



**School Theme**  
**#TrustAndBelieve**

522 Coulbourne Ln  
Snow Hill, Maryland 21863  
(410) 632 – 5240  
Fax: (410) 632 – 5249

[shms.worcesterk12.org](http://shms.worcesterk12.org)

Joshua Hamborsky, Principal  
Dr. Lavonya Dashiell, Assistant Principal  
Kristina Salvarola, Assistant Principal  
Angela Landreth, Curriculum Resource Teacher  
Tammy Funk, School Counselor  
Hallee Davis, School Counselor

**School Motto**

We Champion Every Strength, Every Need, Every Student.

### **School Vision**

At Snow Hill Middle School, all students will be empowered to become life-long learners, ready to embrace the future and contribute positively to their community.

### **School Mission**

The mission of Snow Hill Middle School is to cultivate a safe, student-centered, educational environment in which our diverse community of learners develops positive relationships and is prepared for an ever-changing world.

### **Snow Hill Middle School Belief Statements**

At Snow Hill Middle School, **we champion every strength, every need, and every student.**

We believe that...

- **Every student has unique strengths and diverse learning needs.** By discovering how each student learns best, we help them build confidence, achieve success, and unlock their full potential.
- **Education is about more than academics—it's about developing lifelong learners** who grow into compassionate, capable, and self-motivated individuals.
- **Students thrive in safe, respectful, and nurturing environments** where they feel valued, supported, and connected.
- **Learning is a shared commitment.** Success happens when students, families, educators, and the community work together with a common purpose.
- **Diversity is our strength.** We foster understanding, celebrate differences, and ensure that every student feels seen, respected, and included.
- **Character counts.** We teach and model integrity, hard work, kindness, and civic responsibility to help students become their best selves.
- **Technology is an essential tool for future success.** We prepare students to adapt, innovate, and lead in a changing world.
- **Learning happens everywhere.** Extracurricular programs and real-world experiences enrich academics, promote teamwork, and prepare students for life beyond school.

### **School Calendar 2025-2026**

- August 27 - SH Area Back to School Bash (5-7pm)
- September 11 - Wear Red, White and Blue
- September 17 - SH Area SIAC 5:30 @SHES
- October 1 – Half day for students
- October 8 - Parent/Family & Teacher Conferences (Wed 5-7pm)
- October week of 20 -24 – Spirit Week
- October 28 - SHMS Picture Day
- October 31 - PBIS Celebration Grades 4-8
- November 5 – Half day for students
- November 20 - Grades 4 & 5 Awards Ceremony
- November 21 - Grades 6,7,8 Honors Tea
- December 2 - Giving Tuesday
- December 17 - SH Area Chorus Concert 6PM @ SHHS
- December 18 - SHMS Band Concert 6PM @SHMS
- January 8 - Parent/Family & Teacher Conferences (Thurs 5-7pm)

- January 14 - SIAC #3 @WTHS 5:30PM
- January 28 & 29 – Half days for students
- February 4 – Half day for students
- February 11- SIAC #4 @SHHS 5:30PM
- February 12 - Grades 4 & 5 Awards
- February 13 - Grades 6,7,8 Honors Tea & PBIS Celebration
- February 24 – 8<sup>th</sup> grade parent night at SHHS 6pm
- March 4 - Half day for students
- March Week of 16th-20th - Nero-Diversity Week
- March 12 - Parent/Family & Teacher Conferences (Thurs 5-7pm)
- April 1 - Autism Day also Half day for students
- April 23 - Grades 4 & 5 Awards Ceremony
- April 24 - Grades 6,7,8 Honors Tea
- May 15 – Big Draw
- May 19 - Band Spring Concert and United Sound Concert 6PM
- May 21 - Chorus Concert 6PM
- May 22 - SH Area Field Day
- June 1 - Grade 8 Promotion - Pending

### **Student Progress Reports**

Mid-Terms Issued: Oct. 3, Dec. 12, Mar. 6, May 15

Report Cards Issued: Nov. 14, Feb. 6, Apr 10, June (mailed home)

### **Parent and Student Concerns and Questions**

During any given academic year, it is only natural that certain points or questions may arise that will require clarification. Should you need assistance please contact the following:

