

Safety and Security

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POLICY TITLE: Fire Drills and Fire Safety		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5/12/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

FIRE DRILLS

The State Superintendent shall require each county superintendent to hold a fire drill in each public school at least ten times each school year and at least once every 60 days.

1. There shall be at least two fire drills held during the first two weeks of a school term and eight additional fire exit drills during the year.
2. On those occasions when the weather is severe during the winter months, at least six drills shall be permitted to be held at the beginning of the school term and four drills held after the winter months to complete the ten required drills.
3. Each public school shall: (1) keep records of these fire drills; and (2) send a copy to the county superintendent.
4. Fire drills shall be conducted in every school building to include relocatable classrooms.
5. Each class or group shall proceed to a predetermined point outside, at least 50 feet from the building, structure or any other impediments, such as fire lanes, railroad tracks, and crossing of roads.
6. Fire drills shall be executed at different hours of the day, including the alternative education program.
7. Fire alarm system shall be used solely for an evacuation alarm. Alarm system shall be designed to ensure that audible public mode signals are clearly heard, shall be required that their sound level be at least 15 decibel (DBA) above the average ambient sound level or 5 DBA above the maximum sound level having a duration of at least 60 seconds (whichever is greater), measured 5 feet (1.5m) above the floor in the occupiable area.

- a) Emergency preparedness
- (1) Comprehensive emergency plan for each school will be updated on an annual basis with principal and staff input consistent with the guidelines established in the emergency procedures for Harford County Public Schools.
 - (2) It shall be the responsibility of the principal and staff to check all exit facilities daily, in order to make sure that all stairways, doors, and other exits are in proper condition.
 - (3) Each principal shall review the emergency procedures for the school with staff and faculty members on an annual basis.

Board Approval Acknowledged By:

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	5/12/1997				
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Responsibility for Policy Maintenance & References		
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PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Article 38A	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. Title 12	REFERENCE 2 DESCRIPTION: COMAR
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO. NFPA 101	REFERENCE 3 DESCRIPTION: Life Safety Code
REFERENCE 4 TYPE: Legal	REFERENCE 4 NO. NFPA 72	REFERENCE 4 DESCRIPTION: National Fire Alarm Code
REFERENCE 5 TYPE: Legal	REFERENCE 5 NO. Section 7-406	REFERENCE 5 DESCRIPTION: Education Article
REFERENCE 6 TYPE: Legal	REFERENCE 6 NO.	REFERENCE 6 DESCRIPTION: Board of Education of Harford County, Adopted 4/14/1975
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.040		

POLICY TITLE: Employees Transporting Students		
ADOPTION/EFFECTIVE DATE: 10/27/2003	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

Employees other than Administrators or Pupil Personnel Workers are prohibited from transporting students to or from school or to or from a school event. Administrators shall not transport students to or from school or to or from a school event unless there is a risk of harm to the student's health or safety in the event such transportation is not provided. For the purposes of this policy, administrators means principals and assistant principals.

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	
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Responsibility for Policy Maintenance & References		
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REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 4-101 Section 4-108	REFERENCE 1 DESCRIPTION: Education Article, Annotated Code of Maryland
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 .02.09.038		

POLICY TITLE: Communicable Diseases, Infestations, and Other Health Emergencies		
ADOPTION/EFFECTIVE DATE: 7/13/1988	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

The Superintendent of Schools, in collaboration with Health Department officials, shall develop administrative guidelines to respond to incidences of communicable diseases or infestations or to other health emergencies which will safeguard the welfare of the affected student(s) or staff member(s), protect the health of the other students and staff, and provide direction for parents.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
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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 .02.09.145		

POLICY TITLE: Video Surveillance		
ADOPTION/EFFECTIVE DATE: 11/22/2004	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

The Board authorizes the use of video cameras on or about the school property including but not limited to schools and school buses to ensure the health, welfare and safety of all employees, students and visitors and to safeguard board facilities, vehicles and equipment. Such cameras may be used in locations as deemed appropriate by the Superintendent and staff but shall not be used in locations where there is a reasonable expectation of privacy.

