

# THE MIDDLE SCHOOLS



Worcester County Public Schools  
1989 - 1990

# THE BOARD OF EDUCATION OF WORCESTER COUNTY

1989-90

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## INTRODUCTION

The Worcester County Middle School Handbook has been prepared to provide students and parents with useful information concerning the middle school program in Worcester County.

Please contact the principal of the school in your area if you would like additional information.

### WORCESTER COUNTY PUBLIC SCHOOLS

The residents of Worcester County have much of which to be proud. Foremost, it is the only Maryland county bordering the Atlantic Ocean. Because of this location, the beaches and saltwater fishing have attracted visitors to the resorts of Ocean City and Assateague. The lush forests and the Pocomoke River provide exciting opportunities for hiking, camping, hunting, and freshwater sports. Travelers going through Worcester County pass vast agricultural areas that serve as both home and vocation to many of the residents. Major businesses and activities center around three geographic regions: Berlin / Ocean City to the north; Pocomoke to the south; and the centrally located county seat of Snow Hill.

Situated within these three regions are the Worcester County Public Schools. Citizens can indeed be proud of the quality programs of instruction which are provided to meet the needs of all residents. Approximately 5,400 (K-12) students receive instruction on a daily basis in one of the 13 county schools. These modern, comfortable schools provide students with the most current facilities and materials available.

Worcester County's public schools have been recognized statewide as a most progressive and competent system. Because the professional staff provides instructional activities that reflect sound educational practices, students of Worcester County consistently achieve beyond the state and national averages on standardized tests. In addition, the number of individual students receiving academic recognition further testifies to the excellence of Worcester County schools.

The public schools of Worcester County have been recognized for their progressive attitude and implementation of excellence in all areas of the educational process. Yet, the county is small enough to provide individuality and personal service to each student. You have many reasons to be proud that your child is a part of the Worcester County public school system.

Worcester County is proud of its excellence in education, recreation, and agriculture.

### The Middle Schools

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. Instruc-

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tional 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. 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.

The three Worcester County middle schools are geographically placed within the larger populated areas. This placement provides easy access and flow between the elementary and high schools and allows for identity within the community.

#### **Berlin Middle School**

Students who have completed the fifth grade at one of the three elementary schools in the northern end of the county; Buckingham, Ocean City, or Showell, report to Berlin Middle for the sixth grade. Instructional activities are provided for the approximately 625 students in grades six through eight. Upon completion of the eighth grade, students enter Stephen Decatur High School in Berlin, Maryland.

#### **Pocomoke Middle School**

Enrollment at this middle school is comprised of students in grades four through eight. Approximately 525 students attend classes daily in the comprehensive facility. Students from Pocomoke Elementary enter this middle school as fourth graders and leave to enter Pocomoke High School as ninth graders.

#### **Snow Hill Middle School**

This school is within walking distance of both the elementary and high schools in Snow Hill, Maryland. Approximately 480 students in grades four through eight attend this centrally located middle school.

The Worcester County middle schools are meeting the educational and social needs of all the students. Students and the educational staff work together within these modern, well-maintained structures. The middle school atmosphere provides a quality education to each child within a pleasant, safe environment.

## **FOOD SERVICES**

### **LUNCH / BREAKFAST PROGRAM**

Students are encouraged to participate in the school lunch program. At Pocomoke Middle School, breakfast is also served. Students may buy daily, purchase meals for the entire week, or bring lunch from home. Milk may be purchased separately. The school discourages students from bringing carbonated beverages. Lunches are to be eaten in the cafeteria, and each student is responsible for the immediate area where he/she has eaten lunch.

## **FREE AND REDUCED MEALS**

Every student is provided with an application for free and reduced meals. Parents wishing consideration in this matter must fill out the application completely and return it to the school at once.

## **MENUS**

Luncheon menus are printed regularly in the county papers and are sent home in newsletters. These menus are subject to change at any time.

## **HEALTH SERVICES**

### **COMMUNICABLE DISEASES**

In order to control epidemic outbreaks of communicable diseases in the school, it may be necessary for the school nurse or health department nurses to carry out screening procedures for the detection of such communicable conditions.

### **EMERGENCIES**

A designated person at the school may administer first-aid in case of an emergency. Parents or guardians will be notified as quickly as possible by telephone.

An **Emergency Information Record** form will be sent home to be completed for each student. This form should be returned immediately. If a student's medical needs change during the school year, please notify the school at once.

