

## **School Administration**

### 02.08 School Administration

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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.001

**Subcategory:** ABSENCE OF PRINCIPAL

**Policy Statement**

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

**Legal Reference:**

Board of Education of Harford County, Adopted May 14, 1979

**Policy**

Adopted: Reaffirmed: 3/10/80

Amended: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 1561

Jacqueline C. Haas, Secretary and Treasurer  
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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.005

**Subcategory:** SUBSTITUTE EMPLOYEES

**Policy Statement**

It shall be the obligation of the school principal to secure as substitutes capable persons who most nearly meet the full State of Maryland and local requirements for the positions in which they are employed to substitute.

**Legal Reference:**

**Policy**

Adopted: Reaffirmed: 3/10/80

Amended: 2/11/91

Amended: 10/14/91

Amended: 4/14/97

Reaffirmed: 4/22/02

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Cross Reference: Administrative Handbook, pgs. 2387, 3041, 1821

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.010

**Subcategory:** EMERGENCY PROCEDURES FOR THE PUBLIC SCHOOLS

**Policy Statement**

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.**

**Legal Reference:**

Board of Education of Harford County, Adopted April 14, 1975

Policy

Adopted: Reaffirmed: 3/10/80

Amended: 4/14/97

Reaffirmed: 4/22/02

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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** 02.08.015

**Subcategory:** MANAGEMENT OF DO NOT RESUSCITATE (DNR) ORDERS

**Policy Statement**

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.

**Legal Reference:**

Attorney General of Maryland, Opinion No. 94-028, May 13, 1994

Policy  
Adopted: 2/22/99  
Amended: 4/22/02

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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.020

**Subcategory:** STUDENT CONTROL AND CLASSROOM MANAGEMENT

**Policy Statement**

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.

**Legal Reference:**

**Policy**

Adopted: Reaffirmed: 3/10/80

Amended: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook pg. 1401

Jacqueline C. Haas, Secretary and Treasurer  
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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** 02.08.023

**Subcategory:** HATE/BIAS INCIDENTS

**Policy Statement**

Hate/Bias incidents are those in which physical violence and/or threats of harm or intimidation are motivated at least in part by hatred, hostility, negative attitudes towards or prejudice against any group or individual on the basis of race, color, religion, national origin, gender, sexual orientation, or disability. Hate/Bias incidents are also found where a person is selected or targeted for physical assault, threat of bodily harm, harassment or intimidation at least in part because he or she is a member of a race, color, religion, ethnic background, national origin, gender, or sexual orientation different from the perpetrator.

The Harford County Public School System is committed to ensuring a safe and inclusive environment for all of its students. The rights of school personnel and students must be safeguarded. Hate/Bias incidents will not be tolerated in Harford County Public Schools. A procedure for reporting and resolving complaints concerning rights violations is in the Administrative Handbook and is expected to be used where necessary in all Harford County Public Schools.

**Legal Reference:**

Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681; Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C., Sec. 601 and Sec. 2000e.2; Sec. 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 794 as amended; Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12101 et.seq.; 13A.01.04 Section 3, Maryland Public Schools Standards

Policy

Adopted: 01/24/00

Amended: 10/27/03

Cross Reference: Administrative Handbook, pgs. 1261-1265

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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.024

**Subcategory:** DISCIPLINE POLICIES - INTRODUCTION

### **Policy Statement**

The Board of Education has established the following policies and procedures to regulate (1) Verbal or physical threat and/or physical attack on staff; (2) dangerous weapon; (3) arson/fire; (4) controlled dangerous substances, medicines, alcohol, and inhalants or other intoxicants; (5) portable communication devices; (6) tobacco products; and (7) sexual harassment which will apply to all students in every school. These policies and procedures are in effect while students are on any property of the Harford County Public Schools or while they are participating in any school-sponsored event.

In addition to these policies, the school principal has the right and authority to discipline students including suspension and referral to the superintendent of schools for further action for other behaviors including but not limited to physical attack on a student, verbal or physical threat to a student, fighting, extortion, sexual assault, sexual activity, false alarms/bomb threats, explosives, disrespect, insubordination, harassment, classroom disruption, inciting or participating in a disturbance, class cutting, tardiness, truancy, academic dishonesty/cheating, theft, trespassing, unauthorized sale or distribution, vandalism/destruction of property, and refusal to obey school rules.

The Superintendent may deny attendance to any student who is currently expelled from another school system for a length of time equal to that expulsion. Also, information relating to the discipline of a student, including information on an expulsion of a student, will be forwarded to another school system upon request.

### **Behavior Which Has Taken Place Off School Property**

Further, students may be disciplined, including suspension or expulsion, for behavior which has taken place off school property and/or beyond the school day. If the behavior is determined by the principal to impact the educational environment of the school, the safety and/or welfare of other students and/or staff, and/or the maintenance of school order and discipline, the principal may suspend the student for up to ten school days. If the nature and severity of the off-school property behavior warrants it, the principal may refer the student to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion may be imposed.

**Subcategory:** DISCIPLINE POLICIES – INTRODUCTION - CONTINUED

**Policy Statement - Continued**

Behavior which has taken place off school property and/or beyond the school day for which a student may be subject to school disciplinary procedures includes, but is not limited to: committing or attempting to commit murder, rape, assault with a deadly weapon, a serious assault, robbery, threat or extortion, arson, distribution and/or sale of controlled dangerous substances or alcohol, other criminal actions, or other actions which could be subject to criminal prosecution by law enforcement or juvenile authorities whether prosecution has or does take place.

**Restitution**

If a student is determined to have violated these discipline policies or a school regulation and in the course of that violation damaged or destroyed school property or the property of another on school property, the principal shall require the student or the student's parent to make restitution. The restitution may not exceed \$2500. The principal may assign the student to a school work project if the principal determines that this is an appropriate means to provide restitution for all or a part of the damage to property.

