

IV-A-1 Early Admission to Prekindergarten

A. Purpose

Establish a policy statement permitting early admission into prekindergarten.

B. Policy Statement

The Board of Education recognizes that some young children have demonstrated educational needs that may warrant early admission to prekindergarten.

C. Rationale

State law requires a local board of education to adopt a policy permitting a 3-year old child under certain conditions, upon parent request, to be admitted to prekindergarten. The local superintendent of schools must certify that the child is from an economically disadvantaged background or is homeless and must demonstrate education needs that warrant early admission to prekindergarten.

D. Definitions

1. Prekindergarten: An education program for economically disadvantaged 4-year old children.
2. Early admission: The movement of a student out of the normal progression into prekindergarten.

E. Implementation Guidelines

1. Application

- a. Parents or guardians of children who will turn four years old on or before October 1st must make a written request for consideration of early admission to the principal of the elementary school that the child should attend. Additional forms required by the prekindergarten program must accompany the request. The school must receive the written request and application on or before July 15.
- b. The written request must contain information that documents the child as economically disadvantaged or homeless and educational needs that warrant early admission into prekindergarten.
- c. Upon receipt of the request, the principal should schedule a meeting with appropriate personnel to discuss considerations associated with the early admission and information about the evaluation process. Following deliberation, the principal will meet with the parents to schedule a conference and screening date for the child.
- d. The principal notifies the parent or guardian in writing regarding the final decision.

2. Evaluation

Standardized screening instruments will be used to determine capabilities to warrant early admission.

3. Recommendation

- a. A school-based team will review the documentation and make a recommendation. The team will consist of a school administrator, the coordinator of early childhood programs, and the assessor.
- b. A written decision regarding the request for early admission to prekindergarten will be sent to parents or guardians on or before September 15.
- c. If a child is not recommended for early admission to prekindergarten, the parent or guardian may appeal the decision in writing to the superintendent or school system's designee.

4. Appeal Process

- a. If the parent or guardian disagrees with the assessment data and/or the decision, they may arrange for an independent evaluation at their own expense. The appropriate personnel will consider the data from the independent evaluation.
- b. If the parent or guardian wishes to appeal the decision, the appeal must be made in writing to the superintendent or school system's designee within 10 days of the decision.
- c. The appropriate personnel will review all relevant information and will rule on the appeal.

5. Other

- a. Children who meet the criteria and are age-eligible for prekindergarten will be admitted first and younger children with educational needs will be considered for early admission if space is available.
- b. Children who have been enrolled in prekindergarten using the early admission regulations should be reassessed before progressing to kindergarten. If it is determined to be in the child's best interest, the child will stay in prekindergarten for a second year.

IV-A-2 Early Admission to Kindergarten and Grade One

A. Purpose

Establish a policy statement permitting the early admission of students into kindergarten and grade 1.

B. Policy Statement

The Board of Education recognizes that some young children who have superior intellectual ability and who demonstrate advanced social, emotional, and physical maturity should be provided the opportunity for early admission into kindergarten and grade 1.

C. Rationale

For the majority of children, the current progression of movement from kindergarten through grade one (1) meets children's needs. Under certain conditions, and upon parent request, a child may warrant advanced grade placement. The local superintendent of schools must certify that the child exhibits the superior intellectual ability and demonstrates the advanced social, emotional, and physical maturity to merit advanced grade placement.

D. Definitions

Early admission: The movement of a student out of the normal age-based progression of kindergarten through grade one.

E. Implementation Guidelines

1. Application

- a. Parents or guardians of children who turn 5 years old on or before October 1st and are seeking early admission to kindergarten, must make a written request for consideration of early admission to the principal of the elementary school that the child should attend prior to July 15th.
- b. Parents or guardians of children who turn 6 years old:
 - on or before October 30th for school year 2006-2007;
 - on or before October 1st for school year 2007-2008 and thereafterand are seeking early admission to 1st grade must make a written request for consideration of early admission to the principal of the elementary school that the child should attend prior to July 15th.
- c. Upon receipt of the request, the principal should schedule a meeting with appropriate personnel to discuss considerations associated with early admission and information about the evaluation process. Following deliberations, the principal will meet with the parents to schedule a conference and screening date for the child.
- d. The principal notifies the parent or guardian in writing regarding the final decision.

2. Evaluation

Standardized screening instruments will be used to determine capabilities to warrant early admission.

3. Recommendation

- a. A school-based team will review the documentation and make a recommendation. The team will consist of a school administrator, the coordinator of early childhood programs, and the assessor. Additional team members may include a guidance counselor and classroom teacher(s).
- b. A written decision regarding the request for early admission will be sent to parents or guardians on or before September 15.
- c. If a child is not recommended for advanced grade placement, the parent or guardian may appeal the decision in writing to the superintendent or school system's designee.

4. Appeal Process

- a. If the parent or guardian disagrees with the assessment data and/or the decision, they may arrange for an independent evaluation at their own expense. The appropriate personnel will consider the data from the independent evaluation.
- b. If the parent or guardian wishes to appeal the decision, the appeal must be made in writing to the superintendent or school system's designee within 10 days of the decision.
- c. The appropriate personnel will review all relevant information and will rule on the appeal.

5. Other

- a. The progress of any child approved for early admission will be evaluated by the principal and teachers within 30 days of placement to determine whether or not placement has proven to be beneficial to the student involved. Should adequate progress not be shown, the principal must notify the child's parents and mutually determine whether or not the child should be returned to the standard grade placement.
- b. Parents or guardians enrolling students during the school year may request early admission. Guidelines will be adjusted to ensure a timely decision.

IV-A-3 Compulsory Attendance

Each child who resides in this County and is 5 years old or older and under 16 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 Worcester County Public Schools to children of the same age.

IV-A-4 Attendance and Absence

- A. Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefit for each student. The regular interactions of students in the classroom, and their participation in well-planned instructional activities under the direction of a good teacher, are essential for learning to be meaningful and effective. Poor attendance hinders the learning process. Students who are absent for unnecessary reasons learn poor attendance habits. In many cases, poor attendance habits learned in school stay with individuals as they enter the work force. For these reasons, the Worcester County Board of Education believes it is very important to insist on good attendance.
- B. The following reasons are listed by the Maryland State Department of Education as "Lawful Cause of Absence":
1. Death in the immediate family. The local school system shall determine what relationships constitute the immediate family.
 2. Illness of the student. The principal shall require a physician's certificate from the parent or guardians of a student reported continuously absent for illness.
 3. Court summons.
 4. Hazardous weather conditions. Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school.
 5. Work approved or sponsored by the school, the local school system or the State Department of Education, accepted by the local Superintendent of Schools or the school principal, or their designees as reason for excusing the students.
 6. Observance of a religious holiday.
 7. State emergency.
 8. Suspension.
 9. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
 10. Other emergency or set of circumstances which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school.

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

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

- E. Classroom make-up work for lawful absences must be submitted to the teacher within five (5) school days following the student's return to class and receipt of assignments from the teacher. The principal or assistant principal may accept other make-up plans for long-term absence due to unusual circumstances.
- F. Shopwork laboratory exercises, and participation in class discussion or group work that cannot be made up should not be held against the student unless the student has been absent so often that a meaningful and effective learning experience has not occurred.
- G. Students should be encouraged to complete make-up work; however, work missed during days that are determined to be unlawful cannot be made up for credit.
- H. Classes missed due to trips such as family, band, athletic, etc., authorized by the principal, shall be lawful. Students must assume the responsibility for making up the missed work.

WORCESTER COUNTY PUBLIC SCHOOLS
6270 Worcester Highway
Newark, Maryland 21841

Student Trip Approval Request Form

This form is to be completed and forwarded to the Principal's office at least ten (10) days prior to departure. Under the policy of the Board of Education, a maximum of seven (7) school days will be excused for family trips during any one school year. Absences above seven (7) days are considered unexcused. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction.