### **HEARING AND VISION SCREENING**

Public school law requires that, at a minimum, students be administered a hearing and vision screening test when they first enter school; when they enter the fourth, fifth, or sixth grade; and when they enter the ninth grade. Other grades may be screened at the discretion of the Board of Education and the health department.

### **ILLNESS AT SCHOOL**

Should a student become ill during the school day, he/she will be sent to the health office. The school nurse or a designated person will care for the child and will contact parents if necessary.

### **IMMUNIZATIONS**

Regulations of the Maryland State Department of Health and Mental Hygiene dictate that certain immunizations are required for school attendance. Your cooperation in this regard is requested.

### **MEDICATION POLICY**

Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home.



If the physician deems it necessary for a child to receive medication during the school day, parents must provide the school with a complete **Physician's Instructions For Giving Medication In School** form containing the following:

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

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

**Physician's Instructions For Giving Medication In School** forms are available at each school and distributed annually to local physicians for your convenience.

### SCOLIOSIS SCREENING

Public school law requires that all students be provided a scoliosis screening test at least once in grades six through eight. Other grades may be screened at the discretion of the Board of Education and the health department. This screening consists of observing the child's back for curvature of the spine.

## INSTRUCTION

### 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.

### 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.

### GRADING / REPORTING TO PARENTS

The school year is divided into four marking terms. At the end of each nine-week term, students receive a report card. The card assesses their performance for that term.

Students in grades four and five receive letter grades for academic subjects:

- E - excellent
- G - good
- S - satisfactory
- U - unsatisfactory

Special area teachers report progress through the use of written comments.

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     |
| 50% or less | F - failing work         |

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

In addition, the student's attendance report for the term will be included in the report card.

### 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.

### MEDIA CENTER

Students are encouraged to make use of the media center at every opportunity. They are responsible for all materials checked out of the media center. Students may be granted permission from their classroom teachers to use the media center during class time.

### 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.

### PROMOTION POLICY

Promotion and nonpromotion will be considered yearly in terms of the best educational placement of each individual student.

Promotion is recommended when students have made sufficient progress at the current instructional level and, in effect, are ready for the activities of the next grade level. In general, a student is promoted if this seems best for him / her, based upon his / her total personal and educational development and the likelihood of success at the next grade level.



Nonpromotion will be considered for the following reasons:

1. Excessive absence from school
2. Failure to meet expected levels of achievement in reading, mathematics, and writing

A student may be retained once in grades kindergarten through three and once in grades four through eight. By mid-year or as soon as possible thereafter, the school will notify by letter, the parent(s)/guardian(s) of any student who may be considered for retention.

When a decision is made to retain a student, all available resources will be utilized to ensure that the student meets with success during his/her year of retention.

### **SCHOLASTIC RECOGNITION**

Students who demonstrate excellence in academic achievement are recognized in the middle school. To receive this recognition, students in grades four and five must receive grades of E (excellent) or G (good) in all academic subjects. In grades six through eight, students must attain grades of A (superior) or B (good) in all academic subjects and the letter grade of S (satisfactory) in each special subject to receive recognition.

In addition, all three middle schools participate in the Presidential Academic Fitness Award Program.

### **SPECIAL EDUCATION**

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

- |                                  |   |
|----------------------------------|---|
| Level I                          | - consultation and/or special materials and equipment.                                    |
| Level II                         | - direct special education services up to 1 hour per school day.                          |
| Level III                        | - direct special education services up to 3 hours per school day.                         |
| Level IV                         | - direct special education services up to 6 hours per school day.                         |
| Level V                          | - services for the entire school day provided in a special wing or day school.            |
| Level VI                         | - 24-hour special education services and personal care provided in a residential setting. |
| Home/<br>Hospital<br>Instruction | - short-term itinerant services to students in convalescence or emotional crisis.         |

Student with handicapping conditions are guaranteed a free, appropriate public education. Parents of students or pre-school children whom they suspect may have a handicapping condition should contact the child's principal or the Child Find Coordinator at the Board of Education office.

### **TESTING**

Teacher-made tests are used in all grades to evaluate student progress. At various times throughout the student's school career, standardized tests are administered. These tests provide valuable information for teachers and parents.

In addition, the tests are given periodically to assess student progress toward meeting the Maryland State Department of Education Project Basic requirements.

Using these results, each middle school develops its own program of instruction to assist students in meeting these basic competencies in reading, mathematics, writing, and citizenship.