**Definitions:**

**School-Sponsored Event** - All curricular, and extra-curricular activities which are a part of the school's overall program. These activities include field trips; athletic, music, and theatrical events; club meetings; conferences; dances; class trips; and all other activities for which the school provides supervision and/or sponsorship.

**Suspension . . .**

means that a significant period of school time will be lost by the student. Depending on the length of the suspension, the student will either be permitted to make up work lost during the suspension period or, in the case of secondary school students, be required to enroll in and satisfactorily complete the Harford County Public Schools' Alternative Education Program. A suspension late in the school year, if of significant length, could possibly be extended to the next school year.

**Subcategory:** DISCIPLINE POLICIES – INTRODUCTION - CONTINUED

**Policy Statement - Continued**

**Expulsion . . .**

From **elementary school** means that the student is being withdrawn from school for at least the remainder of the school year. The student may be required to repeat the school year.

From **middle school** means that the student is being withdrawn from school for at least the remainder of the school year. The student may be required to repeat the school year unless the student satisfactorily completes the Harford County Public Schools' Alternative Education Program. This provision applies regardless of the time of the year when the expulsion is invoked. Any student expelled under the provisions of the Gun-free Schools Act of 1994 will not be permitted to enroll in the Alternative Education Program.

**Expulsion . . .**

From **high school** means that the student is being withdrawn from school for at least the remainder of the school year. The student cannot earn credits for any subjects in which the student is enrolled at the time of the expulsion unless the student satisfactorily completes the Harford County Public Schools' Alternative Education Program. This provision applies regardless of the time of the year when the expulsion is invoked. Any student expelled under the provisions of the Gun-free Schools Act of 1994 will not be permitted to enroll in the Alternative Education Program.

**Legal Reference:**

Policy

Adopted: 6/11/90

Amended: 7/8/91

Amended: 5/10/93

Amended: 6/12/95

Amended: 6/10/96

Amended: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook pgs. 1405, 1411, 1471

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.025

**Subcategory:** VERBAL OR PHYSICAL THREAT AND/OR PHYSICAL  
ATTACK ON STAFF, DANGEROUS WEAPONS, AND  
ARSON/FIRE POLICIES AND PROCEDURES

### **Policy Statement**

All students and employees and agents of the Harford County Public School System have a right to expect that reasonable safeguards, policies, and procedures will be established to protect their health and safety while on the property of the Harford County Public School System, at school-sponsored or supervised events and while riding a school bus or other school vehicle. Certain student offenses such as verbal or physical threat and/or physical attack on staff directed toward employees or agents of the school system, possession and/or use of a dangerous weapon, and/or acts of arson/fire jeopardize the health and safety of not only individuals but the student population and staff in general.

#### **A. Verbal or Physical Threat and/or Physical Attack on Staff**

**Definitions:** Verbal or physical threat - threatening or aggressive language or gestures directed toward an employee of the school system or other adult.

Physical attack on staff - physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity.

If the principal of a school determines that a student has committed an act of verbal or physical threat and/or physical attack on staff toward an employee or agent of the Harford County Public Schools, the principal will suspend the student for ten school days and refer him/her to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

**Subcategory:** VERBAL OR PHYSICAL THREAT AND/OR PHYSICAL  
ATTACK ON STAFF, DANGEROUS WEAPONS, AND  
ARSON/FIRE POLICIES AND PROCEDURES

**Policy Statement**

**B. Dangerous Weapons**

**Definition:** Any object which reasonably could cause physical harm or injury to a person, or an object which is represented to be and a reasonable person would conclude was a dangerous weapon and for which there is no reasonable or legitimate cause for the student to possess or use on the property of the Harford County Public Schools. Dangerous weapons shall include, but are not limited to, the following: any firearm of any kind, whether loaded or unloaded, operable or inoperable, including any object which is a look-alike of a firearm, even though incapable of operation; knives of any kind (including, but not limited to, a switchblade knife, a star knife, a dirk knife, a hunting knife); a straight razor; a spiked glove, spiked wristband, or spiked ring; metal knuckles; nunchaku; explosive devices; chemical mace, tear gas, or pepper spray.

If the principal of a school determines that a student has or has had in his/her possession or has used a dangerous weapon on school property, the principal will suspend the student for ten school days and refer him/her to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

Further, in compliance with the Gun-free Schools Act of 1994 and Section 7-304 of the **Annotated Code of Maryland**, a student who has been determined by the Superintendent of Schools to have brought a firearm onto school property shall be expelled for a minimum of 365 consecutive days. For purposes of enforcement of the penalty required in this paragraph only, a firearm means a firearm as defined in 18 U.S.C. 921, that is:

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.025

**Subcategory:** VERBAL OR PHYSICAL THREAT AND/OR PHYSICAL  
ATTACK ON STAFF, DANGEROUS WEAPONS, AND  
ARSON/FIRE POLICIES AND PROCEDURES

**Policy Statement**

any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

the frame or receiver of any weapon described above;

any firearm muffler or firearm silencer;

any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device;

any weapon which will, or which may be readily converted to, expel a projectile by the action of a propellant, and which has any barrel with a bore of more than one-half inch in diameter;

any combination of parts either designed or intended for use in converting any device into any destructive device described in the two preceding examples, and from which a destructive device may be readily assembled.

The Superintendent of Schools may specify, on a case-by-case basis, a shorter period of expulsion for a student who has brought a firearm onto school property. Any student expelled under the provisions of the Gun-free Schools Act of 1994 will not be permitted to enroll in the Alternative Education Program.

**C. Arson/Fire**

Definition: Attempting to, aiding in, or setting fire to a building or other school property.

If the principal of a school determines that a student has committed an act of Arson/Fire to a school building or property, the principal will suspend the student for ten school days and refer him/her to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the Maryland State Fire Marshal's Office will be notified promptly.

