

Edgewood Pupil Services 410-612-1521

Abingdon Elementary
Deerfield Elementary
Edgewood Elementary
Edgewood High
Edgewood Middle

Fallston Pupil Services 410-638-4124

Fallston High
Fallston Middle
Forest Lakes Elementary
Harford Technical High
John Archer
Youth's Benefit Elementary

Havre de Grace Pupil Services 410-939-6612

Darlington Elementary
Havre de Grace Elementary
Havre de Grace High
Havre de Grace Middle
Meadowvale Elementary
Roye Williams Elementary

Magnolia Pupil Services 410-612-1531

Joppatowne Elementary
Joppatowne High
Magnolia Elementary
Magnolia Middle
Riverside Elementary
William S. James Elementary

North Harford Pupil Services 410-638-3662

Dublin Elementary
Forest Hill Elementary
Jarrettsville Elementary
Norrisville Elementary
North Bend Elementary
North Harford Elementary
North Harford High
North Harford Middle

Patterson Mill Pupil Services 410-638-4215

Aberdeen High
Alternative Education @ CEO
Patterson Mill Middle
William Paca/Old Post Road Elementary

Southampton Pupil Services 410-638-4153

C. Milton Wright
Churchville Elementary
Fountain Green Elementary
Hickory Elementary
Prospect Mill Elementary
Southampton Middle

Central Office 410-588-5282



Harford County Public Schools
102 S. Hickory Avenue
Bel Air, Maryland 21014
410-838-7300

Toll Free: 866-588-4963

FAX 410-893-2478

www.hcps.org

Action Information Line 410-638-0022

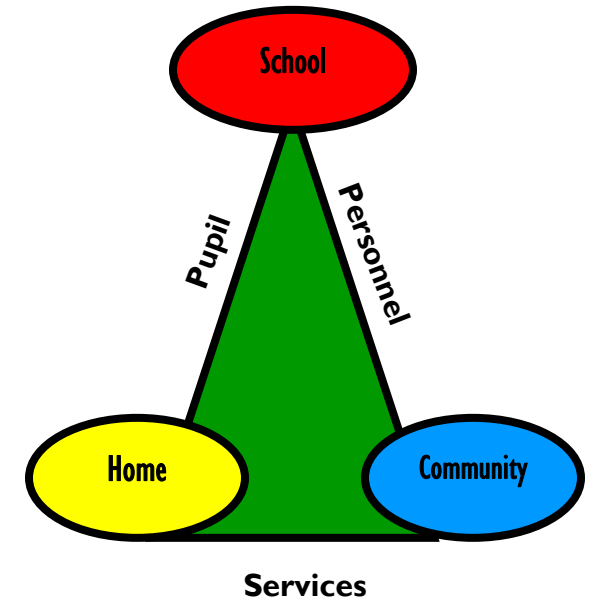
Maryland Relay TTY 1-800-201-7165
In Maryland 7-1-1

Robert M. Tomback, Ph.D.
Superintendent of Schools

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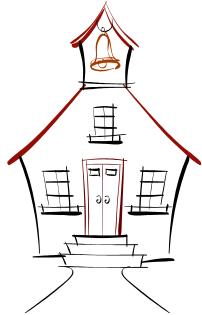
Office of Pupil Personnel Services



Department of Student Services

Mission Statement

The Office of Pupil Personnel Services is committed to providing direct intervention and case management services to students and families who are experiencing academic, behavioral, emotional, physical, and/or social difficulties. The pupil personnel worker collaborates with school administrators, teachers, agencies, human service providers, and other student support services personnel to coordinate services for families in order that students may achieve the maximum benefits from their educational experience.



Why does Nate misbehave in school?

Why does Robin have difficulty with her class work?

Why does Pamela fail to attend school regularly?

Why is Monica planning to drop out of school?

The Pupil Personnel Worker is called upon to help answer these “whys” and to help develop an assistance plan.

Role/Function

The role of the Pupil Personnel Worker is to serve the needs of students as they attend the public schools in Harford County. Facilitator, problem solver and trouble shooter are words often used to describe this service. Advocating for the student and family is also a primary function. The PPW investigates factors that interfere with the student’s success in school and facilitates remedial action within the framework of the student services team process.

Some of the most common functions of the pupil personnel worker include:

- ◆ Counseling/conferencing with individuals and groups
- ◆ Conducting home visits to promote family involvement
- ◆ Responding to emergency welfare situations for students and families
- ◆ Collaborating with the classroom teacher to facilitate the adjustment of students
- ◆ Providing crisis support for schools
- ◆ Interpreting school policies, county policies and procedures for students and families
- ◆ Coordinating home and hospital teaching
- ◆ Monitoring/supervising home schooling cases
- ◆ Investigating non-resident and out-of-district requests
- ◆ Facilitating student placement in and out of alternative programs
- ◆ Performing other administrative assignments on behalf of students.

Certification

The State Board of Education requires certification according to Code of Maryland Annotated Regulations (COMAR) 13A.12.03.06 for Pupil Personnel Workers. Requirements include:

- ◆ Master’s degree in pupil personnel or related field
- ◆ Graduate work including courses in specialized fields
- ◆ Three years of satisfactory teaching experience

All requirements for Pupil Personnel Worker certification are available from the MSDE Division of Certification.



If you have questions or would like to contact a Pupil Personnel Worker, please see below to locate the PPW assigned to your area:

Aberdeen Pupil Services 410-273-5514

Aberdeen Middle
Bakerfield Elementary
Church Creek Elementary
Hall’s Cross Roads Elementary
George D. Lisby @ Hillsdale Elementary

Bel AirPupil Services 410-638-4143

Bel Air Elementary
Bel Air High
Bel Air Middle
Emmorton Elementary
Homestead/Wakefield Elementary
Patterson Mill High
Ring Factory Elementary