

School Management

06 School Management

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POLICY TITLE: Absence of Principal		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The principal shall designate another qualified professional to serve as the “acting principal” during his/her absence.

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	4/14/1997				
Reaffirmed	4/22/2002				

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: Board of Education of Harford County, Adopted 5/14/1979
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 - .02.08.001		

POLICY TITLE: Emergency Procedures for the Public Schools		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The Superintendent shall update as needed and require each principal to annually review with school staff members the actions to be taken in the event of an emergency as stated in the **Emergency Procedures for the Public Schools of Harford County**

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	4/14/1997				
Reaffirmed	4/22/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown	JOB POSITION OF LAST EDITOR/DRAFTER: Unknown	
PERSON RESPONSIBLE: N/A	JOB POSITION OF PERSON RESPONSIBLE: N/A	
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:	
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Board of Education of Harford County, Adopted 4/14/1975
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 - .02.08.010		

POLICY TITLE: Management of Do Not Resuscitate (DNR) Orders		
ADOPTION/EFFECTIVE DATE: 2/22/1999	MOST RECENTLY AMENDED: 4/22/2002	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The Board of Education of Harford County recognizes that students with potentially life-threatening health problems may attend Harford County Public Schools and that some parents or guardians may present the school system with “Do Not Resuscitate” (“DNR”) orders asking the schools to deliberately withhold certain emergency procedures, such as Cardiopulmonary Resuscitation (“CPR”), from their children. Pursuant to an Opinion of the Maryland Attorney General issued May 13, 1994, the Board of Education will accept DNR orders which are consistent with the Attorney General’s opinion and refrain from medical interventions pursuant to the orders. Such orders should be submitted to the Board’s council for review and approval. Parents and physicians will be required to provide a complete explanation of the exact scope of DNR orders and will be required to renew or update the orders on a regular basis. Appropriate school personnel will be made aware of students with DNR orders.

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	2/22/1999				
Amended	4/22/2002				

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. Opinion # 94-028	REFERENCE 1 DESCRIPTION: Attorney General of Maryland, May 13, 1994			
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 - .02.08.015					

POLICY TITLE: Student Control and Classroom Management		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Principals shall insure that their schools are organized and conducted so that teaching will take place in an environment conducive to the best possible learning conditions.

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	4/14/1997				
Reaffirmed	4/22/2002				

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: School Administration .02.08.020		

POLICY TITLE: Portable Communication Devices		
ADOPTION/EFFECTIVE DATE: 6/11/1990	MOST RECENTLY AMENDED: 8/14/2006	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Policy Statement

In order to maintain a secure and orderly learning environment, student use and possession of portable communication devices, as defined herein, shall be subject to the following rules and regulations.

1. Definitions

- a) Portable Communication Device (PCD) means any electronic or battery powered instrument which transmits voice, text or data from one person to another, including but not limited to, cell phones, personal digital assistant devices (PDAs), or laptop computers.
- b) Regular School Day means the time when students are required to be in homeroom to the time of dismissal.

2. Rules

- a) Students enrolled in Harford County public schools are not permitted to possess or use any PCD except as provided by this policy.
- b) Students may possess or use a PCD on school grounds and buses under the following circumstances.
 - (1) Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan or Section 504 Plan.
 - (2) Students in any grade may possess and use a laptop computer in the school building for an instructional purpose if he or she has express authorization to do so from a teacher or administrator.
 - (3) Students enrolled in high schools only may possess a PCD on school grounds and buses during the regular school day provided:
 - The student keeps and maintains the PCD so it cannot be seen by others;
 - The student does not use or activate the PCD in any fashion.
 - (4) Students enrolled in high schools only may use a PCD on school grounds (but not on buses) before the regular school day and after the regular school day.
- c) Students' possession or use of PCDs permitted under Section 2(b) shall not:
 - (1) disrupt the educational environment;
 - (2) violate federal or state law or regulation;
 - (3) violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
 - (4) invade the privacy of other students.

