Wicomico Middle School



SCHOOL PROCEDURES AND PRACTICES

Principal: Mr. Jason L. Miller
Assistant Principals: Mr. Kimandi Binns and Ms. Tonya Wilson
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2026 – 2027

WICOMICO COUNTY PUBLIC SCHOOLS

Welcome to Wicomico Middle School

Dear Wicomico Middle School Students, Parents, and Guardians,

Welcome to the 2026–2027 school year at Wicomico Middle School! On behalf of our faculty and staff, I am excited to welcome our students and families to a new year filled with opportunities to learn, grow, build relationships, and achieve success.

At Wicomico Middle School, we believe that a successful school is built through strong partnerships among students, families, staff, and our community. We share a common responsibility to create a school where every student feels safe, supported, valued, and challenged to reach their highest potential.

Our theme this year is "Rise as One. Together We Build. Together We Thrive." This message represents our commitment to building a stronger Wicomico Middle School—together. We are One School. One Family. One Future. Every student, staff member, and family plays an important role in creating the school community we want and deserve.

Central to our school culture is The Warrior Way, which is grounded in four expectations:

Respect • Responsibility • Resilience • Relationships

These expectations guide how we learn, interact, solve problems, and support one another each day. We ask our families to reinforce these expectations at home and partner with us in helping students understand that their choices, effort, attendance, behavior, and attitude all contribute to their success.

This Student & Family Handbook is an important resource for understanding the expectations, procedures, policies, and supports at Wicomico Middle School. We encourage parents and guardians to review the handbook with their student and discuss the importance of following school expectations. Consistency between home and school is essential as we help our young people develop into responsible, confident, and successful students.

Communication and relationships will also be essential to our success. We encourage families to remain connected with teachers, counselors, administrators, and other members of our school team throughout the year. When questions or concerns arise, please reach out so that we can work together toward solutions. Likewise, we look forward to celebrating your student's accomplishments and growth with you.

Most importantly, we want every student who enters Wicomico Middle School to know: You belong here. You matter. We believe in you. Our faculty and staff are committed to maintaining high expectations while providing the encouragement, structure, and support students need to be successful.

Thank you, parents and guardians, for trusting us with the privilege of educating and supporting your children. We value your partnership and look forward to working alongside you as we continue building a Wicomico Middle School community in which our students and families can be proud.

Here's to an outstanding school year as we Rise as One! Together We Build. Together We Thrive.

Sincerely,

Jason Miller
Principal

Schoolwide Rules

To improve student success, Wicomico Middle School will once again be implementing the **Positive Behavioral Interventions and Supports program (PBIS).** This research-based program is designed to improve student behavior, student achievement, and good attendance by setting clear and consistent expectations for building positive character.

Our PBIS plan focuses on **respect, responsibility, resilience, and relationships.** Students who consistently demonstrate these attributes will earn digital rewards through our PBIS Rewards Program and will be invited to participate in quarterly school-wide incentive events.



MAIN OFFICE INFORMATION

To enter the office, please park in the main parking lot (front lot) and ring the bell to enter. You will need to state your name and purpose for entering.

For the continued safety of all scholars, in order for a student to be dismissed or picked up in a different manner than their normal way home, a note will need to be sent in to the main office. If there is no note, the scholars will have to be dismissed their normal way.

When your student needs to leave early, please help us by sending a note saying what time they are to be dismissed. Your child will then give the note to their teacher and they will send it down with the attendance for the day.

Please do not call the office asking us to have your child ready. Instructional time is very important and the student should be in class as much as possible. Thank you for your assistance. For your convenience in direct dialing, please keep these numbers in a handy spot:

WMS Main Office	**410-677-5145**
WMS Fax	**410-677-5197**
WMS Nurse's Office **Beth Tatum, RN & Erica Gale, CNA**	**410-677-5195**
WMS Nurse's Fax	**410-677-5990**
WMS Guidance Fax	**410-677-5880**

SCHOOL HOURS

The hours for Wicomico Middle School are 7:20am – 2:45pm. Scholars may arrive no earlier than 7:20am and must be picked up no later than 3:00pm. There will not be anyone on duty prior to or after these hours.

