

Alison Teresa Ash



WORCESTER COUNTY PUBLIC SCHOOLS

Student Handbook & Calendar of Events

1995 - 96



The Board of Education of Worcester County
6270 WORCESTER HIGHWAY
Newark, Maryland

21841-9746

TELEPHONE
(410) 632-2582

DR. TERRANCE A. GREENWOOD
Superintendent of Schools

EDWARD BARBER
Assistant Superintendent
for Administration

DR. RICHARD T. WALKER
Assistant Superintendent
for Instruction

Board Members
G. RAY NORDSTROM
President
ERNESTINE J. BAILEY
Vice-President
JAMES G. BARRETT
MARION L. BUTLER, JR.
CAROLYN C. DORMAN
RICHARD L. ROPP
SARA D. THOMPSON

Dear Students, Parents, Friends,

Each year we send this handbook and calendar to provide you with important information about your schools. We hope it is useful and you refer to it often throughout the 1995-96 school year.

The members of the Worcester County Board of Education recognize the importance of quality instruction for every student and are dedicated to excellence in education. Every employee of the school system plays a significant role in encouraging student achievement. In addition, we have extraordinary parent and community support. Education is everybody's business and we need your continual assistance to assure the best possible education for Worcester County students. Please visit your schools often as your suggestions and support will be appreciated.

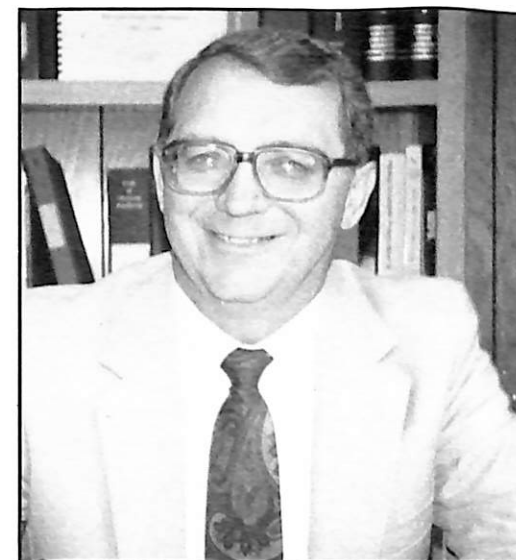
Best wishes for a terrific year as we all work together for excellence in education.

Sincerely,

Terrance A. Greenwood
Superintendent of Schools

WeXL

Excellence in Education - In Worcester County, People Make the Difference



Terrance A. Greenwood
Superintendent
of Schools

TABLE OF CONTENTS

Worcester County Board of Education	1
Elementary School Program	2
Middle School Program	4
High School Program	6
Special Programs	8
Student Services	12
Policies & Procedures	20
Student Attendance	24
Reporting Student Progress & Grades	27
Student Discipline	28
Student Attendance Areas	31
Graduation Requirements	32
For Students Entering Grade 9 Prior to September 1993 ..	33
For Students Entering Grade 9 In September 1993	36
Student Responsibilities & Rights	40
Appendix A-C	43

Board of Education of Worcester County

1995-96

The Worcester County Board of Education is composed of seven members and the Superintendent of Schools. The members are appointed by the Governor of the State of Maryland. Members serve terms of five years starting July 1 and until a successor is appointed. The Board elects a president, vice president, and appoints a Board attorney. The Superintendent of Schools serves as the Secretary/Treasurer.

The Board of Education determines the policies of the County's educational system and prescribes rules and regulations for the conduct and management of the students. The Board, through its executive officers, the Superintendent and his professional staff, exercises control and supervision over the school system.

Worcester County Board of Education

Meeting Dates and Times 1995-1996

Tuesday, July 18, 1995	-	12:30 p.m.
Tuesday, August 15, 1995	-	12:30 p.m.
Tuesday, September 19, 1995	-	12:30 p.m.
Tuesday, October 17, 1995	-	12:30 p.m.
Tuesday, November 21, 1995	-	7:00 p.m.
Tuesday, December 19, 1995	-	12:30 p.m.
Tuesday, January 16, 1996	-	12:30 p.m.
Tuesday, February 20, 1996	-	12:30 p.m.
Tuesday, March 19, 1996	-	7:00 p.m.
Tuesday, April 16, 1996	-	12:30 p.m.
Tuesday, May 21, 1996	-	12:30 p.m.
Tuesday, June 18, 1996	-	12:30 p.m.

All meetings will be held in the Board Meeting Room in the Board of Education Office at Newark, Maryland.

The Board of Education works for the citizens of Worcester County in providing the best education possible for every student. Interested persons are encouraged to attend all open meetings.



G. Ray Nordstrom
President



Ernestine J. Bailey
Vice President



James G. Barrett



Marion L. Butler, Jr.



Carolyn C. Dorman



Sara D. Thompson



Richard L. Ropp

Student Representatives

Stephen Decatur High School
Representative - Vickie Nuzback
Alternate - Billy Smith

Snow Hill High School
Representative - Matt Gordon
Alternate - Terri Adams

Pocomoke High School
Representative - Carla Purdy
Alternate - Jaracus Copes

The elementary programs have placed a high priority in the development of the basic skills while challenging each child to the maximum of his/her potential. Thus, many phases of the child's life must be considered in the development and implementation of instructional programs. Within the elementary programs, provisions are made to meet the child's physical, intellectual, and social development. Skills are developed through sequential and well-planned instructional programs in the following subjects:

Reading	Social Studies
Language Arts	Science
Mathematics	Media Skills
Health/Safety	Physical Education
Music	Art

Students are assigned to heterogeneously grouped classrooms and spend the majority of their school day with one classroom teacher. In the classrooms, students work in flexible grouping patterns.

Special programs and services are provided for students with disabilities. Speech therapy, psychological and health services are an integral part of the elementary program. More information on special services can be found under Student Services.

Chapter I services are provided for students who need remediation in reading. Chapter I is available in three of the county's elementary schools.

To further enrich the elementary program, Enrichment Labs and Reasoning/Thinking classes are provided for students who need additional academic challenges.

A wide variety of special enrichment experiences are available to elementary school students. Some of these programs are:

- Technology Festival
- After Hours Programs
- Computer Labs
- Artist in Residence
- Odyssey of the Mind
- Perfect Attendance Program
- Science Fairs
- Recognition & Achievement Programs
- Cultural Arts Program
- School/Community Centers

These are described under Special Programs.

Music

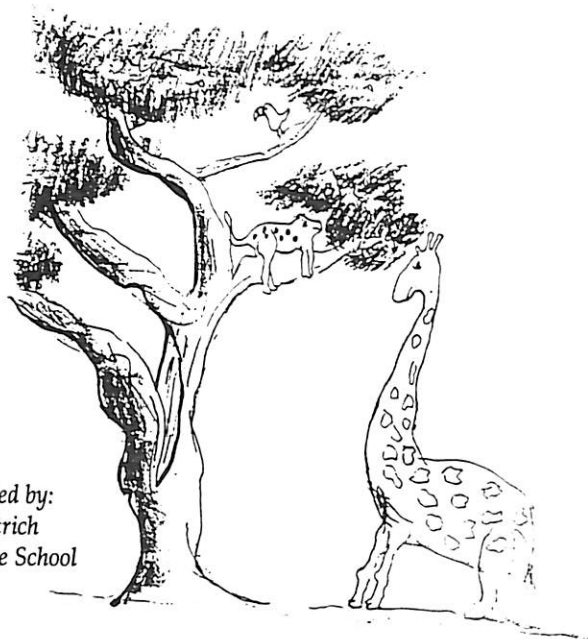
Students in grades K-5 receive a sequential program of instruction in music which includes basic concepts, listening and performance skills, and appreciation. A beginning band program in grade 5 may be chosen by students who wish to learn to play an instrument.

Art

An art resource teacher serves students and staff in grades K-5 throughout the county. Direct instruction of lessons which support the regular curriculum and art concepts are taught to classes on a scheduled basis. The resource teacher assists classroom teachers in developing and teaching art lessons throughout the year.

Homework

Homework offers the opportunity to fulfill individual needs. Assignments should help students develop independent work-study habits, reinforce learning that has taken place at school, bring the home and school closer together, and relate school learning to out-of-school interest. The amount and type of homework will depend upon the age, grade, and needs of the individual student. Parents should provide support and encouragement.



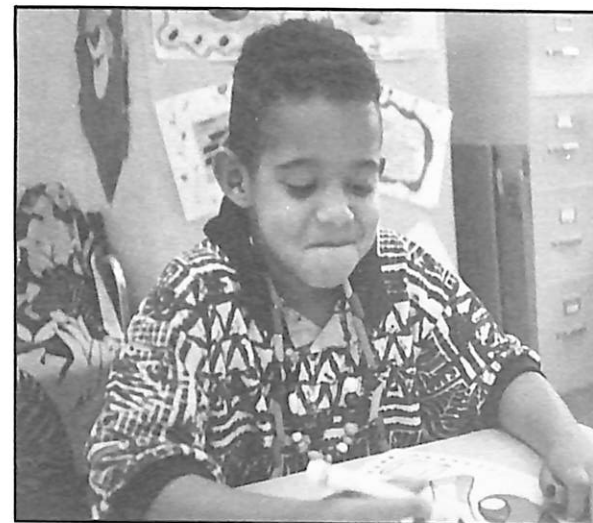
Artwork provided by:
Bradfield Ditttrich
Snow Hill Middle School

General Guidelines For Behavior

While at school it is the responsibility of students to conduct themselves in a manner conducive to a safe, educational learning environment for all. The following are offered as general guidelines to ensure this behavior:

1. Students are to be respectful to teachers, other adults, and fellow students at all times.
2. Students are to demonstrate respect for the property of others.
3. Students are to obey classroom and school rules.
4. Fighting, stealing, class misbehavior, disrespect to staff, defacing school property, threatening students, using abusive language, or carrying a weapon will not be tolerated.

Students are warned that violations which prohibit a safe, educational environment will warrant disciplinary action. In all cases the right to due process will be observed.



August 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					
		1	2	3	4	5
				SDHS-Senior Portraits		
6	7	8	9	10	11	12
	OCES - PTA Ex Meeting	Board Meeting GED Recognition		A & S Meeting		
13	14	15	16	17	18	19
	SHMS - Bus Inservice OCES - SIT	New Teacher Orientation			PMS - EA Workshop New Pupil Registration	
20	21	PES - Bus Inservice	OCES - K Orientation SHMS/PES - Bus Inspections	BMS - Bus Inspection/ Inservice		
		22	23	24	25	26
	BMS - New Student/Parent Orientation	SDHS - New Student Orientation	Professional Days			
27	28	29	BMS - PTA/Back School Lunch SHES - PTA Ex Meeting	PMS - 4th Grand Open House SES - K Orientation BES - PreK/K Open House SHES - Prek/K Orientation		
			30	31		

Worcester County incorporated the middle school concept into its educational delivery system with the construction of three modern facilities in 1970. The county was once again in the forefront of educational practice by recognizing the unique needs of the middle school aged child. Since then, educational studies have consistently documented the importance of this middle school concept. Instructional techniques and social practices of both the elementary and high school programs are utilized for the rapidly growing child. The middle school student is provided instruction which expands the basic skills and concepts developed in elementary school as well as providing instructional activities which develop specialized skills in the academic and special subject areas. Instructional programs are offered in the following subjects:

Reading	Music
Language Arts	Physical Education
Mathematics	Art
Social Studies	Home Economics
Science	Industrial Arts
Health/Safety	Computer Science
Media Skills	

The middle schools of Worcester County continuously assess the performance and implement those instructional strategies and curricula which will meet the student's present and future needs.

Special instructional programs and services are provided to accommodate the unique needs of each student. Special education services are provided for students with disabilities. Challenging academic programs are provided for gifted and high achieving students. In addition, guidance, counseling, speech therapy, and psychological services are an integral part of the instructional program.

To further enrich the instructional programs, the following activities are provided:

Technology Festival
Science Fairs
Odyssey of the Mind
After Hours Programs
Computer Labs
Artist in Residence
Cultural Arts Program
Fine Arts Festival
Scholastic Recognition and Presidential
Academic Fitness Programs
Student Government Association
Participation in national and local oratorical
and art contests
WeXL Honor Card Program
School/Community Centers
Outstanding Attendance Program

These are described under Special Programs.

School Activities

Students are encouraged to participate in the various clubs and organizations in school. These groups will afford the student the opportunity to become involved in school-related activities. These activities build school spirit and pride. When a student is absent from a class because he/she is involved in an extracurricular activity, it will be that student's responsibility to make up any missed work.

Band Program

A band program is offered for interested students. Parents purchase or rent instruments. Band instruction is given during the regularly scheduled school day. Students who miss scheduled classes for band instruction are required to complete all missed assignments. Practice time is a home assignment.

Student Government

The Student Government Association works with the administration to plan social events and provide input about student concerns. Officers and representatives for each homeroom are elected yearly.

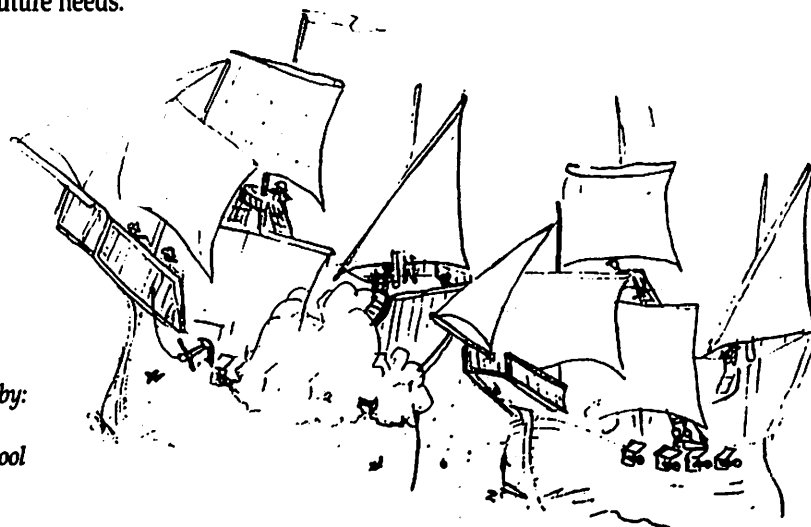
After-Hours Program

Most school activities are conducted during the school day, however, there are programs provided to students after school hours. These after-hours programs are usually designed around the specific interests and needs of the particular middle school. Some programs included are computer, foreign language, cheerleading, drama, and photography.

Lockers

Each student is assigned a hall locker with a combination lock. The combination is registered with the homeroom teacher and the office. When necessary, gym lockers are also assigned to students by their physical education instructor. A periodic check will be made to ensure that lockers are kept neat and clean.

Artwork provided by:
Clay Reister
Berlin Middle School



September 1995

WeXL Display - Berlin Middle School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				Professional Day	
	Labor Day Closed: Labor Day	First Day of School				
3	4	5	6	7	8	9
Grandparents Day	CO Staff Meeting PES - Welcome Bus Drivers	BES - Band Night/Scout Night PES - PTA Ex Meeting	WCTA Rep Assembly SDHS/SHHS - Athletic Boosters BMS - PTA/Open House SES - Volunteer Orientation SHES - Back to School Night	D/A Task Force Meeting BMS - School Pics SHMS - Grades 4/5 Back to School OCES - Band Night BES - Back School Night		Perfect Attendance Field Trip
10	11	12	13	14	15	16
	PHS - SIAC/Athletic & Band Boosters OCES/SES - PTA/Open House BES - Ch I Open House	Board Meeting SDHS - After Prom SHHS - Band Boosters BMS - SIAC PMS - PTA/Open House OCES - Volunteer Orientation	SDHS - Open House PES/BES - Volunteer Orientation	A & S Meeting SHMS - Grades 6-8 Back to School PES - PTA Open House	BMS/PMS - Volunteer Orientation	Autumn begins
17	18	19	20	21	22	23
	 SHMS/SES/PES - SIAC		SDHS - Band Boosters BMS - SGA Election SHMS - School Pics PMS - Beg Band Night/SIAC SHES - Volunteer Orientation		SDHS - Dedication of Outdoor Courtyard Theater	
24	25	26	27	28	29	30

The purpose of the high school in Worcester County is to help students gain the skills, knowledge, and concepts needed to follow the academic pursuits of a higher education, to prepare students for careers in the world of work, and to help develop those citizenship qualities needed to maintain and improve our democratic way of life.

The modern, well-appointed high schools of Worcester County have consistently been accredited by the Middle States Association of Colleges and Schools as being both comprehensive and competent. Each high school's instructional programs and co-curricular activities provide activities and opportunities for each and every student. The high schools of Worcester County continuously assess their performance and implement those instructional strategies and curricula that will meet the student's present and future needs.

The Instructional Program

Worcester County high schools have developed instructional programs designed to meet the various needs of each student. Each child brings to the high school specific talents and interests. One goal of the instructional program at the high school level is to provide an instructional program that will assist the child in his or her academic growth. In addition, the teachers and educators of Worcester County believe in involving children in a variety of learning experiences which introduce the child to many disciplines of learning. These learning experiences have been developed and expanded throughout the elementary and middle school years. Now, in the high school, these disciplines are designed around the individual student's need, and/or interests. The Worcester County high school graduate will be a competent citizen of both the State and County. He or she will possess the necessary skills to enter the work force, and/or be competent to pursue additional educational programs.