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.025

**Subcategory:** VERBAL OR PHYSICAL THREAT AND/OR PHYSICAL  
ATTACK ON STAFF, DANGEROUS WEAPONS, AND  
ARSON/FIRE POLICIES AND PROCEDURES

**Policy Statement**

**Legal Reference:**

Board of Education of Harford County, Adopted February 11, 1980

**Policy**

Adopted: Reaffirmed: 3/10/80  
Amended: 1/8/90  
Amended: 6/11/90  
Amended: 7/8/91  
Amended: 6/12/95  
Amended: 6/10/96  
Amended: 6/9/97  
Reaffirmed: 4/22/02

Jacqueline C. Haas, Secretary and Treasurer  
Board of Education  
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**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.026

**Subcategory:** PROHIBITION OF GANG RELATED ACTIVITIES

**Policy Statement**

I. Definitions

- A. Gang means any ongoing organization, association or group of three or more students, whether formal or informal, having as one of its primary activities the commission of criminal acts or violations of school discipline policies and having a common name or common identifying signs, colors or symbols.

II. Prohibition of Gang Related Behavior

Students shall not engage in any act furthering the interest of any gang or gang activity including but not limited to the following:

- A. Soliciting, with or without coercion, membership in or affiliation with any gang;
- B. Painting, writing or otherwise inscribing gang related graffiti, messages, symbols or signs on school property;
- C. Engaging in violence, extortion or any other illegal act or other violation of school discipline policies in furtherance of gang activity;
- D. Soliciting any person to engage in physical violence against another person in furtherance of gang activity;
- E. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol or items which evidence membership in, identification with or affiliation with any gang and/or is representative of any gang;
- F. Engaging in any act, either verbal or nonverbal, including gestures or handshakes which demonstrate membership or affiliation in any gang and/or is representative of any gang.

- III. Students who violate this policy are subject to disciplinary actions including suspension pursuant to Section 7-305 of the Education Article.

**Legal Reference:**

Section 4-101 and Section 7-306 of the Education Article

Policy  
Adopted: 04/25/05

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**Subcategory:** STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL

**Policy Statement**

School personnel are obliged to insure the constitutional rights of individual students and to protect the privilege of students to attend a public school and school-sponsored events free of illegal activities. It is difficult to maintain a balance between the constitutional rights of individual students and the right of students to obtain a free and appropriate education. In recognition of the problem of drug and alcohol use and demonstration of its determination to deal firmly with offenders and to protect the rights of other students, the Board of Education instructs its employees, and, in particular, school administrators, supervisors, and teachers, to implement the following policies and procedures.

1. Students who are suspected to be under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant will be referred to the principal of the school. If the investigation of the matter yields no material evidence, but if the principal has reasonable cause to suspect that the student is under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant the principal will contact the student's parents/caretakers and a mandatory conference will be held. The Superintendent of Schools will be advised in writing of the incident and of the results of the parent conference.
2. Student's use or possession of prescribed or over-the-counter medication is governed by the Board policy entitled "Possession and Self Administration of Medication." A violation of the aforementioned policy will result in disciplinary action including a parent conference immediately to reiterate the policy. A second violation of the aforementioned policy will result in a ten (10) day school suspension of the student by the principal and a referral to the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record.
3. If the principal of the school determines that a student is under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant, the principal will suspend the student for ten school days and will refer the student to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
4. A student who has been found to be either in possession of or to be using a controlled dangerous substance, alcohol, an inhalant or other intoxicant, or to be in possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance or alcohol will be suspended for ten school

**Subcategory:** STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL - CONTINUED

**Policy Statement – Continued**

days by the principal and referred to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

5. If the parent(s) and the student agree to participate in a substance abuse evaluation at the Harford County Mental Health and Addictions/Adolescent Addiction Services and agree to follow the recommendations for treatment made as part of that evaluation, at no cost to the Harford County Public Schools, the Superintendent of Schools will reduce the length of the suspension which would otherwise be imposed. This option is for a first offense only and will not be offered for transference or a second offense of the drug and alcohol policies.

Further, this option is contingent upon the continuing availability of funding to the Harford County Mental Health and Addictions/Adolescent Addiction Services to enable that agency to provide this service.

6. The second offense for the possession or use of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant or for possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance, alcohol, or an inhalant or other intoxicant will result in a suspension for ten school days by the principal and referral to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
7. Any offense for the actual transference of a controlled dangerous substance, medicine, alcohol, an inhalant or other intoxicant or paraphernalia or substance misrepresented to be a controlled dangerous substance, medicine, alcohol, an inhalant or other intoxicant or paraphernalia will result in a ten-day suspension of the student by the principal and a referral to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.030

**Subcategory:** STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED  
DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL - CONTINUED

**Policy Statement – Continued**

principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

8. When a student is determined to be in violation of these drug and alcohol policies, parent(s) and the student will be provided with information regarding available resources in the community and encouraged to seek appropriate evaluation and treatment for the student.

**Legal Reference:**

Board of Education of Harford County, Adopted August 27, 1979

**Policy**

Adopted: Reaffirmed: 3/10/80  
Amended: 10/10/83  
Reaffirmed: 9/9/85  
Amended: 6/11/90  
Amended: 7/8/91  
Amended: 6/8/92  
Amended: 6/10/96  
Amended: 4/14/97  
Reaffirmed: 4/22/02  
Amended: 6/12/06

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Jacqueline C. Haas, Secretary and Treasurer  
Board of Education  
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Cross Reference: Administrative Handbook pg. 1477

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.031

**Subcategory:** STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL - MEANINGS OF KEY WORDS AND PHRASES IN POLICY

### **Policy Statement**

**Controlled Dangerous Substance** - Controlled dangerous substances include, but are not limited to, the substances listed in Article 27 of the **Annotated Code of Maryland**. In addition, substances, and this includes medicine not registered with the school nurse, which are intended, implied, or are thought to produce the same or similar effects as substances listed in the Code are also regarded as controlled dangerous substances.