On early dismissal days, our dismissal time is 11:45am.

TIPS FOR VISITING IN WICOMICO COUNTY PUBLIC SCHOOLS

- Parents/guardians interested in seeing a specific class or in visiting on a particular day should first check with the scholars' teacher so they can advise of best times to come or any times when it's better not to come, such as when a field trip, student assembly or testing is scheduled.
- Present a driver's license or other government-issued photo ID to sign in and receive a visitor sticker to wear when visiting during the school day. This routine screening with the Raptor system takes place whether one visitor is coming through the office or 50 visitors, so please allow time for this important step to protect the safety of our scholars. When done, please exit through main office and turn visitor sticker in.
- Only authorized visitors may come into our school to visit a student. For someone other than a parent/guardian to visit, a parent/guardian must make a written request to the school at least 48 hours prior to the person's visit. All visitors must be over age 21. **Unless the school has planned babysitting services, please do not bring young children or strollers with you during your visit.** Questions should be directed to the school principal.
- Watch for announcements from the school or schools in which your family has scholars to find out what classroom activities and special events are coming up for you to observe and participate in. Visitors are also welcome during routine classroom instruction.
- While in the building, please support instruction by practicing good visitor etiquette: cell phone on silent or vibrate, no outside food or drink, hats and outerwear removed, etc. No videotaping is permitted of any kind. The taking of photos of any child other than your own is also prohibited.
- When you arrive, you will be asked to sign an agreement that you understand the visiting guidelines.

ATTENDANCE PROCEDURES

Any student who arrives at school after the 7:45am bell will be considered tardy. The student will need to sign in when arriving. Scholars who wish to be excused from school early must bring a signed note from their parent or guardian including the reason for the request and the time of desired dismissal.

Absence Notes - A note is required for an excused absence. Such notes would include doctors' notes, notices of court summons or a copy of an obituary from a death in the family. Notes **must be** submitted within **5 days** after returning to school from the absence. Notes from parents may be submitted for other absences and will be filed to provide support in case of an attendance appeal. Only **5 parent notes** will be accepted per year. If a note was for three consecutive days, that counts as three notes. Once this limit is reached, only doctor's notes or physician's certificate will be accepted.

Late Arrival / Early Dismissal – A student **must** sign in when arriving to school after 7:45am or prior to leaving at dismissal. A student must be in class for a minimum of 4 hours to receive credit for a full day. A half day requires a minimum of 2 hours in class.

Please be aware that scholars who are absent **may not** attend any afterschool event that day. This includes; dances, music/band concerts, talent show, after-school programs, award ceremonies, etc. In order to participate, the student must be present for at least a **half day**.

Should your child be lawfully absent for 3, 5 or 10 days, the computer will automatically generate a letter. At 10 days lawfully absent, a student's attendance will be referred to a Pupil Personnel Worker. At 15 days lawfully absent, Truancy Court proceedings may begin.

Scholars should strive to be in school **all day, every day**. Consistent full-day attendance supports scholars in achieving academic success, graduation, and development into productive members of society.

Parents/guardians and scholars should review the Student Attendance Policy and Student Attendance Procedure to know the rules for excused and unexcused absences for everything from family vacations to college and employer visits to student illness or death in the immediate family.

Scholars who have more than 5 **unexcused** absences in a marking term must successfully complete an attendance intervention plan to avoid failing the marking term.

An attendance intervention plan may involve the student staying after school for up to two hours a day, with parents/guardians responsible for alternative transportation home if needed. Student attendance is a family responsibility.

Vacation requests, while excused, are now limited to three days per school year and must be submitted at least 10 days in advance of the absence.