At the high school level, each child is given the opportunity to select the program of instruction best meeting his or her needs. Beginning in the ninth grade, the student and his/her parents select the courses that will eventually lead to the completion of the program of instruction and graduation from high school. During the initial and subsequent selection of courses, the student and parents have access to various guidance services which will be explained in detail in other sections of this booklet. Each

school provides written communications describing the instructional programs. They also conduct orientation and career awareness opportunities, and they have a highly competent professional instructional staff ready to assist whenever possible.

The high schools of Worcester County offer a variety of instructional programs. They have been carefully developed to ensure that each Worcester County high school student will meet, and/or exceed, the Maryland State Department of Education's requirements for graduation. The awarding of the high school diploma signifies the student has complied with the academic, social, and attendance regulations of the school and has successfully completed courses that are commensurate with his/her ability.

The Instructional Day

The school day for all high school students in Snow Hill - Pocomoke consists of seven periods of instruction. In Stephen Decatur High School, there are 4 periods of instruction each day. During these instructional periods the student is under the direct supervision of a certified teacher trained specifically for that subject area. Each day the student receives the most relevant information in the area of study presented in the most efficient manner.

Because the high school curriculum is designed to meet both the student's needs and interests, as well as to ensure the student meets both State and County graduation requirements, student schedules will vary. However, the majority of students study English, social studies, science, and mathematics. The daily schedule may also include courses designed to enrich and expand the student's knowledge and skill base. The student's schedule may include additional and/or advanced courses in science, math, or foreign language. A student interested in pursuing a career immediately following graduation may be attending the Technology Center for one-half day. The high school curriculum has additional opportunities for the student in computer science, music, business administration, physical education, art, home economics and industrial arts.

Worcester County high school students are given opportunities to expand their academic backgrounds beyond the minimum requirements of graduation. The various certificate programs will be outlined later in this booklet, but two noteworthy programs deserve attention now. They are college level studies and vocational studies.

Advanced Placement Studies

Academically talented high school seniors may enroll in advanced placement courses in a variety of subject areas. Successful completion of these courses may earn college credit. With this college credit, the Worcester County graduate may enter college with advanced standing.

Vocational Studies

The comprehensive facilities at the Worcester Career & Technology Center provide the specialized knowledge and skills necessary for a wide variety of occupations. High school students in grades 10-12 may select a half day of specialized instruction that will prepare them for a career immediately following high school graduation. Students successfully completing the course requirements for vocational studies will receive a Certificate of Program Completion. Certificates are awarded in over a dozen fields including agriculture, merchandising, nursing, and the trades.

Special Education

The high schools of Worcester County have developed programs of instruction for those students who learn best through an individualized educational program. The program goals, developed cooperatively by parents and teachers, provide for intense instruction at the student's level. As the student moves through the program, careful monitoring of progress is maintained so that the goals may be constantly reviewed and updated.

Alternative School Program

Alternative School Program is available to Worcester County students that experience academic or behavior problems in a regular classroom, for students referred by other agencies or their parents, and for students entering the county from residential settings. The purpose of the program is to help students resolve their academic and/or behavioral problems. The program goal is for each student to return to their home school and exhibit acceptable academic and social behavior. Academically, students will follow a program of studies established by their home school counselor or ARD committee. This academic program will be managed by the instructor after considering the ability of the student and the requirements of the course.

October 1995

WeXL Display - Worcester Career and Technology Center

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		PMS - School Pictures PES - PTA Ex Meeting <i>April 1 B-Day</i>	WCTA Rep Assembly SHHS - SIAC Yom Kippur PES - New Parent Orientation <i>Ali's B-Day</i>	SDHS - SIAC	Md. Teacher of the Year Gala	<i>Joanna's B-Day</i>
1	2	3	4	5	6	7
Berlin Fall Festival <i>Carrie's B-Day</i>	National Fire Prevention Week • Mid-Term Reports Issued • National School Lunch Week					
8	CO Staff Meeting Columbus Day (Observed)	D/A Task Force Meeting	SDHS/SHHS - Athletic Boosters <i>April's B-Day</i>	SDHS - Parent Conferences PHS - NHS Induction PES/BES - PTA/Conferences		
9	10	11	12	13	14	
	National School Bus Safety Week					Red Ribbon...
15	SDHS - School Pics PHS - Band/Athletic Boosters SES - PTA/Conferences SHES - Bus Driver Appreciation	Board Meeting SHHS - Band Boosters PES - School Pics	BMS/SHHS/PHS - Parent Conferences SHMS - PTA/Parent Conferences	SDHS - PTSA OCES - PTA BES - SIAC SHES - PTA Ex Meeting/Conferences		
16	17	18	19	20	21	
Red Ribbon Week						
22	SDHS - SIAC	OCES/WCTC - SIAC	SDHS - Band Boosters PMS - SIAC OCES - School Pics	E/M/H Principals Meeting SHES - PTA	SDHS - Homecoming Closed: MSTA Convention	OCES - Halloween Carnival
23	24	25	26	27	28	
Daylight Savings		Halloween			September 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	November 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
29	30	31				

Adult Education Programs offer a variety of instructional opportunities for county residents. Those who wish to earn a high school diploma, improve reading and writing skills, or perform math more accurately may attend free day and evening classes scheduled in all major areas of the county. These classes include Adult Basic Education (ABE) – basic reading, math, and English, and Adult Secondary Education (ASE), generally referred to as General Educational Development (GED) – preparation to take the national test for a Maryland high school diploma. ABE and GED classes are small, relaxed, and informal and are led by teachers specially skilled and trained in working with adults. Classes continue throughout the school year and learners may enter at any time.

Adult General Education (AGE) classes are offered in fall and winter sessions. These classes generally meet for two hours each week for ten weeks and include such topics of interest as computer basics, word processing, sewing, art, etc. Nominal fees are charged to cover the cost of providing the instructor and any necessary materials.

Beginner and intermediate classes for **English for Speakers of Other Languages (ESOL)** are held throughout the school year at Stephen Decatur High School for three hours twice per week. These free, open-entry classes provide non-English speaking or limited-English speaking adults with the opportunity to improve their conversational and basic English skills.

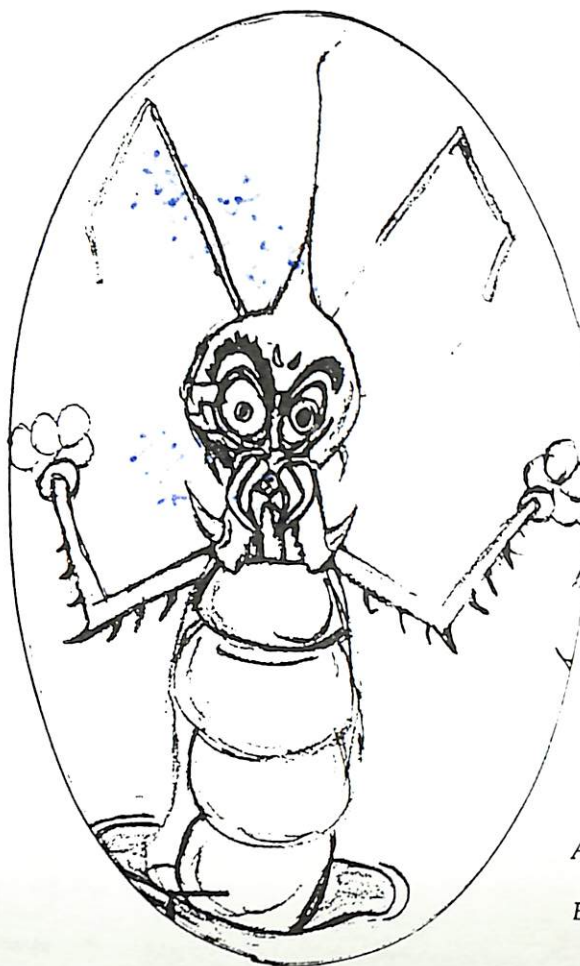
A **Volunteer Literacy Program** serves the needs of those adults who will benefit from one-on-one instruction. After an initial assessment by the Adult Education Programs' staff, the adult new reader is paired with a volunteer tutor who has been provided with training and instructional resources.

ESOL, ABE, and GED programs are all components of the state's literacy initiative, "Literacy Works," a coordinated state and local effort developed to ensure the availability of instructional and support services for undereducated adults. The Maryland Adult Performance Program

(MAPP) must be implemented in all "Literacy Works" programs to assure standardization of the delivery of MSDE – sponsored Adult Basic Education programs operating in the 24 political subdivisions of the state. MAPP is a competency – based delivery system consisting of three components: assessment, instruction, and management/guidance.

WCPS' Adult Education Programs serve between 400-500 county citizens annually, and about 60 adult students receive their high school diploma each year by successfully completing the GED tests.

Project Independence is the State's program to help clients move from welfare to economic self-sufficiency. WCPS provides an extensive range of services that are individually developed for each person. These services include: Assessment of educational, training and supportive service needs; Counseling and employability development planning; Basic and remedial education; Skill training; On-the-job training; Work experience; Job readiness training; Job development and placement.



Artwork provided by:
Alex Harmon
Berlin Middle School

November 1995

National PTA Child Safety and Protection Month

WeXL Display - Showell Elementary School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	December 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		WCTA Rep Assembly 1	BMS - SIAC 2	SHMS - SGA Dance SHES - School Pics 3	4
5	CO Staff Meeting SHE - PTA Executive Meeting SHMS/SES/PHS - SIAC 6	PES - PTA Executive Meeting 7	SDHS/SHHS - Athletic Boosters SHES - SIAC 8	D/A Task Force Meeting End of 1st Marking Period (47 days) 9	Closed: Professional Day 10	Veterans' Day 11
National Children's Book Week (11/13-17) 12	Closed: Professional Day 13	WCTC - Open House PMS - PTA/Conferences National Community Education Day SHMS/PES - Bus Inspections 14	SHHS - SIAC BMS - Bus Inspection PES - Bus Inservice 15	A & S Meeting SDHS - PTSA SHHS - Athletic Awards Program BMS - Bus Inservice SES - PTA Book Fair PES - PTA/Grade 1 Program 16	Report Cards Issued 17	18
19	SDHS/OCES/PES - SIAC PHS - Band/Athletic Boosters SHMS - Bus Inservice 20	Board Meeting WCTC - SIAC SHHS - Band Boosters 21	22	Closed: Thanksgiving Vacation Thanksgiving 23	24	25
26	Pocomoke Christmas Parade 27	SDHS - Band Boosters BMS - Bus Inservice PMS - Honors Program 28	OCES - WeXL Program 29	SDHS - Middle States BES - SIAC 30		

American Field Service

Within each Worcester County high school is an organized chapter of the American Field Service (AFS). This program is designed to promote understanding on an international/intercultural level for students in grades 9 through 12. Each year high schools from all over the world participate in the exchange of students. Students may elect to visit another AFS chapter in their home state, or they may spend part of their summer visiting another country. Each year Worcester County high school students apply for and are selected as exchange students for an entire school year in a foreign country.

The high school AFS chapter serves as a support network for the exchange student. The AFS club members find the exchange of ideas and customs to be most rewarding. Club members assist the exchange student's host family in making the student's arrival and adjustment to the Worcester County high school smooth.

The Worcester County Public Schools recognize other foreign exchange programs and accept their students in our high schools upon completion of the appropriate application standards.

Assemblies

In order to enrich and extend classroom learnings, various assemblies are held throughout the school year. Many of these are school-wide, but a few are held for selected grades. The decision for selection is made in accordance with the content of the assembly and the needs of the students. These assemblies provide the child with exposure to a variety of presentations in the areas of music, fine arts, drama and dance.

Other assemblies are organized to allow students to demonstrate skills and understandings which have been developed within the classroom.

Clubs

Each school sponsors student organizations designed to promote the school's philosophy and enrich

the school environment. These organizations may be chapters of nationally recognized programs, such as Future Business Leaders and Student Government.

Other clubs are designed to meet the varied interests of the school's student population. School clubs may be established to meet the interests of math and science students. Another school may elect to have library assistant or drama clubs. The clubs operate under the school and County's expectations for appropriate student behavior and responsibilities.

Technology Festival

The spacious and well equipped media center becomes the focal point of the Technology Festival each year. Students utilize the media center's resources to acquire the skills and techniques necessary to create, develop, and produce audio visual and graphic programs. The student projects are judged during the county-wide competition in the spring. Winning entries are then presented at the state level. Worcester County students have garnered numerous awards at the state level of competition.

Athletics

The Worcester County high schools are members of the Bayside Athletic Conference. Within the professional and ethical framework of this multi-county organization, Worcester County high schools offer the students a diverse schedule of interscholastic sports and competition. Students are encouraged to participate in one or more of the individual and team sports. Worcester County believes that opportunities should be made available to any student desiring to participate.

Many traditions of a high school surround the athletic program. Students and parents are proud of the high school athletes. Worcester County athletic teams have consistently been recognized regionally and statewide as teams of distinction, both in their sportsmanship and winning performances.

The young men and women of Worcester County may choose from Football, Field Hockey, Golf, Soccer,

Volleyball, Basketball, Tennis, Softball, Baseball, Wrestling, Gymnastics, Track and Cross Country.

All students are academically eligible to participate on athletic teams at the start of the school year. On October 1st the principal will review grades and any student found ineligible will not be allowed to participate until report cards are issued at the end of the first marking period. A student will be determined ineligible on the date of the issuance of report cards for the first, second and third marking periods if any of the following conditions exist with his/her grades:

- A. 2 or more Fs, or
- B. 1 F and 2 or more Ds, or
- C. 4 or more Ds.

The term of ineligibility will be one marking period from Item A. The term of ineligibility for Items B and C will be until mid-term progress reports are issued at which time the principal will review the student's grades and determine if the ineligibility should still exist.

Legal Intern Program

Working under the direct supervision of a classroom teacher, teams of students from the Worcester County high schools explore the dynamics of our jurisprudence system. In cooperation with the Worcester County Judicial System, students receive training from practicing attorneys. The team members are also required to spend a number of hours in the field with the local police departments, juvenile services, and the department of probation and parole. Through this process students receive necessary information and skills that will permit each to prepare a legal brief. These legal briefs are then used as each school team competes through the process of a mock trial presided over by a practicing Worcester County judge. The teams are assessed on the effectiveness of their research, development of the case, and the trial summation.

Worcester County teams compete on regional and state levels. They have earned distinguished top honors at both levels of competition.

December 1995

WeXL Display - Cedar Chapel Special School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	January 1996 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				SDHS - Middle States	
					1	2
						
		PES - PTA Executive Meeting	WCTA Rep Assembly PMS - SIAC	BMS - Band Concert SHES - Grade 3 Music Program		
3	4	5	6	7	8	9
	CO Staff Meeting SHMS - Winter Chorus Concert	BMS - Parent Conferences PES - K Winter Program	SHHS - Athletic Boosters SDHS - Fall Athletic Awards BES - Winter Program SHES - Grade 2 Music Show PMS - 4/5 Winter Program	D/A Task Force Meeting BMS - Choral Concert		
10	11	12	13	14	15	16
Hanukkah (12/18 - 12/25)	SHHS - Band/Chorus Concert PHS - Band/Athletic Boosters	Board Meeting PES - Grade 3 Winter Concert	SDHS - Band Boosters PMS - 6-8 Winter Concert SES - Music Program OCES - K Winter Concert	E, M, H Principals Meeting SDHS/PHS - Winter Concert OCES - Grade 3 Winter Concert	Winter Begins	
17	18	19	20	21	22	23
24						
						
	Christmas					
New Year's Eve	25	26	27	28	29	30
31						

The Outstanding Attendance Program is an incentive K through grade 12 program to encourage and reward outstanding attendance. Students who qualify for the program receive an expense free trip to a theme park.

Fine Arts Festival – Each spring, students and teachers throughout the WCPS come together to display their creative talents for each other and the community. The Worcester County Fine Arts Festival is an annual evening of musical performance by the best high school musicians and chorus members in the county. The event is enhanced by a comprehensive display of the artistic talent of students in grades K through 12. Adding to the evening is a dramatic production by the host school and guest conductors from the educational community.

In the **Annual Computer Challenge**, outstanding high school computer science students have the opportunity to use their programming skills in a competitive, problem-solving environment. The morning session is devoted to individual competition. Students write problem-solving programs within a given time limit and winners are determined for each high school. Later, students are grouped into three-member teams, one member from each high school, and collaboratively write problem-solving programs. Historically, this challenge has proven to be excellent preparation for the regional and state competitions.

Lifelines: Helping Students Find Positive Alternatives is a comprehensive program that provides the school and community with a framework for producing and nurturing mentally healthy young people and a procedure for intervening when a young person is considered to be at risk.

Worcester Teacher of the Year Program – The Worcester County Board of Education sponsors the Worcester Teacher of the Year Program. This program is designed to recognize and honor the excellent work being done by the teachers in our schools. Students, parents, teachers and community persons nominate teachers for recognition. One of the recognized teachers is selected as the Worcester Teacher of the Year and represents all of the county's teachers in the Maryland Teacher of the Year Program. Both programs are part of the National Teacher of the Year.