**Medicine** - Any preparation used in treating disease or illness. This includes prescription and over-the-counter drugs.

**Inhalant or other intoxicant** - any compound or substance (such as glue and solvents) which may cause a loss of self-control or inebriation.

**Under the Influence** - A principal may suspect or determine, depending on the evidence, that a student is under the influence when in any setting in which the student's responsibility is charged to a school authority:

- (1) information has been received from another student, a bus driver, a teacher, or any other employee of the school system that the student had been seen taking the drug, or
- (2) the principal observes unusual behavior on the part of the student such as drowsiness, dilated or contracted pupils, motor imbalance, slurred speech, unaccountable excitability, aggressive behavior, hallucinations, needle marks, vomiting, blank expression, etc., or
- (3) evidence shows that the student used or consumed a controlled dangerous substance, drug, and/or alcohol, except for such drugs as authorized by a physician and which meet the provisions of the Harford County Public Schools' policies on medication.

**Material Evidence** - Drugs, alcohol, substances misrepresented to be drugs or alcohol, medicine not registered with the school nurse, and/or paraphernalia used in taking controlled dangerous substances.

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.031

**Subcategory:** STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL - MEANINGS OF KEY WORDS AND PHRASES IN POLICY

**Policy Statement - Continued**

**Possession or to be Using** - The student has or has had in his/her possession or has used a controlled dangerous substance.

**Possession of Paraphernalia** - The student has or has had in his/her possession paraphernalia which indicates that its presence is for the intended use of a drug. Typical paraphernalia would be pipes for the smoking of marijuana, manufactured paper, homemade clips or wire-formed devices used for holding marijuana "roaches," gelatin capsules, measuring spoons, scales, strainers, and other items as defined by law.

**Substance Misrepresented** - A substance which a student misrepresents to be a controlled dangerous substance or thinks to be a controlled dangerous substance, implies is a controlled dangerous substance, or will produce the effects of a controlled dangerous substance.

**Transference** - To pass to another person or to make reasonably available to another person a controlled dangerous substance or medicine or alcohol or paraphernalia or a substance misrepresented to be a controlled dangerous substance.

Remember . .

The law protects students who seek help to overcome a drug or alcohol problem. Admission of drug abuse is not a criminal offense. Students will not be punished for seeking help and school officials are required under the law to maintain the confidentiality of any information students share with them in their efforts to overcome the problem.

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.031

**Subcategory:** STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED  
DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL -  
MEANINGS OF KEY WORDS AND PHRASES IN POLICY

**Policy Statement - Continued**

But . . .

When it is determined that a student is using, in possession of, or transferring a controlled dangerous substance, a student will be suspended or expelled from school in accordance with the policies of the Board of Education.

**Legal Reference:**

Policy

Adopted: Reaffirmed: 7/21/80  
Amended: 10/10/83  
Reaffirmed: 9/9/85  
Amended: 6/11/90  
Reaffirmed: 6/10/96  
Amended: 4/14/97  
Reaffirmed: 4/22/02

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

Cross Reference: Administrative Handbook pg. 1477

**Subcategory:** USE OF DRUG DETECTING DOGS IN SECONDARY SCHOOLS

**Policy Statement**

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.

**Subcategory:** USE OF DRUG DETECTING DOGS IN SECONDARY SCHOOLS

**Policy Statement – Continued**

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.



**Category:** SCHOOL ADMINISTRATION

**Descriptor Code** 02.08.032

**Subcategory:** USE OF DRUG DETECTING DOGS IN SECONDARY SCHOOLS

**Policy Statement – Continued**

- 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.

Legal Reference:

Maryland Annotated Code, Education Article, Section 7-308  
Code of Maryland Regulations 13A.08.01.14

Policy  
Adopted: 5/11/98  
Reaffirmed: 4/22/02  
Amended: 10/11/04

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.033

**Subcategory:** WIRELESS COMMUNICATION DEVICES

### **Policy Statement**

Wireless communication devices provide the facility to send and receive information utilizing radio frequencies. Such devices include, but are not limited to, cell phones, pagers, personal data assistants (PDA), laptop computers with cellular/phone capability and two-way radios.

Instructional use of wireless communication devices in Harford County Public Schools shall be determined in accordance with the needs of students as jointly agreed upon by the child's parent/guardian and school. The parent and school shall, in accordance with the student's individual education plan or as jointly established, agree upon the use of a wireless communication device by a student with specific educational concerns or disabilities.

The Board of Education prohibits the use of certain wireless communication devices, which in its opinion, have limited or no educational value or their use creates learner distraction and learning environment disruption. In light of this concern, the Board of Education prohibits student possession of pagers on school property at all times.

The Board of Education permits high school students to possess cell phones during the regular school day (as noted below); however, students are prohibited from using cell phones during the regular school day for any reason. Student possession of cell phones shall conform to the following restrictions:

- Students shall not use cell phones or otherwise be capable of receiving an activation signal at any time while riding any form of Harford County Public School System provided transportation.
- During the course of the regular school day for students, cell phones shall not be used to transmit or receive calls and shall be turned off or rendered incapable of activation.

During the regular school day, students shall store their cell phone in their locker or other secured location (e.g. car). Students shall be personally and solely responsible for the security of their cell phones. Harford County Public Schools shall not assume responsibility for theft, loss, or damage of a cell phone or any other personal wireless communication device.

Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and be subject to appropriate disciplinary action

### **Legal Reference:**

Education Article 26-104, Annotated Code of Maryland

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

Policy

Adopted: 6/11/90

Amended: 7/8/91

6/10/96

6/9/97

11/26/01

Cross Reference: Administrative Handbook, pg. 1481

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.034

**Subcategory:** SEXUAL HARASSMENT

**Policy Statement**

Sexual harassment means any unwelcome sexual advance, request for sexual favors, and/or other verbal, written or physical conduct of a sexual nature.