The Superintendent shall cause notification to be forwarded to employees, parents and students through handbooks, information guides and/or other means of communication that the video surveillance described above may occur.

All video recordings and/or surveillance shall be without an audio component.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION DATE		ACTION DATE		ACTION DATE	
Adopted	11/22/2004				

Responsibility for Policy Maintenance & References					
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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: School Administration - .02.08.038					

POLICY TITLE: Use of Drug Detecting Dogs in Secondary Schools		
ADOPTION/EFFECTIVE DATE: 5/11/1998	MOST RECENTLY AMENDED: 10/11/2004	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

The Board of Education of Harford County authorizes the use of drug detecting dogs in secondary schools. The following conditions will apply:

1. Prior to the use of drug detecting dogs in a school, the school administration will meet with canine officers to conduct a simulated scan of the school. Training will be provided to administrators on drug detection and recognition and on safety issues related to the use of drug detecting dogs.
2. School system publications that include student discipline policies of the Board of Education will also include a notice that drug detecting dogs will be used in secondary schools. Additionally, each secondary school shall use appropriate means to inform students, parents, and school staff of this policy. Notice is not required before each use of drug detecting dogs in a school.
3. At a minimum, once annually each secondary school will be scanned randomly. The Harford County Sheriff or designee and the Superintendent or designee will jointly develop a tentative schedule before the start of each school year.
4. Additional scans may be made at the request of the principal based on reasonable suspicion that drugs might be in the school. In addition, the Superintendent or designee must be notified prior to any scan.
5. Drug detecting dogs may be used anywhere on school property where it is unlikely that students or adults will come in contact with the dog. Drug detecting dogs will not be used during lunch, when assemblies are planned, or on other occasions when students or adults are likely to be in hallways or other public areas of the school.
6. Immediately prior to the commencement of the use of drug detecting dogs in a school, the principal will take steps to ensure that students will remain in classrooms during the scan and that people entering the school remain away from the scan activity.
7. An administrative team will accompany the drug detecting dog and handler to assure safety and orderly operation of the school. Administrators will take necessary steps to minimize contact between dogs and students, staff, or others not involved in the scan.

8. In the event of a fire alarm, class change, or other event that causes students to be in hallways, the scan will immediately cease and the drug detecting dog will exit the building until students have returned to class.
9. Under no circumstances will a drug detecting dog be used to sniff any individual person.
10. Drug detecting dogs must be under the control of the handler at all times while on school property.
11. When a drug detecting dog alerts, in the opinion of the handler, to the presence of a controlled dangerous substance in the school building, the following will occur:
 - a) At the conclusion of the search, the drug detecting dog will either exit the building or move to an area of the school away from and out of sight of the locker.
 - b) The school administrator will ask the student, if present, to open the locker or other property so a search can be conducted by the administrator. The administrator will inform the student of the reason for this request.
 - c) An attempt to contact the parent of the student will be made and documented.
 - d) If the student refuses or is unavailable to open the locker or property, the school administrator will conduct a search of the locker or property and will inform the student of the results of the search.
 - e) Students who are in possession of controlled dangerous substances and other items that constitute a violation of the policies of the Board of Education will be disciplined in accordance with the appropriate procedures.
12. When a drug detecting dog alerts, in the opinion of the handler, to the presence of a controlled dangerous substance in a vehicle on school property, the following will occur:
 - a) A school administrator will determine, if possible, the ownership of the vehicle and will have the vehicle operator escorted to the vehicle.
 - b) When the vehicle is searched by the police officer, a school administrator or designee will be present.
 - c) Students who are in possession of controlled dangerous substances and other items that constitute a violation of the policies of the Board of Education will be disciplined in accordance with the appropriate procedures.
 - d) The principal will be informed of the outcome of any search and investigation.