#### **School Policies, Procedures, Programs, and Curriculum**

Joshua Hamborsky, Principal

#### **Disciplinary Action and Parent Concerns**

Dr. Lavonya Dashiell, Assistant Principal

#### **After School and Summer Academies**

Ms. Kristina Salvarola, Assistant Principal

#### **Curriculum, Testing, Special Education Services**

Ms. Angela Landreth, Curriculum Planner

#### **Volunteering, Community Outreach, & Donations**

Kayla Figueroa, Community School Liaison

Maci Wellinghoff, School Social Worker

#### **Conferences, Counseling, Records**

Mrs. Tamara Funk, Grades 4 & 5

Ms. Hallee Davis, Grades 6, 7, 8

#### **Classroom Questions, Concerns, Compliments**

Your Child's Teacher

**Attendance Issues**

Mr. Stephen Boyd, Student Services  
School Counselor Secretary

**Finance/ Money**

Ms. Meghan Machen, Bookkeeper

**Social Media/ Public Relations & Library Media Center/ Technology**

Mr. Beau Williams

---

**SNOW HILL MIDDLE SCHOOL POLICIES & PROCEDURES**

**SCHOOL HOURS**

**Office Hours: 8:00 a.m. – 3:30 p.m.**

**Accident Reporting/Insurance Claims:**

Any accident which occurs while a student is in school or while a student is participating in an extracurricular activity must be reported to the assistant principal and school nurse immediately. Parents may purchase school insurance for their child by going online to [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com)

**Athletic & Extracurricular Activities Eligibility:**

To participate in extracurricular activities, you must maintain a good academic and social standing. Extracurricular activities, athletics and other school-sponsored events as a participant or spectator are a privilege for students. Undesirable behavior in school, at school functions, and in the community deemed a detrimental representation of the organization, the school, or the community is unacceptable and may result in a loss of the privilege to participate. Students must have all As, Bs and Cs with no Ds or Fs in any classes to maintain the privilege to participate. The principal has the final decision on a student's eligibility to participate in extracurricular activities.

**Attendance:**

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

- Death in the immediate family. The local school system shall determine what relationship constitutes the immediate family.
- Illness of a student. The principal shall require a physician's certificate from the parents or guardians of a student reported continuously absent for illness.
- Court summons.
- Hazardous weather conditions, which would endanger the health and safety of a student when in transit to and from school.
- Work approved or sponsored by the school, the local school system, or the state department of education, accepted by the local superintendent of schools or the school principal, or their designee as reason for excusing the students.
- Observance of a religious holiday.
- State emergency.
- Suspension.

- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Other emergencies or circumstances which, in the superintendent or designee's judgment, constitute a good or sufficient cause for absence from school.

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.

Classroom make-up work for lawful absences must be submitted to the teacher within one week (five school days) following the student's return to class and receipt of assignments from the teacher. 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.

**Family Trips:** Parents or legal guardians wishing to take their children out of school for a family trip/vacation of educational value must submit their intention in writing to the principal ten days prior to the trip. Forms are available in the office. A maximum of five school days will be excused for family trips of educational value during one school year. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction.

Any time a student is absent from school, a written note of explanation from the parent is required. We strive for outstanding attendance. We ask parents to schedule trips, health appointments, etc., at times when school is not in session.

#### **Arrival:**

No students are allowed in the building before 7:45AM because supervision is unavailable. The school day begins at 8:00AM. Students who arrive to school between 7:45AM and 8:00AM must report to the Cafeteria. Students are not permitted to leave school property after arrival. Parents are not to block the bus loop between 7:45AM and 8:10AM.

#### **Late Arrival:**

Children arriving after 8:10AM should report to the front office before going to class. A late arrival note will be given to the student and the student's name will be removed from the absence list.

Lateness to school is recorded cumulatively for the year and for each semester. Action will be taken according to the number of times a student reports late unlawfully. In addition to these actions, work missed for unlawful lateness may not be made up for credit and half-day absences will be counted in the unlawful lateness policy unless the absence or lateness is considered lawful according to WCPS policy stated above.

Routine unexcused absences, unexcused tardies, and unexcused early dismissals will prevent students from being able to attend dances and other extra-curricular activities.

#### **Dismissal:**

All students are dismissed at 3:12 PM. Students must leave at dismissal time, unless they are remaining for an after-school activity. This is a safety concern as supervision is not available. Parents are requested not to block the bus loop between 2:50PM and 3:30PM. Students being picked up during this time should arrange to meet their parents in the side parking lot.