School: _____ Date of Request: _____

Student: _____ Grade: _____

Adult Responsible: _____ Phone: _____

Destination: _____

Dates of Trip: _____ Number of School Days Absent: _____

Type of Trip: Educational Family Harmony

Signature of Adult Responsible: _____ Date: _____

STUDENT: This form must be signed by all persons listed below. Please return to the office as soon as all teachers involved have signed.

Signatures (verifying notice of request - not approval)

1st: _____ 5th: _____

2nd: _____ 6th: _____

3rd: _____ 7th: _____

4th: _____ 8th: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

IV-A-5 Attendance and Grades

The Worcester County Board of Education recognizes its responsibility to educate the youth of this county. It also recognizes the responsibility for developing good work habits as well as academic skills. Inasmuch as there is a direct relationship between attendance and grades, the following policy is intended to instill in the secondary school youth of this county the importance of regular and punctual school attendance as a prelude to success in postschool pursuits. REGULAR SCHOOL ATTENDANCE IS EXPECTED OF EACH STUDENT.

- A. A student at the high school level who is absent from school or class for the equivalent of eleven (11) unlawful days during the school year automatically fails that subject or all subjects for the year with all final grades computed as "F."
- B. Students must submit written verification for all lawful absences to the person in charge of attendance on the day the student returns to school. Absences that are not verified on the day the student returns to school will be recorded as unlawful. However, under unusual circumstances, the verification will be accepted later. It is the responsibility of the student and parent to submit verification for lawful absences.
- C. The following will be used to determine full and one-half day absences. If a student is present:
1. 4 Full Periods - Present All Day
 2. 3 Full Periods - Present One-Half Day
 3. 2 Full Periods - Present One-Half Day
 4. 1 Full Period - Absent All Day
- D. The official record for daily school attendance shall be the PowerSchool Attendance Program.
- E. For a given subject or course at the high school level, five (5) unlawful absences during any one grading period shall result in a failing grade. Unlawful absences shall be interpreted as meaning any absence from school or class for any reason other than those cited as lawful. The principal may waive this requirement if the student's subsequent conduct and achievement warrants.
- F. An "I" (incomplete) may be issued at the end of any marking period for students who have not completed necessary work. Students receiving an "I" must make up designated assignments within five (5) school days (terms 1, 2, 3) following the last day of the marking period.
- Students receiving an "I" in the fourth marking term must make up assigned work prior to the last work day for teachers. Failure to make up fourth marking term assignments will result in failure of the course.
- G. Students receiving final grades computed as "F" or "I" who are denied Carnegie Units may be considered for enrollment in a summer review class. Satisfactory attendance and completion of class requirements would result in a passing grade and credit awarded for the class(es) in question.

IV-A-6 School Enrollment When a Change of Domicile Occurs

The Superintendent is authorized to grant approval for a student to attend a school in Worcester County which is not in the Attendance Area in which the student is domiciled, under the circumstance outlined below:

When during the school year the domicile of a student is moved outside the Attendance Area of the school student is currently attending, the parent or legal guardian may apply in writing for permission for the student to complete the school year at the school where enrolled prior to the change of domicile.

In granting such permission the Superintendent shall specify the time limit of such permission, but in no event shall the permission extend beyond the current year.

At the beginning of the following school year the student will enroll in the appropriate school in the Attendance Area where the parent or legal guardian is domiciled.

Transportation will be furnished provided the student can be accommodated within existing bus loads and bus routes and provided State guidelines for transportation permit such transportation. If bus transportation is not possible under the stipulations immediately above, the parent or legal guardian shall be responsible for transporting the student. The lack of school bus transportation will not be accepted as a valid reason for nonschool attendance.

IV-A-7 Domiciled in One School Attendance Area to a School Outside the Area

Upon the approval of the Superintendent, a student may be permitted to attend a school outside the Attendance Area in which the student is domiciled. Such approvals shall be limited to the school year next following the date of approval, if schools are not in session; or for the remainder of the current school year if schools are in session. In considering these requests, the Superintendent shall utilize any or all of the following considerations:

1. An educational service or program is provided by the receiving school which is not provided by the school in the student's Attendance Area, and such service or program is educationally more appropriate to the needs of the student.
2. The Superintendent and professional staff, for sound educational reasons affecting the progress of the student and with the approval of the parents, initiate such a transfer.
3. The receiving school, by reason of construction and design, provides building facilities more appropriate to the physical needs of the student.

IV-A-8 Tuition for Nonresidents of Worcester County

A. Regular Students

Regular students not eligible to attend Worcester County Schools by reason of their parents' domicile, but who desire to attend Worcester County Schools and who are granted permission to attend by the Superintendent, must pay tuition as follows:

1. Maryland Residents

Tuition shall be based upon the cost of providing direct instructional services to students. Effective July 1, 2011, tuition for nonresident students will be calculated based upon the annual local appropriation per student. Tuition rates will be reviewed and established annually by the Superintendent or designee

2. Out-of-State Residents

Tuition shall be the base tuition for Maryland residents plus the most recent amount of state aid per student for "current expenses."

Transportation shall not be provided to students attending Worcester County Schools under this policy unless approved by the Superintendent based upon availability without additional cost to the Worcester County Board of Education.

Eligible postgraduate students will be admitted tuition-free if facilities are available. Tuition for noneligible students at the Career and Technology Center on a one-half day program will equal one-half the amount determined above. Nonresident students who complete the ninth through eleventh grades in the Worcester County Public School System as eligible students and who desire to complete their senior year in the Worcester County School System must submit a written request to the Superintendent.

This policy shall not be applicable to students from adjoining Maryland counties whose eligibility to attend the Worcester County Schools is determined by mutual agreement between the Boards of Education of the counties involved.

B. Special Education Students

Special Education students who are residents of other states and/or Maryland counties will be considered for acceptance on a tuition basis into Worcester County Public Schools on an individual basis. Children from other states and/or Maryland counties who are enrolled in Worcester County Public Schools and referred by a parent or teacher for special education service will be considered on the same basis as children who are not presently enrolled. Before a special education student who is not a resident of Worcester County is accepted for special education services, the following procedures and guidelines will be adhered to:

1. An Individual Education Plan Committee meeting will be held to determine the appropriate evaluations, the existence of a disability, the special education service required to support the Individual Education Program.

Evaluations available at the time of the first IEP meeting will be considered. If it is determined that additional evaluations are needed before a decision can be reached, the committee and the parent or guardian will determine the appropriate evaluations as well as the professional personnel who will conduct the evaluations.

2. All Worcester County Board of Education Special Education Policies and Procedures will be followed. Additionally, once a proposed Individual Education Plan has been developed by the IEP committee, the following issues will be addressed by the principal, Supervisor of Special Education, and Assistant Superintendent for Administration:
 - a. Staffing implications of the child's enrollment.
 - b. Instructional grouping, both in the special education and the regular education setting, and the effect on the other children in those groups.

Once the above issues have been considered, the staff will make a recommendation to the Superintendent. The Superintendent will render a decision in terms of accepting the disabled student into the Worcester County Public School system.

3. Tuition will be based upon the current Worcester County Board of Education out-of-county/state tuition rates, with the following additional tuition rate schedule for special education services:

Level I	Consultative Services	110%
Level II	1 - 5 hrs per week	150%
Level III	6-15 hours per week	200%
Level IV	16 - 35 hours per week	250%
Level V	Cedar Chapel	300%

4. Additional tuition may be required if the cost of providing special education services exceeds the above rates.
5. Transportation will be the responsibility of the parent. Permission may be given for the child to ride a Worcester County bus if there is space, and if the route does not have to be altered.
6. The child's continued enrollment is subject to review at any time, and will be reviewed annually. The review will include the evaluation, identification, transportation, placement, and the annual tuition. It is the intent of the Worcester County Board of Education that its commitment to serve the child may be terminated at any time that it is determined to be in the best interest of the Worcester County Public School system.

- C. Each Worcester County Board of Education employee who has a child attending Worcester County schools under this policy shall pay an annual tuition rate equal to the state aid per student.