1. If the principal of a school determines that a student has sexually harassed another student or staff member, the principal may suspend the student for up to ten school days. If the nature and severity of the sexual harassment warrant it, the principal may refer him/her to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion may be imposed after considering the nature and severity of the behavior and other factors related to the student's school record.
2. If the principal of a school determines that a second offense of sexual harassment against another student or staff member has occurred, the principal will suspend the student for ten school days and refer him/her to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record.

**Legal Reference:**

Policy

Adopted: 5/10/93

Amended: 5/10/96

Amended: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 1851

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

**Category :** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.035

**Subcategory:** USE OF TOBACCO PRODUCTS

**Policy Statement**

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.

**Legal Reference:**

Board of Education of Harford County, Adopted August 27, 1979

**Policy**

Adopted: Reaffirmed: 3/10/80  
Amended: 1/8/90  
Amended: 6/11/90  
Amended: 6/10/96  
Amended: 6/9/97  
Reaffirmed: 4/22/02

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

Cross Reference: Administrative Handbook, pg. 1483

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.036

**Subcategory:** USE OF ALCOHOL DETECTION DEVICES

**Policy Statement**

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.

**Legal Reference:**

Maryland Annotated Code Section 7-308.  
Code of Maryland Regulations 13A.08.01.11.  
Code of Maryland Regulations 13A.08.01.14.

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

Policy  
Adopted: 3/22/04  
Cross Reference: Administrative Handbook, pg. 1484

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.037

**Subcategory:** USE OF HANDHELD METAL DETECTORS

**Policy Statement**

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.

**Legal Reference:**

Maryland Annotated Code Section 7-308.  
Code of Maryland Regulations 13A.08.01.11.  
Code of Maryland Regulations 13A.08.01.14.

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

Policy  
Adopted: 3/22/04  
Cross Reference: Administrative Handbook, pg. 1486

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.038

**Subcategory:** VIDEO SURVEILLANCE

**Policy Statement**

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.

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

Policy

Adopted: 11/22/04

Cross Reference: Administrative Handbook, pg. 1489

**Subcategory:** FIRE DRILLS AND FIRE SAFETY

**Policy Statement**

**A. 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.



**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.040

**Subcategory:** FIRE DRILLS AND FIRE SAFETY

**Policy Statement (continued)**

- (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.

**Legal Reference:**

Annotated Code of Maryland, Article 38A, Section 3, Paragraphs A through E (ii)  
COMAR, Title 12, Subtitle 03, 12.03.01 through 12.03.01.06 (B)  
NFPA 101 (Life Safety Code) Chapter 31, Paragraphs 31.3.1.1. through 31-3.2.1  
NFPA 72 (National Fire Alarm Code) Chapter 6, Paragraph 6-3.1.2.  
Education Article, Section 7-406 (a-b)  
Board of Education of Harford County, Adopted April 14, 1975

**Policy**

Adopted: Statutory

Amended: 5/12/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 1751

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

Subcategory: GRADUATION REQUIREMENTS

Policy Statement

**For Students Entering Grade 9 for the First Time in September, 1999, and After**

Basic Testing Requirements

Satisfactory scores are required on:

- Maryland Functional Reading Test
- Maryland Functional Mathematics Test
- Maryland Writing Test

**TOTAL REQUIRED CREDITS = 21**

Students must also meet the Student Service Requirement. Service activities are incorporated into existing required courses in Harford County. Students who have been enrolled in Harford County Public Schools for three years after Grade 5 do not need to accumulate service hours outside of regular classes.

Each student must earn four credits after Grade 11.

Specific Course Requirements

English	4.0 credits
Social Studies	3.0 credits
<i>9th Grade Government</i>	1.0 credit
<i>World History</i>	1.0 credit
<i>U. S. History</i>	1.0 credit
Mathematics	3.0 credits
<i>One course with fundamental or advanced algebra concepts and one course with fundamental or advanced geometry concepts.</i>	
Science	3.0 credits
Physical Education	1.0 credit
Health	0.5 credit
Foundations of Technology	1.0 credit
Fine Art	1.0 credit

ONE OF THE FOLLOWING:

**TWO CREDITS IN A FOREIGN LANGUAGE**

OR

Students may meet this requirement by earning two credits in the same foreign language.

+ 2.5 elective credits

**TWO CREDITS IN ADVANCED TECHNOLOGY**

OR

Students may meet this requirement by earning two credits in Advanced Technology courses. These courses are identified in this Guide on page 15a.

+ 2.5 elective credits

**CAREER COMPLETER SEQUENCE**

Students may meet this requirement by earning four credits in an approved Career Completer Sequence. See descriptions of these programs in Business Education, Family & Consumer Science, or Work Experience

+ 0.5 elective credits

Subcategory: GRADUATION REQUIREMENTS

Policy Statement - Continued

For Students Entering Grade 9 for the First Time Prior to September, 1999

Basic Testing Requirements

Satisfactory scores are required on:

- Maryland Functional Reading Test
- Maryland Functional Mathematics Test
- Maryland Writing Test
- Maryland Test of Citizenship Skills\*

\*Not required for students entering grade 9 for the first time in September, 1998, or later.

TOTAL REQUIRED CREDITS = 21

Students must also meet the Student Service Requirement. Service activities are incorporated into existing required courses in Harford County. Students who have been enrolled in Harford County Public Schools for three years after Grade 5 do not need to accumulate service hours outside of regular classes.

Each student must earn four credits after Grade 11.

Specific Course Requirements

English	4.0 credits
Social Studies	3.5 credits
<i>9th Grade Government</i>	0.5 credit
<i>9th Grade Geography</i>	0.5 credit
<i>World History</i>	1.0 credit
<i>U. S. History</i>	1.0 credit
<i>American Government– 12</i>	0.5 credit
Mathematics	3.0 credits
<i>One course with fundamental or advanced algebra concepts and one course with fundamental or advanced geometry concepts.</i>	
Science	3.0 credits
Physical Education	1.0 credit
Health	0.5 credit
Foundations of Technology	1.0 credit
Fine Art	1.0 credit

ONE OF THE FOLLOWING:

TWO CREDITS IN A FOREIGN LANGUAGE

Students may meet this requirement by earning two credits in the same foreign language.