#### **Early Dismissal:**

Students who must leave school early need to bring a note from a parent to the office in the morning. Parents must come into the office prior to picking up any student who is leaving early. A sign-out sheet is in the reception

office. Students must be in school at least **4** hours to be marked present all day and 2 hours to 3 hours 59 minutes to be marked present half day.

### **Changes in Transportation Arrangements:**

If a change in transportation arrangements becomes necessary, parents should send a note to school in the morning with their child. The note should include the student's name, the bus number, and/or the name of the person they have permission to leave with. In the case of riding another bus, the address where the student should be dropped off must be given. In the case of a late change or emergency, please send an email to [CTShockley@worcesterk12.org](mailto:CTShockley@worcesterk12.org) and call the main office before 2:30pm at 410-632-5240.

### **Bullying, Harassment, or Intimidation:**

The Board of Education is committed to providing a safe, 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 and will not be tolerated. This policy is intended to apply to the harassment of students by other students or by the Board of Education employees. Harassment exists when there is sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, that are intended to be, or which a reasonable person would perceive as ridiculing, demeaning, or threatening. Harassment is defined as unwelcome and inappropriate verbal, written or physical conduct directed toward other persons based upon sex, age, religion, race, national origin, physical characteristics, or disability that takes place under any of the following circumstances: [OB]

- When submission to such conduct is made explicitly or implicitly, a term or condition or educational development, academic status or participation in other school activities; or
- When such conduct unreasonably interferes with the student's academic performance by creating an intimidating, hostile, or offensive learning environment.
- Forms of harassment may include, but are not limited to the following:
  - **verbal harassment**, such as derogatory or offensive comments, jokes, slurs, gossip
  - **physical harassment**, such as inappropriate or offensive touching, impeding, or blocking movement
  - **visual harassment**, such as derogatory or offensive writing, posters, pictures, objects, cards, cartoons, graffiti, drawings, gestures or prolonged staring/ leering other forms of harassment, which may include hazing, bullying, and teasing.
  - **Cyberbullying and Social Media Harassment:**  
Harassment is not limited to in-person interactions. Cyberbullying—including the use of text messages, social media platforms, emails, or other digital communication tools to threaten, demean, ridicule, or harass others—will not be tolerated. Posts, comments, or messages made outside of school that cause substantial disruption to the school environment, interfere with students' rights to feel safe, or negatively impact a student's ability to learn, are subject to disciplinary action. Students are expected to use technology responsibly and understand that digital actions have real-world consequences.

### **Cheating and Dishonesty:**

Each student has an obligation to think and act with honesty and integrity and respect the wishes of teachers and others in carrying out all academic work. Academic integrity encompasses any academic project, paper, performance, quiz, exam, or any other work assigned by a teacher for a grade or credit (including optional credit). The following definitions are all forms of academic dishonesty that will not be tolerated:

- **Academic Dishonesty/Cheating** – using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment. This encompasses both a person who knowingly or willingly gives or receives information or assistance on any schoolwork.
- **Fabrication** – involves the falsification or invention of any information or citation in an academic exercise or assignment.
- **Forging** – a person who copies or forges the signature of another

- Lying – a person who purposely misrepresents the truth or lies
- Plagiarism – refers to using another’s words, ideas, materials, or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work, and for acknowledging and documenting the source appropriately.
- Stealing – a person who takes another’s property without permission

### **Artificial Intelligence (AI) and Academic Integrity:**

The use of AI tools (such as chatbots, content generators, translation programs, or automated writing tools) is only permitted when explicitly authorized by the teacher for a specific assignment. Using AI to complete schoolwork without permission—including generating essays, solving problems, or creating projects—is considered **academic dishonesty**. This includes submitting AI-generated content as one’s own work, copying AI-generated answers without proper citation, or using AI to bypass learning expectations. Students are expected to use technology ethically and to develop their own critical thinking and academic skills.

Violations in carrying out class assignments, including the inappropriate use of the internet, cell phones, PDAs, calculators, AI or any other technology, will result in a zero on the test/work and/or disciplinary action.

### **Deliveries & Messages:**

To minimize classroom disruption, the school will not deliver food, packages, flowers, or other items to students during the school day. Students should not bring balloons and flowers to classes because of student allergies. Phone messages will not be delivered except in case of an emergency.

### **Student Code of Conduct:**

The Worcester County Board of Education strives to establish and maintain a safe environment conducive to learning and to keep students enrolled and attending school so that they may graduate. This code applies to all students while on school property, at a school bus stop, on a school bus, or involved in or attending school-related activities, including school-sponsored events, field trips, athletic functions, or any other activity where school employees have authority over students.

