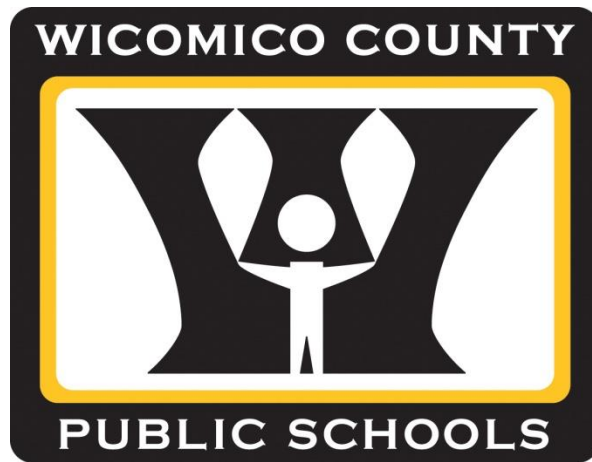


Wicomico County Public School System

Student Handbook



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DISTRIBUTION DATE: 2016-2017 SCHOOL YEAR

BOARD OF EDUCATION OF WICOMICO COUNTY



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SUCCESS - EVERY STUDENT, EVERY DAY

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Dear students and families,

On behalf of the Wicomico County Public Schools, I would like to welcome you to the 2016-2017 school year. I am anticipating a great year during which the entire school community, including parents and students, will work together to ensure *excellence* for ALL students. As your new superintendent, my vision for *excellence* is based upon the following four essential components.

- A Culture of Trust and Empowerment
- A Safe and Positive School Climate
- A Systemic Approach to Rigorous, Relevant, and Innovative Instruction
- A Community that Believes in Us

This student handbook is designed to inform the school community of the Policies and procedures that support our work and align with the components noted above. Specifically, it includes the Wicomico County Public Schools Code of Conduct, which is aligned with the Maryland State Department of Education's Guidelines for a State Code of Discipline. The Code of Conduct stresses the importance of good behavior that fosters student learning. It also describes behaviors that are unacceptable, and the interventions and consequences that are used to address inappropriate student behaviors. Also included is a description of the disciplinary appeals process and other Policies, referenced for your convenience, that are directly related to the Code of Conduct.

This Student Handbook also includes important information on other Policies, procedures and general information about resources available for students and families. While the handbook may appear to be a quick reference guide, it is also intended to be a proactive tool for parents and staff to convey school system resources and expectations to students regarding acceptable and appropriate behavior while at school. Staff will spend time during the first few days of school reviewing the handbook with students. I encourage parents to also take the time to read this handbook and review its contents with your children. By working together, the four components of my vision described above are more likely to be realized and our students are much more likely to achieve *excellence*.

All the best for a great school year.

Sincerely,

A handwritten signature in cursive script that reads 'Donna C. Hanlin'.

Donna C. Hanlin, Ed.D.
Superintendent

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Philosophy

The Wicomico County Public School System is committed to providing an orderly, safe and stimulating learning environment for all students. The Wicomico County Board of Education believes each student has the right to learn and each teacher has the right to teach in an educational setting that is safe, free from disruption, and conducive to learning. Establishing and maintaining a positive learning atmosphere is dependent upon the sustained and cooperative effort of students, parents, the community, and all persons working for or associated with the Wicomico County Public School System.

Wicomico County Schools

Wicomico County encompasses 380 square miles and has a total population of approximately 75,000. About two-thirds of the population is centered in Salisbury. In order to meet the needs to county students, we have a diversity of school organizational structures.

Wicomico County schools serve approximately 14,500 students using 26 school facilities which include:

Primary Schools/Intermediate Schools/Traditional Elementary Schools/Middle Schools/Int. Middle School/Middle Senior High School/High Schools and Evening High School.

In addition, housed in various facilities around the county are a Magnet Program for intermediate students, the intermediate/middle Thinking and Doing (TAD) Program for gifted and talented education, special learning centers for the Visual and Performing Arts, Career and Technology Education, JROTC, and the Choices Academy, a secondary alternative education program.

Statement in Regard to Board of Education Policies/Student Handbooks

All students in Wicomico County are advised that the Student Handbooks distributed by each school are not the sole or exclusive rules, policies or regulations regarding student conduct. They supplement and are subordinate to the policies, rules of conduct, disciplinary rules, suspension rules, attendance rules and all other rules and regulations established by the Wicomico County Board of Education, which are available in each school library, at the Wicomico County Board of Education and posted to the WCBOE website and which policies and rules each student is expected to know and abide by. To the extent that there is any conflict between the policies, rules and regulations, etc. of the Wicomico County Board of Education and that of an individual school or school handbook, the policies, regulations and procedures of the Wicomico County Board of Education shall prevail.

Importance of Good Behavior

The Wicomico County Public School System has adopted a uniform Code of Conduct to assist in providing a safe and orderly school environment conducive to learning for all students. The Code of Conduct for Wicomico County Public Schools applies to all school environments including but not limited to the classroom and related instructional activities, extracurricular activities such as dances, sports events, school clubs, and field trips as well as the school bus or school related transportation of any type. First and foremost, it is the goal of the Code of Conduct to promote positive behavior in the school environment. Good citizenship on the school bus, playground, athletic field, classroom or any other school related activity is expected.

When unacceptable behavior occurs, the Code of Conduct supports the application of progressive discipline to modify unacceptable behaviors in a positive manner to improve academic success for all students. All school activities are governed by the Code of Conduct and are subject to the same expectations, rights, responsibilities, and consequences for inappropriate behavior. Students are encouraged to engage in positive behavior since inappropriate behaviors and their consequences may have a negative impact on future choices including restricting options for future employment and public service.

Addressing Unacceptable Behavior

Unacceptable behaviors have consequences that may include but are not limited to: verbal warning, time out when age appropriate, formal written apologies, loss of privilege, detention, parent/guardian conferences, behavior intervention plans, in-school suspension, suspension alternative program, drug/alcohol/tobacco clinic and out of school suspension. An individual behavior intervention plan may be developed to assist in improving student behavior. Students who are suspended may not participate in extracurricular activities for the duration of the suspension and/or as specified by Board of Education policy.

Discipline for students with disabilities must be in compliance with the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA). A thorough investigation of any and all infractions will be conducted with all involved parties being afforded due process.

Criminal violation(s) of the law including but not limited to: possession of a firearm or weapon; arson; false alarms or bomb threats; physical attacks; sexual assaults; and distributing, using or being under the influence of drugs, alcohol, inhalants or tobacco will be referred to the School Resource Officer (SRO) or other appropriate law enforcement agency. Actions taken by law enforcement will be considered to be separate and apart from any disciplinary actions taken by the school.

Code of Conduct

The following pages provide a listing of unacceptable behaviors as outlined in the student Code of Conduct and the recommended range of responses, including interventions and consequences, a principal, a principal's designee or the superintendent may enforce. If in his/her judgment a different consequence is more appropriate, a principal has the authority to use other appropriate consequences for unacceptable behaviors.

The following is meant to illustrate the kinds of responses including interventions and consequences that are available and commonly used by school administrators to respond to student behaviors. It is not intended to be an exhaustive list. A summary chart is also included after the definitions for reference.

Behavioral Contract (BC): Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies and supports

Board of Education Conference (BOEPC): Conferencing with board of education staff including Pupil Personnel Workers and including the parent and the student for the purpose of identifying areas of difficulty and manners of support

Bus Suspension (BUS): Removing the privilege of bus transportation for a designated period of time as a result of negative behavior on the bus

Community Conferencing (CC): Bringing together students, school staff, and others involved in a conflict to discuss the topic, resolve issues, and propose solutions

Conference with Student (CS): Involving the student, the administrator and possibly the teacher and the parent in a conference that is more serious than a verbal warning with the focus being on talking with a student regarding a behavior, the reasons for the behavior, possible consequences of the behavior and a plan for changing the behavior.

Confiscated Items (CI): When items are confiscated as a result of a violation of the Code of Conduct, parents/guardians shall make arrangements with the school administration to pick up the confiscated item(s) from the school. Items confiscated may be held as evidence in an investigation. The Wicomico County Board of Education bears no financial responsibility for items that are lost, stolen or damaged.

Conflict Resolution (CR): Using strategies to assist students in taking responsibility for peacefully resolving conflicts.

Expulsion (EXP): The exclusion of a student from the student's regular school program for 45 school days or longer, which may occur only under the following circumstances:

- The superintendent or designated representative has determined that the student's return to school prior to the completion of the expulsion period would pose an imminent threat of serious harm to other students or staff
- The superintendent or designated representative limits the duration of the exclusion to the greatest extent possible.
- The school system provides the excluded student with comparable educational services and appropriate behavior support services to promote successful return to the student's regular academic program.

(COMAR 13A.08.01.11.(B)(2))

The principal shall recommend expulsion from school for the following offenses unless he/she files a report with the superintendent of schools explaining the incident and outlining the reasons for not recommending expulsion:

- Physical assault on any employee of the Board of Education
- Assault or battery with a weapon against any person under the jurisdiction of the Board of Education of Wicomico County or upon any person on or off school premises if the conduct is detrimental to the interest of the school system.
- Violation of the *Dangerous Weapons/Instruments in the Schools* policy of the Board of Education at any time.

In-School Intervention (ISI): Removing the student within the school building "from the student's current education program for up to but not more than 10 school days in a school year for disciplinary reasons by the school principal, (COMAR 13A.08.01.11(B)(4), but that is not considered an in-school suspension, because the student is "afforded the opportunity to:

- Appropriately progress in the general curriculum;
- Receive the special education and related services specified on the student IEP, if the student is a student with a disability in accordance with the law
- Receive instruction commensurate with the program afforded to the student in the regular classroom; and
- Participate with peers as they would in their current education program to the extent appropriate." (COMAR 13A.08.01.1(C)(2)(a))

In-School Suspension (ISS): In-school suspension is designed to be a structured behavioral intervention that addresses both the academic and behavioral needs of the students it serves. ISS is an alternative to out of school suspension and is an important tool in the progressive discipline model. In-school suspension is defined as the removal of a student from the student's regular education program for 30 minutes or more for disciplinary reasons by the principal or principal's designee.

Loss of Privilege (LP): A privilege such as recess, attending a school activity or the right to park on school property may be removed for a period of time as a consequence for poor behavior. The time of restriction will be determined by the principal or principal's designee.

Office Detention (OD): Students may be assigned office detention to be served before or after school at the discretion of the principal. Parents will be notified of the date and time of the detention and will agree to provide transportation for the student immediately at the end of an after-school detention.

Out of School Suspension: Some infractions require that a student be suspended or excluded from school temporarily for a limited number of days. During suspension the student is not allowed to be on school property for any reason without the prior approval of the principal. The principal may suspend a student for up to 5 days and request an additional 5 days of OSS from the superintendent of schools. The superintendent of schools has the authority to extend the number of days of suspension beyond 10 days if the behavior warrants an extended suspension. (Reference – short term, long term, extended – COMAR 13A.08.01.11(B)(3-5))

Parent Shadowing (PS): Parents/guardians may be asked to share time with their student throughout the school day to further support positive behavior choices

Referral to Guidance (RTG): Having the student work with the school counselor to identify supports for positive behavior choices

Referral to Student Support Team (SST): Bringing together a team of identified professionals under a case manager to help develop prevention and intervention techniques and alternative strategies designed to improve student outcomes

Restrictions on Extracurricular Activities Incurred Through Suspension: Any student on assigned suspension shall be ineligible to attend or participate in any school-related extracurricular activities during the assigned time of suspension. Co-curricular activities that require graded participation in a program may be exempted. Extracurricular activities are defined as follows: all activities that occur beyond the normal school day that are sponsored and/or sanctioned by an individual school and/or the Wicomico County Board of Education. Such activities would include but not be limited to athletics, club and social gatherings, dances, banquets, proms and other activities occurring beyond the regular schedule of classes during the normal school day. Participation in commencement programs is specifically exempted.

Students who have received a suspension of one to four days shall be ineligible to participate in extracurricular activities for a period of ten (10) school days including the days of suspension.

Students who have accumulated five or more days of suspension from one or more suspensions shall be ineligible to participate in extracurricular activities for a period of forty-five (45) school days including the days of suspension.

Restitution: In any offense involving a financial loss on the part of the Wicomico County Board of Education or any individual person, the person or persons causing the loss will be required to make total restitution for such loss.

Restorative Justice Practices (RJP): Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, and to develop a plan to heal and correct the situation with the student who caused the harm

Suspension Alternative Program (SS): This is an alternative to in-school suspension and/or out of school suspension in an effort to keep the student in class during the regular school day. This alternative is a school-based disciplinary program and may occur after school or on a Saturday. Failure to comply with this option may result in an out of school suspension.

Teen Tobacco Program (TT): Students who violate the tobacco policy will be subject to the penalties imposed in the Code of Conduct and be referred to the Teen Tobacco Program run by the Wicomico County Health Department. The student will be referred to the School Resource Officer (SRO) or other appropriate law enforcement agency for underage possession/use of a tobacco product.

Verbal Warning (VW): A formal or informal warning to a student concerning a behavior that needs to stop immediately. Examples might include but not be limited to: running in the halls, cutting in line, being excessively loud in the hallways, etc.

| Interventions | Consequences |
|-------------------------------------|---|
| BC – Behavioral Contract | BOEPC – Parent Conference at Board of Ed |
| CC – Community Conferencing | BUS – Suspension from Bus (not school) |
| CR – Conflict Resolution | CI – Confiscated Item(s) |
| ISI – In-School Intervention | CS/PC – Conference (with student, parent) |
| PS – Parent Shadowing | EXP - Expulsion |
| RJP – Restorative Justice Practices | ISS – In-School Suspension |
| RPS – Referral to Pupil Services | LP – Loss of Privilege |
| RTG – Referral to Guidance | OD – Office Detention |

SST – Referral to Student Support Team
 TO – Time-out (less than 30 minutes)

OSS – Out of School Suspension
 SS – Suspension Alternative Program
 TT – Teen Tobacco Clinic
 VW – Verbal Warning

Administrative Authority and Responsibility

Administrators have the authority and the responsibility to apply the Code of Conduct while considering the severity of the infraction, any prior disciplinary record of the student, and the age of the student.

A. Caring, Respect, Responsibility

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems.

These resources include: school counselors, school climate personnel, and administrators. These supportive and peaceful methods may not always provide an immediate solution to conflicts but they frequently provide a more permanent resolution and teach valuable skills useful throughout one’s lifetime. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur:

Assaults and Threats:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|------------------------|--------|----------------------------|--------|----------------------|------|---------------------|------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Physical Attack-Teacher/Staff or other Adults – Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity. | PC | 3 days | PC | EXP | 3 days | EXP | 5 days | EXP |
| Physical Attack on a Student – Willfully and physically pushing, hitting or otherwise attacking another student. | PC | 3 days | PC | EXP | 3 days | EXP | 5 days | EXP |
| Verbal or Physical Threat to Teacher, Staff, or Other Adults – Threatening or aggressive language or gestures directed toward a staff member or anyone other than a student. | PC | 3 days | PC | 3 days | 1 day | EXP | 3 days | EXP |
| Verbal or Physical Threat to Student – Threatening or aggressive language or gestures directed toward another student. | PC | 3 days | PC | 3 days | 1 day | EXP | 3 days | EXP |
| Fighting – A physical confrontation involving two or more students. | PC | 3 days | PC | 5 days | 2 days | EXP | 2 days | EXP |
| Serious Bodily Injury – Serious bodily injury to another person that involves the risk of death, extreme physical pain, long-term and obvious disfigurement or the long-term loss or impairment of a bodily member, organ or mental ability. Reference UDEA at 20 U.S.C. 1415 (k)(7)(D) from 18 U.S.C. 1365 (h)(3). | 5 days | EXP | 5 days | EXP | 5 days | EXP | 5 days | EXP |
| Sexual Assault – Physical sexual attack on another person during school hours or during any school-supported activity. | 5 days | EXP | 5 days | EXP | 5 days | EXP | 5 days | EXP |

The following reference codes may be included in the charts on this page:

CI: Confiscate Item
 EXP: Expulsion

LP: Loss of Privilege
 OD: Office Detention

PC: Conference with Parent
 VW: Verbal Warning

ISS: In-School Suspension
 OSS: Out of School Suspension
 (Reference to all “# days” items)

• Reference definitions for additional interventions and consequences.

Bullying and Harassment:

It is the policy of the Wicomico County Public Schools to prohibit bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by the use of electronic technology of a public school. Students, parents and staff are encouraged to report bullying on the Bullying, Harassment, or Intimidation Reporting Form available in all schools, at the offices of the Wicomico County Board of Education and on the Wicomico County Board of Education website, www.wcboe.org

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|---|------------------------|--------|----------------------------|--------|----------------------|------|---------------------|------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Bullying – Intentional negative actions on the part of one or more students, repeatedly and over time, on or off school property, that interfere with a student’s ability to participate in or benefit from instruction or any school supported program. | PC | 3 days | PC | 5 days | 1 day | EXP | 1 day | EXP |
| Cyber Bullying – Bullying which occurs on or off school property through the use of telecommunications or other electronic telecommunications or other electronic means that interferes with a student’s ability to participate in or benefit from instruction or any school supported program, including but not limited to: text messages, blogs, websites, cell phones, pagers, and/or digital cameras. | PC | 3 days | PC | 5 days | 3 days | EXP | 3 days | EXP |
| Sexual Harassment – Unwelcomed sexual advances, requests for sexual favors and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others. | PC | 3 days | PC | 3 days | PC | EXP | PC | EXP |
| Harassment – Intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student’s ability to participate in or benefit from instruction or any school supported program. | PC | 3 days | PC | 3 days | PC | EXP | PC | EXP |
| Gang Related Activities – Any group of three (3) or more persons who share an ongoing relationship and whose purpose is to commit illegal acts or to create an unsafe and/or hostile learning environment. The Wicomico County Public Schools prohibit all gang related activities including but not limited to: gang dress, use of gang symbols or signs, gang name graffiti to advertise gang affiliation, soliciting membership for a gang, threats, or acts of violence against any one individual or group. | PC | 3 days | PC | 5 days | 2 days | EXP | 3 days | EXP |

The following reference codes may be included in the charts on this page:

| | | | |
|---------------------|-----------------------|----------------------------|-------------------------------|
| CI: Confiscate Item | LP: Loss of Privilege | PC: Conference with Parent | ISS: In-School Suspension |
| EXP: Expulsion | OD: Office Detention | VW: Verbal Warning | OSS: Out of School Suspension |

(Reference to all “# days” items)

• Reference definitions for additional interventions and consequences.

Disrespect and Intimidation:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|---|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Disrespect/Verbal Abuse – Inappropriate comments or physical gestures to teachers, staff members, students or others. | PC | 2 days | PC | 3 days | PC | 5 days | PC | 5 days |
| Insubordination – Willful refusal to follow a direction given by an adult authorized to act in a school sponsored capacity/activity. | PC | 2 days | PC | 3 days | PC | 5 days | PC | 5 days |
| Disruptive Behavior - Actions which interfere with the effective operations of the school, including but not limited to classrooms, hallways, cafeteria, school supported events, and transportation. | PC | 2 days | PC | 3 days | PC | 5 days | PC | 5 days |
| Inciting Violence – Verbally or otherwise encouraging someone else to participate in a violent act. | PC | 3 days | PC | 5 days | 2 days | EXP | 3 days | EXP |
| Inciting/Participating in Disturbance – Preventing orderly conduct, or otherwise causing a disruption to the atmosphere of order and discipline in the school necessary for effective learning, other than classroom disruption. | PC | 3 days | PC | 5 days | PC | EXP | PC | EXP |

Weapons:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|------------------------|------|----------------------------|------|----------------------|------|---------------------|------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Firearms – Possession of a firearm as defined in 18 U.S.C. 921. Examples include but are not limited to handguns, rifles, shotguns and bombs. | EXP | EXP | EXP | EXP | EXP | EXP | EXP | EXP |
| Other Guns – Possession of any type of gun, other than a firearm, loaded or unloaded, operable or inoperable. This includes any object that is a look alike of a gun or firearm, e.g. B-B guns, pellet guns, paint ball guns, water guns, or any object made to look like or resemble a gun. Water guns that are obviously toys and would not be confused with or misidentified as a look- a-like gun, should be dealt with as an 807 violation (failure to obey school rules). | 3 days | EXP | 5 days | EXP | 5 days | EXP | 5 days | EXP |
| Other Weapons – Possession of or participation in the concealment of any implement that could cause or is intended to cause bodily harm, other than a firearm or other gun. This includes the use of any object/device to cut, puncture and/or inflict bodily harm such as pins, needles, compass points, pencils/pens, etc. | 3 days | EXP | 5 days | EXP | 5 days | EXP | 5 days | EXP |

The following reference codes may be included in the charts on this page:

CI: Confiscate Item LP: Loss of Privilege PC: Conference with Parent
 EXP: Expulsion OD: Office Detention VW: Verbal Warning

ISS: In-School Suspension
 OSS: Out of School Suspension
 (Reference to all “# days” items)

• Reference definitions for additional interventions and consequences.

