Days All County Teachers on Duty}} \times \text{Annual Salary of Teacher}$$

Any adjustments in salaries resulting from the application of this formula shall be made in the salary payment for the month of June.

H-18 Health Requirements

"No person suffering from any communicable disease shall be employed as a teacher or janitor in any public school in this state. At the opening of each annual term, teachers must furnish health certificates from a registered physician, addressed to the Superintendent of Schools, certifying that they are not suffering from tuberculosis or other communicable disease." (Article 77, Section 136)

The Board of Education supplies the Health Certification forms and requires that teachers have the required examination and submit the completed forms prior to the opening of school.

In addition to this, by regulation of the County Board of Education an annual chest x-ray is required for all personnel, the results to be submitted to the County Health Officer, who shall interpret them and forward them to the Board along with his recommendations. Arrangements are made each year for this service to be performed by the Health Department free of charge. The employee may, at his discretion, have the x-ray made by other registered physicians, but the report must be submitted to the Board of Education.

H-19 Retirement

Every county teacher with a regular certificate is required to become a member of the Teachers' Retirement System of the State of Maryland, and every teacher holding an emergency certificate has the option of becoming a member. This system is administered under the law by a Board of Trustees and is not subject to regulation by the County Board of Education. The full provisions of the retirement law are too detailed for presentation here. For further information, refer to any of the following sources:

- a. The Public School Laws of Maryland, Maryland School Bulletin, Volume XXXIV, No. 1, January, 1955.

- b. Summary of Important Sections of Maryland Public School Laws, Maryland School Bulletin, Volume XXXII, No. 1, June, 1952.
- c. Teachers' Retirement System of the State of Maryland, issued by the Board of Trustees of the Retirement System, July 1, 1952.
- d. Handbook for Maryland Teachers, 1955-56, published by the Maryland State Teachers' Association.

In brief, the provisions are:

- a. Contributions - members contribute at rates ranging from 6.45% to 9.85% of salary, depending upon sex and age at time of entering system. The State contributes additional funds sufficient to provide benefits allowable.
- b. Time of Retirement - Optional at age sixty or after thirty years of service; compulsory at age seventy.
- c. Benefits - The system was originally established with the aim of providing a Service Retirement Allowance of one-seventieth of a teacher's average final compensation (average salary for five highest consecutive years) for each year of service. In other words, a teacher with thirty-five years of service would upon retirement receive half pay. This will not hold true in all cases, particularly where salaries have not been reasonably stable. (See Handbook for Maryland Teachers for complete discussion.) For other benefits; viz., Death, and Disability; and for Optional Retirement Allowance Plans; see references listed above.

H-20 Group Hospitalization

Hospitalization protection is available to all personnel through a hospitalization group affiliated with Maryland Hospital Service, Inc., (Blue Cross). Brochures giving complete information about the service can be obtained from the Board of Education Office or from Maryland Hospital Service, Inc., 200 West Baltimore Street, Baltimore 1, Maryland, or 112 East Church Street, Salisbury, Maryland.

Payroll deductions are made for this service twice yearly in September and April. Personnel may enroll or withdraw from the group during the following periods only: August 1-15; February 1-15. Enrollment blanks will be furnished by the Board of Education upon request.

H-21 Group Accident and Health Insurance

The county teachers have organized a group for providing accident and health insurance under a program made available by Educators Mutual Insurance Company, Lancaster, Pennsylvania. Payments for this insurance are withheld from salaries on a monthly basis, upon the request of the teacher. Enrollment is accomplished through direct contact with the agent, Mr. J. Thomas Stanley, 28 E. 25th Street, Baltimore 18, Maryland, and a teacher may enroll or withdraw at any time. Payroll deductions are made upon notification by the Insurance Company.

H-22 Payroll Savings Program

A Payroll Savings Program is operated for the benefit of school personnel in conjunction with the United States Treasury Department. Payroll deductions for the purchase of United States Savings Bonds are made upon the request of a teacher. Deductions are made on a monthly basis, and amounts to be withheld must be \$3.75 per month or multiples of that amount. One may enroll only during the months of September or February. Payments may be stopped at any time but money ^{withheld} can not be refunded until the end of the five-month enrollment period. Interested personnel may contact the Board of Education office for the necessary enrollment forms.

H-23 Credit Union

The Teachers' Associations of Worcester County have organized a local Credit Union, the Worcester County Federal Credit Union (WORCO), affiliated with the Federal Credit Union. Through this organization, teachers may save or borrow. The Board of Education has agreed to make payroll deductions for savings purposes in connection with the Credit Union. Contributions or deductions shall not be less than \$5.00 per month, enrollment shall be in September only, and the rate of contribution shall not be changed during the school term.

H-24 Workmen's Compensation

The Worcester County Board of Education provides Workmen's Compensation protection for all employees under the terms of Article 101 of the Annotated Code of Maryland. Through this coverage, employees may be compensated for injuries sustained or death incurred while pursuing their occupations. Claims must be filed in triplicate with the insuring agency, Booth and Brown, Snow Hill, Maryland, on forms provided by them. Blank forms may also be obtained through the Board of Education office.

H-25 Records and Reports Required

As required by State Law, by-laws of the State Board of Education, or regulations of the County Board of Education, each teacher and principal shall keep a record of the daily attendance of themselves and of each pupil in registers provided for that purpose. They shall assist in the taking of the general school census, and the annual census of handicapped children and shall prepare other records and reports that the County Board of Education may prescribe.

H-26 School Calendar

The following holidays are prescribed by law:

Thanksgiving Day and the day after.
From Christmas Eve to the first day of January, inclusive.
From Friday before Easter to the Monday after Easter,
inclusive.
General election days.

The law further provides for appropriate observance of the following days, but schools are not required to be closed:

Washington's Birthday
Veterans' Day
Arbor Day
Memorial Day

Schools are required by state law to be in session for a minimum of one hundred eighty days. The school calendar for Worcester County shall provide each year for a total number of days in excess of this requirement, up to one hundred eighty-five days in order to allow for the closing of schools for reasons which cannot be anticipated. A tentative calendar for each school year shall be adopted by the Board of Education in the month of May, preceding the school term.

H-27 School Day

"Schools shall be kept open each weekday, except Saturdays and holidays, for six hours." (Article 77, Section 91)

For all schools in Worcester County, the daily session shall begin at 9:00 A. M., and end at 3:30 P.M. provided that these hours may be changed for any individual school because/transportation or other problem, with approval of the County Superintendent.

Teachers shall be on duty at least thirty minutes prior to the opening of school and at least thirty minutes after dismissal.

H-28 Extra-Curricular Responsibilities

Each teacher shall assume his fair and equal share of duties and responsibilities beyond his instructional or classroom duties, provided the principal in making such assignments shall give due consideration to teaching loads and other appropriate factors.

H-29 In-Service Training Program

Each teacher and principal shall cooperate and participate in any or all in-service training activities; viz., workshops, curriculum committees, etc., as directed or required by the Superintendent of Schools. Such activities shall be scheduled, where possible, in released time but may be scheduled for evenings, days when schools are not in session, or at any time during the month of June.

H-30 Loyalty Oath

Under Article 85A of the Annotated Code of Maryland, every employee of the Board of Education is required to sign a statement that he or she is not a subversive person, as defined in the Article. Such a statement is a prerequisite of employment.

H-31 Outside Employment

Teachers and principals should understand that their services to the school system constitute a full-time job. Persons who accept supplemental employment understand that they do so at the risk of possible impairment of their services to the school system and place upon themselves the responsibility of satisfactory proof to the contrary. Such employment shall not interfere with any required activities connected with the person's regular employment, and, while not required, it will be advisable for the person to discuss such employment with the Superintendent prior to acceptance. This policy is not to be construed as discouraging outside employment during holiday or vacation periods.

