2017-2018
Parent-Student Handbook Calendar
2017-2018 COLOR-CODED CALENDAR AT A GLANCE*

*The Board of Education of Harford County approved this calendar on December 19, 2016.
About Harford County Public Schools

Approximately 38,000 students are enrolled in HCPS. The school system has the eighth largest student enrollment of the 24 public school systems in Maryland. Approximately 5,300 people are employed by the school system to provide the necessary educational programs and supporting services for the students.

Currently, in the Harford County public school system, there are 33 elementary schools, nine middle schools, nine comprehensive high schools, the John Archer School (a separate public day school for students with disabilities), Harford Technical High School and the Alternative Education Program – a total of 34 schools.

Based upon firm beliefs in the value of youth and the obligations of public education to educate each of them effectively, the Harford County public school system provides comprehensive instructional programs and related student activities for the youth who are currently enrolled. Half-day prekindergarten classes are available for four-year-olds at 19 of the Harford County public elementary schools. Full day prekindergarten classes are available for four-year-olds at two of the Harford County public elementary schools. A systemwide kindergarten program begins public education for five-year-olds with all 33 elementary schools offering full-day kindergarten. A carefully planned and appropriately sequenced curriculum extends learning from elementary, middle and high school grades toward graduation. Special programs and services are provided to accommodate the unique needs of each student, including those who possess exceptional abilities, talents and/or disabilities.

VISION: We will inspire and prepare each student to achieve success in college and career.

MISSION: Each student will attain academic and personal success in a safe and caring environment that honors the diversity of our students and staff.

CORE VALUES:

• We empower each student to achieve academic excellence.
• We create reciprocal relationships with families and members of the community.
• We attract and retain highly skilled personnel.
• We assure an efficient and effective organization.
• We provide a safe and secure environment.

To view the full Board of Education Strategic Plan, visit www.hcps.org/BOE.

HCPS Hotline 410-809-6056

HCPS maintains a hotline that may be called to report any of the following: fiscal misconduct, violations of Board policy, violations of federal or state law or regulation, and any instance where the health or safety of an employee or student has been jeopardized. The call automatically goes to a voice mailbox that is monitored daily. The information reported is reviewed by the Office of Internal Audit.

Callers have the option to leave contact information. All information will remain confidential.

Superintendent’s Pen

Dear Community:

This handbook is published each year to provide parents, students and employees of Harford County Public Schools with essential information. It includes school system rules and regulations, the school calendar and other pertinent information, as well as artwork by our outstanding students. I trust you will find the contents of this handbook to be informative and useful.

Additional assistance can be obtained on our website at www.hcps.org or by calling 410-838-7300. The school system and our schools will continue to employ a rapid phone, text and email notification system this year to convey emergency and other important information to parents and guardians. Please sign up for our Parent Portal to take full advantage of this resource by clicking the link at the top of our homepage.

With your assistance, we are confident that 2017-2018 will be a successful school year for our students, parents and employees.

Sincerely,

Barbara P. Canavan
Superintendent of Schools

Harford County Public Schools
2017 Teacher of the Year

Ms. Amy Mangold has spent the majority of her 14-year career teaching students in the preschool special education classroom at John Archer School. She graduated from Notre Dame of Maryland with a master’s in teaching and from Johns Hopkins where she received certification in Early Childhood Special Education. Ms. Mangold serves as part of the Instructional Leadership Team, the School Improvement Team at John Archer, and mentors students from Towson University. Beyond the walls of her classroom, she also works to promote independent living skills for adults with special needs in the community. Ms. Mangold and her son are excited to raise money for children’s cancer research this spring.
Board of Education of Harford County

Jansen M. Robinson
Elected Member, Councilmanic District A

Robert L. Frisch
Elected Member, Councilmanic District B

Joseph L. Voskuhl
Elected Member, Councilmanic District C

Nancy Reynolds
Elected Member, Councilmanic District D

Rachel Gauthier
Elected Member, Councilmanic District E

Thomas F. Fitzpatrick
Elected Member, Councilmanic District F

Joseph A. Hau
Appointed Member-at-Large

Laura S. Runyeon
Appointed Member-at-Large

Alfred L. Williamson
Appointed Member-at-Large

Matthew E. Resnik
Student Member

Barbara P. Canavan
Secretary-Treasurer, Superintendent of Schools

MEETING SCHEDULE: All meetings are scheduled to begin at 6:30 p.m. Dates subject to change.

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<tr>
<th>2017</th>
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<tr>
<td>August 14</td>
<td>January 8</td>
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<td>September 11</td>
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When issues are open for public comment, send the Board your thoughts by visiting www.hcps.org and clicking “For Public Comment” on the homepage!

School Information

The following information contains excerpts of school- and Board-based policies, procedures and practices. This handbook serves as a reference only. It does not contain all Harford County Public Schools Board of Education policies, and some policies presented here may not be set forth in their entirety. Students and parents may familiarize themselves with the full policy manual, available online at www.hcps.org. Items listed in this handbook are subject to change without notice.

HOURS OF OPERATION:

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<thead>
<tr>
<th>School</th>
<th>Start Time</th>
<th>Dismissal</th>
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<tr>
<td>High School</td>
<td>7:30 a.m.</td>
<td>2:00 p.m.</td>
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<tr>
<td>Middle School*</td>
<td>8:15 a.m.</td>
<td>2:45 p.m.</td>
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<tr>
<td>Elementary School**</td>
<td>9:00 a.m.</td>
<td>3:30 p.m.</td>
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<td>John Archer</td>
<td>9:00 a.m.</td>
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<tr>
<td>Prekindergarten A.M.***</td>
<td>9:00 a.m.</td>
<td>11:30 a.m.</td>
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<tr>
<td>Prekindergarten P.M.***</td>
<td>1:00 p.m.</td>
<td>3:30 p.m.</td>
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* North Harford Middle School operates on the same schedule as North Harford High School.
** Bakerfield, Bel Air, Deerfield, Forest Lakes, Havre de Grace, Red Pump and William S. James elementary schools operate on the 4th tier busing schedule, 9:30 a.m. - 4:00 p.m.
*** 4th tier busing schedule for prekindergarten, 9:30 a.m. - 12:00 p.m.; 1:30 p.m. - 4:00 p.m.

For correspondence directed to the Board, write: President, Board of Education of Harford County, 102 S. Hickory Avenue, Bel Air, Maryland 21014. In addition to the live stream archive on the school system website, Board business meetings will be televised on a tape delay basis by HCN on the second and fourth Tuesdays beginning at 8:00 p.m. on Comcast channel 21, Verizon FiOS channel 31 and Armstrong channel 7 and can be viewed on demand by logging onto our website, www.hcps.org.

ALTERNATIVE EDUCATION: A program of alternative education is provided at the Center for Educational Opportunity. Secondary school students who have long-term suspensions from school are eligible to enroll in the alternative education program and will receive credit for satisfactorily completed work. In addition, secondary school students whose educational needs are such that they cannot be met in the regular school program are eligible to apply for admission to the alternative education program.

COMMUNICATION: Harford County Public Schools is committed to parental, family and community involvement in the educational process. Harford County Public Schools encourages two-way communication and strives to keep the public informed about issues affecting its schools, decisions made by the Board of Education of Harford County and student activities through various methods of regular communication.

Rapid Notification System — Harford County Public Schools utilizes Blackboard Connect 5 phone notification system to inform parents and guardians of emergency closures and important information. Parents/guardians are now able to manage contact information and notification preferences by utilizing the Parent Portal. Parents/guardians can access the Parent Portal by visiting www.hcps.org. More information and Parent Portal instructions can be found on our school system website. Pursuant to the Telephone Consumer Protection Act (TCPA), please make HCPs aware of any changes to contact information, including all phone numbers on file. Notify your student(s) school(s) in a timely manner so that the above contact information may be updated. If you create a Connect 5 Parent Portal account, update the contact information in your account in a timely manner to ensure correct contact information is available.

Website & Social Media — The school system’s website, www.hcps.org, offers information to meet the needs of parents/guardians, students, staff and the general community. The “Parents” tab at the top of the homepage includes links to useful information such as the registration process, immunization requirements, academic programs and calendars, as well as information regarding athletics and arts. The website serves as a quick resource to the most requested information. Android and iPhone users should check out the school system’s mobile site for announcements, downloadable calendar and quick links.

ELEMENTARY SCHOOL: Harford County Public Schools offers a wide variety of programs at the elementary level including gifted education and instrumental music. We have prekindergarten programs in 19 of our elementary schools designed to meet the needs of at-risk students. There are 21 before and after school on-site daycare centers available for the community. All of our kindergarten programs are full-day. For more information on elementary schools, please visit individual school profiles on www.hcps.org. Official school websites can also be accessed from these profiles.

FOOD & NUTRITION: All Harford County Public Schools conduct breakfast and lunch programs. Menus are distributed through the schools and are on www.hcps.nutrislice.com. The site also provides nutritional and ingredient information. School food prices are subject to change pending an annual review of revenue/expenses. The cost of school meals can be found on school menus and on our website at www.hcps.org.

Stay connected! A summary of action items and presentations are posted after every meeting on www.hcps.org. Click on the “In the Know” link on the homepage of our website.
Participation in the Federal Government School Food & Nutrition Program has also made it possible to provide some HCPS students with free or reduced price meals. Application forms and guidelines for determining a student’s eligibility to receive free or reduced price meals are distributed to each child in August.

One application can be completed for the entire household when all family members are listed. Applications for the program are available in school offices and parents may apply at any time during the school year.

Cafeterias are equipped with computers, which allow parents/guardians to deposit funds on accounts. Deposits can be made directly to cafeteria staff or at www.myschoolbucks.com. Personal checks will not be accepted as a form of payment. Funds for purchases can be debited from a student’s account by using their personal identification number (PIN).

**GRADING:** Student progress is formally reported to parents in November, February, April and June. In addition, teachers communicate with parents/guardians informally by means of conferences, interims, letters, emails, and telephone calls. Teachers and parents/guardians can utilize Edline to communicate progress of students in grades three through 12 via the use of an assigned PIN number.

Report cards are not issued to elementary school children in November. Instead, a parent/guardian/teacher conference is scheduled so they may discuss each child’s rate of progress, expected standards for learning and discipline, and school goals. Elementary school students receive report cards in February, April, and June.

Students in prekindergarten, kindergarten, and grades one and two receive a progress report that indicates the level of student progress in Integrated Language Arts, mathematics, science, social studies, as well as work habits/skills and social emotional development. Student progress is recorded on the report card as C-Consistently Evident, D-Developing, N-Not Evident, or N-Not Introduced.

Students in grades three, four, and five earn letter grades to indicate the level of student progress in Integrated Language Arts, mathematics, science, and social studies. Art, music, media, physical education, and health habits/attitudes/skills are evaluated using a performance rubric. Student progress for these content areas is marked on the report card as C-Consistently Evident, E-Evident, D-Developing, N-Not Evident, or NA-Not Assessed.

Students in grades six through 12 receive report cards at the end of each of the four marking periods and is recorded by means of the letter grades A, B, C, D, or E.

**HEALTH SERVICES PROGRAM:** The Health Services Program is an integral part of the educational support system and maximizes every student’s learning potential by promoting his or her optimum health. Vision and hearing screenings are completed upon entry to school, kindergarten and grades one, four and eight. Each school is assigned a school nurse. Please contact your child’s school to speak to the nurse.

**HIGH SCHOOL:** Harford County Public Schools has ten high schools that offer a variety of instructional and extracurricular programs. For information regarding graduation requirements, please refer to the Student Education Planning Guide, available in the ‘Students’ section of www.hcps.org.

**High School Eligibility Policy —** In order to participate in curricular and extracurricular activities in any Harford County public high 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 academic performance or citizenship. A student will be declared ineligible when the student has received a failing grade in any subject on a quarterly report card. For a complete listing of eligibility rules, please refer to individual school handbooks.

**Magnet Programs —** Harford County Public Schools offers four magnet programs for incoming high school freshmen:

- Harford Technical High School
- The Global Studies Program/International Baccalaureate Diploma Programme (IB) at Edgewood High School
- The Natural Resources and Agricultural Sciences (NRAS) Magnet Program at North Harford High School
- Science and Mathematics Academy (SMA) at Aberdeen High School

An open house is hosted at each school, giving students and parents/guardians an in-depth look at the specific magnet program offered at the school. The event provides an opportunity to hear more about the program in general, meet teachers, students and parents/guardians currently involved with the Magnet Program, and see the school facilities. Open house dates are typically scheduled in the fall and are posted on www.hcps.org.

