

## District Management

### 20 District Management

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POLICY TITLE: <b>School Year and School Day</b>		
ADOPTION/EFFECTIVE DATE: <b>5/10/1982</b>	MOST RECENTLY AMENDED: <b>7/13/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

Each public school under the jurisdiction of a county board shall be open for students attendance for at least 180 actual school days and a minimum of 1,080 school hours during a ten-month period in each school year or, subject to advance approval of the State Board, shall be open for at least 1,080 hours during a ten-month period; and shall be open for students attendance a minimum of three hours during each school day; and may not be open on Saturdays, Sundays, or holidays in order to meet the 180-day or 1,080-hour requirement.

The high school year is further defined through COMAR 13.A.03.02.04 which states “Maryland high schools shall be open for at least 180 school days and a minimum of 1,170 school hours during a 10-month period each school year.”

Effective with the 1998-99 school year, the beginning and dismissal times for the public schools will be as follows:

<b>Level</b>	<b>Beginning Time</b>	<b>Dismissal Time</b>
High School	7:45 a.m.	2:15 p.m.
Middle School	8:15 a.m.	2:45 p.m.
Elementary School	9:00 a.m.	3:30 p.m.

The following schools are currently excepted to this policy:

North Harford Middle School - which will continue to operate on the same schedule as the North Harford High School so that transportation routes and travel time will not be increased significantly;

William S. James Elementary School - for the implementation of 4th tier busing;

Havre de Grace Elementary School - for additional bus tiering to allow for transportation of additional students for safety reasons.

Deerfield Elementary School - for the implementation of 4th tier busing.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	5/10/1982				
Amended	1/21/1998				
Amended	7/13/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Section 7-103</b>	REFERENCE 1 DESCRIPTION: <b>Education Article</b>			
REFERENCE 2 TYPE: <b>Legal</b>	REFERENCE 2 NO. <b>13A.03.02.04</b>	REFERENCE 2 DESCRIPTION: <b>COMAR</b>			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: <b>General Administration .02.09.001</b>					

POLICY TITLE: <b>School Calendar</b>		
ADOPTION/EFFECTIVE DATE: <b>5/20/2002</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Board of Education of Harford County shall establish the school year calendar for the Harford County Public Schools reflecting 180 student days and 190 teacher days per year. All applicable Federal, State or local holidays will be included in the calendar which will also note the beginning and ending days for students and teachers. At least three “inclement weather days” shall be included in the calendar to be used as make up days in lieu of such closings. Any make up days not needed would be dropped from the schedule. The Board will establish a two-year calendar with the second year schedule to be determined in the spring preceding the implementation of the first year and in time to be distributed prior to the end of the current school year. The Board will appoint an ad hoc calendar committee to make recommendations for the school schedule. The Board shall direct the Superintendent to establish procedures for the implementation of this policy.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	5/20/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: <b>N/A</b>	JOB POSITION OF DESIGNEE: <b>N/A</b>	
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Section 7-103</b>	REFERENCE 1 DESCRIPTION: <b>Maryland Annotated Code, Education Article</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.002		

POLICY TITLE: <b>Closing Schools</b>		
ADOPTION/EFFECTIVE DATE: <b>3/10/1980</b>	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The decision to close schools, to delay the opening time or to close schools early will be made by the Superintendent or designee. Changes from the normal school schedule shall be communicated to the public as soon as possible.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	3/10/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.025					

POLICY TITLE: <b>Insurance</b>		
ADOPTION/EFFECTIVE DATE: <b>3/10/1980</b>	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Superintendent shall procure and maintain insurance on all property owned, or in the care, custody, or under the control of the Board and, in addition, accepts the responsibility to obtain various other types of insurance as required by laws of the State of Maryland and/or authorized by the Board.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	3/10/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
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REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.027					

POLICY TITLE: <b>Student Transportation – Statement of Purpose</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. Transportation will be provided to students enrolled in the Harford County Public Schools in accordance with all federal, state and local laws and regulations.
2. Harford County Public Schools is responsible for students from the time they board the school bus in the morning until the time they depart the school bus in the afternoon.
3. Transportation will only be provided for educational purposes.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Federal Motor Vehicle Safety Standard Code of Regulation (Cfr) 49			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. COMAR 11.19.02	REFERENCE 2 DESCRIPTION: Maryland Motor Vehicle Administration			
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO. COMAR 13a.06.07	REFERENCE 3 DESCRIPTION: Maryland State Department of Education			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.028					

POLICY TITLE: <b>Student Transportation – Student Eligibility</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. Elementary school students enrolled in a public elementary school in Harford County who live more than one mile from the school which they attend are eligible for transportation. Secondary students who live more than one and one-half miles from the school which they attend are eligible for transportation.
2. Exceptions to the distance a student must live from the school or an established route may be made for the physically or mentally handicapped or where an exceptional hazard is present to the safety of the students.
3. Employees of the Board of Education are permitted to ride school buses only on an emergency or temporary basis.
4. Parents or other adults who are designated as chaperons may ride when the bus is being used for an educational field trip. Pre-school children of adult chaperons may not ride on the school bus during educational field trips.
5. Parents may not ride school buses when they are being used to transport students to and from school on their normal scheduled runs.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980				
Reaffirmed	12/12/1983				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.029					

POLICY TITLE: <b>Student Transportation – School Attendance Areas</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. The attendance area for each school located in the county shall be designated by the Board of Education. All students shall attend the school within their attendance area. The residence of the student shall, in all cases, be considered as the same as the residence of the parents or other legally appointed guardian. All requests for exceptions to this policy shall be investigated and are subject to approval by the Superintendent of Schools.
2. If a student, at the request of the parents or other legally appointed guardian, attends a school outside their residence area, the parents/legal guardian must take full responsibility for transporting such student to and from school.

**Board Approval Acknowledged By:**

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Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.030					

POLICY TITLE: <b>Student Transportation – Bus Routes and Stops</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

Bus routes and stops will be planned so that a maximum number of students are picked up and discharged at a spot near to their home. Selected routes and stops shall be safe, economically feasible and consistent with Board policies. When requests for route and stop changes are studied, the requests of all persons residing in the area will be considered.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
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REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.031		

POLICY TITLE: <b>Student Transportation – School Bus Specifications</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

All vehicles operating as school buses in this county must comply with all federal, state and local laws, national guidelines for school transportation (for any item not specifically addressed or prohibited under CFR, MVA, or MSDE regulations) and such additional standards as may be set by the Superintendent of Schools and approved by the Board of Education.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Federal Motor Vehicle Safety Standards Code of Regulations (Cfr) 49
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. COMAR 11.19.02	REFERENCE 2 DESCRIPTION: Maryland Motor Vehicle Administration
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO. COMAR 13a.06.07	REFERENCE 3 DESCRIPTION: Maryland State Department of Education
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.032		

POLICY TITLE: <b>Student Transportation – Responsibilities of Parents</b>		
ADOPTION/EFFECTIVE DATE: 7/21/1980	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The responsibilities of parents in relation to the students transportation program will be stated in the *Pupil Transportation Policies*.