B. Fairness, Citizenship, Trustworthiness

All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and the Wicomico County Public Schools. Should a student choose not to respect others' rights or property, the following consequences will occur:

Violations Against Property:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Extortion – Obtaining property from another, with or without that person's consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages or losses caused by the student. | PC | 2 days | PC | 2 days | PC | EXP | PC | EXP |
| Theft – Unlawfully taking property. | PC | 2 days | PC | 3 days | PC | EXP | PC | EXP |
| Willful Damage to Property Belonging to Others – Willfully cutting, defacing, or otherwise damaging or destroying in any way any property, belonging to the school or others. The parent or guardian shall be liable for all damages caused by the student. | PC | 2 days | PC | 3 days | PC | 5 days | PC | 5 days |

C. Integrity, Positive Attitude and Respect

The nature of the school experience demands the highest standard of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, other students, the school staff and the school community. Positive values and attitudes are imperative for student success in the school as well as in life. Students who choose not to behave in this manner face the following consequences:

Violations Against Public Decency:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Sexual Activity – Inappropriate behavior of a sexual nature including indecent exposure, consensual sexual activity and sexual activity not identified as sexual assault or harassment. | PC | 2 days | PC | 3 days | PC | EXP | PC | EXP |
| Obscene, Profane or Inappropriate Language – Verbal or written language that is vulgar or language showing disrespect including printing on articles of clothing. | PC | 1 day | PC | 2 days | PC | 5 days | PC | 5 days |
| Gambling – The playing of a game of chance for personal gain. | PC | 1 day | PC | 2 days | PC | 5 days | PC | 5 days |

The following reference codes may be included in the charts on this page:

CI: Confiscate Item LP: Loss of Privilege PC: Conference with Parent
 EXP: Expulsion OD: Office Detention VW: Verbal Warning

ISS: In-School Suspension
 OSS: Out of School Suspension
 (Reference to all "# days" items)

• Reference definitions for additional interventions and consequence.

D. Citizenship, Responsibility, Healthy Choices, and Safety

The school community considers the health and safety of our students extremely important. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

Any student who is involved with drugs or alcohol must schedule a substance abuse assessment with an appropriate provider or agency before returning to school. A list of community services and service providers is provided to parents with each suspension.

Violations Against Public Health and Safety:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|---------------------|--------|-------------------------|--------|-------------------|--------|------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Alcohol – Possession, use, or showing evidence of use, including but not limited to odors on the breath, sale, or distribution of any alcoholic substances. This offense requires 5 hours of mandatory counseling. | PC | 3 days | PC | 5 days | 5 days | EXP | 5 days | EXP |
| Inhalants – Possession, use, or showing evidence of use, sale, or distribution of any inhalants or other intoxicants. This offense carries a strong recommendation for counseling. | PC | 3 days | PC | 5 days | 3 days | EXP | 3 days | EXP |
| Drugs – Possession, use, or showing evidence of use, sale, or distribution of controlled dangerous substances including but not limited to prescription drugs, over-the-counter medicines, look alike drugs, and substances represented as controlled substances or drug paraphernalia, unless documentation is on file that the student may self-carry. This offense requires 5 hours of mandatory counseling. | PC | 3 days | PC | 5 days | 5 days | EXP | 5 days | EXP |
| Tobacco – Possession, use, sale, or distribution of tobacco or tobacco products. Students under the age of 18 are subject to citation by law enforcement for tobacco violations. Students will be referred to the Smoking Clinic Program run by the Wicomico County Health Department. | PC | 1 day | PC | 2 days | PC | 5 days | PC | 5 days |
| Arson/Fire – Attempting to set, aiding in setting, or setting a fire to a building or other property. | 1 day | 3 days | 2 days | EXP | 5 days | EXP | 5 days | EXP |
| False Alarm/Bomb Threat – Initiating the sounding of a fire alarm without cause, or conveying a threat or false information by any means, regarding the placement of explosives or other destructive substances and devices. False threats also include the misuse of 911 and the inappropriate use of or discharging of a fire extinguisher. | 1 day | 3 days | 3 days | EXP | 5 days | EXP | 5 days | EXP |
| Explosives – Possession sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including but not limited to firecrackers, smoke bombs, snappers, flares or any combustible or explosive substance or combination of substances or articles, other than a firearm. See 18 U.S.C. 921 | PC | 2 days | PC | EXP | 3 days | EXP | 3 days | EXP |
| Open Flame – The igniting or use of matches or a lighter on school property, unless supervised by a staff member. | PC | 1 day | PC | 2 days | 1 day | 3 days | 1 day | 3 days |

The following reference codes may be included in the charts on this page:

- CI: Confiscate Item LP: Loss of Privilege PC: Conference with Parent ISS: In-School Suspension
 - EXP: Expulsion OD: Office Detention VW: Verbal Warning OSS: Out of School Suspension*
- Reference definitions
- for additional interventions and consequences (Reference to all "# days" items)*

E. Fairness, Citizenship, Responsibility and Honesty:

In any organization especially in a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth, and success.

The overwhelming majority of students in Wicomico County attend school daily, are respectful and are attentive to those in positions of authority. Most students admit their mistakes, and are honest and contrite about their error; successfully taking the steps necessary to not make the same mistake again.

Students who are disrespectful, dishonest, truant, or insubordinate face the following consequences:

Violations Against School Administrative Procedures:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|------------------------|--------|----------------------------|--------|----------------------|--------|---------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Academic Dishonesty – Cheating plagiarism, testing violations, altering records, or assisting another in such actions. | PC | 2 days | PC | 3 days | PC | 5 days | PC | 5 days |
| Forgery – Falsifying one's signature or information with the intent to defraud or distort the facts for any reason. | PC | 2 days | PC | 3 days | PC | 5 days | PC | 5 days |
| Trespassing – Unauthorized presence on school property, including while on suspension. | PC | 1 day | PC | 3 days | 3 days | 5 days | 3 days | 5 days |
| Unauthorized Sale or Distribution for Personal Profit – Unapproved sale or distribution of items not otherwise defined in the suspension codes. | PC | ISS | PC | 2 days | PC | 5 days | PC | 5 days |
| Failure to Stay for Detention | OD | PC | OD | 2 days | OD | 2 days | OD | 2 days |
| Failure to Do Assigned Work | PC | ISS | PC | ISS | PC | ISS | PC | ISS |
| Failure to Dress for Phys Ed | N/A | N/A | N/A | N/A | PC | ISS | PC | ISS |
| Failure to Attend Smoking Clinic | N/A | N/A | PC | 2 days | PC | 2 days | PC | 2 days |
| Unprepared for Class | CS | PC | CS | PC | CS | ISS | CS | ISS |
| Dress Code Violation | VW | PC | VW | 2 days | VW | 2 days | VW | 3 days |
| Leaving Class without Permission | PC | ISS | PC | ISS | PC | 2 days | PC | 3 days |
| Leaving Campus without Permission | PC | 2 days | PC | 2 days | PC | 5 days | PC | 5 days |
| Unauthorized Presence in Off-Limits or Restricted Areas – Students in these areas without permission before school, during school, or after school dismissal. This offense can also occur during school-sponsored activities. | VW | PC | VW | 2 days | VW | 4 days | VW | 5 days |
| Littering | VW | PC | VW | ISS | VW | ISS | VW | ISS |
| Failure to Attend Suspension Alternative | NA | NA | NA | NA | 1 day | 2 days | 1 day | 2 days |
| Failure to Return Detention Note | OD | ISS | OD | ISS | OD | ISS | OD | ISS |
| Running in Halls | VW | ISS | VW | ISS | VW | 3 days | VW | 3 days |
| False Identification – Refusal to give school personnel a correct name and/or proper identification or giving false identification information to school personnel. | PC | 2 days | PC | 2 days | PC | 5 days | PC | 5 days |
| Prank – Minor actions that are intentional and result in the disruption of the educational environment. | PC | 2 days | PC | 2 days | PC | 3 days | PC | 3 days |
| Horseplay – Minor actions that are impulsive and result in the disruption of the educational environment. | PC | 2 days | PC | 2 days | PC | 3 days | PC | 3 days |

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|---|---------------------|------|-------------------------|--------|-------------------|--------|------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Loitering – One or more individuals lingering in the hallways, intersections, lobbies, or other areas used for student movement. | VW | LP | VW | 2 days | VW | 3 days | OD | 5 days |

Attendance Violations:

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|---------------------|------|-------------------------|------|-------------------|------|------------------|------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Class Cutting – Absence from class or other scheduled school activity during the school day. | PC | ISI | PC | ISI | OD | ISI | OD | ISI |
| Tardiness – Lateness to school or class. A 3 rd lateness to school or class will result in a detention requiring a parent signature. | PC | ISI | PC | ISI | PC | ISI | PC | ISI |
| Truancy – Unlawfully absent from school or classes for a school day or a portion of the student's school day. | PC | ISI | PC | ISI | PC | ISI | PC | ISI |

Technology/Telecommunications Violations:

Items confiscated as a result of a violation of this section require parent notification. Parents/guardians shall make arrangements to pick up confiscated item(s).

| Disciplinary Offense | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|---------------------|------|-------------------------|--------|-------------------|--------|------------------|--------|
| | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| Unauthorized Use or Display of Electronic Communication Devices – Including, but not limited to cell phones, tablets, etc. | CI | PC | CI | 2 days | CI | 5 days | CI | 5 days |
| Network Access – Using another person's password or access privilege to gain network access. | PC | LP | LP | 3 days | LP | 5 days | LP | 5 days |
| Degrading or Disrupting Network Performance – Creating, transmitting, or introducing computer viruses; or deliberately interfering with system performance. | PC | LP | LP | 3 days | LP | EXP | LP | EXP |

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PC: Conference with Parent

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EXP: Expulsion

OD: Office Detention

VW: Verbal Warning

OSS: Out of School Suspension

- Reference definitions for additional interventions and consequences

(Reference to all "# days" items)

| | | | | | | | | |
|--|----|----|----|--------|----|-----|----|-----|
| Personal Gain/Illegal Activity – Using the network for personal use related to business, financial gain, or illegal activities including but not limited to plagiarism, altering records, or assisting another in such actions. | PC | LP | LP | 5 days | LP | EXP | LP | EXP |
|--|----|----|----|--------|----|-----|----|-----|

| | | | | | | | | |
|--|----|----|----|--------|----|--------|----|--------|
| <u>Obscenity/Profanity/Pornography</u> – Transmitting, accessing, or receiving such material including but not limited to published material, photography, printed material or material stored or transmitted electronically. | PC | LP | LP | 5 days | LP | EXP | LP | EXP |
| <u>Unauthorized Possession or Use of Entertainment Devices</u> – including, but not limited to, electronic entertainment devices, toys, laser pointers, music/game/video devices, iPods. | CI | PC | CI | 1 day | CI | 3 days | CI | 3 days |

Traffic Violations:

| | Primary Grades PK-2 | | Intermediate Grades 3-5 | | Middle Grades 6-8 | | High Grades 9-12 | |
|--|------------------------|------|----------------------------|------|----------------------|------|---------------------|--------|
| Disciplinary Offense | Min. | Max. | Min. | Max. | Min. | Max. | Min. | Max. |
| <u>Parking Violations</u> | NA | NA | NA | NA | NA | NA | VW | LP |
| <u>Reckless Driving</u> – Driving in a manner that endangers persons or property. | NA | NA | NA | NA | NA | NA | LP | 5 days |

The following reference codes may be included in the charts on this page:

- | | | | |
|---|-----------------------|----------------------------|-----------------------------------|
| CI: Confiscate Item | LP: Loss of Privilege | PC: Conference with Parent | ISS: In-School Suspension |
| EXP: Expulsion | OD: Office Detention | VW: Verbal Warning | OSS: Out of School Suspension |
| <ul style="list-style-type: none"> Reference definitions for additional interventions and consequences | | | (Reference to all “# days” items) |

Discipline for Activities Not Occurring on School Premises

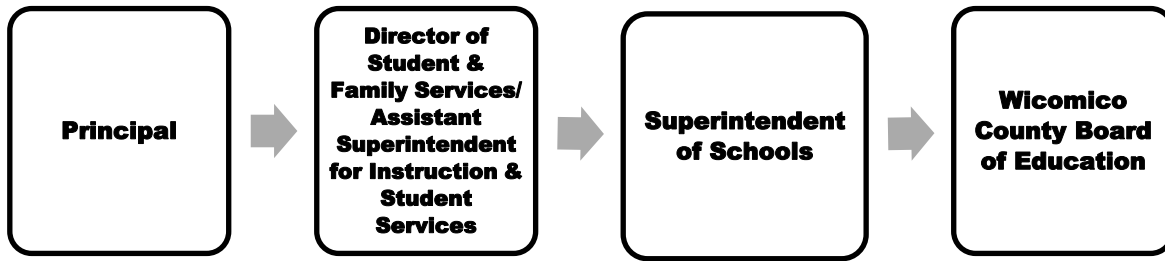
The Wicomico County Board of Education has a strong sense of responsibility to assure that students can go to and from school in an atmosphere of safety. There are many off-campus activities in which students participate which are either directly or indirectly a result of school functions or activities. These may include but not be limited to sports events at other schools, field trips, volunteer work on behalf of school programs or club activities, etc. It is recognized that many times activities that occur off school premises are a result of activities which have occurred on school premises or impact on subsequent activities which occur on school premises. Students may be disciplined for off-campus conduct that is detrimental to the best interests of the school and the students.

Parental Right to Appeal Discipline Decisions

Students are entitled to due process prior to any disciplinary action being taken by the principal or their designee. Due process entitles a student to oral or written notice of the charges, an explanation of the evidence, and an opportunity to be heard. When parents have concerns regarding disciplinary actions at the school level, they should make an appointment with the principal to discuss their concerns. If after meeting with the principal the parent still has concerns, the parent may contact the Director of Student and Family Services and/or the Assistant Superintendent for Instruction & Student Services.

If after the meeting with the principal the parent still has concerns, the parent may appeal in writing to the Superintendent’s designee, the Director of Student and Family Services and/or the Assistant Superintendent for Instruction and Student Services.

Disciplinary Appeals Process



POLICY REFERENCES

The following policies are directly related to the Code of Conduct.

- Acceptable Use of Technology (ADM-TEC-PL-004)
- Admission of Expelled Students from Other School Systems Policy (INS-SFS-PL-018)
- Alcohol/Controlled Dangerous Substance
- Bullying, Harassment, Intimidation or Hazing
- Cocurricular and Extracurricular Activity Eligibility Policy - Middle and High School
- Dangerous Weapons/Instruments in Schools
- Discipline for Activities Not Occurring on School Premises
- Discrimination and Sexual Harassment (Title VII, Civil Rights Act of 1964, As Amended)
- Dress Code
- [Evening High School Attendance Policy](#) (INS-SFS-PL-021)
- Evening High School Discipline Policy (INS-SCH-PL-016)
 - [Evening High School Student Attendance Procedures](#) (INS-SFS-PR-004)
- Gang Policy
- Policy on Bullying, Harassment, Intimidation or Hazing
- [Rules of Procedures for Appeals and Hearings before the Wicomico County Board of Education](#) (BOE-GEN-PR-001)
- Student Athletics – Steroid Use in School Athletics
- [Student Attendance Policy](#) (INS-SFS-PL-019)
 - [Student Attendance Procedure](#) (INS-SFS-PR-002)
- Student Conduct on Buses
- Student Expulsion and Suspension Policy (INS-SCH-PL-019)
- Tobacco Free Schools

Student Attendance Policy

I. Purpose

The purpose of this policy is to establish the requirements for student attendance, guidelines for attendance monitoring and recording, and procedures for incentives for rewarding regular school attendance and supporting chronically absent and habitually truant students. This policy will guide decisions consistently regarding student attendance within Wicomico County Public Schools, including ages for compulsory attendance in compliance with Maryland Education Article §7-301.

II. Policy Statement & Rationale

The Wicomico County Board of Education recognizes that regular school attendance is vital to student success in school. Parents and guardians are responsible for ensuring the regular, daily punctual attendance and the community and school personnel must work together with parents and guardians to promote proper attendance to the fullest extent possible. The Wicomico County Attendance Policy is based on the premise that student success in school is directly connected to a continuous, consistent classroom instructional experience. Furthermore, consistent full day attendance leads to academic success, the completion of school, and the development of students as productive members of society.

III. Scope

This policy applies to all students in grades K-12 (For Pre-K and Evening High School students please refer to those specific policies). Parents and guardians are responsible for ensuring the proper attendance of their children in the Wicomico County Public School System. School administrators will be responsible for implementing any corrective actions necessary to ensure proper attendance.

IV. Definitions

- A. "Absence" – the act of a student not being present in school/class or at a school-related activity during the school day.
- B. "Attendance" – the act of a student being present at school on a regular school day and includes participation in school-sponsored activities as specified in COMAR 13A.08.01.01(COMAR 13A.02.06.02A.5)
- C. "Truant Student" – any student (K through 12th grade) who is absent for a school day or portion thereof without lawful cause as defined in Education Article 7-302.2 for more than :
 - 1. 8 days in any quarter
 - 2. 15 days in any semester or
 - 3. 20 days in a school year
- D. "Habitual Truant" – any student who has been unlawfully absent from school for a number of days or portion of days in excess of 20 percent of the school days within any marking period, semester or year. (COMAR 13A.08.01.04C)
- E. "Tardy" – not being in the classroom when the class period starts. For the purpose of this policy lawful and unlawful tardies are determined by applying the same criteria as lawful and unlawful absence.
- F. "Early Dismissal" – dismissal from school prior to the end of the regularly scheduled instructional school day. For the purpose of this policy, lawful and unlawful early dismissals are determined by applying the same criteria as lawful and unlawful absence.
- G. "School-sponsored Activity" – any school sponsored activity approved by the Superintendent of Schools or the school principal, or their designee.
- H. "Excessive Tardies" – For the purpose of this policy any student who has been late to school or class nine times within the school year is excessively tardy. This can be combined with early dismissals.
- I. "Excessive Early Dismissals" – for the purpose of the policy, any student who has been dismissed early by the parent or guardian nine times within the school year. This can be combined with tardies.
- J. "Lawful Absence" - equivalent to an excused absence as defined in COMAR 13A.08.01.03.
- K. "Unlawful Absence" – equivalent to an unexcused absence as defined in COMAR 13A.08.01.04.

V. Policy

A. Rules, Definitions, and Procedures for Policy Implementation

1. General Attendance Regulation (COMAR 13A.08.01.01)

- a. Compulsory school attendance is required of each child who resides within Wicomico County in accordance with COMAR 13A.08.01.01 et seq., as it now exists or is amended currently, COMAR 13A.08.01.01 states that each child shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children the same age, or is exempted from attendance as provided by law.
- b. A student is considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the local Superintendent of Schools or the school principal, or their designees. Students shall be considered in attendance in an alternative program setting when participating in activities during the day sponsored by the alternative program, and when that participation is approved by the director of a licensed child care center, registered family day care, or Head Start 5-year-old program.

2. Lawful and Unlawful Absences are established and/or amended by COMAR 13A.08.01.03 and 13A.08.01.04 as they now exist or are amended. Currently, COMAR 13A.08.01.03 and 13A.08.01.04 state:

- a. Lawful Absence - Students presently enrolled in public schools are considered lawfully absent from school, including absence for any portion of the day, only under the following conditions:
 - i. Death in the immediate family (defined as (step)parent, (step)brother, (step)sister, grandparents, a person(s) who is the primary care provider, anyone who lives regularly in the household of the student and others as determined by the school principal). The local school system shall determine what relationships constitute the immediate family.
 - ii. Illness of the student. The principal or a pupil personnel worker shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness.
 - iii. Court summons.
 - iv. Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions which would endanger the health or safety of the student when in transit to and from school.
 - v. 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 designees as reason for excusing the students.
 - vi. Observance of a religious holiday.
 - vii. State emergency.
 - viii. Suspension. Suspension is a lawful/excused absence and the days of suspension status cannot be used when determining "habitual truancy."
 - ix. Lack of authorized transportation. A student may be excused when the school system authorized transportation is not available for reasons beyond the parent's or student's control (ex: students living in transition). This does not include students denied authorized transportation for disciplinary reasons.
 - x. Other emergency or set of circumstances which, in the judgment of the Superintendent of Schools or designee, constitutes a good and sufficient cause for absence from school.
- b. Unlawful Absence -An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy. The school system may add specified criteria for unlawful absences to local board-approved policies.