- d) In the event a student in any grade violates this policy, the following discipline shall be imposed.
- (1) First violation: Relinquishment of the PCD to the administrators of the school and conference with the principal/administrator. The PCD shall remain in the possession of the school administrators until such time as the student's parent personally comes to the school and retrieves the PCD.
 - (2) Second violation: Relinquishment of the PCD to the administrators of the school and after-school detention. The PCD shall remain in the possession of the school administrators until such time as the parent personally comes to the school and retrieves the PCD.
 - (3) Third violation: Relinquishment of the PCD to the administrators of the school and two days of after-school detention or Saturday detention. The PCD shall remain in the possession of the school administrators until such time as the parent personally comes to the school and retrieves the PCD.
 - (4) Fourth or more violation(s): Relinquishment of the PCD to the administrators of the school and three (3) days suspension. The PCD shall remain in the possession of the school administrators until the end of the school year. The parent may come to the school and retrieve the PCD on the last day of 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
Adopted	6/11/1990	Amended	11/26/2001		
Amended	7/8/1991	Amended	8/14/2006		
Amended	6/10/1996				
Amended	6/9/1997				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick Spicer		JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 26-104	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: School Administration - .02.08.033		

POLICY TITLE: Participation in Extracurricular Activities		
ADOPTION/EFFECTIVE DATE: 12/8/1986	MOST RECENTLY AMENDED: 12/20/2004	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

In order to participate in curricular and extra-curricular activities in any Harford County Public School, students shall be officially registered and physically attending a Harford County Public School.

A student may be declared ineligible to participate in extracurricular activities for reasons based on scholastic status and/or citizenship.

Scholastic

A student will be declared ineligible when:

1. The student has not passed a minimum of five subjects on a quarterly report card. No longer in effect subsequent to July 31, 2005.
 - a) The student has received a failing grade in more than one subject on a quarterly report card. Effective August 1, 2005 through July 31, 2006.
 - b) The student has received a failing grade in any subject on a quarterly report card. Effective August 1, 2006.
2. The student has not earned an average of five credits per year based on the final report card.
3. The student is not able to meet graduation requirements within the normal four-year program based on final course grades and quarterly report card grades.

Starting and Ending Times: Removal from eligibility shall be effective the first day of school following the distribution of report cards. Return to eligibility can be effective the first day after the quarter ends. Students must meet eligibility requirements to be reinstated. The principal will make the final determination.

At the end of the year, all three scholastic rules shall apply.

Grades earned in summer school may replace failing quarter and final grades on the fourth quarter report card so that a student may become eligible for the start of the next school year.

Appeal: An ineligible student may appeal his/her ineligibility to a school Eligibility Committee. The student must make an appeal in writing within three school days after he/she has been declared ineligible. In the event that the ineligibility occurs at the end of

the fourth quarter of the school year, the appeal must be made before the beginning of the preschool meetings of teachers.

The Eligibility Committee will make one of two recommendations to the principal.

1. If the student was unable to control the circumstances causing the failures, recommend to the principal that the student be declared eligible.
2. If the student was able to control the circumstances causing the failures, recommend to the principal that the student should remain ineligible.

The principal's decision is final in cases of appeals. An ineligible student may not participate until the principal renders a decision. The Eligibility Committee shall meet no later than the fourth school day after report cards are issued.

Procedures: At a minimum, each high school shall issue interim reports to students who are in danger of failing at the midpoint of each marking period and shall also advise their parents or guardians. Schools may implement more frequent checkpoints at their discretion.

Citizenship

A student will be declared ineligible when:

- a) The student is referred to the office of the principal and disciplinary action of suspension results.

Starting and Ending Times: Removal from eligibility shall be effective the first day of the suspension or its equivalent. Return to eligibility can be effective at the conclusion of the suspension or its equivalent. However, the Eligibility Committee will review the circumstances which led to the disciplinary action and may make a recommendation to the principal to extend the student's ineligibility. The principal will make the final determination.