Each prospective magnet student must complete an application for entrance into any Harford County Public Schools magnet program. Visit the ‘Students’ section of www.hcps.org for more information.

**HOME & HOSPITAL INSTRUCTION:** Students who cannot attend school due to a verified physical or emotional condition may apply for short-term Home/Hospital Teacher Services. If approved, a home teacher is assigned. A licensed physician, certified nurse practitioner, certified school or licensed psychologist or licensed psychiatrist must sign the application, which is available from the Student Services Office. For more information, contact Student Services at 410-588-5334.

**WORKHOME:** Homework is not assigned over holidays when public schools are closed.

**RESPONSIBLE USE OF TECHNOLOGY:** Harford County Public Schools provides telecommunications resources to its students for educational purposes. Telecommunications resources shall be used in accordance with the Responsible Use Procedure (RUP). By logging into a telecommunications resource, students agree to the terms and conditions within the Harford County Public Schools Responsible Use Procedure. The Responsible Use Procedure is available at www.hcps.org.

Harford County Public Schools utilizes an outside Internet filtering company to ensure the safety of our students while they access the Internet. The use of this filter system also allows Harford County Public Schools to comply with the Child Internet Protection Act (CIPA). Students are expected to demonstrate responsible and ethical behavior in the use of the resources as outlined in the RUP.

**MEDICATIONS:** When a student is taking a prescribed medication, parents/guardians should make every effort to arrange for the medicine to be taken outside of the school day. However, there are occasions when it is determined by a health care provider that a student must receive prescribed or over the counter medication during the school day, either on a regular schedule or in the event of an emergency. When this circumstance occurs, the following guidelines apply:

- All medication must be written by a written health care provider’s order. These instructions must contain the student’s name, name of the medication, the route of administration, the exact dosage, time and circumstances of administration, length of time the medication is to be continued, reason for administration, health care provider’s name, time and frequency of administration and date of order. Parents/guardians must also provide written authorization to administer medication to their child. For your convenience, a form is available from the school nurse or at www.hcps.org. No medication may be administered to a student without the required health care provider’s order and parent/guardian permission. Faxed medication orders are acceptable. In some circumstances, orders written on health care provider’s letterhead or prescription pad are acceptable.
- The parent/guardian should give the first dose of any new prescription or over the counter medication at home (except for emergency medication, e.g. auto-injectable epinephrine).
- Medication must be in its original prescription bottle, properly labeled by the pharmacy. Pharmacies can provide a second labeled bottle to accommodate medications that are given at school. Siblings may not share medication.
- Discretionary medications are available for occasional use only to students who have a signed permission slip on file in the health suite. Medications may be administered under the ordered guidelines of the physician from the Harford County Health Department and at the discretion of the school nurse. Students are permitted to carry cough drops, but must have written parent/guardian permission. No health care provider’s order is required.
- Discretionary medications that are required on a more than occasional basis must be accompanied by an order from an authorized health care provider and supplied and transported to the health suite by the parent/guardian.

Parents/guardians or their designee must bring the medication to the school personally. Students are not permitted to carry medication on school buses or onto school grounds. Bus drivers may not carry medications for students under any circumstances, with the exception of auto-injectable epinephrine. This is for the safety of all students.

If the health care provider feels that your child must carry and self-administer either an inhaler or auto-injectable epinephrine, please have the health care provider complete the “Permission for Students to Carry/Self Administer Medications” form, stating the medical necessity for carrying the medication. The parent/guardian must also sign the form. This completed form must be given to the school nurse. The school nurse will notify all appropriate personnel when such exceptions are granted, including bus drivers. A copy of this form will be retained in the student’s confidential health folder. The Contract for Self-Administration of Medication must also be completed. Backup medications must be kept in the health suite.

No medication will be stored over the summer. The parent/guardian must pick up all medication by the end of the school day on the last day of school. Any remaining medication not picked up by a parent/guardian will be destroyed. No medication will be sent home with a student.

A new health care provider’s order and parent/guardian permission form is required for medications at the beginning of each new school year, and for any changes during the school year.

The following measures are taken to ensure the safety of the student taking medications:

- All medications are kept in a locked cabinet in the health suite at all times.
• Medication must be taken in the presence of the school nurse, principal or designee.
• Records are maintained documenting the medication taken, date, time and the person who administered it.
• Immunization requirements can be found on page 9.

Epinephrine Availability — In accordance with Maryland law, each school is stocked with epinephrine that will be administered to students during unanticipated anaphylactic emergencies. If there is a medical concern that requires your child to have or carry any emergency medication, such as an inhaler or auto-injectable epinephrine, the parent/guardian must supply the medication and an order from your student’s health care provider.

Naloxone — Naloxone is available in all elementary, middle, and high school health suites for suspected opioid overdose. All school nurses have received certification and practice guidelines through the Harford County Health Department.

MIDDLE SCHOOL: All nine middle schools offer comprehensive programs of study designed to meet state grade level and graduation requirements. Harford County middle schools offer a wide and varied range of extracurricular and club related activities. These can include experiences in music, drama, fine arts, publications and areas of student interest. For more information on a specific school, visit www.hcps.org.

RESOLVING SCHOOL CONCERNS:

Academic — Academic questions or concerns should be discussed with the student’s classroom teacher at a face-to-face conference or over the phone. If the issue cannot be resolved at this level, you should contact the following personnel, in the order listed, until a resolution is achieved:

• Assistant Principal
• Principal
• Executive Director of Elementary School Performance or Executive Director of Middle and High School Performance
• Superintendent (the Superintendent may direct a designee to respond to the concern)
• Board of Education of Harford County

Athletic/Extracurricular — High school athletic and extracurricular questions or concerns should first be discussed with the school’s athletic director, group sponsor or team coach at a face-to-face conference or over the phone. If the issue cannot be resolved at this level, you should contact the following personnel, in the order listed, until a resolution is achieved:

• Principal
• Supervisor of Athletics (for athletic concerns)
• Executive Director of Middle and High School Performance
• Superintendent (or designee)
• Board of Education of Harford County

Disciplinary or Other School-Based Concerns — Disciplinary or other school-based questions or concerns should be first discussed with the school assistant principal at a face-to-face conference or over the phone. If the issue cannot be resolved at this level, you should follow the same order listed above until a resolution is achieved. Please refer to the Discipline Policies on page 13.

STUDENT SERVICES: There are a variety of services available to provide assistance for children with special needs. At the school level, the teacher, school counselor, school nurse and school administrator assist students with everyday problems. Specialized personnel, such as pupil personnel workers and school psychologists, are called into the school to help with more complex student needs. Parents who feel that their student may need special services should contact the student’s school or the Office of Student Services at 410-588-5334.

VOLUNTEERING & VISITATION IN SCHOOLS:

Volunteering — Hundreds of persons each year assist students in the schools by donating their time to work in classrooms, libraries and health rooms. These individuals make valuable contributions to the educational system by working directly with children or by performing duties that allow others to give students more individual attention.

Volunteers are selected at the school level and assigned specific duties. Before they actually begin work, they participate in meetings that are designed to help them become familiar with the school program and their new roles. Following these general meetings, the teacher and the volunteer meet to discuss classroom standards, routine operations and duties to be performed. Persons interested in donating their services should contact the school in which they would like to volunteer.

Harford County Public Schools invites and encourages the participation of parents/guardians and community members in the education of their students. All parents/guardians and community members are expected to participate actively in program planning and decision making.

Visitors — 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.

Board of Education Policies

Please note: The contents of this handbook are meant to serve as a summary of frequently used Board of Education policies and procedures. For a detailed list of Board policies, please access the Board Policy Manual on our website, www.hcps.org, via the HCPS Procedures & Board Policies button.

ATTENDANCE: Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are expected to attend school and all classes regularly and to be punctual. Upon returning to school from an absence, a student is required to bring a written note from a parent/guardian stating the reason for each absence.

General Regulations —

• Each child who resides in this state and is five years old or older and less than 18 years of age, shall attend a public school regularly during the entire school year, except under specific provisions of Maryland law or regulation.

• A student is considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the local superintendent of schools, the school principal, or their designees.

INCLEMENT WEATHER POLICY: All public schools in Harford County will be closed on days when roads, school parking lots and/or school driveways/walkways are considered to be unsafe for school bus transportation or student/staff use. The decision to close is made by the superintendent of schools as early as possible on the morning in question. In the vast majority of cases, this is prior to 5:00 a.m. The determination is made after consulting with the state police, the HCPS transportation office, the sheriff’s office, the state and county highway departments and other sources of information in different parts of the county.

Some weather conditions make it advisable to delay the opening time of schools.

• If schools are delayed one hour, morning half-day prekindergarten will start at 10:00 a.m.; afternoon half-day prekindergarten will proceed as originally scheduled; and fourth tier schools will begin at 10:30 a.m.

• If schools are delayed two hours, there will be no morning half-day prekindergarten or early intervention programs; afternoon half-day prekindergarten will proceed as originally scheduled.

• If schools have a scheduled teachers’ planning/early dismissal and there is a two-hour delay, students will NOT be dismissed early but remain in school for the regular school day.

Any change from the normal school schedule as a result of inclement weather will be communicated through our rapid telephone notification system, email, text message, Twitter, Facebook and on radio and television broadcasts. In addition, changes will be listed on the HCPS website at www.hcps.org. Please note, we cannot control when the media posts inclement weather updates.

Parents/guardians always have the right not to send their children to school if they feel travel conditions are unsafe. The student will be marked as lawfully absent.

Announcements will only be made when schools will be closed or have delayed openings or early closings. No telephone calls or media announcements will be made when schools are operating on a normal schedule. In order to keep school telephone lines open for emergency calls, parents/guardians are urged not to call the school concerning delays or closings. This information will be reported as soon as possible using the communication vehicles listed above.

Parents/guardians always have the right not to send their children to school if they feel travel conditions are unsafe. The student will be marked as lawfully absent.

The school system website is always kept up-to-date with school/school system delays, closures and early dismissals.

www.hcps.org

NOTE: This calendar contains the potential for 187 student days — seven more than the state minimum requirement of 180 days. If schools are closed seven days or more due to emergency conditions, weather related or otherwise, it may be necessary to alter the school calendar. The calendar may be reduced if inclement weather makeup days are not needed to meet the state-mandated minimum required days.
Recording Attendance —

- Students Scheduled for a Full Day – A student is counted present for a full day if the student is in attendance for at least two hours of the school day, but less than four hours. A student is counted as tardy to school if the student is absent less than two hours in the morning. It is considered an early dismissal if the student is absent less than two hours before dismissal.

- Students Scheduled for a Partial Day – A student is counted present for a full day if absent no more than 30 minutes of the school day. A student is counted present for half day if present for at least two hours in the morning. It is considered an early dismissal if the student is absent less than 30 minutes before dismissal.

- Students Scheduled for a Partial Day – A student scheduled for a partial day is to be counted present based on the amount of time he/she is scheduled for a partial day. A student scheduled for a two-hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two-hour block of time will be counted present for one-half day if the student is in attendance for one hour.

Recording Absences —

- Lawful Absences —
  - Death in the immediate family – the immediate family shall include parent, siblings, grandparents, a person who is the primary care provider, or anyone who lives regularly in the household of the student, and others as determined by the school principal.
  - Illness of the student – the principal may require a physician’s certificate from the parent(s)/guardian(s) of a student reported continuously absent or ill. Absentees may have a number of consecutive absences or total absences in excess of the standard for regular attendance for which, in the principal’s judgment, medical documentation is required.
  - Court summons
  - Hazardous weather conditions – hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school.
  - Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools, the school principal, or his/her designees, as reason for excusing the students.
  - Observance of a religious holiday – the absence of a student to participate in the observance of a major religious holyday shall not prevent them from achieving a “Perfect Attendance” certificate or other appropriate recognition for attendance. Major tests, field trips, the taking of student pictures and similar activities should not, insofar as possible, be scheduled during religious holidays.
  - State of emergency
  - Suspension
  - Lack of authorized transportation – this shall not include students denied authorized transportation for disciplinary reasons.

- Other emergency set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

- Family vacation or family trip – a family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student’s academic progress and record. It is also recognized, that on some occasions, working parents/guardians have little control over the time of the year when vacations or trips may be taken. Family vacation absences are considered lawful only if they have prior written approval of the principal and do not exceed five days per school year. Written requests must be made at least ten school days in advance of the requested vacation absence and after approval, parents/guardians and students are responsible for requesting assignments. If a family vacation or trip is not approved by the school principal, the parent/guardian may contact the appropriate executive director to discuss the matter. Requests that exceed five days per year may be approved by the superintendent’s designee.