3. Absences of an Emergency Nature

Such absences will be reviewed by the principal in consultation with the appropriate Director of Elementary/Secondary Education along with the Director of Student and Family Services to determine whether the absences will be lawful/excused or unlawful/unexcused.

4. Absences for Non-emergency Circumstances

- a. To be given consideration, a written request for lawful/excused absences should be submitted in advance to the principal/designee. The request should be made to the principal/designee through submission of the "Advance Request for Absence" form.

- b. If approved, the maximum number of lawful days for family vacations and family trips for any school year should not exceed five (5) days. The principal will make the decision to extend the maximum number of excused days when special circumstances arise.
- c. Such absences may not occur during exam or state-mandated testing periods unless authorized by the principal/designee.

5. Other Lawful Absences

- a. A number of activities or work situations that the principal/designee should accept as lawful when approval for the absence has been requested in writing and in advance, from the parent/guardian are included below:
 - i. Visits to college campuses and participation in college orientation programs.
 - ii. Scheduled interview with prospective employers.
 - iii. Short-term full-time work assignments for students not enrolled in a cooperative education program.
- b. For absences of this type (other lawful/excused absences) in excess of three days per year, or a pattern of continuous lawful/excused absences, the principal will determine whether the absences will be lawful/excused or unlawful/unexcused.

VI. Implementation

Implementation procedures can be found in the Student Attendance Procedures, document code INS-SFS-PR-002

Student Transportation Policy

The Board of Education of Wicomico County will furnish school bus transportation to all elementary and secondary school pupils who are eligible as established by the Board and in accordance with Maryland State Board of Education, **COMAR 13A.06.07**, and applicable Maryland vehicle laws.

The transportation policies of the Board of Education are designed to provide a safe, efficient, and economical method of getting students to and from school.

The transportation program is under the direction of the transportation supervisor.

The Wicomico County Board of Education hereby adopts and makes public the following procedures and guidelines concerning eligibility for bus transportation, establishing bus routes and route extensions.

Eligibility for Bus Transportation of Public School Students

1. Middle and high school pupils who live more than 1½ miles from school, and elementary pupils who live more than 1 mile from school are eligible for transportation during regular morning and afternoon runs. A middle and/or high school shall be a school accommodating exclusively those pupils in Grades 6, 7, 8, 9, 10, 11, or 12. Each school shall have a non-transported area which shall be determined by measuring the appropriate walking distance from the pupil's private lane, driveway, or walking entrance that meets the public roadway to the nearest entrance to the school grounds. The distance shall be measured by the most direct, traveled route and may be along roads, walkways, or road shoulders.
2. The attendance area for each school location shall be designated by the Board of Education. All pupils shall attend the school serving the area in which they reside. The residence of the pupil shall, in all cases, be considered the same as the residence of the parent or other legally appointed guardian. All requests for exceptions to this policy shall be investigated by the pupil services office. Parents must take full responsibility for transportation of approved attendance outside the area where they reside.

Establishing Bus Routes

The transportation department will designate the most efficient and economical routing of buses within the guidelines listed below, taking into consideration:

1. Transportation of the maximum number of pupils which can be received and discharged at a safe place near their homes.
2. The combined requests of all persons residing in the area eligible for transportation.
3. The rules and regulations issued by the Maryland State Department of Education.
4. The exceptional conditions which may be authorized by the superintendent of schools or the Board of Education of Wicomico County. An exceptional condition exists in the following cases:
 - a. When middle and high school pupils residing within 1½ miles of their assigned school, and all other school pupils residing within 1 mile of their assigned school do not have a suitable walkway between their homes and their assigned schools. A suitable walkway is defined as a sidewalk or a road shoulder at least five (5) feet wide and having a surface over which pupils may walk without being required to step on the road surface. This provision does not apply when a residential community is adjacent to the school grounds or has little or no transient traffic, or when the volume of traffic is nonhazardous during the time pupils walk to and from school.
 - b. When pupils are required to walk more than ¼ mile along a road having a posted speed limit of 45 miles per hour or more.
 - c. When pupils are required to walk across a roadway involving a safety hazard where there is no automatic signaling device or crossing guard.
 - d. When pupils are required to walk across an active high-speed at-grade railroad crossing, bridge or overpass, or through a tunnel having inadequate walkways.

The prime consideration in routing and scheduling shall be the safety of pupils and economy of service.

Opening and closing times shall be adjusted to the most economical configuration with the maximum time between the first school opening and last school opening of 1½ hours daily. The same time limit would apply to the first and last daily closing.

Buses shall be routed so that 90 percent of all buses arriving at any given school shall do so during a 15-minute interval. All remaining buses shall arrive within 20 minutes before the time the school is scheduled to open. Departure times shall be approximately within the same time schedule as arrival times.

Route Extensions

Pupils are eligible for transportation when existing routes for buses are extended. Extensions of existing routes may be made when the distance from an existing route and the pupil's home is greater than the minimum distance of 1 mile. Distances in all disputed cases shall be measured from the end of the pupil's lane to the nearest existing bus route by the most direct traveled route. This traveled route may be road or walkways. Exceptions to the distance a pupil must live from the school or an established route may be made for students with a certified disability.

Pupils are not eligible for transportation provided by the Board of Education when extensions to existing routes necessitate one or more of the following:

1. Using a privately-owned roadway.
2. Using a roadway, regardless of ownership which does not have a surface as good as a tar and chip surface.
3. Compromising safety standards.
4. Crossing a railroad track at grade level.
5. Traversing a bridge with a load limit of 21,000 pounds or less.

6. Using a road that is not two-lane accessible or contains soft shoulders.

A new bus stop will not be designated within $\frac{1}{4}$ mile of an existing stop. Existing stops within $\frac{1}{4}$ mile of each other will be eliminated when feasible and when the safety of pupils is not compromised (**COMAR 13A.06.07**). Stops may also be eliminated or routes altered pending budgetary constraints.

Pupil Assignment to Bus Stops and Buses

The transportation department will designate bus stops and bus assignments within the guidelines listed below.

1. Requests by parents or guardians for a change in the bus stop or bus assignment must be submitted in writing to the supervisor of transportation for review. Approval will be given if:
 - a. A compelling reason is presented which will benefit the child and/or parent.
 - b. Adequate seats are available on the requested vehicle as determined by the transportation department.
 - c. The pupil is picked up and/or discharged daily at the newly assigned stop.
2. A request for a temporary change in bus stop shall be in writing and must be submitted to the principal for approval. The request will then be forwarded to the bus driver involved. The following conditions must be met:
 - a. A valid reason is accepted by the principal.
 - b. Adequate seats are available on the requested vehicle.
 - c. The pupil is picked up and/or discharged at a regularly assigned stop.

WCBOE POLICY
ADOPTED: 04/11/95
EFFECTIVE: 04/12/95

Student Conduct on Buses Policy

Wicomico County School Bus Rules

The following bus rules have been approved by the Wicomico County School Bus Contractors' Association and the Board of Education of Wicomico County and will be displayed in chart form in the front of all school buses in Wicomico County.

*Riding a school bus is a privilege. With this privilege comes your responsibility for good conduct, proper care of the bus and respect for the rights of others. **All Board of Education policies and regulations, including the Code of Conduct, are in effect while riding the bus as well as attending school.** Please remember to treat others the way you wish to be treated.*

STUDENTS ARE EXPECTED TO:

1. Obey the bus driver who is responsible for the safe operation of the bus and the students being transported.
2. **WALK IN FRONT OF THE BUS** if they must cross the road to board or leave the bus and look both ways before crossing the road.
3. Take the seat assigned promptly and remain seated while the bus is in motion.
4. Sit facing forward keeping feet and legs as well as books out of the aisle. Do not extend hands, arms, and/or head out of the window or call out to passers-by.
5. Abstain from destroying or defacing any part of the bus and to keep the area around the assigned seat clean.
6. Refrain from bringing articles on the bus that may create a safety hazard by obstructing the aisle or vision of the driver. Exceptions may be made at the discretion of the driver.

7. Refrain from consuming food or drinks or chewing gum on the bus.
8. Obey the Board of Education policies concerning smoking, weapons, and controlled dangerous substances as well as refrain from the use of unacceptable language on the bus.
9. Enter and leave by the front door. **Do not touch emergency doors or hatches except in case of an emergency.**
10. Refrain from disruptive behavior and loud conversation which distract the bus driver or annoy other students or motorists.

VIOLATION OF THESE RULES MAY RESULT IN SUSPENSION OF RIDING PRIVILEGES AND OTHER DISCIPLINE ACTION AS OUTLINED IN THE STUDENT CODE OF CONDUCT.

THE DRIVER OF THIS BUS HAS THE AUTHORITY AND RESPONSIBILITY TO ENFORCE THESE RULES.

Discipline Procedures

Students who fail to abide by the school bus rules are subject to the following disciplinary procedures. Students will be made aware of these procedures during the first week of school. At any point in the referral process, a student may be removed from the bus for more than one day or the rest of the current school year if the student commits a serious offense as defined in the *Student Expulsion/Suspension Policy* of the Board of Education of Wicomico County.

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|---------------------|---|
| 1st Offense: | Referral to the principal's office Discipline at the discretion of the principal or designee |
| 2nd Offense: | Referral to the principal's office Discipline at the discretion of the principal or designee |
| 3rd Offense: | Referral to transportation office Conference with supervisor of transportation, parent, student and driver, if deemed necessary. Student will be removed from the bus until a satisfactory conference is held. During this conference, a decision will be made as to how long the student will remain off the bus. |
| 4th Offense: | Removal from the bus for 30 school days. |
| 5th Offense: | Removal from the bus for the remainder of the school year. |

Any time a driver deems it necessary, a student may be removed for one day. The driver *must* contact the parent, stating the reason for removal and the day the student may not ride. The driver *must* notify the school principal and the transportation office as soon as possible.

WCBOE POLICY
ADOPTED: 04/19/94
REVISED: 04/11/95

EFFECTIVE: 04/20/94; 04/12/95

Student Expulsion and Suspension Policy

I. Policy Statement

The Wicomico County Board of Education (WCBOE) is charged with providing each eligible student within its jurisdiction with the opportunity to develop his or her educational abilities and skills to the fullest potential. In accordance with that

charge, each student has the right to a free public education, provided that in exercising that right, the student does not infringe upon the rights of other students or impede the normal orderly operation of the school.

It is the position of the WCBOE that clearly defined rules and regulations for student behavior in the schools are necessary for ensuring the orderly operation of all schools within its jurisdiction and that student discipline should reflect a philosophy based on the goals of fostering, teaching, and acknowledging positive behavior. Students who break these rules and regulations must be dealt with fairly but firmly to ensure that the rights of all other students are not abrogated. The WCBOE recognizes the importance of keeping students connected to school so that they may graduate college and career ready and that the removal of students from school for disciplinary purposes should occur only as necessary and appropriate and as a last resort option.

II. Scope

The policy which follows has been established as a procedure for dealing with disruptive students. The policy shall be administered equally without regard to gender, race or economic background. The student is assured of due process and compliance with all procedures set forth for the protection of individual rights and the right to a free and appropriate public education.

III. Definitions

As defined by COMAR and within the context of this policy the following definitions apply:

- A. "Expulsion" – the exclusion of the student from the student’s regular school program for 45 school days or longer, which only may occur under the following circumstances:
 - 1. The superintendent or designee has determined that the student’s return to school prior to the completion of the expulsion period would pose an imminent threat of serious harm to other students or staff;
 - 2. The superintendent or designee limits the duration of the exclusion to the shortest period practicable; and
 - 3. The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student’s regular academic program.
- B. "Extended Suspension" – the exclusion of a student from a student’s regular program for a time period between 11 and 45 school days, which only may occur under the following circumstances:
 - 1. The superintendent or designee has determined that:
 - a. The student’s return to school prior to the completion of the suspension period would pose an imminent threat of serious harm to other students or staff; or
 - b. The student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day, and other available and appropriate behavioral and disciplinary interventions have been exhausted.
 - 2. The superintendent or designee limits the duration of the exclusion to the shortest period practicable; and
 - 3. The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student’s regular academic program.
- C. "In-school Suspension" – the removal within the school building of a student from the student’s current education program for up to but not more than 10 school days in a school year for disciplinary reasons by the school principal
- D. "Long-term Suspension" – the removal of a student from school for a time period between 4 and 10 school days for disciplinary reasons by the principal
- E. "Principal" – the principal of a school or the principal’s designee
- F. "Short-term Suspension" – the removal of a student from school for up to but not more than 3 school days for disciplinary reasons by the principal
- G. "Suspension" – the application of extended suspension, in-school suspension, short-term suspension, or long-term suspension

IV. Policy

A. Suspension and Expulsion

1. In-school Suspension

- a. In-school suspensions may be used at the discretion of the principal.
- b. After 10 days of cumulative in-school suspension, the student, the student’s parent(s)/guardian(s) and the principal shall confer.

- c. In-school suspension assignments do not impact involvement in extra-curricular activities.
- d. A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- e. The school principal will provide the student's parent(s)/guardian(s) with written notification of the in-school suspension action taken by the school.
- f. The school will make provision for the student's education during the period of in-school suspension.
- g. The student's school of current enrollment will include a behavioral program of positive interventions to address the causes of misbehavior as part of the in-school suspension.
- h. An in-school removal is not considered a day of suspension as long as the student is afforded the opportunity to continue to:
 - i. Appropriately progress in the general curriculum;
 - ii. Receive the special education and related services specified on the student's IEP, if the student is a student with a disability in accordance with COMAR 13A.05.01;
 - iii. Receive instruction commensurate with the program afforded to the student in the regular classroom; and
 - iv. Participate with peers as they would in their current education program to the extent appropriate.

2. Out-of-School Suspension for Not More than 10 Days

- a. Suspensions of ten days or less are within the authority of the building principal.
- b. The student or the student's parent(s)/guardian(s) shall promptly be given a conference with the principal and any other appropriate personnel during the suspension period.
- c. At or before the conference, the student shall receive oral or written notice of the charges against him or her. If the student denies the charges, the student has the right to an explanation of the evidence supporting the charges and an opportunity to present the student's side of the story.
- d. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disruption the academic process may be removed immediately from school if the notice and conference required are provided as soon as possible.

3. Out-of-School Suspension for More than 10 Days or Expulsion

- a. At the request of a principal, the Superintendent or the designated representative may suspend a student for more than 10 school days or expel the student.
- b. Upon receipt of a written report from a principal requesting an extended suspension or expulsion, the Superintendent or designated representative promptly shall make a thorough investigation of the matter.
- c. If after the investigation the Superintendent or designated representative finds that an extended suspension or an expulsion is warranted, the Superintendent or designated representative promptly shall arrange a conference with the student and the student's parent(s)/guardian(s).
- d. The process described in a-c of this section of policy shall be completed by the 10th school day of the initial suspension. If additional time is necessary to complete the process, either because of delays due to parent(s)/guardian(s) unavailability or due to the complexity of the investigation, the student shall be allowed to return to school, unless the Superintendent or designated representative determines that the student's return to school would pose an imminent threat of serious harm to other students or staff.
- e. If the student is not allowed to return to school after the 10th day, the Superintendent or designee shall notify the student and parent/guardian within 24 hours and provide the reasons for the delay in the process and the denial of reentry and send a copy of the notice to the State Superintendent of Schools.
- f. If after the conference the Superintendent or designee finds that an extended suspension or an expulsion is warranted, the student or the student's parent/guardian may appeal to the local board within 10 days after the determination.
- g. If an appeal is filed, the local board or its designated committee or hearing officer shall have 45 days from the date the appeal was received to hear the appeal and issue a decision, as follows:
 - i. This timeline period may be extended if the parent/guardian or his/her representative requests additional time; and
 - ii. This timeline shall also apply in the event that the local board elects to use a hearing examiner.
- h. If due to extraordinary circumstances or unusual complexity of a particular appeal, the local board determines that it will be unable to hear an appeal and issue a decision within 45 days, it may petition the State Superintendent for an extension of time.
- i. The student or the student's parent(s)/guardian(s) or representative:

- i. Shall be provided the school system's witness list and a copy of the documents that the school system will present at the hearing 5 days before the hearing; and
 - ii. May bring counsel and witnesses to the hearing.
 - j. Unless a public hearing is requested by the parent/guardian of 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.
 - k. The appeal to the local board does not stay the decision of the Superintendent.
 - l. The decision of the local board is final.
 - m. A student suspended or expelled from school shall be allowed to return to school on the day that the terms and conditions of the suspension or expulsion are met whether or not the student, parent or guardian has filed an appeal of the suspension.
- 4. If a student has been suspended or expelled**, the principal may not return the student to the classroom without conferring with the teacher who referred the student to the principal, other teachers as appropriate, other appropriate school personnel, the student and the student's parent(s)/guardian(s).
 - 5. If a student's disruptive behavior results in action less than suspension**, the principal shall confer with the teacher who referred the student to the principal before returning the student to that teacher's classroom. The principal may satisfy this requirement by consulting with the teacher before returning the student to the classroom.
 - 6. The superintendent may deny attendance** to a student who is currently expelled or on extended suspension from another school system for a length of time equal to that expulsion or extended suspension.

B. Minimum Education Services. In order to establish accountability and keep suspended or expelled students on track with classroom work, as is reasonably possible,:

1. Each student suspended or expelled out-of-school who is not placed in an alternative education program shall receive daily classwork and assignments from each teacher, which shall be reviewed and corrected by teachers on a weekly basis and returned to the student; and
2. Each principal shall assign a school staff person to be the liaison between the teachers and the various students on out-of-school suspension or expulsion and to communicate weekly about classwork assignments and school-related issues by phone or email with those out-of-school suspended/expelled students and their parents.

C. Education Services During Short-Term Suspensions

1. For short-term suspensions, each school shall:
 - a. provide all students who receive short-term suspensions with the opportunity to complete the academic work they miss during the suspension period without penalty; and provide all students who receive short-term suspensions, and their parents or guardians, with the contact information for a school employee who will be responsible for ensuring that the requirement described in subsection C(1)(a) above is met.
2. All other aspects of the process for suspended students receiving missed assignments, completing missed assignments, and making up tests shall be identical with each school's established policy and practice for makeup work in the event of any other excused absence.

D. Notification to Parent(s)/Guardian(s) Relating to In-School and Out-of-School Suspension/Expulsion

1. A bona fide effort shall be made to report all suspensions to a parent(s)/guardian(s) on the day the offense occurs or the suspension is made. In addition, the student should be given a copy of the Wicomico County Suspension Notice to take home and a second copy shall be mailed to the parent(s)/guardian(s). Reasons for the suspension or expulsion shall be clearly stated on the form.
2. Under no circumstances is a student to be sent home during the school day unless the parent(s)/guardian(s) is/are notified of the suspension before the student leaves. The student may be taken home by approved school personnel if a parent/guardian is found at home. No student shall be released from school prior to the end of the school day without the consent of a parent/guardian.

E. Effects of Suspension

1. A principal may request consideration for alternative placement upon cumulative assignment of greater than 10 days of out-of-school suspension for students whom the principal believes need significant academic or behavioral support.

2. A student assigned out-of-school suspension or expulsion shall remain away from school premises during regular school hours and before/after school hours for all days of suspension.
3. A student assigned out-of-school suspension or expulsion may not participate in any school-sponsored activities during the time of assigned suspension/expulsion. Such activities would include but not be limited to athletics, music, club and social gatherings, dances, banquets, proms and other activities occurring beyond the regular schedule of classes during the normal school day. Participation as a graduate in the commencement program is specifically exempted.
4. A student assigned out-of-school suspension or expulsion may not return to the school premises during the prohibited hours except for attendance at a previously scheduled appointment, and if the student is a minor then only if accompanied by the student's parent or guardian.
5. Restrictions on Extracurricular Activities Upon Return from Out-of-School Suspension
 - a. Students who have received an out-of-school suspension of one to four days shall be ineligible to participate in extracurricular activities for a period of ten (10) school days including the days of suspension.
 - b. Students who have accumulated out-of-school suspensions of five or more days from one or more suspensions shall be ineligible to participate in extracurricular activities for a period of forty-five (45) school days including the days of suspension.