Teachers shall not tutor or instruct students for pay, outside the regular school program except with the approval of the Superintendent.

Teachers shall not endorse or sell instructional materials to the children they teach or in the school community where they teach.

H-32 Solicitors

Canvassing or soliciting of pupils or teachers for sales of magazines, books, publications, or other articles, on school premises shall not be permitted at any time. Representatives of legitimate firms or organizations engaged in the production or distribution of instructional materials may call upon the principals of the schools.

H-33 Reimbursement for Travel

The Superintendent is authorized to reimburse principals and teachers for travel in connection with attendance at professional meetings or in carrying out other activities essential to the school program, where such activity has been approved by the Superintendent for reimbursement in advance.

H-34 Release of Names of Employees

The names and addresses of employees shall not be released to any firm or person as an aid in soliciting business or other contributions.

H-35 Religious Holidays

Salary deduction shall be made for absences on any holidays not prescribed by law or by the annual school calendar adopted by the Board of Education.

H-36 Attendance at Professional Meetings

Membership in and attendance at meetings of professional organizations on the part of all professional employees are encouraged. It is the policy of the Board of Education to close schools during the regular annual meeting of the Maryland State Teachers' Association. However, the Board reserves the right to discontinue this practice if a sufficient number of teachers do not avail themselves of the opportunity to attend.

Article I. Supervisory and Administrative Staff

I-1 County Superintendent of Schools

- a. Appointment - "The County Board of Education shall appoint during the month of May a Superintendent of Schools for a term of four years, from the first day of August next succeeding his appointment, and he shall hold office until his successor qualifies." (Article 77, Section 142)

The appointment must have the approval of the State Superintendent of Schools.

- b. Qualifications and Certification: No person shall be eligible who does not hold a certificate in administration and supervision issued by the State Superintendent of Schools. Such a certificate may be issued to persons who are graduates of a standard college or university who have completed in addition one year of graduate work at a recognized university, including public school administration, supervision, and methods of teaching, and who have had two years' experience as a teacher. The certificate is valid for three years and is renewable upon evidence of successful experience and professional spirit.
- c. Tenure of Office: The Board of Education may fail to renew the Superintendent's contract at the end of his term of office or the State Superintendent may remove him during his term of office upon specific charges presented in writing.

I-2 Director and Supervisors of Instruction

- a. Appointment is by the Board of Education upon nomination by the Superintendent and is subject to approval by the State Superintendent of Schools.
- b. Qualifications and Certification: No person may be employed who does not hold an appropriate certificate, the requirements for which are: one year of graduate work beyond the requirements for the corresponding teacher's certificate, chiefly in methods of supervision, and four years of satisfactory teaching experience. Certificates are valid for three years and are renewable for four years and then for six-year periods upon evidence of successful experience and professional growth.

Upon request of the County Superintendent, a certificate may be issued on the basis of twelve semester hours of graduate work, with the provision that eighteen hours of additional work shall be completed within five years.

- c. Salaries for regularly certified personnel (with year of graduate work) are required to be the amount which the supervisor would receive on the teachers' schedule plus \$1,100.00. The Board reserves the right to pay salaries in excess of this requirement.

- d. Hours and Term of Employment: Supervisory personnel are required to be on duty for twelve months, provided they are granted the legal holidays and receive three weeks' vacation with pay during the school year, and provided they may be granted leave for study during the summer, subject to approval by the Board.
- e. Expenses: The Superintendent is authorized to reimburse supervisors for all legitimate expenses.

I-3 Supervisor of Pupil Personnel

- a. Items a, c, d, and e under I-2 apply.
- b. Qualifications and Certification: The person must hold a valid certificate which requires graduation from a standard college, three years' successful teaching experience, and a year of graduate work, chiefly in courses in Pupil Personnel including these specific courses:

Personal Growth and Development
Counseling Techniques
Social Case Work
Educational Tests and Measurements
Aptitudes and Aptitude Testing
Mental Hygiene with Emphasis on the Psychiatric
Approach

By request of the County Superintendent, a certificate may be issued upon completion of twelve semester hours of graduate work under the conditions outlined above for Supervisors of Instruction. Certificates are also renewable under the same conditions.

I-4 Supervisor of Transportation and Maintenance

- a. Items a, c, d, and e under I-2 apply.
- b. Qualifications and Certification: The person must hold a valid certificate issued by the State Superintendent of Schools which requires the completion of a four -year course in a standard college and a year of graduate work at a recognized university including courses in transportation and maintenance. Certificates are renewable on the same basis as outlined in I-2 b. above.

I-5 Clerical Staff

"The County Board of Education shall appoint, on the nomination of the County Superintendent and not later than June 15 of the year in which the **respective** vacancies occur, the professional and clerical assistants of the County Superintendent and fix their salaries.....A vacation of not less than fifteen working days shall be given each assistant, the time for which shall be determined by the County Superintendent. " (By-law 63)

Excepting vacation and holidays, the clerical staff shall be on duty five days each week during the hours from 9:00 A. M. to 12:00 Noon and 1:00 P. M. to 5:00 P. M.

All appropriate items under Article H, unless in conflict with this section, shall apply to all professional and clerical personnel.

Article J. Other Non-Instructional Personnel

J-1 County Maintenance Staff

The Board of Education shall appoint, upon nomination by the Superintendent, such county maintenance personnel as may be required to maintain and operate satisfactorily all schools. Such personnel shall be under the direct supervision of the Supervisor of Maintenance, and qualifications and salaries shall be fixed by the Board of Education. Hours of work, vacation time, and sick leave shall be the same as for other full-time personnel, and all appropriate items under Article H shall apply.

J-2 School Custodians

The Board of Education shall appoint, upon nomination by the Superintendent, such custodians as may be required to maintain properly each school building. The Board shall, upon recommendation of the Superintendent, determine the number of custodians for each building and fix salaries. (Salaries are presently based upon a maximum of \$2700 for a full-time custodian and lesser amounts for part-time custodians depending upon size of school and work time required.) Full-time custodians shall receive not less than two weeks' vacation (ten working days) during the summer months when schools are not in session. Work schedules shall be determined by the principal of the school, subject to the approval of the Supervisor of Maintenance.

J-3 School Clerks

Clerks shall be appointed by the Board of Education, upon the recommendation of the Superintendent, on a full-time basis for each school having sixteen or more teachers and on a part-time basis for each school having from ten to fifteen teachers, inclusive. Salaries shall be fixed by the Board of Education, and vacation time and hours of employment for full-time clerks shall be the same as for professional personnel, provided exceptions may be made with the approval of the Superintendent.

J-4 School Bus Contractors

School busses are operated on a contract basis, and contractors are not employees of the Board of Education. Busses shall be operated in accordance with the terms of the written contract, and equipment and drivers must comply with standards, requirements, and regulations established by the State Board of Education, the Laws of Maryland, and the County Board of Education.

Award of Contracts shall be by the Board of Education, upon recommendation of the County Superintendent. The Superintendent shall prepare application forms, receive applications, and file them in order of receipt. Contracts shall be awarded on the basis of best qualifications, as judged by the Board of Education, upon location of residence of the applicant in relation to bus route and, these factors being equal, award shall be made on the basis of the first received application.

Qualifications of Drivers: Drivers shall be at least twenty-one years of age and shall not have reached their sixty-fifth birthday, except that any driver holding a contract on September 1, 1955, may continue to drive until he reaches his seventieth birthday, provided that each year he passes a driving test to be administered by the State Department of Motor Vehicles. Prior to award of contract, or operation of a bus if not a contractor, the driver shall pass a physical examination, administered by a physician designated by the Board and in accordance with forms, standards, and procedures prescribed by the State Board of Education. Before being permitted to drive a school bus, each operator shall pass a road test administered, if possible, by the Department of Motor Vehicles and, if not possible, by the Supervisor of Transportation or any other person designated by the Board of Education. Drivers shall also have an annual chest x-ray prior to the opening of school, and the results of said x-ray must be negative if the driver is to continue operating a school bus.