Appeal: The student may appeal the decision of the Eligibility Committee directly to the principal.

- b) The student violates the policies of the Board of Education on Use of Tobacco Products.

Starting and Ending Times: The student will be prohibited from participating in all extracurricular activities, including interscholastic athletics, beginning on the first day of the suspension. Students who violate the policy on Use of Tobacco Products will be ineligible for 30 school days.

Appeal: Students who violate the policy on Use of Tobacco Products may appeal to the school's Eligibility Committee. An appeal must be made in writing within five school days after the student receives written notification that he or she has been declared ineligible. The Eligibility Committee may recommend to the principal a reduction in the length of time the student will be ineligible. The decision of the principal will be final.

c) One of the following occurs.

- (1) The student violates the policies of the Board of Education of Harford County which result in a referral to the Superintendent of Schools; or
- (2) The student violates the policies of a high school which result in a referral to the Superintendent of Schools.

Starting and Ending Times: The student will be prohibited from participating in all extracurricular activities, including interscholastic athletics, beginning on the first day of the suspension. Students who are referred to the Superintendent for further disciplinary action will be declared ineligible for an additional number of school days to be determined by the Superintendent. In addition, the normal disciplinary procedures of the Harford County Public Schools will be taken.

Appeal: A student who has been declared ineligible by the Superintendent may appeal the Superintendent's decision to the Board of Education in writing within 10 days of notification of the Superintendent's decision.

Definitions

1. **Extracurricular Activity:** A school-sponsored activity that usually occurs beyond the regular school day, is not graded and does not earn a credit, and is not described as a part of a course of study or subject offering in the Course Description Guide.
2. **Activity:** A performance, practice, or participation related to an extracurricular program usually administered and supervised by the school.
3. **Probation:** There is no probation.
4. **Eligibility Committee:** A committee to monitor eligibility requirements and to hear appeals shall be composed of one (1) administrator, the athletic director, one (1) guidance counselor, and at least three (3) non-coaching teachers.

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	12/8/1986	Amended	12/20/2004		
Amended	7/22/1992				
Reaffirmed	5/20/1997				
Reaffirmed	4/22/2002				

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: School Administration - .02.08.083		

POLICY TITLE: Curricular and Extra-curricular Activities		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/22/2002	MOST RECENTLY REAFFIRMED: 4/14/1997
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The curriculum includes all of the experiences which children and youth have under the guidance of the school; therefore, the total educational program shall provide, in addition to classroom experiences, certain other supervised activities which take place outside the classroom setting. A comprehensive and well-rounded program of student activities is a necessary and integral part of the total body of educative experiences possible in the public schools of Harford County. Both the structured program of studies and student activities should reflect careful planning and should be directed toward the attainment of the school's aims.

Intraschool student activities, which originate with and operate within the school environment, may include, but not be limited to:

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|----------------------|---------------------------|
| a. student council | e. intramurals |
| b. assemblies | f. class organizations |
| c. clubs | g. homeroom organizations |
| d. social activities | h. publications |

Interschool student activities, which involve the interaction of students and school personnel from two or more schools, may include, but not be limited to:

- | | |
|-----------------------|------------------------------|
| a. student council | d. clubs |
| b. athletics | e. contests |
| c. performance groups | f. student exchange programs |

Student activities which are conducted under the name of the school system, school, class, or organization thereof shall be under the general supervision of school authorities.

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				
Reaffirmed	4/14/1997				
Amended	4/22/2002				

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: School Administration - .02.08.085					

POLICY TITLE: Intramural Athletic Activities		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/22/2002	MOST RECENTLY REAFFIRMED: 3/10/1980
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Intramural athletic programs should be considered an integral part of physical education in the public schools of Harford County. Their purpose shall be to supplement the curricular activities of physical education in order that the objectives of the total program may be more completely realized. Intramural athletic activities are those activities which are conducted within one school and which include only those students enrolled in that school.