Parents should be aware that the privilege to ride a school bus may be temporarily or permanently revoked if the "Transportation Rules for Students" are violated.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	7/21/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.034					

POLICY TITLE: <b>Student Transportation – Responsibilities of the Principal</b>		
ADOPTION/EFFECTIVE DATE: <b>7/21/1980</b>	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The principal of the school is responsible for seeing that the conduct of the students, while on the bus, is in conformity with the **Transportation Rules for Students**. The authority to deny transportation privileges to any student rests with the principal of the school.

The supervision of buses, bus drivers, as well as students is the responsibility of the principal while buses are on the school grounds.

Principals will exercise the authority and responsibility of their offices to effect appropriate student behavior on school buses and to see that those personnel assigned to supervise bus transportation handle the disciplinary problems on buses in a firm and reasonable manner.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	7/21/1980				
Amended	1/21/1998				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.033		

POLICY TITLE: <b>Student Transportation – Transportation Rules for Students</b>		
ADOPTION/EFFECTIVE DATE: <b>7/21/1980</b>	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. Transportation rules will be developed and enforced to assure the safety of all students riding school buses in the service of the Harford County Public School System. In addition, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Harford County Public School buses.
2. Harford County Public Schools will inform students and parents of the pupil transportation policies.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
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Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.035					

POLICY TITLE: <b>Student Transportation – Student Transportation Discipline Procedures</b>		
ADOPTION/EFFECTIVE DATE: <b>7/21/1980</b>	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. Students who are assigned to ride buses that service Harford County Public Schools must assume certain responsibilities. As such, students who are assigned to ride Harford County Public School buses will conduct themselves in a manner that is not hazardous to other students and the safe operation of the school bus. Student discipline policies of the Board of Education will apply to all students on school buses.
2. Harford County Public Schools will inform students and parents of the student discipline procedures.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
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Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.036		

POLICY TITLE: <b>Student Transportation – Responsibilities of Drivers</b>		
ADOPTION/EFFECTIVE DATE: 7/21/1980	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. It shall be the responsibility of the school bus driver to meet the qualifications prescribed by federal, state, and local laws and regulations. All regular drivers and substitute drivers must be approved by the Director of Transportation for the Harford County Public School System.
2. The school bus driver shall be in full charge of the school bus and the students, except in the presence of a designated employee, who shall then be in charge of the students.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	7/21/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.037		

POLICY TITLE: <b>Student Transportation – Contracted Transportation Services</b>		
ADOPTION/EFFECTIVE DATE: 5/12/1980	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. Transportation of public school students in Harford County may be provided by publicly-owned and/or privately-owned buses.
2. Privately-owned buses are operated under contract to the Board of Education of Harford County.
3. Contracted buses and drivers shall meet all federal, state, and local laws and regulations.
4. School bus contracts will be awarded to eligible applicants who have been recommended by the Superintendent of Schools and approved by the Board of Education. School bus contracts can not be sublet or reassigned by contractors.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	5/12/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.039					

POLICY TITLE: <b>Student Transportation – Commercial Driver’s License Controlled Substance and Alcohol Testing</b>		
ADOPTION/EFFECTIVE DATE: 5/10/1993	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

1. This policy is necessary to implement the substantive and procedural standards required to prohibit a school bus driver or an employee required to have a commercial driver's license hereafter referred to as "operator" from driving while that operator has a prohibited drug or alcohol in his or her system or if that operator has used drugs as evidenced by a test showing the presence of drugs or drug metabolites or alcohol. The spirit and intent of this policy rests upon two (2) principles. The first principle recognizes the importance of securing, implementing, and maintaining exemplary vehicle operator standards for student transportation activities, especially in school bus operations where considerations of safety, the welfare of student passengers and the motoring public are of paramount importance. The second principle recognizes that the Board of Education of Harford County (Board) has the responsibility, as an agency working with children and youth, and a special obligation to reinforce the values inherent in its curriculum and instructional objectives through appropriate attitude and behavior.
2. The overall goal of controlled substance and alcohol testing is to ensure a drug and alcohol free transportation environment which, in turn, would reduce the potential of accidents, and casualties related to accidents, in the student transportation system and to participate with the transportation industry in an effort to eliminate drug and alcohol use and abuse in the transportation industry.
3. The Board hereby adopts a drug and alcohol test requirement for all operators. This policy requirement applies, as a condition of operator certification, to all operators performing duties for or on behalf of the Harford County Public Schools. The drug/alcohol test procedures shall meet the substantive and procedural requirements of the standards established by applicable regulations adopted by the United States Department of Transportation (USDOT), Federal Highway Administration. When the substantive and/or procedural requirements of the aforementioned Federal Regulations are exceeded by applicable Maryland Regulations as they relate to drug and alcohol testing requirements, the Code of Maryland Regulation shall take precedence.
4. Further, the Board's "Resolution on Drug-Free Work Place, May 8, 1989" shall hereafter be applied to all school transportation operations. For purposes of this section, any reference to the terms "employees" or "work sites" is to be construed to the effect that all operators of school vehicles operating for or on behalf of

- the Board are subject to the requirements promulgated within this policy, regardless of vehicle ownership and pursuant to operator certification requirements.
5. All contracts with the Board for student transportation services shall be subject to the requirements of this policy. Nothing in this section shall be construed to mean that the Board assumes any responsibility or liability of private school bus contractors related to motor carrier requirements of USDOT regulations, Code of Maryland Regulations, or otherwise.
  6. An Employee Assistance Plan (EAP) for the Controlled Substances and Alcohol Testing Program shall consist of a training and education component for supervisory personnel and all operators. The training program shall include the following elements:
    - a) The effects and consequences of controlled substances and alcohol use on personal health, safety, and the work environment;
    - b) The manifestations and behavioral causes that may indicate controlled substance and alcohol use or abuse; and
    - c) Documentation of training given to operators and supervisory personnel.

An outline describing the EAP for the Commercial Driver's License Controlled Substance and Alcohol Testing Program shall be maintained on file, available for inspection.

Notwithstanding the provision of an EAP as described in this section, any current operator or trainee shall be disqualified from operating a school vehicle when the policy/program so provides.

Absent good and sufficient reasons as described in the policy/programs, an operator who fails to comply with the requirements of this policy or who refuses to submit to testing as directed, shall permanently lose certification status as a school bus operator.

7. The Superintendent is authorized to participate in any clearinghouse sponsored by the Maryland State Department of Education. Participation is authorized where the clearinghouse identifies individuals losing certification status because of positive drug or alcohol test results in other Maryland public school systems which have adopted similar substance abuse policies and regulations. Any operator listed shall not be certified to operate a school vehicle for or on behalf of the Board.
8. Nothing herein shall be construed to prohibit the Superintendent from requiring private contractors and/or their employees to contribute to, or otherwise share the cost of, the Commercial Driver's License Controlled Substances and Alcohol Testing Policy and program set forth herein to the extent allowed by law.
9. The Superintendent is directed to maintain administrative regulations consistent with this policy and to implement said policy and regulations.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	5/10/1993	
Amended	1/21/1998	
Reaffirmed	5/6/2002	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.06.07.08	REFERENCE 1 DESCRIPTION: Code of Maryland Regulations
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: U.S. Department of Transportation 49 CFR Part 40 and 49 CFR Part 382
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.041		

POLICY TITLE: <b>Student Transportation – Insurance Coverage</b>		
ADOPTION/EFFECTIVE DATE: <b>1/21/1998</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

All school buses in the service of the Harford County Public Schools must be covered by public liability, property damage, and medical payment insurance. This insurance applies to all students and to employees of the Board of Education. It does not provide coverage for individuals who are not enrolled in Harford County Public Schools and provides coverage for parents only while they are acting as chaperons on school-sponsored activity trips.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.042					

POLICY TITLE: <b>Student Transportation – Inclement Weather Policies</b>		
ADOPTION/EFFECTIVE DATE: 1/21/1998	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

All schools in Harford County will be closed, delayed, or dismissed when travel conditions are determined to be unsafe for school buses. Decision on schedule changes due to inclement weather will be made as early as possible by the Superintendent of Schools or his designee.