### **Expectations for Students**

Students should:

1. Be proactive in promoting and working toward making school a positive, supportive, safe, and welcoming place for all students and staff.
2. Be respectful and courteous to fellow students, parents/guardians, and school staff.
3. Be knowledgeable about discipline policies, regulations, and rules.
4. Follow school rules and policies and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
5. Make every reasonable effort to participate actively in any conferences, activities, interventions, or programs recommended appropriately by school staff.
6. Recognize how their conduct affects other students and staff and make every reasonable effort to restore relationships affected by their conduct.
7. Seek access to and complete make-up work while they are out of school for disciplinary reasons, so that they do not fall behind.
8. Share ideas and strategies for improving school climate and school discipline practices.

### **Intervention for Violation of Behavior and Discipline**

Policy Interventions include, but are not limited to, the following:

- Classroom-based responses
- Restorative Practices (Classroom-based, Specialist-based, etc.)
- Peer Mediation

- School-Based Conflict Resolution
- Conferencing
- Parent Outreach
- Referral to Appropriate Substance Abuse Education and/or Counseling as appropriate
- Referral to Office of Student, Family, and Community Connections
- Informal and/or Preventative School-based Mentoring
- Referral to Health/Mental Health Services
- Check-in with School Counselor/Resource Specialist
- Behavioral Contract
- Community Service
- Outside Facilitated Conflict Resolution
- Referral to Community-based Organization
- Behavioral Intervention Classroom
- Lunch Detention
- After School Detention
- Removal from Curricular Activities
- Temporary Removal from Class
- Mentoring
- Functional Behavior Assessment/Behavior Intervention Plan
- Referral to Student Support Team
- Informal/Preventative/Formal Mentoring
- Suspension

#### **Assembly Conduct:**

Teachers will escort students to the assembly. Students are expected to enter and leave the assembly area quietly and respectfully. Students will be seated with their teacher in a designated area. Students are expected to remain quiet and attentive during the program. Students who display inappropriate or rude behavior during an assembly will be immediately dismissed and referred to the office for disciplinary action.

#### **Cafeteria Conduct:**

Students are expected to practice appropriate restaurant behavior. Students are expected to:

- Walk at all times.
- Take their place in line without pushing or shoving.
- Speak to those in their immediate area in a conversational tone.
- Return all trays to the disposal area.
- Clean up any mess at the table.
- Ask politely and be given permission before leaving their seat.

Students who continually disregard the rules may be assigned alternative eating arrangements.

#### **Classroom Conduct:**

Grade level teams of teachers will inform students of their behavior expectations at the beginning of the school year.

#### **Hall Conduct:**

To ensure the smooth and orderly flow of student traffic throughout our halls, we remind students to walk on the right side of the hallway. Students are to move directly to their destination, with no loitering in the halls.

#### **Playground Conduct (4<sup>th</sup> & 5<sup>th</sup> grade):**

Students are expected to play safely and practice good sportsmanship. Aggressive physical play and potentially dangerous gymnastic activity is prohibited. Playground equipment should be used as it was designed to be used.

Classes are assigned to specific recess areas. Students are to stay in their assigned area. Students who disregard the recess rules will not be allowed to have recess with their peers, either temporarily or permanently.