Intramurals can be scheduled during a special period or day, before or after school, or at the end of a physical education unit.

Board Approval Acknowledged By:

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Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980				
Amended	4/14/1997				
Amended	4/22/2002				

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: School Administration - .02.08.090					

POLICY TITLE: Interscholastic Athletics		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 9/8/1986	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

A well-balanced program of interscholastic athletics is provided for high school students as an integral part of the comprehensive program of physical education. All such programs shall be in compliance with the Maryland State Board of Education Bylaw 13A.06.03 and such other administrative regulations and procedures deemed necessary by the Superintendent of Schools to organize and administer effectively the program of interscholastic athletics.

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	9/8/1986				
Reaffirmed	4/14/1997				
Reaffirmed	4/22/2002				

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. 5-202, 2-303(j)	REFERENCE 1 DESCRIPTION: Education Articles, Annotated Code of Maryland			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.06.03	REFERENCE 2 DESCRIPTION: Maryland State Board of Education Bylaw			
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 - .02.08.095					

POLICY TITLE: Clubs		
ADOPTION/EFFECTIVE DATE: Statutory	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

All student organizations desiring to conduct activities in public school buildings or on public school grounds shall be permitted to conduct such activities only if authorized to do so and shall thereafter be subject to the supervision of the administration and faculty of such school.

Any secret, exclusive, or self-perpetuating organization which seeks to organize and perpetuate itself by taking in members from among the pupils enrolled in such public schools in which they are pupils, upon the basis of decision of the membership of such organization, rather than from the free choice of any student in such school who are qualified to fill the special aims of such an organization, shall be prohibited from conducting its activities in public school buildings or on public school grounds.

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	4/14/1997				
Reaffirmed	4/22/2002				

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. 13.07.03.01 (c)	REFERENCE 1 DESCRIPTION: State Board of Education Bylaw
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 - .02.08.100		

POLICY TITLE: School Sponsored Dances		
ADOPTION/EFFECTIVE DATE: 11/10/1980	MOST RECENTLY AMENDED: 4/19/2003	MOST RECENTLY REAFFIRMED: 4/14/1997
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Individuals 21 years or older may attend school sponsored dances as guests of Harford County Public Schools students provided they agree to follow all school policies and rules and have prior approval from the school administration.

High school principals, after a careful evaluation of alternatives, are permitted to conduct a prom at an off-campus facility.

Guidelines for safety for off-campus proms are to be developed. The guidelines will include, but not be limited to, such controls as:

- a) chaperons – faculty and parents
- b) travel arrangements – parents’ responsibility
- c) security – school’s responsibility
- d) notification of essential details – school’s responsibility
- e) disruptive behavior management – school’s responsibility

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	11/10/1980				
Reaffirmed	4/14/1997				
Amended	6/12/2000				
Amended	5/19/2003				

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:	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 - .02.08.105					

POLICY TITLE: Educational Field Trips		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

All field trips must be carefully planned so that they support curricular purposes and insure appropriate chaperonage throughout each field trip experience.

Field trips planned and sponsored by the public schools of Harford County shall comply with established procedures.

The Superintendent shall maintain administrative policies and procedures to implement this policy and to continue to provide appropriate educational field trips for our students.

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	4/14/1997				
Reaffirmed	4/22/2002				

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: Board of Education of Harford County Resolutions 1/5/1972 and 6/14/1977
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 - .02.08.110		

POLICY TITLE: Non-school Sponsored Trips		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Trips which are sponsored by individuals or organizations other than the school shall not be planned during the regular school day, monies shall not be collected in the school, and information concerning the trip shall not be discussed or distributed in the school. The school and the Board shall assume no responsibility or liability for these trips.