REV. 5/88
REV. 6/96
REV. 8/01
REV. 10/06
REV. 6/08
REV. 7/11

IV-A-9 Eligibility to Enroll in Worcester County Public Schools

- A. A student under the age of 18 years is eligible to enroll in the Worcester County Public School system without payment of tuition if the student is domiciled with one or both parents or legal guardians and they maintain their principal residence and place of domicile in Worcester County. The legal guardian of a student for purposes of this policy is the person or persons who by court order have been granted and exercise actual, bona fide custody and control over the student.
- B. Parents or legal guardians of all students who enroll in the Worcester County Public Schools must present proof that they are domiciled in Worcester County. Copies of this documentation must be placed in the student's cumulative folder. Examples of acceptable documentation include, but are not limited to the following:
 - 1. Valid Driver's license
 - 2. Current property tax bill
 - 3. Current rental lease
 - 4. Current utility bill with name and address
 - 5. A completed Affidavit of Disclosure form
- C. A student who is domiciled with a person other than a parent or legal guardian, and has been determined to be a bona fide resident of Worcester County by the Superintendent or designee, may enroll tuition free.
- D. A student 18 years of age or older is eligible to enroll in the Worcester County school system if the student maintains their principal residence and place of domicile in Worcester County.
- E. In cases where the principal residence and place of domicile of the parents or legal guardians of the student is, in the opinion of the Superintendent, uncertain, the parents or guardians may be required to complete an affidavit of disclosure as a precondition for enrollment of the student in the Worcester County Public School system. The purpose of the affidavit of disclosure is limited to ascertaining from the parents or guardians their legal residence and place of domicile and the duration of that residence. Parents or guardians who complete the affidavit of disclosure shall attest to the truth of the information in the affidavit by their signature which shall be witnessed by a person designated by the Superintendent.
- F. If it is determined that a student enrolled in Worcester County Public Schools is ineligible to attend, the student will be promptly disenrolled. If it is determined that enrollment of the student was obtained by misrepresentation of the principal residence and place of domicile of the parent or guardian, the parent or guardian will be charged the applicable tuition rate prorated for the period of time the student attended Worcester County Public Schools while ineligible to do so.
- G. Disabled students are eligible to enroll in the Worcester County school system under the standard set forth in the Annotated Code of Maryland, as from time to time amended.
- H. Students placed in Worcester County residences by a state agency, a licensed child placement agency as provided by the Family Law Article, or a court in a county other than where the child's parent or legal guardian resides are eligible to enroll in the Worcester County Public School system as set forth in the Annotated Code of Maryland.
- I. Students who are determined to be homeless are eligible to enroll in the Worcester County Public Schools tuition free.
- J. The Board of Education recognizes that unusual and unique circumstances exist for individual students from time to time. The Superintendent may admit noneligible students, tuition free, on a year to year basis, when in his judgement compelling circumstances exist.

Pocomoke City Attendance Area (Grades PreK-12)

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

Snow Hill Attendance Area (Grades PreK-12)

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

Stephen Decatur High School Attendance Area (Grades 9-12)

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

Stephen Decatur Middle School Attendance Area (Grades 7-8)

Same as Stephen Decatur High School attendance area.

Berlin Intermediate School Attendance Area (Grades 4-6)

Same as Stephen Decatur High School attendance area (except grade 4), 4th graders from Showell attendance area only.

Buckingham Elementary School Attendance Area (Grades PreK-4)

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

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

Showell Elementary School Attendance Area (Grades PreK-3)

All students living on and east of Sims, Campbelltown and Pitts Roads, and east of Route 346 (between Route 90 and Route 50) to Route 50. North of Route 50, eastward to Route 113. West of Route 113, north to the intersection of Route 113 and Jones Road, north of a line from the intersection of Route 113 and Jones Road to the middle branch of Crippen Branch Creek and the mid-channel of Crippen Branch and Turville Creeks, east of the mid-channel of Isle Of Wight and Assawoman Bays to the Delaware Line.

Ocean City Elementary School Attendance Area (Grades PreK-4)

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

IV-A-11 Foreign Exchange Student Program

- I. The Board of Education recognizes the benefits derived from the placement of exchange students from throughout the world in the high schools of Worcester County.
- II. The Board of Education will participate in foreign exchange student programs under the following conditions:
 - A. The sponsoring program must be listed in the National Secondary School Principals' Association publication of the Advisory List of International Educational Travel and Exchange Programs for the year of admittance. This book is published by the Council on Standards for International Educational Travel, 3 Loudoun Street S.E., Leesburg, Virginia 22075.
 - B. Eligible sponsors must be nonprofit organizations or institutions which have received tax exempt status from the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.
 - C. On or before May 1, a foreign exchange student placement agency, which seeks to place a student in a high school in Worcester County in September of that same year, shall submit a program proposal to the Superintendent. This requirement is applicable to any organization, which heretofore, has not been approved to place students in Worcester County Public Schools.
 1. The Superintendent will respond to the request on or before May 25 of the year of the request, notifying both the organization and the principal(s) of the final decision.
 2. The sponsoring agency, once accepted, shall submit to the school's principal on or before June 15:
 - a. the name, address and relevant family information regarding the proposed placement;
 - b. official academic transcripts; and
 - c. other necessary documentation required by Worcester County Public Schools (e.g., health records, etc.).
 - D. The designated sponsor assumes complete responsibility for:
 1. the selection of students
 2. obtaining a local advisor
 3. obtaining host families
 4. providing the school system with all necessary placement information
- III. The building principal will assume responsibility for the administration of the Foreign Exchange Students program in their building. The Superintendent will make the final determination as to which sponsoring agency(ies) and student(s) will be active in a school during any particular year after consulting with the building principal.

- IV. Prior to seeking placement of a foreign exchange student in Worcester County Public Schools, the sponsoring agency will certify in writing that the student has been fully apprised of the graduation requirements as defined under Maryland law regarding the required credit count and minimum competency testing mandates.
- A. A student who fulfills all requirements for graduation will be awarded a Maryland High School Diploma.
 - B. A student who completes the credit expectations, yet does not pass the Maryland High School Assessment test will be awarded a Worcester County International High School Certificate.
- V. No more than two exchange students will be enrolled in each school per year unless a request to exceed the limits is submitted in writing to the Superintendent by the school principal and approval is granted by the Superintendent.

IV-A-12 Senior Recognition and Graduation Honors

The Board of Education believes that all graduating seniors who earn high academic honors should be recognized. The Board of Education has established the following three-tier system of recognition: Summa Cum Laude; Magna Cum Laude; and Cum Laude. The Superintendent will establish the grade point average ranges for each of these designations.

IV-B-1 Medication for Student While in School

The administration of medication to students in Worcester County Public Schools is a service offered to promote wellness and decrease absenteeism. When there is a need for this service, safe and proper administration is essential. According to state law, therefore, school personnel, including school nurses, may not administer any medication without written doctors orders. This includes over the counter medications. Whenever possible, medication should be taken by students before coming to school or upon returning home. When this is not possible, trained school personnel may administer medication to students according to the following guidelines:

- A. Before giving any medication, it is necessary that the school have complete written instructions on an appropriate form (HS/Form 1) from the prescribing physician. This form should also include the parent/guardian signature. Instructions shall include date of order, identification of drug by name, dose, time and circumstances of administration, length of time medication is to be continued, and possible side effects. If the physician prefers to use their own form, it will be acceptable if they write complete instructions. These instructions must be easily accessible to those responsible for administering the medications as well as those who observe and work with the child.
- B. All medication shall be clearly labeled with the student's name, time, and amount of medication to be taken. School nurses or trained school personnel are responsible for observing while the student takes the medication to assure that it is done in accordance with the physician's written instructions and the medicine label.
- C. The original prescription container shall accompany all medications to be administered in school. Parents/guardians should request two containers (one for school and one for home) from the pharmacist when getting the prescription filled. Medications should be brought to the school by the parent or responsible adult.
- D. Medication shall be kept locked in the health suite. There are some children with serious allergies for whom it is necessary to keep an antidote at school. In such cases, this medication should be kept locked, but readily accessible in case of an emergency which requires immediate use.
- E. When a physician determines that injection of medication may be necessary as a life saving measure, the school nurse will administer the prescribed medication. In the event that the school nurse is not immediately available, prearranged locally available medical personnel shall be immediately contacted for assistance.
- F. The parent/guardian should give the first dose of any new prescription or over-the counter medications, except for prn emergency medications.
- G. All medications must be destroyed one week after the expiration date. If not retrieved by a parent or responsible adult, unused and unclaimed medications will be disposed of at the end the school year.
- H. The administration of medications to students shall be documented and maintained in accordance with procedures identified in the Worcester County Public Schools Health Services Manual.