+ 2 elective credits

OR

TWO CREDITS IN ADVANCED TECHNOLOGY

Students may meet this requirement by earning two credits in Advanced Technology courses. These courses are identified in this Guide on page 15a.

+ 2 elective credits

OR

CAREER COMPLETER SEQUENCE

Students may meet this requirement by earning four credits in an approved Career Completer Sequence. See descriptions of these programs in Business Education, Family & Consumer Science, or Work Experience.

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.045

**Subcategory:** GRADUATION REQUIREMENTS

**Policy Statement – Continued**

**Legal Reference:**

Taken from:

Maryland State Board of Education, Bylaw – 13A.03.02

Resolution, Board of Education of Harford County, dated January 12, 1976

(Physical Education and Health)

Resolution, Board of Education of Harford County, dated December 9, 1975

(English, Language Arts)

Resolution, Board of Education of Harford County, dated December 9, 1975

(Provisions for Earning Credit)

Local Board Action, January 10, 1994

Policy Adopted

Reaffirmed: 3/10/80

Amended: 7/8/85

Amended: 2/8/93

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pgs. 1625, 2411

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.050

**Subcategory:** GRADUATION EXERCISES

**Policy Statement**

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

**Legal Reference:**

**Policy**

Adopted: Reaffirmed 3/10/80

Amended: 5/12/97

Reaffirmed: 4/22/02

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

**Subcategory:** WAIVER OF THE FOUR-YEAR, FULL-TIME ATTENDANCE REQUIREMENT

**Policy Statement**

In recognition of the fact that four-year enrollment in a public high school may not serve the best interests of some students, the following alternatives shall be made available:

- (1) Early college admission program. A student may receive a Maryland high school diploma after completion of grade 11 through acceptance in the early college admission program, provided that:
  - (a) The student is accepted for early admission to an accredited college before high school graduation.
  - (b) All state competency prerequisite [21-credit, specified credit] and student service requirements have been met.
  - (c) A written request by the student and parent or guardian is made to and approved by the local superintendent of schools, asking the waiver of the fourth year attendance requirement and certifying the early admission acceptance. The student's program for the first year of college shall be approved by the local superintendent of schools if this program is included toward the issuance of a high school diploma.
  - (d) At the conclusion of a full year of study, a written request for the high school diploma is submitted to the superintendent together with a transcript or letter from the college to the high school principal indicating that the student has successfully completed a year of college work.
- (2) Early admission to approved vocational, technical, or other post-high school.

A student may receive a Maryland high school diploma after completion of grade 11 through acceptance in an early admission program of an approved vocational, technical, or post-high school if:

- (a) The student is accepted for early admission by an approved vocational, technical, or post-high school before high school graduation.
- (b) All state competence prerequisite [21-credit, specified credit] and student service requirements have been met.
- (c) A written request by the student and parent or guardian is made to and approved by the local superintendent of schools asking the waiver of the fourth year requirement and certifying the early admission

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.055

**Subcategory:** WAIVER OF THE FOUR-YEAR, FULL-TIME ATTENDANCE REQUIREMENT

**Policy Statement - Continued**

acceptance. The student's program for the first year shall be approved by the local superintendent of schools if the program is included toward the issuance of a high school diploma.

- (d) At the conclusion of a full year of study, a written request for the high school diploma is submitted to the superintendent together with a transcript or letter from the vocational, technical, or post-secondary school to the high school principal indicating that the student has successfully completed a year of post-secondary work.

**Legal Reference:**

Board of Education of Harford County, Adopted October 6, 1971  
COMAR 13A.03.02.03

**Policy**

Adopted: Reaffirmed: 3/10/80

Amended: 7/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pgs. 1621, 1623

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

**Subcategory:** STUDENT PROMOTION

**Policy Statement**

"Promotion or retention is based upon an analysis of multiple factors. Promotion for a student in the elementary and middle school grades is based upon a review of such factors as:

- demonstrated mastery of the essential learnings in the curriculum;
- the developmental level of the student;
- the student's ability to function in school;
- emotional, social, and physical factors; and,
- parental input.

Promotion in high school is based upon progress towards meeting the minimum requirements for a Maryland high school diploma. The requirements for a Maryland high school diploma include:

- successful completion of four years of enrollment in approved programs;
- successful completion of all competency prerequisites and the local program of student service learning;
- successful completion of specific subject area requirements; and,
- the accumulation of a minimum of 21 credits.

The minimum number of credits required for promotion is as follows:

- promotion to grade 10 - 5 credits
- promotion to grade 11 - 10 credits (one of which must be in English)
- promotion to grade 12 - 15 credits (two of which must be in English)

Graduation from high school will occur at the end of the school year or summer school in which the student has met the minimum requirements for graduation of the Maryland State Board of Education and of the Harford County Board of Education.