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				
Reaffirmed	4/14/1997				
Reaffirmed	4/22/2002				

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: Board of Education of Harford County, adopted 5/12/1975
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 - .02.08.115		

POLICY TITLE: Involvement of Students in Fund-Raising Activities		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

STUDENT INVOLVEMENT IN FUND-RAISING ACTIVITIES SPONSORED BY CHARITABLE ORGANIZATIONS:

Schools may elect to permit students to be involved in fund-raising activities sponsored by charitable organizations. When such participation occurs, the following guidelines shall be followed:

1. Schools shall consider only those fund-raising drives approved by the Superintendent of Schools.
2. Special assemblies or other meetings to encourage student involvement shall not be held.
3. Teachers and other employees should not be involved in collecting funds.
4. Class time will not be used to encourage involvement of students or to handle follow-up activities.
5. Materials to be distributed will be made available to only those students who are interested in participating.
6. Sponsors will be encouraged to adopt procedures which will permit funds to be returned directly to the charitable organization with no involvement at the school level.

STUDENT INVOLVEMENT IN SELLING CAMPAIGNS:

Principals may not permit their students or student organizations to organize any fund-raising campaigns which might send the students into the community selling magazines, candy, seeds, Christmas cards, etc. This policy does not preclude, however, the sale of materials on the school premises to patrons or students. With the approval of the principal, students may participate in selling campaigns sponsored by a school parent-teacher organization.

SALE OF ITEMS TO STUDENTS:

The sale of merchandise to students within the school shall be through the facilities of the school store if this service is available in the school. School-

sponsored student groups may also be involved in sales within the school as approved by the principal. Exceptions to this policy are granted for items such as school pictures, yearbooks, class rings and for book fairs. Money received in such sales must be processed through the principal's office except in those situations in which arrangements have been made for the funds to be collected by a representative of the company selling the item.

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
Amended	7/1/1982				
Reaffirmed	7/8/1985				
Amended	4/14/1997				
Reaffirmed	4/22/2002				

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: Board of Education of Harford County, adopted 7/7/1975			
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 - .02.08.120					

POLICY TITLE: School Store		
ADOPTION/EFFECTIVE DATE: 7/8/1985	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The primary function of the school store is to provide a service to the students by offering for sale those items necessary for general school activities. These supplies may include stationery, music supplies and repair items, physical education apparel, paperback books, and all supplies relating to school activities. All items are to be sold at the generally accepted retail rate so that direct competition with local merchants may be avoided.

The principal of the school must exercise judgment regarding the items to be stocked and the amount of any one item to be kept on hand in the school store. Items other than those which are needed on a day-to-day basis should, in general, be obtained from the business community. Items which require precise fittings and others which represent substantial inventory investments should not be kept in stock.

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	7/8/1985				
Reaffirmed	4/14/1997				
Reaffirmed	4/22/2002				

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: School Administration - .02.08.121		

POLICY TITLE: School Pictures		
ADOPTION/EFFECTIVE DATE: 7/8/1985	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The practice of taking student pictures is a service. It is the principal's responsibility to determine whether the pictures are a quality product offered at a reasonable price. The principal must also be assured that the purchase of any pictures is optional and that the representative will refrain from using pressure tactics to stimulate sales.

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	7/8/1985				
Amended	4/14/1997				
Reaffirmed	4/22/2002				

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: School Administration - .02.08.122					

POLICY TITLE: Collection of Funds from Students		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The collection of monies from students to provide direct support to instructional programs and student activities is, in general, prohibited. The collection of funds for lunches, materials for outdoor education activities, graduation expenses, yearbooks, and student pictures, and the sale of scholastic accident insurance are exceptions to the general policy.

Activities which are an outgrowth of the regular school program and are scheduled during the school day are to be held on an admission-free basis. An exception would be certain approved field trips that have unusual merit. At the secondary school level, interscholastic athletic contests, plays, concerts, special music programs, gym shows, and similar night activities may be conducted with an admission fee.

Soliciting and collecting funds from students for the purpose of buying classroom sets of magazines and supplementary books shall not be allowed. Individual schools have the obligation to purchase the basic and supplementary materials which are required in the instructional program.