The Board directs the Superintendent to develop procedures for determining when schools are to be delayed, closed, or dismissed early and communicate them to the administration and to parents.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.043					

POLICY TITLE: <b>Student Transportation – Use of Personal Vehicles for Student Transportation</b>		
ADOPTION/EFFECTIVE DATE: <b>1/21/1998</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

Students enrolled in the Harford County Public School System must be transported by Type I school buses for any school related field trip or similar activity such as an athletic event, concert, forensic competition, etc.

A motor coach bus that meets U.S. Department of Transportation requirements, and has not been modified after original manufacture, may be used for school related activities, but not to and from school.

In the event students have other transportation, such as that provided by a parent or guardian, the school system will not be held responsible. The insurance coverage provided by the Harford County Public School System does not protect teachers, students, or others riding in private vehicles.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	1/21/1998	
Reaffirmed	5/6/2002	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>11-173 11-174, 22-418</b>	REFERENCE 1 DESCRIPTION: <b>Maryland Vehicle Laws</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.044		

POLICY TITLE: <b>School Site Size</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

School sites should conform to the following minimum standards:

<b>School Unit</b>	<b>Usable Acreage</b>
Elementary ( 500- 750 pupils)	15-20
Middle ( 900-1200 pupils)	30-40
High (1000-1600 pupils)	40-50
Special ( 200- 350 pupils)	15-20

Additional land should be provided if the projected enrollment for a given school exceeds the recommended capacity.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: <b>Board of Education of Harford County, adopted 1/1971</b>			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.050					

POLICY TITLE: <b>Disposal of Land, School Sites or Buildings</b>		
ADOPTION/EFFECTIVE DATE: <b>Statutory</b>	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

If, with the approval of the State Superintendent, the Board of Education of Harford County finds that any land, school site, or building no longer is needed for school purposes, it shall be transferred by the county board to the county commissioners or county council and may be used, sold, leased, or otherwise disposed of, except by gift, by the county commissioners or county council.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	Statutory				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Section 4-115 (C) (1)</b>	REFERENCE 1 DESCRIPTION: <b>Education Article</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.065		

POLICY TITLE: <b>Disposal of Property</b>		
ADOPTION/EFFECTIVE DATE: <b>3/9/1981</b>	MOST RECENTLY AMENDED: <b>5/6/2002</b>	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Superintendent of Schools is authorized to dispose of surplus or obsolete property by sale, exchange, donation, or other means which, in the judgment of the Superintendent of Schools, is in the best public interest.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	3/9/1981				
Amended	1/21/1998				
Amended	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.067					

POLICY TITLE: <b>Energy Management Conservation</b>		
ADOPTION/EFFECTIVE DATE: 4/14/1997	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

All buildings shall be properly managed to ensure that every reasonable effort is made to conserve energy and natural resources.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	4/14/1997				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.072		

POLICY TITLE: <b>Naming of Public School Facilities</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. The name of a public school facility should be one which gives proper recognition to it and to the community which it serves.
2. The Board of Education of Harford County encourages and supports community participation and involvement in the public schools.
3. The Board believes that members of the community should have the opportunity to present suggestions for names of public school facilities.
4. In the naming of public school facilities, if the name of a person is to be used, the following criteria will be applied in the selection of a person(s) to be so honored.
  - a) A person, living or dead, for whom a public school may be named must have made significant contributions to education in the Harford County Public Schools. Evidences of such contributions may include, but are not limited to, the following:
    - (1) Unusually effective and dedicated service to and/or on behalf of the youth in the public schools of the county.
    - (2) Persistent efforts to sustain a quality system of public education for all youth and to improve programs and services for them.
    - (3) Demonstrated understanding of the essential nature of public education in the perpetuation of our democratic form of government and the free enterprise system.
  - b) The nominee must otherwise be worthy of the honor of having a school named for him/her. Evidence of such attributes should include, but are not limited to, the following:
    - (1) Superior levels of performance in strengthening and supporting the public schools
    - (2) Effective citizenship
    - (3) Community service

- (4) Excellent character and general reputation
- (5) High standards of ethics.

The naming of public school facilities shall occur through implementation of the procedures which follow:

1. Sixty days prior to the naming of a facility, a public announcement of the intent to name the facility will be made by the Board of Education at its regular meeting.
2. The Superintendent of Schools will direct that news releases be distributed to local news media announcing the intent to name the facility and inviting members of the community to suggest names either by writing to the Superintendent of Schools or by appearing before the Board at its next regular meeting.
3. At the first regular meeting of the Board following the initial announcement, members of the community may appear before the Board to have the opportunity to present their suggestions. The Superintendent of Schools shall present other names which have been submitted to him by his staff and by members of the community not present at the meeting.
4. At the second regular meeting following the initial announcement, the Superintendent shall present to the Board a list of all names suggested along with his recommendation. The official naming of the school facility will then be made by the Board of Education.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	4/7/1980				
Amended	7/6/1981				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: <b>Board of Education of Harford County, adopted 9/12/1977</b>			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.075					

POLICY TITLE: <b>Use of Public School Facilities by Outside Groups</b>		
ADOPTION/EFFECTIVE DATE: <b>6/23/2003</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Board of Education of Harford County encourages the use of its public school facilities for community purposes. The Board of Education permits use of its facilities for presentation and discussion of public questions, for public speaking, lectures, and other civic, educational, social, recreational, or church affiliated civic purposes. The Board of Education may permit a partisan political organization that has polled 10 per cent or more of the entire vote cast in this State in the last general election to use public school facilities for programs and meetings that relate to a political campaign for nomination or election of a candidate to public office. The Board of Education may permit the use of public school facilities for religious or other lawful purposes. All meetings shall be open to the public, shall not be unlawfully restrictive by reason of race, creed, or color, gender, national origin, language, age, socio-economic status, or disability and will be used only at times that will not interfere with regular school sessions or other bona fide school activities.

The Board of Education may refuse the use of any school facility for these purposes if it appears that the use is likely to provoke or add to a public riot or breach of the peace, or create a clear and present danger to the peace and welfare of the County or State.

The Board of Education may impose a reasonable charge for heating, cooling, lighting, and custodial services for the use of its public school facilities. The person who applies for the use of facilities shall be responsible for all damages to the property, other than ordinary wear and tear, and may be refused future use of the facilities for failure to pay until the damage is repaired without expense to the Board of Education. The person who applies for the use of facilities shall leave the facilities and equipment after their use as clean as they were before the use, and may be refused future use of the facilities for failure to comply.