**Legal Reference:**

Policy

Adopted: Reaffirmed: 3/10/80

Amended: 7/14/97

Reaffirmed: 4/22/02

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

Cross Reference: Administrative Handbook, pgs. 2401, 2403, 2405  
2407, 2411, 2361, 2365



**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.065

**Subcategory:** REPORT CARDS AND MARKING SYSTEM

### Policy Statement

- There will be four quarterly reporting periods for elementary, middle, and high schools.
- At the conclusion of the first quarter, progress for students in prekindergarten through grade five will be reported through parent conferences.
- The progress of students in special education will be evaluated through the individual education plan.
- Non-graded progress reports:
  - Progress reports for students in prekindergarten through grade two will be presented through non-graded checklist. Student progress in relation to essential learnings will be judged as follows:

Prekindergarten	Kindergarten	Grades 1 and 2
T. I do this independently.	T. I do this independently.	Consistently Evident
O. I do this with some help.	O. I do this with some help.	Developing
P. I only do this with continual support	P. I only do this with continual support.	Not Evident
S. Not yet assessed.	S. Not yet assessed.	Not Introduced

- An additional scored area on the progress report is “Effort.” Effort is a measure of the extent to which a student uses and displays work habits and attitudes in the class setting.
- Graded progress reports:
  - When graded progress reports are utilized, a five point scale (A, B, C, D, and E) will be used.
  - When a percentage scale of points is utilized to derive letter grades, the following must apply:

90 and above = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
Below 60 = E

- In the case of advanced placement courses, grades will be weighted based on the following scale:

<b>GRADES</b>	<b>GRADE POINTS FOR ADVANCED PLACEMENT COURSES</b>	<b>GRADE POINTS FOR OTHER COURSES</b>
<b>A</b>	<b>5.00</b>	<b>4.00</b>
<b>B</b>	<b>3.75</b>	<b>3.00</b>
<b>C</b>	<b>2.50</b>	<b>2.00</b>
<b>D</b>	<b>1.25</b>	<b>1.00</b>
<b>E</b>	<b>0.00</b>	<b>0.00</b>

**Legal Reference:**

Resolution, Board of Education of Harford County, adopted January 13, 1992

Policy

Adopted: 7/14/86

Amended: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pgs. 2365, 2391

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.070

**Subcategory:** FINAL EXAMINATIONS

**Policy Statement**

Written final examinations are required in all courses of study in Grades 9-12 in the Harford County Public Schools.

**Legal Reference:**

Policy

Adopted: 4/8/85

Amended: 7/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 2491

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.075

**Subcategory:** HOMEWORK

**Policy Statement**

Appropriate homework is the expectation for students at all levels of schooling. Properly planned homework assignments relate directly to classroom work and extend beyond the classroom. Homework provides the student valuable experience in following directions, making judgments, raising additional questions for study, and developing responsibility and self-discipline.

**Legal Reference:**

Policy

Adopted: Reaffirmed: 3/10/80

Amended: 6/11/90

Amended: 6/9/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 2415

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

**Subcategory:** PARTICIPATION IN EXTRACURRICULAR ACTIVITIES  
ELIGIBILITY RULES

**Policy Statement**

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.

**Subcategory:** PARTICIPATION IN EXTRACURRICULAR ACTIVITIES  
ELIGIBILITY RULES

**Policy Statement – continued**

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

**Subcategory:** PARTICIPATION IN EXTRACURRICULAR ACTIVITIES  
ELIGIBILITY RULES

**Policy Statement – continued**

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.

**Legal Reference:**

Policy Adopted: 12/8/86

Amended: 7/22/92

Reaffirmed: 5/20/97

Reaffirmed: 4/22/02

Revised: 12/20/04

Cross Reference: Administrative Handbook, pg. 1681

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

**Subcategory:** CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

**Policy Statement**

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:

- |                      |                           |
|----------------------|---------------------------|
| 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.

**Legal Reference:**

Policy

Adopted: Reaffirmed: 3/10/80  
Reaffirmed: 4/14/97  
Amended: 4/22/02

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



**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.090

**Subcategory:** INTRAMURAL ATHLETIC ACTIVITIES

**Policy Statement**

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.

**Legal Reference:**

Policy

Adopted: Reaffirmed: 3/10/80

Amended: 4/14/97

Education

Amended: 4/22/02

Jacqueline C. Haas, Secretary and Treasurer  
Board of

of Harford County

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.095

**Subcategory:** INTERSCHOLASTIC ATHLETICS

**Policy Statement**

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.

**Legal Reference:**

Education Articles 5-202 and 2-303(j) of the **Annotated Code of Maryland**

Maryland State Board of Education Bylaw 13A.06.03

**Policy**

Adopted: Reaffirmed 3/10/80

Amended: 9/8/86

Reaffirmed: 4/14/97

Reaffirmed: 4/22/02

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

Cross Reference: Administrative Handbook, pg. 2437

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.100

**Subcategory:** CLUBS

**Policy Statement**

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.

**Legal Reference:**

State Board of Education Bylaw 13.07.03.01(c)

Policy

Adopted: Statutory

Amended: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 1521

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.105

**Subcategory:** SCHOOL SPONSORED DANCES

**Policy Statement**

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

**Legal Reference:**

Policy

Adopted: 11/10/80  
Reaffirmed: 4/14/97  
Amended: 6/12/00  
Amended: 5/19/03

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.110

**Subcategory:** EDUCATIONAL FIELD TRIPS

**Policy Statement**

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.

**Legal Reference:**

Board of Education of Harford County Resolutions dated January 5, 1972, and June 14, 1977

**Policy**

Adopted: Reaffirmed 3/10/80

Amended: 4/14/97

Reaffirmed: 4/22/02

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

Cross Reference: Administrative Handbook, pgs. 2421, 2425,

2429, 2435, 2440, 2445, 2451, 2453, 2455, 2459, 2471, 2475, 2481

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.115

**Subcategory:** NONSCHOOL SPONSORED TRIPS

**Policy Statement**

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.

**Legal Reference:**

Board of Education of Harford County, Adopted May 12, 1975

**Policy**

Adopted: Reaffirmed: 3/10/80  
Reaffirmed: 4/14/97  
Reaffirmed: 4/22/02

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

**Subcategory:** INVOLVEMENT OF STUDENTS IN FUND-RAISING ACTIVITIES

**Policy Statement**

**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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.120

**Subcategory:** INVOLVEMENT OF STUDENTS IN FUND-RAISING ACTIVITIES - CONTINUED

**Policy Statement - Continued**

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.