F. Restitution

Unless the student is referred to the Department of Juvenile Services, if a student violates a State or local law or regulation and during or as a result of the commission of that violation damaged, destroyed or substantially decreased the value of school property or property of another that was on school property at the time of the violation, as part of a conference on the matter with the student, the student's parent(s)/guardian(s), and other appropriate individuals, the principal shall require the student or the student's parent(s)/guardian(s) to make restitution. The restitution may be made in the form of monetary restitution not to exceed the lesser of the fair market value of the property, or \$2500, or by the student's assignment to a school work project, or both.

G. Corporal Punishment

Corporal punishment may not be used to discipline a student in a public school.

H. Students with Disabilities

The imposition of disciplinary action on students with disabilities shall be conducted in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and applicable state law and regulations.

WCBOE POLICY
ADOPTED: 8/8/78
LAST REVISED: 8/13/14

Definition of "Extracurricular Activities"

For the purpose of implementing disciplinary sanctions under the suspension guidelines, extracurricular activities from which students will be excluded are defined as follows:

All activities that occur beyond the normal school day that are sponsored and/or sanctioned by an individual school and/or the Wicomico County Board of Education. Such activities would include but not be limited to athletics, music, club and social gatherings, dances, banquets, proms, and other activities occurring beyond the regular schedule of classes during the normal school day. Participation as a graduate in the commencement program is specifically exempted as an exclusion.

It is the policy of the Wicomico County Board of Education to provide equal educational and employment opportunities regardless of age, gender, race, color, religion, national origin disability or sexual orientation.

Dangerous Weapons/Instruments in the Schools Policy

No person shall possess, use, or threaten to use any weapon or dangerous instrument, or imitation thereof, all as hereinafter defined, on school property, in school buildings, on a school bus, in Board of Education vehicles, in a vehicle located on school property, or at any school-related or school-sponsored activity away from school facilities.

For purposes of this policy, weapons and dangerous instruments shall include but are not limited to:

1. "Firearms" - pistols, revolvers, shotguns, rifles, zip guns, stun guns and any other device capable of propelling a projectile and ammunition for same.
2. "Cutting and puncturing devices" - dirks, daggers, all knives, and razors.
3. "Explosives, toxic materials and/or incendiary devices" - bombs, fireworks, and other hazardous devices, and caustic or toxic materials including any spray, aerosol device or other container designed or intended to hold or dispense the same but not when used for valid educational purposes.
4. "Other dangerous device, instrument or weapon" - Any other dangerous device, instrument or weapon, including blackjack, slingshot, billy, nunchaka, metal knuckles or any metal plate or other object of any type or description designed to be used as a weapon.
5. "Imitation weapons" - Any device, not inherently dangerous in and of itself, designed or utilized for the purpose of imitating or appearing to be a weapon or dangerous instrumentality as defined in paragraphs 1 through 4 above.
6. Any other device capable of inflicting grievous or serious bodily harm which, although not initially designed to be utilized as a weapon, is utilized as a weapon and/or for the purposes of committing an assault or battery, or threatening the physical well-being of another individual such as, a baseball bat, a tire iron, or any other object when utilized as herein defined.

Upon learning that any person has a weapon or dangerous device under his/her control on school property, in school buildings, on a school bus, in Board of Education vehicles, in a vehicle located on school property, or at any school-related or school-sponsored activity away from school facilities, it shall be the duty of any employee or agent of the Wicomico County Board of Education to (1) report such information to the building principal or person in charge of the activity, and (2) to submit a written report to the appropriate school official listing the name(s) of the person(s) involved, witnesses, location and circumstances of the incident.

The building principal and/or activity supervisor shall:

1. have responsibility for the implementation of this policy.
2. take such action as is appropriate, including the enlisting of the support and assistance of law enforcement agencies, and shall take reasonable steps to minimize the danger to the health, safety and well-being of students, teachers and administrators; however, nothing herein contained shall require any school administrator or employee to subject himself to personal danger for the purpose of carrying out this policy.
3. report all violations of this policy to the Superintendent of schools and the appropriate law enforcement agency.

Disciplinary action for a student in violation of this policy will be administered in accordance with the Code of Conduct. Such disciplinary action shall include suspension and may include expulsion from the Wicomico County Public Schools (COMAR 13A.08.01.12). Any person determined to be in violation of the above policy shall be subject to prosecution under Article 27, Section 36A of the Annotated Code of Maryland.

With prior approval of the school-based administrator, permanently inoperable weapons of significance may be brought to school as part of an instructional activity. Unless used to threaten or harm another, tools and materials used by employees in their normal duties and permanently inoperable rifles used by JROTC cadets during instructional time and at other times when under the direct supervision of JROTC instructors are not considered weapons.

Student Dress Code Policy

I. Purpose

The purpose of the WCBOE Student Dress Code Policy is to create and support a positive school climate of respect for self and others, reduce the occurrence of discipline problems, and maintain safety and order in the school so that effective teaching and learning may take place. Schools may choose to participate in a consistent attire program to which this same dress code policy applies.

II. Responsibilities With Regard to Dress Code Policy

A. The responsibilities of the school are to:

1. Foster academic achievement;
2. Create and maintain a school environment that is safe, orderly, and conducive to learning;
3. Promote and support positive community standards and values such as civility; respect for others, self-respect, citizenship and other constructive character traits and behaviors.

B. The responsibility of the students is to choose their attire, arrange their personal appearance, and maintain their personal hygiene in a manner that is safe, healthy, non-offensive, and conducive to the educational process.

C. The responsibilities of the school staff members are to:

1. Report violations of the Dress Code Policy through visual identification without physical measurement or touch in any manner;
2. Respectfully address students who are out of compliance with the policy;
3. Ensure application of the Dress Code Policy for physical education classes;
4. Maintain an awareness of attire related to gang affiliation so that the Dress Code Policy can be implemented effectively.

D. The responsibilities of the administrators are to:

1. Investigate reports of violations of the Dress Code Policy;
2. Encourage students to make better choices in attire;
3. Assign appropriate consequences for infractions;
4. Apply the specific units of measure for widths and lengths as provided in the policy to ensure that the policy is measurable and to alleviate misinterpretations of the policy,
5. Ensure application of the Dress Code Policy for physical education classes;
6. Maintain an awareness of attire related to gang affiliation so that the Dress Code Policy can be implemented effectively;
7. Establish and communicate guidelines for sports and extra-curricular uniforms worn during the school day;
8. Maintain ultimate discretion for the decisions concerning any dress code issues which are addressed or inferred in this policy.

III. Exceptions to Policy

Principals may grant exceptions to the dress code for disabilities, medical conditions or sincerely held religious beliefs if such accommodations are reasonable and do not pose a hardship for the school. Principals may also grant exceptions for specific school-sponsored events or situations.

IV. Dress Code Criteria

A. Head Coverings

1. May not be worn in buildings
2. Prohibited head coverings include:
 - a. Hats
 - b. Head coverings of any kind, including bandanas, visors or hoods
 - c. Sunglasses
 - d. Curlers, picks or combs
 - e. Anything deemed gang-related
3. Should not be wider than one and one-half (1 ½) inches. (i.e. headband, barrette, etc.)
4. Hair should be neat and well-groomed.

B. Tops

1. Cover the entire back and shoulders, including tank-style tops; razorback style tops are inappropriate and not permitted to be worn
2. Cover the midriff and back when sitting or standing
3. Be of sufficient thickness so that the undergarments cannot be seen
4. Fit modestly so that cleavage is covered (as measured by a horizontal line across the top of the armpit)
5. Cover undergarments completely (including bra straps, muscle shirts, and camisoles)
6. Fit so they are not tight to the skin or overly baggy

C. Bottoms

1. All bottoms:
 - a. Cover undergarments at all times
 - b. Be of safe length (cannot drag on floor)
 - c. Be worn no lower than the natural waistline
 - d. Remain at natural waistline without assistance other than a belt or suspenders (measured by student placing hands on hips)
 - e. Not resemble what is considered bedroom attire
 - f. Fit so they are not tight to the skin or overly baggy (leggings and tights are not appropriate bottoms)
2. Skirts, dresses and jumpers:
 - a. Be no shorter than three (3) inches above the top of the knee while standing (width of a 3" X 5" index card)

 - b. Be no shorter than three (3) inches above the top of the knee even when worn with leggings or tights
3. Skorts and shorts:
 - a. Be no shorter than five (5) inches above the top of the knee while standing (length of a 3" X 5" index card)
 - b. Be no shorter than five (5) inches above the top of the knee even when worn with leggings or tights

D. Outerwear (jackets and coats made specifically for outdoor use)

1. Be removed upon entering the building and stored appropriately
2. Note: Principals may alter this requirement as necessary for the specific conditions within the school.

E. Footwear

1. Be worn at all times
2. Fit secure enough to the foot for safe movement
3. Not resemble what is considered a bedroom slipper
4. Have a hard or rubber sole
5. Not have such a high heel as to cause concern for safe movement throughout the school
6. Be appropriate to the student's educational program (i.e. steel-toed shoes for construction classes, tennis shoes/sneakers for physical education classes)
7. Elementary students:
 - a. May not wear flip flops to school,

- b. Must wear shoes closed in the back or have a back strap on footwear such as sandals or clog-style shoes.

F. Jewelry, piercings, perfumes, and accessories

1. Be modest without attracting undue attention to the wearer
2. Be unobtrusive so as not to endanger others' ability to be comfortable and healthy
3. Not have an overwhelming fragrance so as to infringe on others' comfort and health
4. Have no parts that may be perceived as a weapon (i.e. spikes)
5. Have no chains, large belt buckles or adornments that could cause, or be perceived to cause, injury or damage
6. Include only those scarves which are intended for indoor use

G. Appearance, language on clothing, symbols, tattoos and messages must not show, reference or infer:

1. Profanity
2. Drugs, alcohol, tobacco, firearms or weapons
3. Violence or abuse
4. Suggestive and/or sexual messages
5. Language, brand logos or symbols as or on attire that offend, demean or promote hatred toward an identifiable person or group based on a person's race, color, religion, ethnicity, national origin, ancestry, gender, sexual orientation or disability
6. Words, symbols or placement of writing on clothing deemed inappropriate for the school setting such as rude, disrespectful or discourteous expressions that would have an effect on the learning environment
7. Anything deemed gang-related

V. Consequences for Violation of the Dress Code Policy

A. First Offense

1. Student conference with administrator to discuss the violation(s) and review the dress code policy
2. Parent contact by the administrator to discuss the violation of the policy and subsequent consequences should more violations occur
3. Change of clothing by student to rectify violation (provided by the student or parent)

B. Second and Subsequent Offenses

1. Student conference with administrator to discuss the violation(s) and review the dress code policy
2. Parent contact by the administrator to discuss the violation of the policy and subsequent consequences should more violations occur
3. Change of clothing by student to rectify violation (provided by the student or parent)
4. Student discipline disposition involving non-exclusionary discipline actions (does not include in-school suspension and/or out of school suspension, reference Code of Conduct) at the discretion of the administrator

Administering Medication to Students Policy

I. General

The taking or administering of medication during school hours should be discouraged as much as possible. A child with a cold or sore throat severe enough to require medication, for example, should be at home during this illness. If a child must be on medication for a prolonged period of time, arrangements should be made, if at all possible, for the medication to be administered to the child either before he or she comes to school or after he or she returns home. There are occasions, however, when it is deemed necessary that a child receive medication during the school day, either on a daily basis or in the event of an emergency.

II. Guidelines for Administration of Medication in Schools

To assist local school systems, schools, and local health departments, the Maryland State Department of Education, the Department of Health and Mental Hygiene, and the Maryland State School Health Council have developed the following guidelines for the administration of medication in schools. These guidelines were approved by the Maryland Board of Nursing and reviewed by the Maryland Board of Pharmacy.

- A. All medications must be stored in a locked cabinet. Medications that must be refrigerated must be stored in a locked box in the refrigerator. Access to medication locked in the designated space shall be under the authority of the designated school health professional, the principal and/or designee.
- B. A student who wishes to self-administer his or her medication, such as an inhaler, must have approval for self-administration of the medication by an authorized prescriber. A student should demonstrate to the nurse his or her ability to self-administer said medication. The physician must provide documentation that verifies the student's competence to self-administer.
- C. Medications should be administered to students on school-sponsored trips only when absolutely necessary.
- D. Medications may be administered on school-sponsored trips only when previously administered. The only exception is emergency medications, such as Epi-Pen.
- E. All medications must be returned to the parent or destroyed one week after the expiration date or at the end of the school year. Any expired, unused, or unclaimed medication not picked up by a parent or responsible adult will be disposed of in accordance with state guidelines.
- F. There are some children with serious allergies for whom it is necessary to keep an antidote at school. In such cases, this medication must be stored in a locked cabinet and is subject to the same guidelines as all other medications.
- G. Some children may be learning to self-administer medication such as insulin. Opportunities should be given for the child to have supervision with the nurse in the health room.

III. Oral Medication

If a child must receive oral medication during school hours the following guidelines must be followed:

- A. All prescription, over the counter, homeopathic and herbal medications to be administered in school cannot be given in school unless ordered by a person authorized to prescribe medication. In addition, written parental consent is required for each medication ordered and for each new order (even if the medication was previously given in school).
- B. It is necessary before giving any prescribed medication that the medication be brought to school in the original prescription container by the parent/guardian or other responsible adult.
- C. The amount of medication received should be checked by the school nurse, school administrator, or designee and documented as soon as the parent/guardian delivers the medication. Alternatives to this procedure can be determined by the local School Health Service program provided that the student's health and safety is not jeopardized.
- D. Medications brought to school in improperly labeled containers will not be accepted. Parents/guardians should request two containers (one for school and one for home) from the pharmacist when having a prescription filled. Information from the authorized prescriber should include date of order, identification of drug by name, dose, time and route of administration, length of time medication is to be continued, reason for prescription, whether the medication can be self-administered, and possible side effects.
- E. An order should be renewed annually even if the order is for a prn (as needed) medication. The authorization should be filed in the student's school health record. The medication order and authorized prescriber's instructions must be easily accessible to those responsible for administering the medications as well as to those who observe and work with the child.
- F. When a prescribed medication is brought to school without a completed medication order or complete instructions, the nurse must call the authorized prescriber, verify the medication, and complete a temporary medication order indicating it is from telephone instructions from the authorized prescriber. The parents must then be contacted and advised that they have ten days to submit a completed medication order or the medication cannot be given in school.
- G. The parent/guardian should give the first dose of any new prescription or over the counter medication, except for prn. (as needed) medication (e.g. Epi-Pen).
- H. The responsibility for administering medication should be with the school nurse. In the nurse's absence, the principal's designee will handle all medication. Medication orders should be accessible to all persons responsible for administering medication.
- I. Medication orders should be kept on file all year. If a child is on long-term medication, the medication order must be updated at the beginning of each school year.

IV. Verbal Orders

- A. Verbal orders from an authorized prescriber may be taken only by a registered nurse (RN) or a licensed practical nurse (LPN).
- B. This order shall be recorded by the nurse in the student health record and must be followed up within a locally determined number of days, (10) days, by a written order from the prescriber.
- C. If unable to obtain the written order, the nurse should attempt to contact both the prescriber and parent/guardian.
- D. If the written order is not received within the locally determined number of days, administration of the medication must be discontinued in school.

V. Communication with Physicians Regarding Treatment of a Student

- A. If the school nurse has concerns about the medical orders, or wants to share information that may be relevant to the treatment regimen with the physician, the school nurse and physician may communicate with each other regarding the medical orders and treatment regimen without written authorization of the parent.
- B. HIPPA allows health care professionals to share protected health information if it is for treatment purposes.
- C. Regardless of the healthcare setting, state licensure statutes and professional standards of practice for nurses and physicians require nurses to question and clarify medical orders, when indicated, before carrying them out. They also require physicians to provide nurses with sufficient information for safe execution of the treatment plan. Therefore, such communication is based on state law and necessary.

Bullying, Harassment, Intimidation, or Hazing Procedure

I. Announcement/Dissemination of Information

- A. The Policy/Procedure to Address Bullying, Harassment, Intimidation or Hazing will be publicized in student handbooks, on the Wicomico County Public Schools website and at other venues determined necessary or appropriate by the school system.
- B. Annually, the principal will notify students, parents/guardians, employees and third parties of the general provisions of the policy and procedure. Such notifications may be:
 - 1. Given via announcements over the school’s public address system;
 - 2. Published in newsletters, on the school/system websites, or in handbooks;
 - 3. Posted on bulletin boards in offices and other common use areas.

II. Reporting Procedures

- A. If a student reports that he/she is currently the victim of bullying, harassment, intimidation, or hazing the staff member will respond quickly and appropriately to investigate and intervene, as safety permits.
- B. If a student expresses a desire to discuss an incident of bullying, harassment, intimidation or hazing with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.
- C. The *Bullying, Harassment, or Intimidation Reporting Form* (Appendix 1) may be obtained in the school’s main office, counselor’s office, and on the school system’s website. These forms may be submitted by a student, parent, close adult relative, or staff member to school administration. A student may request assistance from a staff member to complete the form if the student wishes.
- D. Information obtained from the *Bullying, Harassment, or Intimidation Reporting Form* shall be recorded for data collection, storage, and submission according to the requirements of Education Article §7-424, Annotated Code of Maryland.

III. Investigation Procedures

- A. Written Reports
 - 1. All reports must be written using the *Bullying, Harassment, or Intimidation Reporting Form*.
 - 2. All reports must be promptly and appropriately investigated by school administrators or the administrative designee, consistent with due process rights, using the *Bullying, Harassment, or Intimidation Incident Investigation Form*.

3. Investigations must be initiated within two (2) school days after receipt of a reporting form or as timely as possible for school administration.
- B. School administrators or the administrative designee will determine whether bullying, harassment, intimidation or hazing actually occurred by taking steps to verify who committed the act of bullying, harassment, intimidation or hazing and whether others played a role in perpetuating this act. Other related complaints, if any, will be reviewed in making this determination.
- C. Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or if a hearing may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confined to “need to know” status.
- D. School administrators or the administrative designee will immediately notify parents of the victim and offender of the incident.
- E. School administrators or the administrative designee will apply consequences and/or remedial actions consistent with due process rights using the range of listed consequences as a guide.
- F. The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.
- G. School administrators or the administrative designee will create a written record of the bullying, harassment, intimidation, or hazing incident and any disciplinary actions taken as well as the statements of the victim, witnesses, and offender. Discussions with all parties will be documented as soon as possible after the event. Any materials, records, or evidence will not be discarded while a criminal investigation or prosecution resulting from the incident is ongoing.
- H. Some acts of bullying, harassment, intimidation, or hazing could also be delinquent acts. If they are delinquent acts, they promptly shall be reported to the responsible law enforcement agency according to Code of Maryland Regulations (COMAR) 13A.08.01.15.

IV. Support Services Available to the Student Bully, Victim, Witnesses, and Any Bystanders

The following list of types of support services is presented as a representative guide and does not serve to limit such services available in the school. Interventions and programs should be implemented as appropriate based on context, situation, age, and severity.

- A. Counseling.
- B. Conflict resolution.
- C. Problem solving skills training (proactive, constructive, relationship-building)
- D. Parental involvement.
- E. Peer support groups.
- F. Schedule modifications.
- G. Mentor programs.
- H. Restorative practices.

V. Prevention, Intervention, Remediation and Consequences

- A. Prevention strategies may include but are not limited to:
 1. Annual professional development for administrators and staff to increase awareness of the prevalence, causes, and consequences of bullying and to increase the use of evidence-based strategies for preventing bullying.
 2. School climate improvement efforts in order to promote student involvement in the antibullying efforts, peer support, mutual respect, and a culture which encourages students to report incidents of bullying to adults.
 3. Collaboration with families and the community to inform parents about the prevalence, causes, and consequences of bullying, including its central role as a public health hazard, and the means to prevent it.
- B. Intervention/remediation strategies may include but are not limited to:
 1. Professional development for staff on how to respond appropriately to students who bully, are bullied, and are bystanders who report bullying.
 2. A range of interventions developed to prevent bullying by addressing the social, emotional, behavioral, and academic needs of students who bully in order to prevent further incidents, while taking great care to ensure the safety of the victim.