The Superintendent of Schools shall develop and publish procedures for the administration and collection of fees governing the use of school facilities by recognized outside groups. The Superintendent or her/his designee shall decide any disputes that arise from the implementation of the policy or procedures for use of school facilities. The Superintendent's decision shall be final. Decisions of the Superintendent may be appealed to the Board of Education.

Use of school facilities is prohibited when schools are cancelled for inclement weather, utility outages, or other facility emergencies; or closed for designated holidays. If schools are closed for any inclement weather or emergency reasons on a Friday, all use of facilities activities will normally be cancelled for the ensuing weekend. Special approval

may be granted to use school facilities when schools and offices are closed for designated holidays when the activity is directly related to school sponsored activities.

The possession, sale, use, or display of drugs, weapons, alcohol and/or tobacco products are strictly prohibited in all Harford County Public Schools' facilities and on all property owned or leased, by the Board of Education of Harford County.

This policy shall be reviewed annually in April.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	6/23/2003	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Sections 7-108, 109, 110, 111	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland, Education Article
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.079		

POLICY TITLE: <b>Use of School Facilities – Extended Care Programs</b>		
ADOPTION/EFFECTIVE DATE: <b>6/13/1983</b>	MOST RECENTLY AMENDED: <b>7/10/1995</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. Before and after school child care programs may be operated in Harford County Public Schools by licensed non-profit providers. Each provider (public or private) shall be charged an equal rate consistent with utility costs and related services. Non-profit providers shall mean those licensed to operate child care by the State of Maryland, such as PTAs and government agencies including, but not limited to Parks and recreation and Social Services.
2. Fees charged to each non-profit provider will be reported annually to the Board of Education.
3. The Superintendent will provide appropriate guidelines for the evaluation of existing providers and criteria for evaluating potential providers in the *Administrative Handbook*.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/13/1983				
Amended	7/10/1995				
Reaffirmed	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.082		

POLICY TITLE: <b>A Joint Use Agreement for School-Recreation Centers in Harford County, Maryland</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: <b>1/21/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Harford County department of Parks and Recreation may utilize school facilities in accordance with the following stipulations:

The Board of Education agrees as follows:

1. To designate certain portions of school grounds as may be determined by Education as suitable and available for the construction of said recreation facilities without jeopardizing future school development.
2. To permit Parks and Recreation employees to enter into and upon said grounds at all reasonable times for the purpose of inspecting the conditions of the same and/or for the purpose of making repairs and carrying on ordinary day-to-day maintenance.
3. To permit the outdoor recreation facilities to be open to the general public, as regulated by Parks and Recreation, at all reasonable hours and times consistent with the type of facilities, as long as normal school activities are not interfered with.

Parks and Recreation agrees as follows:

1. To obtain Education's approval regarding the planning, locating, constructing, operating, and the maintenance of said facilities and to assume complete responsibility for the carrying out of all the items concerning the facility's development, operation, and maintenance.
2. To provide the necessary maintenance of said facilities so that they:
  - a) Will appear attractive and inviting to the public,
  - b) Will be reasonably safe for public use, and
  - c) Will continue to remain in a reasonable state of repair throughout their estimated life, minimum of twenty-five (25) years, so as to prevent undue deterioration and so as not to discourage public use.
3. To receive written permission from the Superintendent of Schools before beginning improvements to said facilities. It will be necessary for the Director of Parks and Recreation to obtain the permission of the school principal before proceeding with any maintenance on said facilities.

4. To indemnify and save harmless the Board of Education from any and all claims, demands, suits, action expenses and costs, judgments, and recovering for or an account of damage or injury (including death) to property or persons, other than school students and school personnel using the same as an adjunct to the school system of Harford County which is in no way traceable to negligence, fault, or default of the Board of Education, its agents, servants, employees, or personnel.

Education and Parks and Recreation mutually agree as follows:

1. That neither will make any change from the original recreation use of said facilities without the written consent of the other; and that no change will be made in the intended use of any portion of the facility upon which assistance from the Land and Water Conservation Fund has been granted without the written consent of the State Liaison Officer responsible for administering the Fund.
2. That these facilities upon which Land and Water Conservation Fund assistance has been provided will be used primarily for public outdoor recreation and are not constructed primarily to meet the basic needs related to the education of students.
3. That this agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns. Nothing in this agreement, expressed or implied, is intended to confer upon or against any other person, corporation, or governmental unit any right or remedies under or by reason of this agreement.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980				
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: <b>Board of Education of Harford County, adopted 10/24/1969</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.085		

POLICY TITLE: <b>Use of Equipment by School System Employees/Students</b>		
ADOPTION/EFFECTIVE DATE: <b>6/9/1986</b>	MOST RECENTLY AMENDED: 	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

School system equipment may be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment can be used in connection with their studies or extra-curricular activities. Proper controls will be established to assure the lender's responsibility for, and return of, all such equipment.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/9/1986				
Reaffirmed	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.087					

POLICY TITLE: <b>Staff Vehicles</b>		
ADOPTION/EFFECTIVE DATE: 11/24/2003	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Board of Education recognizes that certain employees are “on-call” twenty four hours per day, seven days per week to respond to various activities, events, and emergencies associated with school system business. The County Superintendent and her/his professional assistants shall be provided with the transportation necessary for the effective and efficient performance of their official duties. The Superintendent may, at her/his discretion, provide a vehicle, a monthly allowance, or mileage reimbursement as appropriate to eligible employees for the purposes of conducting school system business. The Superintendent may, at her/his discretion, revoke the assignment of a staff vehicle for non-compliance with the policy and/or operating procedures.

Vehicles may be provided and assigned only to Senior Staff members, Administrative staff assigned to the Transportation Department and to the Facilities Management Department, Safety and Security staff, the Director of Public Information, and Pupil Personnel workers. At least one pool vehicle will be assigned to the Human Resources Department for use in recruiting and departmental functions. Employees operating an assigned vehicle must hold a drivers license valid in Maryland.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	11/24/2003	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 4-203 (b), c (1-2)	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland, Article 13, Education Article
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.088		

POLICY TITLE: <b>Public Charter Schools</b>		
ADOPTION/EFFECTIVE DATE: 10/13/2003	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

A public charter school may be established in Harford County in accordance with Maryland law.

### Definition

“Public Charter School” means a public school that:

1. Is nonsectarian in all its programs, policies, and operations.
2. Is a school to which parents choose to send their children.
3. Is open to all students on a space-available basis and admits students on a lottery basis if more students apply than can be accommodated.
4. Is a new public school or a conversion of an existing public school.
5. Provides a program of elementary or secondary education or both.
6. Operates in pursuit of a specific set of educational objectives.
7. Is tuition-free for all students who are eligible to attend any other Harford County school tuition-free.
8. Is subject to federal and state laws prohibiting discrimination.
9. Is in compliance with all applicable health and safety laws.
10. Requires students to be physically present on school premises for a period of time substantially similar to that which other Harford County Public School students spend on school premises.
11. Is created in accordance with state law and regulations, and under the control of the Board of Education of Harford County.

A Superintendent’s Charter School Advisory Committee shall be appointed by the Superintendent to facilitate the review of public charter school applications and submit its findings to the Superintendent for her recommendation and subsequent consideration by the Board of Education.