*1995 Worcester Teacher of the Year
Terry Smith
Buckingham Elementary School*

The WeXL Program sets high expectations and goals for everyone involved in the Worcester County Public Schools and develops a means to reach the goals. The program promotes excellence in every facet of the educational system. The WeXL program fostered the development of: Scholastic Recognition Program, Student of the Month Recognition, Board of Education Recognition,

Perfect Attendance Incentive Program, Worcester Teacher of the Year Program, WeXL Honor Card Program, WeXL Courthouse Display, Student Advocate Program, and individual school recognition of employees, students, bus contractors, volunteers and businesses.

School/Community Centers provide a variety of recreational, social, and educational activities in the schools throughout the year. During the regular school year, the after hours programs target academic and fine arts enrichment for elementary and middle school students. In the summer months, planned activities target athletics, music, recreational, and social activities.

Artist in Education Program – WCPS work closely with the Maryland State Arts Council and the Worcester County Arts Council to provide a variety of cultural experiences that support and enrich the regular curriculum in the schools. Annually, funds set aside for cultural arts are matched by grants from these two agencies to fund participation in the Artist in Education Program. Visual and performing artists along with poets from a state approved roster of professionals qualified to work with school-aged youth are selected to make presentations in the schools. Visits to the schools take place in the form of all-school performances and extended residencies. Through the experiences – be they art, music, dance, poetry, or theatre – emphasis is placed on the process and techniques used in creating a work of art. Opera, ballet, original theatre, poetry anthologies, painting, drawing, murals, and sculpture are explored and enjoyed. These projects are often collaborative efforts which find students, teachers, professionals, and the community working together to bring quality, cultural experiences to the children and youth of Worcester County.

January 1996

WeXL Display - Pocomoke Elementary School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	New Year's Day Closed: Winter Break					
		Schools Open	WCTA Rep Assembly			
	1	2	3	4	5	6
	CO Staff Meeting SHMS/PHS - SIAC SES - PTA/Conferences		SDHS - Talent Show SDHS/SHHS - Athletic Boosters SHHS/PHS - Parent Conferences SHES - PTA Executive Meeting/Conferences	D/A Task Force Meeting SHMS/PES - PTA/Parent Conferences BES - SIAC		
7	8	9	10	11	12	13
	Martin Luther King Jr. Closed: Martin L. King Day	Board Meeting WCTC - SIAC SHHS - Band Boosters PMS - D.A.R.E. Begins	SHHS - SIAC	A & S Meeting SDHS - PTSA BMS - SIAC		
14	15	16	17	18	19	20
	SDHS/PES - SIAC PHS - Band/Athletic Boosters	OCES/SHES - SIAC	National School Nurse Day	End of 2nd Marking Period (43 days)	Closed: Professional Day	
21	22	23	24	25	26	27
Christa McAuliffe Day	WCTC - Parent Conferences SES - SIAC	PES - PTA Executive Meeting	SDHS - Band Boosters		December 1995 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 1996 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
28	29	30	31			

Music, Art and Drama

Worcester County schools provide opportunities for cultural enrichment. Whether the student's interest be music, art, or the theater, there are basic, as well as advanced programs available. Each middle and high school supports a band and chorus. Worcester County high school students are selected each year to perform in All-Shore and All-State performing groups.

Students of the Worcester County high schools find expression through the many course offerings in art, home art, industrial arts, and drama. The facilities are modern and furnished with all the necessary instructional materials. Student projects are frequently displayed within the school, community and County.

Odyssey of the Mind

Odyssey of the Mind is a creative problem solving competition. Teams of five to seven students compete by developing solutions to a published problem. Over a several month period, students collectively work on the development and construction of props and scripts which are necessary to present their solution. During the day of competition, the teams are further challenged by having to compete in an unrehearsed problem solving activity. Teams from Worcester County have finished first in regional and state competition. And, several teams have gone on to compete and place in the World Finals.

Science Fair

Students in Worcester County schools are encouraged to complete an independent scientific investigation using the proper steps which they have learned and used in the science class. The students' projects are judged on the scientific merits at each school. The top entries then compete in a countywide science fair.

Student Government Association

Under the guidelines and procedures of the Student Government Association, high school

students elect officers and representatives to this democratically run organization. During the school year the SGA examines school issues and student concerns and serves as a means of communication between the student body and school administration. The SGA sponsors and supports various school activities throughout the year, which prove to be of both social and intellectual value to the student body.

Student Publications

The school newspaper and yearbook provide additional means for student expression and creativity. Students learn the many facets of putting together a publication. Skills are learned and developed in photography, writing, editing, layout, and sales. These school publications are a forum for expression of all students. The publications strive to capture the excitement of the school year, and in the process, create mementos to cherish in the future.

Scholastic Recognition

Each school offers recognition to students demonstrating excellence in academic achievement. In determining the student's eligibility for recognition, the student's semester grades are averaged.

Honor roll and scholastic achievement recognition will be based on a student's grade point average in English, mathematics, social studies, science, foreign language, technology/business education courses, and study skills. To be eligible for honor roll and scholastic achievement recognition, including the Scholastic Achievement Award, a student may not have a grade of "D" or "F" in any subject.

Computations for the above rankings will be determined by quarterly marking period grades. Class ranking will be extended to the end of the third marking period of the senior year.

Academic rating for valedictorian, salutatorian, highest scholastic achievement award in each grade and class rank shall be based on the weighted grade

average in English, mathematics, social studies, science and foreign language. In order to be eligible for valedictorian or salutatorian, a student must have a minimum of 16 credits in the above courses. Students who take basic courses will not be ranked unless they have 20 credits in "Standard" or higher courses and request ranking.

The three high schools also participate in the **Presidential Academic Fitness Award**. Students in grade 12 must have met the following requirements. The student must have attained a B+ average, accumulated over grades 9, 10, 11, and the first semester of grade 12. The student must have received a score in the 11th or 12th grade, placing the student at or above the 80th percentile on any nationally recognized standardized college admissions examination, such as SAT or ACT. Additionally, by graduation, the student must have completed at least 12 high school or higher level course units in English, mathematics, sciences, social studies, foreign languages, and computer science.

WeXL Honor Card Program is a student incentive program that is coordinated by the Worcester County Board of Education and sponsored by the Berlin, Ocean City, Ocean Pines, Pocomoke and Snow Hill Chambers of Commerce. Students in grades 6-12 can earn the honor card by receiving outstanding grades and having excellent school attendance. The WeXL Card can be used to provide discounts towards the purchase of merchandise and services from participating Worcester County businesses.

Scholastic Recognition Program is a unique project whose goal is to enhance the ideals of high academic achievements in the three high schools. To qualify for the Scholastic Recognition Program, high school students must earn a 3.5 weighted grade average in approved courses of study. Students who consistently maintain the honor status for 3 and 4 marking terms are eligible to attend the Scholastic Recognition Awards Banquet. Parent and community involvement is an important facet in the Scholastic Recognition Program

February 1996

African American History Month
American History Month

WeXL Display - Snow Hill Middle School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 1966 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	March 1966 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			BES - PTA Conference Night 	OCES - Jump Rope for Heart SHES - 50's Night Report Cards Issued 	
	BES - Ch I Open House 	PMS - PTA / Conferences/ Science Fair 	WCPS Computer Challenge SDHS - Athletic Boosters PMS - SIAC WCTA Rep Assembly OCES - WeXL Program PES - Bus Inservice 	D/A Task Force Meeting BMS - Bus Inservice OCES/SHMS - Science Fair 	BMS - Family Fun Night SHMS - SGA Dance PES - 50's Night 	
4	5	6	7	8	9	10
	CO Staff Meeting PMS - DARE Graduation OCES - PTA Lincoln's Birthday SHMS - Bus Inservice 	BMS - Bus Inservice PMS - Honors Program SES - School Science Fair SHES - PTA 	SHHS - Athletic Boosters Valentine's Day 	Worcester County Science Fair at SHMS SDHS - PTSA 	Closed: Professional Day 	
11	12	13	14	15	16	17
	President's Day Closed: President's Day 	Board Meeting SHHS - Band Boosters 	Ash Wednesday 	Washington's Birthday 		
18	19	20	21	22	23	24
	PHS - Band /Athletic Boosters 	SES - SIAC BES - Gymnastics Program 	SDHS - Band Boosters BMS - Parent Conferences 	E, M, H Principals Meeting 		
25	26	27	28	29		

Guidance Elementary

Guidance services in the elementary school are available to every child. Each school has a certified counselor who has been trained to assist the elementary school-aged child.

The duties of the counselor may include assisting a new student to adjust to new friends and instructional programs. The counselor is also available to parents wishing assistance or insights into the physical and social growth of their child.

Middle School

Guidance services in the middle school are quite extensive. Each middle school has a certified counselor who has been trained to assist the middle school-aged child. This assistance may vary from discussing issues about which the child may be concerned to planning their ninth grade schedule.

Each spring the guidance department also assumes the responsibility of orienting those students who are entering the middle school in September and assisting the high school counselors in a similar program for outgoing eighth graders. This is done to ensure a smoother transition from one school to the next.

In addition, the counselors are responsible for career education within the school, permanent record-keeping, and the registration of new students.

High School

Guidance services in the high school are varied. The need for assistance with the many issues and concerns of the high school student are met by the certified counselors at each Worcester County high school. The assistance may vary from discussing the selection of classes to providing assistance in the application for work or college.

The high school counselors assume roles of responsibility in the orientation of the new ninth grade students. Their responsibilities also include career education, permanent record-keeping, and the registration of new students.

Confidential Communications In Counseling Relationships

Employees of the Worcester County Board of Education working with students in counseling relationships encounter the areas of confidentiality and privileged communications.

The student's welfare and rights are of primary importance and the integrity of the student shall be respected at all times.

Professionals who work with students in counseling relationships shall inform students of the limits of confidential communications. When the student's right to confidentiality is outweighed by the need to reveal certain information, the employee will secure the student's consent to disclose whenever possible.

Information which indicates any behavior or threat of behavior that is potentially harmful or dangerous to students, others, or the community shall be shared with the student's parents according to County guidelines.

Health Services

School nurses, under the direction of the Assistant Superintendent for Administration, provide for the upkeep of student health records, implementation of state-mandated immunization programs, periodic hearing and vision screening and day-to-day services to students who experience health problems during the regular school day. The school nurses also perform a liaison service with the Health Department and consult with parents, teachers and administrators in actual or potential cases of serious health problems.

School Psychologist

There is a certified psychologist available to each of the Worcester County schools. He/she may be called upon from time to time to evaluate student's needs on an individual basis. Following this evaluation, the school psychologist meets with parents and teachers to explain the results. Together, a program of instruction is developed which will assist the student in improving his/her academic performance.

Counseling is provided by the psychologist as needed.

Home/Hospital Instruction

Home and hospital instruction for students who are unable to attend school because of physical or emotional problems may be supplied during the school year with the approval of the Superintendent of Schools. Application for such services shall be made through the principal of the school.

Food Services

The Board of Education offers a nutritious breakfast and lunch in all elementary, middle and high schools. Students may purchase meals on a daily basis or bring a lunch from home. Milk may be purchased separately.

Schools post meals and distribute menus to the students. The local newspapers publish weekly school lunch menus.

Lunch Prices:

\$1.25 Elementary

\$1.50 Middle and High Schools

\$2.50 Adults

Breakfast Prices:

\$1.00 Elementary and Middle Schools

\$1.40 Adults

Ala carte Milk \$.35

Worcester County Public Schools participate in the National School Breakfast/Lunch Program. Children from households that meet federal income guidelines are eligible for free or reduced price meals. Eligibility is determined by household size and income. For more information contact your school principal.

March 1996

Music In Our Schools Month
National Women's History Month
Youth Art Month

WeXL Display - Pocomoke High School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 1996 1 2 3 3 4 5 6 8 9 10 10 11 12 13 15 16 17 17 18 19 20 22 23 24 24 25 26 27 29	April 1996 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					
					1	2
Newspapers in Education Week National Volunteers of America Week National PTA Alcohol and Other Drugs Awareness Week	National School Breakfast Week • Mid-Term Reports Issued During Week					
3	BMS - SIAC 4	WCTC - SIAC SHES - Grade 1 Music Show 5	WCTA Rep Assembly SHHS/PMS - SIAC BES - Picture Day 6	SDHS - Drama Production		
				PES - PTA/Parent Conferences SDHS - Parent Conferences BES - SIAC/Jump Rope for Heart 7	PMS - Jump Rope/Heart BES - PTA Family Fun Night 8	9
	CO Staff Meeting PHS - SIAC SES - PTA 10	BES - K Registration		D/A Task Force Meeting BMS - Bus Inspection BES - Pre K Registration 14	SHES - PTA/Movie Night 15	National Energy Education Day 16
		SHMS - PTA/Conferences 12	County Fine Arts Festival SDHS/SHHS - Athletic Boosters SHHS/PHS - Parent Conferences SHMS/PES - Bus Inspections 13			
St. Patrick's Day 17	PHS - Band/Athletic Boosters OCES/PES - SIAC 18	Board Meeting SHHS - Band Boosters SHES - SIAC 19	SDHS - Winter Sports Awards PMS - Technology Festival SHES - PTA Executive Meeting/Conferences Spring begins 20	A & S Meeting SDHS - PTSA BES - Spring Program 21		
24						23
	PHS - 4-Way Test Banquet 25	PES - PTA/Grade 2 Spring Program 26	WCPS Technology Festival SDHS - Band Boosters PMS - Spring Performance 27	SDHS - NHS Induction SES - Gymnastics Show 28		
Palm Sunday 31						30

Special Education

Worcester County Public Schools provide special education services for children ages 0 through 20 who are identified as having an educational disability. Disabilities can include the following: (1) physical handicaps such as vision, hearing or motor impairment; (2) speech and language handicaps; and (3) cognitive disabilities, such as learning disabilities or retardation. Services are provided depending on the needs of the students as determined by the ARD (Admissions, Review and Dismissal) Committee. The extent of the services depends on the needs of the individual student as specified in the student's IEP (Individualized Education Program).

Students with disabilities are guaranteed a free, appropriate public education. Under certain circumstances, extended school year services are available for students with disabilities, who are found to be eligible for them. Parents of students or pre-school children whom they suspect may have an educational disability should contact the child's principal or the Child Find Coordinator at the Board of Education office.

Pupil Personnel Services

The pupil personnel services staff works with the students, school staffs, parents and community agencies in an effort to ascertain the causes and work out solutions for irregular attendance and pupil maladjustment so that every child can receive the benefits of an education. These problems, if allowed to continue, may significantly interfere with the student's opportunities to derive the maximum benefit from the instructional services offered by the schools.

Pupil personnel workers use counseling skills while carrying out their assignment as a liaison of the school system with the pupil, his home, and community services. In those cases that involve physical disability and mental or emotional stress, the workers are responsible for seeking and coordinating appropriate services that will alleviate the problems and permit the pupil to progress in his educational program. The pupil services staff is

responsible for pupil accounting, disciplinary records and reports, population studies, school boundaries, and other services that bear directly upon the welfare of the students.

School Bus Transportation

The Board of Education provides safe bus transportation for all elementary, middle, and high school students who live more than one mile from their school or those students who face hazardous walking conditions.

School bus drivers undergo a thorough initial training program and continue with inservice training during each school year. In addition, bus drivers are required to meet health and driving record standards.

School Bus Safety

Each student is expected to be aware of the rules for riding school buses and to exercise self-control. Bus safety is a shared responsibility and depends upon the cooperation of parents, students and school officials. Students may be denied the privilege of riding a bus temporarily or permanently if they violate safety rules or endanger other students.

Examples of violating safety rules include:

- Throwing objects
- Vulgarity or boisterous conduct
- Fighting
- Smoking
- Use of alcohol or illegal drugs

Bus drivers are directly responsible for promptly reporting to the school principals any violation or misconduct on their bus.

Parent Responsibilities

Students should stand in a safe location away from traffic but within 150 feet of the designated bus stop. Parents should discuss bus rules and appropriate behavior with their child. When necessary, parents should monitor behavior at stops.