- Unlawful Absence – An absence, including an absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy.
  - Truancy – A truant is a student who is absent from school, or a portion thereof, without lawful cause.
  - Habitual Truant – A student is a habitual truant if he/she is unlawfully absent from school for a number of days or equivalent days in excess of six percent of the school days within any marking period, semester or year.
  - Repeated unlawful absences will require a school conference between the appropriate school personnel and parent(s)/guardian(s) and may result in a referral to the pupil personnel worker. Any student who meets or exceeds five days of unlawful absence in a quarter must be referred to the pupil personnel worker. The teacher will provide the required make-up work in a method chosen by the teacher and will collect and correct the make-up work provided, when possible, in advance of a lawful absence if requested by parent/guardian at least five days in advance of the absence and approved by the principal or designee. Submission of the make-up work provided in advance is required upon the return of the student to school unless extenuating circumstances have been documented.

Standard for Regular Attendance and Actions or Consequences for Not Meeting the Standard — The standard for regular attendance is the minimal requirement for student attendance in order to permit continuity in the instructional program. The standard includes both lawful and unlawful absences within a marking period, semester or school year. The minimal standard is no more than four total days absent per quarter.

- All Schools - Beginning with the fifth absence and/or tardiness, the parent/guardian will be notified in writing. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions:
  - Conference with the parent/guardian, student and the principal or designee.
  - Referral to student services team and/or the pupil personnel worker for appropriate intervention.
  - Probationary time period - verbal agreement.

- Written contract.
- After-school detention.
- Saturday school (non-teaching day attendance).
- Removal of school privileges.
- Restriction of extracurricular activities.
- In-school suspension (due process procedures followed).
- Referral to Student Services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

- High Schools – Following the second day of unlawful absence in a semester course, the parent/guardian will be notified in writing of the imminent danger of loss of the one-half credit for the course. On the fifth day of unlawful absence, the student loses credit for the semester course. Parents/Guardians will be notified in writing of the loss of credit and made aware of the appeal process.

The actions taken when the standard is not met should reflect a continuum to students who have been unlawfully absent. The make-up policy for short term (five days or less) lawful absence shall be:

- It will be the responsibility of the student and parent/guardian to request missed assignments.
- Students will be granted the number of days equal to the number of days absent to turn in completed make-up work. Assignments may be provided, when possible, in advance of a lawful absence if requested by parent/guardian at least five days in advance of the absence and approved by the principal or designee. Submission of the make-up work provided in advance is required upon the return of the student to school unless extenuating circumstances have been documented.

The make-up work policy for extended (six days or more) lawful absence shall be:

- It will be the responsibility of the student and parent/guardian to request designated school officials to arrange for make-up work.
- The teacher will provide the required make-up work in a method chosen by the teacher and will collect and correct the make-up work. A reasonable timeline for the completion of the work will be established. It is recommended that this exchange of completed and newly assigned work be done on a weekly basis.
- The student will be accountable to complete all assigned make-up work.
- All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline.
- It is the responsibility of the student and the parent/guardian to initiate the request and obtain work from the teachers and return the completed work within the allocated timeframe.
- Students permitted to enroll in the Alternative Education Program as a result of a long-term suspension do not have the option to receive make-up work from the home school.

ATTENDANCE AREAS: The attendance area for each public
school in the county is designated by the Board of Education. Students must attend the school in the area in which they reside with their parent or legal guardian. If there are questions concerning the boundaries of a school’s attendance area, visit www.hcps.org to access the “School & Bus Locator” or call the school system’s Transportation Office at 410-638-4092.

Boundary Exceptions — The Board of Education recognizes that circumstances may arise that cause parents or legal guardians to request permission for a student to attend a school outside their home attendance area. To apply for a boundary exception, please contact your child’s Pupil Personnel Worker (PPW).

Proof of Residency — When registering for enrollment into any Harford County public school, proof that the student is domiciled in Harford County with the child’s parent(s)/legal guardian(s) is required. Proof of residency must update each time residency changes.

The following are types of acceptable documentation that may be acceptable for proof of residency:

- Current monthly utility bill dated within 90 days of enrollment (e.g., BGE, Comcast, Verizon, landline phone). The utility bill must show name, service address, usage and charge. Note: A Start Up Notice or pink Turn Off Notice is not acceptable.
- Settlement papers or a lease agreement must be submitted to the Pupil Personnel Worker (PPW) in your attendance area if the family is new to Harford County or has recently changed residence. A follow-up utility bill will be required.
- All documents must be original, dated within 90 days of registration.

Examples of documents that are unacceptable as proof of residency:

- Driver’s license
- Property tax bill
- Water bill
- Cell phone bill
- Property insurance

Families who do not have a house or apartment of their own, but live with a relative or friend, are required to submit a notarized Multi-Family Affidavit as proof of residency for each year the student and parent/legal guardian are in a shared housing/multi-family living arrangement. Review of the multi-family/shared living arrangement will be conducted by the Pupil Personnel Worker (PPW) in your attendance area. Special documentation must be on file.

CHILD ABUSE/NEGLECT:

Definitions —

- Child — any individual under the age of 18 years.
- Abuse — Physical or mental injury (not necessarily visible) of a child under circumstances that indicate that the child’s health or welfare is harmed or is at substantial risk of being harmed by: (i) A parent or other individual who has permanent or temporary care or custody or responsibility for supervision of the child; or (ii) A household or family member.
- Neglect — the leaving of a child, under the age of eight years old, unattended, or other failure to give proper care and attention to a child by any parent or individual who has permanent or temporary care or custody or responsibility for supervision of the child; and (ii) A household or family member.

Sexual abuse — (1) Sexual abuse is an act that involves sexual molestation or sexual exploitation of a child by: (i) A parent or other individual who has permanent or temporary care or custody or responsibility for supervision of the child; or (ii) A household or family member. (2) Sexual abuse includes: (i) Allowing or encouraging a child to engage in: 1. Obscene photography, films, poses, or similar activity; 2. Pornographic photography, films, poses, or similar activity; or 3. Prostitution: (ii) Human trafficking; (iii) Incest; (iv) Rape; (v) Sexual offense in any degree; (vi) Sodomy; and (vii) Unnatural or perverted sexual practices.

Reporting Requirements — The Maryland child abuse and neglect laws mandate that any person who believes or has reason to believe that a child has been abused or neglected must report such reasons both orally and in writing to the Department of Social Services (DSS) or to a local law enforcement agency within 48 hours.

Educators (teachers, school counselors, or other professional employees of the school system), as well as volunteers working in the schools, are required to report the incident. Individuals reporting in good faith are immune from any civil liability or criminal penalty.

FACILITY INFORMATION:

Use of School Facilities — The Board of Education of Harford County encourages the use of Harford County Public Schools facilities by the school community in accordance with Section 7-108 of the Education Article of the Maryland Annotated Code and the HCPS Use of Public School Facilities Procedure. Please utilize the Use of Facilities application at www.hcps.org/Departments/Operations/UF or call the Office of Operations at 410-588-7256.

Integrated Pest Management and Notification of Pesticide Use in a Public School Building and on School Grounds — Integrated Pest Management (IPM) is a system of controlling pests that does not depend on automatic application of pesticides. As implemented by Harford County Public Schools, pests are monitored by routine inspections. The program utilizes a system of inspection, documentation, communication with building occupants, and evaluation of any required actions. An effective pest control program is currently in place.

The IPM program places a priority on non-chemical pest management techniques. However, there will be occasions when pesticide application is necessary. Application will be done in a manner sufficient to minimize potential exposure to occupants and the building environment.

In compliance with regulations as set forth by Maryland Department of Agriculture, notification will be made to the parent(s)/guardian(s) of all elementary students and staff, and parent(s)/guardian(s) of secondary students and staff on the school’s notification list. If you are the parent/guardian of a student attending a secondary school or are a member of the Harford County Public Schools staff and wish to be notified of all pesticide applications, contact school administration to request written notification.

In addition, notification of pesticide applications will be provided to parents, guardians and staff members through the use of the Internet, phone, or email. For those parents/guardians or staff members who do not have access to the Internet, phone, or email, or who wish to receive the notification via non-electronic formats, the school district will provide paper copies of the pesticide list and notices of pesticide application.

Information about pesticides or pest stations that may be used in school buildings or on school grounds when non-chemical techniques are exhausted or inapplicable, or in public schools staff and wish to be notified of all pesticide applications, contact school administration to request written notification.

Notification of AHERA Inspection & Management Plan Compliance — This notification is to inform interested parties such as teachers, school personnel and parents about the Asbestos Hazard Emergency Response Act (AHERA) requirements and the actions taken by Harford County Public Schools to comply with AHERA regulations. On October 30, 1987, the AHERA regulations were published in the Federal Register, pages 41826 to 41898, titled “Asbestos Containing Materials in Schools.” These regulations require a building inspection to locate asbestos containing material (ACM) within each school building and a management plan for each building. Building inspections have been conducted by an Environmental Protection Agency accredited Building Inspector. Management Plans have been written by an Environmental Protection Agency accredited management planner for each school, cataloging ACM found by the building inspection.

Building inspections and management plans have been completed for all Harford County Public Schools. These documents have been submitted to the State of Maryland in compliance with AHERA’s May 9, 1989, deadline. The individual building reports include schedules for periodic surveillance of ACM, re-inspection to be conducted by an accredited Environmental Protection Agency building inspector, and response actions planned, as well as those already completed. The first re-inspection of HCPS buildings were completed in 1992; and subsequent re-inspections were performed in 1995, 1998, 2001, 2004, 2007, 2010, 2013 and 2016.

Management plans are available for public review at school administrative offices. To minimize confusion, and in order for a representative of the school system to be available, all who wish to review the reports are requested to make an appointment with school administration. Public viewing is at no cost to the individual. Copies of the various reports are available for a fee based upon the copying costs of the individual report requested.

Most Harford County public schools do have ACM, and all schools that do, have it identified and cataloged in their management plans. Those materials are monitored by school and facilities staff, and re-inspected every three years by certified inspectors. In the event that deterioration is noted, or maintenance action in the area of the materials requires that the ACM be removed, it is removed and replaced only by certified contractors, with monitoring by a separate industrial hygiene contractor. No one other than certified contractors; not school staff, not teachers, not students, nor parents should EVER take it upon themselves to attempt to remove known or suspected asbestos containing materials for any reason.

Notification of Sampling for Lead in Drinking Water — Medical research shows lead to be a toxic metal which can be harmful to human health. It is found in the drinking water of children, young children, infants and fetuses are particularly vulnerable to lead exposure, at lower exposure limits than adults. The effects are observed in physiological and behavioral symptoms.

The degree of harm from lead depends upon the total exposure to lead from all sources, and is cumulative over your lifespan. Children, as well as adults, continue to be exposed to lead from a number of sources, including

Dimethylamine salt of 2,4 and 4Fipronil, Glysophos, Hydramethylon, Hydronupra, Imidacloprid, Methoprene, metachlor, Naphthalene, Orthoboric Acid, Oxadiazon, Permethrin, Potassium Salt of Fatty Acid, Pyrethrins, Resmethrin, Sodium Nitrate and Sulfur.

The public can review this information by contacting the program coordinator at 410-638-4088. Copies can be obtained for the cost of reproduction. A more detailed description of IPM techniques employed by HCPS may be found in the IPM manual located at each school site. For further information regarding Harford County Public Schools, the IPM program contact the Executive Director of Facilities Management at 410-638-4088.
purposes, and certain physical exams. These include the right to:

Act (PPRA) — Notification of Rights Under the Protection of Pupil Rights
be directed to 410-638-4088.

Regular monitoring of the drinking water continues. Any questions may
for the school system, and are available for inspection by the public.

It also required schools and daycare centers to take actions to reduce lead
from other sources of drinking water to no more than 20 parts per billion.
The Lead and Copper Rule required small water systems to complete initial
monitoring of their drinking water supply by December 31, 1995. HCPS
has completed the initial testing and continues to meet the requirements as
issued by the EPA. Those requirements include corrosion control, source
water treatment, and public education for systems that exceed the action
level of 15 parts per billion (ppb) or 0.015 milligrams per liter (mg/L).

Results from testing done by HCPS are on file in the administrative offices
for the school system, and are available for inspection by the public.

Regular monitoring of the drinking water continues. Any questions may
be directed to 410-638-1088.

Notification of Rights Under the Protection of Pupil Rights Act (PPRA) — PPRA affords parents certain rights regarding our
administration of surveys, collection and use of information for marketing
purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that
concerns one or more of the following protected areas ("protected
information surveys"), if the survey is funded in whole or in part by a
program of the U.S. Department of Education (EID):
  - Political affiliations or beliefs of the student or student’s parent/
guardian;
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close
family relationships;
  - Legally recognized privileged relationships, such as with lawyers,
doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parent/
guardian; or
  - Income, other than as required by law to determine program
eligibility.

• Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as
a condition of attendance, administered by the school or its agent, and
not necessary to protect the immediate health and safety of a student,
except for hearing, vision, or scoliosis screenings, or any physical exam
or screening permitted or required under state law; and
  - Activities involving collection, disclosure, or use of personal
information obtained from students for marketing or to sell or
otherwise distribute the information to others.

• Inspect, upon request and before administration or use:
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for
any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18
years old or an emancipated minor under state law. A complete listing of
rights can be obtained by calling the Communications Office at 410-588-
5203.

Student Parking Policy — Parking on school property is a privilege
afforded to students. Certain conditions are attached to that privilege.
Students who fail to comply with those conditions will be denied or subject
to loss of parking privileges. Students will receive notice that vehicles
parked on school property may be subject to search in accordance to
applicable search and seizure laws and regulations. Harford County Public
Schools shall not assume responsibility for any loss or damage to vehicles
or their contents while they are on school property.

Each high school shall develop and publish parking procedures governing
the conditions under which students may be granted permission to use
the parking facilities available on the school grounds. The local school
procedures shall include the following:

• A general statement indicating that any student who needs to drive
to school and park in the school lot during school hours must obtain
a permit.

• Rules, Definitions and Procedures for Policy Implementation:
  - Each high school principal annually determines the number
of parking spaces on the school premises which can be made
available to students.
  - Only students with a valid driver’s license may apply for a parking
permit.
  - Students and parents/guardians must submit a completed, signed
application form for a student parking permit.
  - Students with outstanding financial obligations to the school will
not be issued a parking permit.
  - Each high school shall develop priorities of needs for the issuance
of parking permits.
  - Each high school will establish campus traffic and parking rules.
  - Each high school shall issue a parking permit for an assigned
parking area. Students will be permitted to park only in assigned
parking areas.
  - Parking permits must be displayed at all times while on school
property.
  - Penalties for driving violations, parking without a permit, or other
school violations may include suspension or revocation of the
permit, disciplinary action, ticketing by the police and/or towing
at the student’s expense.

IMMUNIZATION REQUIREMENTS: The State of Maryland has
established immunization requirements for all students entering or enrolled
in Maryland schools. These requirements are subject to change based on
state mandate. Requirements to achieve complete immunization status
include the following:

• Diphtheria, tetanus, and pertussis (whooping cough), (DTP, DT)
  – Four doses of vaccine for all students less than 7 years old.
  – Three doses are required for children 7 years of age and older. If DT is
given in place of DTP or DTaP, a physician documented medical
contraindication is required.
  – Polio vaccine – three doses for all students less than 18 years of age
or proof of immunity by positive blood test.
• Measles, mumps, and rubella – two doses of measles, mumps and
rubella vaccine received on or after student’s first birthday, or proof of
immunity by positive blood test for students entering kindergarten-
12th grade. Pre-K students under 60 months of age require one dose
of measles, mumps and rubella; preschool students 60 months of age or
older require two doses of measles, mumps and rubella vaccine.
• Varicella – one dose of varicella (chicken pox) vaccine is required for
students less than 13 years of age, administered on or after student’s
first birthday in Pre-K and grades 4-12; or two doses required for all
kindergarten, first grade, second grade, and third grade students and
previously unvaccinated students 13 years of age and older.
• History of varicella (chicken pox) documented by a health care
provider including month and year of disease or a positive blood test
will be accepted as proof in lieu of vaccination.
• Hepatitis B vaccine – three doses or a positive blood test for students
entering Pre-K–12th grade.
• Tetanus, diphtheria, pertussis booster (Tdap): one dose for all students
entering seventh, eighth, ninth and tenth grades.
• Meningitis (MCV4, MPSV4): one dose required for all students
entering seventh, eighth, ninth and tenth grades.

Students enrolled in Pre-K programs must also:
• Have received one dose of Pneumococcal vaccine (PCV 7, PCV 13,
PCV 24 or Pneumovax) if they are 24-59 months of age.
• Have received Haemophilus influenzae type b vaccine (Hib) if they
are 24-59 months of age. At least one dose of Hib must be administered
on or after the first birthday.

Upon record review, a vaccine dose given less than or equal to four
days before the minimum interval or age may be counted as valid.
Proof of immunity by blood test is acceptable in lieu of vaccine history
for Hepatitis B, polio, measles, mumps and rubella, but revaccination
may be more expedient. Official documentation is recorded on the
Maryland Immunization Certificate, DHMH 896. This form is available
from the schools. If you have documentation from another source,
please consult with the school nurse. It is the parent/guardian’s
responsibility to provide the school with proof of immunization.


Definitions —
• Directory Information – Records which contain personally
identifiable information, but which have been designated by HCPS
to be disclosed without parental consent.
• Personally Identifiable Information (PII) — data or information
including (a) the name of the student, his/her parents and family
members; (b) address; (c) social security number or student
number; (d) a list of personal characteristics which would make it
possible to identify the student with reasonable certainty; or (e) other
information which would make it possible to identify the student
with reasonable certainty.
• Student Records – records that are: (a) directly related to a student;
and (b) maintained by the Harford County Public Schools or by a party
acting for Harford County Public Schools.

Notification of Rights under FERPA for Elementary and
Secondary Schools — The FERPA affords parents and students who are
18 years of age or older (“eligible students”) certain rights with respect to
the student’s educational records. These rights are:
• The right to inspect and review the student’s education records
within 45 days after the day the school receives a request for access.
Parents/Guardians or eligible students should submit to the school
principal a written request that identifies the records they wish to
inspect. The school official will make arrangements for access and
notify the parent/guardian or eligible student of the time and place
where the records may be inspected.
Under certain circumstances you may have the right to receive copies of your child’s records or to access them sooner than the 45 day time period set forth above. Please contact your child’s school to receive an explanation of these rights.

- The right to request the amendment of the student’s education records, that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/Guardians or eligible students who wish to amend the student’s education records should write to the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and school resource officer) or a person serving on the school Board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning the school’s compliance with FERPA. The name and address of the office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Notice for Disclosure of Directory Information — FERPA requires that the Harford County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Harford County Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Harford County Public Schools to include this type of information from your child’s education records in certain school publications.

In addition, two federal laws require local educational agencies receiving assistance from the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the following information — names, addresses and telephone listings — unless parents/guardians have advised the local school system that they do not want their student’s information disclosed without their prior written consent.

If you do not want Harford County Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the student’s principal in writing within 10 school days of public notice or personal receipt of such notice. Harford County Public Schools has designated the following information as directory information:

- Student’s name and grade; but only when it appears on honor roll or graduation list or as a member of a school-approved team, club or other organization or school publication;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received;
- Student’s name and photograph as they appear in individual school or school system publications.

**RIGHTS & RESPONSIBILITIES OF STUDENTS:**

**Dress Code** — Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, appropriate, and not disruptive to the educational process. The student dress code is intended to create and preserve a positive climate for teaching and learning, reduce the possibility of discipline problems, and preserve school order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances.

Students’ style of dress or grooming must meet the reasonable requirements of the district or activity. Accordingly, students are prohibited from wearing clothing, jewelry, tattoos, bookbags or other articles of personal appearance that:

- Depict profanity, obscenity, the use of weapons or violence.
- Promote the use of tobacco, drugs, alcohol or other illegal or harmful products.
- Contain sexually suggestive messages.
- Unduly expose or reveal skin or undergarments such as tank tops*, tube tops, halter tops, mesh tops, bare midriff tops, spaghetti straps, pants worn below the hips, shorts-shorts, miniskirts or bedtime attire.
- Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others in violation of the Board harassment or discrimination policies.
- Cause, or is likely to cause, a substantial or material disruption to school activities or the orderly operation of the school, including, but not limited to, swastikas and gang-related attire.
- Contain profane, disrespectful or discourteous expression inconsistent with civil discourse and behavior.
- Endanger health or safety.

*A tank top is a sleeveless garment with wide shoulder straps that dips well below the neckline. The top is typically “U” or “V” shaped, exposing a broad area of the shoulder, upper chest and neck. Tank top straps are typically two to four inches wide. Tank top straps, especially those with thinner straps, do not sufficiently conceal components of the undergarments and/or body parts.

**Special Provisions and Restrictions** — The following examples are provided for guidance in implementing the policy and are not intended to list every possible violation or circumstance.

- Physical Education — Proper physical education apparel and shoes are to be worn. For secondary students, the appropriate school physical education uniform should be worn.
- The following jewelry items will not be worn in physical education classes: earrings, bracelets, rings and necklaces. Jewelry which needs to be removed for physical education class shall be the responsibility of the student.
- Pierced ear studs are permitted to be worn by elementary students only.
- Fitness devices that record data regarding activity may be worn in physical education provided they are safely secured (with a sweatband or similar covering) and do not otherwise present a safety risk to the student or others. It is understood that students will comply with the procedures contained in the Portable Communication Device Policy, Acceptable Use Policy for Students and the procedures stating parent/guardian financial responsibility associated with items brought to school.

- Clothing — Clothing worn in such a manner so as to reveal undergarments or bare skin between the upper chest and mid-thigh is not permitted.
- Skirts, dresses and shorts must not be shorter than the student’s longest fingertip when the student’s hands are held at his/her side.
- Pants shall be secured at the waist; must not touch or drag on the ground; must not reveal undergarments or bare skin while sitting or bending; must not have any holes or tears above the knee; the crotch of the pants shall be no longer than the student’s longest fingertip when the student’s hands are held at his/her side; and the bottom of the pants must be no wider than the length of the wearer’s shoes.
- Outerwear — It is a general expectation that outer garments, including but not limited to, lightweight jackets, hats, etc. are not to be worn during the school day. These items are to be stored in lockers.
- Principals will have the discretion to permit students to wear outerwear in the school building when conditions are warranted.
- Headwear, including, but not limited to, hats, visors, doo rags, sweatbands and bandanas, is not to be worn inside school buildings during the school day.
- Jewelry — Jewelry/body piercings (example: spiked jewelry, chokers, rings, bracelets) that pose a health or safety hazard or is disruptive to the orderly process of the school is not permitted. Chains that could cause injury to others are not permitted.
- Sunglasses — Sunglasses are considered inappropriate for inside wear. Medical exceptions may be considered by the principal.

Exceptions under this policy shall be given consideration in the following instances:

- When a reasonable accommodation is made if a student wears an article of dress or other item which is a lawful exercise of his/her right to freedom of expression or freedom of religion.
- When a reasonable accommodation is necessary due to a documented medical or health reason, but only as authorized by the school principal.
- When an authorized activity, such as athletics or band, requires different attire, but only upon the direction of the coach or faculty sponsor of the activity.

**Dress Code Violations** — Attire shall be disallowed if, in the judgment of the local school administrator, such attire may negatively impact safety, health, or which materially disrupts the school, or is otherwise unlawful.
When a student’s attire or personal appearance violates this policy, the principal or designee shall investigate and take corrective actions, including but not limited to the following:

- Requiring the student to remove or change the item;
- Taking reasonable steps to notify the student’s parents/guardians of the violation;
- For repeated violations, initiating progressive discipline for insubordination as appropriate, which may include suspension from school.

Principals will have the authority to suspend or waive the restrictions on clothing for social events such as, but not limited to, proms, homecoming dances or school sponsored activities aimed at promoting school spirit. Medical exceptions may also be considered by the principal.

**Student Lockers** — Where available, lockers will be provided for students to have a secure repository for books, clothing, school materials, etc. Each school principal will establish procedures for assigning lockers. School administrators will take necessary steps to ensure that lockers are in good working order and that combination locks are routinely rotated.

Students shall be personally and solely responsible for the contents, cleanliness and condition of the assigned locker. Students will not be permitted to use personal locks on school lockers. Students are expected to report any case of a broken/unsecured lock or theft immediately to the school main office, physical education teacher or athletic team coach as appropriate. Harford County Public Schools shall not assume responsibility for the theft, loss or damage of books or any personal items in a student locker.

It is the responsibility of all students to cooperate fully with any lawful investigation by authorized persons on school property. It is the responsibility of students not to enter school property with dangerous or illegal items or those items that constitute violations of school policy. A principal or assistant principal may make a search of the physical plant or its appurtenances, including lockers used by students.

**Student Backpack Use** — Students are permitted to use backpacks or similar items to carry their schoolbooks, materials and equipment while traveling to and from school. However, because of the importance of maintaining a safe environment in the school, such items must be stored in lockers or designated areas during the school day.