3. Counseling with the school counselor, psychologist or social worker.
 4. Support/counseling for the victim with protection from retaliation and further episodes of bullying.
 5. Positive behavioral supports.
 6. Remedial measures designed to correct the bullying behavior, prevent another occurrence, and protect the victim.
- C. Consequences and remedial actions for persons committing acts of bullying, harassment, intimidation, or hazing, persons engaged in reprisal or retaliation, and for persons found to have made false accusations:
1. Standard consequences may include but are not limited to:
 - a. Time out.
 - b. Loss of privilege.
 - c. Verbal reprimand.
 - d. Parental notification.
 - e. Detention.
 - f. Reassignment of seating.
 - g. Reassignment of classes.
 - h. Reassignment of transportation.
 - i. Reassignment to another school.
 - j. Apology letter.
 - k. In-school suspension.
 - l. Out-of-school suspension.
 - m. In-school intervention.
 - n. Extended suspension.
 - o. Transfer to an appropriate alternative program.
 - p. Referral to law enforcement.
 - q. Expulsion.
 2. Remedial actions may include but are not limited to:
 - a. Parent/student conference.
 - b. Counseling with school counselor, social worker, or psychologist.
 - c. Behavioral agreement.
 - d. Positive behavior supports.
 - e. Education about effects of bullying, harassment, intimidation, or hazing

Tobacco-Free Schools Policy

I. Purpose

This purpose of this policy is to establish the WCBOE standards for the use of tobacco and tobacco-related products, on or off school grounds, as it relates to students, employees, visitors, and guests, in accordance with COMAR 13A.02.04.01-.07 requiring each local school system to maintain a tobacco-free school environment.

II. Policy Statement

The Wicomico County Board of Education (WCBOE) recognizes that the maintenance of a safe and healthy tobacco-free environment is important to ensure student success and to protect the health of students, employees, visitors, and guests of the school system.

III. Definitions

For the purpose of this policy, the following definitions are given:

- A. "Tobacco" means products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and smokeless tobacco. This shall not include nicotine replacement therapy.

- B. "Tobacco-related" means products not derived from the tobacco plant but used similarly to those described in III.A above. This also includes paraphernalia such as, but not limited to, electronic cigarettes and vapor pens.
- C. "School buildings" means all buildings, including schools, the central office, warehouses, garages, or other buildings, owned or leased by the Board of Education of Wicomico County.
- D. "School grounds" means all land owned or leased by the Board of Education of Wicomico County that surrounds a school building.

IV. Policy

- A. The use or sale of tobacco or tobacco-related products in any form is prohibited in school buildings and on school grounds at all times.
- B. The sale or use of tobacco or tobacco-related products is prohibited on contracted school vehicles sixty (60) minutes prior to the time a student boards the vehicle, whenever the vehicle is on school grounds, and when students are being transported. Sale or use of tobacco or tobacco-related products is prohibited in Board-owned or leased vehicles at all times.
- C. Employees on duty but off school grounds may not use tobacco or tobacco-related products when students are present (field trips, off-site school business, etc.).
- D. Whether on or off school grounds, during the school day or at school-related activities, all individuals are subject to this policy and all other state and county policies, rules, and regulations relative to use of tobacco or tobacco-related products.
- F. Signs shall be posted throughout the facilities of the school system to notify students, employees, visitors, and guests that school buildings and grounds are tobacco-free.

V. Disciplinary Action

- A. Students violating this policy are subject to the disciplinary actions established in the WCBOE Student Code of Conduct.
- B. Employees violating this policy are subject to disciplinary action as determined by the Superintendent of Schools, or designee. This action may include consequences up to and including termination.
- C. Any organizations using school buildings or grounds, or contractors performing work in school buildings or on school grounds, will be responsible for and contractually obligated to comply with this policy. Any organizations or contractors which do not enforce this tobacco-free schools policy may be subject to revocation of their opportunity to use school buildings and school grounds or declared in default of their contract.
- D. Visitors/guests who refuse to comply with this policy may be barred from school buildings and school grounds. While possessing tobacco is not a criminal offense, law enforcement may be notified if the possessor is suspected to be distributing tobacco products at a school facility.

Student Alcohol/Controlled Dangerous Substance Policy

I. Statement of Purpose

It is the announced purpose of the Wicomico County Board of Education to meet in a forthright and positive manner the problem of alcohol and drug use in the Wicomico County Schools, on the school grounds of such schools, and at school-sponsored activities. The Wicomico County Board of Education does not, in any manner, condone or approve of the use of alcohol or drugs on or off school property by students and has adopted this policy as a means of addressing those students who engage in the use of alcohol or drugs during a school day and/or when they attend school or school-related functions or activities.

II. Definitions

- A. "Alcoholic Beverages" – Any beverage which contains alcohol. Examples of alcoholic beverages include but are not limited to ale, beer, whiskey, rum, gin, or vodka.
- B. "Constructive Possession" – Being present in a situation or area where alcohol or other drugs are known to be present or knowingly assisting others in the use or possession of alcohol or controlled dangerous substances.

For example, if a driver of a motor vehicle knows or should have known that alcohol or controlled dangerous substances are in the vehicle and the vehicle comes on school property, the driver, even though not in direct control or possession of the alcohol or controlled dangerous substance, is in violation of this policy under the rule of constructive possession. Further, any passenger in such vehicle on school property will be presumed to be in constructive possession of alcohol or controlled dangerous substances contained in the vehicle and the burden of proving his innocence will shift to him.

- C. "Controlled Dangerous Substance" – Any substance which has been identified and defined under either Federal law or the law of the State of Maryland as being a controlled dangerous substance (as defined in §5-402 to §5-406 of the Criminal Law Article).
- D. "Distribution" – The actual or intended sale, transfer, trade, giving or exchange in any manner, of alcohol, controlled dangerous substances, prescription medication or over-the-counter products by a student to any person whether or not a student, when such distribution takes place in a setting in which students are responsible to school authority and/or supervision; this includes intent to distribute.
- E. "Drug" – Any substance, other than alcohol or tobacco, that when taken into the body may impair one's mental faculties. This includes but is not limited to:
 - 1. A controlled dangerous substance, as defined in §5-402 to §5-406 of the Criminal Law Article;
 - 2. Any other substance used for the purpose of altering one's mood or behavior, including inhalants;
 - 3. Drug paraphernalia;
 - 4. Look-alikes or a substance represented as any of the above.
- F. "Inhalant" – Any substance inhaled for the purpose of inducing a condition of intoxication, inebriation or excitement, or otherwise impairs one's mental faculties.
- G. "Intent to Distribute" – Possession of alcohol, other drugs, prescription medication or over-the-counter products on the person of a student, in or on any item or belonging under the control of the student or owned by the student, in such quantity and under such circumstances, observed or discovered, indicating the strong likelihood of distribution (as defined) in a setting in which students are responsible to school authority and/or supervision.
- H. "Intoxicants" – Any compound or substance which causes a loss of self-control or inebriation including but not limited to glue, solvents, and aerosols.
- I. "Over-the-Counter Product" – Over-the-counter medicines, homeopathic and herbal products, and dietary supplements.
- J. "Possession" – Presence of alcohol, other drugs, prescription medication, or over-the-counter products on the person of a student, however small the amount, in or on any item belonging to or under the control of the student or owned by the student, in any setting in which the student is responsible to school authority and/or supervision.
- K. "Prescription Medication" – A substance that under Federal law may not be dispensed without a prescription written by a person licensed by the State to do so.
- L. "School Property" – Any board-owned, controlled, or leased property or vehicle, regardless of whether students are present.
- M. "School-Related Activity" – On or off- premises activity in which a student directly participates (e.g. field trip, school system-sponsored athletic event, and class/graduation activities) or in which the student does not directly participate but represents the school or student body simply by being there (e.g. spectator at a school system-sponsored event).
- N. "Use" – The deliberate act of ingesting, injecting, inhaling, or otherwise taking into the body alcohol or other drugs, - a condition or state of being under the influence of alcohol or other drugs.
- O. "School Day" - A period of time beginning at 12 midnight and ending at 12 midnight 24 hours later and during which 24-hour period a regular or special school day has occurred or a regular or special school activity or event has occurred.
- P. "Related Paraphernalia" – Any object or objects that are intended for use or aid in injecting, inhaling, smoking, or in any way assimilating an illegal substance.

II. Curriculum

- A. The Wicomico County Public School System has developed its Health Education curriculum to conform to State and Federal mandates for Safe and Drug-Free Schools.

- B. The goal of the Health Education curriculum is for students to demonstrate the ability to utilize knowledge of tobacco, alcohol, and other drugs to develop skills and attitudes that promote drug-free and violence-free living.

III. Policy

- A. All students enrolled in the Wicomico County School system must comply with the laws of the State of Maryland, the bylaws, regulations and policies of the Maryland State Department of Education and the policies of the Board of Education of Wicomico County. *This policy will be applicable in all cases when the charge is constructive possession.*
- B. The possession, use, and/or distribution of alcohol or controlled dangerous substances or related paraphernalia is strictly prohibited by law and policy on school property and at any school-sponsored activity.
- C. A student enrolled in a public school of Wicomico County who, during a school day uses, consumes, or assimilates alcohol or a controlled dangerous substance and then arrives on school property or attends a school-sponsored activity, whether it be a home or away activity, shall be in violation of the *Wicomico County Board of Education Alcohol/Controlled Dangerous Substance Policy* and subject to all the penalties provided herein.
- D. A student who sells, attempts to sell, purchases, or attempts to purchase a substance purported to be alcohol or a controlled dangerous substance and such substance is subsequently found to be harmless shall be in violation of this policy and subject to the penalties provided herein. School officials shall notify appropriate law enforcement agencies of violators of this policy.
- E. Any individual voluntarily seeking help to overcome a drug problem shall have the right to have all information concerning his problem kept confidential.
- F. In all cases involving suspensions for violation of this policy, the Wicomico County Public School System will provide counseling. Students suspended for violation of this policy will be required to undergo five hours of counseling. Students must provide evidence of contact with the counseling agency prior to return to school.

V. General

All school personnel are required to report all suspected drug activity to the proper school administrator. Students seeking information to overcome any form of drug abuse will be afforded preservation of rights as defined in ED. §7-412.

- A. Should a student be suspended in one school for violation of these regulations, all resulting penalties shall apply in all other schools of Wicomico County that the student may attend. Record keeping concerning assessed penalties shall be cumulative by middle schools and high schools, i.e., 6-8 grades and 9-12 grades.
- B. Unexpired portions of penalties remaining at the end of any current year shall be completed at the beginning of the next school year.
- C. Any investigations or inquiries into possible violation of this policy will be done in a confidential manner.
- D. All students, parents, and/or legal guardians, and employees of the Board of Education of Wicomico County shall be notified of these policies through appropriate school publications, including but not limited to the student handbook, school assemblies, P.T.A. meetings, advisory groups, and the public media.
- E. Not included as “in possession” is any substance that has been prescribed by a licensed physician and is present only in the dosage or amounts prescribed and instruments needed for the administration of the prescribed substance. If such substances are brought onto school property, they must be delivered to the school nurse or principal by the parent/guardian and administered in accordance with a physician's written medication order.
- F. It is the policy of the Wicomico County Board of Education that any student found in violation of Maryland State Law or Wicomico County Board of Education policy relating to possession, use or distribution of alcohol and/or controlled dangerous substances or related paraphernalia shall be subject to the penalties as set forth below.
- G. Exceptions to this Policy
Nothing herein contained shall prevent a student from participating in religious communion services, and thereafter entering upon school property.

VI. Penalty for Student Violation of the Alcohol/Controlled Dangerous Substances Policy

- A. Offense levels and penalties are established in the WCBOE Student Code of Conduct.

B. A violation of the *Student Alcohol/Controlled Dangerous Substance Policy* involving anabolic steroids will also constitute a violation of the *WCBOE Steroid Use in Athletics Policy*. The penalties of both policies will be applied.

Related Documents

- INS-SFS-PL-006, Steroid Use in Athletics Policy
- ADM-HRR-PL-018, Employee Alcohol, Controlled Dangerous Substance and Drug-Free Workplace Policy
- MD. Art. ED. §7-412.
- MD. Art. CR. §5-402 to §5-406
- INS-SCH-PL-031, WCBOE Student Code of Conduct

Cocurricular and Extracurricular Activity Eligibility
Middle and High School

The purpose of this policy is to establish a standard of academic eligibility for student participation in extracurricular activities which ordinarily occur outside the school day, including athletics, cheerleading, clubs, plays, and extracurricular band and chorus activities.

Student extracurricular activities are an integral part of school life and are used as a means of developing wholesome attitudes and good human relations as well as knowledge and skills. The activities often require as much careful planning and supervision as a student experiences in the academic subject areas; however, care must be taken that these activities do not take precedence over subject matter areas but remain as supplemental activities to the basic courses of study.

While it is desirable that students participate in such activities to the extent that they further their educational development, it is of paramount importance that such participation shall neither jeopardize pupils' academic achievement nor exploit their time and talents.

To be eligible to participate in extracurricular activities, a student must maintain a 2.0 grade point average or higher for the previous quarter's marking period. Students whose grades may jeopardize their eligibility are to be so notified with an interim report at the midpoint of the marking period. The coach or activity director shall be notified at the same time.

This policy will not apply to special education students whose eligibility will be evaluated by the Individual Education Program (IEP) team on a case-by-case basis and in accordance with the Fitness and Athletic Equity Act for Students with Disabilities. In each school, appropriate tutoring/study assistance for every student in the school will be available after school hours at least one afternoon a week. Any student receiving less than a 2.0 grade point average for a marking period shall become ineligible to participate but will have an opportunity to raise the grade by the midpoint of the next marking period and regain his/ her eligibility. It is the student's responsibility to request this reevaluation. The fourth marking period grade shall be used to determine eligibility for the first marking period of the following school year unless the student regains eligibility by attending summer school.

In such cases as band, chorus, or drama, the student who is ineligible will participate in regularly scheduled classes and curricular-related performances but will not be permitted to perform in extracurricular concerts, marching or related activities occurring outside the school day. Curricular and extracurricular activities will be determined by the appropriate supervisor with the approval of the superintendent.

Co-Curricular and Extracurricular Programs R (Regulations)
Middle and High School

Stated below are some guidelines and information which should be helpful in administering the above program.

A. Defining Extracurricular Activities

1. Any ongoing, organized activity that ordinarily occurs outside the school day.
2. Included are athletics, cheerleading, clubs, plays, intramurals, field days, dances, dinners, proms and extracurricular band and chorus activities.
3. Activities scheduled during the school day which are not a part of the individual student's schedule or part of the curriculum (example: student government, elected positions).
4. Not included are activities such as, graduation, and the Career & Technology Education SkillsUSA, and required co-curricular activities in band, chorus or drama.

B. Defining Cocurricular Activities

The following are co-curricular activities that would not be part of this policy.

HIGH SCHOOL

1. Symphonic Band
 - a. Winter and spring concert
 - b. District Band Festival
2. Concert Band INTERMEDIATE BAND
 - a. Winter and spring concert
3. Concert Choir
 - a. Winter and spring concert
 - b. District Choral Festival
4. General Chorus INTERMEDIATE CHORUS
 - a. Winter and spring concert
 - b. Three (3) rehearsals
5. Drama
 - a. When a play is an outgrowth of the drama class

MIDDLE SCHOOL

Band/Chorus

1. Winter and spring concert
2. District Band and Choral Festival
3. Rehearsal same as General Chorus

C. Defining Eligibility

1. A minimum G.P.A. of 2.0 for the previous quarter or marking period.
2. Fourth marking period grades will be used to determine eligibility for the first marking period.
3. G.P.A.s are established with the distribution of report cards at the conclusion of each of the four marking periods.
4. Eligibility status becomes effective at 3 p.m. on the day of issuance of report cards.
5. No activity, with the exception of honor societies, may have academic eligibility standards that require a G.P.A. in excess of 2.0.
6. The G.P.A. used to determine eligibility is based upon grades received each marking period and is not cumulative such as semester or final grades.
7. This policy is in effect for middle and high school, and students will "carry" their eligibility status with them from grade to grade even if transferring from one building to another (this includes going from eighth to ninth grade).
8. Transfer grades will be evaluated on Wicomico County eligibility standards.

D. Regaining Eligibility - Interim Report

1. Students who have been declared ineligible upon issuance of report cards will remain in that status for approximately one-half of the next marking period.
2. During that time, students will have the opportunity to improve their G.P.A. and an interim report will be compiled by the school.
3. It is the responsibility of students who were declared ineligible to ask for a grade point check at the midpoint of the marking period/time of interim report distribution.
4. Those students who meet the 2.0 G.P.A. at that stated date once again become eligible to participate
 - a. if they had already been a member of that specific team or group earlier in the season, and then they may immediately rejoin.
 - b. if they had been ineligible to "try-out" and consequently weren't members of a specific team or group. They have a three- (3) day period from the date of becoming eligible to request the coach or director to provide a "try-out."
 - c. All "try-outs" will be a minimum of three days.
5. Students who regain eligibility based upon grades issued at the end of a marking period can achieve team or club membership in the same manner as listed above in 4(a), (b), and (c).

Special Education

1. Any student with a current IEP (Individual Education Program) will have his/her eligibility determined on an individual basis.
2. This determination will be made by the IEP team on an individual basis.

Other

1. During the period of ineligibility, students will in no way be associated with any team, club, organization, etc.
2. During the period of ineligibility, students will not be permitted to "try out."
3. A "try-out" at any time for an interscholastic athletic team requires insurance or a waiver, medical examination, and parental permission.
4. Tutoring/study assistance for any students in the school will be available after school hours at least one afternoon a week.
5. Students whose grades may jeopardize their eligibility are to be notified with an interim report and the coach or activity director will be notified at the same time.

Anabolic Steroids/Human Growth Hormone

Policy

In accordance with CR 5-710, it is the belief and policy of Wicomico County Public Schools that the nonprescription use, possession, or distribution of anabolic steroids or human growth hormone is illegal in the State of Maryland. On conviction, violators are subject to imprisonment or a fine or both. (An. Code 1957, art. 27)

Penalty for Violation

- A. All penalties for use, possession, or distribution of controlled dangerous substances as defined in the Wicomico County Public Schools Code of Conduct will be applied to the use, possession, or distribution of anabolic steroids or human growth hormone.
- B. In addition, any person utilizing steroids or human growth hormones to enhance athletic performance shall be ineligible to participate in any athletic programs of Wicomico County Public Schools for a minimum of one calendar year from the date of suspension.

Grading/ Promotion/Retention System (Policy)

Grading and promotion in Wicomico County schools are based upon students' progress and performance in relation to their ability and in relation to standards for individual classes.

The primary purpose of grading is to keep parents and students fully informed of a student's progress and to provide a continuous and accurate record of each student's achievement. While a completely uniform grading system at and between all school levels may not be possible, the grading system must be fair and consistently applied. Grading is not to be used as a disciplinary tool.

Grades and promotion/retention decisions should include numerous components, such as: text and homework assignments, tests and quizzes; class attendance and participation; special assignments and course-related activities evaluated on factors such as completeness, accuracy, achievement, improvement, and capability of the student, as assessed through the professional judgment of the teacher and principal.

Letter grades will be used on all report cards and transcripts. Additionally, special symbols and terms appropriate to non-graded programs will be used to indicate student progress.

While it may be difficult to establish exactly the quality of a letter grade or a decision to promote or retain a student, there must be reasonable justification for the decision reached. There must be a written record which basically establishes how the teacher/principal arrived at the decision.

When a student transfers from one school to another within the county, the same report card will be used. The average for the year, in such cases, will be the average of all grades from the different schools attended regardless of the time spent in any one school.

The superintendent will provide for the development of specific guidelines for a grading/promotion/ retention system and its implementation in accordance with this policy.

WCBOE POLICY ADOPTED: 7/10/90 EFFECTIVE: 9/4/90

Grading/Promotion/Retention System – R (Regulations)

I. Grading System

The following grading system will be used in Wicomico County schools. Plus and minus designations will not be used.

| <u>Grade</u> | <u>Description</u> | <u>Percentage Equivalent</u> |
|---------------------|---------------------------|-------------------------------------|
| A | Excellent | 90 - 100 |
| B | Good | 80 - 89 |
| C | Average | 70 - 79 |
| D | Poor | 60 - 69 |
| E | Failure | 0 - 59 |

In addition to the above academic grades, the following guidelines and letter designations shall be used in designated programs for reporting student progress:

| | | |
|---------|-------------------|-----------------|
| O | Outstanding | - |
| S | Satisfactory | - |
| NI | Needs Improvement | - |
| U | Unsatisfactory | - |
| Program | O, S, NI or U | A, B, C, D or E |
| ESOL | All items | |

I. Grading Criteria

Elementary

- i. One half of the quarterly grade for each subject except art, music and physical education will be based on formal and informal assessments. The remaining one half of the quarterly grade will be based upon class work and assignments.