At the bus stop, students should:

- Arrive five minutes before the scheduled bus time and be ready to board without delay
- Be considerate of nearby property owners
- Stay off the roadway while waiting for the bus
- Wait in an orderly manner and move toward the bus only when the door is opened
- Ride only the bus they are assigned

When riding the bus students must follow these rules:

1. OBEY the driver AT ALL TIMES. The driver is RESPONSIBLE for YOUR SAFETY. If a street MUST BE CROSSED, stand 10 feet in front of the bus and wait until the driver indicates by P.A. System that it is safe to cross!! Students must NOT cross dual highways!!!!!!
2. BE ON TIME! The bus cannot wait for late students.
3. All students will be ASSIGNED a bus. Stops are designated by the SUPERVISOR OF TRANSPORTATION.
4. Riders are to get on/off at their assigned stop. Driver MUST be NOTIFIED IN WRITING BY PARENT if student is to get on/off at any other stop. The note must be approved by the school.
5. During bus evaluation drills or emergency evacuations, OBEY STUDENT MONITORS.
6. DO NOT STAND OR PLAY IN ROADWAY WHILE WAITING FOR BUS
7. REMAIN SEATED AT ALL TIMES. DO NOT EXTEND ARMS AND/OR HEADS FROM WINDOWS.
8. No food or drinks will be allowed on the bus.
9. Large items, such as band instruments, cannot be put in aisles or under seats. They must be held.
10. PRIVILEGE OF RIDING THE BUS WILL BE DENIED TO THOSE WHO:
 - are too boisterous
 - refuse to follow directions
 - smoke
 - drink
 - use vulgar language
 - display vulgar actions
 - create distracting situations for the driver
 - fight

April 1996

Mathematics Education Month

WeXL Display - Ocean City Elementary School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April Fools Day	CO Staff Meeting	WCTA Rep Assembly SHES - Pre K/K Music Show Arbor Day End of 3rd Marking Period (46 days)	Closed: Professional Day	Closed: Spring Break	
	1	2	3	4	5	6
Closed: Spring Break			SDHS/SHHS - Athletic Boosters	D/A Task Force Meeting		PHS - Athletic Boosters Dance
Daylight Saving Easter	7	8	9	10	11	12
						13
	Drug & Alcohol Awareness Week					
	WCTC - Parent Conferences PHS - Band/Athletic Boosters SES - SIAC	Board Meeting SHHS - Band Boosters PMS - Beg Band Night		SDHS - PTSA PES - PTA SHES - SIAC	Report Cards Issued	
14	15	16	17	18	19	20
	Week of the Young Child • Professional Secretaries Week • National Volunteer Week					
	SHMS - Spring Chorus Program	WCTC - SIAC PMS - PTA/Conferences	SDHS - Band Boosters OCES - WeXL Program Professional Secretaries Day	E, M, H Principals Meeting SDHS - Parent Conferences OCES - PTA	SHMS - SGA SHES - Volunteer Appreciation	SHHS - Prom PES - Jump Rope for Heart
21	22	23	24	25	26	27
	PES - SIAC	SHHS - NHS Induction BMS - Parent Conferences PMS - Honors Program			March 1996	May 1996
28	29	30			1 2	1 2 3 4
					3 4 5 6 7 8 9	5 6 7 8 9 10 11
					10 11 12 13 14 15 16	12 13 14 15 16 17 18
					17 18 19 20 21 22 23	19 20 21 22 23 24 25
					24 25 26 27 28 29 30	26 27 28 29 30 31
					31	

Books and Materials

Books and materials are issued to students for use during the school year. Students are expected to care for these books and materials properly and responsibly. Books are to be covered. It is the responsibility of the student to pay for lost or damaged materials. Report cards will not be issued to students at the end of the year until all obligations are met.

Contests/Charitable Fund Raising

At the discretion of the principal, and with the approval of the Superintendent of Schools, school groups may participate in contests of an educational nature and in approved charitable fund raising activities.



Artwork provided by:
Trisha Benton
Berlin Middle School

Emergency School Closings, Cancellations, and Delays in Openings

Occasionally, all schools in the system or individual schools may be closed for the day, delayed in opening, or closed early because of inclement weather or other conditions that might affect the safety and health of students. Local radio and television stations will announce closings and delays beginning at 6:30 a.m. If you do not hear an announcement, schools will open and close on time.

A delayed opening allows extra time for school maintenance persons to prepare parking lots, driveways and walkways. It also gives county and state road crews the time needed to clear and salt roadways. When schools open 2 hours late, morning kindergarten classes and the morning session at the Career & Technology Center will be cancelled. All schools will serve lunch and dismissal will follow the regular schedule.

When schools do not open or dismiss early due to inclement weather, all school afternoon and evening activities are cancelled.

Radio and TV stations which carry school closing announcements are:

WBOC-TV (Channel 16, Salisbury)	
WMDT-TV (Channel 47, Salisbury)	
WQHQ (FM 105)	WOVU (FM 101.7)
WKHI (FM 95.9)	WWTR (FM 96)
WOCQ (FM 104)	WMYJ (FM 106.5)
WLVW (FM 106)	WWFG (FM 99.9)
WICO (AM/FM 94)	WSBY (FM 99)
WDMV (AM 54)	WOLC (FM 102.5)
WJDY (AM 14.7)	WRKE (FM 101.7)
WZBH (FM 93.5)	

Working parents should make arrangements in advance for their child's care on days when schools are cancelled, delayed in opening, or dismissed early.

Field Trips

Field trips are planned for the purpose of enriching and extending the educational opportunities for students. Written permission must be given before your child leaves the school to go on any field trip. Specific arrangements will be made by the classroom teacher or trip sponsor.

Fire Drills

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There is an evacuation plan for each room. These plans will be reviewed at the beginning of the school year by each teacher.

Homework

Homework may be assigned to provide further practice, to improve skills, prepare for subsequent lessons, extend the daily lesson, or provide an opportunity for creativity. The amount and type of homework will depend upon the age, grade, and needs of the individual student. Parents should provide support and encouragement.

Leaving School Early

A student who requests permission to leave school because of illness must report to the office. Contact with parents will be made through the office. A student who plans to leave for an appointment must report to the designated area/person with a signed note upon arrival at school. Students are required to sign out in the office prior to leaving school.

May 1996

WeXL Display - Pocomoke Middle School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 1996 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	June 1996 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		WCTA Rep Assembly SHHS - SIAC SHMS - Beg Band Concert	BMS - SIAC		PHS - Prom
			1	2	3	4
	Prospective New Teacher Interviews • National PTA Teacher Appreciation Week					SDHS - Prom PHS - WeXL Banquet
5	SDHS/SHHS - WeXL Banquet SHMS - SIAC PES - Staff Appreciation Breakfast	PES - PTA Executive Meeting National Teacher Day	SDHS/SHHS - Athletic Boosters SHMS - Grade 3 Parent Orientation SES - Band Concert PES - PTA Teacher Luncheon	D/A Task Force Meeting	SHES - Teacher Appreciation Luncheon	11
6		7	8	9	10	
Mother's Day	Mid-Term Reports Issued During Week					Armed Forces Day
12	CO Staff Meeting SDHS/PHS - SIAC SHMS - PTA/Spring Band Concert	WCTC - Awards Night	SDHS - Spring Concert PHS - Athletic Awards SHES - SIAC	A & S Meeting SHHS - Athletic Awards BMS - Band Concert PES - Substitute Appreciation Social		18
13		14	15	16	17	
	OCES - Book Fair Monday Thru Thursday • Bike Safety Week Monday Thru Friday					
19	SHHS - Band/Chorus Concert PHS - Band/Athletic Boosters SES - PTA BES - Pre K/L.S. Orientation	Board Meeting BES - PTA/Spring Concert	SDHS - Drama Production			
20		21	PHS - Parent Conferences OCES - 4th Grade Musical SHES - PTA Executive Mtg. PES/PMS - 4th Grade Parent Night	SHHS - Band Banquet PHS - Spring Concert BMS - Choral Concert	SHES/PES - Field Day	25
21			22	23	24	
	Memorial Day (Observed) Closed: Memorial Day	SDHS - Spring Sports Awards	SDHS - Band Boosters PMS - Spring Concert SES/PES - Volunteer Tea	SDHS - Senior Awards Night PMS - 6-8 Writers Night	BMS - Honors Tea OCES/SES - Field Day	
26	27	28	29	30	31	

Lost and Found

Lost and found items are kept in a designated place. Students should periodically check for lost items.

Patriotic and Morning Exercises

The Worcester County schools provide opportunities for students to demonstrate their patriotism by saying the pledge to the flag and participating in other patriotic exercises. Students who for religious reasons do not wish to participate are asked only to stand. They do not have to actively participate in any patriotic exercise.

A moment of silence is observed each morning for meditation in all schools.

Personal Property

Radios, tape recorders, cameras, electronic games, expensive watches, and large sums of money should not be brought to school.

Physical Education

Each student is required to participate in physical education. Any exception must be approved by the principal. Middle school students must be appropriately dressed for physical education activities.

School Dress

A student's dress and grooming are the responsibility of the student and his/her parents. It is hoped that students and their parents will exercise discretion and good taste in selecting school apparel. School personnel may counsel with those who display extreme styles of dress or grooming.

The school reserves the right to exclude items of apparel or accessories which prove to be harmful or detrimental to the health, safety, or physical well-being of students, damaging to physical facilities, or disruptive to normal school activities.

School Hours

School hours for each school are established by the Board of Education. Students are not to arrive before the established time and are not allowed in the building after school unless attending a school-approved activity. Please check with the principal of your child's school for established times.

Student Drivers

The Board of Education of Worcester County recognizes that there are some students in the high schools who may need to drive or ride in an automobile to school on a full-time or part-time basis. In the interest of conservation and safety, the Board strongly discourages students driving to school; however they will be permitted to drive if a Student Driver Application is completed by the student, parent, and principal.

Student Driver Applications, listing procedures and rules for student drivers, may be obtained at any Worcester County High School. It should be understood that the privilege to drive to school may be denied if the procedures and rules are violated.

Telephone Use

Use of the telephone by students is discouraged. Calls should be restricted to emergencies only.

Tobacco-free School Environment

The sale or use of tobacco in any form is prohibited in school buildings at all times. The sale or use of tobacco in any form is prohibited on school grounds during the official school day.

Transfers

Parents of a student who is withdrawing from school for any reason must notify the principal of the date the student is moving in order to receive a transfer form to be presented to the new school. School records, including confidential information, are transferred to the receiving school upon request.

Visitors

All visitors are welcome, however, they must obtain permission from the office to visit classrooms.



June 1996

WeXL Display - Snow Hill Elementary School

[illegible]

Student Attendance

Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefit for each student. The regular interactions of pupils with one another in the classroom, and their participation in well-planned instructional activities under the direction of a good teacher, are essential for learning to be meaningful and effective. Poor attendance hinders the learning process. Students who are absent for unnecessary reasons learn poor attendance habits. In many cases, poor attendance habits learned in school stay with individuals as they enter the work force. For these reasons, the Worcester County Board of Education believes it is very important to insist on good attendance.

The following reasons are listed by the Maryland State Department of Education as "Lawful Cause of Absence".

1. Death in immediate family. The local school system shall determine what relationship constitutes the immediate family.
2. Illness of a student. The principal shall require a physician's certificate from the parent or guardians of a student reported continuously absent for illness.
3. Court summons
4. Hazardous weather conditions. Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school.
5. Work approved or sponsored by the school, the local school system or the state department of education, accepted by the local superintendent of schools or the school principal, or their designee as reason for excusing the students.
6. Observance of a religious holiday
7. State emergency
8. Suspension
9. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.



10. Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

The principal or vice principal will consult with the student and the student's parents or guardian when determining whether or not a student's absence shall be lawful or unlawful in view of the reasons listed.

Parents may certify up to ten (10) student absences due to illness. All absences for student illness beyond the ten (10) must be certified with a physician's certificate. Absences beyond the ten (10) that are not certified with a physician's certificate will be unlawful.

The Board cannot overstate the importance of a student's responsibility to attend school on a regular basis. However, the Board realizes that on rare occasions, it is impossible for a family to schedule a trip of educational value at a time when school is not in session. Therefore, participation in trips sponsored by nonschool organizations and/or parents or guardians if determined to have significant educational value or promote family harmony will be excused. The student's progress, achievement and attendance record should be taken into account when trips are being discussed. A maximum of seven (7) school days will be allowed for family trips during any one school year. Plans for the completion of missed classwork should be completed prior to the trip. Satisfactory arrangements must be made with the teacher and principal at least ten (10) school days in advance. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction.

Classroom make-up work for lawful absences must be submitted to the teacher within one week (five school days) following the student's return to class and receipt of assignments from the teacher. The principal or vice principal may accept other make-up plans for long-term absence due to unusual circumstances.

Shopwork, laboratory exercises, and participation in class discussion or group work that cannot be made up should not be held against the student unless the student has been absent so often that a meaningful and effective learning experience has not occurred.

Students should be encouraged to complete make-up work; however, work missed during days that are determined to be unlawful cannot be made up for credit.

Classes missed due to trips such as family, band, athletic, etc., authorized by the principal, shall be lawful. Students must assume the responsibility for making-up missed work.

July 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Dominion Day (Canada)		Independence Day			
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<div> <div>June 1996</div> <div> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div>		<div> <div>August 1996</div> <div> 1 2 3 3 4 5 6 8 9 10 10 11 12 13 15 16 17 17 18 19 20 22 23 24 24 25 26 27 29 30 31 </div> </div>

Attendance and Grades – High School

A student at the high school level who is absent from school or class for the equivalent of eleven (11) unlawful days during the school year automatically fails that subject or all subjects for the year with all final grades computed as "F".

Students must submit written certification of all lawful absences to the person in charge of attendance on the day the student returns to school. Absences that are not verified on the day the student returns to school will be recorded as unlawful. However, under unusual circumstances the verification will be accepted later. It is the responsibility of the student and parent to submit verification for lawful absences.

The following will be used to determine full and one-half day absences. If a student is present:

- A. 7 Full Periods – Present All Day
- B. 6 Full Periods – Present All Day
- C. 5 Full Periods – Present One-Half Day
- D. 4 Full Periods – Present One-Half Day
- E. 3 Full Periods – Present One-Half Day
- F. 2 Full Periods – Absent All Day
- G. 1 Full Periods – Absent All Day
- H. Less Than 1 Full Period – Absent All Day

Stephen Decatur High School – 4 Period Day
Schedule:

- A. 4 Full Periods – Present All Day
- B. 3 Full Periods – Present One-Half Day
- C. 2 Full Periods – Present One-Half Day
- D. 1 Full Period – Absent All Day

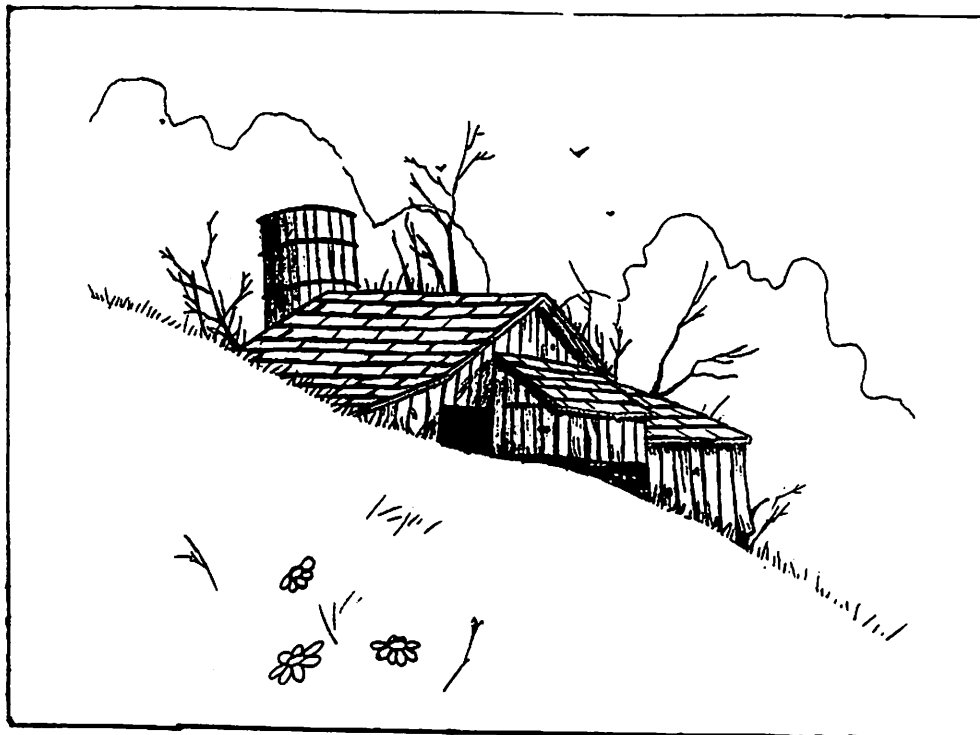
The official record for daily school attendance shall be the school attendance register.

For a given subject or course at the high school level, five unlawful absences during any one grading period shall result in a failing grade. Unlawful absences shall be interpreted as meaning any absence from school or class for any reason other than those cited as lawful. The principal may waive this requirement if the student's subsequent conduct and achievement warrants.

AN "I" (INCOMPLETE) MAY BE ISSUED AT THE END OF ANY MARKING PERIOD FOR STUDENTS WHO HAVE NOT COMPLETED NECESSARY WORK. STUDENTS RECEIVING AN "I" MUST MAKE UP DESIGNATED ASSIGNMENTS WITHIN FIVE SCHOOL DAYS (TERMS 1, 2, 3) FOLLOWING THE LAST DAY OF THE MARKING PERIOD.

STUDENTS RECEIVING AN "I" IN THE FOURTH MARKING TERM MUST MAKE UP ASSIGNED WORK PRIOR TO THE LAST WORK DAY FOR TEACHERS. FAILURE TO MAKE UP FOURTH MARKING TERM ASSIGNMENTS WILL RESULT IN FAILURE OF THE COURSE.