Contract Prices shall be determined by the Board of Education on the basis of type and cost of equipment provided, length of route, and condition of roads. Contract prices shall be adjusted, whenever the bus route may be extended or reduced, upon the basis of the same mileage factors used in computing the original contract price.

Substitute Drivers must meet all qualifications of regular drivers.

Termination of Contract: The contract between the bus operator and the Board of Education may be terminated at any time by either party with thirty days' notice and in accordance with the terms of the written contract.

J-5 Cafeteria Workers

Cafeteria workers are employed by the principals of the schools and must meet requirements and qualifications set by them. In addition, they must have an annual chest x-ray, the results of which must be negative.

J-6 Social Security Retirement Provisions

All employees of the Board of Education who are not covered by the State Retirement System are covered by Social Security, enrollment in which is compulsory. School clerks are required to enroll in the State Teachers' Retirement System. Bus contractors, not being employees, are eligible for Social Security as self-employed persons. All employees are covered by Workmen's Compensation.

Section IV

POLICIES CONCERNING PUPILS

Article K. Enrollment and Attendance

K-1 Compulsory Attendance Ages

Every child is required by law to attend some day school regularly throughout the year from his seventh to his sixteenth birthday, provided this does not apply to children whose mental and/or physical condition is such as to render instruction inexpedient or impractical, and it is within the discretion of the Superintendent of Schools to permit the withdrawal of a pupil who has reached the age of fourteen years and can no longer profit from further continuance in school.

Pupils may attend between the ages of six and twenty-one years. Persons over twenty-one may not attend without the approval of the Board of Education.

K-2 Admission to the First Grade - Age Requirement

In accordance with the by-laws of the State Board of Education, a child may be admitted to the first grade in a public elementary school if he is at least six years of age on or before January first of the school year in which he applies for admission.

K-3 Registration

Each elementary school shall each year designate a day or days for registration of first grade pupils. Such registration may be held prior to the close of school or during the summer vacation. Through cooperation with the Parent-Teacher Association or otherwise, every effort shall be made

to secure registration of every new first grade child, and upon completion of the registration information shall be furnished to the Board of Education pertaining to the number of children to be enrolled. A parent or parents shall attend the registration with the child and shall present necessary certificates in proof of age and immunization. Parents shall furnish essential registration information on forms to be supplied by the Board of Education. Wherever possible, representatives of the Health Department shall be requested to attend in order to confer with parents in connection with school health requirements and to assist in filling out the required school health record.

K-4 Residence

Children shall reside in Worcester County in order to be enrolled in the public schools without charge, provided that children from adjacent Maryland counties may be enrolled whenever the school authorities of such county agree to reimburse Worcester County in accordance with rates established by the State Board of Education. School principals are required to notify the Superintendent immediately of all such children registered, and no such child shall be permanently enrolled until and unless approved by the Superintendent. Parents shall be advised at time of registration that such enrollment is tentative.

K-5 Other Requirements for Admission

To be enrolled, registrants must present satisfactory proof of age (birth certificate) and satisfactory proof of smallpox immunization (vaccination certificate or scar). In addition, parents are urged to have children immunized against diphtheria, typhoid fever, whooping cough, or other contagious disease as advised by the family doctor or Health Department.

Married persons over sixteen years of age may attend public schools, provided each such case is referred to the Board of Education and is approved by them. Without such approval, withdrawal shall be automatic.

K-6 Tuition for Non-Residents

For each non-resident pupil attending public schools in Worcester County, a tuition charge shall be made which shall be equal to the amount of the average cost per elementary pupil or high school pupil (as the case may be) for the preceding year, plus a capital outlay charge as fixed by the State for non-resident pupils from other Maryland counties.

Where non-resident pupils from adjacent counties have been approved by the school authorities of both counties, the tuition charge shall be only for capital outlay costs and shall be \$20.00 for each elementary child and \$40.00 for each high school child as fixed by the State.

K-7 Absence from School and Tardiness

Every child between the ages of seven and sixteen years is required by law to attend school regularly and on time during the entire school year. Penalties are specified for non-compliance. Principals are required to report to appropriate county authority all cases of unlawful absence.

The school shall require satisfactory proof of the reason for each absence or instance of tardiness and, in case of unlawful reason, the principal may at his discretion impose penalties such as detention after school, the requirement of additional work, exclusion from school activities, or other appropriate penalty.

Full details of attendance requirements and procedures are presented in the teacher's register prescribed by the State Department of Education.

K-8 Responsibility for Attendance

Responsibility for maintaining regular school attendance by pupils shall be shared by teacher, principal, guidance counselor, and Supervisor of Pupil Personnel. The teacher shall first verify the reason for absence or tardiness and, if there is no good and sufficient reason, the teacher shall endeavor,

through conferences with the pupil and contact with the home, to secure regular attendance. Teachers shall report to the principal, in a manner to be prescribed by them, on all cases of illegal absence or tardiness, and in no case shall a teacher fail to report a case in which a pupil has been illegally absent for as many as three days. Upon receipt of such report, the principal or guidance counselor shall endeavor, through conference with the pupil, contact with the home, the imposition of penalties, or other appropriate action, to secure regular attendance. Where unsuccessful, the principal shall report such cases to the Supervisor of Pupil Personnel on State Form 7156, and in no case shall a pupil be unlawfully absent more than ten days before such referral is made.

K-9 Lawful Withdrawal

Children may be lawfully withdrawn for the following reasons:

- W1 - Transferred to public school in same county
- W2 - Transferred to private school in same county
- W3 - Transferred to school out of county, with change of residence
- W4 - Transferred to school outside county, without change of residence
- W5 - Special case - status of which to be determined by County Superintendent
- W6 - Enlisted or drafted in U. S. services
- W7 - Committed to an institution
- W8 - 16 years of age or over
- W9 - Mental incapacity (A certificate from a qualified psychiatrist or psychologist and a case record should be filed in the county office.)
- W10 - Physical incapacity (Doctor's certificate should be filed in county office.)
- W11 - Economic reasons other than employment
- W12 - Marriage
- W13 - Death
- W14 - Of compulsory attendance age and permanently suspended
- WG - Transferred to another room in same school
- WGr - Graduated from high school before close of school year
- W5X - Immature child 7 years of age or under
- W8X - 16 years of age and permanently suspended

K-10 Lawful Absence

Children may be lawfully absent for the following reasons:

- L1 - Death in IMMEDIATE family
- L2 - Illness of child
- L3 - Quarantine
- L4 - Court
- L5 - Physically defective
- L6 - Mentally defective
- L7 - Inclement weather
- L8 - Work meeting the following three conditions:
 - a. Done because of national, State, or local emergency
 - b. Accepted by school authorities as reason for excusing the pupil
 - c. Done with some measure of responsibility on the part of school authorities

K-11 Transfer

1. When a pupil at the elementary school level transfers, the following procedure will be used:
 - a. On the day of transfer, the teacher will bring up to date all pertinent information on the Maryland Elementary School Record (cumulative record, Form 7154). This cumulative record will then be sent to the principal's office, together with other pertinent data in the cumulative record folder, for proper disposition.
 - b. On the day of transfer, the teacher will complete Form 7153-B, Maryland Elementary School Attendance Record (buff). The buff card will be given to the pupil to present to his new school.
 - c. If a report card has been issued, it should be given to the pupil at that same time.
 - d. The cumulative record card and other pertinent information about the child will be sent to the receiving school when it has been verified that the child entered that particular school.
 - e. Proper entry will be made on the teacher's register.