The school principal will have the authority to make exceptions based on medical or health conditions, or disability. Harford County Public Schools shall not assume responsibility for the theft, loss or damage to a student’s backpack or similar item, or its contents.

The following conditions shall apply:

- Bookbags, backpacks, etc. shall be stored in the student’s assigned locker or designated area.
- Musical instrument cases shall be stored in the music room or designated storage areas.
- Athletic bags and gear shall be stored in either the student’s locker, assigned physical education locker or designated storage area, as appropriate.

If any student is determined to be in violation of this policy, the school administrator will take corrective action, including but not limited to the following:

- Requiring the student to place the item in his/her locker.
- Taking reasonable steps to notify the parent/guardian.
- Initiating progressive disciplinary action for repeated violations or insubordination as appropriate, which may include suspension from school.

**Student Search and Seizure** — The principal or assistant principal may make a reasonable search of a student, including the search of a student’s backpack or other belongings, on the school premises if he or she has a reasonable belief that the student is in possession of an item, the possession of which is a criminal offense under the laws of this state or violates a rule or policy of the Board of Education. This search shall be made in the presence of a third party.

A principal, assistant principal, or teacher may make a reasonable search of a student on the school premises or on a school-sponsored trip if the searcher has a reasonable belief that the student has in the student’s possession an item, the possession of which is:

- A criminal offense under the laws of this state;
- A violation of any other Maryland state law;
- A violation of a rule or regulation of the local Board of Education.

A search authorized above shall be made in the presence of a third party.

**SAFE SCHOOLS:**

**Drug Detecting Dogs In Secondary Schools** — The Board of Education of Harford County permits the use of drug detecting dogs in secondary schools. Drug detecting dogs may be used in school buildings and on school parking lots during the time when students are present. Drug detecting dogs may be used randomly or at the request of the principal based on reasonable suspicion that drugs might be in the school. Under no circumstances will a drug detecting dog be used to sniff any individual person. When, in the opinion of the dog’s handler, a drug detecting dog has alerted on a locker or other property in the school, a search may be conducted by the principal or his/her designee. When, in the opinion of the dog’s handler, a drug detecting dog has alerted on a vehicle, a search may be conducted by a police officer. 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.

**Prohibition of Gang-Related Activities** — The Board of Education of Harford County permits the use of drug detecting dogs in secondary schools. Each school principal will establish procedures for assigning lockers. School administrators will take necessary steps to ensure that lockers are in good working order and that combination locks are routinely rotated.

Students shall be personally and solely responsible for the contents, cleanliness and condition of the assigned locker. Students will not be permitted to use personal locks on school lockers. Students are expected to report any case of a broken/unsecured lock or theft immediately to the school main office, physical education teacher or athletic team coach as appropriate. Harford County Public Schools shall not assume responsibility for the theft, loss or damage of books or any personal items in a student locker.

It is the responsibility of all students to cooperate fully with any lawful investigation by authorized persons on school property. It is the responsibility of students not to enter school property with dangerous or illegal items or those items that constitute violations of school policy. A principal or assistant principal may make a search of the physical plant or its appurtenances, including lockers used by students.

**Student Backpack Use** — Students are permitted to use backpacks or similar items to carry their schoolbooks, materials and equipment while traveling to and from school. However, because of the importance of maintaining a safe environment in the school, such items must be stored in lockers or designated areas during the school day.

The school principal will have the authority to make exceptions based on medical or health conditions, or disability. Harford County Public Schools shall not assume responsibility for the theft, loss or damage to a student’s backpack or similar item, or its contents.

The following conditions shall apply:

- Bookbags, backpacks, etc. shall be stored in the student’s assigned locker or designated area.
- Musical instrument cases shall be stored in the music room or designated storage areas.
- Athletic bags and gear shall be stored in either the student’s locker, assigned physical education locker or designated storage area, as appropriate.

If any student is determined to be in violation of this policy, the school administrator will take corrective action, including but not limited to the following:

- Requiring the student to place the item in his/her locker.
- Taking reasonable steps to notify the parent/guardian.
- Initiating progressive disciplinary action for repeated violations or insubordination as appropriate, which may include suspension from school.

**Drug Detecting Dogs In Secondary Schools** — The Board of Education of Harford County permits the use of drug detecting dogs in secondary schools. Drug detecting dogs may be used in school buildings and on school parking lots during the time when students are present. Drug detecting dogs may be used randomly or at the request of the principal based on reasonable suspicion that drugs might be in the school. Under no circumstances will a drug detecting dog be used to sniff any individual person. When, in the opinion of the dog’s handler, a drug detecting dog has alerted on a locker or other property in the school, a search may be conducted by the principal or his/her designee. When, in the opinion of the dog’s handler, a drug detecting dog has alerted on a vehicle, a search may be conducted by a police officer. 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.

**Emergency Preparedness Planning** — Harford County Public Schools, in cooperation with the Harford County Department of Emergency Services, participates in planning for various types of emergency situations such as fires, natural disasters, air pollution and utility disruption. In the event of any type of emergency that disrupts normal schedules at schools, notification will be provided through the automated phone system, commercial radio and television stations. See page 4 for the complete list of notification procedures.

**Bullying, Cyberbullying, Harassment or Intimidation** — Bullying, cyberbullying, harassment or intimidation are prohibited and not tolerated by the students, volunteers or employees of Harford County Public Schools.

If you believe your child has been the victim of bullying, harassment or intimidation, you are asked to notify a school staff member and complete a Bullying, Cyberbullying, Harassment or Intimidation Reporting Form. The form is available online at the Harford County Public Schools website, www.hcps.org, and at your child’s school. The form may be submitted online or returned to the principal at the student victim’s school. Contact the school for additional information or assistance.

**Prohibition of Gang-Related Activities** —

**Definitions**

- Gang – 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 or having in common an overt or covert organizational or command structure.
- School Sponsored Activities – any event or function authorized, supervised and controlled by Harford County Public Schools or the school’s administration.
- Gang Activity – Soliciting, with or without coercion, membership in or affiliation with any gang, Painting, writing or otherwise inscribing gang-related graffiti, messages, symbols or signs on school property; Engaging in violence, extortion or any other illegal act or other violation of school discipline policies in furtherance of criminal gang activity; Soliciting any person to engage in physical violence against another person in furtherance of gang activity; 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; 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; Violating the provision of Section 9-803 of the Criminal Law Article of the Maryland Annotated Code.

If you have any information about gang activity, you are asked to report it to the principal or complete a Gang-Related Incident Reporting Form and return it to the school principal. The form is available on the school system website, www.hcps.org, or at any school.

**Planning for Incidents at Peach Bottom Power Station** — In the event of an incident at the Peach Bottom Atomic Power Station, plans have been made to increase the safety of public school students at schools within 10 miles of Peach Bottom.

The following home schools are within the 10-mile radius and could possibly be evacuated to a host school. The host homes are:

<table>
<thead>
<tr>
<th>Schools within 10 miles of Peach Bottom</th>
<th>Host Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darlington Elementary</td>
<td>Meadowvale Elementary</td>
</tr>
<tr>
<td>Dublin Elementary</td>
<td>Churchville Elementary</td>
</tr>
<tr>
<td>North Harford Elementary</td>
<td>North Bend Elementary</td>
</tr>
<tr>
<td>North Harford High</td>
<td>Hickory Elementary</td>
</tr>
<tr>
<td>North Harford High</td>
<td>C. Milton Wright High</td>
</tr>
</tbody>
</table>

In the event of an incident at the Peach Bottom Atomic Power Station which requires the evacuation of a school, students will be transported by bus directly to the HOST school. If such evacuation is ordered, notification will be publicized by radio and television stations, and through the automated telephone system.

Parents/Guardians or authorized persons are to meet their children at the assigned school. Parents/Guardians are urged not to telephone schools or attempt to make different arrangements. This will only create confusion. Parents/Guardians are requested not to pick up their children at the HOME school, but to meet their children at the HOST school.

Parents or other persons authorized to pick up a student will be required to provide identification at the pick-up point and sign a register prior to the release of a student to their custody.

**Portable Communication Policy** — Students may possess or use a portable communication device (PCD) on school grounds and buses under the following circumstances:

- Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student’s Individualized Education Plan or Section 504 Plan.

Secondary Schools:

- Secondary teachers may allow students to use a PCD in the school

building for an instructional purpose following the Responsible Use Procedure.

- The use of personal communication devices (PCDs) to support instruction is a privilege.
- Take responsibility for personal devices. HCPS is not responsible for the security of personal technology devices.
- Immediately comply with teachers’ requests to shut down devices or close the screen. Devices must be on silent mode and put away when asked by teachers.
- Transmit or post photographic images/videos of oneself or instructional material only when such action is for a legitimate purpose.
- Charge a PCD prior to bringing it to school.
- Use the HCPS wireless connection in order to comply with the use of content filters. The HCPS community will not bypass the network restriction by using an external network.
- HCPS will not provide support for PCDs.

- When not used for instructional purposes, the PCD should not be activated.

Students in elementary school may possess a PCD on school grounds before and after the regular school day. Students enrolled in any grade may use a PCD on school grounds before the regular school day and after the regular school day.

Students enrolled in any grade may use a PCD on school buses before or after the regular school day provided:

- the student does not use the PCD for conversation, calls, photographing or videocasting;
- such use does not include implementation of the audio component of the PCD unless the student uses ear buds.

Students’ possession or use of PCDs permitted under this policy shall not:

- disrupt the educational environment;
- violate federal or state law or regulation;
- violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
- invade the privacy of other students.

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.

Nondiscriminatory Practices — The Board is committed to providing an environment that is safe and optimal for academic achievement and productive work activity and free from any form of unlawful discrimination. Any act of discrimination, committed by a member of the school community is a violation of this policy. Harford County Public Schools will investigate all complaints of discrimination and/or harassment and will take appropriate disciplinary or other action against any member of the school community who is found to have committed any act of discrimination.

Personal Property — Personal property that is brought into the school by students is not covered under the insurance of Harford County Public Schools. Please contact your homeowner's insurance company regarding any valuable items, such as musical instruments, for off-premise coverage. Students and parents/guardians should evaluate the personal items that are brought to school. Also, students should take the time to permanently mark personal items so they are clearly identifiable.

Student Accident Insurance Program — Harford County Public Schools insurance does not cover student injuries due to accidents at school or during school-sponsored activities such as physical education, afterschool sports and field trips. At the beginning of each school year, Harford County Public Schools provides parents/guardians with information on a voluntary accident insurance program. For students who are not covered by a family health or accident insurance plan or for families who wish to supplement their existing coverage, parents/guardians should consider this student accident insurance. More information and enrollment applications can be found on www.studentinsurance-kk.com. If you have any questions, contact the Risk Management Office at 410-588-5286.

SPECIAL EDUCATION: Special Education in Harford County Public Schools is a collaborative effort involving schools, families and community agencies working together to ensure a free appropriate public education (FAPE) to all children with disabilities, birth through age 21. Special education services are designed instruction, provided at no cost to parents/guardians, in order to meet the unique needs of a child with an educational or developmental disability. Services are provided in the least restrictive environment (LRE), to the maximum extent possible.

A child with a disability or student with a disability means a child evaluated in accordance with Individuals with Disabilities Education Act (IDEA) or Code of Maryland Regulations (COMAR) as meeting the criteria for autism, deaf-blindness, developmental delay, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury or visual impairment (including blindness) which adversely affects the student’s educational performance resulting in the need of special education and/or related services.

Least Restrictive Environment — Harford County Public Schools seeks to improve the performance of all children with disabilities and assist in narrowing achievement gaps by ensuring equal access to curriculum and differentiated instruction in the least restrictive environment. The service delivery continuum includes: consultative supports; consultation utilizing a co-teaching model; resource or related services provision outside of the general education setting; self-contained learning environments; regional programs or a separate day school placement. Programming options include:

- Infants and Toddlers: Services provided to children with disabilities and their families, birth through age 4, in home, community or center-based settings.
- Preschool Services: A continuum of services provided to children with disabilities, ages 3 to 5, in community or school-based settings.
- School-Age Kindergarten through Grade 12: A continuum of services provided to children and youth with disabilities in comprehensive special education, general education, and related services.
- Post-Secondary Services: Services provided to youth with disabilities ages 18 to 21 in comprehensive high schools, community settings and a public separate day school.
- Non-public and Interagency Placements: Services provided to children and youth with disabilities in accordance with COMAR 13A.09.09 and 13A.09.10: “Placement of a child with a disability in a non-public educational program.”