IV-B-2 Use of Chemical Rockets

The firing of rockets which use chemical propellant (liquid or solid) constitutes an unnecessary safety hazard to students and other school personnel. These rockets are not to be used at any time in the Worcester County Public Schools.

IV-B-3 Supervision of Students Before and After School

Within hours designated by the principal, which shall include the time of arrival of the first bus and the time of departure of the last bus, one or more teachers shall be assigned to supervise students who may properly be on the premises and to be responsible for their safety and proper conduct.

IV-B-4 Supervision of Out-of-Class Activities

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

REV. 8/01
REV. 10/06
ADP. 6/88
REV. 10/06

POL. IV-B-2
POL. IV-B-3
POL. IV-B-4

IV-B-5 Release of Students During School Hours

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

Students may be excused only upon approval by the principal or designee. In the event of divorced or separated parents, children may be released only upon the request of the parent who holds legal custody of the child.

IV-B-6 Visits During School Hours & Interrogation by Police

Parents, or persons who can verify that they are acting for parents, may visit children during school hours provided such visitation is authorized by the school principal. Limitations on time, place, frequency and duration of visits may be established by the principal to minimize disruption of the educational program. Solicitors shall under no condition be permitted to visit students. Members of the press may interview students with prior permission from the parents. Police officers or similar officials may interview students with the knowledge and consent of the parents and principal, subject to the limitations set forth in the regulations of the Maryland State Board of Education.

ADP. 6/88
REV. 8/01
REV. 10/06
REV. 4/89
REV. 8/01
REV. 10/06

POL. IV-B-5

POL. IV-B-6

IV-B-7 Illness or Injury

All cases of serious illness or injury of a student shall be referred promptly by the teacher to the school nurse or designee. Teachers shall be observant of symptoms of contagious diseases and infections and shall promptly report all such symptoms to the school nurse or designee.

IV-B-8 Student Accident Insurance

The Board of Education annually surveys various plans for student accident insurance and makes it available to parents who wish to procure such protection.

IV-B-9 Physical Examinations for Athletic Teams

The principal of each high school shall, through cooperation with local physicians and the Health Department, require all students participating in major athletic activities to receive annually an adequate physical examination prior to such participation. The physician's report of such examination shall be filed in the principal's office.

IV-B-10 Fire Drills

The principal of each school shall conduct, or cause to be conducted, a fire drill at least 10 times each school year and at least once every 60 days.

IV-C-1 Responsibility

All persons connected with the educational enterprise have responsibility toward the behavior of students; that is, students, parents, bus drivers, and other school personnel. Students shall be expected to know all rules and regulations of the school and to conduct themselves accordingly. Parents shall be expected to acquaint themselves with the policies, rules and regulations of the school, and to assist the school in developing a positive attitude on the part of the child toward acceptance of said rules and regulations. Primary responsibility for the behavior of the child rests with the person (teacher, bus driver, etc.) who is directly in charge of the student at a given time. However, this does not absolve any member of the staff from responsibility for student conduct whenever the student may be in a position to observe it.

IV-C-2 Suspension and Expulsion

In accordance with rules and regulations adopted by the Worcester County Board of Education principals may suspend for cause, for not more than ten (10) school days, any student in the school under their direction. However, in the absence of the principal, the assistant principal shall be the acting principal, and has the authority to suspend students and recommend expulsion. The student and the parent or guardian shall be given a prompt hearing or conference with the principal or designee during the suspension period.

Suspension for more than ten (10) days or expulsion may be invoked by the Superintendent at the request of the principal and upon adequate investigation.

In all cases of suspension and expulsion the requirements of the Annotated Code of Maryland shall be met.

IV-C-3 Alternative to Some Suspensions

The Board of Education of Worcester County has authorized the establishment of a night/Saturday school as an alternative to suspension for certain misbehaviors. Alternatives to suspension are designed to help students control their own behavior and to continue their educational program in the Worcester County Public Schools.

Alternatives to suspension will not change the Board of Education of Worcester County's policy that "each student has a right to a free public education as long as this right is exercised in concert with the rules and regulations of the school and does not hinder other students' progress in pursuing a meaningful educational program." Offenses disrupting the orderly educational progress of others will be dealt with according to existing policies and procedures.

REV. 3/97
REV. 10/06
REV. 10/88
REV. 10/06
REV. 8/01

POL. IV-C-1
POL. IV-C-2
POL. IV-C-3

IV-C-4 Detention After School

Principals, or teachers with the approval of the principal, may detain students after school as a means of discipline. Whenever it may be deemed advisable to use detention, the parents shall be notified at least one day in advance of the school's intention to detain the child.

IV-C-5 School Bus Behavior

The Worcester County Board of Education affirms that all students enrolled in the schools of Worcester County are expected to practice standards of accepted behavior at all times and under no circumstances shall behavior that is disruptive to others be tolerated.

Since proper conduct of students on the school bus is considered the responsibility of the Board of Education, any behavior or misconduct which jeopardizes the safe operation of a school bus or which interferes with the welfare of other students shall be prohibited.

Examples of this type of conduct include but are not limited to the following:

1. Throwing objects
2. Fighting
3. Smoking
4. Use of alcohol
5. Use of illegal drugs

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

At the discretion of the appropriate school administrators, a student shall become ineligible for Student Transportation when the student's behavior is such as to cause serious disturbance on a school bus, or when the student disobeys state or local rules and jeopardizes the safe operation of a school bus or which interferes with the welfare of other students.

In the case of use of alcohol, use of drugs or smoking violations:

1. The principal shall deny bus transportation to the offending student twenty (20) consecutive school days for the first offense.
2. For a second offense - forty (40) consecutive school days
3. For a third offense - transportation shall be denied permanently

In cases of misconduct the principal shall, in addition to denial of bus transportation, take appropriate action, which may include suspension or expulsion.

IV-C-6 Standards of Academic and Social Behavior

The contents and provisions of the document entitled Policies Regarding Standards of Academic and Social Behavior, adopted by the Board of Education in March 1980, and revised August 1983 and July 1996, and any revisions thereof shall be the basis for dealing with student discipline and behavior in the school.

The contents of this policy shall be published in each of the school handbooks and distributed to all staff members and students, and its contents discussed annually at the beginning of each school year.

IV-C-7 Student Responsibilities and Rights

In accordance with the requirements of Public School Law, the Board of Education of Worcester County has adopted a document entitled Student Responsibilities and Rights for Worcester County (1975). The provisions of this document and any revisions thereof shall be considered official Board policy. This policy shall be published in each of the school handbooks and distributed to all staff members and students at the beginning of each school year.

IV-C-8 Student Participation in Drug Counseling Program

- A. The Board of Education in conjunction with the Worcester County Health Department has designed a program which offers assessment, education and counseling to students who are involved in misconduct involving drugs or alcoholic beverages on school property, at school sponsored activities, or on buses.
- B. Completion of this program shall be required as a condition precedent to the return to school of any student suspended for misconduct involving drugs or alcoholic beverages. Although not required, participation in the program by the parents or legal guardians of the student is strongly recommended. The student shall be permitted to return to school only upon evidence of satisfactory completion of the program or agreement to enroll in and complete the next scheduled program. Failure to meet this requirement will result in a recommendation for expulsion from the Worcester County Public Schools.
- C. Any student who is a repeat drug/alcohol offender after participating in the program will be recommended for expulsion.
- D. Misconduct involving drugs or alcoholic beverages, as used herein, means possession, use, distribution or attempted distribution of drugs, alcoholic beverages or substances which are falsely represented to be illegal drugs.