### **Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	10/13/2003	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Section 9-101 et seq.</b>	REFERENCE 1 DESCRIPTION: <b>Education Article of the Maryland Annotated Code</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: <b>General Administration .02.09.147</b>		

POLICY TITLE: <b>Solicitation and Acceptance of External Funds and Other Resources</b>		
ADOPTION/EFFECTIVE DATE: <b>9/13/2004</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Board of Education recognizes the need to enhance the resources available to schools for programs that support specific school, instructional or system-wide goals. Additionally, the Board recognizes that individuals, businesses and community organizations external to the school system may wish to contribute resources in the form of monetary donations, equipment, materials, services and/or capital items which may be accessed through:

1. Solicitation
2. Grants
3. Sponsorship
4. Advertising
5. Monetary Gifts/Donations
6. In-kind Gifts
7. School-based Fund Raising Activities

The Board of Education prohibits the solicitation and/or acceptance of any external funds or resources inconsistent with the educational mission of Harford County Public Schools. The Board of Education directs the Superintendent to implement the administrative procedures necessary to insure compliance with this policy.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	9/13/2004				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.148		

POLICY TITLE: <b>Title I Transfers</b>		
ADOPTION/EFFECTIVE DATE: <b>6/27/2005</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

In accordance with the No Child Left Behind Act of 2001, Board of Education of Harford County students enrolled in Title I schools identified for school improvement, corrective action or restructuring shall be provided with the option to transfer to another public school in Harford County which has not been identified for school improvement, corrective action, restructuring nor as an unsafe school. Transportation for students who exercise the option to transfer described above shall be provided in accordance with the provisions of the No Child Left Behind Act and applicable law.

In the event the Board is unable to grant the transfer request option requested by all students who are enrolled in schools identified for improvement, corrective action or restructuring, the transfer requests made by the lowest achieving students from low income families in accordance with the No Child Left Behind Act shall be given priority.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	6/27/2005	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.136		

POLICY TITLE: <b>Graduation Exercises</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5/12/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

Commencement exercises shall be conducted with dignity and formality, and in a manner which does not violate the constitutional rights of any student.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980				
Amended	5/12/1997				
Reaffirmed	4/22/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: <b>N/A</b>	JOB POSITION OF DESIGNEE: <b>N/A</b>	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.050		

POLICY TITLE: <b>Acceptable Use Policy for Employees</b>		
ADOPTION/EFFECTIVE DATE: <b>9/11/2000</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: <b>5/20/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Harford County Public School System's computers, networks, e-mail, and Internet access are provided to support the educational mission of the school system. They are to be used primarily for school or job-related purposes. Incidental personal use of district computers during non-business hours must not interfere with the employee's job performance or duties, must not violate any rules in this policy, and must not damage the school system's hardware, software, or computer communications systems.

All the Harford County Public School System's employees must read and abide by the Acceptable Use Policy for Employees. Failure to adhere to this policy will result in disciplinary action.

The Superintendent is responsible for recommending changes in the policy and procedures and making changes known to the staff and students.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	9/11/2000	
Reaffirmed	5/20/2002	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Sections 4-103, 6-201, 6-202</b>	REFERENCE 1 DESCRIPTION: <b>Annotated Code of Maryland Education Article</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Human Resources .06.01.017		

POLICY TITLE: <b>Assignment to Schools in Attendance Areas</b>		
ADOPTION/EFFECTIVE DATE: <b>9/12/1988</b>	MOST RECENTLY AMENDED: <b>8/23/1999</b>	MOST RECENTLY REAFFIRMED: <b>5/20/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

Students shall be required to attend the school serving the attendance area in which they are **bona fide** residents. All requests for exceptions to this policy are subject to approval by the Superintendent or his/her designee.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	9/12/1988				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Section 4-109©</b>	REFERENCE 1 DESCRIPTION: <b>Education Article</b>
REFERENCE 2 TYPE: <b>Legal</b>	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: <b>Bernstein vs. Board of Education of Prince George's County 245 MD 464,472 (1966)</b>
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: <b>Students .07.01.025</b>		

POLICY TITLE: <b>Balancing Enrollment with Capacity</b>		
ADOPTION/EFFECTIVE DATE: 10/22/2001	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

## 1. General Provisions:

The Harford County Board of Education believes that it is in the best interest of students for the system to balance enrollments with capacities in order to: assure the quality of educational experiences; provide consistency in curriculum, instruction, and programs; maintain safe schools and promote the uniform and efficient use of school facilities and resources. With the advice of the Superintendent, the Board of Education shall annually review options for better matching school enrollments with the established state rated school capacities.

Each year the Superintendent will prepare a report that contains an analysis of enrollment relative to state rated capacities. The report will contain recommendations and alternatives, with rationales, for addressing imbalances; and the report will be presented to the Board of Education in October. The Board of Education may direct the Superintendent to develop additional information and/or develop other alternatives for its consideration, or the Board of Education may propose other specific alternatives.

## 2. Definition of Terms:

- a) Capacity- The State Rated Capacity of a school building is the optimal student enrollment for a school as determined by the current State formula.
- b) Overcrowding- A condition that exists in a school facility when the delivery of educational programs requires the use of spaces that are different from their original intended use, and when factors such as class size, staffing, “floating” teachers, and the utilization of space creates a situation where the efficient movement and daily activities of the occupants become challenged.
- c) Relocatable Classroom- In Harford County, an 864 sq. ft. self-contained classroom building that may transported from one site to another.
- d) Boundary Exception- A student who attends a school outside the attendance area in which he/she resides.
- e) Split Shifts- When a school population is divided into morning and afternoon sessions.
- f) Year-round Schooling- When the required 180 student school days are scheduled over a twelve-month period.
- g) Modification of School Attendance Areas- When the current boundary lines in an established school attendance area are changed to one or more different attendance areas.

- h) Magnet Schools- Schools that offer “signature” programs to students on a countywide basis.
- i) Feeder School System- Typically, the set of schools in an attendance area from which the next highest transition school receives students.
- j) Grandfathering- An exception to a newly created or modified school attendance area for a defined period of time.
- k) Ancillary Space- Areas of a school facility that support the instructional spaces such as the cafeteria, health suite, administration area, parking areas, athletic fields, etc.
- l) Immediacy- The relative need to take action based on conditions surrounding enrollment and capacity.
- m) Cost- The operating and/or capital funds associated with a particular option.
- n) Impact on Neighborhoods- The positive or negative effects as a result of a change in boundary lines.
- o) Fluid Placement of Students- Altering the grade level organization in elementary, middle, or high schools.

### 3. Options For Balancing Enrollments With Capacity:

- a) The Board of Education recognizes that various options are available to balance enrollments with capacities in the school system. A Superintendent's Technical Advisory Committee shall be appointed by the Superintendent to facilitate the review, study, analysis, and development of options to balance enrollments with capacities for consideration by the Board of Education.
- b) Options for balancing enrollments with capacities may include any or all of the following:
  - Relocatable classrooms
  - Fluid placement of students
  - Relocation of programs
  - Return of students with boundary exceptions to their home schools
  - Split shifts
  - Magnet schools
  - Additions to schools
  - New schools
  - Year-round schooling
  - Modification of school attendance areas
- c) Each option may be evaluated according to the following criteria:
  - School Performance (evaluation shall include any available state or county test data)
  - Transportation
  - Cost
  - Impact on enrollments compared to capacities
  - Continuity of the feeder school system
  - Grandfathering

- Ancillary space
- Impact on neighborhoods
- Safety and security
- Impact on existing programs
- Immediacy
- Projected extent and duration of the imbalance
- Other criteria as appropriate
- The number of times a student has been previously redistricted
- The enrollments in the attendance areas of the contiguous schools

#### 4. Recommendations:

After the review, study, and analysis of data, the Superintendent's Technical Advisory Committee will provide the Superintendent with options for balancing enrollments with capacity. The Superintendent will present the options to the Board of Education in October. The Board of Education will review the options and direct the Superintendent to pursue the recommendations. The Board of Education may revise, delete, or amend the recommendations.