Child Find — Child Find is a special education service provided by Harford County Public Schools to identify children with disabilities, birth to age 21, who are suspected of having an educational disability and may be eligible for special education and related services. Child Find Services are provided year-round, at no-cost. Preschool children residing in Harford County who are not enrolled in a preschool program, as well as children ages 3 to 21 attending an MSDE approved private/parochial school located in Harford County, are eligible to receive Child Find services.

The Harford County Public Schools’ Child Find process includes referral, prescreening to determine the need for assessment, an initial evaluation or reevaluation to determine eligibility and the development of an IEP or Service Plan upon eligibility for special education services. This process begins with a referral to the HCPS Child Find Center initiated by the parent/guardian or by an individual familiar with the child’s development (with parent consent). Parents/Guardians of children enrolled in Harford County Public Schools should contact their local school if they suspect their child may have a disability requiring special education services.

For more information related to Child Find, contact the HCPS Child Find Center at 410-638-4386/87. Parents/Guardians of children, who are not yet 3 years old, may contact the Harford County Infants and Toddlers Program at 410-638-3825 for inquiries about accessing services.

Infants & Toddlers — The Harford County Infants and Toddlers Program, serving children with disabilities, birth through age 4, is a countywide system of coordinated, interagency, multidisciplinary early intervention services. The Harford County Public Health Department and the Harford County Department of Social Services provide services to eligible infants, toddlers and their families. Parents or other individuals who are concerned about a child’s development may make a referral to the Harford County Infants and Toddlers Program at 410-638-3825. Upon referral, developmental evaluations are completed to determine eligibility for early intervention services. Health and developmental needs may be identified in the areas of: hearing; speech; language; physical development; cognitive development; social/emotional development; and/or self-help skills.

Children, birth through age 4, are eligible to receive Individualized Family Service Plan (IFSP) services, if a developmental delay or diagnosed condition that has a high probability of resulting in developmental delay is identified during the IFSP Team Process. The IFSP provides the “what, when, where, why and how” of early intervention services to be provided to the child with a disability and his/her family. The IFSP is implemented and monitored by staff of the Harford County Infants and Toddlers Program. Prior to the child’s third birthday, a transition planning meeting is scheduled to discuss the continued need for early intervention services for children birth to age 3, an extended IFSP option or the transition to preschool special education services, addressed by the Individual Educational Program (IEP) are also available for children with disabilities, ages 3 to 4 years old.

Medicaid — The Office of Third Party Billing, Business Services Office, works in conjunction with the Department of Special Education to complete the Medicaid billing and reporting. Third Party Billing is a process that generates Medicaid funds for the Harford County Public Schools. Recovery costs for health related services are sought “after the fact” for students who meet Medicaid guidelines. Health-related services are identified in a student’s Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP). These services include speech-language therapy, occupational or physical therapy, music therapy, or psychological services for screening, evaluation and treatment. In addition to health-related services, Harford County Public Schools bills Medicaid for case management services provided to children birth to age 21. Medicaid funds are used to supplement specialized services provided by school personnel.

Family Supports — The Family Support Network (birth to 3) and Partners for Success Center provide information to families regarding community services, fostering connections and cultivating the knowledge and skills fundamental to parents/guardians and professionals working together as partners in the educational decision-making process. The Family Support Network and Partners for Success Center are staffed by a parent of a child with a disability and an educator. To connect with these resources:

- Family Support Network: Harford County Infants & Toddlers - 100 Thomas Run Road, Bel Air, MD 21015; Telephone: 410-638-3825; Fax: 410-638-3825; Infants.toddlers@hcps.org.
- Partners for Success: Roye Williams Elementary - 201 Oakington

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SECAC — The Special Education Citizen’s Advisory Committee (SECAC) operates as a partnership between parents and families, community leaders, and organizations, educators and HCPS leadership in support of the needs of children with disabilities. No application process is needed to participate on SECAC. SECAC meets the first Thursday of each month (except for December, July and August).

Additional information about special education and related services is available online at www.hcps.org.

STUDENT DISCIPLINE:
Definitions —
• In-school suspension – the exclusion within the school building of a student from the student’s regular education program for up to, but not more than, 10 school days for disciplinary reasons by the school principal per school year.
• Short-term suspension – removal of a student from school for up to, but not more than, three school days for disciplinary reasons by the principal.
• Long-term suspension – removal of a student from school for a time period between four and 10 school days for disciplinary reasons by the principal.
• Extended suspension – the exclusion of a student from a student’s regular program for a time period between 11 and 45 school days by the superintendent of schools or his/her designee. 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 students, be offered the opportunity to enroll in the Harford County Public School’s student alternative education program.
• Expulsion – the removal of the student from the student’s regular school program for 45 school days or longer.

Offenses — The school principal has the right and authority to discipline students including suspension, expulsion and referral to the superintendent of schools for further action for offenses including but not limited to alcohol; inhalants; drugs; tobacco; firearms; other guns; other weapons; attack on an adult; threat to an adult; attack on a student; threat to a student; fighting; serious bodily injury; extortion; sexual attack; sexual harassment; sexual activity; arson/fire; false alarms/bomb threats; explosives; disrespect; harassment/bullying; intimidation; threat; misrepresentation of use of electronics; theft; trespassing; destruction of property; acts that jeopardize the safety or security of students, employees or others; use or possession of any inhalation device unless permitted by Board Policy, a 504 Plan or an Individualized Education Program (IEP) (including, but not limited to, a vaping device, hookah pipe or e-cigarettes).

Students who commit attendance-related violations are subject to school-related disciplinary consequences, but may not receive out-of-school suspension.

Suspension and Expulsion — Under Maryland law, school principals have the authority to discipline students for improper conduct for periods of 10 school days or less. Suspensions of longer than 10 school days are within the authority of the superintendent of schools or his/her designee. Md. Code Ann., Ed., Art. 7-305 and COMAR 13A.08.01.11 set forth the procedure to follow in the event of a short term suspension, long-term suspension, extended suspension or expulsion.

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 — 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 10 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.

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, robberies, 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 or not 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 person while on school property and the matter is not referred to the Department of Juvenile Services, the principal shall require the student or the student’s parent/guardian to make restitution. The restitution required by HCPS may not exceed $2,500. 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. Court ordered restitution required by law may exceed the threshold of $2,500.

Offenses Subject to Referral — Students may receive a 10-day suspension and referral to the superintendent of schools with the recommendation for further disciplinary action for certain offenses including, but not limited to, the offenses listed below.

• Drug/Alcohol-Related Offenses
  - Possession or use of 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.
  - Sale, distribution or transferral of a controlled dangerous substance, medicine, alcohol, an inhalant or other intoxicant, paraphernalia or substance misrepresented to be a controlled dangerous substance, medicine, alcohol, an inhalant or other intoxicant or paraphernalia.
  - Second violation of possession/use of over-the-counter medication and prescription medication.
  - Threat to an Adult — Verbal or physical conduct, whether intentional or unintentional, which places a school employee in reasonable fear of a physical attack as defined below, whether or not such physical attack occurs.
  - Attack on an Adult — Intentional harmful or offensive physical touching of a school employee or touching, whether intentional or unintentional, of a school employee who is intervening in a fight or other disruptive activity.
  - Dangerous Weapons — Possession or use of an 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 Harford County Public Schools, or a school sponsored activity.
    - Dangerous weapons shall include, but are not limited to, the following: a 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; and razors, 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; munchaku; explosive devices; chemical mace, household chemicals, tear gas or pepper spray.
    - ‘Firearms’ means 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 silencer or firearm silencer; any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missle having an explosive or incendiary charge of more than one-quarter ounce; mine, or similar device; any weapon which will, or which is readily convertible 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.

Further, in compliance with the Gun-Free Schools Act of 1994 and Section 7-305 of the Annotated Code of Maryland, when a student who is determined to have brought a firearm to school, or to have possessed a firearm, must be expelled for a minimum of 365 consecutive days. The superintendent may specify, on a case-by-case basis, a shorter period of expulsion for a student expelled under the provisions of the Gun-Free Schools Act of 1994. (Any student suspended for bringing a firearm onto school property shall not be permitted to enroll in the Alternative Education Program.) Students served under an IEP or 504 plan may not be subject to this provision.

• Arson/Fire — Attempting to, aiding in, or setting fire to a building or other school property.

• Serious Bodily Injury — Bodily injury which involves (1) substantial risk of death; (2) extreme physical pain; (3) protracted and obvious disfigurement; or (4) protracted loss or impairment of a function of a body part, organ or mental faculty.

• Sexual Attack — Physical sexual attack on a staff member or student.

• False Alarm/Bomb Threat — The conveyance of threats or false information concerning the placement of explosive or destructive substances. Initiating a report warning of a fire or other catastrophe without cause, in person, by phone, or with a portable communication device. Misuse of 911. Discharging a fire extinguisher.

• Student Possession, Use or Transference of Controlled Dangerous Substances — The Board of Education of Harford County is committed to promoting and providing a drug-free academic environment for all students and providing appropriate safeguards with respect to the administration of prescription medication and over-the-counter products, and believes that collaboration with parents and the larger community is essential to achieving a drug-free environment.
School system efforts to deter the use of alcohol and other drugs by students will include a comprehensive program designed to inform students of the negative effects of alcohol and other drug use, to provide parents/guardians referral information on evaluation and treatment services related to student use of alcohol and other drugs, as well as appropriate consequences for students who violate this policy.

Definitions

- Controlled Dangerous Substance (CDS) – controlled dangerous substances include, but are not limited to, the substances listed in Title 5 of the Criminal Law Article.

- Paraphernalia – items which are commonly used for the purpose of the ingestion of drugs. Typical paraphernalia would include, but is not limited to, 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 leads others to believe is 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.

FEDERAL IMPACT AID – STUDENT/PARENT SURVEY TO IDENTIFY FEDERALLY CONNECTED STUDENTS: Each year, Harford County Public Schools seeks information from federally connected parents (in active military, living on federal property, civilian working on federal property) for its application for federal financial assistance through the Federal Impact Aid Program. This information is requested on a form known as the Federal Impact Aid Survey Form.

What is Impact Aid? — Impact Aid is a federal formula grant program designed to assist school districts that have either lost property tax revenue due to the presence of tax-exempt federal property in the district or experienced increased expenditures due to the enrollment of federally connected children. The presence of federal installations in Harford County brings additional children to the community for which the public schools must provide educational programs. Since federal properties are exempt from local property taxation, the federal government provides funds which partially pay for the education of these additional students. The amount of funds received is based on the results of the completed and signed survey forms and the attendance of those students identified as “federally connected.”

Who receives a survey form? — Not every student receives a federal impact aid survey form. Only students who have a data element in the student information system that indicates that they may be eligible (“federally connected”) are provided a pre-printed survey form with their basic information (name, address, school, grade, etc.) already completed. In addition, school offices have access to a blank survey form to provide to any student who did not receive a pre-printed form and may be federally connected. Data elements in the student information system related to federal impact aid are populated based on questions answered on the parent/guardian permissions survey form, information from previous years’ impact aid surveys, address and knowledge of school office staff.

What kind of information is needed? — The survey form, which potentially eligible students bring home in October of each year, includes questions about your place of employment, the name of your employer, your work location and whether you are in the active military.

Why is this information needed? — The place of your employment and work location are needed to determine how many persons are connected with the federal government, which includes civilians working on federal property as well as active military personnel and individuals living on federal property. Each year, the school system is entitled to an appropriation of federal funds on the number of federally-connected children in the school system. These funds are made available through Public Law 874, “Impact Aid.” A completed and signed survey form is needed for every student to be claimed on the federal impact aid application.

TRANSPORTATION: School bus transportation is provided for Harford County public elementary school students who live more than one mile from their school and for public secondary school students who live more than one and one half miles from their school. Secondary students will utilize consolidated bus stops while elementary students will use neighborhood bus stops. Any inquiries concerning exceptions should be directed to the Transportation Office at 410-638-4092.
• Students are permitted to ride only the bus to which they are assigned, utilizing their designated bus stop, which serves the area in which they live. Requests from parents/guardians for the students to ride other buses in an emergency may be considered by school officials.

• Students must be at the bus stop at least five minutes before the scheduled arrival time of the bus.

• No glass items, balloons or live animals (except those assisting the handicapped) are to be transported on buses.

• Students violating the transportation rules will be reported to the school’s administration and transportation services may be restricted or withdrawn.

Transportation Discipline Procedures — Students who are assigned to ride Harford County Public Schools’ buses must assume certain responsibilities. Misconduct, carelessness and thoughtlessness are hazardous to the safe operation of the school bus. The bus is an integral part of the total school program and the driver, who is an adult in a position of authority, must insist on appropriate behavior.