The Worcester County Board of Education prohibits the use, actual or constructive possession, or distribution of drugs, alcoholic beverages, or substances falsely represented to be illegal drugs (including look-alikes) by any student on school premises (including buses and bus stops) or at school activities. The Worcester County Board of Education also prohibits a student's presence on school premises or at a school activity while intoxicated or under the influence of drugs or alcoholic beverages. However, this policy shall not apply to a student's entering school premises or attending a school activity after the consumption of an alcoholic beverage as part of a recognized religious communion service.

Specific consequences for violations of this policy are set forth in the Procedures Manual and shall be published in each student handbook and the Worcester County Code of Conduct.

REV. 10/95
REV. 6/99
REV. 8/01
REV. 10/06

POL. IV-C-9

IV-C-10 Smoking/Tobacco Policy

The use or possession of any tobacco product by students will not be permitted on school property. The use of tobacco products will not be permitted at events/activities in the Worcester County Public Schools.

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

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

IV-C-11 Bullying, Harassment or Intimidation of Students

All students in Worcester County Public Schools have a right to an educational environment that is safe, promotes optimal academic achievement and is free from any form of harassment. The Board of Education is committed to providing a nurturing, respectful educational environment, where the worth and dignity of individuals are valued and their safety and rights are protected. Behaviors that compromise this environment, interfere with school operations or are otherwise contrary to the basic mission of public schools will not be tolerated. This policy is intended to apply to the harassment of students by Board of Education employees or other students, in compliance with Education Article §7-424.1, of the Maryland Annotated Code.

I. Definition

A. Harassment exists when there is a sufficiently severe action or persistent, pervasive pattern of actions or statements, directed at an identifiable individual or group. Bullying, harassment, or intimidation is defined as intentional conduct that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

1. motivated by actual or perceived personal characteristics including race, national origin, marital status, sex, sexual orientation, religion, ancestry, physical attributes, socioeconomic status, family status or disability; or threatening or seriously intimidating; and,
2. occurring on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school.

B. Forms of harassment may include but are not limited to the following:

1. verbal harassment, such as derogatory or offensive comments, jokes, slurs, intimidation or gossip; and
2. physical harassment, such as inappropriate or offensive touching, impeding or blocking movement; and
3. visual harassment, such as derogatory or offensive writing, posters, pictures, objects, cards, cartoons, graffiti, drawings, gestures or prolonged staring/leering; and
4. other forms of harassment which may include hazing, bullying, teasing or cyber-bullying by electronic communication. Electronic communication means a device, such as but not limited to a telephone, cellular phone, computer, PDA or pager.

II. Application to Employees

This policy also applies to harassment of students by Board of Education employees. Any employee who is found to be responsible for harassment of a student will be subject to disciplinary action. Also, any employee having knowledge of harassment of a student who fails to report it will be subject to disciplinary action.

III. Application to Students

Harassment committed by students against students constitutes inappropriate behavior. All allegations will be investigated by the principal or designee. Depending on the severity of the offense, appropriate action will be taken. Any student who is found to have violated this policy will be subject to disciplinary action.

IV. Complaint/Reporting

- A. Students who believe they have been subject to bullying, harassment, intimidation or who have knowledge of employees or students who may be engaging in harassment, shall report such conduct promptly to the principal or designee or office of the Superintendent. All complaints/reports must be written using the *Bullying, Harassment or Intimidation Reporting Form*. Copies of this form will be available in the main office and guidance office in each school. Students employed by the Board of Education shall report harassment to their immediate supervisor or office of the Superintendent. Retaliation against a student making a complaint in good faith is prohibited.
- B. Grievances that students are not able to resolve informally should be presented in accordance with the provisions of policy VII-A-6, Title IX Grievance Procedure Policy.
- C. Information obtained from the *Bullying, Harassment or Intimidation Reporting and Investigation forms* shall be recorded for data collection, stored and submitted as required by Education Article §7-424.1. Summary information will be provided to each school annually.

V. Investigation

- A. The principal or designee shall:
 - 1. Conduct an investigation of an alleged incident using the MSDE Bullying, Harassment or Intimidation Reporting Form.
 - 2. Notify parent/guardian of the victim and offender of the incident.
 - 3. Determine whether the allegations of bullying, harassment or intimidation have been substantiated and the complainant informed of the finding.
 - 4. The investigation shall be completed within two school days or as appropriate after receipt of a reporting form.

- B. Complaints of harassment of a student by an employee will be forwarded to the Superintendent or designee for investigation. The Superintendent or designee shall determine whether the allegations have been substantiated and the complainant informed of the finding. See IV. A.

VI. Prevention, Intervention, Remediation and Consequences

This policy recognizes that prohibition of bullying, harassment, intimidation, reprisals and retaliation against those who report these behaviors. Consequences and remedial actions cannot be effective unless they are part of a school-wide program.

A. Prevention

1. Each school should provide professional development for all staff and increase awareness, causes and consequences of bullying, harassment or intimidation for all students.
2. A school-wide program should be implemented to help address bullying, harassment, or intimidation which include strategies of positive behavior support, school climate and school improvement.

B. Intervention/Remediation

1. The principal or designee shall provide education/intervention for students exhibiting behaviors of bullying, harassment, or intimidation, as well as measures designed to correct the inappropriate behavior, prevent future occurrences and protect the victim.
2. Schools may utilize school-based interventions as well as local agencies or community mental health services to assist students.

C. Consequences

Consequences and remedial actions for students violating the Bullying, Harassment or Intimidation policy should be consistent with the range of consequences in the Worcester County Public Schools Code of Conduct.

VII. Confidentiality

Confidentiality will be maintained to the extent possible. The identity of the complainant, the subject, and witnesses will be protected to the extent possible; though it is recognized that confidentiality can not always be assured.

VIII. Notification

Notice of the policy prohibiting bullying, harassment or intimidation of students will be included in student handbooks, school agendas and reviewed annually with all students.

IX. Support Services

Schools will maintain a list of support services for students who have been targets of bullying, harassment, or intimidation. These services should be consistent with the policies and procedures of the Board of Education should be available to students, parents, guardians and staff members. Additional information or technical assistance is available through the Division Chief of the Student Services Branch or School Safety Specialist at the Maryland State Department of Education (MSDE), at 410-767-0100.

The Worcester County Board of Education believes that appropriate school dress is essential to a safe, healthy, and orderly learning environment for all Worcester County Public School students. The Board recognizes the importance of dress and appearance in the workplace and the necessity of schools to monitor dress and appearance as part of the educational process. As a result, all students should dress in clothing that is appropriate for their age, weather conditions, and school activities. The Board recognizes that a student's dress and grooming are the responsibility of students and their parents. It is recommended that parents and students exercise discretion and good taste in selecting school apparel. Since inappropriate dress can be disruptive to the educational process, the Board reserves the right to exclude items of apparel or accessories which prove to be harmful or detrimental to the health, safety, or physical well-being of students, damaging to physical facilities, or disruptive to normal school activities. Schools should develop, with the input of parents, students, staff and community representatives, a student dress code that insures a safe and orderly school environment and is consistent with community standards and local procedures.

IV-C-13 Use of Personal Electronic Communication Devices by Students

All students in Worcester County Public Schools have a right to an educational environment that is safe, orderly and promotes optimal academic achievement and student success. While the Board of Education encourages communication among the school, parents and students, it also recognizes that the use of certain personal electronic communication devices may disrupt the instructional or learning environment. This policy is intended to apply to student use of personal electronic communication devices during school hours.