Students receiving final grades computed as "F" or "I" who are denied Carnegie Units may be considered for enrollment in summer review class. Satisfactory attendance and completion of class requirements would result in a passing grade and credit awarded for the class(es) in question.



Artwork provided by:
Ron Condiff
Berlin Middle School

Reporting Student Progress and Grades

The school year is divided into 4 marking terms. At the end of each term, your child will receive a report card. The purpose of the report is to provide progress information and guidance between the school, the student, and the home.

Report cards in the 1995-95 school year will be issued on the following dates:

November 17, 1995

February 2, 1996

April 19, 1996

June 14, 1996

Elementary students (grades 1-5) receive letter grades for academic subjects:

E - excellent

G - good

S - satisfactory

U - unsatisfactory

The report card will also list your child's progress in physical education and music. Under each of these two courses are several areas the teacher will access. A plus (+) beside the skill indicates your child is outstanding in this skill. A check (✓) means your child is having difficulty in this skill. No mark means your child is satisfactory in this skill.

Students in sixth, seventh, and eighth grades earn letter grades in the academic subjects based upon a percentage assessment. These letter grades are assigned as follows:

90-100%	A	Superior achievement
80-89%	B	Good achievement
70-79%	C	Average achievement
60-69%	D	Poor achievement
59% or less	F	Failing work

The letter grades of S (satisfactory work) and U (unsatisfactory work) are used to denote performance in nonacademic subjects.

High school students earn letter grades in the academic subjects based upon a percentage assessment. These letter grades are assigned as follows:

90-100%	A	Superior achievement
80-89%	B	Good achievement
70-79%	C	Average achievement
60-69%	D	Poor achievement
59% or less	F	Failing work

Your child will also receive an assessment on how well he or she is working in accordance with his/her ability. Each report card contains an area on which the teacher and/or parent may write comments concerning the child's progress. This area may also be used to indicate your request for a conference.

Report cards are sent home each term and contain records of attendance. Parents should take care to sign all report cards.



AT REPORT CARD TIME:

• **STOP**
whatever you are doing.

• **LOOK**
at your child's report card.

• **LISTEN**
to what your child has to say.

GIVE YOUR CHILD
TIME

ATTENTION

PRAISE

Student Discipline

Each student has a right to an education and any disciplinary measure that deprives him of his right must be applied with great discretion. Disciplinary actions of administrators and teachers shall be fair and appropriate.

The maintenance of discipline in the schools is essential to an effective learning climate and is the responsibility of students, parents teachers and administrators.

The courts have consistently maintained that young people in the United States have the right to receive a free public education, and the deprivation of the right may occur only for just cause and in accordance with due process of law.

The Board of Education will not tolerate social behavior that has an adverse effect on the academic, psychological, or social behavior of other students who are actively pursuing goals provided by a system of quality education. Anti-social behavior will be dealt with in a systematic, fair, and firm manner.

Accordingly, the Worcester County Board of Education has adopted the following expectations and procedures for school personnel to apply when confronted with specific unacceptable social behavior.

It is the obligation of teachers to provide a setting that is conducive to learning on the part of the student and to possess the management skills necessary to maintain order in the classroom in particular and the school in general.

Teachers will be expected to provide a climate that promotes good and acceptable standards of social behavior in their classrooms and the school. When disruptive behavior occurs, the teachers and administrators should employ measures that are consistent with those in-school procedures suggested in the section entitled "Minor Infractions" except in cases of automatic suspension or recommendation for expulsion. After all reasonable procedures have been exhausted, the principal should use suspension from school in order to protect the rights of other students to realize their opportunities for a quality education.

All high school students will be expected to comply with the rules and regulations set forth by the Maryland State Department of Education, the Board of Education of Worcester County, and the school.

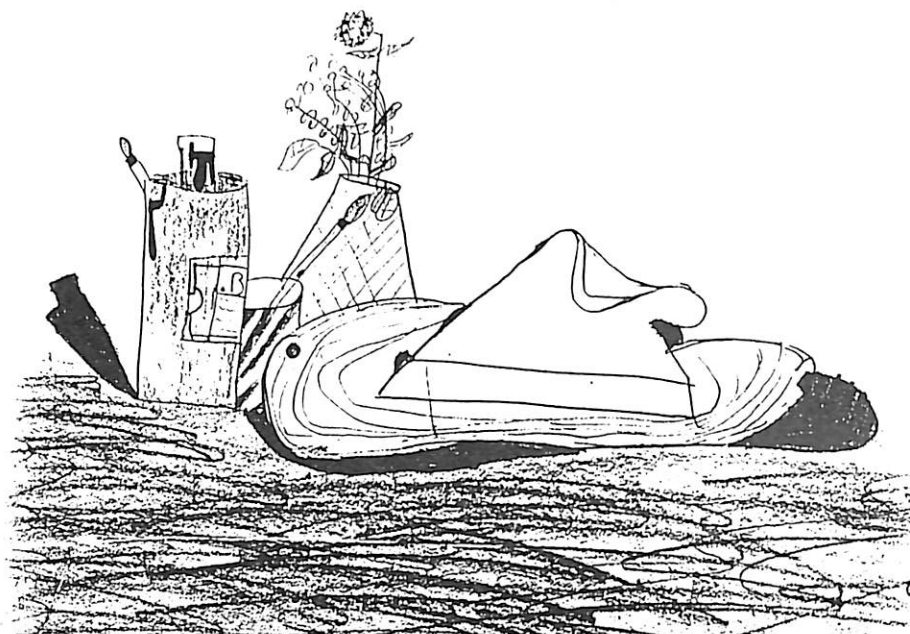
The authority of the Board of Education over an enrolled student's behavior will include out-of-school pupil conduct when the behavior is related to any activity under the sponsorship of the Board of Education. This should be interpreted to mean that a student will be held accountable to the Board of Education during non-school hours when his/her behavior is adverse to or conflicts with an activity sponsored by any Worcester County School. This also applies to any activity that disrupts or causes a disruption in the operation of a school. The anti-social behavior displayed will be dealt with according to the regulations that apply when the student is under the control of the school on school property.

Students who disrupt the orderly educational progress of others must be dealt with in a positive and firm manner at the school level. The Worcester County Board of Education has outlined procedures within three categories to ensure the rights of due process.

Minor Infractions

To maintain the orderly administration of the school, minor infractions of school discipline may be handled in a summary fashion providing that the student is informed of the nature of the infraction with which he/she is charged. Some positive methods of working with the student include student conferences, school-parent conferences, parent conferences, and program modification.

If a student's conduct necessitates his being removed from class pending a parent conference, that conference shall be scheduled at a time agreeable to both parties and as early as possible. A temporary removal from class does not constitute a formal suspension, unless it is specifically designated in writing by the principal. All punishment should be consistent with the policies and procedures established by the Worcester County Board of Education.



Artwork provided by:
Katie Bolek
Snow Hill Middle School

Suspension for Five Days or Less

The principal of every public school in Maryland, in accordance with the rules of the county board of education, shall have the right to suspend temporarily, for cause, any pupil in the school under the direction of said principal for a period of not more than five school days, provided, however, that the pupil, parent or guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period.

When the in-school procedures for maintaining behavior have been completely exhausted or a particular incident of a major consequence, the principal may exercise his option of suspension.

Before a student has been suspended, the school administrator must have a conference with the pupil to hear his interpretation of the situation and base his decision on the facts presented. The principal must notify the parents or guardians, in writing, of the reason for the suspension. Prior to re-entering school, the parent(s), or guardian(s), along with the student, must appear before the principal or his designated representative. (Appendices A, B & C)

Middle School Suspensions

The first suspension during the school year shall be for at least one (1) day and considered a warning to the student and parents. They should be apprised of the consequences of additional suspension. A student having participated in the execution of a Behavior Contract as a condition of admission to school may be recommended for expulsion on the first suspension.

The second suspension during the school year shall be for a minimum of three (3) days. This suspension should clearly indicate the dire consequences of future suspensions.

The third suspension during the school year shall be for a minimum of five (5) days. If the student was on probation or expelled the previous school year, a recommendation for expulsion may be made on the third suspension. A referral to pupil personnel is mandatory. This referral will generate a letter to the parents by the Superintendent of Schools. The letter will state that the

fourth suspension will result in a recommendation of expulsion on the part of the school. A conference with the pupil, parent or guardian, the principal or the principal's designee and other appropriate personnel will be scheduled for the purpose of executing a Behavior Contract *prior* to the student's reinstatement in school. *Once placed on probation, a student is excluded from participation in all extra curricular activities.*

The fourth suspension, which shall be for a minimum of five (5) days, will result in a recommendation for expulsion to the Superintendent of Schools. The student and parent(s) or guardian(s) will be given ample opportunity to present reasons as to why the pupil should not be expelled.

High School Suspensions

The first suspension during the school year shall be for at least one (1) day and serve as a warning to the student and parents. They should be apprised of the consequences of additional suspensions. A student having participated in the execution of a Behavior Contract as a condition of admission to school may be recommended for expulsion on the first suspension.

The second suspension in a school year shall be for a minimum of three (3) days and will result in a mandatory referral to the Supervisor of Pupil Personnel. This suspension will generate a letter from the Superintendent of Schools which places the student on probation and explains the dire consequences that will result by a third suspension. If the student was on probation or expelled the previous school year, a recommendation for expulsion may be made on the second suspension. A conference with the pupil, parent or guardian, the principal or the principal's designee and other appropriate personnel will be scheduled for the purpose of executing a Behavior Contract *prior* to the student's reinstatement in school. *Once a student is placed on probation, the student is excluded from participation in all extracurricular activities, which also includes suspension of driving privileges.*

The third suspension during the school year which shall be for a minimum of five (5) days, will result in a recommendation of expulsion to the Superintendent of Schools. The Superintendent will investigate the basis of the recommendation for expulsion and notify the parents of their rights. The student and parent(s) or guardian(s)

will be given ample opportunity to present reasons as to why the pupil should not be expelled. The Superintendent shall determine if the expulsion is warranted. If the student or parent(s) or guardian(s) do not concur with the decision of the Superintendent, they may appeal to the Board of Education. The decision of the Board shall be final.

Drug and Alcohol Abuse By Students

The following procedures should be used with students' incidents of drug involvement. Drug involvement includes possession, use, sale and distribution of drugs, and drug intoxication. The term "drug" includes alcohol, controlled dangerous substances (CDS), and noncontrolled substances falsely represented to be controlled dangerous substances.

Special Procedures for Drug and/or Alcohol Abuse

- A. All incidents of suspected drug involvement on school property, school buses, or at school-sponsored functions or activities shall be reported directly to the principal. (Exception: bylaw - drug counseling and/or student information-seeking session)
- B. If a violation of the law is suspected, the principal shall inform the child's parents of the suspected violation and the principal's responsibility to report the suspected violation to law enforcement authorities.
- C. The appropriate law enforcement agency will be notified immediately.
- D. Students suspected of being under the influence of, or intoxicated by drugs will be referred to the school nurse for evaluation and the parent(s) will be notified immediately. If in the judgment of the school nurse, the student is in need of immediate medical attention or evaluation (e.g. loss of consciousness, inability to communicate coherently, or threat of suicide), the student will be referred to a medical facility for evaluation and emergency medical care as necessary. Any medical treatment would be a matter between the physician, student and parent(s).

- E. A staff member who discovers a substance suspected of being an illegal drug shall:
1. place the suspected substance in an envelope and record on the envelope the date, time, amount, circumstances of obtaining and student's name (except in counseling session);
 2. give the suspected substance to the principal or designee; and
 3. under no circumstances, taste the substance.
- F. The principal or designee shall keep the substance under lock and key, notify parents, notify police, and turn over the substance to the police officer investigating the matter.
- G. In cases of drug involvement on school property, on school buses, or off school property, while a student is representing his/her school or participating in a school-sponsored activity, including enroute to or from that activity, that student will be suspended for five (5) days and excluded from participation in all extracurricular activities for ninety (90) consecutive school days. Any activity required for a class the student is enrolled in shall be considered part of the regular instructional program and not extracurricular. Instructional field trips, band, choral and drama performances, etc., are part of the regular instructional program. Additionally, the principal shall assign the student to the next scheduled Saturday School Program at the Worcester County Health Department (Board Policy IV-C-9). In the event the violation occurs during a student's senior year, the student will be excluded from graduation exercises.
- H. In cases of sale or distribution, or attempts to sell or distribute drugs, the principal shall recommend to the Superintendent that the student be expelled.

These procedures do not change a school official's legal responsibilities with regard to Section 7-410 of the *Public School Laws of Maryland (Preservation of Rights of Students Seeking to Overcome Drug Abuse)*. This provides immunity from subpoena to an educator acting as a counselor to help a student overcome drug abuse. Should illegal drugs come into the possession of a principal or a member of his/her staff as a result of counseling a student, he/she is required to give those drugs to the local law enforcement authorities, even though he/she may or may not disclose the name of the student from whom the drugs were received.

Smoking and Tobacco

The sale or use of tobacco in any form is prohibited in school buildings at all times. The sale or use of tobacco in any form is prohibited on school grounds during the official school day.

Penalties for violation of this policy will be in accordance with current discipline policies and shall be published in each student handbook. No smoking signs shall be displayed in the appropriate areas.

The Board of Education, in conjunction with the local health department, will offer clinics and counseling for students who violate this policy and/or want to stop using tobacco products.

First violation – parents' notification and night school

Second violation – in-school suspension, parent conference and referral to health department clinic

Subsequent violations – suspension

Possession of Portable Pagers or Deadly Weapons On School Property

Individuals may not possess a portable pager on public school property. A portable pager means any device carried, worn or transported by an individual to receive or communicate messages. For exemptions see Annotated Code 26-204(c).

No person, unless otherwise excepted, shall carry or possess any rifle, gun, knife or deadly weapon of any kind on public school property.



Christina Dettbarn
10th Grade 94-95
Stephen Decatur High School

School Attendance Areas

Each school has been assigned a specific geographical area from which to draw its attendance.

Buckingham Elementary School Attendance Area

All students living west of Sims and Campbelltown Roads and Route 90 (between Route 346 and Route 50) south of Route 50 eastward toward Holly Grove Road, west of Holly Grove and Sinepuxent Roads to the intersection of Lewis and Sinepuxent Roads, south to the mid-channel of Ayers Creek, west of the mid-channel of Ayers and Trappe Creeks to Newport Bay.

All students living north of a line running in an easterly direction from the Worcester-Wicomico boundary north of Whiton Crossing Road to the intersection of Sandyfield Road and Ninepin Branch Road to the intersection of Patey Woods Road and Bethards Road to Bassett Creek and north of the mid-channel of Bassett Creek to Newport Bay.

Ocean City Elementary School Attendance Area

All students living east of the mid-channel of Assawoman and Isle of Wight Bays, south of the mid-channel of Turville and Crippen Branch Creeks, to the intersection of the mid-branch of Crippen Branch Creek and Cathell Road, south to the middle branch and a straight line west to the intersection of Jones Road and Route 113 (Worcester Highway) on and east of Route 113 south of Route 50, north of Route 50 and eastward to Holly Grove Road. On Holly Grove and Sinepuxent Roads, to the intersection of Lewis and Sinepuxent Roads, south to Ayers Creek, east of the mid-channel of Ayers and Trappe Creeks to the Chincoteague Bay.

Showell Elementary School Attendance Area

All students living on and east of Sims, Campbelltown and Pitts Roads, and east of Route 346 (between Route 90 and Route 50) to Route 50. North of Route 50, eastward to Route 113. West of Route 113, north to the intersection of Route 113 and Jones Road, north of a line from the intersection of Route 113 and Jones Road to the middle branch of Crippen Branch

Creek and the mid-channel of Crippen Branch and Turville Creeks, east of the mid-channel of Isle of Wight and Assawoman Bays to the Delaware Line.

Berlin Middle and Stephen Decatur High School Attendance Area

All students living north of a line running in an easterly direction from the Worcester-Wicomico boundary north of Whiton Crossing Road to the intersection of Sandyfield Road and Ninepin Branch Road, thence to Patey Woods Road south of the intersection of Patey Woods Road and Bethards Road to Porter Creek and north of the mid-channel to Porter Creek to Newport Bay.