### Adjustment of School Attendance Boundary Lines

#### 1. General Provisions:

The Board of Education recognizes that the adjustment of school attendance boundary lines is a viable option under certain conditions. The Superintendent will develop a process and procedures for recommending the adjustment of school attendance boundary lines for the following conditions:

- a) Adjustment of school boundaries for the construction of a new school or addition to an existing school.
- b) Adjustment of school attendance boundaries to balance enrollment with capacity when a school's enrollment is at 100% of its state rated capacity, or greater, and the school's projected enrollment for five (5) years will be at 100% of its state rated capacity, or greater, or the school's enrollment is less than 100% of its state rated capacity but there are programs or other conditions that cause overcrowding in the school.
- c) Adjustment of school boundaries when a school's enrollment is less than 60% of its state rated capacity.

#### 2. Process for Adjusting School Attendance Boundary Lines:

The following process will be used when the Board of Education has directed the Superintendent to develop options for adjusting school attendance boundaries:

- a) The Superintendent will direct the Superintendent's Technical Advisory Committee to prepare various options with specific parameters for adjusting the school attendance boundaries in a particular area or areas.
- b) The Superintendent's Technical Advisory Committee will convene to assemble, review, and analyze the pertinent data from a variety of sources, review the various criteria and requirements, and identify unique criteria and requirements specific to a particular attendance area.
- c) The Superintendent's Technical Advisory Committee will develop several options based on the data review and analysis and submit those options to the Superintendent of Schools.
- d) The Superintendent of Schools will publicly present the various options for adjustment to school attendance boundaries to the Board of Education.
- e) After the first reading by the Board of Education, the Superintendent's Technical Advisory Committee will meet with representatives of the affected school(s) to present the options and seek input from the school community.
- f) The Superintendent's Technical Advisory Committee may adjust, revise, or modify the various options developed and forward them to the Board of Education for review.

### 3. Public Input:

The Board of Education will schedule public hearings at which time citizens will have an opportunity to present oral and/or written testimony regarding the options and recommendations. Individuals and groups who are unable to present oral testimony may submit written testimony and comments.

- a) In reaching any legislative decisions under this policy, the Board of Education will consider the following.
  1. Information, options, and recommendations presented by the Superintendent.
  2. Testimony and comments from affected communities.
  3. Testimony and comments from the public-at-large.
- b) The Board of Education may adopt or modify any options and/or recommendations presented to it by the Superintendent or the citizens of Harford County. Any decision by the Board shall be announced at least one hundred eighty (180) calendar days prior to its implementation date, except when circumstances exist that would impair the health or safety of students.

### 4. Timeline:

- July – August: Superintendent's Technical Advisory Committee reviews data, identifies schools to be considered, and begins evaluating options against criteria.
- September – October: Superintendent's Technical Advisory Committee reviews September 30 enrollments and solicits public input. Recommendations are finalized.

- November – December: Options, analysis and the Superintendent’s recommendations are presented to the Board of Education.
- January – February: Public hearings are conducted.
- February: Board of Education makes decisions.
- March – September: Board of Education decisions are implemented.

### Procedures for Adjustment of School Boundaries

#### 1. For A New School Or Addition:

- a) The Board of Education of Harford County directs the Superintendent to develop the proposed attendance area for the new school or addition to an existing school. The Superintendent will provide guidelines and parameters under which the Superintendent's Technical Advisory Committee will work. The committee begins its work armed only with the justification for the new school, the location of the new school, the capacity of the facility, factual information about overcrowding of schools in proximity to it, and other schools approved for planning and/or construction. It is the function of the Superintendent's Technical Advisory Committee to devise a plan to relieve the overcrowded attendance areas by moving the necessary number of students into the new facility, balancing enrollments, and allowing sufficient room for additional growth in each of the affected attendance areas insofar as possible.
- b) The Superintendent's Technical Advisory Committee will consider the following factors:
  - Capacity/enrollment of schools whose boundaries are to be adjusted
  - Effects of boundary adjustments on sending and receiving schools
  - Projected growth in each of the attendance areas
  - Housing for special education programs
  - Future needs of the schools
  - Enrollment projections
  - Class size trends
  - Staffing
  - Ancillary needs
  - Vocal music
  - Instrumental music and strings
  - Special education
  - Reading
  - Computer laboratories
  - Art
  - Guidance
  - Health services
  - Technology education
  - Cafeteria and dining hall issues
  - Media center

- Facility circulation space
  - Transportation considerations
  - Natural boundaries
  - Future capital improvement projects which affect these schools
  - Future subdivision growth
  - Factors unique to the school/schools affected
  - Magnet programs
  - Board of Education policies
  - Class size
  - School size
  - Boundary exceptions
  - Other applicable policies
- c) As the data are compiled, the Superintendent's Technical Advisory Committee formulates possible scenarios for the creation of the new attendance area. Each scenario is studied, tested, and evaluated against the established criteria until a final plan is devised.
- d) The plan is presented to the Board of Education for its review and ultimate approval. The Board of Education will table the plan until a public hearing is conducted in the general attendance area for the new school or addition, and until it receives comments from the school community at a regularly scheduled business meeting. The public is invited to react to the proposed plan and to make comments, suggestions, and/or criticisms. Based on the public hearings, the Superintendent's Technical Advisory Committee may amend the plan or continue to support it. Thereafter, the Board of Education either approves the plan as submitted or amends the plan and then approves it. The revised plan with adjusted attendance boundary lines then goes into effect the next school year.

### 2. To Balance Enrollment With Capacity:

- a) The Board of Education of Harford County directs the Superintendent to adjust school attendance boundaries to balance enrollments with capacities in an identified area or areas of the county. The Superintendent will provide guidelines and parameters under which the Superintendent's Technical Advisory Committee will work that will include a statement of the expected goals to be met as a result of the boundary adjustments.
- b) The Superintendent's Technical Advisory Committee will consider the following factors:
- Capacity/enrollment projections of affected schools
  - Effects of boundary adjustments on sending and receiving schools
  - Projected growth in each of the attendance areas
  - Housing for special education programs

- Future needs of the schools
  - Enrollment projections
  - Class size trends
  - Staffing
  - Ancillary needs
    - Vocal music
    - Instrumental music and strings
    - Special education
    - Reading
    - Computer laboratories
    - Art
    - Guidance
    - Health services
    - Technology education
    - Cafeteria and dining hall issues
    - Media center
    - Facility circulation space
  - Transportation considerations
  - Natural boundaries
  - Future capital improvement projects which affect these schools
  - Future subdivision growth
  - Factors unique to the school/schools affected
    - Magnet programs
  - Board of Education policies
    - Class size
    - School size
    - Boundary exceptions
    - Other applicable policies
- c) As the data are compiled, the Superintendent's Technical Advisory Committee formulates possible scenarios for the adjustment of the new attendance areas. Each scenario is studied, tested, and evaluated against the established criteria until a final plan is devised.
- d) The plan is presented to the Board of Education for its review and ultimate approval. The Board of Education will table the plan until public hearings are conducted in each affected school attendance area. The public is invited to react to the proposed plan and to make comments, suggestions, and/or criticisms. Based on the public hearings, the Superintendent's Technical Advisory Committee may amend the plan or continue to support it. Thereafter, the Board of Education either approves the plan as submitted or amends the plan and then approves it. The plan for adjusted attendance area boundary lines then goes into effect in accordance with the time line established in the recommendation.