Definition: Personal electronic communication device means a device that emits an audible signal, vibrates, displays a message or otherwise receives or communicates messages. Such devices may include, but are not limited to: portable pagers, hand-held radios, cellular telephones and any technology developed for similar purposes.

Students may have electronic devices in their possession while on school grounds/school activities under the following conditions:

- A. Cellular telephones and personal electronic communication devices may be used by students before and after regular school hours and before and after-school sponsored activities. Students participating in an after-school activity may use cellular telephones or other electronic communication devices only with the permission of the activity's sponsor.
- B. Students are prohibited from using, activating or displaying personal electronic communication devices on school property during the school day or school sponsored activities. Cellular telephones and other electronic communication devices must be de-activated and out of sight; they must be kept in a book-bag, backpack, purse or locker.
- C. Students may not use cellular telephones or electronic communication devices while being transported on a school bus or bus chartered by the school.
- D. If electronic devices or their usage become disruptive to the orderly operation of the school during or after regular school hours or after a school sponsored event, their possession may be prohibited by the principal and/or designee.
- E. Exceptions to this policy include:
 - 1. Handicapped students using electronic devices for medical reason or as allowed by an active IEP
 - 2. Law enforcement officers and emergency personnel
 - 3. Faculty, staff and visitors as authorized by the school administration
- F. Worcester County Public Schools will not be responsible for an electronic device that is damaged, lost, stolen, or borrowed while on school property or during a school activity. The loss, damage or unauthorized use of an electronic device is the responsibility of the student.
- G. Unauthorized use of electronic devices may result in disciplinary action under the Worcester County Code of Conduct, which may include confiscation of the device, suspension of possession and use privileges, or suspension from school.

IV-C-14 Gangs, Gang Activity, Similar Destructive or Illegal Group Behavior

All students in Worcester County Public Schools have a right to an educational environment that is safe, promotes optimal academic achievement and is free of gangs, gang activity, and similar destructive or illegal group behavior. The Board of Education is committed to providing a nurturing, respectful educational environment, where the worth and dignity of individuals are valued and their safety and rights are protected. Behaviors that compromise this environment, interfere with school operations or are otherwise contrary to the basic mission of public schools will not be tolerated. In compliance with Chapter 188 of the Maryland Safe Schools Act of 2010, this policy applies to students or individuals who exhibit actions, behaviors, or dress that is associated with or related to gang activity in Worcester County Public Schools. The Worcester County Board of Education prohibits gang activity, similar destructive or illegal group behavior on school property, school buses or at school sponsored functions. Reprisal or retaliation against individuals who report gang activity, similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity, or illegal behavior is prohibited.

Definition: Gang means a group or association of three or more persons whose members:

1. Individually or collectively engage in a pattern of criminal activity;
2. Have as one of their primary objectives or activities the commission of one or more underlying crimes, including act by juveniles that if committed by adult; and
3. Have in common identifying signs, Dress, symbols, names, or purpose or overt or covert organizational command structure. (Criminal Law 9-8-1, Definition, Annotated Code)

I. Application to Employees

All school employees must report any incidence of suspected gang activity or similar destructive or illegal behavior to the school principal.

II. Application to Students

Participation in gangs, gang activity, similar destructive or illegal group behaviors committed by students constitutes inappropriate behavior. All allegations shall be investigated by the principal or designee. Any student who is found in violation of this policy will be subject to the appropriate disciplinary action.

III. In support of this policy the Board of Education Authorizes the Superintendent to:

- A. Enter into a memorandum of understanding with the States Attorney's Office to foster coordination of current and future gang prevention, intervention and suppression efforts.
- B. Develop and maintain procedures necessary to implement this policy.

IV. Recognizing that comprehensive gang prevention requires a community effort by schools, law enforcement and other agencies, Worcester County Public Schools will work collaboratively to help identify and prevent any and all gang related activity.

IV-D-1 Student Parking

- A. The Board of Education of Worcester County recognizes that there are some students in the high schools who may need to drive or ride in an automobile to school on either a full-time or part-time basis. Therefore, in spite of the fact that, in the interests of conservation and safety, the Board strongly discourages students driving to school, it will be possible only if the steps as outlined in the Procedures Manual are agreed to by parent, student and principal.
- B. In making this policy, the Worcester County Board of Education is cognizant of the fact that this policy may create undue hardship for certain students and for this reason any such student who feels this policy may or will create an undue hardship upon the student may apply to the principal of the school such student attends for a temporary exception to this policy, such exception not to exceed one (1) school year at a time.
 - 1. If any student is aggrieved by the decision of the school principal, such student may appeal such decision to the Superintendent. If any student is aggrieved by the decision of the Superintendent, such student may appeal such decision to the Worcester County Board of Education, which decision shall be final.
 - 2. Any appeal, as herein provided, must be in written form and must be taken within fifteen (15) days after such decision is given to the student. Any decision of any such principal, Superintendent or the Worcester County Board of Education must be in written form, addressed to the student and must set forth the reasons for the decision rendered. Any students applying for a temporary exception to this policy must do so in written form and must set forth all reasons for requesting the exception.
 - 3. In determining if undue hardship may or will result to a particular student, the deciding party shall consider the nature of the alleged hardship, how the alleged hardship may adversely affect the student's education, how the alleged hardship may affect the parents or guardian of the student and any other relevant factors which may or will create such a hardship as well as all facts set forth in the student's request for an exception.
- C. Notwithstanding anything herein to the contrary, the principal, assistant principal or other authorized school authority, in case of a student being ill or other emergency, may grant immediate permission to any student to remove his or her automobile from school property prior to dismissal time. In such case, the student's request and the permission given need not be in written form.
- D. Worcester County students who drive automobiles to school must park the same in the parking lot provided at the school said students attend and may not move such automobile until dismissal time.

IV-D-2 Leaving School Premises During Lunch Period

Students may be allowed to go home, and no other place, to eat lunch under the conditions set forth below.

A. Eligibility

1. Where no dietary requirements for medical reasons are present, the student must live close enough to walk the round trip in the time allotted for the lunch period or the parent must come to school to pick up the child and return the child to school within the time allotted for the lunch period.
2. Where dietary requirements for medical reasons are present, a physician's statement will be required and each case will be considered on an individual basis. The parent must visit the school to complete arrangements with the principal.

B. Completing Arrangements With School

A parent who wishes to have their child come home for lunch must visit the school and in the presence of the principal or assistant principal sign a Lunch Request slip.

C. Validity of the Arrangement

1. The arrangement will continue for the term specified in the Lunch Request slip.
2. Any violation of the arrangement will result in the suspension of the student and/or revocation of the privilege. The following will be considered violations:
 1. Going anywhere other than home.
 2. Leaving school before the specified time.
 3. Returning to school after the specified time.
 4. Riding in a car other than that operated by the child's parent, without special permission.
 5. Any other situation which arises which in the opinion of the school officials interferes with the orderly and effective operation of the school.

IV-D-3 Release of Names of Students

The names of students shall not be released by schools to any individual, group, or organization where any solicitation, promotional, commercial, advertising or profit-making objective is involved.

IV-D-4 Sales of Merchandise to Students and Others

- A. In instances where a principal has designated a particular purveyor as the sole supplier of a particular kind of merchandise or service which has significance related to the school name, reputation, or influence, and where this merchandise is displayed, ordered, and transferred on school premises or under school auspices, all monies involved in such sale of merchandise or service shall be received and disbursed by the school treasurer, under the direction of the principal, with proper accounting through issuance of receipts, payment of bills, statement, etc.
- B. Departure from this policy is allowed for the distribution of class rings, school pictures, commencement announcements and name cards under these conditions:
 - 1. The seller furnishes the principal a written statement showing cost of item, taxes to be added, and total cost to purchaser.
 - 2. These prices shall be published for students.
 - 3. The seller, upon the exchange of merchandise and money from the purchaser, shall furnish the purchaser with a receipt for money received. This receipt shall agree with the price published to the students.