2. When a pupil at the secondary level transfers, the following procedure will be used:
 - a. The person delegated to complete information on the Maryland High School Record (Form 7142) will fill in all information and file it.
 - b. If a report card has been issued, it should be given to the pupil to present to his new school.
 - c. A Transfer Certificate of High School Record (Form 7141) will be sent to the receiving school upon request of the principal.
 - d. Proper entry will be made on the teacher's register
3. When pupils complete elementary school and transfer to another school, the folder of all cumulative records of every child should be complete, up-to-date, and sent to the receiving school.

K-12 Release for Outside Instruction

Pupils shall not be excused regularly for music or dancing lessons or other activities not under the supervision of the schools.

Article L. Health and Safety of Pupils

L-1 Release of Pupils during School Hours

Parents desiring a child to be excused from school for medical or other legitimate reason must send a written request to the school, prior to the time to be excused, giving the date and reason. The school shall not permit any pupil to leave school early without the written request of the parent or guardian or, in the case of an emergency, by a personal request from someone known to the school or by telephone request of the parent.

Pupils may be excused only upon approval by the principal or, in the event of his absence, by someone designated to act for him. In the event of divorced or separated parents, children may be released only upon the request of the parent who holds legal custody of the child.

L-2 Visits during School Hours

Parents, or persons who can verify that they are acting for parents, may visit children during school hours for legitimate reasons. Under no condition may they do so without the knowledge of the principal. Solicitors shall under no condition be permitted to visit pupils. Police officers or similar officials may interview pupils with the knowledge and consent of the parents and principal, except in the case of a felony, where there can be no restriction.

L-3 Illness or Injury

All cases of serious illness or injury on the part of children shall be referred promptly by the teacher to the principal or person designated by him. The principal shall, at his discretion, refer such cases to a physician, but he shall first contact the parent, if possible, and, where feasible, take the child to the physician of the parent's choice. For illness or injury not requiring immediate treatment, the parent may be requested to come to the school for the child, but failure of the parent to cooperate shall not be permitted to prevent the child from receiving necessary medical attention.

Teachers shall be observant of symptoms of contagious diseases and infections and shall promptly report all such symptoms to the principal for referral to the visiting nurse or directly to the visiting nurse.

L-4 First Aid Insurance

The Board of Education carries blanket First Aid Insurance coverage for all pupils enrolled in the schools of the county. The coverage provides protection against accident or injury to any pupil to the extent of cost of first aid rendered by a physician or hospital. It does not cover the cost of any treatment or care beyond the first visit to the doctor. The injury must

have occurred during the school day (from boarding school bus to discharge from school bus), and the first aid must be administered as promptly as possible following the injury. Children participating in school activities outside the regular day are also covered.

Injuries must be reported to the insurance adjustor, Mr. John W. Farrell, Hartford Accident and Indemnity Company, 104 North Division Street, Salisbury, Maryland, on the day of the accident, on forms provided by the Board of Education, and duplicate reports must be submitted to the Board.

Each school principal shall endeavor to collect from all students able to pay a minimum contribution of twenty-five cents toward the cost of this insurance and shall remit such collections to the Board of Education prior to the close of school in June. The Board of Education shall pay from county school funds the additional amount required for the full annual premium.

L-5 Other Insurance

Individual schools are authorized to provide other insurance against accident or injury of pupils in connection with participation in athletic contests or other activity on an individual pupil-policy basis, utilizing any of the standard policies of legitimate insurance companies.

The Superintendent shall designate a committee of principals and teachers to study the various insurance programs to protect children against accident or injury and, if the committee after study deems present protection inadequate, the committee shall recommend insurance coverage to supplement or replace present coverage.

The County Board of Education carries liability insurance on all school busses to the extent of \$25,000.00 for any one injury and \$300,000.00 for any one accident. It also carries medical payment protection for injuries incurred on school busses to the extent of \$1,000.00 for each child.

Physical Examinations for Athletic Teams

The principal of each high school shall, through cooperation with local physicians and the Health Department, endeavor to establish a program whereby all students participating in major athletic activities shall receive annually adequate physical examinations prior to such participation.

L-7 Fire Drills

The principal of each school shall conduct, or cause to be conducted, at least one fire drill each month and shall report to the Board of Education the date and time required for evacuation for each fire drill. He shall invite the cooperation of the local fire department and the county fire marshall and shall establish such routines and procedures as will guarantee safe and prompt evacuation of the building under all conditions.

L-8 Civil Defense

Each principal shall be responsible for causing to be conducted in his school a program of instruction in connection with Civil Defense for the purpose of achieving the objectives outlined on pages three and four of the county bulletin "Resource Unit for the Teaching of Civil Defense in Worcester County Schools." Beyond this, every school should have a standard plan of procedure in the event an air raid should occur. Such a plan should include:

- a. A warning and an all-clear signal.
- b. A plan for the disposition of every pupil in the safest part of the building.
- c. Provision for wardens (hall patrol members to man fire extinguishers, direct pupils to designated areas, take care of first aid room, etc.)
- d. Designation of specific teachers to supervise the various parts of the drill.
- e. A standard operating procedure governing the condition in which rooms should be left (windows and doors closed, etc.)

Air raid drills should be held in all schools each year; the frequency is left to the discretion of the principal.

L-9 Supervision of Out-of-Class Activities

When necessary to guarantee the safety of children, the principal shall designate teachers or other qualified persons to supervise the activities of children on the playground, in the cafeteria, or while engaged in other activities outside the classroom, and all school personnel shall accept such assignments.

L-10 Supervision of Children before and after School

Within hours designated by the principal, which shall include the time of arrival of the first bus and the time of departure of the last bus, one or more teachers shall be assigned to supervise the children who may properly be on the premises and to be responsible for their safety and proper conduct. All teachers are required to be at the school from 8:30 A. M. until 4:00 P. M. provided the school operates on a normal schedule.

L-11 First Aid

Each school shall have on hand a first aid kit including the following items:

- 1 Red Cross First Aid booklet
- 1 pair Scissors suitable for cutting bandages
- Assorted Elastic Band-aids (J&J)
- 1/4 lb. Absorbent Cotton
- 2 doz. 3 x 3 Steripads
- 2 doz. 2 x 2 Steripads
- 2 Tourniquets
- 3 Muslin Slings
- Assorted rolls of Bandage
- 3 rolls one inch Adhesive
- 1 box Sanitary Pads
- 3 Sanitary Belts
- 5-grain Aspirin Tablets
- 1 pint Hydrogen Peroxide
- 1 Typewritten list of contents of the above
- 1 Suitable Wooden Container
- 1 bottle Smelling Salts

The first aid kit should carry a typewritten list of the contents and should bear the admonition: "If in doubt, call a physician."

Article M. Behavior of Pupils

M-1 Responsibility

All persons connected with the educational enterprise have responsibility toward the behavior of pupils; viz., the pupil himself, the parents, bus drivers, and all school personnel. The pupil shall be expected to know all rules and regulations of the school and to conduct himself in accordance with them. Parents shall be expected also to acquaint themselves with the policies, rules and regulations of the school, and to assist the school in developing a positive attitude on the part of the child toward acceptance of said rules and regulations. Primary responsibility for the behavior of the child rests with the person (teacher, bus driver, etc.) who is directly in charge of him at a given time. However, this does not absolve any member of the staff from responsibility for pupil conduct wherever he may be in a position to observe it. In other words, should a teacher observe misconduct in the cafeteria or elsewhere outside her classroom, she may not ignore it.