Teachers should consider the following areas when grading outside assignments and class work:

- b. Quality of work completed
 - c. Completeness of assignments
 - d. Regularity and punctuality with which assignments are turned in
 - e. Class participation when appropriate
- i. Quarterly grades for primary students for art, music and physical education will be based on skill, knowledge and attitudes and effort. The grading of students for music and physical education in grades 4-5 will be based on 50% demonstrated skill, 25% knowledge and 25% attitudes and effort.
 - ii. Reading placement and grades for a student reading below grade level will be reviewed each marking period by the teacher. A student reading below grade level who receives an A or B should be considered for a higher reading placement within the next marking period. A student who receives a D or E should be considered for a lower reading placement within the next marking period. Any first grade student who is not reading in the first grade primer by February 1 and not reading in a first grade reader by April 15 is reading below grade level. A student reading six months or more below current grade placement is considered below grade level.
 - iii. The grading system for a special education total subject resource student will be a written report to parents, by the resource teacher, that will supplement the report card. Any student receiving supplemental assistance in resource and earning less than "C": will receive a written report from the subject area teacher.
 - iv. Teachers' class record books should include a minimum of two grades for each content area and one grade for each special area per 6-day cycle for each pupil. Grades may be recorded in various forms, such as letter grades, percentages, numerical points and checks. All teachers must include explanations of their approved grading systems in the grade books.
 - v. One of the following will be used instead of a letter grade or percentage score on seatwork/homework papers:
 - a. Comments
 - b. Number correct over total number possible answers
 - c. Number correct with a plus before it
 - d. Symbols/stickers

Secondary

- i. Expectations of the class should be made clear at the beginning of the year to both students and parents/guardians. During the first week of class, each classroom teacher will provide, review and send home with each student a written handout that describes the grading criteria for that course. A copy of the handout will also be given to the school principal.

- ii. Quarterly grades should be based upon (1) formal and informal assessments, (2) work done outside of class, and (3) participation in class. Each of these three areas should count not less than 20% nor more than 50% of the marking period. Unsatisfactory completion of a single assignment should not result in automatic failure.
- iii. Teachers' class record books should include at least two grades per six days of instruction for each student. The grades for the entire marking period should reflect progress in each of the three areas contributing to the student's grade. Grades may be recorded in various forms, such as letter grades, percentages, numerical points and checks. All teachers must include explanations of these grading systems in their class record books. Columns in the record books should indicate the task being evaluated.
- iv. Students taking subjects for which they receive no credit will receive a grade of S or U only. However, students taking functional assistance classes will receive no grades and no credit.
- v. Students who receive credit in a resource class will be graded on the same basis as all other students.

Determining Semester Grade

1. Middle School

Each marking period grade will count as one-half of the semester grade.

2. High School

- a. Each marking period grade will count two-fifths of the semester grade.
- b. Each examination grade will count one-fifth of the semester grade.

3. Students must pass at least one marking period, regardless of what the examination grade is, in order to maintain a passing average.

Determining Final Grade

In averaging grades for the year, each marking period counts equally. To arrive at a final average, teachers should use the following table:

| | |
|--------------------------------------|---------------|
| A = 4 and divide by 4 (3 in Grade 1) | 3.6 - 4.0 = A |
| B = 3 | 2.6 - 3.5 = B |
| C = 2 | 1.6 - 2.5 = C |
| D = 1 | .6 - 1.5 = D |
| E = 0 | 0 - .5 = E |

1. Middle School

- a. Each marking period grade will count one-fourth of the final grade, with the exception noted below.
- b. When the final average falls exactly midway between two grades, the final grade will reflect the most recent of the two grades, with the exception noted in #4.
- c. Students who earn an E for each of the first three marking periods fail for the year.
- d. Students who receive an E as a final grade for work done during the fourth marking period will receive a final grade of E for the year. (The principal has the authority, working with teachers, to deviate from this policy in extraordinary individual cases.)

2. High School

- a. Each marking period grade will be used in determining the final grade and will count two-tenths of that grade, with the exceptions noted below.
- b. Each semester examination will be used in determining the final grade and will count one-tenth of that grade, with the exceptions noted below.
- c. When the final average falls exactly midway between two grades, the final grade will reflect the most recent of the two grades.
- d. Students who earn an E for each of the first three marking periods fail for the year.

- e. Students who earn an E as a final grade for work done during the last marking period of a course will receive a final grade of E for the course. (The principal has the authority, working with teachers, to deviate from this policy in extraordinary individual cases.)
- f. When the final average is an E (failure), students receive no credit for taking that subject.

III. Interim Reports to Parents

All schools will issue midterm reports to all students each marking period. In addition, reports will be issued when (1) an elementary student is in danger of failing or there is a significant drop in performance or (2) when a secondary student is dropping more than two letter grades, is receiving a D or is in danger of failing.

IV. Effect of Attendance on Grades

Students who are 16 or will be 16 years of age during the current school year and are absent from school for more than 10.5 unexcused days during the school year automatically fail all subjects for the year with all final grades computed as "E."

V. Make-Up Work *

Make-up work not completed within the time limits established below shall be computed as zero (0) and averaged in with the grades for the current marking period.

1. Contact for make-up work must be made by the student during the first two (2) days after return from being absent.
2. Students are responsible to see that all requested make-up work is completed within five (5) school days of any absence, unless there are extraordinary circumstances. For extended absences, the time for completion of make-up work will not exceed the number of school days absent. (The principal has the authority, working with teachers, to deviate from this policy in extraordinary cases.)

VI. Withdrawal from a Course

Secondary students withdrawn from a credit course after the first marking period will receive a failing grade for the year. Exceptions must receive the approval of the superintendent.

VII. Honor Roll Qualifications

Secondary students will be considered on the honor roll provided they have a 3.0 weighted average and have no individual subject average below the equivalent of a C for the given marking period.

VIII. Promotion and Retention

Middle School

1. Students who pass the equivalent of five (5) full periods automatically advance to the next grade. Three of these five (5) periods must be from the major subjects of English, foreign language, math, science and social studies.
2. When there is an indication that retention may occur, a committee appointed by the principal will review all pertinent information available about the student. After consultation, placement in the next grade may be an alternative to retention. Age, maturity, intelligence, handicapping conditions, attendance and previous retentions are considered in making this decision. The report card and student record card should note PLACEMENT instead of PROMOTION.

High School

1. Students entering ninth grade prior to 1993-94 must earn the 20 credits in specific areas required for graduation. In accordance with Maryland State Department of Education graduation requirements, students entering ninth grade for the first time in the school year 1993-94, and thereafter, must earn 21 credits in specific areas for graduation.
2. Students entering ninth grade prior to 1993-94 will be promoted to tenth grade when they have earned three (3) credits, to eleventh grade when they have earned eight (8) credits, and to twelfth grade when they have earned thirteen (13) credits. In order to enable students to meet the Maryland State Department of Education graduation requirements, students entering ninth grade for the first time in the school year 1993-94, and thereafter, will be promoted to tenth grade when they have earned four (4) credits, to eleventh grade when they have earned nine (9) credits, and to twelfth grade when they have earned fourteen (14) credits.
3. Students who fail major courses have the option to make up a maximum of two of those courses, if offered, in summer school with approval from teacher(s) and/or principal.

IX. Summer School

Secondary

1. Each of the three marking periods will count one-fourth of the final grade.
2. The final examination grade will count one-fourth of the final grade.
3. The final grade received in summer school will be averaged with the final grade received during the regular school year. The average of these two grades will go on the permanent record.
4. When the averaged grade falls exactly midway between two grades, the final grade will reflect the most recent of the two grades. However, if the summer school grade is lower than the grade received during the regular school year, the higher grade will be recorded on the permanent record.

* Refer to Student Attendance Procedures for current make-up work guidelines.

[http://www.boarddocs.com/mabe/wcboe/Board.nsf/files/9LE37M7004E2/\\$file/INS_SFS_PR_002%20Student%20Attendance%20Procedure.pdf](http://www.boarddocs.com/mabe/wcboe/Board.nsf/files/9LE37M7004E2/$file/INS_SFS_PR_002%20Student%20Attendance%20Procedure.pdf)

Senior Exemption from Final Examinations

All seniors shall be exempt from final examinations who have obtained a “B” average or better in the first semester with no “C’s” and not less than a “B” in the third and fourth marking periods and have no suspensions which have been reported to the Department of Pupil Services during the current school year.

Senior Scholastic Recognition Policy

Beginning with the graduating class of 2004, class rank will not be calculated for high school students. A three-tiered honor system with “cum laude,” “magna cum laude,” and “summa cum laude” designations will be established for all county students to recognize outstanding academic performance during high school. These designations will be based on cumulative grade point averages derived from final grades in all courses taken for high school credit. The recognition “with excellence” in each tier will be granted to graduating seniors attaining straight A’s in all courses taken for high school credit.

The Superintendent of Schools, in consultation with the Wicomico County Board of Education, will establish standards and guidelines to implement the aforementioned designations.

(Acceptable Use of) Technology Policy

I. Policy Statement

The Wicomico County Board of Education (WCBOE) is committed to providing appropriate access to sustainable technology to further the strategic goals of the Wicomico County Public Schools (WCPS). WCBOE believes that technology

should be leveraged to improve instruction, business operations, and communications. WCBOE also encourages the use of social media to enhance staff, student, and stakeholder engagement, facilitate collaborative communications, and increase global connections. WCBOE believes that, as technology changes the ways that information may be accessed, stored, communicated, and transferred, those changes provide new opportunities and responsibilities. WCBOE expects that all individuals will act in a responsible, civil, ethical, legal, and appropriate manner when using technology.

II. Scope

This policy defines expectations for students and staff regarding the responsible use of technology and social media to enhance the education process and improve system-wide communications efforts and maintain the safety and privacy of individuals. This policy is applicable to all students, staff, and stakeholders as technology relates to instruction and the school/district environment.

III. Definitions

Within the context of this policy the following definitions apply:

- A. "Account Credentials" – Any data or object used specifically for the purpose of gaining access (authenticating) to an electronic system, usually a username and password combination.
- B. "Authentication" – Verification of an individual's identity (through username/password or other mechanism).
- C. "Banner Text" – A presentation of text, on-screen, prior to login.
- D. "Carrier Wireless Devices" – Devices that access a 3rd party communications network that does not require school managed network services (ex: 3G/4G smartphones & tablets).
- E. "Computer System" – Any electronic medium that can execute a set of instructions designed to perform a specified task.
- F. "Device" – Electronic equipment including but not limited to iPads/iPods, tablets, laptops, cell phones/smartphones, gaming equipment, etc.
- G. "District-Based/Local Devices" – Devices that access wired or wireless network services under the management, monitoring, and control of the Wicomico County Board of Education.
- H. "Institutional Social Media Account" – A social media account created by an employee or student for WCBOE-sanctioned activities.
- I. "Mobile Device Management" – (MDM) Software which provides the ability to secure the inventory, monitor the use, and manage the functionality of mobile devices deployed across an organization.
- J. "Network" – The means of transmitting data between computer systems, including wired and wireless technologies.
- K. "Online Resource" – Any electronic system that can be accessed for the purpose of viewing or manipulating data and/or content which can exist on the Internet, or on the WCBOE network.
- L. "Personal Electronic Device" – A device that is not owned by the Wicomico County Board of Education.
- M. "Personal Social Media Account" – A social media account not owned, managed or monitored by the Wicomico County Board of Education.
- N. "Security Access Code" – an alpha-numeric password that provides right of entry to a wireless network.
- O. "Social Media" – An online service and practices (such as blogs, instant messaging, microblogs, Internet forums, wikis, and social bookmarking) through which users create online communities to share information, ideas, personal messages, and other media.
- P. "Software" – Any application or script that can be executed on a computer system, mobile device, server, or other electronic device.
- Q. "Stakeholders" – individuals or groups within WCBOE, or externally, that have a vested interest in the outcome or effect of a decision.
- R. "Technology" – Resources including but not limited to: electronic devices, network infrastructure, applications, software, online resources, social media, and email.
- S. "Terms of Service" – Rules and conditions written by a service provider to which individuals must agree in order to use the product or service (a.k.a. "Terms of Use" and "Terms and Conditions").

IV. Policy

A. Technology, Content, and Access Management

1. All content transmitted using WCBOE technology and/or on WCBOE property or while engaged in school-related activities, regardless of device, is subject to all relevant WCBOE policies and procedures. There shall be no expectation of information privacy when using WCBOE technology except where required by law.
2. In order to comply with Children’s Internet Protection Act (CIPA):
 - a. WCBOE will deploy technology which attempts to filter any electronic material deemed inappropriate by WCBOE including: abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, illegal, or other inappropriate material.
 - b. Employees will monitor online WCBOE-sanctioned student activities.
3. Electronic student and personnel records will be kept confidential and secure in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Maryland Department of Information Technology (MDoIT) policies.
4. Obtaining knowledge of, sharing, or distributing the security access code for the WCBOE wireless network will be considered a breach of security. Any individual willfully participating in such activity will be subject to disciplinary action.
5. WCBOE-purchased technology will be tracked in hardware and software asset tracking systems.
6. Reassignment of technology between schools, offices, or other physical locations will be approved by the Technology Department with input from affected stakeholders.
7. Costs incurred due to negligence or misuse that result in the destruction or theft of WCBOE technology will be the financial responsibility of the negligent individual(s).
8. Mass and district-wide emails should only be sent from school and district administration.
 - a. Restraint must be exercised in replying to mass emails as email is not conducive to constructive conversation; therefore use of the “Reply All” feature in mass and district-wide emails should be strictly avoided.
 - b. Every effort should be made to utilize other communication mediums (telephone, meeting, etc.) if further conversation or action is needed in regard to the mass email. Please contact the email author for questions, guidance and/or direction.
9. In order to strive for more efficient, productive operations, every effort should be made to minimize email attachments by using more efficient means (e.g. links to documents stored on websites, shared sites, etc.)
10. WCBOE email accounts are to be used to conduct business for WCBOE for legitimate educational, administrative, or business purposes related to the operation of WCBOE. WCBOE email accounts are not to be used for personal gain or profit, profit or non-profit lobbying, advertising or promotion, commercial, or illegal activity.

B. Communications

1. This policy will be communicated to all students, parents, employees, and other users of WCBOE technology.
2. Failure by any individual to comply with this policy may result in the temporary or permanent termination of technology access privileges.
3. Failure by any individual to comply with this policy may result in applicable disciplinary action and/or financial obligation.
4. All staff are responsible for reporting to their immediate supervisor any knowledge or observance of: cyberbullying, misuse or abuse of WCBOE technology, or any other inappropriate actions in the use of technology within, relating to, or affecting the school/district environment.

C. Personal Electronic Devices – Bring Your Own Device (BYOD)

1. WCBOE will not mandate that students provide their own technology at school.
2. WCBOE will not mandate that staff provide their own technology for work.
3. Student-owned cell phones, smartphones, personal tablet computers (also referred to as “tablets”), or other electronic devices may not utilize the WCBOE network.

4. Staff-owned cell phones, smartphones, personal tablet computers, or other approved electronic devices may utilize the WCBOE network for instructional and work-related purposes with the following stipulations:
 - a. Network access on these devices must be configured by a WCBOE technician.
 - b. Network access may require the temporary installation of a MDM application.
 - c. WCBOE reserves the right to refuse or disable network access for the staff-owned device as necessary.
5. With the anticipated future enhancement of the technology infrastructure at WCBOE, the use of personal electronic devices will be revised accordingly.
6. Individuals assume full responsibility for their personal electronic devices as well as their Board-assigned devices. WCBOE is not responsible for the loss of or damage to student- or staff-owned personal electronic devices.
7. Use of student personal electronic devices (cell phones, tablets, etc.) is permitted in schools according to the following stipulations:
 - a. Prior to allowing a student to use a personal electronic device for instructional purposes in the classroom, the teacher must obtain written parental consent.
 - b. Personal electronic device use in classrooms should be strictly for instructional purposes which shall be at the discretion of the teacher in a given class.
 - c. Personal electronic devices should be in silent mode at all times. Cell phones must be turned off in building areas of privacy – locker rooms, rest rooms, and nurse’s office.
 - d. Personal electronic device use in other areas of the facility is permitted at the discretion of the administration in that building provided the use is not disruptive to the school environment.
 - e. Cell phone video and photography should not be used in inappropriate situations such as video recording confrontations or fights.
 - f. Cell phone audio recording shall follow Maryland law – recording another individual requires permission from the individual prior to recording.
8. Student cell phones are not to be used in elementary schools.
 - a. Subject to elementary school administration approval, a parent may request their child to carry a cell phone for safety reasons.

D. Social Media

1. WCBOE-approved social media, when accessed in the classroom for instructional use and for WCBOE-sanctioned activities, shall be consistent with this acceptable use policy and other governing policies. The personal use of technology or institutional social media may not interfere with student or employee work, cause disruptions to the school or work environment, result in additional costs to WCBOE, or violate WCBOE policies, procedures, or applicable laws.
2. In order to comply with the Protecting Children in the 21st Century Act, staff and students will receive ongoing instruction concerning responsible online behavior including but not limited to:
 - a. interaction with other individuals on social media services,
 - b. participation and interaction in chat rooms, and
 - c. instruction of cyberbullying awareness.
3. Institutional social media accounts and contents within that are related to WCBOE, are the property of WCBOE.
4. All social media usage will comply with the Children’s Online Privacy and Protection Act (COPPA).
5. WCBOE reserves the right to enable or disable interactive features on social media that are accessed via the WCBOE network.
6. WCBOE reserves the right to remove institutional social media content that is inconsistent with the mission and beliefs of the district or that is deemed disruptive to the learning environment.
7. All employees and students must provide requested information regarding the creation and maintenance of a WCBOE institutional social media account. Employees and students will no longer have access to a WCBOE institutional social media account if:
 - a. the student is no longer enrolled in the district,
 - b. if the employee’s job responsibilities change where the account is no longer useful,
 - c. if their employment is discontinued through resignation, retirement, termination or any other cause.
8. WCBOE may access, monitor, archive, audit, purge, or disclose the public contents of material created, stored or accessed through WCBOE institutional social media accounts as necessary and permitted by law.

9. In conformance with the Maryland User Name and Password Privacy Protection and Exclusion Act, Annotated Code of Maryland, and the Labor and Employment Article §3-712, WCBOE staff are prohibited from requesting or requiring an employee or applicant for employment to disclose any account credentials used for accessing a personal social media account or service.
10. All WCBOE technology and social media will comply with licensing and fair use agreements. Individuals will abide by the Terms of Service and privacy policy of the technology product or service being utilized.
11. Social media sources that do not publish Terms of Service or a privacy policy may not be used for WCBOE-sanctioned activities.
12. To ensure equal educational opportunities, employees using social media as part of the instructional experience will provide an alternative for students whose parents do not accept the Terms of Service or privacy policy.

E. Implementation of Technology and Social Media

1. The Superintendent of Schools or designee will:
 - a. establish appropriate acceptance forms for the responsible use of technology and social media,
 - b. establish prudent measures to safeguard the security of WCBOE technology in accordance with this policy,
 - c. authorize, under the recommendation of the Technology Management Committee, social media services for use in WCBOE, and
 - d. maintain a presence on social media for the WCBOE community.
2. Administrators in all facilities will notify students, families, and employees in their schools and offices of the provisions of this policy annually through customary channels.
3. All staff will agree to abide by this policy through their electronic signature annually.
4. All students will agree to abide by this policy through their signature annually on the Student Handbook signoff page.
5. The Technology Department will ensure that individuals or organizations who are seeking to use school system computer technology as part of an agreement to use school system facilities are aware of their obligation to abide by the provisions of this policy.

Related Documents:

- Electronic Communications Privacy Act, 18 U.S.C. §2701-2711
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g)
- Children’s Online Privacy and Protection Act (COPPA)
- Protecting Children in the 21st Century Act
- Title XVII, Children’s Internet Protection Act, 47 U.S.C. §254(h) (CIPA)
- The Annotated Code of Maryland, Criminal Law Article, §3-805 (Misuse of Interactive Computer Service (Grace’s Law))
- The Annotated Code of Maryland, Labor and Employment Article, §3-712 (User Name and Password Privacy Protection and Exclusions)
- WCBOE Central Inventory Asset Management Database
- Maryland State Department of Information Technology (MDoIT); Practices and Procedures

WCBOE POLICY
ADOPTED: 09/09/14

REVISED: 05/16/95
EFFECTIVE: 09/10/14

Discrimination and Sexual Harassment **(Title VII, Civil Rights Act of 1964, As Amended)**

I. The Policy

- A. The Wicomico County Board of Education encourages and expects an atmosphere free of discrimination and sexual harassment and one that is conducive to high quality performance in the working and learning environs for employees and students.
- B. This policy prohibits any act of discrimination and/or sexual harassment by employee against employee, employee against student or student against student or student against employee. It also applies to student organizations. For the purpose of this policy, student organizations are defined as those sponsored and/or sanctioned by an individual school and/or the Wicomico County Board of Education.
- C. The Wicomico County Board of Education provides equal educational and employment opportunities regardless of age, gender, race, color, religion, national origin, disability or sexual orientation.
- D. All complaints will be investigated promptly.