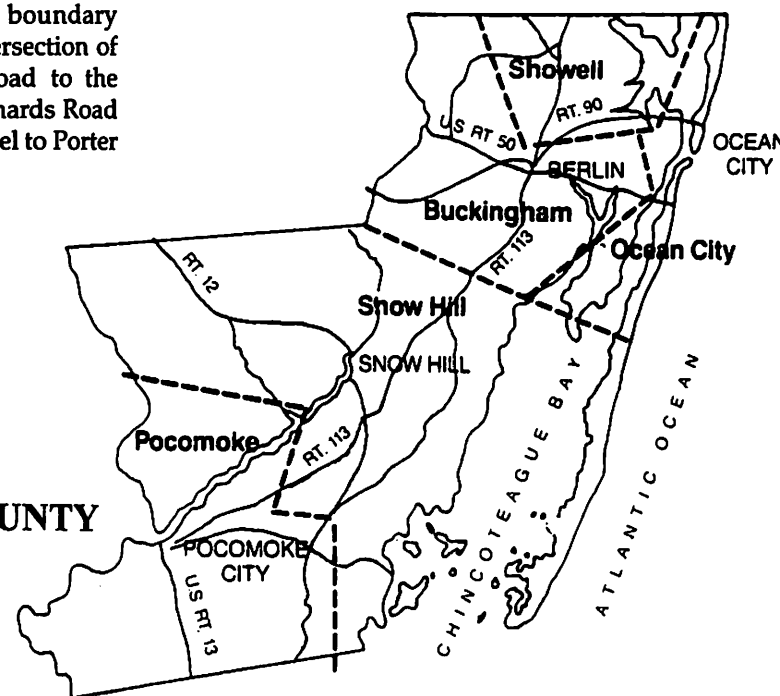
Snow Hill Attendance Area

The Snow Hill attendance area includes the area north and northwest of the north boundary of the Pocomoke City area to a line running in an easterly direction from the Worcester-Wicomico boundary north of Whiton Crossing Road to the intersection of Sandyfield Road and Ninepin Branch Road to the intersection of Patey Woods Road and Bethards Road to Porter Creek and south of the mid-channel to Porter Creek to Newport Bay.

Pocomoke City Attendance Area

The Pocomoke City attendance area includes Johnson Neck Road, Kleij Grange Road to the intersection of Kleij Grange Road and State Route 366, thence southeastward intersecting Little Mill Road one mile from the Holly Swamp Road intersection and from there to a point 200 yards from the intersection of Big Mill Road and State Road 12 and from there southward to the Virginia State Line, 200 yards west of State Route 12. From the intersection of Johnson Neck Road and U.S. Route 113 northward to the intersection of Scotty Road and Corner House Road, thence northward on Corner House Road to the intersection of Sand Road. From there northwestward to a point on the Whiteburg Road one-fourth mile south of the intersection of Whiteburg Road and Honeywell Road and thence westward to the Somerset County Line.

WORCESTER COUNTY



Graduation Requirements

As technological discoveries are developed and incorporated into the daily lives of public citizens, the work place and educational institutions become more competitive. To ensure that the graduates of Worcester County Public Schools will be adequately prepared, the basic requirements for graduation from a Worcester County high school have been designed to meet and in many instances exceed the minimum requirements as established by the Maryland State Department of Education.

To fully understand the graduation requirements of the various academic and vocational programs, certain items need to be explained. These include unit of credit, grade value and course level value.

Unit of Credit

During the normal school year of 180 days, each high school class will meet a minimum of 132 class hours. Once the student successfully meets the expectations of a class, the student receives one (1) unit of credit. It is the accumulation of these units of credit in the appropriate subjects/subject areas, and in the required number, that will determine which high school diploma and certificates the student receives.

Grade Value

Letter grades are assigned on a percentage basis. Both the percentage and letter grades will appear on the student's grade card each marking term. Each letter grade carries an additional numerical value. These values are:

Grade	Grade Value
A	4
B	3
C	2
D	1
F	0

These grade values are utilized in conjunction with the course level value to make determinations of the student's academic achievement.

Course

Each course in the curriculum of the Worcester County high schools has been assigned a course level value. This value is an indicator of the degree of difficulty the student may encounter. The student and his or her parents may wish to consult these values in their selection of courses. The course level value will appear on each student's report cards. The levels are defined as:

Level	Descriptor	Defined
I	Basic	The courses are usually of a remedial nature.
II	Standard	Courses of normal difficulty for average students.
III	Advanced	These courses are of high academic difficulty. *One (1) point is added to grade value.
IV	Advanced College Placement	These courses are only those for which advanced college placement credit is given. **Two (2) points are added to grade value.

Academic Significance

The academic significance of a completed course of study may be determined by multiplying the numerical value of the grade by the value of the course level. For example, a student receiving the letter grade of A (value 4) in an Advanced course (level III) would earn the academic significant value of 12.

Worcester County high schools utilize the academic significance in determining grade point average, scholastic standing, academic recognition and admission to the National Honor Society.

Note: An "F" grade will receive no credit before or after weighing.

Promotion Policy

Beginning at grade nine, promotion is based upon the accumulation of units of credit in appropriate subjects and in sufficient numbers to meet requirements established by the Maryland State Department of Education and the Board of Education of Worcester County. Promotion from grade to grade becomes simply a matter of homeroom placement since the student may be enrolled in subjects normally offered at several different grade levels.

The following indicates the MINIMUM number of credits required for promotion from one grade to the next.

Minimum Credits Required	For Promotion To:
4	Grade 10
8	Grade 11
13	Grade 12

By mid-year or as soon as possible thereafter, the school will notify the parent(s)/guardian(s) by letter of any student who may be considered for retention.

A conference will be scheduled for the parent(s), teacher(s), counselor and psychologist (if warranted) to discuss the student's educational progress. During the conference a specific management plan will be developed which may include expectations of the parent(s)/guardian(s) and the student as well as the professional staff. Subsequent contacts will be maintained with the parent(s)/guardian(s) to discuss student placement for the next school year.

When a decision is made that a student should be retained, all available resources will be brought to bear to ensure success. This would include a detailed educational plan for the student with formal conferences held during the year of retention. The conferences will be held by the teachers, counselor, principal, psychologist (if warranted) and the parent(s)/guardians(s).

Maryland Diploma Program

Students entering the 9th grade prior to 1993 must meet requirements established in June, 1985. In order for a student to graduate from a Worcester County high school, that student must meet all requirements of Maryland State Board of Education, as well as the additional requirements required by the Worcester County Board of Education. Each student must be enrolled in four (4) major subjects each year which include English, social studies, math, foreign language, vocational/business, college research and study skills or work study. **At least four (4) credits must be earned after the completion of grade eleven (11).**

The Worcester County high school senior must accumulate a minimum of 20 credits in the following prescribed courses/subject areas:

English	4 credits
Social Studies.....	3 credits (1 must be in U.S. History)
Mathematics	3 credits
Science	2 credits
Physical Education/Driver Education	
Family Life & Human	
Development/Health	2 credits
Fine Arts	1 credit
Practical Arts	
(Industrial Arts/Technology Education	
Home Economics, Vocational Education	
or Computer Studies)	1 credit
Electives	4 credits
Project Basic	Meet all requirements
	(see section on Project Basic)

Marcus Selig
10th Grade 94-95
Stephen Decatur High School

Maryland Certificate of Merit

In addition to the standard diploma, the State of Maryland will issue a Maryland High School Certificate of Merit to those students meeting the following requirements:

Core Courses:

English	4 credits
Fine Arts	1 credit
Foreign Language	1 credit
Practical Arts	
(Industrial Arts/Technology Education	
Home Economics, Vocational Education	
or Computer Studies)	1 credit
Mathematics	3 credits
Physical Education/Driver Education	
Family Life & Human	
Development/Health	2 credits
Science	2 credits
Social Studies.....	3 credits (1 must be in U.S. History)

Additional Requirements:

At least twelve of the credits in the student's high school program shall be earned in Level III or IV advanced courses.

The student shall obtain at least a 2.6 cumulative point average on a 4.0 scale (not weighted) for the high school years.



Worcester County's Programs of Instructional Proficiency

Students entering the ninth grade in Worcester County Public Schools prior to September, 1993 will begin earning credits that apply to specific programs toward graduation. Certification of programs can be met by completing the following requirements.

A student may earn up to seven (7) units of credit each school year. The student can, therefore, accumulate up to a maximum of 28 credits during the four (4) years of high school. The following programs are provided as guidelines for the student and his/her parents in planning the student's high school schedule.

COLLEGE PREPARATORY

Liberal Arts (minimum of 25 credits)

English - 4 credits (3 must be earned in Level III or Level IV courses)

Social Studies - 4 credits (2 must be earned in Level III or Level IV courses; 1 must be in U.S. History)

Science - 3 credits (must be Level III or higher)

Mathematics - 3 credits (must be Level III or higher)

Fine Arts - 1 credit

Foreign Language - 2 credits

College Research and Study Skills - 1 credit

Physical Education/Driver Education/Family Life and Human Development/Health - 2 credits

Practical Arts (Industrial Arts/Technology Education, Home Economics, Vocational Education, Computer Studies, Newspaper or Yearbook Production) - 1 credit

Other Electives - 4 credits required for certification

Project Basic - meet all requirements

Graduation Requirements *For Students Entering Grade 9 Prior to September 1993*

1995-96

Mathematics and Science Technology (minimum of 25 credits)

English - 4 credits (3 must be earned in Level III or Level IV courses)

Social Studies - 3 credits (2 must be earned in Level III or Level IV courses; 1 must be in U.S. History)

Science - 4 credits (3 must be earned in Level III or Level IV courses)

Mathematics - 4 credits (must be Level III or Level IV courses)

Computer Science - 1 credit (satisfies practical arts requirement)

Physical Education/Driver Education/Family Life and Human Development/Health - 2 credits

Fine Arts - 1 credit

Foreign Language - 1 credit

College Research and Study Skills - 1 credit

Electives - 4 credits required for certification

Project Basic - meet all requirements

VOCATIONAL

Basic Requirement in All Vocational Areas

English - 4 credits

Social Studies - 3 credits (1 must be in U.S. History)

Science - 2 credits (3 credits necessary for The Certificate of Merit) (1 Physical Science and 1 Life Science required)

Mathematics - 3 credits

Fine Arts - 1 credit

Physical Education/Driver Education/Family Life and Human Development/Health - 2 credits

Agriculture/Horticulture and Landscaping
minimum of 5 credits (8 recommended)

Agriculture Science and Environment
minimum of 5 credits (8 recommended)

Allied Health Occupations
minimum of 3 credits

Computer/Data Processing
minimum of 3 credits (5 recommended)

Cosmetology
minimum of 7 credits (1 Biology required)

Trades and Industry (minimum 21 credits)
minimum specific area - 5 credits (8 recommended)

Air Conditioning/Refrigeration

Automotive Mechanics

Carpentry

Electrical Wiring

Food Service

Masonry

Plumbing

Welding/Mechanical Maintenance

Students interested in The Maryland Certificate of Merit and a Vocational Program should enroll in a foreign language and a third science credit.

Stenography (minimum of 23 credits)

English - 4 credits

Social Studies - 3 credits (1 must be in U.S. History)

Mathematics - 3 credits (1 must be in Business Math)

Science - 2 credits (1 Physical and 1 Life Science required)

Keyboarding I - 1 credit (satisfies Practical Arts requirement)

Keyboarding II - 1 credit

Shorthand or Speedwriting - 1 credit

Record Keeping/Accounting - 1 credit

Automated Office - 1 credit

Fine Arts - 1 credit

Physical Education/Driver Education/Family Life and Human Development/Health - 2 credits

Electives - 3 credits required for certification

Project Basic - meet all requirements

General Clerical (minimum 22 credits)

English - 4 credits

Social Studies - 3 credits (1 must be in U.S. History)

Mathematics - 3 credits

Science - 2 credits (1 Physical and 1 Life Science required)

Keyboarding I - 1 credit (satisfies Practical Arts requirement)

Keyboarding II or Information Processing - 1 credit

Business Principles - 1 credit

Physical Education/Driver Education/Family Life and Human Development/Health - 2 credits

Automated Office - 1 credit

Record Keeping/Accounting - 1 credit

Fine Arts - 1 credit

Other Electives - 2 credits required for certification (1 must be a business course)

Project Basic - meet all requirements

General Business (minimum of 22 credits)

English - 4 credits

Social Studies - 3 credits (1 must be in U.S. History)

Mathematics - 3 credits (1 credit must be in Business Math)

Science - 2 credits (1 Physical and 1 Life Science required)

Physical Education/Driver Education/Family Life and Human Development/Health - 2 credits

Business Principles - 1 credit

Keyboarding I - 1 credit (satisfies Practical Arts requirement)

Keyboarding II or Information Processing - 1 credit

Record Keeping/Accounting - 1 credit

Fine Arts - 1 credit

Electives - 3 credits required for certification (1 must be a business course)

Project Basic - meet all requirements

Cooperative Programs

Work Study Programs, Job Entry Training Programs or Experience Outside The School

Work and experience outside the school are recognized as valid ways of learning. Time spent in these activities may be counted as a portion of the specified number of clock hours required for credit when identified as an integrated part of a planned program. For work or experience outside the school which is approved and supervised by the local school system, not more than nine (9) elective credits toward meeting graduation requirements may be granted to a student.

Certificates of Academic Proficiency

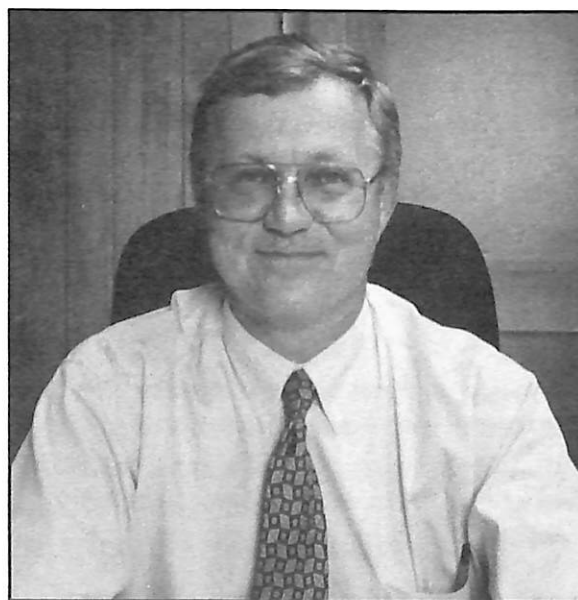
The Worcester County Board of Education recognizes that many students may meet and exceed the requirements for the Maryland high school diploma. Therefore, the Board awards, at the time of graduation, Certificates of Academic Proficiency. Graduates of the Worcester County Public Schools may use these certificates to document their academic program of study. The various certificated programs of Worcester County are outlined in Appendix D.

Certificate of Course Completion

Should a student accumulate the necessary 20 units of credit for graduation but fail to meet the requirement of one or more of the Project Basic Functional Tests, that student will receive a certificate of course completion and **will be permitted to participate in graduation exercises.** This certificate of course completion should not be considered as a high school diploma.

Certificate of Vocational Proficiency

A student enrolled in a program of study at the Worcester County Technology Center will receive upon his/her successful completion of the program of study a Certificate of Program Competency. This certificate identifies the vocational program completed and the specific areas of competency the student has met. This certificate will be awarded during graduation exercises, if the student has qualified for the high school diploma or the Certificate of Course Completion. If the student has not accumulated the necessary 20 units of credits, he/she will receive the vocational competency certificate, but will not participate in graduation exercises.



Alternatives to Four Year Enrollment

In order to graduate, a student must be in residence in a high school setting for a minimum of four (4) years. Alternatives to the four-year residency requirement are:

1. Early College Admission Program
2. Early admission to an approved vocational, technical or other postsecondary program
3. General Educational Development Testing Program
4. Maryland Adult External High School Diploma Program

Transfer Credits

The Worcester County Public Schools will accept transfer credits from public or private high schools that are state accredited if the courses are consistent with the county's offerings. Even though Worcester County will not accept any credits from a nonaccredited high school, transfer students will be permitted to receive up to six (6) credits by examination in courses that were taken in the nonaccredited school. Examinations will be given only in courses offered to Worcester County Public School students.

In order to receive a Maryland High School Diploma, a student must be in attendance at a Worcester County high school for one (1) full semester preceding graduation in addition to meeting other diploma requirements. Students who meet all the graduation requirements and transfer from another Maryland public high school will have the option of graduating from either high school by agreement of the respective superintendent.

Maryland Diploma Program

For Worcester County Public School students who enter the ninth grade in September, 1993, the awarding of a high school diploma should indicate the student's successful completion of the minimum requirements set forth by the Maryland State Board of Education and the Worcester County Board of Education. The diploma shall be interpreted to mean that the student has complied with the academic, social and attendance regulations of the school and has successfully completed courses that are commensurate with his/her ability. A student graduating from a Worcester County High School should demonstrate proficiency in the basic skills formulated under Maryland's Competency-Based Education Program.

In addition to a standard diploma, the State of Maryland will issue a Maryland High School Certificate of Merit for students meeting certain criteria as described in this document.

Students graduating from a Worcester County High School will be required to satisfy all the requirements of the State of Maryland plus those additional requirements of the Worcester County Board of Education.

Graduates of the Worcester County Public Schools are awarded Certificates of Academic and Technological Proficiency. These certificates provide graduates with documented evidence of the type of high school program completed. The Certificate of Technological Proficiency also describes the skills obtained while enrolled in a technology program. This certificate should help students understand the skills they possess when seeking employment and help employers assess the proficiencies attained by graduates seeking employment.

A Maryland High School Certificate is available only for handicapped students receiving special education services who are not able to meet the requirements described above.

Graduation Requirements

Students must satisfactorily complete four (4) years of approved study beyond the eighth grade.