### **Dress Code:**

1. Students are expected to dress properly when attending Snow Hill Middle School. Students should be aware their attire should always be neat and clean. Proper attire is necessary in school to ensure student health, safety, and the school's orderly operation. The administration and staff feel that student attire has a direct relationship on student attitude and behavior.
2. Any type of attire, which attracts undue attention to the wearer, and thus may cause a disturbance in the school and instruction, is not acceptable.
3. All clothing must fit properly and must be worn in an appropriate manner without revealing undergarments. Clothing designed as undergarments or pajamas may not be worn as primary clothing.
4. Students may not wear apparel that contains expressions of profanity, sex, alcohol, drugs, cigarettes, violence, or other unlawful activities at any time while on school property or at school related functions.
5. Clothing that may cause damage to floors or furnishings or other school property may not be worn. In addition, students may not wear clothing that may be a hazard to the wearer or to others.
6. Coats and hats are to be placed in lockers upon arrival at school and remain there until dismissal. Students are encouraged to listen to the daily local weather forecast and dress accordingly. It is advised that students keep a sweater, sweatshirt, or warm-up jacket in their locker for cool days or cool rooms. While clothing with hoods is permitted, hoods are not to be worn in the school building.
7. Clothing must assure the wearer of reasonable modesty.
  - a. Shorts, dresses, and skirts must come to the end of extended fingertips.
  - b. Bike shorts are not permitted.
  - c. Shirts, blouses, or tops, which expose midriff, halters, tube, and spaghetti strap tops, are not permitted.
  - d. Excessively tight clothes should not be worn to school.
  - e. Leggings/spandex pants/tights must be reasonable and modest and cannot be worn alone. They must be covered with a top/dress that comes to the end of extended fingertips and covers the backside.
  - f. Holes in jeans must be below the mid-thigh only. Holes, cuts, rips, and/or tears above the mid-thigh are not permitted.
  - g. Hats and sunglasses may not be worn during the school day.
  - h. Pants must be worn at the waist and completely cover the backside. Pants may not be worn to expose undergarments or skin around the midsection.
  - i. Bedroom slippers are not appropriate footwear in the school building.
8. Potential consequences for violation of the dress code range from:
  - a. Requiring a student to change to appropriate attire
  - b. Requiring a parent/student conference
  - c. Classwork missed because of the time out of class must be made up

**Any student sent to the counseling office for violating the dress code that is unable to change into appropriate attire will not be allowed to attend regular classes and will be assigned to the Behavioral Intervention Classroom until the end of the day. The principal, based upon the frequency and severity of the violation, will determine disciplinary action.**

### **Drug and Alcohol Abuse:**

The term "drug" includes alcohol, controlled dangerous substances, and non-controlled dangerous substances falsely represented to be controlled dangerous substances. The use and possession of these substances on school property is strictly prohibited. Specific procedures for violation of this policy are outlined in the county student calendar, which is given to every student at Snow Hill Middle School at the beginning of the school year.

#### **Vaping and E-Cigarette Use:**

The use, possession, or distribution of electronic cigarettes, vapes, or any vaping devices is strictly prohibited on school property, during school-sponsored events, and on school transportation. This includes any device used to inhale nicotine, THC, flavored vapor, or other substances. Vaping poses serious health risks and is

treated as a violation of the school's drug and alcohol policy. Students found in possession of vaping devices may face disciplinary action, including suspension, referral to counseling programs, and notification of parents/guardians.

### **Emergency Procedures:**

State law requires all schools to practice fire, intruder, and tornado drills. The purpose of these drills is to acquaint all students with the different exits and procedures in the area he/she may be in at the time of the drill. In case of a drill, students are asked to exit quietly in an orderly efficient manner. In the event the fire alarm sounds during a lunch period, students will follow the directions of the staff in the cafeteria. In the event the fire alarm sounds while classes are changing, students will report along with their teachers to the evacuation area assigned for the class they are scheduled. Normal procedures should be followed once assembled.

### **Evening Activities:**

All rules and policies governing student behavior during the regular school day are applicable for all school related and evening activities. Teachers and local police officers will be on duty for most evening events to provide organization and direction.

Students or adults attending evening events who disrupt the event or who are disorderly will be asked to leave the premises and will lose the privilege of attending future evening events. All dances will be for Snow Hill Middle School students only.

While events are in progress, all persons must either attend the event or leave school grounds. After the event, all people will be expected to leave the school grounds within a reasonable amount of time - fifteen to twenty minutes.

### **Family Educational Rights and Privacy ACT (FERPA):**

Snow Hill Middle School follows the Family Educational Rights and Privacy Act that guards the privacy of student education records and complies with all FERPA's provisions under the law.

### **Food Service:**

ALL students will be served a FREE breakfast in their homeroom. Worcester County Public Schools participate in the National School Lunch Program. Children from households that meet federal income guidelines are eligible for free or reduced-price lunch meals. Eligibility is determined by household size and income. Forms are mailed home to students during the summer. To begin or continue in the program, forms must be returned promptly.

### **Financial Statement:**

All money received by clubs, classes, or any organization under the direction of the school is classified as school money according to law and must be accounted for within the school bookkeeping system. Money is not to be left in classrooms or a locker during the day or night but turned into the school office as soon as possible.

### **Grades and Grade Reporting:**

Snow Hill Middle School issues report cards each quarter or approximately every nine weeks. Mid-term reports are also issued. Parents may contact teachers whenever they wish an update on their child's progress.