IV-D-5 School Social Activities

All school social activities organized for and by students are to be held on the premises of the school sponsoring the activity. Exceptions may be granted by the Superintendent.

IV-D-6 Participation of High School Students in Political Campaigns

- A. By the end of the first full week of school, all juniors and seniors in the secondary schools will be informed of the opportunity afforded them to participate in active political campaigning for the general election and for the primary election, if lead time permits.
- B. All interested students will then meet with a teacher designated by the school principal to be the coordinator of this project in the school. At this meeting the school coordinator will inform all interested students of:
 - 1. The names and addresses of all known candidates, political parties, recognized voter organizations and causes for which a student can work.
 - 2. Illustrative plans of action for individual students to give students ideas as to how they might proceed.
- C. Each interested student will then contact the candidate or organization for which the student wishes to work, and work out with them exactly what tasks the student will perform. The student will then submit to the school coordinator a specific plan of action which shall include:
 - 1. The name of the candidate, party, organization, or cause for which the student wishes to work.
 - 2. A letter from the candidate, organization, etc., requesting the student's services and specifying what the student is expected to do.
 - 3. A plan for carrying out the expected services.
 - 4. An estimate of the amount of school time and out-of-school time required to complete this plan.
 - 5. A statement indicating the value the student feels the proposed experience will have for the student.
 - 6. A plan for determining how well the student has achieved what the student has set out to achieve via this experience.
 - 7. A statement of parental consent for the student to participate in this experience.
- D. The school coordinator and the principal will approve or reject each proposal submitted.
- E. The teachers of each participant will be informed of the approved activity and that absences resulting from the student's approved plan shall be considered legal absences with the opportunity to make up class tests, plus any regular classwork missed during the absence.
- F. The coordinating teacher should not endorse any candidate, cause, party or organization by word or deed. The coordinating teacher should not appear at the polls during school hours to distribute campaign buttons, literature, etc.
- G. Participating students should not be excused from classes, except from the social studies class, on Election Day. Otherwise, campaign activities and/or appearance at the polls should be limited to before-school and after-school hours.

IV-D-7 Educational Records

The Board of Education of Worcester County adopts this policy in order to preserve the right of students and parents to have full access to all official records about the student which are maintained by the schools; to have removed from these records any information about the student which is determined to be inaccurate or misleading; to enjoy confidentiality and privacy in regard to outside agencies; and to provide for efficient student records management.

This policy is adopted in order to comply with the Family Educational Rights and Privacy Act of 1974, and the Maryland State Department of Education bylaw concerning individual student records.

The following definitions are applicable to school personnel and agents of the Board in interpreting and implementing the regulations:

- I. Attendance - in person at a public school in Worcester County.
- II. Board - Board of Education of Worcester County.
- III. Directory information - student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student.
- IV. Disclosure - permitting access or release of educational records of the student.
- V. Educational records - means those records which are directly related to a student and are maintained by the Board or by a party acting for the Board. This includes any record that is shared between staff members whether formal or informal.
- VI. Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education, hereinafter referred to as eligible student.
- VII. Parent - includes a parent or guardian or an individual acting as a parent of a student in the absence of a parent or guardian, hereinafter referred to as parent of student.
- VIII. Party - individual, agency, institution or organization.
- IX. Personally identifiable - data or information including, (1) the name of the student, his/her parents and family members, (2) address, (3) social security number or student number, (4) a list of personal characteristics which would make the student's identity easily traceable, or (5) other information which would make the student's identity easily traceable.
- X. Postsecondary education - beyond grade twelve (12).
- XI. Record - any information recorded in any medium such as handwriting, print, tapes, film, microfilm and microfiche.
- XII. Student - any individual who has been or is in attendance at a public school in Worcester County for whom educational records are maintained.
- XIII. Local school personnel with "legitimate educational interests" in student records includes - the Board of Education, teachers, counselors, psychologists, nurses, administrators, student services specialists, instructional supervisors, and school clerks assigned by the principal.

Inspection and Review of Educational Records

Upon first entry into a public school in Worcester County, the parent(s) of the student or the eligible student will be informed of their rights by the principal or his designee to inspect and review the educational records of the student. Every effort should be made by appropriate school personnel to help interpret the information contained in the record. Copies of the Board Regulations and Procedures Governing Educational Records will be distributed to the parent of student and eligible student at this time. This right will also be extended to eligible students who had been in attendance in a Worcester County school.

Schools will comply with parent of student or eligible student requests to inspect and review or receive copies of educational records within forty-five (45) calendar days after the request has been made at a cost to be determined by the Superintendent. The parent of student or eligible student may exercise their right to have a representative inspect and review the records at their own expense. If the educational records of a student contain information on more than one student, the parent of student or eligible student may inspect and review, receive copies of or be informed of, only the specific information which pertains to that student. No charge is to be made to search or retrieve educational records.

The Board of Education will keep permanent records as required by law. These records are:

- SRC-1 Personal and School Attendance Data
- SRC-3 Annual Secondary School Performance Data Summary (Grade Levels 9-12)

The legal basis for records management procedures is found in the reference manual entitled Records Retention and Disposition for Maryland Public School Systems. The reference manual was approved and published in 1973 by the Maryland State Department of Education, the Department of General Services, and the Board of Public Works, State of Maryland.

Records pertaining to expulsion will be maintained until the student is twenty-one (21) years of age. Records pertaining to suspension or other disciplinary action will be maintained until the student graduates from school or withdraws from school with the stated intention of never returning. Records relative to disciplinary action will transfer from school to school in Worcester County in the same manner as all permanent records.

Records may not be destroyed if there is an outstanding request to inspect and review these particular records. The Records Access Log for cumulative student educational records shall be maintained for as long as the educational records to which it pertains are maintained.

The required Student Record Card forms used to record the educational information about a student while in attendance will be maintained in a cumulative folder and filed in an area of each school as designated by the principal. The folder shall contain data including, but not limited to, psychological evaluations, medical information (including immunization records and nurses' screening), and teacher evaluations. The folders shall be kept in a central and secure place.

The types of educational records maintained on each student in attendance are prescribed by the Maryland State Department of Education bylaw. The Student Record Card system utilizes the following series of forms:

<u>SRC Form Number</u>	<u>Required</u>
1	Personal and School Attendance Data
2A	Annual School Performance Data (Grade Levels PreK-8)
3	Annual Secondary School Performance Data Summary (Grade Levels 9-12)
*3 (Supplement A & B)	Student Activities/Awards Details
4	Test Information
5	Health Screening Examinations and Evaluations
**6	Health Inventory

*Not required.

**Completed by the parents and family physician.

REV. 9/91
REV. 6/98
REV. 8/01
REV. 10/06

POL. IV-D-7

Schools shall inform parents of special education children when personally identifiable placement information collected or maintained is no longer needed to provide educational services and that the information will be destroyed after thirty (30) days unless a written request to keep the records is received. The information will be destroyed at the request of the parents or given to parents at their request. For all students, the Student Record Card (SRC) numbers 2A, 3 (supplemental), 4, 5, and 6 will be destroyed when the student reaches age twenty-one (21). For all students, the SRC numbers 1 and 3 will be kept permanently.

The following procedure shall be used by parent of student or eligible student who asks to inspect or review the educational records of the student:

- I. Contact, in writing, the principal of the school the student is attending. The written request should include the name of the parent of student, the student's legal name, and date of birth.
- II. Include a statement of the reason for the request to inspect and review the record.

The parent of student or eligible student may notify the principal within twenty (20) days after the school year begins (or 20 days after enrollment for late entrants) of the parent's refusal to permit the release of directory information or any specifically listed directory item.

Amendment of Educational Records

In the event a parent of student or eligible student believes that information contained in educational records kept by the school is inaccurate or misleading or violates the rights of the student, their may request that the record be changed. This request is to be made directly to the principal of the school. The principal will determine whether to amend the educational record of the student in accordance with the request within a reasonable period of time, but the principal must respond within twenty (20) days from the receipt of the request.