M-2 Corporal Punishment

"Under no circumstance shall an assistant teacher inflict corporal punishment on a pupil. Cases seeming to require corporal punishment shall be referred to the principal who may administer corporal punishment as a last resort. Pupils shall not be stricken on or about the head in any way, nor shall they in any manner be subjected to any brutal or unreasonable punishment." (By-law 59)

M-3 Detention after School

Principals, or teachers with the approval of the principals, may detain pupils after school as a means of punishment. Whenever it may be deemed advisable to use this punishment in connection with a child who rides a school bus, the parents shall be notified at least one day in advance of the school's intention to detain the child. .

M-4 Suspension and Expulsion

"The alternative to corporal punishment in case of last resort is the temporary suspension from school by the principal with notice to the parent that an interview will be necessary before the pupil may return. In such cases, the trustees, whose approval is required to continue the suspension or to make it permanent, shall be notified at once of the suspension and the offenses." (By-law 59)

"The district board of school trustees shall have power to suspend or expel pupils for cause; provided that an appeal shall be to the County Superintendent, whose decision shall be final." (Article 77, Section 125)

Where there are no trustees, the Board of Education acts in their capacity.

M-5 Care of School Property

Children shall have free use of school facilities and equipment and shall be furnished free textbooks and other supplies and materials. They shall be required to take proper care of such facilities, equipment, and supplies and, at the discretion of the principal, may be required to make restitution for any loss or damage to such property which may be directly attributable to them. Failure to make such restitution may result in suitable punishment, denial of privileges, withholding of credits, report cards, or diplomas.

M-6 Behavior on School Busses

The behavior of children on school busses shall be under the direct supervision of the drivers, although student monitors or patrolmen may be appointed to assist him in this function. Drivers may designate and change the seating of passengers on the bus, but where punishment is required they shall refer the problem to the school principal. In case of extreme misconduct, the driver may temporarily deny the child the privilege of riding on the bus, but under no condition shall the child be expelled from the bus except at his regular stop, and the principal shall determine when and the conditions under which the child may resume riding on the bus.

Article N. General Policies Concerning Pupils

N-1 Admission Charges for Entertainment during School Hours

The conduct of activities during school hours for which pupils are required to pay admission charges in order to participate is discouraged. Such activities, if held, must be justified on the basis of their educational value. No child shall be deprived of the opportunity to participate in any such activity held during the school day solely because of non-payment of admission charge. Activities that are solely for the purpose of fund-raising shall be held outside regular school hours,

N-2 Canvassing by Pupils

Canvassing by pupils in the community for the sale of magazines, papers, books, publications, or any articles of merchandise is discouraged.

N-3 Social Clubs (Fraternities and Sororities)

By-law 73 of the Maryland State Board of Education forbids membership in fraternities, sororities, or other secret, exclusive social organization on the part of high school students.

Section V

POLICIES CONCERNING THE ADMINISTRATION OF
BUSINESS AFFAIRS AND PHYSICAL FACILITIES

Article O. Budgeting, Purchasing, and Financial Accounting

O-1 Preparation of the Annual Budget

The County Board of Education is legally responsible for the preparation of an annual budget setting forth the amount required to operate the schools and to make repairs and permanent improvements. This function is performed "on and with the advice of the County Superintendent," and the law requires that he take the initiative in the preparation and presentation of the budget.

The State Board of Education prescribes the form to be used in presenting the budget. The principal categories, with the amounts provided in the 1954-55 budget, are as follows:

I Administration	\$29,352.15
II Instructional Service (Teachers' salaries, Materials of Instruction, etc.)	803,509.90
III Operation of School Plant (Fuel, Janitors' Wages, etc.)	88,381.11
IV Maintenance of School Plant (Repairs, etc.)	36,234.13
V Transportation	173,894.60
VI Fixed Charges (Insurance, Rent)	25,193.60
VII Capital Outlay (New Buildings, Alteration and New Equipment)	38,005.58
VIII Other School Services (Adult Education, Pupil Personnel, etc.)	9,330.68
	<hr/>
	\$ 1,203,901.75

The principal sources of revenue for the county budget and the amounts received for the 1954-55 school year are as follows:

I From County Tax Levy	\$553,925.00
II From State Aid	620,140.30
III From Federal Funds and Other Sources	15,102.33
IV Balance from Previous Year	14,818.47
	<u>\$1,203,986.10</u>

These amounts do not include receipts and expenditures for school construction, derived from bond issue funds, amounting to \$342,889.52, nor do they include cost of Debt Service, paid directly by County Commissioners, amounting to \$90,075.00

The preparation of the budget is one of the most important functions of the Board of Education. It is a continuous process involving all personnel of the school system. Principals, teachers, and county staff members are required each year to prepare estimates of the requirements of the school system for the succeeding year in terms of personnel, school improvements, repairs, equipment and materials of instruction. Principals are requested to appraise the needs of the school, not only with their faculties, but with the trustees as well. Staff members assemble the estimated requirements for their respective departments. When all of the data are assembled, the Board of Education, with the advice of the Superintendent, prepares and adopts its budget.

The Board of Education provides the form upon which each school is required to submit its budget estimates. This form is distributed to the schools about February and should be completed and returned by the principals not later than March 1.

O-2 Presentation and Adoption of the Budget

Upon adoption by the Board of Education, the annual school budget is submitted to the County Commissioners who, if they approve the budget, must levy the necessary taxes. The Commissioners are required by law to levy a minimum of seventy-five cents per one hundred dollars toward the cost of current expenses in order for the county to receive state aid. Amounts required for the budget beyond this levy must be approved by them. The present levy for current expenses is slightly more than ninety-one cents per one hundred dollars.

The law requires that the budget be submitted to the Commissioners not less than twenty days before the usual time for levying county taxes. The Worcester County tax levy is usually struck on June 30. The Board of Education normally adopts its budget on the second Tuesday in May and submits it to the Commissioners as soon as possible thereafter.

O-3 Administration of the Budget

The annual budget is itemized in detail and, when adopted by the Board of Education, represents a plan of approved expenditures for the fiscal year. The County Superintendent shall be responsible for the administration of the budget and shall be authorized to make expenditures from school funds for any and all school requirements, provided said expenditures are itemized in the budget and do not exceed the amounts provided in the budget; and provided all bills paid shall be submitted to the Board at each monthly meeting for review and approval; and provided further that in the case of all purchases of supplies, equipment, etc., where formal bids are required under the terms of the law, all contracts shall be awarded by the Board of Education.

The budget is only an estimate of annual requirements, and it would be impossible to anticipate exactly what will be required for each item, as for example, fuel. In view of this, it is necessary from time to time to re-allocate funds from the total budget allotment among the various items. Therefore, the Superintendent shall prepare and present to the Board of Education monthly statements showing the relationship of expenditures to budget allocations. Where necessary, upon the advice of the Superintendent, the Board of Education may re-allocate funds, but expenditures may not exceed the allotment for any single budget item unless such reallocation has been approved by the Board.

O-4 Responsibility and Procedures for County School Accounts

The County Superintendent is by law the secretary and treasurer of the County Board of Education. As such, he is required to give bond providing that he will "keep accurate record of all moneys received and paid by him, " and that he

will "pay over and apply all moneys that come to his hand..... to such persons and in such manner as the Board may direct." The State Board of Education prescribes the forms to be used for financial accounting. The County Board of Education is required to publish an annual report containing a statement of receipts and disbursements.

O-5 Responsibility and Procedures for Internal School Accounts

Each school principal shall be responsible for establishing and maintaining an adequate system for keeping an accurate account of all funds received or expended within the school. The accounting system shall meet the following requirements:

- a. Each school shall establish an account or accounts with a bank, and all school funds received for any activity or from any source shall be deposited in said account or accounts.
- b. All expenditures shall be made by check from the school accounts, provided that small expenditures may be made from a properly administered petty cash fund.
- c. The principal or person designated by him shall act as treasurer and sign all checks. Checks should be signed by two persons, (the principal and person designated as treasurer) and the treasurer should be bonded wherever expenditures exceed \$5,000.00 per year.
- d. Provision should be made for an annual audit, and periodic financial reports should be published.
- e. At the end of each school term and at such other times as may be required, the principal shall submit to the Board of Education a financial report, showing all receipts and disbursements, distributed by classifications to be designated by the Board.