**Legal Reference:**

Board of Education of Harford County, Adopted July 7, 1975

Policy

Adopted: Amended 7/1/82  
Reaffirmed: 7/8/85  
Amended: 4/14/97  
Reaffirmed: 4/22/02

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

Cross Reference: Administrative Handbook, pgs. 1141, 1143



**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.121

**Subcategory:** THE SCHOOL STORE

**Policy Statement**

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.

**Legal Reference:**

Policy

Adopted: 7/8/85

Reaffirmed: 4/14/97

Reaffirmed: 4/22/02

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.122

**Subcategory:** SCHOOL PICTURES

**Policy Statement**

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.

**Legal Reference:**

**Policy**

Adopted: 7/8/85

Amended: 4/14/97

Reaffirmed: 4/22/02

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

**Subcategory:** COLLECTION OF FUNDS FROM STUDENTS

**Policy Statement**

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.

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.125

**Subcategory:** COLLECTION OF FUNDS FROM STUDENTS

**Legal Reference:**

Board of Education of Harford County, Adopted July 7, 1995

**Policy**

Adopted: Amended 7/1/82

Reaffirmed: 7/8/85

Amended: 4/14/97

Reaffirmed: 4/22/02

Jacqueline C. Haas, Secretary and Treasurer

Board of Education  
of Harford County

Cross Reference: Administrative Handbook, pgs. 1141, 1143

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.126

**Subcategory:** OTHER FUND-RAISING ACTIVITIES

**Policy Statement**

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.

**Legal Reference:**

**Policy**

Adopted: 7/8/85

Amended: 4/14/97

Amended: 4/22/02

Cross Reference: Administrative Handbook, pgs. 1141, 1143

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

**Category:** SCHOOL ADMINISTRATION      **Descriptor Code:** .02.08.127

**Subcategory:** HANDLING THE SALE OF MERCHANDISE TO STUDENTS

### **Policy Statement**

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.

**Category:** SCHOOL ADMINISTRATION      **Descriptor Code:** .02.08.127

**Subcategory:** HANDLING THE SALE OF MERCHANDISE TO STUDENTS - CONTINUED

**Policy Statement**

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.

**Legal Reference:**

Policy

Adopted: 7/8/85

Amended: 4/14/97

Reaffirmed: 4/22/02

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.130

**Subcategory:** STUDENT OBLIGATION FOR LOST AND/OR DAMAGED PROPERTY

**Policy Statement**

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.

**Legal Reference:**

**Policy**

Adopted: Reaffirmed: 3/10/80

Reaffirmed: 4/14/97

Reaffirmed: 4/22/02

Cross Reference: Administrative Handbook, pg. 1801

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



**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.135

**Subcategory:** SCHOOL FUND ACCOUNTING

**Policy Statement**

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.

**Legal Reference:**

**Policy**

Adopted: Reaffirmed: 3/10/80

Reaffirmed: 4/14/97

Reaffirmed: 4/22/02

Jacqueline C. Haas, Secretary and Treasurer

Board of Education

of Harford County

Cross Reference: Administrative Handbook, pgs. 3181, 3182, 3186, 3187, 3191, 3192, 3193,  
3199, 3201, 3211, 3212, 3221, 3222, 3223, 3224, 3225, 3226, 3310

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.136

**Subcategory:** TITLE I TRANSFERS

**Policy Statement**

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.

**Legal Reference:**

Policy  
Adopted: 6/27/05

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

**Category:** SCHOOL ADMINISTRATION

**Descriptor Code:** .02.08.137

**Subcategory:** VISITOR POLICY

**Policy Statement**

The Board of Education is committed to maintaining a safe and secure environment for all students, staff and other persons. The time, place and manner by which persons visit the public schools and other public school buildings are subject to such control and regulations as the Superintendent and staff deem appropriate in order to protect and secure the safety of all students, staff and others who participate in the school community.

Policy  
Adopted: 12/12/05

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

**Subcategory:** POSSESSION AND SELF-ADMINISTRATION OF MEDICATION

**Policy Statement**

Students are prohibited from possessing or using any type of medication on school property; school buses or at school activities subject to the exceptions set forth below.

1. Definitions

Medication means prescription or nonprescription substances used to relieve or treat a medical, physical, mental or emotional problem or condition including Ibuprofen, Tylenol, Aspirin and similar substances.

Emergency Medication means an asthma inhaler, EpiPen or other drug pertaining to a student's asthma or other airway constricting disease or any other drug which a student may need on an emergency basis and that is dispensed for a student only on the prescription of a health practitioner.

Health Practitioner means a physician or other individual authorized by law to prescribe drugs or devices.

2. Students may possess and self-administer emergency medication provided that:

- a. the student has a prior written order from the student's health practitioner and, if the student is a minor, the prior written approval of the student's parent or guardian authorizing such use and self-administration;
- b. the student's parent or guardian has obtained written verification from the student's healthcare practitioner confirming that the student has the knowledge and skills to safely possess and self-administer the medication.

3. The health practitioner statements described above and required under this policy shall be provided to the student's school at least annually and shall be maintained in the student's file.

4. A school nurse shall assess the student's ability to demonstrate a skill level necessary to ensure proper and effective use of the medication in school.

5. Except as allowed pursuant to paragraph 2 above, no student shall possess or administer emergency medication or medication. All medications and emergency medications not

**Subcategory:** POSSESSION AND SELF-ADMINISTRATION OF MEDICATION

**Policy Statement – Continued**

authorized under paragraph 2 shall be delivered by parents to the school; stored by the school nurse; and administered by appropriate school personnel.

6. A student and/or his/her parents/guardians who qualifies to possess and self-administer emergency medication pursuant to this policy shall complete such forms as the Superintendent/designee may direct in order to meet the needs of the student and protect the safety of the overall school environment, including contracts for self-administration of medication.
7. Any student who violates this policy is subject to disciplinary action.

Policy  
Adopted: 06/12/06

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