## **STUDENT SUPPORT SERVICES**

### **ATTENDANCE AND ABSENCE**

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 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
2. Illness of a child (The principal shall require a physician's certificate from the parent or guardian of a child reported continuously absent for illness.)
3. Quarantine
4. Court summons
5. Physical incapacity
6. Mental incapacity
7. Violent storms
8. Work or activity accepted by school authorities
9. Observance of religious holidays
10. Other emergency
11. Suspension
12. Lack of authorized transportation



The following reasons are listed as "Other Causes of Absence" (Excused or Unexcused — Determination by the principal) by the Maryland State Department of Education:

1. Indifference of parents
2. Indifference of pupil
3. Uncertified illness of pupil
4. Illness in family
5. Poverty
6. Illegal employment
7. Truancy

The principal or vice principal will consult with the student and the student's parents or guardians when determining whether or not a student's absence shall be excused or unexcused in view of the reasons listed above.

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 excused for family trips during any one school year. Plans for the completion of missed classwork should be completed prior to the trip. If satisfactory arrangements are made with the teacher and principal at least ten (10) school days in advance, the principal will make a recommendation to the Superintendent or his designee that absences be approved or disapproved. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction.

The Worcester County Board of Education has adopted the following guidelines on the relationship between absences and make-up work:

1. Classroom make-up work for excused absences must be submitted to the teacher within one week (five school days) after the student returns to class. The principal or vice principal may accept other make-up plans for long-term absence due to unusual circumstances.
2. 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.
3. Students should be encouraged to complete make-up work; however, work missed during days that are determined to be unexcused cannot be made up for credit.
4. Classes missed due to trips such as family, band, athletic, etc., authorized by the principal, shall be excused. Students must assume the responsibility for making up the missed work.

## **ATTENDANCE ZONES**

Each school has been assigned a specific geographical area from which to draw its attendance. Written approval for any exceptions must be obtained from the Superintendent of Schools.

## **GUIDANCE**

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.

## **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.

## **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.

## **SCHOOL PSYCHOLOGIST**

There is a certified psychologist available to each of the Worcester County middle schools. He / she may be called upon from time to time to evaluate a 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.

## **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.



## **TRANSPORTATION**

### **INCLEMENT WEATHER**

In the event of inclement weather, school closings or delayed openings will be announced on local radio and television stations beginning at 6:30 a.m.

### **RIDING THE SCHOOL BUS**

Riding the school bus is a privilege extended to students, and students can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey his / her requests. The bus will stop at regularly designated bus stops only.

The school principal must give approval for students to ride a different bus or get off at a different stop.

A copy of the Worcester County Bus Rules has been provided for each family. Please be sure these rules and regulations are discussed with your child.

## **OTHER SERVICES**

### **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.

### **ENRICHMENT PROGRAMS**

A variety of special enrichment experiences are available to middle school students. Participation in these programs is encouraged; some of them require after-school time. Listed below are some examples of the types of programs made available to Worcester County students:

Film Festival  
Marine Science Consortium  
Olympics of the Mind  
Reasoning and Thinking Skills  
Science Fair  
S.E.A. Program

### **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.

### **PARENT INVOLVEMENT**

Parents are encouraged to become actively involved in the education of their children. Frequent communications between school and parents are important. In addition, parents may be involved in the following groups:

1. School Improvement Committee - Each year a group of parents is selected to serve on this school-level committee. The committee and the school work together to develop school goals, promote the school and its educational activities, develop community participation, and formulate plan to deal with school and parent concerns.
2. Parent-Teacher Association - In each school this group meets regularly to discuss the progress and needs of the school. The P.T.A. is a support group for staff and students. Members work hard to raise funds which provide some of the "extras" Worcester County students enjoy. Parents may meet with their child's teachers to discuss individual progress and programs.
3. Volunteer Program - The middle schools of Worcester County believe that community members offer a valuable resource to students. Each year these schools are reaching out into the community to find people willing to volunteer 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. Others can only offer a few minutes a week to help a teacher. Whatever the volunteer brings, it enriches the lives of Worcester County students.



## **SOCIAL AND WORK HABITS**

### **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.

### **STUDENT DISCIPLINE**

Teachers in Worcester County provide a classroom setting that is conducive to learning. They utilize good management skills to maintain order in both classroom and school. Therefore, teachers are encouraged to handle minor classroom disturbances. They may use any or all of the following: student conferences, parent conferences, modification of seating or program, guidance referrals, and detention.