Each student will receive a copy of the “Transportation Rules for Students.” These rules will be reviewed and interpreted for the students on an annual basis by school personnel. Violation of these rules will be reported to the school administration. When the administration determines, as a result of their investigation, that a violation of the “Transportation Rules for Students” has occurred, appropriate disciplinary action will be taken.

Parent/Guardian Transportation — Parents/Guardians who choose to drop their child off at the school are responsible for the safety of their child until the school is open for students. Parents/Guardians who are not aware of the time that students are allowed to enter the school must contact their respective school directly for the information. The school will share normal opening times, as well as late opening times, with the parent/guardian.

Transportation Responsibilities of Parents/Guardians — Each parent/guardian has a definite role in the safe and efficient operation of a school’s transportation system. If the transportation program, as a whole, is to function effectively, the parents/guardians must assume their responsibilities to the program and extend cooperation and support to the people charged with its operation.

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

Parents/Guardians are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus and, at the end of the school day, from the time the school bus departs the bus stop and the children reach home. For those students in a non-service area, getting to and from the school safely is a parental responsibility. During the mid-day run, adult supervision is required for PreK students at the bus stop until the child is picked up, and at the time a child is dropped off. Once the student boards the school bus, the responsibility lies with the bus driver and the school administration. In order to ensure safe and efficient student transportation, parents/guardians must also accept the following responsibilities:

• Cooperate with the school authorities and the school bus driver to promote safe and efficient services for all passengers by:
  - Insisting upon good behavior on the part of their children while riding the school bus;
  - Insisting that their children occupy the seats that have been assigned to them;
  - Instructing their children as to their responsibility for damages caused to the property of others, including the school bus;
  - Informing/Ensuring their children arrive at the designated school bus stop five minutes before the scheduled arrival time of the school bus;
  - Setting an example for their children by obeying all traffic rules, signs, and signals in order to make their child(ren) aware of best safety practices.
  - Make suggestions to school administration or to the director of transportation for improvements in the transportation program.
  - Walk with younger children to and from the school bus stop, using this opportunity to teach the children proper pedestrian practices. If the parents/guardians cannot accompany their children, arrangements should be made, if possible, for older children (brothers, sisters or neighbors) to escort the younger children to and from the school bus stop or school.
  - Understand that unauthorized persons, including parents/guardians, are not allowed to board the school bus under any circumstances.

Harford Technical High School and Center for Educational Opportunity — A consolidated stop system for school bus transportation is utilized for all students attending Harford Technical High School and Center for Educational Opportunity:

• Students who live within walking distance (one and one half miles) of their neighborhood elementary, middle or high school might be required to meet their bus at the local school.

• Stops for developments are located at the entrance of the development.

• Students are required to be at their bus stop ten minutes prior to the stated pick-up time.

• The school needs to have the student’s current address and phone number. Changes cannot be given to the Transportation Department or bus driver by the parent, student or guardian.

• Students not utilizing morning bus service for a period of 10 consecutive school days will be dropped from the morning bus route to provide the shortest ride time for students who are utilizing bus service.

• Students not utilizing afternoon bus service for a period of 10 consecutive school days will be dropped from the afternoon bus route to provide the shortest ride time for students who are utilizing bus service.

• Parents/Guardians are responsible for contacting the school to restart bus service once a student has been dropped from the bus route due to lack of use.

• Students are permitted to only ride the bus they are assigned, utilizing their designated bus stop.

• On inclement weather days (even when schools are on time) buses may be delayed.

Magnet Program Transportation Guidelines — The following guidelines pertain to Harford County Public Schools’ magnet programs: the Global Studies Program, International Baccalaurate Diploma Programme at Edgewood High School, the Natural Resources and Agricultural Science Program at North Harford High School, and the Science and Mathematics Academy at Aberdeen High School:

• The aforementioned magnet programs utilize a depot bus stop system.

• In the morning, a bus for each magnet program stops at all of the HCPS high schools and then proceeds to the magnet program’s school. In the afternoon, buses will stop at the same pick-up locations.

• Getting to and from the depot bus stop safely is a parent/guardian responsibility.

• The HCPS Transportation Office will send a postcard prior to the start of school with all necessary information to those students attending each magnet program outside of their attendance area.

• Students attending a program within their attendance area can find bus information on the HCPS website.

In many instances, ride times can exceed 45 minutes.

TITLE IX COMPLAINT PROCEDURES: Title IX of the Education Amendments of 1972 states in part, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex, sexual orientation or gender identity in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination and prohibited by Title IX.

In accordance with the regulations of Title IX, the Board of Education of Harford County has adopted Title IX complaint procedures for students, parents/guardians, and employees. The purpose of the procedures is to secure equitable solutions to problems deriving from the implementation of Title IX and other laws dealing with sex discrimination.

Complaints alleging discrimination on the basis of sex, sexual orientation, or gender identity or retaliation shall be submitted orally or in writing to the Title IX Coordinator, 102 S. Hickory Avenue, Bel Air, MD 21014, or 410-899-4965.

• A complainant shall file a complaint within 90 days of the date the alleged act of discrimination occurred.

• The Title IX Coordinator shall attempt to informally resolve a complaint within 30 days of the receipt of same.

• If an informal resolution cannot be reached, the Title IX Coordinator shall issue a written decision setting forth in concise fashion his/her decision regarding the complaint and the reasons for the decision. Such written decision shall be issued within 60 days of receipt of the complaint.

• All decisions of the Title IX Coordinator may be appealed to the superintendent pursuant to Section 4-205 of the Education Article of the Maryland Annotated Code.

• The complaint procedure described herein is in addition to any other administrative or judicial action the complainant may pursue.

For questions, contact the Supervisor of Equity and Cultural Proficiency, 410-899-4965, who also serves as the Title IX Coordinator for Harford County Public Schools.

COMPLAINT PROCEDURES FOR VIOLATIONS OF THE AMERICAN WITH DISABILITIES ACT (ADA) AND SECTION 504: Any person who believes a member of the school community has discriminated against him/her on the basis of disability or retaliated against him or her in violation of the ADA or Section 504 with

For questions, contact the Supervisor of Equity and Cultural Proficiency, 410-899-4965, who also serves as the Title IX Coordinator for Harford County Public Schools.
respect to matters relating to employment; programs, activities or services; or student instruction may file a complaint with the Designated Person for ADA/Section 504 employment discrimination identified herein.

- A complaint shall file a complaint within ninety (90) days of the date the alleged act of disability discrimination occurred.
- The Designated Person shall attempt to informally resolve a complaint within thirty (30) days of the receipt of same.
- If an informal resolution cannot be reached, the Designated Person shall issue a written decision setting forth in concise fashion his/her decision regarding the complaint and the reasons for the decision. Such written decision shall be issued within sixty (60) days of receipt of the complaint.
- All decisions of the Designated Person may be appealed to the superintendent pursuant to section 4-205 of the Education Article of the Maryland Annotated Code.
- The complaint procedure described herein is in addition to any other administrative or judicial action the Complainant may pursue.

Designated Persons:

- Employment Discrimination: Assistant Superintendent for Human Resources, 102 S. Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5226; or,
- Service, Program or Activity Discrimination: Risk Manager, 102 S. Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5286, or Director of Student Services, 102 S. Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5334; or,
- Identification, Evaluation of or Educational Placement of Students Under Section 504: Director of Student Services, 102 S. Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5334.

WELLNESS POLICY: The Board of Education is committed to maintaining school environments that promote and protect student health by providing appropriate nutrition education, physical education, and a variety of healthy food and beverages. The Wellness Policy is available online at www.hcps.org.
## 2017-2018 Calendar at a Glance

### August
- **24th - 25th**: New Teachers on Duty
- **28th - 31st**: All Teachers on Duty - Professional Development

### September
- **1st**: All Teachers on Duty - Professional Development
- **4th**: Holiday - Schools & Offices Closed
- **5th**: Opening of Schools for Students K-12
- **7th**: Opening of Schools for Pre-K Students
- **15th**: 3-hour Early Dismissal for all Students
- **21st**: Holiday - Schools & Offices Closed

### October
- **19th**: 3-hour Early Dismissal for all Students
- **20th**: MSEA Convention - Schools Closed

### November
- **9th**: 3-hour Early Dismissal for all Students
- **10th**: 1st Quarter Ends
- **13th**: Professional Development/Elementary Conferences - Schools Closed for Students
- **22nd**: 2nd Quarter Begins
- **23rd - 24th**: Thanksgiving Break - Schools & Offices Closed

### December
- **22nd**: 3-hour Early Dismissal for all Students
- **25th - 26th**: Holiday/Winter Break - Schools & Offices Closed
- **27th - 29th**: Winter Break - Schools Closed

### January
- **1st**: Holiday - Schools & Offices Closed
- **12th**: 3-hour Early Dismissal for all Students
- **15th**: Holiday - Schools & Offices Closed
- **26th**: 2nd Quarter Ends
- **29th**: 3rd Quarter Begins

### February
- **16th**: 3-hour Early Dismissal for all Students
- **19th**: Holiday - Schools & Offices Closed

### March
- **28th**: Inclement Weather Makeup Date 7
- **29th**: Professional Development - Schools Closed for Students
- **30th**: Professional Development - Schools Closed for Students
- **1st**: Holiday/Spring Break - Schools & Offices Closed

### April
- **2nd**: Spring Break - Schools Closed
- **6th**: 3rd Quarter Ends
- **9th**: 4th Quarter Begins
- **20th**: 3-hour Early Dismissal for all Students

### May
- **4th**: Registration of Pre-K & Kindergarten Students
- **25th**: 3-Hour Early Dismissal for all Students
- **26th**: Holiday - Schools & Offices Closed

### June
- **5th**: Scheduled Last Day of School for Pre-K Students
- **7th**: 4th Quarter Ends
- **8th**: Inclement Weather Makeup Date 1
- **11th**: Scheduled Last Day for Teachers
- **12th**: Inclement Weather Makeup Date 2
- **13th**: Inclement Weather Makeup Date 3
- **14th**: Scheduled Last Day of School for Pre-K Students
- **15th**: Inclement Weather Makeup Date 4
- **16th**: Inclement Weather Makeup Date 5
- **19th**: Inclement Weather Makeup Date 6
- **20th**: Scheduled Last Day of School for K-11 Students
- **26th**: Election Day - Schools & Offices Closed

### Notes
- *Reminder: Potential inclement weather makeup dates are marked with numbered snowflakes in March and June. These dates will be used in numerical order, beginning with Friday, June 8, 2018. Inclement weather days/emergency systemwide closings cannot be predicted. It is recommended that vacations not be scheduled until after June 15, 2018, to avoid scheduling conflicts.*
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- Board of Education Public Meeting
  A.A. Roberty Bldg. at 6:30 p.m.

- New Teachers on Duty
- All Teachers on Duty
- Administration of the SAT
- New Teachers on Duty

Visit www.hcps.org/parents/backtoschool for all of your back to school essentials!

- mySchool/Bucks.com accounts
- Edline pages
- Back to school nights schedule
- Blackboard ConnectS Parent Portal
  and more!
### September 2017

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<td><strong>3-hour Early Dismissal for All Students</strong></td>
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<td>Patriot Day</td>
<td>1st Quarter/1st Semester Begins</td>
<td>Opening of Schools for K*-12 Students</td>
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<td>Citizenship Day</td>
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**IMPORTANT MESSAGE ABOUT TESTING TO TAKE PLACE IN SEPTEMBER**

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.

Special Events:
- **19th**: First Day of Autumn
- **20th**: Constitution Week (17-23)
- **26th**: 3-hour Early Dismissal for All Students

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**Are you signed up for our Parent Portal?**

Customize your communication preferences now!

- Add multiple phone numbers and email addresses
- Choose how you receive information from the school and the system - voice calls, emails and/or text messages

Look for this button on www.hcps.org
October 2017

Ethan Chmura
Churchville Elementary School
Grade K

NOTES

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## National Principals Month!
October 2017

Share your appreciation for our hardworking principals, and #HCPSThankAPrincipal today!

### October 2017 Calendar

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<td>Fire Prevention Week (8-14)</td>
<td>Columbus/Discoverers’ Day</td>
<td>National School Lunch Week (10-14)</td>
<td>HCPS College &amp; Career Fair 6:00-8:30 p.m.</td>
<td>HCC APGFCU Arena</td>
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<td>National Educational Office Professionals Career Awareness Week (8-14)</td>
<td>Board of Education Public Meeting A.A. Roberty Bldg. at 6:30 p.m.</td>
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<td>National Character Counts Week (15-21)</td>
<td>National School Bus Safety Week (16-20)</td>
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<td>*MD STATE EDUCATION ASSOCIATION CONVENTION SCHOOLS CLOSED</td>
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<td>Red Ribbon Week (23-31)</td>
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<td>* Key events should not be scheduled. Information on interfaith holidays can be found at <a href="http://www.interfaith.org">www.interfaith.org</a>.</td>
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**IMPORTANT MESSAGE ABOUT TESTING TO TAKE PLACE IN OCTOBER**

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.
## IMPORTANT MESSAGE ABOUT TESTING TO TAKE PLACE IN NOVEMBER

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.