Excessive absenteeism does have an overall effect on achievement in school. Truancy from school is subject to disciplinary measures. The final determination of absence rests with the school, which is subject to the policies of the Maryland State Department of Education and the Maryland Legislature. Unless there is a legitimate reason, students are expected to be in school every day.

HOW TO GET HELP WITH A PROBLEM

Our school seeks to serve the needs and best interests of each student; therefore, it is our goal to help scholars in problem situations.

If you have a problem, please contact the following persons:

1. Contact the child's teacher.
2. Contact the School Counselor.
3. Contact the Grade Level Administrator.

DAILY SCHEDULE

The middle school operates on an A-day and B-day schedule. Days are identified as either an A-day or a B-day. Most classes will meet every day (A-B). Special area classes meet every other day, either A-day or B-day. Days will always follow sequentially regardless of days missed for holidays, weather, etc.

MEDICATION POLICY

If your child needs to take medication in school, he/she must have a Physician's Medical Order Form. This applies to all prescription medications as well as **all** over the counter medications. **We are not allowed to administer any medications without this form. This includes cough drops.** There are scholars who require emergency medication in school such as inhalers for chronic asthma and Epi-pens for severe allergic reactions. For your child's safety, please have your doctor fill out the Medical Order Form and bring the order and the medication to our school nurse as soon as possible so that, in case of an emergency, we will be able to help your child. If we have no way to help, our only alternative is to call 911. Please be reminded that all medications must be brought to school by an **adult**.

If you have any questions about medication, please contact our school nurse.

CHANGES TO STUDENT/PARENT INFORMATION

Many times, families change telephone numbers or cell phone numbers, change jobs, and even move during the school year and forget to let the school know. It is vital that we have a current address and contact information for your family in case your child becomes ill or injured during the school day. We also need to be able to contact you via ThrillShare (Robo Call) in the event of a weather delay or dismissal, field trip arrival change, etc.

Please contact the school office to make any necessary changes to your address, telephone contacts, or emergency contacts throughout the school year.

If you move out of the Wicomico Middle School district at any time, you will need to provide two new proofs of residency.

AFTER SCHOOL ACTIVITIES

From time to time, there will be activities that take place after regular school hours, such as dances, sports, and clubs. There may be attendance, academic, and/or behavior expectations in order to participate in dances, sports, or clubs. Admission to dances is by ticket only. Tickets must be obtained in advance. No tickets will be sold or distributed at the door. Students who have 1-4 days of Out of School Suspension may not attend an after-school event for 10 school days, including suspension days. Once a student has 5 or more days of Out of School suspension, the student may not attend after- school activities for 45 school days. (This does not include band, chorus, or tutoring.)

Students participating in after school activities (i.e. band, chorus, intramurals, detention, clubs, dances, tutoring, etc.) should be picked up within 15 minutes of the conclusion of the activity. Failure to abide by this policy may result in

disciplinary consequences and will result in the loss of participation in further extracurricular events.

AFTER SCHOOL ACTIVITIES CONTINUED

Students participating in after-school, non-curricular activities must meet the county criteria.

The following criteria is in place for all school dances:

- At least a 2.0 GPA from the most recent report card
- Students must not have served any OSS during the current semester.
- Any student excluded based on cumulative OSS days per county policy will not be eligible to attend.
- No more than 2 unexcused absences in the 45 days leading up to the dance.
- Guests from the outside are not permitted.

BOOKBAGS

This year, **Clear Bookbags**, are **required**. All students must have a clear bookbag with no stickers, etc. The bag must be clear on all sides.