O-6 Requisitions

In connection with the preparation of the budget, each school principal is required each year to prepare a detailed budget estimate which also constitutes a requisition for books, supplies, and equipment. All purchases of these items by the Board of Education are based upon this requisition and, except for emergency requirements, no purchases shall be made for needs not anticipated on this form.

For emergency requirements or for items not covered specifically in the annual budget estimate form, such items shall be requisitioned on forms furnished by the Board of Education and in accordance with instructions printed thereon.

O-7 Inventories

The same form prescribed by the Board for the submission of annual budget estimates and requisitions also includes columns for indicating the quantity and condition of all materials, supplies, and equipment on hand. These columns shall be accurately and completely filled in each year in the copy to be filed in the school and in the copy to be submitted to the Board of Education.

O-8 Allotments to Schools

In furnishing books and materials of instruction, the Board of Education has established two types of allotments; viz., Budget Requisition Allotments and Direct Allotments. Budget requisition allotments are provided to guide schools in ordering supplies and materials which are purchased by the central office. Each school may requisition supplies up to the amount of the total allotment upon the basis of prices listed on the requisition form. While the allotment represents the total amount which may be requisitioned, only those orders will be honored which represent actual needs.

Direct allotments are provided for those types of supplies which cannot feasibly be purchased by the county office. These funds shall be paid to the schools at the beginning of each year and shall be accounted for in strict accordance with the regulations stated on page five of the Budget Estimate Form.

Allotments are as follows:

Budget Requisition Allotments

Art Supplies	.65 per pupil in Junior High School and .65 per Senior High School Art Student, .65 per Elementary School Pupil
Vocational Agriculture Supplies	\$4.00 per pupil in Agriculture (\$2.00 to be refunded)
Industrial Arts Supplies	\$4.00 per pupil in Industrial Arts (\$2.00 to be refunded)
Physical Education Supplies	.60 per pupil plus \$100.00 in High School and .30 per pupil in Elementary School
Science Apparatus and Chemicals	.75 per pupil in Science
Textbooks	\$3.50 per pupil in High School and \$2.25 per pupil in Elementary School
Office and General Classroom	\$1.00 per pupil in High School and \$1.10 per pupil in Elementary School
Custodial Supplies	\$1.50 per pupil in High School and \$1.25 per pupil in Elementary School
Commercial Supplies	\$2.00 per commercial student, including typing

Direct Allotments

Home Economic Supplies	\$2.00 per pupil
Library Books	\$1.00 per pupil in High School and \$1.00 per pupil in Elementary School
Guidance Supplies	.30 per pupil

O-9 Purchase of Supplies and Equipment

The laws of Maryland provide that, where the cost of supplies or equipment exceeds \$1,000.00, the Board of Education shall purchase through bids, except that this provision does not apply to the purchase of books or materials of instruction.

It is the policy of the Board of Education to purchase directly, whenever feasible, all supplies, materials of instruction, and equipment through competitive bids. Whenever feasible, schools also shall make such purchases through competitive bidding, regardless of the source of funds used in making the purchases. The approval of the County Superintendent shall be required for any purchase in excess of \$500.00.

All purchases by the central office must be by properly executed purchase order on prescribed forms.

O-10 Distribution of Supplies and Equipment

Textbooks and supplementary books are ordered by the central office from the annual budget requisition form and are shipped directly to the schools. The pink copy of the purchase order is sent to each school. As the books are received at the school, the principal shall be responsible for checking deliveries against the purchase orders and for signing and returning the forms to the office promptly when all items have been received. No payments shall be made for any item not so checked indicating receipt.

Most supplies, materials, and equipment are purchased by the central office and shipped to the Board of Education warehouse. Deliveries to be made to the schools are made under the direction of the Supervisor of Maintenance. Each such delivery shall be accompanied by a complete list of all items delivered, the delivery shall be checked against the list, and the list shall be signed by the principal or person designated by him. No delivery shall be made unless received and checked in this manner.

For materials purchased by the county, but not furnished in total quantity at one delivery, requisitions shall be submitted to the central office on prescribed forms as such materials or supplies may be required.

Article P. Maintenance of Plant and Physical Facilities

P-1 Responsibility of Maintenance Supervisor

The maintenance and operation of all school plants shall be under the direct supervision of the Supervisor of Maintenance as outlined in B-5.

P-2 Reporting Requirements

Requests for repairs shall be submitted by the principals on "Work Order" forms prescribed and supplied by the Board of Education, provided requests may be made by telephone in the case of emergency. However, in such cases work order forms must still be prepared. Work orders must be prepared and approved for all repair or alteration work performed.

Telephone requests for emergency repairs shall be directed to the Maintenance Supervisor, the Superintendent of Schools, or the chief clerk, in that order, and under no circumstance shall such requests be made directly to outside contractors or repairmen.

P-3 Reporting Theft and Damage

All cases of theft or vandalism, involving "breaking and entering" or major damage to school property, shall be promptly reported to the County Superintendent by principals. The Superintendent shall be consulted in all cases where the need for police investigation seems to be indicated.

P-4 Custodial Schedules

For each custodian employed in county schools, daily, weekly, and annual schedules of duties shall be prepared by the principals and presented in written form. The Supervisor of Maintenance shall be consulted in the preparation of these schedules and shall receive copies of each such schedule.

P-5 Control of Heat, Light, etc.

Each principal shall assume responsibility for supervising and instructing teachers and custodians in the proper control of heat, light and ventilation throughout the school building. This is essential, not only to insure the safety and comfort of children, but also to conserve funds. Every effort shall be made to eliminate such practices as the use of artificial lighting with unnecessary window shading, the control of room temperature through excess ventilation instead of reduced radiation, etc.

P-6 Removal of Equipment from School Premises

While the use of school buildings for legitimate purposes by community organizations and in accordance with principles set forth in a later section is encouraged, the removal of equipment from school premises for any purpose whatsoever is discouraged. Equipment may be loaned and removed only upon the written approval of the Superintendent.

P-7 Circulation and Care of County Film Library

The Board of Education maintains and circulates a county library of visual aids including more than 1,000 items; viz., filmstrips, films, and slides. Each school is furnished a complete catalogue of all visual aids available. The catalogue also lists available records.

When a teacher wishes to borrow audio-visual aids, she should make a list of the items desired and either give this list to the principal or supervisor or write directly to the Board of Education (Attention: Mrs. Pauline Bowen). Movies, slides, and records may be borrowed by listing the name only. In ordering filmstrips, the catalogue subject, number, and letter must be listed.

Filmstrips, slides, and movies may be borrowed for a period of one week (renewable, if not needed elsewhere), and recordings may be borrowed for a period of one month. When the teacher is finished with the materials, she should take them to the principal's office, where they will be forwarded to the Board of Education office by the most expedient method.

P-8 Responsibility for Care of Equipment

This responsibility must be shared by pupils, teachers, and principals. Each teacher shall endeavor to develop on the part of pupils proper attitudes and standards in regard to the care of supplies and equipment, and she shall bring to the attention of the principal any instance of deliberate damage or destruction of equipment. Principals shall keep adequate inventories of the quantity and condition of all equipment in the school and shall from time to time check the condition of all equipment. Wherever children may be found to have willfully destroyed or damaged equipment, they shall be required to make restitution in accordance with Item M-5.