A student in grades four through eight receives an A (excellent), B (good), C (satisfactory), D (poor), and F (unsatisfactory) in all academic subjects.

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 & Below

Honor Roll/Principal's List: Students who have distinguished themselves academically by earning top grades are considered honor students and are listed on the quarterly honor roll. The criteria for each of these awards are as follows:

**Principal's List – Grades 4 & 5**  
4.0 GPA (Special Area grades are not included)

**Principal's List – Grades 6 – 8**  
4.0 GPA (All classes)

**Honor Roll – Grades 4 & 5**  
3.25 GPA (Special Area grades are not included)

**Honor Roll – Grades 6-8**  
3.25 GPA (All classes)

At the end of each quarter, an assembly is held to recognize students who have excelled during the marking term.

### **Guidance:**

Snow Hill Middle School has two full-time school counselors. Counselors have been trained to discuss student issues of concern. They are also responsible for career education, permanent record keeping, and the registration of new students.

### **Hall Passes:**

Hall passes are required for any student leaving the classroom unless accompanied by a supervising adult.

### **Health Services:**

A registered nurse is available daily. Should a student become ill during the school day, he/she may rest in the health clinic area until a parent arrives.

**Illness/Injury:** Students who become ill at school must notify a teacher. The teacher will refer the student, with a note, to the nurse. Parents will be notified if their child becomes seriously ill or is injured at school. If parents cannot be reached, we will use the emergency contact information provided. If the child is seriously injured, he/she will be transported to the best available setting for treatment. It is important that the school be kept informed of changes in telephone numbers and residence.

**Medication:** Students who need to take prescribed medication must have the appropriate form signed by the physician before the medication is brought to school. The medication, its original container, and form must be left in the office. Students are not permitted to keep medicines in their possession during the school day. Our school nurse will administer all medicines, including all non-prescriptive, over-the-counter medications. Parents who have questions about non-prescription medicine should talk to our school nurse. Information regarding medicines is noted in the Worcester County student calendar, which is distributed to every student at Snow Hill Middle School at the beginning of the school year.

### **Drink Machines:**

There is a drink machine in the cafeteria for student use. This machine is only to be used during the lunch shifts. Students do not have permission to use these machines between classes, before school, or after school. Students use the machines at their own risk. The school cannot refund any money lost.

### **Lab Safety:**

Laboratory investigations are essential for effective teaching of science. Teachers must protect others against unreasonable risk when conducting a lab. All students must have access to goggles, gloves, aprons, etc. as needed for a specific lab. Only the chemicals needed for a specific lab are to be in the classroom and only in the amounts needed for that lab period. All chemicals must be locked away from students unless they are being used that day.

in that classroom. Food and/or drink are not permitted in the lab area. No science activities are to involve bacteria or mold. All chemistry rooms or rooms where chemistry is being taught must have access to:

- Eye wash
- Running water
- Emergency shower
- Fire extinguisher
- Fire blanket
- Safety glasses cabinet which disinfects the safety glasses between users.

#### **Language:**

There are many acceptable methods of communication with other people without using commonly recognized profanities. The use of curse words, derogatory names or descriptors, and references to explicit sexual ideas will not be tolerated.

Threats of the use of force or verbal harassment, especially of a sexual nature, are considered very serious offenses and will be handled accordingly.

#### **Late Opening/Early Closing:**

School closing or late opening because of inclement weather will be phone messaged to participating families and announced on major radio stations, local television stations, and the County Closings/Delays Hotline.

#### **Late to Class:**

Students are expected to arrive to all classes on time. Students who are consistently late for classes will become involved in a disciplinary procedure outlined by the grade level team of teachers and explained to their students at the beginning of the school year.

#### **Lockers:**

All students will be issued a locker for the storage of books, supplies, lunches, and clothing. Students may visit lockers before and after school and at times designated by the grade level team of teachers. For security purposes, students should not write their combination where others can see it or tell it to other students. If students forget their combination, they should see their homeroom teacher. Please remember coats are not permitted in classrooms; they are to be stored in lockers. Lockers are the property of Worcester County Public Schools and are loaned to students for their convenience. Snow Hill Middle School is committed to providing an alcohol and drug free environment. Therefore, we reserve the right to search without notice the areas listed above as well as vehicles on our property.

#### **Lost and Found:**

A lost and found bin is in the office. Parents, if your child is missing something, you may want to check in the bin yourself, as the children do not always check it.