CAFETERIA

Lunches are prepared each day by the school cafeteria staff. The menus are planned by the month. Students may bring their own food from home, but glass containers are not permitted. Fast food **may not** be dropped off for students, as it causes a disruption to the school environment. **Students also may not have food delivered to the school.**

Prices for lunches are established by the Board of Education each summer prior to the start of school. Lunches are served in shifts with each shift having approximately twenty-five minutes to eat. Students are expected to comply with the following rules and procedures:

1. Enter the cafeteria in an orderly fashion and sit at their assigned table until an administrator permits the class to line up to purchase lunch.
2. Walk to the food lines and wait in line for their turn.
3. Sit in assigned areas.
4. Get permission before getting up from their assigned area.
5. Deposit all trash in trash cans at designated times.
6. Eat or throw away all food purchased in the cafeteria. These items may not be taken out of the cafeteria.
7. Wait to be dismissed by administrators upon their teacher's arrival.
8. Leave the cafeteria with their class in an orderly fashion.

All students must report to the cafeteria at lunchtime. No students should leave the premises at lunchtime without permission from the office. Students will not be pulled from instruction to eat outside of their assigned lunch shift, unless permitted by administration.

CELL PHONES AND ELECTRONIC DEVICES

To maintain a safe and focused learning environment, students may not use personal electronic devices during the **academic school day**, which begins with the first bell and ends with the dismissal bell. This includes instructional time, lunch, passing periods, and all other school-related activities during the school day.

A **personal electronic device** is any device not owned by Wicomico County Public Schools (WCPS), including, but not limited to, cell phones, AngelSense devices, earbuds, headphones, smart watches, wearable technology, and devices with camera, audio recording, or communication capabilities (e.g., smart glasses or recording pens).

Students must keep all personal electronic devices powered off or silenced and stored out of sight during the academic school day unless authorized by school administration or required by a student's documented educational or medical plan.

Students may use cell phones **before the first bell and after the dismissal bell only**.

Students may not use personal electronic devices to photograph, video record, or audio record others without authorization. Recording or sharing fights, confrontations, or other inappropriate activities is prohibited. Audio recordings must comply with Maryland law.

Students and staff must follow the WCPS Acceptable Use of Technology procedures when using district technology resources.

CELL PHONES AND ELECTRONIC DEVICES CONTINUED

To promote a safe, focused, and distraction-free learning environment, students are expected to keep all personal electronic devices secured and out of sight throughout the academic school day.

Academic School Day

The **academic school day** is defined as any structured or unstructured learning experience beginning when the first bell rings at the start of the school day and ending when the dismissal bell rings at the conclusion of the school day. This includes, but is not limited to, instructional periods, lunch, recess, passing periods, and other transitional times.

Personal Electronic Devices

A **personal electronic device** is any device that is not owned by Wicomico County Public Schools (WCPS). This includes, but is not limited to:

- AngelSense devices
- Cell phones
- Earbuds and headphones
- Smart watches and other wearable technology
- Watches with cell phone, camera, or listening capabilities
- Eyeglasses with cell phone, camera, or listening capabilities
- Pens with camera or audio recording capabilities
- Any other personal device capable of communication, recording, photography, video, or internet access

Personal electronic devices are **not permitted for use during the academic school day** unless specifically authorized by a school administrator or required as part of a student's documented educational or medical plan.

Student Expectations

During the academic school day, students shall:

- Keep personal electronic devices powered off or placed in silent mode and stored out of sight.
- Refrain from using personal electronic devices in classrooms, cafeterias, hallways, breezeways, restrooms, locker rooms, or any other school location during the academic school day.
- Use cell phones only before the first bell and after the dismissal bell for phone calls or other personal communication.
- Use only district-based/local devices when directed by school staff for instructional purposes.

Photography, Video, and Audio Recording

Students may not use personal electronic devices to photograph, video record, or audio record other individuals during the school day without staff authorization.

The use of personal electronic devices to record or distribute videos or images of confrontations, fights, or other inappropriate situations is strictly prohibited and may result in disciplinary action.

Audio recordings must comply with Maryland law. Recording another individual requires that individual's prior permission unless otherwise permitted by law.

CELL PHONES AND ELECTRONIC DEVICES CONTINUED

Social Media

Students shall not use personal social media accounts during the academic school day. Personal social media accounts are those that are not owned, managed, or monitored by Wicomico County Public Schools.