When the attempts of the teacher to handle a situation prove unsuccessful or the incident is a major one, an office referral is made. The administration will review the problem with the student, and necessary disciplinary action(s) will be taken. These actions may include student conferences, student-teacher conferences, parent conferences, program modifications, detention, night school, in-school suspension, or suspension. On occasion the principal, with parental permission, may administer corporal punishment. The Worcester County Board of Education has a written policy for the handling of suspension cases. The following are causes for automatic suspension:

1. Use or possession of alcoholic beverages or illegal drugs.
2. Destruction of school or personal property
3. Stealing
4. Extortion
5. Intoxication or impairment from alcohol or drugs

Other causes for suspension include:

1. Persistent misconduct
2. Habitual tardiness or skipping class
3. Fighting
4. Threatening (another person)
5. Profanity

6. Possession of a weapon
7. Smoking
8. Conduct which constitutes a crime under the law
9. Conduct which is determined to be detrimental or disruptive to the efficient operation of the school

A parent conference must be held before a suspended student is allowed to return to school.

## **GENERAL POLICIES**

### **COMMUNICATIONS**

While an official calendar of the school year is provided by the Board of Education, each school will provide flyers, letter, reminders, etc., of important school events and dates as necessary. Please encourage your child to bring home these important notices when they are distributed.

### **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 their limits of confidential communications. When the student's right of 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.

### **CONTESTS**

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.

### **DRUG AND ALCOHOL ABUSE**

The following procedures should be used with student 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.

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 judgement 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.

## **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.

## **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.

## **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.

## **SMOKING / TOBACCO POLICY**

Effective with the beginning of the 1989-90 school year, the use or possession of any tobacco product by students will not be permitted on school property. The use of tobacco products will not be permitted at events / activities in Worcester County Public Schools.

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.

### TELEPHONE USE

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

### VISITORS

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

## NOTES



# WORCESTER COUNTY PUBLIC SCHOOLS

## SCHOOL DIRECTORY

### ELEMENTARY SCHOOLS

Buckingham Elementary	Dr. Stuart J. Scott	641-0454
Cedar Chapel Special	Mr. William A. Jones, II	632-3434
Ocean City Elementary	Mrs. Lenore P. Huffer	289-6800
Pocomoke Elementary	Mrs. Irene K. Hazel	957-3171
Showell Elementary	Mrs. Wilda M. Stroh	641-4880
Snow Hill Elementary	Mr. Rick Lambertson	632-1155

### MIDDLE SCHOOLS

Berlin Middle	Mr. Jesse Lynch	641-3010
Pocomoke Middle	Mrs. Coleen Mister	957-1567
Snow Hill Middle	Mr. Daniel W. Richardson	632-1727

### HIGH SCHOOLS

Pocomoke High	Mr. W. Carey Reece, Jr.	957-1484
Snow Hill High	Mr. Kelly H. Shumate	632-1658
Stephen Decatur High	Mr. Tommy Tucker	641-2171
Vocational Center	Mr. William M. Brown	632-2582

# WORCESTER COUNTY BOARD OF EDUCATION

## 1989-90 SCHOOL CALENDAR

August 21-23	New Teacher Orientation
August 25	New Student Registration
August 30, 31, Sept. 1	Preschool Professional Days
September 4	Schools Closed - Labor Day
September 5	Students' First Day
October 6	Professional Day
November 3	Schools Closed - MSTTA Convention
November 9	First Marking Period Ends, 46 Days
November 10	School Closed - Recordkeeping, Reporting, and Parent Conferences
November 23-24	Schools Closed - Thanksgiving Holiday Vacation
December 23-Jan. 1	Schools Closed - Winter Holiday Vacation
January 2	Schools Open After Holiday
January 15	Schools Closed - Martin L. King's Birthday
January 25	Second Marking Period Ends, 45 Days
January 26	Schools Closed - Recordkeeping, Reporting, and Parent Conferences
February 19	Schools Closed - President's Day
March 29	Third Marking Period Ends, 43 Days
March 30	Schools Closed - Recordkeeping, Reporting, and Parent Conferences
April 13-22	School Closed - Spring Holiday Vacation
April 23	Schools Open After Holiday
May 28	Schools Closed - Memorial Day
June 3-4	Graduation Exercises
June 13	Last Day for Students, Fourth Marking Period Ends, 46 Days
June 14	Last Day for 10-Month Staff

## INCLEMENT WEATHER

In the event of inclement weather, you may learn of school closings or delayed openings by tuning in to the local radio and television stations beginning at 6:30 a.m. If you do not hear an announcement, schools will be open on time. **PLEASE DO NOT TELEPHONE THE SCHOOL.**

The school calendar contains 180 student days. If additional days are needed to compensate for emergency closings, they will be taken from the Spring Vacation in the following order: April 20, April 19, April 18, and April 17.