#### **Lost Books & Materials:**

Books and materials are issued to students for use during the school year. Students are expected to care for these books and materials properly and responsibly. The student is responsible for paying for lost or damaged materials. Report cards will not be issued to students until all obligations are met.

#### **Media Center:**

The Library Media Center is open from 8:00 a.m. – 3:15 p.m. each school day. During this time, students may access the Library Media Center while with a scheduled class, individually with a signed pass from a classroom teacher, before school at 8:00 a.m. or during lunch shifts. The student is responsible for paying for lost or damaged materials. Report cards will not be issued to students until all obligations are met.

**Non-Discriminatory Statement:**

*Snow Hill Middle School does not discriminate based on age, ancestry/ national origin, color, disability, gender identity/ expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to Boy Scouts and other designated youth groups.*

**Parent/Guardian Concern Process:**

As concerns arise it is important that the lines of communication remain open and clear. With that hope in mind, we are providing the following process. Please feel free to contact the school regarding any questions or concerns.

**Teacher Concerns and Academic Concerns:**

- Step 1: Contact the teacher
- Step 2: Contact a school counselor
- Step 3: Contact an assistant principal/principal

**Special Education Concerns:**

- Step 1: Contact the teacher
- Step 2: Contact the case manager
- Step 3: Contact an assistant principal/principal

**Guidance Concerns:**

- Step 1: Contact either counselor
- Step 2: Contact an assistant principal/principal

**Administrative Concerns/Policies and Procedures Concerns:**

- Step 1: Contact an assistant principal/principal

Email addresses are on the school website – emails are usually the best method of communication except in cases requiring immediate action.

Main Office Telephone Number – 410-632-5150

Guidance Office Telephone number – 410-632-5160

**Personal Property:**

iPads, cameras, electronic games, and large sums of money should not be brought to school. Cell phones that are brought to school must be turned off and out of site. The school is not responsible for lost or stolen cell phones, as lockers are provided for safe storage. Any confiscated personal property due to inappropriate use will need to be picked up from school by a parent. After a second cell phone offense, the student will not be allowed to bring their cell phone to school for the remainder of the school year.

**PowerSchool and Parent/Guardian Access:**

PowerSchool is a computerized Internet-based student information system. Worcester County Public Schools uses PowerSchool to manage student data. A parent or guardian can enter the Worcester County Public Schools' PowerSchool website from any computer and view their grades and attendance information.

This is a secure site that parents/guardians can access by using an individual password assigned to them. Please be assured that your child's information is confidential and can only be retrieved by the parent/guardian and authorized school personnel.

After you have connected to the Internet, you will go to the Worcester County Public Schools' website: [www.worcesterk12.org](http://www.worcesterk12.org). You will then be prompted to enter your username and password. Your password is available in our school office and must be picked up in person. You will then create an account and at that time can change the username and password to something you would like. This site allows you access to your child's grades and attendance, grade history, attendance history, and teacher comments.

Depending on the way the teacher has the grade book set up, unrecorded scores may temporarily appear as a "( )" until the teacher records the score. Teachers must grade assignments and enter grades in PowerSchool, which takes time. As a general guideline, teachers may take a full week before grading and recording assignments, tests, and quizzes, and updating the gradebook. If you have questions regarding a grade or assignment, we recommend you speak with your child first. If questions remain, please contact the teacher. As always, communication between the parent and teacher is very important for the student's success.

#### **Public Display of Affection & Inappropriate Touching:**

Kissing and embracing or other displays of inappropriate touching are considered unacceptable behavior within the school setting. You must respect other students' rights to person and space. Touching a person without his/her permission, especially a person of the opposite sex, is considered a form of harassment. Students who violate these standards will be subject to disciplinary action.

#### **Restricted Items:**

Due to the increase in classroom interruptions, incidents of academic dishonesty, and reported thefts, the following items are NOT allowed:

- electronic devices
- portable DVD players
- laser pointers
- headsets
- any game playing device
- any personal electronic or digital music devices

These items that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school. The only exception to this policy shall be items brought to the classroom for instructional related activities that are supervised by the classroom teacher.

#### **Cell Phones/Earbuds:**

Cell phones and earbuds **MAY NOT** be seen or used during the school day, including between classes and lunch. Students may possess cell phones for use before school and after the school day. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. **Cell phones must be turned off and kept out of sight. Cell phones may not be turned on until the end of the school day.**

Lost or stolen cell phones or devices are the responsibility of the student. Bringing the item to school is at the student's own risk for loss/theft. Snow Hill Middle School is not responsible for stolen or missing equipment, and it is strongly recommended that they not be brought to school.