The collection of dues from students for use by a club, a student organization, or homeroom groups shall not be permitted. For those organizations which have no other source of income, the principal may choose to pay national and state affiliation dues and to finance other reasonable activities from student activity fund monies. In secondary schools only, principals may require students to pay all or a portion of the dues directly connected with state or national organizations. The principal must also assure that no student is deprived of membership in such organization because of conditions of economic hardships.

Students who are approaching graduation shall be made aware of the various costs so that they make plans to meet them without undue hardship to themselves or their parents. Principals and class sponsors should make every effort to keep graduation expenses at a minimum.

The collection of a deposit or a fee from students for the use of lockers and/or towels shall be avoided. These items shall be issued to students in the same manner as textbooks, and a charge will be made only in cases of loss or damage.

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
Amended	7/1/1982				
Reaffirmed	7/8/1985				
Amended	4/14/1997				
Reaffirmed	4/22/2002				

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: Board of Education of Harford County, adopted 7/7/1995			
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 - .02.08.125					

POLICY TITLE: Other Fund-Raising Activities		
ADOPTION/EFFECTIVE DATE: 7/8/1985	MOST RECENTLY AMENDED: 4/22/2002	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The sale of flowers, art work, and other finished items produced by students; the sale of services of students in automotive repairs, cosmetology, and similar areas of vocational skills; the sale of soft drinks, candy, hot dogs, popcorn, souvenirs, and similar items at athletic contests and other student activities; and the sale of soft drinks, candy, crackers, peanuts, and similar items from vending machines on the premises to students and/or patrons are approved. However, vending machine sales shall be limited to those times of the day which do not interfere with school lunch programs. Principals may permit student organizations to advertise student activities and school-sponsored sales which are to occur on school premises throughout the community in those locations where permission to post such advertisements can be obtained.

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	7/8/1985				
Amended	4/14/1997				
Amended	4/22/2002				

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: School Administration - .02.08.126					

POLICY TITLE: Handling the Sale of Merchandise to Students		
ADOPTION/EFFECTIVE DATE: 7/8/1985	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

It is the intention of the Board of Education of Harford County that merchandise purchased for ultimate sale to students shall be purchased competitively to insure equality of opportunity among interested vendors and the lowest possible price for student purchasers.

In general, procedures and guidelines which have been established relating to the sale of merchandise to students are intended to limit the sale of such items to students during the hours when students are required to be in school. Approved PTA-sponsored sales which occur during the evening or on weekends when students return to school because of their own interest are not intended to be curtailed by these procedures.

1. Principals of all schools shall actively seek quotations or formal bids from at least three vendors, but will provide the opportunity to bid by all interested parties, when purchasing merchandise for sale to students.
2. Bid specifications will be complete and request all requirements relevant to the award of the bid. This includes quantities, sizes, rates of commissions, and other specifications.
3. Bids will have a designated date, time, and place by which the bid must be received. Bids will be opened at this time and place and such opening will be open to interested parties.
4. Such quotations or bids shall be in writing and embody the total agreement being offered by the vendor to the school. Bids will be available for inspection by interested parties.
5. Quotations or bids will be analyzed and evaluated by the principal and/or his/her designee(s) and contracts awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions. A reply will be sent to all bidders indicating the award of the contract.
6. Contracts shall, in general, be written for a period not to exceed one school year.

7. Principals shall maintain in the school file copies of all quotations and/or bids and all other supporting documentation for a period of at least three school years.
8. The above procedures shall be applicable but not limited to the purchase of student photographs (including senior pictures), school store supplies, formal wear, class rings, senior announcements and name cards, caps and gowns, and yearbooks.