Acceptable Use

Students and staff are expected to comply with the Wicomico County Public Schools Acceptable Use of Technology procedures when using district-based/local devices and any approved technology resources. Failure to comply with these guidelines may result in disciplinary action in accordance with the Student Code of Conduct.

CONDUCT

The Code of Conduct will be reviewed by your child's grade level administrator within the first few weeks of school. The code of conduct is easily accessible through our website.

DETENTIONS

Students assigned after school detention are required to serve the detention. The detention slip must be signed by the parent/guardian and returned to the appropriate teacher. If a student fails to stay for the assigned detention, the teacher will contact the student's parent/guardian and reassign the detention one time. If the student fails to stay for the reassigned detention, further disciplinary action will result.

DRESS CODE

See the Dress Code in the *Wicomico County Code of Conduct.*

Students violating the dress code will be asked to change or parents will be notified to bring a change of clothing.

FIRE/EMERGENCY DRILLS

Each classroom has a set of directions for leaving the building during a fire drill. These directions are posted by the exit door. Read these directions and learn what to do in the event of a drill or fire.

When the bell sounds, move quickly and in an orderly manner towards the exit. Do not run. When outside the building, students should move with his/her class to a reasonable distance from the school and remain in a single file with his/her class. Students should return to the school with their teacher when assigned.

If the fire bell rings at lunchtime, students exit on the side of the cafeteria and move in an orderly manner outside. If the fire bell rings during class change, all students are to exit the building at the nearest exit and locate the teacher of the class the student was just dismissed from. Form a single file line with that class.

"Hold", "Secure", "Lockdown", "Evacuate", and "Shelter" drills will be held periodically throughout the school year to ensure preparedness in case of an emergency.

To learn more about Maryland and Wicomico County's School Safety Standard Response Protocols, click on the link below.

https://schoolsafety.maryland.gov/preparation-security/emergency-preparedness

GUIDANCE

Guidance counselors will assist students with problems related to academic guidance, behavioral counseling, peer relationship problems and grade checks. Our counselors will help students plan class schedules and guide in the selection of courses. Students may schedule appointments with a counselor or social worker before school, during lunch or after school. Our social workers are available to provide services to students to enhance their emotional well-being and improve their academic performance.

HALL PASSES

Students are required to have an active digital pass if they are outside of the classroom.

HALLWAY RULES

Students are expected to behave in an orderly manner while in the hallway. Students who do not follow the rules will be subject to disciplinary action. We ask that the following rules be followed:

1. No pushing, shoving, running, playing, hitting or harmful touching.
2. Use conversational voices only. No loud voices or shouting.
3. Do not block the halls--no standing, stopping, or loitering.
4. Stay to the right of the hall for easy passing.
5. Move directly to class.
6. Students who fail to give their name to the questioning adult will face disciplinary action.
7. All students are to follow the 10/10 rule. No students in the hallway during the first and last 10 minutes of class.
8. **The wearing of hoods/hats is not permitted in the school**.

LAPTOPS

Each student will receive a school-issued laptop. Students are responsible for the care of the laptop. Families will be financially responsible for any damage caused. Additionally, students will receive discipline consequences for intentional damage to laptops.

Laptops are for in-school use only. **Laptops will not be going home.** Students will pick up their laptop each morning and return it to the assigned laptop cart at the end of the day all from their homeroom. Students must follow all guidelines as outlined on the "Wicomico County Public Schools Laptop Loaner Device Agreement" and the "Wicomico County Public Schools Acceptable Use Policy."

LATENESS/TARDINESS

Tardiness is in two (2) categories--lateness to class and lateness to school. The time provided between classes, **2 minutes**, is the maximum time required for reporting to the next class. You are encouraged to report to class in less time, be seated and wait for class to begin.