13. After the use of drug detecting dogs in a school, the Superintendent's designee will maintain a record of the results of the scan. Information will be provided only through the Office of the Superintendent and the appropriate law enforcement agency.
14. The use of drug detecting dogs in secondary schools will be evaluated annually, at a minimum, and evaluation results will be provided to the Board of Education. Evaluations will include:
 - a) A comparison of the number of students disciplined for violation of the Board of Education policy on Student Possession, Use, or Transference of Controlled Dangerous Substances, Medicines, and Alcohol. The baseline year for comparison will be 1998-99.
 - b) Surveys of students, staff, parents, and others, as appropriate.
 - c) Joint assessment by school administrators and law enforcement officers of the procedures for the use of drug detecting dogs in secondary schools.
15. Only persons authorized by the principal or Superintendent or designee shall be present with the drug detecting dog and handler during a scan of a school.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
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REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.08.01.14	REFERENCE 2 DESCRIPTION: Code of Maryland Regulations			
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 - .02.08.032					

POLICY TITLE: Use of Tobacco Products		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 6/9/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

Tobacco products include all smoking and smokeless forms of tobacco.

Students are prohibited from the possession or use of tobacco products while on the property of the Harford County Public Schools at all times. In those cases in which the student is under age 18, the appropriate police agency will be notified. Students who violate this rule will be subject to the following disciplinary procedure:

- 1st offense - five-day suspension from school and a required parent conference within the five-day period before re-entry;
- 2nd offense - ten-day suspension from school and a required parent conference within the ten-day period before re-entry;
- 3rd offense - ten-day suspension and referral to the Superintendent of Schools for further disciplinary action. If the Superintendent of Schools concurs with the findings of the principal, the student will be expelled from school.

Board Approval Acknowledged By:

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	6/9/1997		
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REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.035		

POLICY TITLE: Use of Alcohol Detection Devices		
ADOPTION/EFFECTIVE DATE: 3/22/2004	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

The Board of Education authorizes the use of alcohol detection devices by school personnel in accordance with applicable law and regulation and HCPS administrative procedures. Alcohol detection devices shall be operated by school personnel only with respect to circumstances when school personnel have a reasonable belief that a student is under the influence of alcohol or a student's personal property contains alcohol. All school personnel who operate alcohol detection devices shall be properly trained with respect to such use. Nothing in this policy or the procedures adopted by the Superintendent shall be construed to restrict the capacity of law enforcement officers to carry out their lawful duties on school property in accordance with applicable law.

Board Approval Acknowledged By:

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

Policy Action Dates					
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REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-308	REFERENCE 1 DESCRIPTION: Maryland Annotated Code
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.08.01.11	REFERENCE 2 DESCRIPTION: Code of Maryland Regulations
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO. 13A.08.01.14	REFERENCE 3 DESCRIPTION: Code of Maryland Regulations
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 - .02.08.036		

POLICY TITLE: Use of Handheld Metal Detectors		
ADOPTION/EFFECTIVE DATE: 3/22/2004	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

The Board of Education authorizes the use of handheld metal detectors by school personnel in accordance with applicable law and regulation and HCPS administrative procedures. Metal detectors shall be used by school personnel when school personnel have a reasonable belief that a student is in possession of a metal object, the possession of which is a violation of either the criminal law of Maryland or the rules and regulations of HCPS or its schools. All school personnel who operate metal detectors shall be properly trained with respect to such use. Nothing in this policy or the procedures adopted by the Superintendent shall be construed to restrict the capacity of law enforcement officers to carry out their lawful duties on school property in accordance with applicable law.

Board Approval Acknowledged By:

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

Policy Action Dates					
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Responsibility for Policy Maintenance & References		
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REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-308	REFERENCE 1 DESCRIPTION: Maryland Annotated Code
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.08.01.11	REFERENCE 2 DESCRIPTION: Code of Maryland Regulations
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO. 13A.08.01.14	REFERENCE 3 DESCRIPTION: Code of Maryland Regulations
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 - .02.08.037		