Specified minimum graduation requirements for students who enter the ninth grade in 1993-94 and thereafter are as follows:

Subjects	Credits
English	4
Fine Arts	1
Mathematics	3
— one with fundamental or advanced algebraic concepts	
— one with fundamental or advanced geometric concepts or topics	
Physical Education	1/2
Health	1/2
Social Studies	3
— U.S. History	1
— World History	1
— Local, State, National Government ...	1
Science	3
— Earth, Life, a Physical Science or all	
— Laboratory Experiences	
Technology Education	1
— Includes the application of knowledge, tools...	
— solve practical problems	
Choice: one of the following	
— Foreign Language	2
— Advanced Technology	2
or	
— State Approved Career and Technology Program	
Electives	3
Total	21

Diplomas and Certificates (State)

The diploma awarded to students upon graduation from a Maryland public high school shall be:

1. A State diploma; and
2. In recognition of the fulfillment of the minimum enrollment, competency prerequisite, credit and student service requirements.

In addition to earning the Maryland High School Diploma, students who meet the approved requirements are awarded the Maryland High School Certificate of Merit.

To be awarded the Maryland High School Certificate of Merit along with the Maryland High School Diploma, a student must successfully complete the specified core credits described above; and

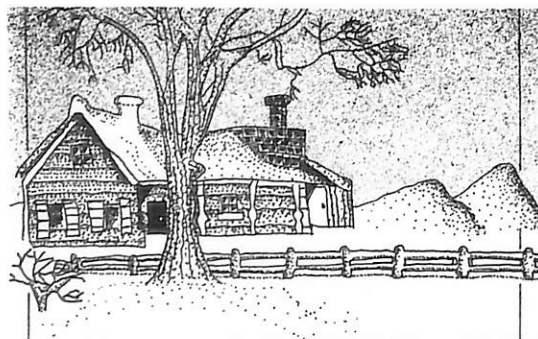
At least 12 of the credits in the student's high school program must be earned in advanced instruction. Advanced instruction shall be identified by each local school system and shall meet one or more of the following criteria:

1. Student assignments and class activities shall require more application, analysis, synthesis and evaluation than other instruction with the same title at the same grade level or other instruction in the same subject area at the same grade level;
2. Instruction includes more content or the study of content in more depth than other instruction with the same title at the same grade level or instruction in the same subject area at the same grade level;
3. Instruction requires the study or application of mathematics concepts at the level of Algebra I or beyond. All mathematics instruction shall meet this criterion;
4. Instruction in foreign language is at level III or beyond.

Students must obtain at least a 3.0 cumulative grade point average on a 4.0 scale for the high school years.

There is also a State certificate for completion of a special education program named the Maryland High School Certificate. This certificate is awarded only to students with disabilities who cannot meet the requirements for a diploma but who meet one of the following standards:

1. The student is enrolled in an education program for at least four (4) years beyond grade eight or its age equivalent, and is determined by an Admission, Review and Dismissal Committee, with the agreement of the parents of the student with disabilities, to have developed appropriate skills for the individual to enter the world of work, act responsibly as a citizen and enjoy a fulfilling life, with the world of work including but not limited to:
 - a. Gainful employment,
 - b. Work activity centers,
 - c. Sheltered workshops, and
 - d. Supported employment.
2. The student has been enrolled in an education program for four (4) years beyond grade eight or its age equivalent and has reached age 21.



Artwork provided by: Kachina A. Bishop
Stephen Decatur High School
95 Graduate

Maryland Competency Prerequisites

A student must demonstrate competencies in five areas of human activity. The following apply:

1. The competencies for each of the five areas of human activity are listed in the State Board of Education approved Declared Competencies Index, which is incorporated by reference in COMAR 13A.03.01.03A;
2. Beginning with the incoming seventh grade in 1993-94, each student shall demonstrate competencies as follows:
 - a. In Basic Skills, pass the Maryland Functional Reading Test, the Maryland Functional Mathematics Test and the Maryland Writing Test.
 - b. In Citizenship, pass the Maryland Test of Citizenship Skills.
 - c. In Arts/Physical Education, participate in the approved programs of the Arts/Physical Education.
 - d. In World of Work, participate in the approved program of World of Work.
 - e. In Survival Skills, participate in the approved program of Survival Skills.

Student Service Requirement

Students must complete one of the following:

1. 75 hours of student service that includes preparation, action and reflection components and that, at the discretion of the local school system, may begin during the middle grades; or
2. A locally designed program in student service that has been approved by the State Superintendent of Schools.

Alternatives to Four Year Enrollment

In order to graduate, a student must be in residence in a high school setting for a minimum of four (4) years. Alternatives to the four-year residency requirement are:

1. Early College Admission Program
2. Early admission to an approved vocational, technical or other post-secondary program
3. General Educational Development Testing Program
4. Maryland Adult External High School Diploma Program



Graduation Requirements *For Students Entering Grade 9 September 1993 And After*

1995-96

Worcester County High School Programs

Certification in programs can be met by completing the requirements set forth below:

COLLEGE PREP PROGRAM CERTIFICATES

Liberal Arts (minimum of 24 credits)

English - 4 credits (3 must be earned in Level III or Level IV courses)

Social Studies - 4 credits (2 must be earned in Level III or Level IV courses; 1 U.S. History; 1 Government)

Science - 3 credits (must be Level III or higher)

Mathematics - 3 credits (must be Level III or higher)

Fine Arts - 1 credit (Art, Music, Drama)

Foreign Language - 2 credits

College Research and Study Skills - 1 credit

Technology Education - 1 credit

Physical Education/Family Life and Human Development/Health - 1 credit

Other Electives - 4 credits required for certificate

Project Basic - meet all requirements

Student Service - meet all requirements

Mathematics and Science Technology (minimum of 24 credits)

English - 4 credits (3 must be earned in Level III or Level IV courses)

Social Studies - 3 credits (2 must be earned in Level III or Level IV courses; 1 must be in U.S. History; 1 World History; 1 Government)

Science - 4 credits (3 must be earned in Level III or Level IV courses)

Mathematics - 4 credits (must be Level III or IV)

Computer Science - 1 credit (satisfies Practical Arts requirement)

Technology Education - 1 credit

Physical Education/Family Life and Human Development/Health - 1 credit

Fine Arts - 1 credit (Art, Music, Drama)

Foreign Language - 2 credits

College Research and Study Skills - 1 credit

Electives - 2 credits (Level III or higher)

Project Basic - meet all requirements

Student Service - meet all requirements

Technology Preparation

The work world is rapidly changing as existing jobs become more complex and new jobs demand increased levels of education. Students must acquire advanced technical skills, increased academic competencies and greater problem-solving abilities to become successful citizens and employees of the future.

Students and their parents should carefully consider the opportunities offered by the Tech Prep programs. Tech Prep offers challenging courses of study which ensure the acquisition of more technically-oriented knowledge and skills. These coordinated sequences of academic and technology courses prepare students for lifelong learning including advanced study at community colleges, technical institutions and four-year colleges and universities.

As students enroll in high school, they elect either a college prep or tech prep four-year sequence. The selection of Tech Prep will provide both the focus and structure necessary to maximize post-secondary study and work, as well as meet the needs of the nation's workplace.

Each student will meet with his/her counselor periodically to review progress made toward achieving the program goals and further refine individual career and educational goals.

TECH PREP PROGRAM CERTIFICATES

Academic (minimum of 24 credits)

English - 4 credits (Level III or higher)

Social Studies - 3 credits (U.S. History, World History, Government, Level III or higher)

Science - 3 credits (Level III or higher)

Mathematics - 3 credits (Level III or higher)

Fine Arts - 1 credit

Foreign Language - 2 credits

College Research and Study Skills - 1 credit

Technology Education - 1 credit

Advanced Technology - 2 credits

Physical Education/Family Life and Human Development/Health - 1 credit

Electives - 3 credits (Level III or higher)

Project Basic - meet all requirements

Student Service - meet all requirements

Career (minimum of 24 credits)

English - 4 credits

Social Studies - 3 credits

Science - 3 credits

Mathematics - 3 credits

Fine Arts - 1 credit

Technology Education - 1 credit

Advanced Technology - 2 credits

Physical Education/Family Life and Human Development/Health - 1 credit

Project Basic - meet all requirements

Student Service - meet all requirements

Successful completion of an approved career program (see credit requirements below)

Trade (graduation requirements and approved career program requirements)

English - 4 credits

Social Studies - 3 credits

Science - 3 credits

Mathematics - 3 credits

Fine Arts - 1 credit

Technology Education - 1 credit

Physical Education/Family Life and Human Development/Health - 1 credit

Project Basic - meet all requirements

Student Service - meet all requirements

Successful completion of an approved career program

TECH PREP PROGRAM CERTIFICATES (Approved Career Programs)

Business/Office Technology

Clerk Typist - 4 credits

Secretarial - 5 credits

Accounting - 4 credits

Marketing - 4 credits

Computer/Data Processing - 3 credits

Graphic Communications - 3 credits

Applied Engineering/Mechanical Technology

Agriculture/Environment Science - 4 credits

Horticulture/Landscaping - 4 credits

Masonry - 4 credits

Carpentry - 4 credits

Electrical Wiring - 4 credits

Auto Mechanics - 4 credits

Heating, Ventilation & Air Conditioning - 4 credits

Welding/Mechanical Maintenance - 4 credits

Human Service Technology

Health Occupation - 3 credits

Food Service - 4 credits

Cosmetology - 7 credits

Child Care - 3 credits

Other Considerations

1. Each student must be enrolled for credit in at least four major subjects each year. The major subjects are English, Social Studies, Science, Mathematics, Foreign Language and Business. A technology course will count as two of the four major subjects. A work study student must be enrolled in four classes. Two of those four classes must be major subjects.
2. No credits earned prior to entering high school will count as meeting minimum requirements or credits.

Transfer Credits

The Worcester County Public Schools will accept transfer credits from public or private high schools that are state accredited if the courses are consistent with the County's offerings. Even though Worcester County will not accept any credits from a non-accredited high school, transfer students may be permitted to receive up to six credits by examination in courses that were taken in the non-accredited school. Examinations will be given only in courses offered to Worcester County Public School students.

In order to receive a Maryland High School Diploma, a student must be in attendance at a Worcester County high school for one full semester preceding graduation in addition to meeting other diploma requirements. Students who meet all the graduation requirements and transfer from another Maryland public high school will have the option of graduating from either high school by agreement of the respective superintendents.

Cooperative Programs

(Work Study Programs, Job Entry Programs or Experience Outside The School)

Work and experience outside the school are recognized as valid ways of learning. Time spent in these activities may be counted as a portion of the specified number of clock hours required for credit when identified as an integrated part of a planned program. For work or experience outside the school which is approved and supervised by the local school system, not more than nine elective credits toward meeting graduation requirements may be granted to a student.

Review Credit

Summer School

Students who wish to raise a "D" or "F" subject grade received in a high school course may attempt to do so by attending the summer review credit program. The following standards apply to review credit enrollment:

1. The student must have attended the class to be reviewed for the full school year even though he/she may have received a failing grade.
2. Subjects offered during the summer will be limited to those in which there is a sufficient student demand.
3. No less than 45 clock hours of in-class work will be accepted for one (1) unit (or less) of credit in academic subjects.
4. Normally courses will be offered in the mornings and be 90 minutes in duration.
5. Classes will be held in a location central to the county and students will be responsible for their transportation arrangements.
6. Students must submit an application signed by his/her school principal in order to be enrolled in summer review credit courses. Applications can be obtained from the summer school coordinator located in the Worcester County Board of Education offices.
7. No student may enroll in more than two (2) review credit courses.
8. Grades earned in review credit courses will be entered on the student's permanent record. The original grade shall be null and void. Requests by a student's parent or guardian that a grade not be recorded will be honored.
9. The student's home high school will award a high school diploma at the completion of the summer session if all graduation requirements have been met.

Student Expression

Students have the right to express opinion, to take stands, and to support causes either publicly or privately in an orderly manner not to infringe upon the rights of others. Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those acceptable channels provided for this purpose.

Each student must upon request, identify himself to proper school authorities in school buildings, on school grounds, or at school-sponsored events.

Students at school-sponsored, off-campus events shall be governed by school rules and regulations and are subject to the authority of school officials.

Students attending school-sponsored activities shall be governed by rules and regulations of the sponsoring school.

Students attending school-sponsored events which are partially supervised by law enforcement officers or school security officers are subject to the authority and directions of those officers.

Speech

A student's right to free speech, verbal or symbolic, shall not infringe upon the rights of others.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in any orderly manner whatever views commend the assent of his mind. Where soundness of his position can neither be proved nor disproved with documentation, he shall in no way be penalized academically for holding those views.

A student's responsibility must include personal concern for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have his own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

Note: Conduct by a student in class or out of it, which materially disrupts classwork or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of freedom of speech.

Petition

Students have the right to present petitions utilizing those channels provided for this purpose. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process.

Students shall not be subjected to disciplinary measures for initiating or signing a petition providing that the petition is free from obscenities, libelous statements, and personal attack.

Press

School-Sponsored Publications

In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publication shall have qualified faculty advisors and shall strive to meet high publication standards. Only materials alleged to contain the following should be withheld from the press:

1. Libelous materials as defined below
2. Obscenity as defined below
3. Materials which should reasonably lead the principal to forecast substantial disruption of a material interference with school activities

The responsibility and authority for decisions based on the standards mentioned above are vested with the principal.

Non-School-Sponsored Publications

Literature may be distributed and posted by students of the school in designated areas on school property with prior approval of the principal.

Definitions

Libel or Libelous Materials

The First Amendment of the Constitution of the United States protects the right of free expression by an individual, either in writing or in speech, on all matters of public or general concern about a person, without regard to whether such person is famous or

anonymous, in whom the community and press have a legitimate and substantial interest because of who he is or what he has done. However, a written or oral statement about such a person which is made with "actual malice", that is, with knowledge that it was false, or with reckless disregard of whether it was false, or which was made with a high degree of awareness of its probable falsity, is subject to sanction and is not protected by the First Amendment of the Constitution.

A statement is libelous and not protected by the First Amendment if it is made with "actual malice" and if it tends to expose one to public hatred, shame, obloquy, contumely, odium, contempt, ridicule, aversion, ostracism, degradation, or disgrace, or if it induces an evil opinion of one in the minds of right thinking persons, or if it causes one to be shunned and avoided in society.

Obscene or Obscenity

The average person, applying contemporary community standards would find that it, taken as a whole, appeals to prurient interest.

It depicts or describes in a patently offensive way, sexual conduct currently defined by Maryland law.

Taken as a whole, it lacks serious literary, artistic, political or scientific value.

Distribution

This means dissemination of literature in any form which is made generally available to students. This includes the posting of literature in areas of a school which are generally frequented by students. The principal will require submission of literature for prior review when there is to be a substantial distribution of literature: 1) so that it can be reasonably anticipated that in a significant number of instances there would be a likelihood that the distribution would disrupt school operations, or 2) in order to determine whether such material is libelous or obscene as defined in this policy.

Assemblage

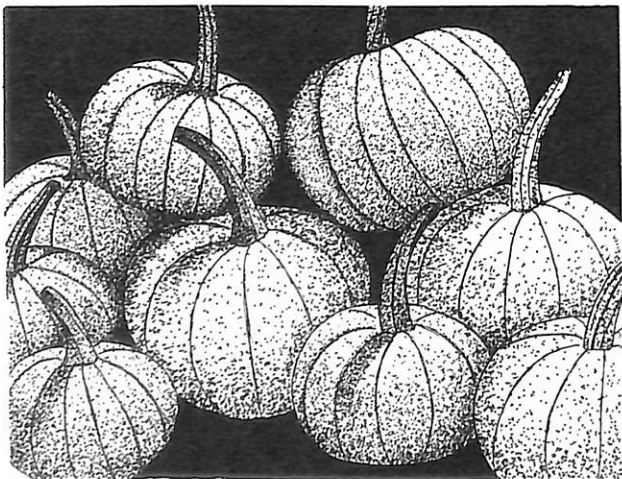
Students have the right to assemble peacefully. This right must not be abridged unless it can be viewed as a violation of the rights of others, or a clear violation of statute and legal policies. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which interfere with the operation of the school, classroom or basic rights of others is inappropriate and prohibited.

All student meetings in school buildings or on school grounds may function only as a part of the formal education process or as cooperatively established and approved by the principal of the school.

Dress

Student dress and grooming are the responsibility of the student and his parents, unless some standard of dress and grooming is a reasonable requirement of the school to carry out the educational function.

The school has the responsibility to counsel with those who affect extreme styles of dress and grooming.



Artwork provided by:
Mary Lynch
Snow Hill High School
1995 Graduate School

Privacy

Student Records

Individual student records are to be confidential in nature and access to those records may be granted by the Board of Education or its duly appointed representative only for the purpose of serving legitimate and recognized ends.

Records of a student shall be available to that student's parents or legal guardian in conference with appropriate (professional) school personnel.

Access to records by colleges, prospective employers, and other legitimate and recognized agencies shall be made available upon written permission by the parents of the student provided he/she is of legal age. (The Board of Education will comply with court orders relative to student records.)

The transfer of information from one school to another or from one department to another within the same school system without permission does not violate the principal of confidentiality.

Counseling

When a student shall seek information for the purpose of overcoming any form of drug abuse from a teacher, counselor, principal or other professional educator employed by an approved educational institution, no statement, whether oral or written, made by the student and no observation or conclusion derived shall be admissible against the student in any proceeding.