### 3. To Close A School:

- a) The decision to close a school facility will be made by the Board of Education in accordance with the requirements of the Maryland State Board of Education as described in The Code of Maryland, Title 13A, Subtitle 02, Chapter 9. The following procedures will be utilized:
- b) The Board of Education shall ensure that consideration is given to the impact of the proposed closing on the following factors:
  - Student enrollment trends
  - Age or condition of school buildings
  - Transportation
  - Educational programs
  - Racial composition of student body\*
  - Financial considerations
  - Student relocation
  - Impact on community in geographic attendance area for school proposed to be closed and school, or schools, to which students will be relocating
- c) In addition to the requirements of the implementation procedures, the following will be required:
  - The newspaper notification shall include the procedures that will be followed by the local Board of Education in making its final decision.
  - The newspaper notification shall appear at least two weeks in advance of any public hearings held by the local school system on a proposed school closing.
  - The final decision of a local Board of Education to close a school shall be announced at a public session and shall be in writing.
  - The final decision shall include the rationale for the school closing and address the impact of the proposed closing on the factors set forth heretofore.
  - The final decision shall include notification of the right to appeal to the Maryland State Board of Education.
- d) Except in emergency circumstances, the decision to close a school shall be announced at least 90 days before the date the school is scheduled to be closed but not later than April 30 of any school year. An emergency circumstance is one where the decision to close a school because of unforeseen circumstances cannot be announced at least 90 days before the date a school is scheduled to close or before April 30 of any school year.
- e) An appeal to the Maryland State Board of Education may be submitted in writing within 30 days after the decision of a local Board of Education. The Maryland State Board of Education will uphold the decision of the local Board of Education to close and consolidate a school unless the facts presented indicate its decision was arbitrary and unreasonable or illegal.

### Implementation Procedures For Adjusted Attendance Area Boundaries

Any decision by the Board of Education shall be announced at least one hundred eighty (180) calendar days prior to its implementation date, except when circumstances exist that would impair the health or safety of students.

The Transportation Department of the Harford County Public Schools shall produce written descriptions of the new or adjusted boundary lines.

Upon reaching its decision, the Board of Education will direct the Superintendent to disseminate written notification announcing the details of the decision. The announcement will be made thusly:

- At least two newspapers having general circulation in the geographic attendance area for the school or schools proposed to be adjusted, and the school or schools to which students will be relocating.
- Published on the official Harford County Public Schools' web site.
- Forwarded to the principal in each of the affected schools.
- Forwarded to the Director of Transportation for the Harford County Public Schools.
- Forwarded to the President of the Harford County Council of PTA, Inc. and the President of the P.T.S.A. in each affected school.
- Forwarded to the parents of students in the affected areas by the principals of the affected schools.
- Forwarded to the Harford County Executive and the President of the Harford County Council.

The Superintendent and central office administrative staff will provide assistance to the affected schools to ensure a smooth transition.

\* This criterion appears to be no longer valid based on the decisions of the United States 4th Circuit Court of Appeals in *Eisenberg vs. Montgomery County Public Schools*, 197 F3rd 123 (4th Cir. 1999) and *Tuttle vs. Arlington County School Board*, 195 F3rd 698 (4th Cir. 1999).

### **Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	10/22/1001	
Reaffirmed	5/20/2002	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>Sections 2-205, 4-101, 4-108, 4-109, 4-119, 4-205</b>	REFERENCE 1 DESCRIPTION: <b>Annotated Code of Maryland, Article 13, Education Article</b>
REFERENCE 2 TYPE: <b>Legal</b>	REFERENCE 2 NO. <b>Title 13a, Subtitle 02, Chapter 09</b>	REFERENCE 2 DESCRIPTION: <b>Code of Maryland</b>
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: <b>Students .07.01.026</b>		

POLICY TITLE: <b>School Wellness</b>		
ADOPTION/EFFECTIVE DATE: <b>05/08/2006</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

The Board of Education recognizes that providing healthy and nourishing foods and appropriate physical activity for students promotes student attendance, education and achievement, and lifelong healthy habits. Therefore, the Board expresses its commitment to maintaining school environments that promote and protect student health by providing appropriate nutrition education, physical education, a variety of healthy food and beverage choices, and encouraging all Harford County Public School employees to model healthy behaviors.

### 1. Goals

In support of the policy statement, the Board adopts the following policy goals.

- a) The school system will engage students, parents, teachers, food service professionals, health professionals and other interested community members in implementing, monitoring and reviewing district-wide nutrition and physical activity policies/procedures.
- b) All students in Pre-K through 12 will have opportunities, support and encouragement to be physically active on a regular basis.
- c) A variety of nutritional foods and beverages will be offered to students during the school day.
- d) Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of a diverse student body.
- e) To the maximum extent practicable, all schools will participate in available federal school meal programs.
- f) Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and the school system will establish relationships between health education and school meal programs with community collaboration.

### 2. Actions

The following are actions which the Board and schools will undertake to accomplish the goals set forth above.

a) School Health Council

The Board will seek the advice of the existing Coordinated School Health Council regarding school health, nutrition and wellness matters in connection with the development or revision of Board policy.

b) Nutritional Quality and Availability of Food and Beverages Sold/Served on Campus

- (1) No food or beverage of minimally nutritional value shall be sold at schools from 12:01 a.m. until dismissal.
- (2) Schools are encouraged to offer and promote nutritionally dense food when providing food and beverages free of charge between 12:01 a.m. and dismissal.
- (3) Paragraphs B(1) and (2) above shall not apply to food or beverages served as part of an approved curriculum.
- (4) Vending machines at schools or on school property shall not operate from 12:01 a.m. until dismissal with the following exceptions.
  - Vending machines accessible only to staff.
  - Vending machines that sell only unflavored water.
- (5) All vending machines not subject to the exceptions set forth above in paragraph 4(a) and (b) shall be equipped with timing devices which render the machine inoperable from 12:01 a.m. until dismissal.
- (6) All children shall have the opportunity to participate in school meals. Children with a disability which restricts their diet shall be provided specialized services by the Food and Nutrition Department.
- (7) Nutritional and ingredient information on all products served shall be available to the public so that students may make informed eating decisions.