P-9 Fire Extinguishers

Proper type fire extinguishers have been placed in each building in accordance with the recommendations of a competent survey. The extinguishers are checked and refilled annually, and each extinguisher should bear a label indicating when it was last serviced. Whenever an extinguisher is discharged, due to emergency, accident, or otherwise, notification should be given to the Supervisor of Maintenance in order that it may be refilled promptly.

P-10 Annual Underwriters' Inspection

Each year the Board of Education employs an examiner of the Middle Department of the Association of Fire Underwriters to inspect all schools for deficiencies in electrical systems which constitute hazards. Corrections are made promptly upon receipt of recommendations. Local school personnel are required to comply with all applicable recommendations.

Article Q. Transportation of School Children

Q-1 Responsibility for Transportation

The Maryland State Law provides that the County Board of Education shall consolidate schools wherever practicable and arrange for transportation of pupils to and from consolidated schools. The State Board of Education has adopted standard rules and regulations governing school transportation (By-law 12), which include detailed specifications for equipment, qualifications for drivers and driving regulations.

The Board of Education provides transportation for public school children in accordance with state regulations and policies adopted by the Board.

Q-2 Eligibility for Transportation

Any public school pupil shall be eligible for free transportation on Worcester County School busses, who lives one and five-tenths miles or more from the school he attends, provided free transportation shall not be made available within the corporate limits of any town or city, and provided the Board may make exceptions to this policy to accommodate physically handicapped children, or where in its judgment such change in policy is required to eliminate a serious hazard to the safety of children.

Q-3 Establishment of Routes, Route Extensions, and Bus Stops

New bus routes shall be established by the Board of Education, upon recommendation of the Superintendent, when required because of overloading of existing busses beyond rated capacity, when a sufficient number of pupils move into an area not previously provided with bus service, and when required by further consolidation of schools, or changes in school attendance areas directed by the Board. This policy is subject to the conditions outlined in Item Q-2.

Extensions of existing bus routes shall be made by the Board of Education when required to provide transportation for children living one and five-tenths miles beyond the existing bus route. The Board reserves the right to make exceptions to this policy where required to accommodate handicapped children or to eliminate serious hazard. Requests for extensions shall be submitted in writing to the County Superintendent, who shall investigate, or cause to have investigated, each such request and submit them to the Board with recommendations.

Bus stops along the routes shall be established at points where vision is unobstructed and which are free of any hazard in the loading and discharging of passengers. Bus stops shall not be established with less than one-fourth mile between stops, provided exceptions may be made in the cases of handicapped children or undue hazard. Requests for establishment of new stops shall be made in writing to the Superintendent of Schools.

Under no condition may a bus driver or contractor make changes in the established route without the written approval of the Superintendent.

Q-4 Maintenance, Care and Inspection of Equipment

All school busses shall be kept clean and in proper operating condition at all times. They shall be completely inspected at least three times annually in accordance with regulations established by the State Board of Education. Inspection shall be made by competent persons, designated by the Board of Education, and under the direction and supervision of the Supervisor of Transportation. Bus drivers shall bring equipment to the

designated inspection centers at appointed times, shall make prompt correction of any deficiencies revealed by the inspection, and shall notify the Supervisor of Transportation when such correction has been made. Failure to comply with these requirements may result in termination of the contract.

In addition to the three annual inspections, each driver shall inspect his bus daily, checking on the satisfactory and proper operation of critical mechanical parts or equipment; viz., turn signals, warning lights, brakes, tires, exhaust system, emergency door.

The Supervisor of Transportation shall spot-check busses between regular inspections to see that deficiencies are corrected and that equipment is maintained in accordance with regulations.

School principals should check busses frequently for cleanliness or housekeeping.

Q-5 Specifications for Equipment

All school busses purchased for operation in Worcester County shall comply in every respect with the detailed specifications for chassis and body set forth in By-law 12 (revised 1955-56) of the State Board of Education. For each bus purchased, the dealer is required to furnish, in triplicate and on forms provided by the Board of Education, a sworn statement giving specifications for the equipment and certifying that it meets all state requirements.

Q-6 Replacement of Equipment

Whenever a contractor wishes to replace existing equipment by purchase of new equipment or change equipment for any reason, he shall first obtain the approval of the Superintendent in writing. Failure to comply with this requirement may result in forfeiture of any increase in contract price to which the contractor might be entitled as a result of purchasing new equipment.

Q-7 Transportation Contract

No contract between the Board of Education and a bus operator shall be valid unless properly executed on the form adopted and provided by the Board of Education. The contract is of the continuing type; that is, it is automatically renewed year to year, subject to termination by either party under terms set forth in the contract.

Q-8 Sale of Equipment and Transfer of Contract

Sale of equipment, other than for replacement by approval of the Board of Education, shall result in termination of the contract. The contractor owns his equipment but shall hold no transferrable or negotiable rights or franchise for the bus route. Any contractor desiring to terminate his contract and sell his equipment should advise the Board of Education of his intention. He should refer any prospective purchaser of the equipment to the Board of Education in order that such person may first determine whether or not he can secure a contract. Private sale of equipment shall in no way be binding upon the Board of Education with respect to the award of a contract.

Q-9 Off-route Use of School Busses

Every off-route trip of a school bus transporting children for field trips, sports events, etc., shall be reported to the Superintendent on forms provided for that purpose. Trips within the county may be approved by the Principal, provided satisfactory arrangements can be made with the bus operator and provided ~~such~~ trip does not interfere with the regular transportation schedule. For trips outside the county, approval of the Superintendent or designated representative must be secured in advance.

Q-10 Regulations Pertaining to Bus Drivers

Drivers must comply with all requirements contained in By-law 12 of the State Board of Education and the following regulations:

1. The driver shall be in complete charge of the bus.

2. He shall have full charge of the front door and shall operate same. The bus should never be operated with the door open. No pupil shall be allowed to operate the door.
3. He shall be impersonal in his dealing with pupils.
4. The driver must keep a clean personal appearance.
5. He shall not haul any person who is not a pupil of the school or an employee of the County Board of Education, except where special authorization is obtained.
6. The driver is held responsible for the conduct of the pupils on his bus. Violation of good conduct should be reported to the principal.
7. Pupils shall not be put off the bus along the route for disciplinary purposes. If a pupil is to be denied the privilege of riding the bus, he should always be carried to his termination. Action should be taken by the principal with proper parental notification.
8. The driver should work with and through the principal.
9. The driver shall adhere as closely as possible to a time schedule arranged for his route or routes. The schedule of the school bus shall be posted in a conspicuous place so that the pupils are well informed as to the arrival of the bus at certain points along the route.
10. Monthly reports shall be filled out completely and sent in on the last day of the month.
11. If a bus is unable to make its run, the principal(s) of the school(s) served should be notified. Pupils at various stops should be notified as far in advance as possible by telephone or by the driver going over the route in a private automobile and passing the word. An attempt should be made to contact other busses in the vicinity to help with the trips.
12. The driver should have a competent substitute for use in the event he is sick or must be off the bus. The substitute shall possess a chauffeur's license and be approved by the County Supervisor of Transportation or the County Superintendent.

13. There shall be no dual standards on the bus. Drivers are not to violate rules laid down for pupils when in their presence; namely, eating, smoking, etc.
14. There shall be no smoking on the busses or school grounds during school hours; namely, 8:30 A. M. to 4:00 P. M.
15. No one but the driver shall occupy the driver's seat. No pupil shall be permitted forward of the stanchion behind the driver's seat.
16. The driver shall abstain from the use of alcoholic beverages in any form on or about the school bus and shall at no time be under the influence of drugs or intoxicating drink while operating the bus..
17. The driver shall not stop to pick up or discharge pupils except at his regularly designated stops.
18. The driver shall not permit a pupil to leave the bus except at a regular stop, unless authorized by school authorities.
19. Pupils shall not be allowed a choice of busses or trips.
20. Approaches to stops should be made gradually. As an added safety measure motorists should be warned of the driver's intention to stop by putting in operation blinker lights one hundred feet before the stop. The law states not less than one hundred feet.