Search and Seizures

Police officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such services.

Investigative searches of school premises by police officers shall only be permitted upon the authority of a search warrant or in any case where the search is essential to prevent imminent danger to the safety or welfare of the pupil or other persons or school property. Such search shall not include a pupil's assigned locker unless specified in the search warrant.

Every effort shall be made to conduct searches in a manner which will minimize a disruption of the normal school routine and minimize embarrassment to pupils affected.

In no case may a police officer search the person of a pupil not under arrest, unless the police officer has a reasonable suspicion that such pupil is concealing a weapon which poses a danger to others, but under no circumstances shall a school official conduct such a search of the person at the request of a police officer.

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the particular school, but are limited as stated above whenever the search is in connection with a police investigation.

Arrests

When possible and appropriate, arrest by police should be made during non-school hours and away from the school premises.

When an arrest on school premises during the school hours is necessary, the responsible school official shall ascertain such facts from the arresting officer as will enable him to fully advise the parent or guardian and other school officials of the nature of the charge, the identity of the arresting officer, and the location of the pupil.

When an arrest has taken place on school premises or during school hours, every effort shall be made by the school officials to inform the parent or guardian immediately and thereafter promptly to advise the Superintendent's office.

Arrest on school premises during school hours shall be effectuated in such a manner as to avoid both embarrassment to the pupil being arrested and jeopardizing the safety and welfare of other pupils.

Student Responsibilities & Rights

1995-96

Questioning on School Premises

School officials shall not permit the questioning of a pupil under arrest on the school premises and shall request the arresting officer to remove the pupil from the premises as soon as practicable after the arrest is made.

Police investigations involving the questioning of pupils shall not be permitted on school premises unless in connection with a crime committed on the premises or in connection with an investigation which if not immediately permitted would compromise the success of that investigation or endanger the lives or safety of the pupils or other persons, provided however, that a school official should be present throughout that questioning.

Whenever investigative questioning of pupils is permitted on the premises the school official should promptly advise the parent or guardian and the Superintendent's office of the nature of the investigation and such other details as may be required.

In the absence of an arrest, school officials shall not authorize the removal of a pupil from school for the purpose of investigative questioning without the consent of the parent or guardian.

Non-Discriminating Practices

Membership and participation in school-sponsored activities must be open to all students. In no instances may there be any restrictions based on race, creed, color, sex or economic condition. No student may be denied participation in any activity for any reason other than those established by State and/or County eligibility requirements and those requirements legitimately related to the purpose of the activity.

Student Grievances

Each student has the right to appeal any decision which impinges upon any right outlined in this document, to the next in line school official, representing the Board of Education. (Prior to presenting his grievance to the Board of Education, however, all appeals to local school, administrative and/or supervisory authorities should have been exhausted.) In the event that further appeal is necessary, said appeal may be directed to the State Board of Education.

Patriotic and Religious Exercises

It is the responsibility of the school to protect the students' religious and political freedoms.

Patriotic

The school shall provide opportunities for the student to demonstrate his patriotism by such expressions as the flag salute and other patriotic exercises. Students who can demonstrate that participation in patriotic exercises is objectionable to the religious order to which they subscribe, shall stand, but not be required to actively participate in the patriotic exercises. Students who do not actively participate in patriotic exercises shall not, by word or symbolic gesture violate the rights of those participating in these exercises.

Religious

Each student has the right to practice his own religious belief so long as he does not violate either the constitutional rights of others or the Supreme Court's prohibition of a school's extending the mantle of public sanction or support to any particular religion. Each student shall have the right to investigate, study, discuss, and analyze religious ideas, beliefs, and customs in the same manner as any other subject in the curriculum.

A moment of silence is observed each morning for meditation in all schools.

The previously stated rights in no way should be construed as approving acts of disrespect or interfering with participation by others.

Student Governance and Extra-Curricular Activities

Each student has the responsibility and the right to participate in student government organizations in order to provide all students with a voice in school affairs and an open channel of communication with the faculty and the school administration. Recommendations made to the administration by the student government shall receive a response within a reasonable period giving specific reasons in case the recommendations are not adopted or are substantially modified.

Qualifications for holding office shall be determined by the student government in accordance with prescribed eligibility requirements.

Students shall be encouraged to form and participate in a variety of extra class organizations as a means of broadening their educational experiences. Pupil organizations that conduct activities on school premises must be authorized to do so by the principal and must have approved adult supervision.

School clubs and/or organizations shall not be permitted to use the school name or participate in activities outside the normal realm of the school community unless prior permission has been granted by the appropriate school authorities.



Appendix A

Bylaw 13.08.01.06A - Suspension and Expulsion

In those instances where the behavior of a pupil is disruptive and detrimental to the operation of the school, such pupil may be suspended or expelled in accordance with the procedure set forth in Education Article, Sec. 7-304.

Bylaw 13.08.01.06D - Temporary Suspension

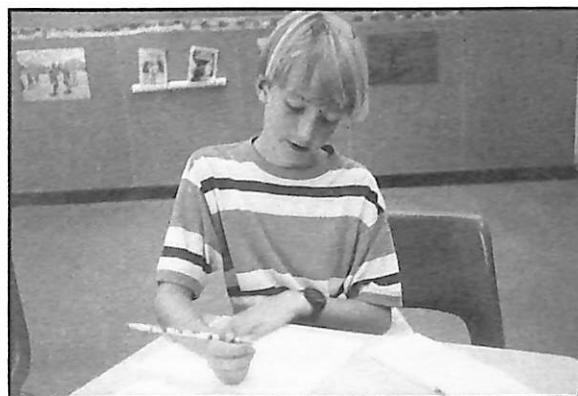
The alternative to corporal punishment in case of last resort is the temporary suspension from school by the principal, with notice to the parent that an interview will be necessary before the pupil may return. In these cases, the local school authorities, whose approval is required to continue the suspension or to make it permanent shall be notified at once of the suspension and the offense.

S 7 - 304 - Suspension and Expulsion

- (a) Suspension for not longer than five school days.
 - (1) In accordance with the rules and regulations of the county board, each principal of a public school may suspend for cause, for not more than five school days, any student in the school who is under the direction of the principal.
 - (2) The student or his parent or guardian promptly shall be given a conference with the principal and any other appropriate personnel during the suspension period.
- (b) Suspension for more than five school days and expulsion. At the request of a principal, a county superintendent may suspend a student for more than five days or expel him.
- (c) Procedure for more than five day suspension or expulsion.

- (1) If a principal finds that a suspension of more than five school days or expulsions warranted, he immediately shall report the matter in writing to the county superintendent.
- (2) The county superintendent or his designated representative promptly shall made a thorough investigation of the matter.
- (3) If, after the investigation, the county superintendent finds that a longer suspension or expulsion is warranted, he or his designated representative promptly shall arrange a conference with the student and his parent or guardian.
- (4) If, after the conference, the county superintendent or his designated representative, finds that a suspension of more than ten school days is warranted, the student or his parent or guardian may:

- (i) Appeal to the county board within ten days after the determination;
 - (ii) Be heard before the county board or its designated committee, and
 - (iii) Bring counsel and witnesses to the hearing.
- (5) Unless a public hearing is requested by the parent or guardian or the student, a hearing shall be held out of the presence of all individuals except those whose presence is considered necessary or desirable by the board.
- (6) The appeal to the county board does not stay the decision of the county superintendent.
- (7) The decision of the county board is final.



Appendix B

Worcester County Board of Education Suspension Procedure

Suspension is a disciplinary action to be used after substantial behavior modifications (i.e., student conferences, parent conferences, referral, etc.) have failed to modify the student's behavior to acceptable school standards. For certain serious breaches of accepted student behavior, a student may be suspended immediately.

To be considered suspended, a student must miss a day of school. A student missing class time but remaining in the building is not suspended from school. A student sent home until his parents report to school with him is not considered suspended unless he misses a day of school.

Upon suspension of a student, the following procedure should be followed in Worcester County:

- (a) A letter is to be sent to the parents stating the reason for suspension and the length of the suspension. The parents are notified in this letter that by State law a conference must be held with the parent and the school official(s) prior to the student returning to the school program. This must be done in less than five days from the date of suspension.
- (b) A "Daily Record of Suspensions" shall be kept by the school and sent monthly to the Supervisor of Pupil Personnel.
- (c) If the student and parent have not appeared for said conference after five days, the school shall contact the parents to determine reasons for not appearing.
- (d) If the student has not returned to school after ten days of absence, resulting from the suspension, the Supervisor of Pupil Personnel shall be informed of the case.

Appendix C

Due Process

The courts have consistently maintained that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law. Procedural due process, as it applies to students, requires that the following elements must be present:

- (1) The student must have prior knowledge of the conduct which is required of or prohibited to him;
- (2) He must be aware of the specific matters giving rise to any proposed penalties or discipline;
- (3) He must have had some opportunity to express or convey, to the decision-making authority, his views or rebuttals regarding the incident;
- (4) The decision-making authority must base its decision on the incidents or matters which the student has been apprised as indicated above.



School/Family/Community Partnerships

A child's education is a responsibility shared by the school, family, and the community. In Worcester County, parents, community persons, businesses and civic organizations are encouraged to become involved in the schools. Our schools will only reach educational excellence when there is a joint effort of citizens, organizations, parents, and businesses working together. The following are some of the many ways our schools, families and communities work together to educate our children.

School Improvement Advisory Committee –

Each year a group of parents and community members is selected to serve on a School Improvement Advisory Committee for the school. Together, this committee and the school staff work to develop school goals, promote the school and its educational activities, and develop community participation within the school. The committee will place special emphasis on multicultural activities and promote the school and its educational activities within the community. The committee listens to parents and teachers in order to make recommendations for equipment, materials of instruction, and other concerns that will further develop the educational quality of that school.

Parent-Teacher Association and Parent-Teacher-Student Association -

Parent-Teacher Associations are a vital part of the schools in Worcester County. This group meets in each school to discuss progress and needs of their individual school. The PTA provides more than a dialogue between school and community. It is a support group for staff and students. Members work hard to raise funds which provide many of the "extras" Worcester County students enjoy. Teachers, too, reap the benefits of this group on such occasions as "Teacher Appreciation Day." Following business meetings of the PTA, parents may meet with teachers to discuss the progress of their child.

Each school has a **School Improvement Team**. Members of the team include school administrator, teachers, a Central Office liaison, parents and community persons. The role of the School Improvement Team is to: 1) review test data, needs assessments, and related information from the School Improvement Advisory Council to analyze school needs, 2) develop an annual school plan for improvement, 3) recommend staff development activities and school-based procedures that support improvement plan, and 4) annually monitor and evaluate the school improvement plan.

Volunteer Program – The schools of Worcester County believe that community members offer a valuable resource to students. Therefore, each year these schools are reaching out into the community to find those persons dedicated to volunteering their time and talents to help. At times this help is in the classroom providing additional reinforcement of a skill. Some volunteers bring unique experiences and/or artifacts to share with the students. Whatever the volunteer brings, however, it enriches the lives of Worcester County students.

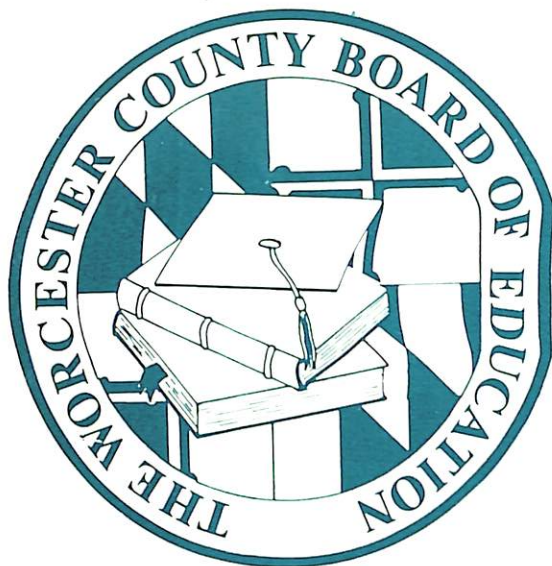
Mental Health Services is a cooperative program between the Worcester County Health Department and Pocomoke Elementary, Pocomoke Middle, Snow Hill Elementary and Snow Hill Middle Schools. The program provides consistent services to children with mental health problems and works with the students' families to increase parenting skills and provide health support.

The Conflict Resolution Program is a joint project of the school system and Worcester Youth and Family Counseling Service, Inc. Mentoring and conflict resolution classes are offered after the school day in all middle and high schools.

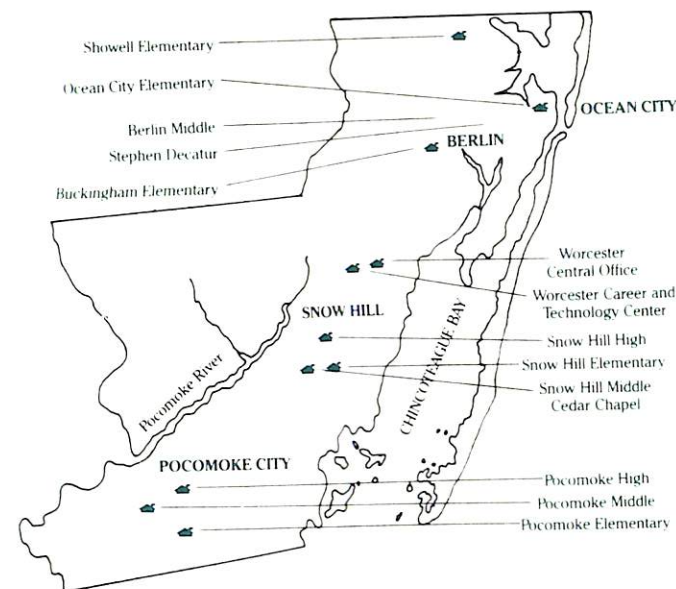
Other School/Community Organizations – Each school in the county has other organizations and committees to meet the unique needs of the school. Some of these include: Classroom Mothers, Athletic Boosters, Band Boosters, Prom Committee, After Prom Committee, Craft Committees, and Art Committee.

The schools and school system have partnerships with Worcester County businesses and civic/community organizations. These include:

- **The WeXL Honor Card Program** sponsored by the Chambers of Commerce in Ocean City, Ocean Pines, Berlin, Snow Hill and Pocomoke, along with 115 Worcester County businesses.
- **The Scholastic Recognition Banquets**, sponsored by the Berlin/Ocean City Optimist Club, Paul M. Jones Memorial Youth Foundation, and the Pocomoke Rotary Club.
- **Worcester County Schools Calendar of Events**, a partnership with McDonald's of Ocean City and Berlin.
- **Builders and Key Clubs**, sponsored by the Kiwanis Clubs.
- **Tutorial and Volunteer Programs**, sponsored by the Kiwanis and Barrett Chevrolet/Chrysler Dealership.
- **Principal's List/Honor Roll Program** and Pizza Hut
- **Grade Incentives** and The Soroptimists and Kiwanis
- **Tutoring Program** – Citizens Involved in Today's Youth
- **Perfect Attendance Program** and the Berlin/Ocean City Optimist Club
- **Reading Is Fundamental** and Berlin/Ocean City Optimist Club
- **D.A.R.E.** and the Maryland State Police
- **Artist in Residence** and the Maryland and Worcester County Arts Councils



Worcester County Public Schools



School
Buckingham Elementary
Ocean City Elementary
Pocomoke Elementary
Showell Elementary
Snow Hill Elementary
Cedar Chapel Special
Berlin Middle
Pocomoke Middle
Snow Hill Middle
Pocomoke High
Snow Hill High
Stephen Decatur High
Worcester Career and Technology Center
Worcester County Board of Education

Address
100 Buckingham Road, Berlin, MD 21811
12828 Center Drive, Ocean City, MD 21842
2119 Pocomoke Beltway, Pocomoke, MD 21851
11318 Showell School Road, Berlin, MD 21811
5708 Coulbourne Lane Drive, Snow Hill, MD 21863
5744 Coulbourne Lane Drive, Snow Hill, MD 21863
309 Franklin Avenue, Berlin, MD 21811
800 Eighth Street, Pocomoke, MD 21851
5719 Coulbourne Lane Drive, Snow Hill, MD 21863
1817 Old Virginia Road, Pocomoke, MD 21851
305 S. Church Street, Snow Hill, MD 21863
9913 Seahawk Road, Berlin, MD 21811
6268 Worcester Highway, Newark, MD 21841
6270 Worcester Highway, Newark, MD 21841

Principal	Phone
Ms. Irene Kordick	641-0454
Dr. Stuart Scott	213-1800
Mrs. Phyllis Guerra-Phillips	957-3171
Mrs. Lenore Huffer	641-5460
Mr. Rick Lambertson	632-1155
Mr. William Jones	632-3434
Dr. Mel Ross	641-3010
Mrs. Teresa Hammerbacher	957-1567
Ms. Ellen Pilchard	632-1727
Mr. Fred Grant	957-1484
Mr. Leroy Hall	632-1658
Mr. Louis Taylor	641-2171
Mrs. Jane Pruitt	632-2582
Dr. Terrance A. Greenwood Superintendent	632-2582