If a student violates the policy, **any** staff member will confiscate the device and turn it into the office. Confiscated phones will be returned to the parent/guardian. Any student receiving a cell phone/electronics violation is subject to disciplinary action including in-school suspension, parent conference and short- or long-term suspension.

Cell phones and earbuds must not be visible, i.e. around one's neck, belt, or any other area of the body. Refusal to turn over said items to an administrator will result in mandatory parent conference and a device management plan.

#### **Illegal Items:**

Use of an electronic device for the purpose of cheating will have additional disciplinary actions and will result in suspension from school.

Items illegal to possess by Maryland law, potential hazards to students or staff, or that create disruptions should not be brought to school and will result in suspension from school.

Weapons of any type are prohibited on school grounds. For any situation involving possession of a weapon, the student will be suspended with a recommendation for expulsion from school and law enforcement authorities will be contacted.

Firecrackers, lighters, dangerous toys, and water pistols will be confiscated and will not be returned. Any use of an open flame on school grounds including school buses will result in suspension from school or transportation to and from school will result in suspension from school.

### **School Day:**

The instructional day for students will be from 8:00 a.m. until 3:10 p.m. If you are in the building at any other time, you must be under the direct supervision of a teacher or staff member.

If you arrive at school prior to 8:00 a.m., you must report to the cafeteria. After arriving on school grounds, you must have permission from an administrator to leave.

A program of opening exercises of the pledge of allegiance to the flag, a moment of silence, and announcements will be held daily. You are expected to participate in these exercises and to be quiet while announcements are being made so everyone can hear. Your teacher will dismiss you from your last block class at 3:10 p.m. If you are staying after school for practice, a meeting, a detention or to get help from a teacher, you should go immediately report to the teacher or staff member. Students who loiter in the building with no reason to stay after school will be subject to disciplinary action including being prohibited from participating in extracurricular activities.

### **School Safety:**

School safety is a priority at Snow Hill Middle School. A comprehensive emergency procedure manual is issued to all staff members. Building administrators, teachers, educational assistants, custodians, office staff and others designated by the principal will be trained to use the procedures described in the manual. Emergency drills will be conducted as described by the Code of Maryland Regulations (COMAR) 13A.02.02.01-.04 Amended

### **Smoking and Tobacco:**

The use or possession of tobacco products, including vapes and e-cigarettes, by students is prohibited on school property. Use of tobacco products while on school property is prohibited for everyone. Students who are found to be in use of and/ or in possession of tobacco products will be referred to the Worcester County Health Department and disciplinary action will be taken.

#### **Vaping and E-Cigarette Use:**

The use, possession, or distribution of electronic cigarettes, vapes, or any vaping devices is strictly prohibited on school property, during school-sponsored events, and on school transportation. This includes any device used to inhale nicotine, THC, flavored vapor, or other substances. Vaping poses serious health risks and is treated as a violation of the school's drug and alcohol policy. Students found in possession of vaping devices may face disciplinary action, including suspension, referral to counseling programs, and notification of parents/guardians.

### **Social Media:**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Snow Hill Middle School community and beyond.

Students who participate in online interactions must remember that their posts reflect the entire school community and, as such, are subject to the same behavioral standards set forth in the Student Handbook.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students should refrain from creating digital video recordings of Snow Hill Middle School staff members on or off school grounds for online publication or distribution without written permission.
- Students should not use social media sites to publish disparaging or harassing remarks about students, staff community members, athletic or academic contest rivals, etc.

**Telephone Usage:**

Students may use the office telephone under the following conditions:

- The student has adult permission to be in the office.
- The student is willing to state why and to whom the call is being placed.
- The reason for the call is school related or a personal emergency.

**Textbooks/iPads:**

Students are responsible for all textbooks, library books, iPads, and other items issued to them during the school year. All lost or damaged items must be paid for. All monies collected are recorded by the school bookkeeper and used for replacement purposes. If a lost book or item is found, money paid will be refunded.

**Visitors:**

Due to safety concerns, ALL visitors are required to check in through the main office and present their driver's license or a valid state ID to obtain a visitor's badge before going anywhere in the building. Please schedule classroom visitation with teachers. Visitors in the classroom can be disruptive, and teachers can provide times, that will be best to visit.