Q-11 Safety Regulations

1. Good drivers don't take chances--SAFETY FIRST.
2. The driver shall adhere to all the commonly accepted rules of the road.
3. Speed limit for school busses--35 miles per hour. Less in towns.
4. The driver shall not leave the bus without first stopping the motor and setting the hand brake.

5. Busses shall be brought to a full stop before taking on or discharging pupils.
6. If pupils must cross the highway, the bus shall not be moved until the children have crossed over.
7. A bus must never be backed on school grounds while the children are on the school grounds.
8. If necessary to back a bus at a turning point, the following procedure should be used. If pupils are to embark, put them on the bus and then turn around. If pupils are to be discharged, turn around and then put them off.
9. No gasoline tank shall be filled when there are pupils on the bus.
10. The driver should check the bus each morning before starting the run. The following items are to be checked to see that they are functioning properly: tires properly inflated, oil level, all lights, brakes and steering mechanism.
11. Turn signals must be used.
12. When approaching any railroad crossing, the driver shall bring the bus to a full stop in an area not more than fifty feet and not less than ten feet from the crossing. He shall not proceed before opening the door. Proceed in low gear across the track. When tracks are cleared, close door and return to normal operating speed.
13. Chains are to be used on the rear wheels of school busses when the condition of the road is dangerous due to ice and snow.
14. The school bus should never be used to push another car or school bus.
15. The red blinker lights are to be used only when the bus is in the process of picking up or discharging students. These lights should not be used for any other purpose.
16. Drivers shall come to a complete stop at all stop signs and wherever a secondary road enters into a main road.

17. Busses traveling in the same direction shall be operated at least seventy-five yards apart.
18. The contractor shall keep the bus clean and properly ventilated at all times when in use for transporting children,
19. The driver is strictly required, while in the employment of the Board of Education, to deport himself as to set a good example to children under his care.
20. The driver should never stop his bus to take on or discharge pupils at a point where the view of the road is obstructed in any way.
21. The driver shall not attempt to pass a standing bus on a public road without first bringing the bus to a full stop.
22. Drivers shall approach hills at a moderate rate of speed and keep to the right side of the road in going up and down a hill.
23. A copy of these rules and regulations shall be kept in each school bus.

Q-12 Transportation Other than by School Bus

In all cases where transportation of students is required and regular school busses cannot be used, such transportation should be provided on properly licensed public carriers. The use of private automobiles is discouraged, but, if used, principals are required to secure parental approval and make certain that such vehicle is adequately insured.

Article R. Community Use of School Facilities

R-1 Rules and Regulations Governing Community Use of School Facilities

- a. School facilities are designed primarily for school purposes and may be so used without charge for meetings of pupils, meetings for the benefit of teachers, meetings and entertainment of teachers' groups, alumni organizations, parent-teacher associations, advisory committees, and other organizations affiliated directly with the schools, and

other organizations affiliated directly with the schools, and entertainments for the sole benefit of the schools by organizations approved by school authorities.

Such meetings shall have precedence over all others and may be held by arrangement with the principal, who shall assume responsibility therefor and either be present in person or represented by a teacher or other responsible person.

- b. The use of school facilities by the public is permitted for meetings of an educational, patriotic, philanthropic, civic, musical, or social nature, intended to promote the public welfare and not conflicting with the uses of the facilities mentioned above and not interfering in any way with the school's instructional program.

The approval of the County Board of Education or of the County Superintendent of schools shall be required for all such meetings.

- c. Any community use of school facilities must comply in every respect with all provisions of the Public School Laws of Maryland, as contained in Article 77, Sections 76, 77, 78, 79, 80, 81, the By-laws of the State Board of Education, and the rules and regulations of the Worcester County Board of Education.
- d. The person or persons making application for the use of school facilities shall be responsible for any and all damage that may result from such use. Failure to repair or make restitution for such damages shall result in denial of further use of the facilities.
- e. School facilities may not be used for private or individual gain unless, in the opinion of the Board of Education, such use is in the public welfare and has their express approval.
- f. No public school building shall be used for a purpose which is unlawful or which may incite community discord. Gambling, the playing of bingo or other games of chance, or the use of alcoholic beverages in school buildings or on school grounds is prohibited.
- g. To be granted use of school facilities, community groups must by law be "non-partisan, non-sectarian, and non-exclusive."

R-2 Application for the Use of School Facilities

Applications for the use of school facilities under R-1-a above shall be made to the principal of the school, shall be subject to his approval, and shall be submitted on whatever form may be prescribed by him.

Applications for the use of school facilities under R-1-b shall be submitted to the County Superintendent of Schools through the school principal and on forms prescribed by the Board of Education.

Any application for a use which might be controversial in the community shall first be submitted to the district trustees for approval.

R-3 Fees for the Use of School Facilities

The following schedule of fees shall apply to all use of school facilities other than those outlined in R-1-a, which are free of charge.

	<u>Heat, Light, and Depreciation Charge</u>	
	<u>Single Use Fee</u>	<u>Multiple Use Fee*</u>
1. Classroom	\$2.00	\$ 1.00
2. Gymnasium	15.00 - 20.00**	5.00 - 10.00**
3. Auditorium	20.00	10.00
4. Cafeteria	25.00	-----

* Multiple use refers to repetition of a program, rehearsals for a program, practice games, etc.

** The maximum charge may be made where folding chairs are used.

Charges for custodial fees shall be in addition to the above schedule and shall be charged on the basis of \$1.00 per hour for total time on duty including cleaning, setting up chairs, etc., with a minimum charge of \$2.00.

All fees shall be paid directly to the principals who may use them to reimburse janitors for services under Item R-1-a for which no charges may be made or for other legitimate school purposes. However, each school principal shall keep an accurate record of all receipts and disbursements of such funds and shall submit a complete account of same to the County Superintendent at the end of each school year.

Exceptions to the foregoing schedule may be made by the Board of Education upon the recommendation of the school principal.

R-4 Use of Playgrounds

Playgrounds shall be made available, free of charge, to any responsible community agency or group for the purpose of conducting recreational programs, provided such programs are adequately supervised. No other use of grounds may be made without the written approval of the Board of Education.

Section VI

GENERAL SCHOOL POLICIES

Article S. Closing Schools in Inclement Weather or in Case of Emergency

In the event that severe weather conditions should require the closing of schools, the County Superintendent shall notify school principals, who in turn shall notify teachers, bus drivers, and children. Should the County Superintendent be unavailable, the Supervisor of Maintenance shall make the decision and shall notify the principals.

All notices to radio stations for newspapers regarding such closing of schools shall be given only by the Superintendent or person designated by him.

Article T. Distribution of Bibles

The Superintendent shall be authorized, subject to specific approval by the Board of any individual request where the Superintendent so desires, to permit any association or authorized representative of any church or faith to give to any pupil whose parent or guardian has consented thereto in writing, without charge and without more ceremony than a mere statement of the nature of the gift and the name of the donor, a copy of any generally accepted or recognized version of the Old Testament or the New Testament, or both; but no such copy or other literature or printed material advocating or promoting any faith, denomination or religion whatever, or containing any form of pledge with respect thereto, shall be distributed in or by the schools of Worcester County.

Article U. Distribution of Advertising or Campaign Materials

No person, firm, or candidate for office shall distribute through the schools any literature or other material of a commercial or advertising nature or any political campaign materials.

Article V. Lotteries and Games of Chance

No activities in the nature of lotteries or games of chance shall be conducted on school property at any time, and school children shall not be engaged in any such activity under the sponsorship of the school or organization directly affiliated with the school.