II. Definition

- A. Sexual harassment consists of unwelcome, inappropriate sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or any employment benefit, academic development or academic status, or participation in an educational or extra-curricular function;
 - 2. submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or
 - 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or education environment.

Forms of sexual harassment may include, but are not limited to the following:

- 1. Verbal harassment, such as derogatory comments, jokes, or slurs; making offensive sexual advances or propositions.
- 2. Physical harassment, such as unnecessary or offensive touching, impeding or blocking movement.
- 3. Visual harassment, such as derogatory or offensive posters, cards, cartoons, pictures, graffiti, drawings or gestures.
- 4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, grades, health, welfare, property, etc.

III. Procedures

- A. Any employee or student has the right to file a complaint of discrimination or sexual harassment without fear of retaliation or intimidation. Any individual who alleges sexual harassment or discrimination should report the incident to his/her immediate supervisor or principal or, if the complaint is against the immediate supervisor or principal, report the incident directly to the Title VII or Title IX coordinator.
- B. As a part of its administrative regulations for the implementation of this policy, the Board hereby directs the Superintendent of schools to develop, adopt and implement a Title VII and Title IX complaint procedure that can be informal or formal and requires a prompt and timely response at each level.

If the informal procedure fails to resolve any problem to the satisfaction of the affected employee or student, the formal written steps of the complaint procedure will be followed. At each level, a written record of any meeting or discussion and actions taken will be maintained by the principal, supervisor, Title VII or Title IX coordinator who is investigating the complaint.

IV. Confidentiality

All discussions shall be considered confidential and any written documents shall be maintained in secured files in the Title VII or Title IX coordinator's office and separate from the complainant's personnel or permanent record folder.

In no event will information concerning a complaint be released by the school system to third parties or to anyone within the school system who is not involved in the investigation. Nor will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the employee or

student who files a complaint, to encourage reporting of any incidents of sexual harassment and to protect the reputation of any individual wrongfully charged with sexual harassment.

V. Sanctions

- A. A substantiated charge against an employee shall be subject to the severest sanctions, up to and including termination of employment.
- B. A substantiated charge against a student shall be subject to the severest sanctions, up to and including suspension and expulsion from school.

VI. Notifications

Notice of this policy will be circulated to all employees and students. It will be incorporated in teacher and student handbooks and conditions of employment handbooks. Sign-off sheets certifying that all employees and students have received a copy of the policy will be placed in the individual's personnel or permanent record folder.

WCBOE POLICY REVISED: 05/16/95
ADOPTED: 04/14/92 EFFECTIVE: 05/17/95

Discrimination and Sexual Harassment - R **(Title VII, Civil Rights Act of 1964, As Amended)**

As directed in the Wicomico County Board of Education policy entitled **Discrimination and Sexual Harassment**, the Superintendent of schools hereby adopts and makes public the following procedures for resolving complaints arising from any alleged act of discrimination and/or sexual harassment (Titles VII and IX of the Civil Rights Act of 1964, as amended) by employee against employee, employee against student, student against student or student against employee.

I. Purpose

As an educational agency that has historically endorsed an informal open door policy, the Wicomico County Board of Education, through the adoption of this complaint procedure, continues to be supportive of policies and procedures that are administratively simple in nature. The function of this procedure, therefore, is to determine at the lowest possible level, in the shortest possible time and as informally as possible whether a violation has occurred and, if so, the means for correcting and redressing the violation.

II. Definitions

- A. **Complaint:** An assertion or claim that a policy, a procedure or a practice is not in compliance with Title VII, Title IX and/or the federal regulations adopted to implement those laws.
- B. **Complainant:** An employee of or a student in the Wicomico County school system who submits a complaint relevant to Title VII or Title IX.
- C. **School System:** The Board of Education of Wicomico County or its agents while acting within the authorized scope of their duties.
- D. **Title VII and Title IX Coordinator(s):** The employee(s) designated to coordinate the efforts of the Wicomico County Board of Education to comply with and carry out its responsibilities under Title VII and Title IX and the federal implementing regulation as they apply to either employees or students.
- E. **Respondent:** The person(s) alleged to be responsible for a Title VII or Title IX violation.

F. Day: Regularly scheduled working/school days for the Wicomico County school system.

III. Procedure

Level One

If an employee or a student feels he/she has a Title VII or Title IX complaint, that person will schedule an appointment with his/her immediate supervisor, principal or the Title VII or Title IX coordinator, as appropriate, within 21 days of the event to discuss the complaint orally. Subsequent discussions may ensue at this informal level if agreeable with both parties.

Respondents Rights

Whenever there is reasonable cause to believe, at any level of this procedure, that the complaint may result in disciplinary action against the respondent(s), any respondent will be notified of the complaint and will be afforded all due process and other employment/student rights.

Level Two

If the supervisor, principal, or Title VII or Title IX coordinator, as appropriate, advises the complainant that the matter cannot be resolved, or the complainant is dissatisfied with the findings and proposed resolution, at Level One, the complainant may then submit a Title VII or Title IX Complaint Filing Form to the Title VII or Title IX coordinator within five (5) days after such notification. If such a filing is not made within the specified time, the matter will be considered closed. If, however, a formal filing is made within the specified time, the Title VII or Title IX coordinator will respond in writing to the complainant within ten (10) days as to the findings relevant to the alleged violation.

Level Three

If the complainant is not satisfied with the position taken at Level Two by the Title VII or Title IX coordinator, the complainant will, within ten (10) days after the response in Level Two is postmarked, direct a letter to the superintendent of schools stating reasons for dissatisfaction. The superintendent will have ten (10) days after receipt of appeal to investigate the matter and give a written decision.

Level Four

If a satisfactory disposition of the allegation has not been realized at Level Three, the complainant may then appeal to the Wicomico County Board of Education by directing a letter to the president of the Board within ten (10) days after the response of the superintendent is postmarked. The Board will consider the complaint as it deems necessary provided that at least ten (10) days notice is given prior to any appearance required of the complainant at a Board of Education meeting or hearing. The findings and decision of the Wicomico County Board of Education will be considered the final local disposition of the matter.

IV. Administrative Procedures

1. At all levels, especially Level One, it is intended that the tone will be a positive informal school system employee or school system student relationship. At any level, the complainant may request that the matter be moved to a Level One consideration; however, such second informal discussion shall not serve to extend or reinstate the time limits of any other step in this procedure. Additionally, it is recognized that at any or all levels, any party shall have the right to the assistance of counsel at their expense.

2. The supervisor, principal or Title VII or Title IX coordinator will make every effort to resolve the complaint at Level One. This may mean more than one scheduled meeting between the two parties before a final informal disposition of the matter is made.
3. After each scheduled meeting, the immediate supervisor, principal or Title VII or Title IX coordinator will complete the necessary information on the Complaint Case Record-Initial Filing Form. The complaint number will be comprised of two figures: the fiscal year numbers and the numerical order of the filing of the complaint, i.e., 95-1. If the complaint proceeds to successively higher levels, the coordinator will complete the Record-Appeal Documentation Form. This form, along with other documents, forms and records, will be filed in an active case record folder. When the complaint is resolved, the records will then be moved to an inactive folder. These records will be kept on file for at least three (3) years.
4. All information relevant to a complaint or complaint proceedings will be confidential..
5. Upon notification by the complainant of appeal of any Level Two or Three written decision, all documents filed in such proceedings (Level One, Two and/or Three as applicable) will be forwarded to the person designated as hearing officer on the level to which the appeal is directed.
6. There will be no records relevant to a Title VII or Title IX complaint filed in the complainant's personnel file or permanent record folder; however, such records may become a part of the respondent's personnel file/permanent record folder.

General Information

If there are concerns about school decisions or situations, the concern should always be brought to the attention of the school personnel immediately responsible. This may include the teacher, counselor, vice principal or principal. Prior to any appeal beyond the school, the principal should be contacted and involved in the situation. If a concern cannot be resolved at the school level, the appropriate chain of appeal would be to contact the central office supervisor or director; assistant superintendent; superintendent; and Board of Education-in that order.

Absence/Extracurricular Activity

When a student is absent from school, that student is not permitted to participate in or attend any school related activity that may be taking place that day or evening. This would include athletics, music, drama club, or student government events, class projects, etc. Any exception to this rule must be approved by the principal beforehand.

Bus Notes

Notes to ride a different bus should be presented in the main office. These should be signed by a parent or guardian and contain a telephone number where he/she can be reached. Administrator's signature will be required on the note for it to be accepted by the bus driver.

Career and Technology Education Programs

Wicomico County Public Schools offer Career and Technology Education (CTE) programs in 20 (check on number with addition of Project lead the way?) different technical areas in Parkside High School. Choices include classes in the automotive, construction, business, high technology, and health and human services clusters.

Students of all levels are enrolled in career and technology programs learning complex and technical skills. Considerable emphasis is placed on gaining the academic and technical skills to further the student's education beyond high school and/or to directly enter the work force.

Career and technology education plays an integral role in ensuring the availability of workers with vital technical skills. Most importantly, technical programs provide an opportunity for county students to develop technical skills to pursue satisfying and productive careers.

Choices Academy

Choices Academy, our alternative education program serving at-risk students and students pursuing graduation through a variety of different pathways, will continue to focus on employing an individualized approach facilitated by caring, competent adults along with effective instruction and supporting services. The Choices program is designed to promote academic, behavioral and social skills and to motivate our students to stay in school, work for success, set and attain goals, and graduate.

Closing of School

When school must be closed due to inclement weather or other emergency conditions, an announcement will be made on the school system website, over the local radio and television stations, and by an automated call to all school families

College Admission Tests

The Preliminary Scholastic Aptitude Test (PSAT) is offered to all students in Grades 9-11. Wicomico County will pay the administration fee for all students in grade 10 who want to participate. Students planning to go to college should take the PSAT in order to become familiar with the SAT format. Participation is optional.

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test. It also gives students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs. The PSAT/NMSQT measures critical reading skills, math problem-solving skills and writing skills.

The SAT is required for admission by most US colleges and is often used to award scholarships and grants. The test is 3 hours and 45 minutes long. It is comprised of three sections – Critical Reading, Math and Writing. The individual sections are scored on a scale from 200-800, with a maximum score of 2400.

The two basic college admission tests are the SAT (SAT) and the American College Test (ACT). Many colleges east of the Mississippi use the SAT, whereas many western colleges prefer the ACT. Students would consult individual institutions to determine the appropriate assessments.

The SAT is typically taken by high school juniors and seniors. It is administered seven times a year at Salisbury Middle School. It is a good idea to take the SAT I late in the junior year or early in the senior year. A student who is considering a service academy must take the SAT I during his or her junior year. Students may also be required or encouraged to take achievement tests in specific areas for certain selective colleges. These achievements tests (SAT II is now called SAT Subject Test) are not offered in March and all tests are not offered each administration. A great deal of additional information may be obtained from www.collegeboard.com. Some students benefit from taking the SAT test more than once..

The ACT has four major sections and is curricular based: English, reading, mathematics and science. In addition to a score for each subsection, a composite score that ranges from 1 to 36, with 18 being average, is also reported. The ACT

is administered six times per year. As with the SAT, one should register for this test approximately four to six weeks prior to the test's administration date. Additional information may be obtained at www.act.org.

To apply for either test, students may secure an application from the guidance office in a high school. It is important to apply for the test approximately six weeks prior to the test date.

Community Involvement

A strong school system needs strong community support. From advocating for an adequate local and state budget for instruction and facilities to serving one on one as a mentor, community partners enhance the school system. We invite more businesses and faith-based organizations to become partners with our schools, providing incentives and support for students and teachers. We invite more community members to become mentors – especially for the 500+ students on our waiting list. We need persons to serve on advisory committees and school-based instructional leadership teams. Through collaboration we will meet our academic goal of success for all children.

Detention

Students that are required to stay after school for a detention will be given a notice that must be signed by their parent or guardian and returned to the issuing teacher prior to their staying for the detention.

Directory Information

The Wicomico County Board of Education has adopted the following definition of directory information by the Final Rule on Education Records, Section 93.3, provided by the Department of Health, Education, and Welfare:

Directory information may only include the student's name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous local school system or educational institution attended by the student.

The Wicomico County school system will release "directory information" only for legitimate educational purposes.

If a parent or student over 18 is unwilling to have a school provide any or all categories of what is defined above as "directory information" for legitimate educational purposes, the parent or student should notify the principal of his/her school in writing by October 15.

Early Dismissal

Any student in grades Prek through 12 requesting early dismissal should bring a note from a parent or guardian. Students must be signed out by the adult who is authorized to pick him/her up.

Electronic Communication Devices and Equipment

Confiscated equipment will only be returned to the parent/guardian. Please refer to the school guidelines for pick up procedures.

Elementary Education

Approximately 7500 students are enrolled in Wicomico County's elementary (PK-5) program. Organization patterns differ among schools:

Elementary classrooms are primarily heterogeneous. Flexible grouping is based on achievement, interests, and identified needs of students. In the intermediate grades of most elementary schools, content area subjects may be departmentalized as it is the decision of the principal for grades four and five.

Special area programs-music, art, physical education, and media-are part of the schedule each cycle.

Support programs-ELL, Special Education (resource), Title 1, Reading/Schools for Success, and TAD – reinforce, supplement, and enrich the prescribed areas of study.

English Language Learners (ELL)

ELL stands for English Language Learners. The program was initiated to meet the needs of students with insufficient English to function successfully in the regular classroom.

A pull-out program operates in the elementary schools. Students are assigned to regular classrooms. The ELL teacher pulls them for intensive English instruction for a scheduled time. This usually ranges from a half hour to an hour, depending on grade and proficiency levels. Instruction involves listening, speaking, reading, and writing. As the student advances, support is given in the subject areas in order to help the student become an active participant in the regular classroom as quickly as possible.

All secondary ELL students attend Bennett Middle and James M. Bennett High schools. ELL instruction is a scheduled class period. All ELL students have access to the language lab in the school media center and the ELL classroom. Students ride a shuttle bus from their transfer school to Bennett.

Placement depends on the student's level of proficiency. ELL instruction helps prepare students for the Maryland State Assessments and High School Assessments. One foreign language credit may be earned by high school students for ELL I and II.

The three major goals of the ELL program are communicative proficiency, linguistic proficiency and cultural awareness. All are necessary in order to succeed in the classroom and in society.

Evening High School

In certain cases, current high school students can enroll in classes offered by Evening High School. Students who have previously failed a grade level and who wish to "catch up" can enroll in classes with the approval of their day school principal. Evening High School increases opportunities for area residents to become literate, regain a lost grade level in high school, pass required tests, and pursue and earn a Maryland High School Diploma.

Each semester a pre-registration and formal student registration are held. Through this process, a schedule of classes is developed based upon needs of the student population. Major subject area class offerings include English, mathematics, social studies and science. Elective classes are offered as need and enrollment dictate. It has been possible to offer classes in applied art, Art I, English 9-12, Algebra I, Algebra II/Trig, basic algebra, basic geometry, Foundations of American Government, U.S. History, modern world history, earth science, environmental science, physical science, biology, physical education, health, and Introduction to Technology.

The evening high school offers high school classes Monday through Thursday, September until mid-June. Evening classes are scheduled from 3:30 p.m. until 9:00 p.m. and held in Building E at Wicomico High School.

Financial Aid

Financial aid for post-secondary education is available. It may be a scholarship granted locally or from a college, university, or trade/technical school. The best source for financial aid is the financial aid officer at the institution your

student plans to attend. Guidance counselors can help complete the required financial aid form. Financial aid workshop information is available from school guidance counselors.

Food Service

The Wicomico County school system provides a comprehensive food service program in each school. Breakfast and lunch menus are published once a month, posted on the WCBOE website (www.wcboe.org). Specific schools also host the “Maryland Meals for Achievement” breakfast in the classrooms and After School Snack programs. Menus for these programs are promoted through the schools. Free or reduced-price meals are available to children qualifying under federal government guidelines. Applications for free or reduced programs are available in each school, and parents are urged to apply if their income meets the income guideline.

Parents may wish to prepay for student meals by check or cash. Payments may be made on a weekly or monthly basis. Meal purchases will be deducted at the point of sale.

Parents are also afforded the opportunity to manage their student’s meal accounts through a secure and safe website by visiting www.mealpayplus.com. You can set up a free account that will allow you to view and monitor your child’s meal activity. In addition, you can post money on their account from the convenience of your computer or home phone. A small fee applies to post money on the account. All other activities are free.

Gun Free School Act (GFSA)

The Gun-Free Schools Act was reauthorized by the No Child Left Behind (NCLB) Act of 2001 (Public Law 107-110), as Section 4141 of the Elementary and Secondary Education Act of 1965 (ESEA). Generally, the GFSA requires local school systems to have an expulsion policy consistent with the required state law to be eligible to receive ESEA funds; and appropriate enforcement provisions relating to the possession of a firearm on school premises.

Changes made to the FGSA include a clarification to require that the existing one-year expulsion requirement in each state’s law include students who are determined to have possessed a firearm at school. IN addition, the GFSA was amended to provide that the GFSA does not apply to a firearm that is lawfully stored inside a locked vehicle on school property, or if it is for activities approved and authorized by the local school system, as long as the system adopts appropriate safeguards to ensure student safety (*see Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, USDE (2004); available at www.2.ed.gov/programs/dvpformula/gfsafinaljan04.doc*).

High Performing Learners

The school system recognizes the talents and strengths of students. Gifted and Talented programs begin at the third grade level as a part of Thinking and Doing (TAD). TAD is a pull-out program in which identified students participate for one to two times per six-day cycle. It is an extension and enrichment activity which promotes and enhances the creativity of students. The program continues through grade 8.

The Magnet Program is designed for students who excel academically and housed at North Salisbury School. The program provides academic rigor and challenge to students who meet selections criteria. Beginning at the third grade level, students remain in the program through Grade 5. Content is extended and enriched through acceleration, increased depth and complexity of topics. Magnet students are grouped with others who have unique learning styles, curiosity, and advanced verbal/mathematical ability. Students are challenged in development of a solid foundation in learning and critical thinking skills.

Health Screening

Maryland law (**COMAR**) requires that the students be provided with hearing and vision screening “During the years the student enters the school system, enters the fourth, fifth, or sixth grade and enters the ninth grade.” Maryland law

also requires screening for scoliosis, a lateral curvature of the spine which can result in a permanent disability if left untreated. Scoliosis screening is provided during grades six and seven. Results of all screening will become part of the student's permanent record. Parents will be notified if the student requires further follow-up as a result of these screenings.

Homework

Homework is an important part of a student's total education program. It is expected that students will have homework with purpose. Students should view homework as a part of their responsibility and follow through with its completion. Absence from class will not eliminate a student's responsibility for the homework assignment.

The type and length of the homework assignment will vary with the grade, content area, and performance level.

Honor Roll

A student in middle or high school will be considered on the honor roll provided he or she has a 3.0 average and has no individual subject average below a "C" for the given marking period.

Immunizations

The following excerpt from the Code of Maryland Regulations (**COMAR**) 10.06.04 applies to schools:

A school principal or other person in charge of a school, public or private, may not knowingly admit a pupil to or retain pupil in kindergarten who has not furnished evidence of primary immunization against Haemophilus influenza type B, Hepatitis B, varicella, diphtheria, tetanus, pertussis, poliomyelitis, measles (rubeola) mumps and rubella (German measles). In addition, students in kindergarten through twelfth grade shall furnish proof of immunity against measles (rubeola), rubella (German measles), diphtheria, tetanus and poliomyelitis. Proof of immunizations will be provided in the manner approved by the Health Officer.

Further information is available at the Board of Education.