### November 2017

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<td>Daylight Saving Time Ends</td>
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<td>2nd Quarter Begins</td>
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<td>American Education Week (13-17)</td>
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<td>Education Support Professionals Day</td>
<td>National Parental Involvement Day</td>
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<td>National Family Week (19-25)</td>
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<td>*3-HOUR EARLY DISMISSAL FOR SCHOOLS &amp; OFFICES</td>
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**IMPORTANT MESSAGE ABOUT TESTING TO TAKE PLACE IN DECEMBER**

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.

* Key events should not be scheduled. Information on interfaith holidays can be found at www.interfaith.org.

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**December 2017**

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**SCHOOLS & OFFICES CLOSED**

*HOLIDAY SCHOOLS & OFFICES CLOSED*

*WINTER BREAK SCHOOLS CLOSED*

*WINTER BREAK SCHOOLS CLOSED*

*WINTER BREAK SCHOOLS CLOSED*

*WINTER BREAK SCHOOLS CLOSED*
### January 2018

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* Key events should not be scheduled. Information on interfaith holidays can be found at www.interfaith.org.

- **HOLIDAY SCHOOLS & OFFICES CLOSED**

- **3-hour Early Dismissal for All Students**

**Board of Education Public Meeting**
A.A. Roberty Bldg. at 6:30 p.m.

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### IMPORTANT MESSAGE ABOUT TESTING TO TAKE PLACE IN JANUARY

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.
February 2018

Ethan Southard
John Archer School
Grade 8

NOTES

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www.HCPS.org
**February 2018**

**IMPORTANT MESSAGE ABOUT TESTING TO TAKE PLACE IN FEBRUARY**

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.

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* Key events should not be scheduled. Information on interfaith holidays can be found at www.interfaith.org.

- National Freedom Day
- Groundhog Day
- Report Cards Distributed
- Administration of the ACT
- 3-hour Early Dismissal for All Students
- National PTA Founders Day
- National FFA Week (17-24)

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**INCLEMENT WEATHER POLICY**

Potential inclement weather makeup dates are marked with numbered snowflakes in March and June. These dates will be used in numerical order, beginning with Friday, June 8, 2018.

Full HCPS Inclement Weather Policy on page six of the Student Handbook.
### March 2018

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<td>National School Breakfast Week (5-9) National Foreign Language Week (5-11)</td>
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<td>Administration of the SAT</td>
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<td>Daylight Saving Time Begins</td>
<td>Board of Education Public Meeting A.A. Roberty Bldg. at 6:30 p.m.</td>
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*PROFESSIONAL DEVELOPMENT SCHOOLS CLOSED FOR STUDENTS* *PROFESSIONAL DEVELOPMENT SCHOOLS CLOSED FOR STUDENTS* *HOLIDAY/SPRING BREAK SCHOOLS & OFFICES CLOSED*
**April 2018**

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<td><em>SPRING BREAK SCHOOLS CLOSED</em></td>
<td>International Children’s Book Day</td>
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<td>3rd Quarter Ends</td>
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**Key Events**

- *SPRING BREAK SCHOOLS CLOSED*
- National Library Week (8-14)
- 4th Quarter Begins
- Board of Education Public Meeting
  - A.A. Roberty Bldg. at 6:30 p.m.
- National Student Leadership Week (15-21)
- National Volunteer Week (15-22)
- Earth Day
- Public School Volunteer Week (23-27)
- Week of the Young Child (24-28)
- Administrative Professionals Day
- National Arbor Day

**Important Message about Testing**

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.
### May 2018

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<td>National Physical Education and Sport Week (1-7)</td>
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<td>Registration of Pre-K &amp; Kindergarten Students</td>
<td>Administration of the SAT</td>
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<td>Teacher Appreciation Week (6-12)</td>
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<td>National Bike to School Day</td>
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<td>National School Nurse Day</td>
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<td></td>
<td>National Music Week (6-13)</td>
<td>Board of Education Public Meeting A.A. Roberty Bldg. at 6:30 p.m.</td>
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<td>Board of Education Public Meeting A.A. Roberty Bldg. at 6:30 p.m.</td>
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<td>Mother's Day</td>
<td>Board of Education Public Meeting A.A. Roberty Bldg. at 6:30 p.m.</td>
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<td>PMHS Commencement 1:00 P.M.</td>
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<td>3-hour Early Dismissal for All Students</td>
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<td>ABHS Commencement 6:00 P.M.</td>
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<td>JOHS Commencement 1:00 P.M.</td>
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<td>NHHS Commencement 6:00 P.M.</td>
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<td>FAHS Commencement 1:00 P.M.</td>
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<td>BAHS &amp; HDHS Commencements 6:00 P.M.</td>
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<td>PMHS Commencement 1:00 P.M.</td>
<td>JOHS Commencement 1:00 P.M.</td>
<td>FAHS Commencement 1:00 P.M.</td>
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<td>ABHS Commencement 6:00 P.M.</td>
<td>NHHS Commencement 6:00 P.M.</td>
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**Important Message about Testing to Take Place in May**

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.
Amory Jones
Joppatowne High School
Grade 12

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www.HCPS.org
### Important Message About Testing to Take Place in June

State required assessments include, but are not limited to, Partnership for Assessment of Readiness for College and Careers (PARCC), Maryland Integrated Science Assessment (MISA), and High School Assessment (HSA). Please visit www.hcps.org for the comprehensive list of assessments as well as the countywide windows. For school specific testing dates, please contact your child’s school.

### June 2018

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<td>4th Quarter/ 2nd Semester Ends</td>
<td>Flag Day</td>
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#### Key Events

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<th>Date</th>
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<td>June 7</td>
<td>Flag Day</td>
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<td>June 9</td>
<td>Administration of the ACT</td>
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<td>June 10</td>
<td>Board of Education Public Meeting</td>
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<td>June 13</td>
<td>Scheduled Last Day of School for Pre-K Students*</td>
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<td>June 15</td>
<td>Scheduled Last Day of School for K-11 Students*</td>
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<td>June 17</td>
<td>Father's Day</td>
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<td>June 27</td>
<td>First Day of Summer</td>
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<td>June 28</td>
<td>Report Cards Distributed</td>
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#### Important Information

- *NOTE: Inclement weather days/emergency systemwide closings cannot be predicted. It is recommended that vacations not be scheduled until after June 15, to avoid scheduling conflicts. This calendar contains the potential for 187 days, 7 more than the state minimum requirement. If schools are closed 7 days or more, it may be necessary to alter the school calendar.

- *Key events should not be scheduled. Information on interfaith holidays can be found at www.interfaith.org.

- *ELECTION DAY
  - SCHOOLS & OFFICES CLOSED
  - Board of Education Public Meeting
    A.A. Roberty Bldg. at 6:30 p.m.

- *ELECTION DAY
  - SCHOOLS & OFFICES CLOSED
  - Board of Education Public Meeting
    A.A. Roberty Bldg. at 6:30 p.m.

- Flag Day
  - Scheduled Last Day of School for Pre-K Students*
    - if all inclement weather days used
  - Flag Day
  - Scheduled Last Day of School for Teachers*
    - if all inclement weather days used

- First Day of Summer
  - Report Cards Distributed

- Report Cards Distributed

- Administration of the SAT

- Administration of the ACT
July 2018

PLACE YOUR AD HERE

- Reach over 30,000 households countywide
- Distributed in print, online and via social media
- Used year-round by students, staff and community members

Contact the HCPS Communications Office for more information.
410-588-5203 • communications@hcps.org

**HOLIDAY SCHOOLS & OFFICES CLOSED**

* Key events should not be scheduled. Information on interfaith holidays can be found at www.interfaith.org.
2018-2019 BACK TO SCHOOL CHECKLIST

☐ Bookmark the Harford County Public Schools website, www.hcps.org, for news, events and important announcements. Find us on Facebook, follow us on Twitter and Instagram and see us on YouTube.

☐ Create your Parent Portal account in the Blackboard Connect 5 system to set your communication preferences for school and system-wide messages. If you have already done this, please log in and review your current information to make sure it is correct and up-to-date. Have your student’s six-digit cafeteria PIN available when signing up and enter when asked for an Identification Code. Call your school directly if you do not know your student’s PIN.

☐ Make sure your mySchoolBucks.com account is updated and funded. The money deposited into this account can be used for school meals and athletic fees.

☐ Bookmark your school’s Edline page so your child’s grades are just a click away.

☐ Attend your school’s Back to School Night.

☐ Fill out a meal benefit application, if needed.

☐ Complete any necessary medication-related documents, along with other important forms you may need.

☐ Utilize the School & Bus Locator button on www.hcps.org, or visit our Transportation site for bus routes, transportation safety and transportation policies.

☐ If your student walks to school, find safety tips from the Harford County Sheriff’s Office on www.hcps.org/parents under the Forms and Documents tab.

☐ Get involved by volunteering or partnering with your school.
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</table>

**NOTE**
Please note that this August month page is for reference only and does not reflect any actual Harford County Public Schools calendar dates for the 2018-2019 school year.

Board of Education Public Meeting
A.A. Roberty Bldg. at 6:30 p.m.
Has your child encountered a problem at his/her school? First, call the teacher and/or principal. If the problem remains unresolved, or, if you have other questions, listed below are important phone numbers.

**Harford County Public Schools Central Office**
410-838-7300 (local) * 1-866-588-4963 (Toll Free)
7-1-1 TTY for Hearing Impaired

<table>
<thead>
<tr>
<th>Phone Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has your child encountered a problem at his/her school? First, call the teacher and/or principal. If the problem remains unresolved, or, if you have other questions, listed below are important phone numbers.</strong></td>
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<tr>
<td><strong>Aberdeen Middle School</strong></td>
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<td>Abingdon Elementary School</td>
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<td>Fountain Green Elementary School</td>
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<td>George D. Lisby Elementary School</td>
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<td>Hall's Cross Roads Elementary School</td>
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<td>Harford Glen Outdoor Education Center</td>
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<td>Harford Technical High School</td>
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<td>Havre de Grace Elementary School</td>
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<td>Hickory Elementary School</td>
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<td>Homestead/Wakefield Elementary School</td>
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<tr>
<td>Office of Elementary School Performance</td>
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<tr>
<td>Office of Middle and High School Performance</td>
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<tr>
<td>Patterson Mill Middle/High School</td>
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<tr>
<td>Prospect Mill Elementary School</td>
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<td>Psychological Services, Student Services</td>
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<td>Aberdeen Office</td>
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<td>Southampton Office</td>
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<td>Red Pump Elementary School</td>
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<td>Ring Factory Elementary School</td>
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<td>Riverside Elementary School</td>
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<td>Roye-Williams Elementary School</td>
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<tr>
<td>Safety &amp; Security Department</td>
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<tr>
<td>Special Education Department</td>
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<tr>
<td>Southampton Middle School</td>
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<tr>
<td>Transportation Department</td>
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<tr>
<td>William Paca Elementary School</td>
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<tr>
<td>Old Post Road Elementary School</td>
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<tr>
<td>William S. James Elementary School</td>
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<td>Youth’s Benefit Elementary School</td>
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<tr>
<td>Volunteer Work</td>
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<tr>
<td><strong>Maryland Youth Crisis Hotline</strong></td>
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</tbody>
</table>
Keep up with our 2017 Teacher of the Year all throughout the year!

Teacher of the Year Blog

Thank you to our 2017 Sponsors!

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Amy Mangold
Special Education Teacher
John Archer School

Keep up with our 2017 Teacher of the Year all throughout the year!
Become a sponsor of the Harford County Public Schools 2018-2019 Parent-Student Handbook Calendar and be seen throughout the Harford County community!

Quick Facts:
- Nearly 40,000 copies distributed across the county throughout the entire year
- Sent to over 30,000 student households in September
- Provided to over 5,000 HCPS staff and employees
- Available to the general public upon request
- Posted online at www.hcps.org with over 100,000 views throughout the year
- Promoted through Facebook to over 16,000 followers and on Twitter to over 10,000 followers
- Used year-round by students, staff and community members

Contact the Communications Office for more information: 410-588-5203 • communications@hcps.org
HCPS HAPPENINGS

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