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	7/8/1985				
Amended	4/14/1997				
Reaffirmed	4/22/2002				

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: School Administration - .02.08.127					

POLICY TITLE: Student Obligation for Lost and/or Damaged Property		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

All supplies, materials, and equipment issued to or otherwise utilized by students during the course of their educational program must be returned to the school authorities at appropriate times. Any abuse and/or destruction of supplies, materials, and equipment by a student will require reimbursement by the student and/or 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
Reaffirmed	3/10/1980				
Reaffirmed	4/14/1997				
Reaffirmed	4/22/2002				

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: School Administration - .02.08.130		

POLICY TITLE: School Fund Accounting		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The Superintendent of Schools shall have responsibility and authority to implement all policies and rules pertaining to the supervision and administration of a school fund accounting system in the schools.

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				
Reaffirmed	4/14/1997				
Reaffirmed	4/22/2002				

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: School Administration - .02.08.135		

POLICY TITLE: School Media Centers		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 10/26/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Media centers shall be established and maintained in the Harford County Public Schools.

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	5/12/1980				
Amended	10/26/1998				
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.05.04.01	REFERENCE 1 DESCRIPTION: Code of Maryland Regulations			
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: Instructional Program .03.05.070					

POLICY TITLE: Use of Volunteers in the Schools		
ADOPTION/EFFECTIVE DATE: 5/5/1972	MOST RECENTLY AMENDED: 10/26/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The Superintendent of Schools shall encourage the use of volunteers when to do so is in the best interest of the Harford County Public Schools.

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	5/5/1972				
Reaffirmed	5/12/1980				
Amended	10/26/1998				
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: Instructional Program .03.05.080		

POLICY TITLE: Advertising in the Schools		
ADOPTION/EFFECTIVE DATE: 3/10/1980	MOST RECENTLY AMENDED: 9/14/1998	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Commercial organizations may sponsor single events in schools including, but not limited to, awards ceremonies, special recognition events, and extracurricular demonstrations and performances. Schools may recognize the sponsorship of commercial organizations by appropriate means which are non-permanent and for limited duration. Examples of appropriate recognition include a notice on the school marquee, temporary posters and banners, and acknowledgment in school publications.

Except when approval has been granted in advance by the Superintendent of Schools or the Board of Education, the following are prohibited:

1. The distribution or display in school buildings of any advertising materials of commercial organizations not related to sponsorship of a single event.
2. The promoting of any product by brand name or trademark.
3. Advertising or other promoting the interest of any particular product.
4. Any long-term or permanent display of the name of a commercial organization or product.
5. On-going advertising of products to students in exchange for goods or services.

Appropriate advertisements may be placed in school-sponsored publications to help defray the cost of publication. High school students are permitted to solicit such advertisements. Appropriate guidelines and procedures shall be developed to assist principals in the implementation of the policy on advertising in school-sponsored publications.

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	3/10/1980				
Amended	7/9/1990				
Amended	9/14/1998				

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 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 .02.09.015					

POLICY TITLE: Memorials on School Grounds		
ADOPTION/EFFECTIVE DATE: 12/12/1983	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Memorials to deceased students, members of a school staff, or others are not permitted in public school buildings or on public school grounds. Scholarship funds and direct contributions are permitted.

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	12/12/1983				
Amended	7/9/1990				
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 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 .02.09.018					

POLICY TITLE: Political Campaigning on School Premises		
ADOPTION/EFFECTIVE DATE: 3/10/1980	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

The public schools of Harford County must maintain a nonpartisan, neutral position insofar as supporting a political party or candidate for office.

Political campaign materials may be distributed to school system employees and students on school premises when those materials are used as part of an approved instructional program. Attention must be given to maintaining a clear position of neutrality.

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	3/10/1980				
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:	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 .02.09.045					

POLICY TITLE: Balloon Ascensions		
ADOPTION/EFFECTIVE DATE: 12/12/1988	MOST RECENTLY AMENDED: 1/21/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Balloon ascensions other than hot air balloon may not occur within the Harford County Public Schools, on any property owned by the Board of Education of Harford County, or by any school-sponsored organization.

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	12/12/1988				
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:
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 .02.09.083		