When any such request to amend records is denied, the parent of student or eligible student will be informed in writing of the denial and advised of the parent's right to a hearing. Upon receiving a request for a hearing from a parent of student or eligible student to challenge the contents of the student's record, a hearing will be held within twenty (20) days of the receipt of the request. The parent of student or eligible student will be notified within ten (10) days prior to the hearing of the date, place, and time of the hearing. The hearing will be conducted in accordance with the Maryland State Department of Education bylaws on student records, a copy of which may be obtained from the Board of Education office.

The Superintendent will appoint a panel of three (3) members, who have not been involved with the records of the student, to hear the appeal. The parent of student or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented at the expense of the parent by individuals of their choice, including an attorney. The committee shall make known its decision within ten (10) days after the conclusion of the hearing. The decision of the panel shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

If a decision is made to amend the educational record, the parent of student or eligible student shall be informed in writing. A copy of the amended record will be provided upon request. In the event a decision is made not to amend the record, the parent of student or eligible student shall also be informed in writing of the right of the parent to place, in the educational records of the student, a statement commenting upon the information in the record and setting forth any reasons for disagreeing with the decision. This statement shall be maintained as part of the educational records of the student as long as the record or contested portion thereof is maintained by the school or the Board.

Parent of student and eligible student are hereby notified of their right to file a complaint with the Department of Health, Education and Welfare or with the Maryland State Department of Education if they deem the Board or its designated officials to be in noncompliance with these bylaws or regulations.

Disclosure of Personally Identifiable Information From Educational Records

Personally identifiable information from educational records is available to local school personnel with "legitimate educational interests" (as identified in definition XIII, but before a principal can disclose such information to any other party the principal shall obtain the written consent of the parent of student or eligible student. This stipulation applies to records maintained by the Supervisor of Student Services in the Central Office. The written consent must be signed and dated by the parent of student or eligible student and include:

- I. A specification of the records to be disclosed;
- II. the purpose or purposes of the disclosure; and
- III. the party or class of parties to whom the disclosure may be made.

Upon request, a principal shall provide a copy of the record which is disclosed to the parent of student or eligible student, and to the student who is not an eligible student, if so requested by the student's parents. Agencies or persons receiving the records may not redisclose the records to another agency or person without specific parent or eligible student authorization to do so.

A log of each request for (whether the request is honored or not) and each disclosure of personally identifiable information of a student is to be maintained as a permanent part of the educational record of a student. The log will not include those persons identified as having legitimate educational interest (definition XIII) or those cited below as not needing prior written consent. This record of disclosure may be inspected by:

- I. Parent of student or eligible student;
- II. the Board of Education and school officials who are responsible for the custody of the records; or
- III. parties authorized to audit the record keeping procedures of the Board.

Upon request, the educational records of a student who has been in attendance in a public school of Worcester County will be transferred to school officials of another school in which the student seeks or intends to enroll.

In the event a student is either enrolled in or receiving services from more than one school in Worcester County, the schools may disclose information from the educational records of the student to each other without written consent.

From time to time it may become necessary for students' records to become available to certain federal and state officials, including state health officials, in connection with the audit and evaluation of federally supported programs; or in connection with the enforcement of or compliance with federal legal requirements which relate to these programs; or an emergency in which knowledge of the information is necessary to protect the health and safety of the student or other individuals. In such instances, the prior written consent of parent of student or eligible student is not required.

The Board hereby gives notice of its intent to comply with court orders, received by the Board or its staff, relative to student records. Copies of the orders complied with will be placed in the student folder as a permanent record. The Board elects to exercise its right to identify or not to identify any personally identifiable information from the educational records of a student to be designated as directory information (defined in definition III). Lists of names and addresses of students and graduates will be released to a person, agency, or organization at the discretion of the Superintendent. Prior written consent of parent of student or eligible student must be obtained by parties requesting such personally identifiable information unless the request is by local school personnel (see definition M) designated by the Board or by federal or state officials who have legitimate educational interest in the information.

An annual notice of this policy shall be made available to parent of student or eligible student in attendance no later than forty-five (45) days after the first school day for students each school year.

Waiver of Rights

A parent of a student or a student may waive any of their rights with respect to educational records so long as the waiver is in writing and signed. If a parent or a student executes a waiver, that waiver may be revoked by the student at any time after he/she becomes an eligible student.

IV-D-8 Social Clubs (Fraternities and Sororities)

Maryland State Board of Education Bylaw forbids membership in fraternities, sororities, or other secret, exclusive social organizations on the part of high school students.

IV-D-9 Scholastic Eligibility for High School Interscholastic Athletics

- A. A student who is ineligible as a result of the student's final report card (exception - incoming 9th graders) shall be placed on probation until a grade check by the principal at the conclusion of 10 school days. If the student's grades meet the eligibility standards at this time, the student's athletic eligibility is restored. During the probationary period, the student may practice, but may not participate in scrimmages or scheduled contests.
- B. At the issuance of the October progress report, the principal shall review grades and any student found to be ineligible will not be allowed to participate until November report cards are issued.
- C. A student will be declared ineligible to participate in athletics at the October progress report, November report card, January report card, April report card or final report card if any of the following conditions exist with his/her grades:
1. less than 2.0 GPA unweighted
 2. Two or more F's;
 3. one F and two or more D's;
- D. A student's eligibility to participate in athletics may be restored at the November report card, December progress report, January report card, March progress report, April report card, May progress report or final report card, if at the principal's review none of the following conditions exist with his/her grades:
1. less than 2.0 GPA unweighted.
 2. Two or more F's;
 3. one F and two or more D's;

REV. 5/01
REV. 5/90
REV. 12/98
REV. 10/06
REV. 6/09

POL. IV-D-8

POL. IV-D-9

IV-D-10 Participation in Surveys

Students are not permitted to participate in any type of survey (telephone, printed, electronic mail) sponsored by persons outside of the school system during school hours without approval from the Superintendent.

Persons seeking to conduct surveys must be directed to the Superintendent's office. In accordance with Board of Education policy, the names of students will not be released to any party.

IV-D-11 Wellness Plan

The Worcester County Board of Education recognizes that good nutrition, healthy eating patterns, and positive physical activity are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. Since a well planned and well implemented school nutrition program and physical activity program have been shown to positively influence the long-term health of students, the Worcester County Board of Education will develop procedures, strategies, and services to promote healthy eating habits and positive physical activity in compliance with the Child Nutrition Reauthorization Act of 2004 and Maryland State Department of Education regulations. As an essential component of the local wellness plan, procedures shall ensure:

A. Nutrition

1. Schools promote and encourage students and staff to establish and maintain lifelong, healthy eating patterns.

B. Physical Activity

1. Schools value, model, and promote positive and age-appropriate physical activity.

POL. IV-D-12 Physical Education and Athletic Programs for Students with Disabilities

In accordance with the Annotated Code of Maryland, Section 7-4B – 01, 02, and 03 Subtitle, Equal Opportunity to Participate in Mainstream Physical Education and Athletic Programs, the Worcester County Board of Education shall:

1. ensure that students with disabilities have an equal opportunity to:
 - a. participate in physical education programs;
 - b. try out for and, if selected, participate in athletic programs.
2. ensure the provision of reasonable accommodations necessary to provide students with disabilities equal opportunity to participate to the fullest extent possible, in physical education and athletic programs.
3. ensure that adapted, allied or unified physical education and athletic programs are available.
4. provide the opportunity for students with disabilities to participate in extracurricular or interscholastic competition, as demonstrated by:
 - a. equivalent opportunities for participation in extracurricular or interscholastic athletic programs, or;
 - b. evidence indicating that interests and abilities of students with disabilities have been fully and effectively accommodated by the Worcester County implemented programs.

Exceptions to the requirement may be made when the inclusion of a student:

1. presents an objective safety risk to the student or others, based on an individualized assessment of the student, or
2. fundamentally alters the nature of the school's physical education or athletic program.