Interscholastic Athletics

The Wicomico County School system provides a comprehensive athletic program in grades 9-12, consisting of twenty-one varsity sports as well as thirteen junior varsity sports (as enrollment allows). They are divided into three groups-fall, winter, and spring-as follows:

| Fall Sports begin August 10 | | |
|--|---------------|---------------------------------|
| Male | Female | Co-ed |
| Football | Volleyball | Golf |
| Soccer | Field Hockey | Unified Tennis |
| Cross Country | Cross Country | |
| JV Football | Soccer | |
| Winter Sports begin November 15 | | |
| Male | Female | Co-ed |
| Wrestling | Basketball | Unified Strength & Conditioning |
| Basketball | JV Basketball | |
| JV Basketball | Indoor Track | |
| Indoor Track | | |
| Spring Sports begin March 1 | | |
| Male | Female | Co-ed |
| Tennis | Tennis | Unified Bocce |
| Track | Track | |
| Baseball | Softball | |
| Lacrosse | Lacrosse | |

No student shall participate in more than one interscholastic sport per sport season other than the exceptions provided under Article I/Eligibility Section 6, of the Bayside Athletic Conference Constitution. Students in the Wicomico County School System must maintain a 2.0 grade point average to participate in athletics. Students who are 19 years of age or older as of August 31 are ineligible to participate in interscholastic athletics for the school year ahead. A student must submit a parent permission form and waiver of insurance and be examined and certified to the high school principal as being physically fit to participate in any try-out or as a member of a school team. The examination shall be performed by a qualified physician.

Student athletes sign a contract agreeing to consequences of fighting in extracurricular activities.

Wicomico County School System also offers a Unified Athletics Program for students with and without disabilities.

Lateness Penalties

Students are encouraged to be on time to school and to class. A student arriving late to school must report to the office for a permit to enter class. The penalties for being late to school or class during a semester will follow our Student Code of Conduct.

| | |
|-----------------|---|
| First Lateness | Verbal Warning |
| Second Lateness | Verbal Warning |
| Third Lateness | Detention |
| Fourth Lateness | Parent Conference |
| Fifth Lateness | Suspension Alternative |
| Sixth Lateness | Referral to Board of Education – Pupil Services |

The policy on lateness begins anew each semester. A student who is late to any class other than first period must be disciplined by the teacher of that class. For violations of the lateness policy beyond the third lateness, the teacher must notify the administration immediately.

Lockers

School administrators have the legal authority to inspect student lockers at any times.

Middle Schools

Students in sixth, seventh and eighth grades attend middle schools which encourage cooperation rather than competition. Teachers work as teams to foster students' successes.

All middle school students are required to take physical education and health. As well, all students study English, reading, math, science, and social studies.

Additionally, students will have the opportunity to study either art, music, band, chorus or orchestra. Family and consumer science, technology education, exploratory foreign language, and computer are available courses of study, as well.

Advanced students may take math and world language courses during middle school while earning high school credit.

National Honor Society

Students will be first considered for induction into the National Honor Society at the end of the first semester of their sophomore year. A complete list of National Honor Society induction criteria is available at the school and county's website.

Students meeting academic criteria will be reviewed in terms of service, leadership, and character as outlined in the national constitution.

Prekindergarten

Prekindergarten (Pre-k) is available to all elementary schools that house primary grades. Pre-kindergarten is a program for children four years of age on or before September 1st of the year in which they apply for entrance and provides experiences that help them develop intellectually, personally, socially, and in psychomotor skills. Registration criteria includes a birth certificate, an immunization record, proof of residency, proof of custody (if applicable), and a Social Security card.

Registration occurs throughout the year for those students whose families have limited income or are considered homeless. This program builds a strong foundation for success in the primary grades. Classes are held on half-day basis with 20 students per class. Pemberton Elementary and Beaver Run Elementary schools offer a full day program for prekindergarten students through a grant program. Only families living in the attendance areas for Pemberton and Beaver Run may attend the full day programs. Meals are free to eligible students.

PTA/PTSA

Our county schools have active PTA and PTSA memberships. These groups strengthen and support our education system. The Country Council of PTA meets on the fourth Tuesday evening of September, October, February, and March.

Elementary Primary (Grades PK-2): 1st Monday of the month
Elementary Intermediate (Grades 3-5): 2nd Monday of the month
Middle School (Grades 6-8): 3rd Monday of the month
High School (Grades 9-12): 4th Monday of the month
Wicomico County Council of PTA: 4th Tuesday of the month
WCCPTA Awards Program: 1st Wednesday of May

Reporting to Parents

Report cards are sent home four times a year at the end of each nine-week period. Parents are encouraged to attend PTA/PTSA meetings to become informed about school activities. School newsletters are sent home and/or posted on the school's website regularly. In addition, parent-teacher conferences may be scheduled to discuss individual student progress. Teachers of grades 3 through 12 are required to post all student grades earned on the Wicomico County Public School grading platform accessible to all families through individual student passwords and usernames. Parents are encouraged to obtain their child's username and password for the electronic grading platform and monitor their child's grades throughout the school year as the teacher(s) enter them. Parents are encouraged to contact the school office to obtain usernames and passwords for the electronic grading platform.

Rights and Responsibilities

The rights of an individual are preserved by the protection of the rights of others. In the Wicomico County school system, the right to learn and the right to teach in an educational setting that is safe, free from disruption and conducive to learning are essential. The maintenance of such a learning atmosphere is dependent upon the cooperative effort of students, parents, and educators. The rights and responsibilities of each party are necessary and fundamental parts of the school system's recently adopted Code of Conduct.

Rights and Responsibilities

Students

Rights

- A) To expect that standards of conduct will be applied consistently to all students.
- B) To expect protection of personal and property rights.
- C) To work in an atmosphere conducive to learning.
- D) To experience an environment that builds positive self-esteem.

Responsibilities

- A) To respect authority and obey school rules in order to be a responsible citizen.
- B) To show respect and consideration for the personal and property rights of others.
- C) To demonstrate effective work/study habits by putting forth their best efforts, both academically and behaviorally.
- D) To provide praise to others who earn it and acknowledge one's own positive characteristics and successes.

Parents/ Guardians

Rights

- A) To receive regular and timely communication from the school related to student academics and behavior.
- B) To expect their student to learn in a safe, orderly environment.
- C) To expect equal and fair treatment of their student by the school staff.

Responsibilities

- A) To respond positively to communication from school and to initiate such communication if needed.
- B) To prepare the student to assume a positive attitude in the school environment, attend school daily, be on time and ready to learn, respect the rights of others, recognize the authority of teachers, administrators, and other school personnel.
- C) To understand and support the Code of Conduct for Wicomico County Public Schools.

Teachers

Rights

- A) To receive cooperation and support from parents/guardians.
- B) To expect the best behavior and academic performance from all students.
- C) To work in an environment that is safe and orderly.

Responsibilities

- A) To inform parents/guardians adequately in matters related to student conduct.
- B) To enforce uniform standards for all students while providing a challenging curriculum.
- C) To assume responsibility for discipline using various progressive discipline techniques which may include student conferences, contact with the parent, and other behavior interventions

prior to referring the student for administrative actions. Note: Certain serious behaviors may require an immediate referral for administrative action.

D) To receive cooperation and support from school based administration and central office staff.

D) To understand and support the Code of Conduct for Wicomico County Public Schools.

Rights and Responsibilities - PRINCIPALS

Principals have the discretion to use a variety of consequences to address unacceptable behavior. Minimum and maximum consequences of unacceptable behaviors are listed within the Code of Conduct. Some students may have an individual behavior intervention plan, and principals will consider those plans when determining consequences. A principal may suspend a student for up to five days. If in the principal's judgment, the severity of the offense exceeds the maximum consequence in the Code of Conduct, the principal may request up to an additional five days of suspension at the discretion of the Superintendent of Schools. Middle and high school students whose behavior continues to be unacceptable may be recommended for placement in Choices Academy, the Wicomico County alternative learning program.

The severity of any misbehavior and/or patterns of repetitive misbehaviors causing a serious negative impact on the ability of students to access the educational program of the school, or creating an unsafe educational environment may result in a recommendation by the principal to the Superintendent of Schools for extended suspension or expulsion in compliance with Maryland School Law.

Rights and Responsibilities - SUPERINTENDENT

The Superintendent of Schools may determine that an extended suspension or expulsion is appropriate in certain situations based on the severity of the behavior. The superintendent or their designee may place a student on a behavior contract that may result in placing the student in a different school. The superintendent oversees appeals from parents or guardians made in conjunction with disciplinary actions administered by the principal or the principal's designee.

Right of Access to Student Records

For parents/guardians and students age 18 and older, the information below details the right of access to all official educational records maintained on a student by the public schools of Wicomico County. In accordance with *Public Law 93-380, Section 99.4*, a student who has reached the age of 18 has the exclusive right of access to these records.

Information maintained about each student includes the date of birth, place of birth, family information (brothers, sisters, occupation of parents, etc.), lists of subjects taken and grades earned, attendance information, test scores, and health records. Additional information in the folder may include, but not be limited to, emergency information, psychologicals, speech evaluations, immunization records, and medical information given to the school by parents.

Cumulative records are confidential. Access is granted only for legitimate educational needs. The following persons are granted access to student folders.

1. A parent, legal guardian, legal counsel, or eligible student (student 18 years of age or students enrolled in post-secondary education programs).
2. Professional personnel of the Wicomico County school system or other government agencies as required by law on a "need to know" basis. The State Health Department has access to immunization records and directory information in the event of an epidemic.
3. The Board of Education of Wicomico County and other government agencies as required by law.

4. Others when they present written permission of the parent, legal guardian, student 18 years of age, or student enrolled in a post-secondary program.

Schools are required to keep a list of every person obtaining information from a student folder other than a staff member of the student's school. Parents may receive copies of reports forwarded to others if requested. Either parent of a student has all the rights of access to student records unless there is a legal document presented to the principal stating otherwise. An annually determined per copy cost and necessary postage will be charged for all records copied and mailed.

Student records will be sent to another school in which the student enrolls when an authorized agent of that school requests the records.

Student records are reviewed by the principal or designee when the student moves from one school to another or withdraws from school. Parents or eligible students have the right to review the contents of a cumulative folder and to challenge information which is incorrect, misleading, or in some other manner violates an individual's rights to privacy. Schools may settle any problem regarding records or a formal hearing may be requested by a student or parent if an agreeable solution is not reached at the school level.

Subsequent information may be obtained from the Board of Education policy on student records which is available at each school. Questions may be directed to the school principal.

School Hours

| School | Time |
|--------------------------------|-------------------------------------|
| Beaver Run Elementary | 9:15 - 3:45 |
| Bennett Middle | 8:15 - 3:15 |
| Charles H. Chipman Elementary | 8:30 - 3:30 |
| Delmar Elementary | 8:15 - 2:45 |
| East Salisbury Elementary | 9:15 - 3:45 |
| Fruitland Primary | 9:15 - 3:45 |
| Fruitland Intermediate | 9:15 - 3:45 |
| Glen Avenue Elementary | 8:30 - 3:30 |
| James M. Bennett High | 7:45 - 2:45 |
| Mardela Middle | 7:45 - 2:45 |
| North Salisbury Elementary | 8:45 - 3:15 8:15 - 2:15 (Magnet) |
| Northwestern Elementary | 8:30 - 3:30 |
| Parkside High | 7:45 - 2:45 |
| Pemberton Elementary | 8:45 - 3:15 |
| Pinehurst Elementary | 8:45 - 3:15 |
| Pittsville Elementary & Middle | 8:00 - 3:00 |
| Prince Street Elementary | 8:00 - 2:30 |
| Salisbury Middle | 7:45 - 2:45 |
| West Salisbury Elementary | 8:45 - 3:15 |
| Westside Primary | 9:15 - 3:45 |
| Westside Intermediate | 9:15 - 3:45 |
| Wicomico Middle | 7:45 - 2:45 |
| Wicomico High | 7:45 - 2:45 |
| Willards Elementary | 8:00 - 3:00 |
| Choices Academy | 8:00 - 3:00 |

School Resource Officers (SRO)

The School Resource Officer (SRO) Program is a joint effort between the Wicomico County Sheriff's Office and the Wicomico County Board of Education assigning 8 uniformed law enforcement officers to Wicomico County Public Schools. The officers work in full cooperation with the each school's administrators, students, staff, parents and community members to:

- Maintain a safe and secure environment that is conducive to learning.
- Deter misbehavior in school and in the school's community by being highly visible throughout the school day and at after school activities.
- Promote positive attitudes regarding the role of police officers in society and inform students of their rights and responsibilities as lawful citizens.
- Establish a liaison with school personnel in a cooperative effort to prevent disruptive or violent behaviors.
- Promote close working relationships between law enforcement officers, students, parents, and faculty, improve communications, and promote mutual respect for all parties.

Searches

Every principal, assistant principal or authorized security officer of a public school may conduct a reasonable search of a student on the school premises if he has reasonable belief that the student has in his possession an item the possession of which is a criminal offense under the laws of this state or is a violation of school rules. The search must be made in the presence of a third party.

Every principal, assistant principal or authorized security officer of a public school may conduct a search of the physical plant of the school and its appurtenances including students' lockers.

Special Education

A full continuum of special education services are provided to children from birth to age 21 in accord with federal and state laws. Services include diagnostic evaluation, instruction, and related therapies as appropriate. All services are free and provided ONLY with the informed consent of the parents.

Specific programs include infants/toddlers (ages birth through 2), pre-school (ages 3 to 5), and instruction (Grades K-12). Related services may include audiology, counseling, interpreting, occupational therapy, orientation/mobility, physical therapy, psychological services, speech and language therapy, and translation as appropriate.

Referrals for infants and toddlers services should be directed to the Holly Center (410-543-6920). Referrals for pre-school services should be directed to the early Childhood Services Teacher Consultant (410-677-4493). Referrals regarding school-age children enrolled in parochial/private schools should be directed to the director of Special Education (410-677-4507). All other concerns should be directed to the appropriate school administrator.

All procedures and regulations governing the provision of special education services are on file at the Board of Education and in each school.

Student Accident Insurance

The Board of Education makes student accident insurance available to parents who wish to purchase it. The voluntary enrollment of students in this insurance program is executed by the school. The school receives no profit from the sale of this policy.

This insurance can cover any student at supervised school activities EXCEPT those engaged in interscholastic varsity football. Coverage for 24 hour per day for 12 months may be obtained.

School insurance is available to all members of the student body and is sold at the beginning of the school year. The school serves as a medium in supplying the insurance information, but assumes no liability, either for injury or the subsequent negotiations with the company. All students participating in athletics, band, distributive education, diversified occupations, band front, cheerleading, or a Career and Technology education program must carry school insurance or have a waiver on file prior to participation. Football insurance Covers football only and no other activity.

Student Service Learning

All students in Maryland must meet the state graduation requirement in service-learning which must include preparation, action, and reflection.

Students in Wicomico County can meet this state requirement through 3 choices:

1. By completing service projects infused in the curriculum in grades 6 through 10 in the subjects of English, science, social studies, and math.
2. By accumulating 75 clock hours of service in the community with documentation submitted by the student to the school guidance office.
3. By completing 75 clock hours accumulated through a combination of #1 and #2 above.

The student's completed service hours for the year are reported on the student report card in grades 6 through 10.

Summer School

Summer school is offered for credit annually in certain key middle and high school subjects to students who have failed or done poorly during the regular school year. Students are responsible for their own transportation and pay a tuition charge. If there is sufficient space, out-of-county students are accepted with a higher tuition payment.

Subjects usually offered are English 6-12, general mathematics (middle and high school), Algebra I, U.S. History, and general science (middle and high school). Students must be recommended by their regular school teacher and/or principal in order to be accepted for summer school. Students enrolled in HSA courses will participate in the HSA testing at the end of the course.

Students may take one or two subjects, each of which is scheduled daily for two hours. Daily attendance is mandatory, though exceptions may be made by the principal in extreme cases.

Summer school is offered for original credit. Only one course can be taken for original credit. Geometry, and Algebra II/Trig, have been offered for original credit, however, offerings are based upon student requests.

Free summer school for elementary students is generally offered each year. Its purpose is to provide remedial reading and math instruction.

Textbooks

Necessary textbooks are provided for student use, free of charge. Upon return, students will be charged for damages beyond normal use and any lost textbooks.

Title I/State Compensatory Education Program

Title I/SCE programs concentrate on providing assistance to students in reading, language arts, and mathematics. Programs are designed to help students who are achieving below expected levels in school work. The goal is to help students improve their achievement levels through "one on one" or "small group" instruction to supplement regular instruction. Teachers, instructional assistants, educational material, and equipment provide the additional support. Students are chosen to participate after reviews of performance on standardized tests, grades, class work, achieved levels of math-reading performance compared with anticipated levels of achievement, retention history, attendance or other needs determined by the school management team.

Instructional Leadership Team (ILT) is responsible for the program and its implementation on each school. The team consists of administrators, teachers, assistants, parents, and other community members. They address needs identified in the school through the School Improvement Plan (SIP). Each program provides many activities designed to involve parents and the community.

The program is funded by the federal government under the Elementary and Secondary Education Act and state funding as well. The U.S. Office of Education and the Maryland State Department of Education have recognized three county schools as "National Distinguished Title I Schools." The schools recognized are Prince Street Elementary School, Glen Avenue Elementary School, and Pemberton Elementary School. Nine elementary schools are program participants.

Visitation

While Wicomico County has an open door policy, American Education Week is specifically designed for school visitations. Notification on American Education Week visitor guidelines will be announced prior to American Education Week. Visitors should report to the school office upon arrival.

All visitors to the school must register in the main office. Failure to do so could result in prosecution under Maryland School Trespass Law.

Wicomico County Council of PTAs (WCCPTA)

The Wicomico County Council of PTAs (WCCPTA) is composed of the 22 PTA's in the county. WCCPTA's goal is promote the welfare of children and youth.

WCCPTA acts as a liaison between the local PTAs, the region, and the state PTA and informs and instructs the local PTAs by holding workshops, meetings, and publishing the newsletter, "THE LINK".

In May, the council awards scholarships in the name of former superintendents of schools, Royd A. Mahaffey, to graduating seniors.

Wicomico County Certificate of Merit

Students may work toward the attainment of a Wicomico County Certificate of Merit by pursuing a rigorous curriculum during their four-year high school career. Students must have an unweighted grades point average of 3.0 and 12 credits from designated honors courses. Wicomico County will offer this certificate in lieu of the previous Maryland State Certificate of Merit. Guidance counselors in both the middle and high schools will assist students with questions concerning this certificate.

Wicomico County Early Learning Center (WELC)

The Wicomico County Early Learning Center is located on Roberts Street in Salisbury, MD. The center houses three and four year old students living in the Pemberton and Beaver Run School attendance areas. A Head-Start class is also housed at the center. The goal is to prepare young learners to be successful in an ever changing global society.

Wicomico County Judy Center

The Judy Center is a grant-funded program through MSDE (Maryland State Department of Education) which began in January, 2002. Our vision is to provide comprehensive services for families residing in the Pemberton School and Beaver Run attendance areas. Our goal is to improve school readiness through early intervention and services to families with children, birth to five. Three and four-year old children who meet the eligibility criteria are invited to enroll in the Judy Center.

Title VII and Title IX Complaint Filing Form

COMPLAINANT _____

WORK/SCHOOL LOCATION _____ POSITION _____

HOME ADDRESS _____

TELEPHONE NO _____

Nature of your complaint (Describe the policy, procedure or practice you believe to be in violation of Title VII or Title IX and identify any person(s) you believe to be responsible.)

Describe any corrective action you feel should be taken with regard to the possible violation.

What documentation can you supply to support your claim that the Wicomico County Board of Education or its agents have been in noncompliance with Title VII or Title IX?

List and attach copies.

DATE

COMPLAINANT'S SIGNATURE

WCBOE Policy - GBAA-R

Complaint No. _____

Title VII and Title IX Case Record

Initial Filing

COMPLAINANT _____

WORK/SCHOOL LOCATION _____ POSITION _____

HOME ADDRESS _____

DATE OF INITIAL CONTACT _____

NATURE OF CLAIM _____

DATE AND TIME OF INFORMAL HEARING _____

PARTIES IN ATTENDANCE

| | |
|--|--|
| | |
| | |
| | |

ACTION _____

RECORD COMPLETED BY _____
Signature Date

SUBSEQUENT INFORMAL HEARINGS

DATE AND TIME _____

PARTIES IN ATTENDANCE

| | |
|--|--|
| | |
| | |
| | |

ACTION _____

DATE COMPLAINT RESOLVED _____ AFFIRMED BY _____

RECORD COMPLETED BY _____ DATE _____

WCBOE POLICY GBAA-R

Complaint No. _____

Title VII and Title IX Complaint Case Record

Appeal Documentation

LEVEL: TWO ___ THREE ___ FOUR ___

DATE APPEAL RECEIVED _____

HEARING DATE _____ TIME _____

PLACE OF HEARING _____

PARTIES IN ATTENDANCE _____

ACTION _____

DATE OF WRITTEN RESPONSE TO COMPLAINANT _____

BY _____

COPIES OF ALL WRITTEN DOCUMENTS ATTACHED _____

COMPLAINT RESOLVED _____

RECORD COMPLETED BY _____
Signature Date