- (8) Schools shall make all reasonable efforts to eliminate social stigma attached to, and prevent the overt identification of, students who are eligible for free or reduced priced meals.
  - (9) The nutritional content of all reimbursable school meals shall be in accordance with applicable regulations issued by the United States Department of Agriculture and the Maryland State Department of Education.
  - (10) All a la carte items sold by the Food and Nutrition Services Department shall meet nutritional requirements approved by the Superintendent.
  - (11) All schools are encouraged to include offerings that are of high nutritional value with respect to all foods sold or served after the period from 12:01 a.m. until dismissal, including food and beverages sold or served in connection with fundraising, athletic events, dances, performances and similar school sponsored events.
  - (12) Schools/staff are strongly encouraged to refrain from using food or beverages at any time as either reward or punishment for academic or instructional achievement, performance, effort or activity in any respect or for behavior modification or punishment.
- c) Nutrition and Physical Activity Education and Promotion

Schools shall provide nutrition education that is aligned with the Comprehensive School Health Education and the Voluntary State Curriculum in accordance with applicable law and regulation and shall engage in nutrition promotion. Such education and promotion shall:

- (1) be offered pre-K through 8 and in required health education and in other applicable courses as part of a sequential, comprehensive, standard based program designed to provide the students with the knowledge and skills necessary to promote and protect their health and which is aligned with the Voluntary State Curriculum. Nutrition education and nutrition promotion shall be part of both health education classes and classroom curriculum;
- (2) emphasize the present Dietary Guidelines for Americans;
- (3) emphasize caloric balance between food intake and energy expenditure;
- (4) develop and maintain collaboration with school meal programs and nutrition and health related agencies and organizations.

d) Staff Wellness

The Board highly values the health and wellbeing of every staff member and will plan and implement activities, policies and/or programs that support efforts by staff, school and systemic efforts to maintain a healthy lifestyle.

e) Physical Activity Opportunities and Physical Education

- (1) A physical education program will be provided each year for all students in grades Pre-K through 8 and in grades 9 through 12 in order to enable students to meet graduation requirements and to select physical education electives.
- (2) The physical education program shall be sequential and aligned with the Maryland Voluntary State Curriculum and meet the requirements of applicable law and regulation. Such physical education program, to the greatest extent possible, shall be aligned with the National Association for Sport and Physical Education (NASPE) standards. All physical education shall be taught by a certified physical education teacher.
- (3) All students, including students with disabilities, special healthcare needs and in alternative education settings, shall participate in physical education. Student involvement in other activities involving physical movement, e.g. interscholastic or intramural sports, shall not be substituted for meeting the physical education requirement.
- (4) All elementary school students will have at least fifteen (15) minutes **per day** of supervised recess during which school staff should encourage moderate to vigorous physical activity. School staff shall make reasonable efforts to avoid extended periods of student inactivity.
- (5) All middle and high schools are encouraged to offer extracurricular physical activity programs such as physical activity clubs or intramural programs. Schools shall offer a range of activities that meet the needs, interests and abilities of all students including boys, girls, students with disabilities and students with special healthcare needs in accordance with applicable law and regulation.

f) Schools shall have available to all students health services which promote the health of students through prevention, physical exams as appropriate,

early intervention and remediation of specific health problems and direct services to students.

3. Monitoring and Policy Review
  - a) The Superintendent shall designate a member of the administrative staff who shall monitor compliance with this policy and related procedures. The Superintendent shall establish regulations which implement this policy. Such designee shall annually report to the Superintendent regarding the school system's compliance with this policy and related procedures.
  - b) This policy shall be reviewed by the Board on an annual basis.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	5/8/2006	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick Spicer</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.149		

POLICY TITLE: <b>Public Information Act Requests</b>		
ADOPTION/EFFECTIVE DATE: <b>11/13/2006</b>	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

1. The Board affirms its commitment to compliance with the Maryland Public Information Act (MPIA) Section 10-611, *et seq.* of the State Government Article of the Maryland Annotated Code. Pursuant to the MPIA, the Board sets forth the following provisions for implementation of the MPIA.
2. Document designation
  - a. The following documents are designated as general information documents.
    - 1) Minutes of Board meetings.
    - 2) School Calendar.
    - 3) Parent Handbook.
    - 4) Board Meeting Agendas.
    - 5) Board Policies.
    - 6) Any materials which can be viewed on the Board's website at the time of the request.
  - b. General information documents may, at the discretion of the custodian of such records or the Superintendent:
    - 1) be released immediately;
    - 2) be released upon written or verbal request;
    - 3) be released without a request under the MPIA;
    - 4) be released without fee or charge;
    - 5) be released either by forwarding same to the requestor, with or without charge, either by mail, hand delivery or

electronically without requiring the requestor to personally appear and inspect the document.

- c. With respect to all documents not listed above, the requestor shall be required to personally appear to inspect, review and/or photocopy any such documents in conformity with the MPIA.
3. All requests made under the MPIA shall be turned over to Board counsel for review and response.
4. Fees
  - a. The custodian may charge a requestor a reasonable fee for the search for; preparation and reproduction of a public record provided, however, that the custodian shall not charge any such search or preparation fee for the first two hours of time that is needed to respond to an MPIA request. Such fee shall be based on the actual cost of the employee time needed to respond to the MPIA request.
  - b. The fee for photocopying any requested document is twenty cents (\$.20) per page unless the document is of such nature that the fee exceeds twenty cents (\$.20) per page (e.g. magnetic tapes, blueprints, microfilm), in which case the fee for reproduction shall be the actual cost of reproduction. A requestor may seek a waiver of photocopy charges either in whole or in part. Such request shall be considered by the custodian, Superintendent or Board counsel who shall grant or deny their request in accordance with the MPIA.
  - c. Before searching for and reproducing a record, the custodian, Superintendent or Board counsel may estimate the costs of the search and reproduction and obtain prepayment of the estimated fee or a portion thereof from the requester.
5. Time and Place of Inspection

With reasonable advance notice, a requestor may inspect any public record that he/she is entitled to inspect during the normal working hours of the school system. The inspection shall take place in the presence of the custodian or the custodian's designee at such location as the custodian, Superintendent or Board counsel deem practical.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	11/13/2006	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick Spicer</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:		JOB POSITION OF DESIGNEE:
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		

POLICY TITLE: <b>School Size and Class Size</b>		
ADOPTION/EFFECTIVE DATE: 07/1992	MOST RECENTLY AMENDED: 4/10/2007	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

### I. Purpose

The purpose of this policy is to establish parameters for reasonable school and class student populations.

### II. Policy Statement

The Board of Education will attempt to adhere to reasonable school and class size standards such as those presented below, and retains the flexibility to adjust class size standards appropriately to reflect a variety of educational delivery methods. Optimal class size will be determined by the nature of the course offering.

#### School Size

1. Elementary school -- 500 to 750 students
2. Middle school -- 900 to 1,200 students
3. High school -- 1,000 to 1,600 students
4. Special school -- 200 to 350 students

#### Class Size

1. Elementary School
  - A. Pre-Kindergarten Classes -- 20 Students (2 Adults per Classroom/Session)
  - B. Primary (Kindergarten – Grade 2) Classes – 20 students per classroom
  - C. Intermediate (Grades 3-5) Classes – 25 students per classroom
2. Secondary School -- 25 students per classroom except in cases where work stations and/or laboratory facilities accommodate fewer or more students.

**Board Approval Acknowledged By:**

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Jacqueline C. Haas, Ed.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	07/1992				
Amended	4/10/2007				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: .02.09.060		