If you are late to class, the teacher will handle your lateness according to county policy as indicated in the *Wicomico County Code of Conduct.*

If you are late for school, you are to report to the main office and receive an electronic pass to report to class. The office, in accordance with the *Wicomico County Code of Conduct,* will handle this lateness.

LOST AND FOUND

The lost and found is directly outside the cafeteria. Students missing an item should periodically check the lost and found. Lost and found will be cleaned out twice per month on the 15th and 30th.

MEDIA CENTER

Books may be signed out from the Media Center for a period of time. If the book is not returned on or before the date it is due, you will be fined each day beyond the due date. When the overdue book is returned, the fine no longer accumulates. If a book is lost, the student will be charged the replacement cost of the book. The cost of books is very expensive, so great care should be exercised in the handling of books.

No book is to be taken out of the media center until media personnel have properly checked it out. Violation or abuse of media center procedures will result in the loss of media privileges.

PROGRESS REPORTS AND REPORT CARDS

Each student is issued a report card four times per year one week after the end of each nine-week marking period. The purpose is to provide the student and his parents with an account of his school progress. The report card gives a grade in every subject that the student is currently enrolled in every nine weeks.

If the required work for a course has not been completed because of sickness or other good reasons an "I" (incomplete) is given. If the work is completed within the county allowed days of make-up, per the county attendance procedure, the "I" is replaced with the proper mark; otherwise, it becomes an "E".

Please review the grading policy that can be found on the county website at wicomicoschools.org. We also encourage you to regularly review your child's grades by using the family portal. Directions for accessing the portal can be found on the Board of Education's website as well.

Progress reports are issued midway in the marking period and are distributed to all students. The progress report is designed to let you know how your child is progressing in his current classes.

SCHOOL FUNCTIONS

Students participating in any activity sponsored by the school will be under direct supervision of a member of the school staff and chaperones in charge. Students are expected to always be well-behaved and act in a respectful manner as the Code of Conduct remains in effect for all school functions. Failure to abide by the code of conduct will result in disciplinary action. Any student who does not cooperate is subject to exclusion from future school functions. Students must be picked up on time from the after-school function.

STUDENT HANDBOOKS

WHEREAS many of the schools within Wicomico County establish their own Student Handbook in an effort to familiarize students with the expectations of that school's administration; and WHEREAS, the Board of Education of Wicomico County has established many rules, policies, codes of conduct and other regulatory procedures for the purposes of defining the expectation of the Board of Education regarding student conduct, discipline and other matters setting forth the expectation of the Board toward its students.

All students in Wicomico County are advised that the Student Handbooks distributed by each school are not the sole or exclusive rules, policies, or regulations regarding student conduct. They supplement and are subordinate to the policies, rules of conduct, disciplinary rules, suspension rules, attendance rules and all other rules and regulations which are established by the Wicomico County Board of Education, which are available in each school library and

STUDENT HANDBOOKS CONTINUED

the Wicomico County Board of Education, and which policies and rules each student is expected to know and abide by. To the extent that there is any conflict between the policies, rules, and regulations, etc. of the Wicomico County Board of Education and that of an individual school or school handbook, the policies, regulations and procedures of the Wicomico County Board of Education shall prevail.

TARDINESS

Tardiness is in two (2) categories – lateness to class and lateness to school. The time provided between classes, three minutes, is the maximum time required for reporting to the next class. You are expected to report to class on time, be seated and wait for class to begin. If you are late to class, the teacher will deal with your lateness according to county policy as indicated in the *Wicomico County Code of Conduct.*

The office, in accordance with the *Wicomico County Code of Conduct,* will handle lateness to school.

THRILLSHARE/TALKING POINTS

An automated telephone call system, Thrillshare/Talking Points, will be used throughout the school year to communicate school-related information to parents and guardians. It is important that WMS has the most recent telephone information/numbers, and email address so we may contact you regarding student attendance, school sponsored events, school safety, and school reminders. Thirllshare is also used by the Board of Education to notify families of school closings and other county-wide events.